

Kinesiology Course Grade Grievance Procedure

Preamble

A grade given by a faculty member may be changed only by that faculty member. A grade given in a class taught by a GSI may be changed only by the faculty supervisor of the course. Kinesiology grievance procedures are intended to issue a recommendation, for or against a change, to the appropriate faculty member. The final decision rests with the faculty member.

While the Division wishes to see demonstrably unfair grades rectified, it will not automatically invoke the grievance procedure. Differences between grade received and grade expected of less than a full letter grade will not be considered unless it is between a D- and a failing grade. In addition, a grievance based on the argument that one instructor's grading standards are stricter than those of others will normally not be pursued.

The grievance procedure should involve the following steps:

- (1) A student must first attempt to resolve a grade grievance with the instructor of the course. This conversation must occur within two weeks of the beginning of the subsequent academic term (Fall/Winter) regardless of whether or not the student is enrolled for that term.
- (2) If scheduling a conference with the instructor is impossible, or if the conference with the instructor does not resolve the issue, the student should discuss the problem with the Academic Program Coordinator (APC), and should submit to him/her a letter detailing the nature of the complaint. He/she should also submit all papers and examinations written for the course to which he/she has access.
- (3) The APC should respond to student in writing with a proposed timetable. The APC will solicit a response from the instructor and will then determine whether any basis for a committee hearing exists. If the APC is a party to the grievance, his/her role shall be assumed by the Graduate Program Chair (GPC).
- (4) If the APC concludes, based on the initial conference between the student and the instructor and the paperwork submitted, that there is no basis for a committee hearing, he/she will inform the student.
- (5) If the basis for a formal hearing is found by the APC, the written grievance shall be presented to an *ad hoc* grievance review committee. The *ad hoc* grievance review committee will consist of three persons to be appointed by the APC: two faculty members and one student. The student member of the review committee will be an undergraduate if the grievant is an undergraduate, or a graduate student if the grievant is a graduate student.
- (6) The *ad hoc* review committee will meet with the instructor and student to review the substance of the grievance. The *ad hoc* review committee will then submit a written summary of its findings and recommendations to the student and the instructor. If the *ad hoc* review committee concludes that the assigned grade should stand, the APC will inform the student in writing that the grade will not be changed, and that no further appeal within the Division is possible. If the *ad hoc* review committee concludes that the instructor did not act fairly, properly or judiciously, the APC will make a recommendation to the instructor based on the findings of the *ad hoc* committee. If the instructor declines to change a grade in spite of the recommendations of the *ad hoc* review committee and the recommendations of the APC, the instructor will provide the student and the APC with a written explanation for his/her decision not to change the grade.
- (7) The APC will provide the student with a written statement within two weeks of the committee meeting summarizing the procedures followed in processing the grievance, noting the recommendations of the *ad hoc* review committee, adding his/her own evaluation of the review committee's findings, and noting responses of the instructor regarding change of the grade.
- (8) These procedures describe the full appeal mechanism used in the Division of Kinesiology to deal with grade grievances. When these procedures have run their course, no further appeal within the Division is possible.