



## Grade Appeal Policy English as a Second Language

EF International Language Campus

Name of Institution

03958

Institution Number

**Grade Appeal Policy**

Name of Policy

**June 25, 2018**

Effective Date

**February 16, 2024**

Revision Date

## Grade Appeal Policy

EF recognizes that a student may believe that a final grade is wrong or unfair.

The course instructor's grading policy, as published in the course syllabus, shall be the grading standard for the course. The student is responsible for knowing the grading policy, which may include class attendance requirements, and for meeting the requirements for grades as specified by the instructor's policy. Any modifications the instructor makes in the original grading policy during the semester should be minor and must be announced and published in written form and distributed immediately to all student participants in the course.

In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by your instructor is to be considered final. In a grade appeal, only prejudice, arbitrariness and perceived unfair/inconsistent grading practices will be considered as legitimate grounds for an appeal.

1. A student may not base a grade appeal on disagreement with the grading policy as established and published by the course instructor.
2. The difficulty of the grading standards and/or expectations for student performance in the course shall not be an issue in the grade appeal.
3. The burden of proof in the grade appeal is always on the student.
4. Only the **final** course grade submitted by the course instructor at the conclusion of the course can be appealed. Grades on individual course assignments cannot be appealed separately using this process although demonstration of instructor's error on the grades for individual assignments may serve as the *primary* evidence for a successful appeal of the final course grade.



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The process by which a student may appeal a grade received in a course at EF is as follows:

1. Request a meeting with the Academic Director by email within 72 hours of receiving the grade outlining your concerns and reasons for the appeal that you are making.
2. EF reserves the right to deny the appeal if it is determined that your attendance is below 80% however if you feel that there are extenuating circumstances that need to be brought to the school's attention then please provide these at the onset of your appeal.
3. When making the request for the meeting you may ask for a copy of your grades and a written explanation from either the instructor or the Academic Director.
4. The student must outline the resolution sought at the onset of the dispute process.
5. The Academic Director will set a time for the meeting within 48 hours of receiving your appeal. The Academic Director reserves the right to have another member of staff present. If you do not agree with the person chosen you have the right to request a different member of staff be present.
6. The burden of proof is on the student so examples that you feel proves your proficiency and/or uphold the reason for the appeal must be presented at the meeting. This includes, but is not limited to, course work, projects, written assignments and unit test/quiz results.
7. During this time you must comply with EFs Attendance Policy and take part in the classes as you are scheduled in Campus Connect.
8. If you are dissatisfied with the outcome of the meeting you may appeal to the School Director and/or the Operations Director. EF will respond no later than five (5) business days after your appeal is made. During this time you must comply with EFs Attendance Policy and take part in the classes as you are scheduled in Campus Connect.
9. During the appeal any member of staff can request that you retake an exam, or redo an assignment if it aids the process. A mutually beneficial time will be determined for this.
10. You have the right to legal counsel at any point during the grade appeal process.
11. At culmination of the appeal EF reserves the right to either deny the appeal and uphold the grade, or grant the appeal and assist the student with all steps as determined at the determination of the result of the appeal.

*it is contrary to this Policy for anyone to retaliate, engage in reprisals or threaten to retaliate against a person for filing a grade appeal under this Policy; or having participated or co-operated in a grade appeal under this Policy. Anyone who engages in such retaliation will be subject to disciplinary or corrective measures, up to and including suspension, expulsion or termination from EF.*