GRADUATE STUDENT INSTRUCTOR HANDBOOK

(Updated August 2022)

UNIVERSITY OF MICHIGAN
DEPARTMENT OF ANTHROPOLOGY
GRADUATE STUDENT INSTRUCTOR HANDBOOK
(Subject to continuous revision)

TABLE OF CONTENTS

APPENDICES

I.   LSA Community Standards of Academic Integrity
II.   Department of Anthropology Policies and Procedures Posting Grades, Returning Papers, and Exams
III. Department of Anthropology Grade Appeal Process

UNIVERSITY RESOURCES POLICY/PROCEDURE LINKS

CRLT GSI Guidebook: http://www.crlt.umich.edu/gsis/gsi_guide
Policies for Students: http://www.studentpolicies.dsa.umich.edu/
Dept. of English Note on Plagiarism:
http://www.lsa.umich.edu/english/undergraduate/advising/plagNote.asp
SPG Policy on Faculty-Student Relationships:
http://spg.umich.edu/policy/601.22
SPG Policy on Conflict of Interest/Commitment:
http://spg.umich.edu/policy/201.65-1

This handbook attempts to make available information/guidelines/reminders regarding the policies, practices, requirements, and expectations for GSIs in the Department.

APPLICATION FOR POSITION:

All students must complete two forms of application. A department-specific application and an application in Wolverine Access at umjobs.org are both required. The department application link will be sent to the anthro.students@umich.edu email list. A reminder to apply at umjobs.org will accompany the department application announcement. The department application must be submitted, with a copy of the most current unofficial transcript to the anthropology department site by the announced deadline to be considered for a position. Applications for Winter Term are generally distributed by the end of September with a mid-October due date, and applications for Fall Term are distributed by the end of February with a mid-March due date.

All students must complete an application for a GSI position regardless of departmental funding commitments to students.

The Department Fellowships Committee is the appointing body for all GSI positions in the Department. Students must be in good academic standing and have no more than one outstanding Incomplete on their transcript to be considered for appointment.

The period of appointment for Fall Term is September 1 through December 31 and January 1 through April 30 for Winter Term. Graduate Student Instructors are expected to be available during the entirety of the appointment period for training, orientation, meetings with faculty instructors, and grading. *Other activities such as preliminary examinations and travel are to be scheduled so they do not interfere with GSI responsibilities.*

REQUIREMENTS:

TRAINING:

The Department requires that all first-time Graduate Student Instructors attend the CRLT GSI Workshops that are offered at the

beginning of each term and the two-hour departmental orientation (scheduled in late August/early September before the term begins). Attendance at the Sweetland Writing Center training program is also a requirement for all GSIs appointed to Upper-Level Writing Requirement courses. It is also required that new Graduate Student Instructors attend at least one additional course of interest that is offered by the CRLT during the term of their appointment. All other GSIs are encouraged to attend at least one or more of these courses also. Announcements of course listings are distributed to all GSIs early at the beginning of each term.

CRLT GSI WORKSHOPS:
CRLT GSI Workshops are required for all first-time GSIs, but experienced GSIs are also welcome and may find them useful. The workshop covers such topics as:
> How do I prepare for the first days of class?
> What do I do when I ask a question and students don't answer?
> How do I create a climate that will allow students to do their best?
> How do I encourage students to take responsibility for learning?
> How do I get students to think critically?

Staff at CRLT may be contacted directly for more information at 764-0505, or via email at crlt@umich.edu. Their website is http://www.crlt.umich.edu/.

SWEETLAND WRITING CENTER:
All GSIs assigned to courses that are offered as fulfilling the Upper-Level Writing Requirement must complete the one-credit Sweetland Writing Center required Upper-Level Writing Requirement training course, SWC 993.

DEPARTMENT ORIENTATION:
First-time GSIs must attend the scheduled orientation.

REGISTRATION:
In the term of GSIing, pre-candidates must register for at least six graded graduate credit hours and candidates must register for eight candidacy credits (Anthr 995). In addition, first-time GSIs should register for one credit of GSI Training (Anthrcul.993.001).

