



Grade Appeal Policy English as a Second Language

EF International Language Campus

03958

Name of Institution

Institution Number

Grade Appeal

June 25, 2018

February 16, 2024

Name of Policy

Effective Date

Revision Date

Grade Appeal Policy

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.

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.

Please Note: You cannot contest a grade based on allegations of faculty incompetence.



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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.
Please note: EF reserves the right to have your instructor present at the meeting.
2. 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.
3. You may present examples that you feel proves your proficiency and/or the reason for the appeal that you feel is erroneous.
4. The meeting must take place 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.
5. 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.
6. During the appeal any member of staff can request that you retake an exam, or redo an assignment if it aids the process.

EF reserves the right to deny the appeal if it is determined that your attendance is below 80%.

This institution is certified by the Private Training Institutions Branch (PTIB). Certified institutions must comply with regulatory requirements, including the requirement to have a Grade Appeal policy.

For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.