



## **ACADEMIC SUCCESS POLICY**

We have instituted this Academic Success policy in order to ensure that students are successful in their studies here at inlingua. This means that students are required to show advancement and make normal progress toward completing their course of study. Students who repeatedly fail a course at inlingua will be subject to our Academic Success Policy.

### **Academic Probation**

If a student does not pass a level after the first attempt, the student will be placed on Academic Probation. When being placed on Academic Probation, the student will undergo a remediation conference with the school director in order to identify areas of strength and weakness in order to improve during the next term. However, a *new* student who enters the program during or after the fourth week of the quarter will not be placed on Academic Probation if the student fails the level but will instead receive no grade (NG) for the term. A student is only eligible to receive no grade (NG) once (during his or her first quarter) while in the program.

### **Academic Termination**

If a student fails a course after having been placed on Academic Probation, the student will be disenrolled and not permitted further participation in the program. F-1 students (i.e., those on a “student visa”) who fail a course after having been placed on Academic Probation will also have their SEVIS record terminated for “otherwise failing to maintain status” as required by United States immigration regulations.

### **Student Appeals**

Students who have been placed on academic probation or who, after having been placed on academic probation are not permitted further enrollment in the program, may appeal inlingua’s decision. Students may not appeal a passing grade. All evidence of student appeals and their outcomes will be maintained in the student’s permanent record.

### **Procedures for appealing end-of-quarter test results**

Any student who believes that the end-of-quarter Achievement Test has been improperly scored or does not reflect their real abilities on test day may appeal their quarterly test results. All appeals must be submitted in writing to the school director within five (5) days of the date the student is notified of inlingua’s decision and must specify the specific reason(s) for the appeal (e.g., the Achievement Test has been improperly scored, an error was made in tabulating the results, etc.).

Once the director receives the written appeal from the student, the director will schedule a different instructor to administer the speaking section and rescore the other sections of the test. If, after rescoring the Achievement Test inlingua verifies that the student has failed to achieve a passing grade, then the school’s decision will be final. However, if inlingua determines that an error has been made in scoring the student’s Achievement Test and that the student should have received a passing grade, then inlingua’s decision that the student has failed the course will be reversed and the student will be taken off academic probation and/or will be eligible to remain enrolled in the program, as appropriate, and will advance to the next level in the program.

### ***Procedures for appealing academic termination***

If a student believes they have been wrongly terminated from the program, the student may file an appeal request, which must be submitted to the school director in writing within 48 hours of the student's receiving notice of the termination. In the written appeal request, the student must clearly state the specific reason(s) they believe they were improperly terminated. At that time, the student should present any documentation or materials to support their case, such as medical notes, legal papers, etc. The student will then meet with the school director and will be given 30 minutes to discuss their case. Afterward, the school director will make a final determination of the student's case. The student's appeal will be upheld and the termination reversed only if the student demonstrates that inlingua did not follow its written policies or procedures, or if the student presents compelling evidence (such as a valid medical excuse) that, if inlingua would have had at the time of the termination, would have reasonably prevented the termination. If the appeal is denied, the student will lose their F-1 visa status (if applicable) and will be required to leave the school.