IGSI WORKSHOP (International GSI):
Each first-time GSI is assessed for the following background: 1. a strong command of English comprehensible to UM undergraduates AND 2(a) significant experience in a U.S. High School or as a U.S. college/university undergraduate, OR 2(b) evidence of successful TA classroom teaching experience with U.S. undergraduates. For students that do NOT meet both background criteria, the Department will refer the student to the English Language Institute for further determination.

SEXUAL ASSAULT PREVENTION (online training):
All graduate students are required to complete the online training module on sexual assault prevention. The training has two parts and should take about 30 minutes each. You should have received Part One of the training via e-mail. You must complete this training by September 2nd. Part Two of the training is due by November 8th.

GENERAL EXPECTATIONS:
A GSI is expected to attend all lectures, conduct all assigned discussion sections, have regular office hours, and attend meetings as scheduled with the faculty instructor. The course faculty/instructor will provide the GSI with any required textbooks for the course. The GSI is responsible for making sure that the students' grades are incorporated into the lecture grades and posted for final submission before the posted deadline each term. GSIs are also responsible for the record-keeping of student grades earned in their sections. Hard copies of these records shall be retained by the GSI until the end of the term. At that time, all records including papers or exams should be turned over to the course instructor or Ryden Allen.

CONFLICT OF INTEREST/COMMITMENT:
As defined in the Standard Practice Guide (SPG 201.65-1), a potential conflict of interest ("COI") arises when external ties bias or might appear to bias a faculty member's judgment in performing his or her University obligations or when a faculty member uses his/her position inappropriately for financial gain or uses state resources to influence a political campaign. A potential conflict of commitment ("COC") arises when a faculty member engages in external activities or assumes external commitments that compromise or might appear to

compromise his or her ability to fulfill the responsibilities of his or her University position.

All actual and potential conflicts of interest or commitment must be disclosed to a designated University official (the Department Chair in the Department of Anthropology); evaluated; and, if found to be significant, eliminated or managed.
(http://spg.umich.edu/policy/201.65-1)

FERPA:
University of Michigan complies with the Family Educational Rights and Privacy Act (FERPA), the federal law that governs the release of and access to student education records. FERPA is a Federal law that protects the privacy of student education records.
(https://ro.umich.edu/records-registration/student-rights-records)

FRACTION CALCULATIONS:
At the time of appointment, GSIs are given a fraction calculation sheet. The categories and effort calculations are only an estimate of how a GSI might spend their time. Beyond the required attendance at lectures, discussions, office hours, and meetings, there is no way to determine how individual GSIs spend their time.

What is most important is that GSIs do not exceed, regularly, the total number of hours as indicated on the fraction calculation, e.g. .50 = 20 hours per week. NOTE: Fraction calculations are figured over a 17-week period though there are 13 weeks of class in the fall term and 14 in the winter term.

Therefore, if a GSI finds that they are averaging slightly more hours per week, this may be balanced out over the weeks especially at the end of the term after grades have been posted when zero effort is likely. Extreme hours over the calculation should be dealt with immediately in discussion with the course instructor, GSI Faculty Advisor, and/or Department Chair.

RESPONSIBILITIES:
The primary responsibility of a Graduate Student Instructor is to lead the discussion and explain/clarify the assigned readings. The discussion section is not a forum for the creation of a "new" lecture.

RESPONSIBILITIES THAT ARE NOT THE GSIs:
1. Providing lecture notes to their students.
2. Counseling students with personal/relationship problems. Students must be referred to other appropriate University resources for assistance.

TEACHER-STUDENT RELATIONSHIPS:
http://spg.umich.edu/policy/601.22
The teacher-student relationship lies at the foundation of the educational process. As a matter of sound judgment and professional ethics, faculty members (including GSIs) have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students.

OVERRIDES/PERMISSIONS:
It is the GSI's prerogative to allow students to register in full sections, but this must be discussed with the course instructor. Enrollments exceeding 25 students per section are required to be approved by the Department. Should you choose to do so, you may email Melinda Nelson (mmonro@umich.edu) for processing. You must include the student's name and UMID in the email.

