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| Executive Compass Flight Institute Ltd | | |  |  |
| Name of Institution | | |  | Institution Number |
| **Grade Appeal** |  | **January 1, 2022** |  |  |
| Name of Policy |  | Effective Date |  | Revision Date |

Grade Appeal Policy

A student who wishes to appeal an assigned grade on any assessment should initially speak with the primary course instructor to attempt to understand why the grade was assigned. If the student wishes to formally appeal the grade, the process by which a student may formally appeal a grade received in a course at Executive Compass Flight Institute Ltd is as follows:

1. Write a formal letter to the primary course instructor outlining reasons why the assigned grade is being appealed. Allow 7 business days for a response from the instructor.
2. If a response is not received or there is a need to escalate the appeal (i.e. An unfavorable response is received), forward a new written appeal to the CFI/SEA to investigate.
3. Students may directly forward a grade appeal to the CFI/SEA if they so chose.
4. The CFI/SEA will conduct a review and provide the student with a written response within 30 days. Copies of the review report and response will be maintained in the students record file.
5. If the student is still unsatisfied with the outcome of the appeal, please refer to the Dispute Resolution Policy for further process.