



Guidelines for In-term Evaluation Accommodation Requests

The purpose of these guidelines is to provide students and instructors in the Department of Kinesiology a framework from which consistent and reasonable decisions can be made regarding student accommodation requests for in-term evaluations, as per Bylaw 51. It is hoped that these guidelines will help to reduce confusion and concern that might arise as a result of different interpretations of the bylaw. It is also hoped that having a transparent and consistent approach to handling in-term evaluation accommodation requests will help to balance the differential effects that these requests could have on students and instructors within the department.

The following guidelines have been provided to address specific aspects of regulation 1.5.3 within Bylaw 51 (below). It is the intent that the guidelines will be applied consistently by all instructors and the Department Head of Kinesiology, in response to student requests.

From Bylaw 51: Academic Evaluation Procedures

1.5.3 A student who has three or more major in-term evaluations scheduled or due within a 24-hour period may apply, no later than the fourth week of classes, to seek an appropriate accommodation (such as a due date modification, alternative assignment, or rescheduled test). Such a request shall not be unreasonably denied. In the case where the matter cannot be resolved between the instructor and the student, the final determination will rest with the Head of the Department offering the course, in consultation with the faculty member(s).

Aspect of Regulation 1.5.3	Guideline
“... major in-term evaluations ...”	Each instructor will need to determine what “major” means to them for each type of evaluation, as this is a subjective assessment that will differ between instructors. If a disagreement regarding what is or is not a major evaluation is what is keeping a resolution from being made between a student and instructor(s), then the final determination of whether an evaluation is major will rest with the Head, in consultation with the instructor(s).
“... scheduled or due within a 24-hour period ...”	Three or more evaluations must fall <u>within</u> a 24-hour period. Accommodation will not be given if the third evaluation falls at the 24-hour mark (e.g., evaluation 1 and 2 at 8:30 am and 1:00 pm on one day, and evaluation 3 at 8:30 am on the following day). If an evaluation (e.g., assignment) can be handed in prior to a deadline, it is the deadline (date and time) that will be used to determine if there is a conflict (i.e., the bylaw refers to evaluations that are <i>scheduled</i> within the 24-hour period).

<p>“... no later than the fourth week of classes ...”</p>	<p>All requirements of an accommodation request (see details under section “<i>Such a request shall not be unreasonably denied.</i>” below) will need to be met by 4:00 pm on the last day of the fourth week of the Fall and Winter terms, starting on the first day of classes for each term, for the request to be eligible for consideration. The deadline is 4:00 pm on the last day of the second week of classes during Intersession and Summer session.</p>
<p>“ ... an appropriate accommodation ...”</p>	<p>If altering the deadline/due date of the evaluation will help to eliminate the conflict, a minimum buffer of 24 hours must be given as a reasonable amount of time to alleviate the initial conflict. The new deadline/due date must be set as soon after the 24-hour buffer as possible, such that no new eligible conflicts are created.</p> <p>If the accommodation involves an alternate evaluation, the alternate evaluation must be of comparable difficulty and type to the evaluation completed by the rest of the class.</p> <p>Evaluations must not be eliminated (and their weighting spread out to other evaluations) in order to accommodate a conflict. Students must complete all evaluations. The bylaw calls for altered scheduling or evaluation, not evaluation elimination.</p>
<p>“Such a request shall not be unreasonably denied.”</p>	<p>All eligible requests (made on time <i>in writing</i>, for evaluations falling within the 24-hour period) will be accommodated. <u>Accommodation requests must include the following documents and information:</u></p> <ol style="list-style-type: none"> 1. copies of relevant course syllabi 2. summary of the deadlines/due dates within the 24-hour period 3. names and contact information for the instructor(s) of the other courses in conflict
<p>“... resolved between the instructor and the student ...”</p>	<p>All accommodation requests will be resolved between the student and instructor(s). If more than one instructor in Kinesiology is involved, they will all work collaboratively to find an acceptable solution so that the impact on everyone in the department is as balanced as possible, and so that one instructor is not differentially targeted by students.</p>
<p>“... the final determination will rest with the Head .. in consultation with the faculty member(s)”</p>	<p>The Head will consult with the faculty member(s) involved, if the faculty member(s) cannot reach a collaborative solution.</p>