TEXTBOOKS:
It is the responsibility of the course instructor to provide the required textbooks for the course. If the GSI elects to purchase relevant textbooks themselves without communicating with the course instructor, the GSI also elects to pay the costs and is solely responsible for these charges.

HANDOUTS:
Do not just create paper for paper's sake. Handouts should be informative/helpful/be a tool for instruction/learning. Another resource for distributing handouts is Canvas.

COPYING POLICY/PROCEDURE:

Please see Ryden Allen for instructions on the use of the copy machine and its features such as "erase," which eliminates dark heavy borders on book/article copying. Instructions are also posted on the bulletin board in the copy room.

Copy codes have been set up based upon the last 5 digits of a GSI's UMID number. Copy limits have been set as follows:

> 3 sections x 25 students = 75 students x 15 copies per student = 1,125 per term
> 2 sections x 25 students = 50 students x 15 copies per student = 750 per term

Small discussion section copy jobs may be done in the main office to the limits stated above. All large copy jobs for courses (exams, etc.) must be done through the university Copy Service Center on Green Road. With the permission of your faculty, orders can also be placed online through this site: https://printcopymail.umich.edu/printingsvcs/placeorder.htm. Ryden can provide the shortcode to charge copy services.

GSIs must discuss both processes with Ryden. NOTE: Large copy jobs require requisition paperwork and at least a 48-hour turnaround. Planning is essential.

- The Department CANNOT and WILL NOT reimburse GSIs for any copying done outside the Department. If a GSI elects to copy outside the Department or Law School Copy Center, the GSI also elects to pay the outside facility copying bill and is solely responsible for these charges.

Copying on colored paper incurs added expense and should only be requested if/when colored paper enhances the meaning of a handout or when exams need scrambling and color-coding.

OFFICE ASSIGNMENTS:

The Graduate Program Coordinator is responsible for office assignments. There are three offices with shared work surfaces and individual storage bins dedicated to graduate student instructors (236A, 236C, & 238D West Hall).

- Assignments will be made before each term. The Department will assign the room space and once assigned, the GSIs will determine individual workstation assignments.
- Once a GSI accepts their appointment, at the time they sign their fraction calculation form, they will complete an online form indicating their preferences for:
  - One of three offices (236A, 236C, or 238D West Hall), no preference, or no workspace required. Any GSI currently assigned space could elect to retain their workstation. GSIs who are currently dissertators (or have an office elsewhere on campus) will be offered a GSI workroom. However, if he or she is eligible for a dissertator office, then he or she must choose either the dissertator office or the GSI workroom.
  - The name of the individual, if they know, with whom they would like to share a workstation.
  - The request should be completed at least 15 calendar days before the start of the term.
- The department will notify GSIs of their room assignments at least 10 calendar days before the start of the term and that keys are ready to be picked up. GSIs who neglect to submit their requests by the deadline will have room assignment preferences accommodated to the best of the ability of the Department.
- After GSIs have been notified of their room assignments, they will work together to determine/establish workstation assignments.
- Once assignments are made for the term, room assignments should not be swapped among GSIs except under extraordinary circumstances as determined by the Department in consultation with the GSI(s) seeking a room change.
- Keys to the assigned room and lockable storage will be distributed by the Department. The GSI(s) are expected to return the keys (room and lockable storage) to the Graduate Program Manager at the end of the GSI assignment.

OFFICE HOURS:
There are three rooms available for GSIs to schedule office hours (104E, 104F, and 238C). At the beginning of each term, GSIs are expected to reserve their office hours via the online scheduling system (https://lsa-mis.dean.lsa.umich.edu/anthro_reservations/Web/dashboard.php). Should extra office hours/review time be necessary before exams, this should be coordinated with your course faculty/instructor.

CLASS ROSTERS / GRADE SHEETS:
As soon as you know which discussion sections you are leading and have coordinated your office hours and location with the other course GSIs, the Google form (provided by the Graduate Program Coordinator) should be completed. Ryden will enter you as the instructor on your discussion sections which will give you access to your class rosters.

Grades are posted online via Wolverine Access. The procedure for posting grades will be at the discretion of your assigned instructor. Make sure you discuss this process with your faculty instructor or head GSI as soon as possible so as to not be surprised at the end of the term. The grades can be uploaded to Wolverine Access from an Excel file.

