

## **Washburn University**

### **Kinesiology Department - Athletic Training Program**

#### **Athletic Training Student Grievance Policy**

A student may believe to be subject of unfair course grading and/or clinical evaluation or the victim of discrimination or harassment. The student with any such grievances, has the right to make an appeal and to receive a fair review. The following procedure outlines the steps to be taken by the student in making appeals and the manner in which complaints will be handled related to the athletic training program courses, clinical experience and grading.

#### **Grade Appeals**

For all grade appeals, the student should follow the procedure listed in the most current University catalog. The catalog is available at <http://www.washburn.edu/academics/academic-catalog/> and the student should reference the grade appeal procedure.

#### **Grievances related to Clinical Experiences, Evaluation, Progression, Retention, or Related Areas**

Grievances related to clinical experiences, performance evaluation, clinical experience progression, program retention, or other athletic training related areas must be presented to the Program Director of Athletic Training Education to resolve the issue through consultation. This should be done within the semester at the time the grievance occurs, or within ten (10) days of the occurrence. The Program Director will attempt to resolve the issue through consultation with all involved parties. The Program Director will provide documentation of the grievance and the resolution to the Kinesiology Department Chair.

If no solution satisfactory is achieved, the student may present the grievance to the Chair of Kinesiology Department. The grievance must be presented in writing within ten (10) days following the discussion with the Program Director. In filing the written petition, the grievance must be stated clearly, indicate the date or dates on which the student consulted the Program Director, and give a brief statement as to the interpretation of the outcome of the discussion.

Upon receiving a petition for a review of a grievance, the Chair of the Kinesiology Department may seek additional information from the student (through interview or by letter) and the Program Director in an attempt to understand as fully as possible the nature of and the justifications for the complaint.

When the Chair of the Kinesiology Department has made a thorough review of the case and has reached a decision about the grievance presented, he/she shall make their recommendations known, in writing, to the student and the Program Director.

If the decision made by the Chair of the Kinesiology Department is not acceptable to the student or to the involved faculty/clinical preceptor, the appeal may be taken to the Dean of the College of Arts and Sciences for review.

## Discrimination/Harassment Complaint Procedure (per the University Catalog)

Washburn University is committed to a policy of equal opportunity without regard to race, color, religion, age, national origin, ancestry, sex, marital or parental status, genetic information, sexual orientation or gender identity. All persons must be allowed to pursue their activities at the University free from sexual harassment, unwelcome sexual advances, sexual violence and free from harassment based on race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, genetic information, sexual orientation or gender identity.

### Complaint Procedures

Individuals who believe they may be or are victims of discrimination or harassment in violation of the University's equal opportunity and harassment policies should promptly take one or more of the steps outlined below, as applicable. It is not necessary for all steps to be taken or to be taken in order. Nothing in these procedures shall be construed as preventing any individual from pursuing any other legal action. Any retaliation against an individual who files a complaint of discrimination/harassment or against individuals who participate in the proceedings is strictly prohibited.

Complaints of harassment (as defined in the University Catalog:

<http://www.washburn.edu/academics/academic-catalog/files/2014-2015-undergraduate-catalog.pdf>) are to be made to the Equal Opportunity Director, Morgan Hall Room 380A, Phone 785-670-1509