CLASSROOM ASSIGNMENTS:
Room changes are very difficult to arrange. Please adapt your teaching style to fit your room assignment. If there are major difficulties though, please see Ryden Allen to discuss the issues or contact him at anthro.program.asst@umich.edu

GSI MAILBOXES:
The GSI mailboxes are located in the hallway adjacent to room 238B West Hall. All paperwork relevant to GSIs will be put into these mailboxes during the term and all GSIs should check their boxes regularly.

PAPERS/EXAMS:
The GSI mailboxes are the usual drop-off site for hard copies of student papers. You must inform your students how to find the GSI mailboxes. Students should be instructed to include their name, the name of their GSI, and the course and section number on all their papers.

Papers, exams, and posted grades must be available on the <u>specific day/time/place announced in class to your students</u>. It is very disruptive to the office to have great numbers of students coming into the office looking for what has been promised but has not been delivered. Office staff generally does not have information as to where/when papers/exams/grades were expected to appear.

EMAIL:
Email should be used with great care.

If difficult situations arise between a GSI and a student beginning with email, in subsequent responses GSIs should include the faculty instructor and/or Dr. Peters-Golden in any messages you may send. The best advice is not to use email as the mode for the resolution of issues. A better means may be to have a scheduled meeting.

GRADES / EMAIL / POSTING:
Grading criteria are determined between the instructor and GSIs in each course. Grades can never be given over email nor may they be given to a parent or significant other. Student-athletes at the University have assigned advisors who will contact GSIs regarding student progress. Grades are posted via the course Canvas site and the final grade is entered via Teaching Support in Wolverine Access.

Grade Grievance:
If a grievance-related grade arises, the Department's Grade Grievance Policy should be followed. See appendix.

Cheating/Plagiarism:
See http://www.lsa.umich.edu/facstaff/saa and http://www.lsa.umich.edu/academicintegrity/examples.html and appendix.

MENTORS:
The Department provides a GSI mentor for first-time GSIs who will arrange to visit a discussion section near the beginning and middle of the term. These visitations are required and may not be refused. The mentors will evaluate GSIs and provide feedback only to the GSI. The

mentor is a tool to help new GSIs become better instructors through this evaluation feedback process and to help with specific/general problems in the section if/when they occur. GSIs are encouraged to seek mentorship assistance at any time should the need arise.

The relationship between the GSM and GSIs is <u>strictly confidential</u> and your unofficial mid-term teaching evaluation feedback occurs only between the GSM and the GSI. The GSM does not report back to the Department. The GSI faculty advisor, course faculty instructor, and/or the Department Chair may be counseled if/when deemed necessary by a GSI.

COURSE EVALUATIONS:
The University uses an online system for students to evaluate professors, lecturers, and GSIs. You will receive emails over the course of the term explaining your role and responsibilities in retrieving and securing the results of your teaching evaluations.

All new GSIs (in consultation with their Graduate Student Mentor) are required to administer an unofficial mid-term evaluation that will be designed by the mentor and GSI together to facilitate teaching effectiveness. These mid-term evaluations will be kept confidential between the GSI and the GSM and are intended to improve and fine-tune teaching skills.

All online, end-of-term evaluations will be reviewed by the Department.

Your official teaching evaluations will be available each term in Wolverine Access for you to download and save for your future use such as job applications, etc. Do not depend on the Department to retrieve these for you in the future.

GEO:
You are invited to join the GEO and may enroll online at this website: http://www.umgeo.org/join-geo/. General information may be found at the website http://www.umgeo.org or by contacting the GEO directly at 339 E. Liberty St., Suite 340, Ann Arbor, MI 48104; phone: 723-995-0221.

HEALTH BENEFITS:
Health care and dental benefits are part of your appointment compensation package as a GSI. You <u>MUST</u> enroll. Once your appointment has been posted by HR you may view and adjust your benefit selections on Wolverine Access. From the main Wolverine Access menu, choose "Employee Business." Sign in with your uniquename and Kerberos password. Your health insurance (and other benefits if eligible) choices and required information can be accessed through "Benefits," then "Benefits Enrollment." Further information is available at the Benefits Office, Wolverine Tower, or http://www.umich.edu/~benefits/.

PAY DAY:
Fall Term - last working day of the month for September, October, and November and approximately December 15. Winter Term - last working day of the month (January, February, March, April).

MICHIGAN FEES:
All GSIs are responsible for paying their own Michigan Fees, which are not included in the tuition waiver (approx. $214.19 for non-GSI's and $90.96 for GSI's).

PEOPLE:
Department Chair: Kelly Askew (kaskew@umich.edu)
Graduate Student Instructor Faculty Advisor: Maureen Devlin (mjdevlin@umich.edu)
Undergraduate Anthropology Advisor: Thom Chivens (tchivens@umich.edu)
Anthropology Program Assistant: Ryden Allen (anthro.program.asst@umich.edu)
Undergraduate Coordinator & Scheduler: Melinda Nelson (mmonro@umich.edu)
Graduate Program Coordinator: Lisa Parisi (anthro.grad.program@umich.edu)
Graduate Program Assistant: Kat East (anthro.grad.program@umich.edu)
Chair's Assistant: Julie Winningham (chimera@umich.edu)
Administrative Manager: Amy Rundquist (amyjr@umich.edu)
Graduate Student Mentor: Janaki Phillips (janakip@umich.edu)

APPENDIX

I. LSA COMMUNITY STANDARDS OF ACADEMIC INTEGRITY
    http://www.lsa.umich.edu/academicintegrity/

II. Department of Anthropology - Policies & Procedures for Posting Grades and Returning Papers and Exams

III. Anthropology Grade Appeal Process

APPENDIX I

THE OFFICE OF THE ASSISTANT DEAN FOR UNDERGRADUATE EDUCATION & EXECUTIVE DIRECTOR OF THE NEWNAN LSA ACADEMIC ADVISING CENTER

http://www.lsa.umich.edu/academicintegrity/index.html

LSA COMMUNITY STANDARDS OF ACADEMIC INTEGRITY

The LSA undergraduate academic community, like all communities, functions best when its members treat one another with honesty, fairness, respect, and trust. The College holds all members of its community to high standards of scholarship and integrity. To accomplish its mission of providing an optimal educational environment and developing leaders of society, the College promotes the assumption of personal responsibility and integrity and prohibits all forms of academic dishonesty and misconduct. Academic dishonesty may be understood as any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. Conduct, without regard to motive, that violates the academic integrity and ethical standards of the College community cannot be tolerated. The College seeks vigorously to achieve compliance with its community standards of academic integrity. Violations of the standards will not be tolerated and will result in serious consequences and disciplinary action.

EXAMPLES OF ACADEMIC MISCONDUCT

Academic misconduct includes but is not limited to the following:

CHEATING
Cheating is committing fraud and/or deception on a record, report, paper, computer assignment, examination, or any other course requirement. Examples of cheating include:

- Obtaining work or information from someone else and submitting it under one's name.
- Using unauthorized notes, study aids, or information from another student or student's paper on an examination.
- Communicating answers with another person during an exam.
- Altering graded work after it has been returned, and then submitting the work for regrading.
- Allowing another person to do one's work and submitting it under one's name.
- Preprogramming a calculator to contain answers or other unauthorized information for exams.
- Submitting substantially the same paper for two or more classes in the same or different terms without the expressed approval of each instructor.
- Taking an exam for another person or having someone take an exam for you.
- Fabricating data that were not gathered in accordance with the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were gathered or collected.

PLAGIARISM
Plagiarism is representing someone else's ideas, words, statements, or other work as one's own without proper acknowledgment or citation. Examples of plagiarism include:

- Copying word for word or lifting phrases or a special term from a source or reference, whether oral, printed, or on the internet, without proper attribution.
- Paraphrasing, that is, using another person's written words or ideas, albeit in one's own words, as if they were one's thoughts.
- Borrowing facts, statistics, graphs, or other illustrative material without proper reference, unless the information is common knowledge, in common public use.

UNACCEPTABLE COLLABORATION
Collaboration is unacceptable when a student works with another or others on a project and then submits written work that is represented explicitly or implicitly as the student's work. Using answers, solutions, or

ideas that are the result of collaboration without citing the fact of collaboration is improper. Students also engage in unacceptable collaboration when they expressly have been instructed to do their own work and have not been given prior approval by the instructor to collaborate.

FALSIFICATION OF DATA, RECORDS, AND OFFICIAL DOCUMENTS
- Fabrication of data
- Altering documents affecting academic records
- Misrepresentation of academic status
- Forging a signature of authorization or falsifying information on an official academic document, grade report, letter of recommendation/reference, letter of permission, petition, or any document designed to meet or exempt a student from an established class, College, or University academic regulation.

AIDING AND ABETTING DISHONESTY
Providing material or information to another person with knowledge that these materials or information may be used improperly. This includes both deliberate and inadvertent actions.

UNAUTHORIZED OR MALICIOUS INTERFERENCE/TAMPERING WITH COMPUTER PROPERTY
Unauthorized or malicious interference or tampering with faculty, administrative, or staff computers is considered an academic offense and, as such, is subject to College judicial procedures and sanctions.

CLASSROOM DISTURBANCES
Classroom disturbances can also serve to create an unfair academic advantage for oneself or a disadvantage for another member of the academic community. Some examples of actions that may violate the LSA Community Standards of Academic Integrity include:

- Interference with the course of instruction or an exam to the detriment of other students.
- Disruption of classes or other academic activities in an attempt to stifle academic freedom of speech.
- Failure to comply with the instructions or directives

PROCEDURES FOR RESOLVING ACADEMIC MISCONDUCT IN LSA
Cases in LSA of alleged violations of academic integrity are to be referred to the Assistant Dean for Undergraduate Education and Executive Director of the Newnan LSA Academic Advising Center (1213 Angell Hall). Each faculty member is responsible for supporting academic integrity and following the procedures for either admonishing the student or filing a complaint of academic misconduct before imposing any penalty for student misconduct. Prior, however, either to admonishing a student and imposing a penalty or filing a formal complaint, all faculty are encouraged to call or email the Office of the Assistant Dean (764-7297; eanurse@umich.edu) for consultation.

A student may be accused of academic misconduct whenever a faculty or staff member believes, after a reasonable investigation where necessary, that academic misconduct has occurred and that the student has some responsibility for it. An instructor who believes academic misconduct has occurred may either give the student an admonition and a poor or failing grade on the work or file a formal complaint of academic misconduct with the Assistant Dean, who then will handle the case.

APPENDIX II

Department of Anthropology Policies & Procedures
Posting Grades
Returning Papers and Exams

POLICY:

It is the policy of the Department of Anthropology to protect each student's right to privacy while providing students with relevant information regarding their coursework.

PROCEDURES

POSTING GRADES:

On the Ann Arbor campus, final official grades are required to be posted in Wolverine Access within 72 hours after the scheduled final examination for the course. The final exam schedule for each term may be found on the Registrar's Office website http://ro.umich.edu/exams/. It is important not to post grades by name, social security number, or other identifying category or in an alphabetical list that permits identification of students, because to do so violates the student's right to privacy.

All grades are entered via Teaching Support on Wolverine Access. Instructors may either enter each grade individually or upload grades from a spreadsheet. Instructions for these functions can be found in the Web Grades Resources section of the Registrar's Office website at http://ro.umich.edu/webgrades.php

Returning Papers and Exams

It is preferred that you return papers or exams in class or that you hand them out during your office hours.

If you do not return papers or exams directly to the student, they need to be turned in to the course faculty/instructor or the Department (Darlinda Flanigan) to be kept for one full year after the end of the course so that students can examine them if desired, or so they are available in case of a grade grievance.

If it is not possible to return the papers or exams in class or during office hours, put the paper inside an envelope, label the envelope with the unique identifier or other identification methods that the student has given you written permission to use, and bring the envelope to the main Anthropology office, putting it on a shelf in one of the lockable cabinets that are in the hall directly across from the front desk. If you do this, please label the shelf/area with your class and section #. Papers may not be left in unattended areas, such as the grad lounge or outside individual offices.

APPENDIX III

Department of Anthropology
Grade Grievance Policy
http://lsa.umich.edu/anthro/undergraduates/gradegrievancepolicy

GRADE GRIEVANCE POLICY AND PROCEDURE:

Students who feel that they have received an unfair or improper grade in an Anthropology course, and who wish to seek redress, should follow these procedures:

Step 1. Preamble

Within the College of Literature, Science, and the Arts, instructors are expected to set fair and consistent grading procedures for their respective courses. The key to implementing fair grading procedures in courses across the College is that individual instructors adhere to grading rubrics that are applied evenly and consistently to all students within a respective course. If the grading rubric is used consistently for each student, then the final grade is assumed to be the correct grade. Nevertheless, students can inquire about a grade and subsequently initiate a grade grievance when they think that the grade was unfairly given.

Step 2. Consultation with Instructor

The first step in inquiring about the accuracy of a final grade should be directed to the lead instructor of the course. This initial inquiry should take place within the first fifteen University business days of the first full term following the term in which the disputed grade was issued. If, after this inquiry, the student is not satisfied with the instructor's response, the student may choose to initiate a formal grade grievance. To initiate a formal grade grievance, the student should contact the Director of Undergraduate Studies (DUS) within the Department of Anthropology before the end of the fifth week of classes in the first full term following the term in which the disputed grade was issued.

Step 3. Formal complaint to Director of Undergraduate Studies (DUS)

To initiate the formal grade grievance process, the student must convey in writing the basis for the complaint, with specific evidence in support of the argument that the grade either was given in error or was unfairly determined. This formal complaint also should summarize the outcome of the initial inquiry to the course instructor, indicating what aspects are in dispute. Upon receipt of the written complaint, the DUS will ask the instructor to provide a written summary restating how the final grade was determined and to respond to the specific claims made by the student.
After receiving this information from both the student and the instructor, the DUS will then determine if sufficient evidence exists to convene the Department's Grade Grievance Committee. (In Anthropology, Grade Grievance Committee responsibilities are held by the Department's Curriculum Committee.) If the DUS determines that there is insufficient evidence for the grade grievance, the matter is considered closed, and the original grade stands. If the DUS determines that the grade grievance should proceed, a date for a formal hearing with the Grade Grievance Committee will be set.

Step 4. Grade Grievance Hearing

Once it has been determined that a formal hearing will be held, the DUS will impanel the appropriate Departmental Grade Grievance Committee. The student filing the grade grievance will be provided with the instructor's summary in advance of the formal hearing, and the respective instructor will be provided with the student's written complaint in advance of the formal hearing. During the formal hearing, the student will be asked to first present the basis of his or her complaint. The instructor will then be asked to present his or her explanation for how grades were determined. If the instructor is not available (e.g. on leave) to respond in person, the instructor may provide a written statement. Following an open period of questions to all parties, i.e., the student, the instructor (if feasible), and the Grade Grievance committee members, the formal hearing will be adjourned.

Step 5. Grade Grievance Committee's Recommendation

The Grade Grievance Committee will then have ten University business days to determine its recommendation and submit a written report to the DUS.

If the Grade Grievance Committee decides that a grade change is not warranted, the DUS will convey this in writing to the student and the instructor. The original grade will stand and the matter is considered closed.

If the committee recommends a grade change, the DUS will communicate that decision directly to the instructor. The instructor will then be asked to respond in writing within five University business days to the DUS indicating whether or not he/she will abide by the Grade Grievance Committee's recommendation. If the instructor agrees to a grade change, the DUS will in writing inform the student of the instructor's decision and the student's final course grade will be changed. The matter is considered closed.

If an instructor does not accept the Grade Grievance Committee's recommendation to change the final grade, the original grade will stand. By College policy, a final course grade rests solely with the instructor and, as such, a course grade cannot be changed without the instructor's consent. When this occurs, the DUS will convey in writing this decision to the student. The matter is considered closed. There is no appeal beyond the Department.

All Departmental policies and procedures are subject to possible change as University and LSA policies change.