

FSPH STUDENT GRIEVANCE PROCESS

Student Grievances

What is a grievance?

Students may raise a complaint about alleged unfair treatment at UCLA. This is called a grievance. Below are a few examples of common grievances students may have:

- Academic grades
- Harassment by other students
- Harassment by faculty or staff
- Discrimination
- Violation of university policy by other students, faculty, or staff

What to do if you have a grievance

Students can decide whether they wish to initiate a formal or informal grievance process. Informal grievances are when students work with FSPH or UCLA personnel to resolve the issue internally. Formal grievances happen when an alleged incident is referred to the appropriate investigative unit at UCLA. Students can access support and discuss the issue in order to understand options on reporting and resolution. Consultative resources include but are not limited to: the FSPH Associate Dean for Student Affairs, the FSPH Equity, Diversity and Inclusion Office, UCLA Counseling and Psychological Services (CAPS), Ombuds Office. Information will be kept confidential to the extent permitted by law and UCLA policy.

The flowchart on the following page illustrates the most common pathways for reporting and resolution. While students may choose to skip the informal process altogether and go directly to formal with a campus entity, once a grievance is filed formally with a campus entity, FSPH staff and faculty are not always informed of the outcome.

We understand navigating these administrative processes can be difficult, so we are committed to supporting our students through the process. The report will be reviewed by the Associate Dean for Student Affairs. On the form, you will have the option of reporting anonymously or confidentially. Anonymously we will not ask for any contact information. Confidentially we will ask you for contact information. Please note some allegations may need to be reported immediately to campus units that handle such incidents to be in line with UCLA policy and laws.

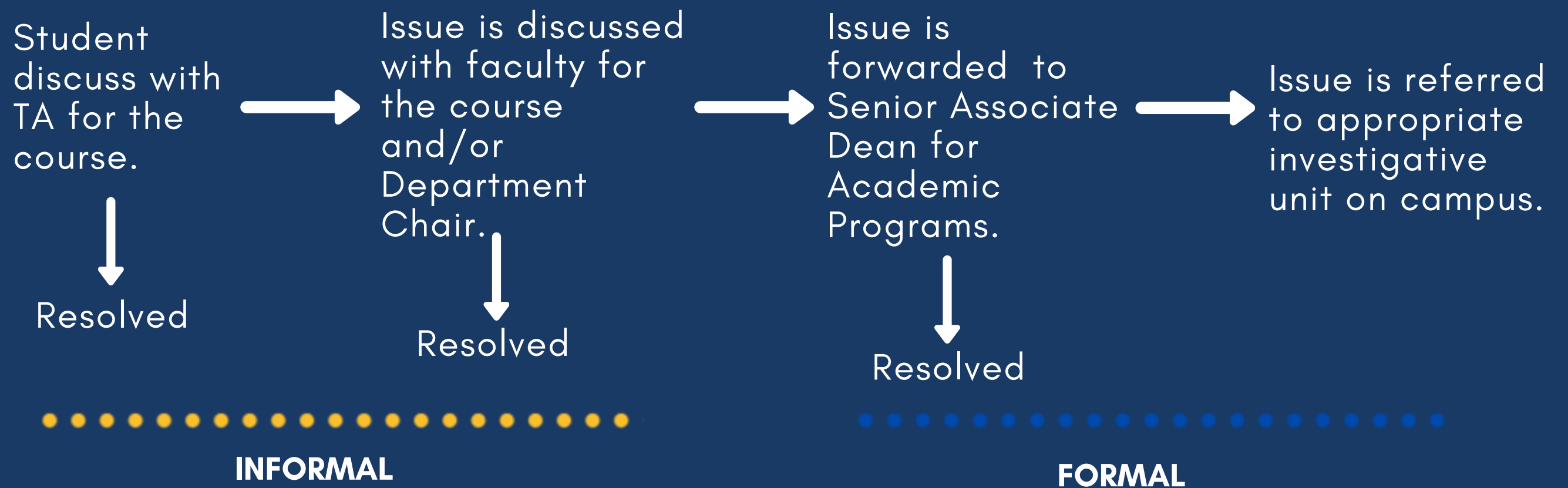
If you would like to file a grievance at FSPH students can report the incident here

<https://tinyurl.com/FSPHStudentGrievance>

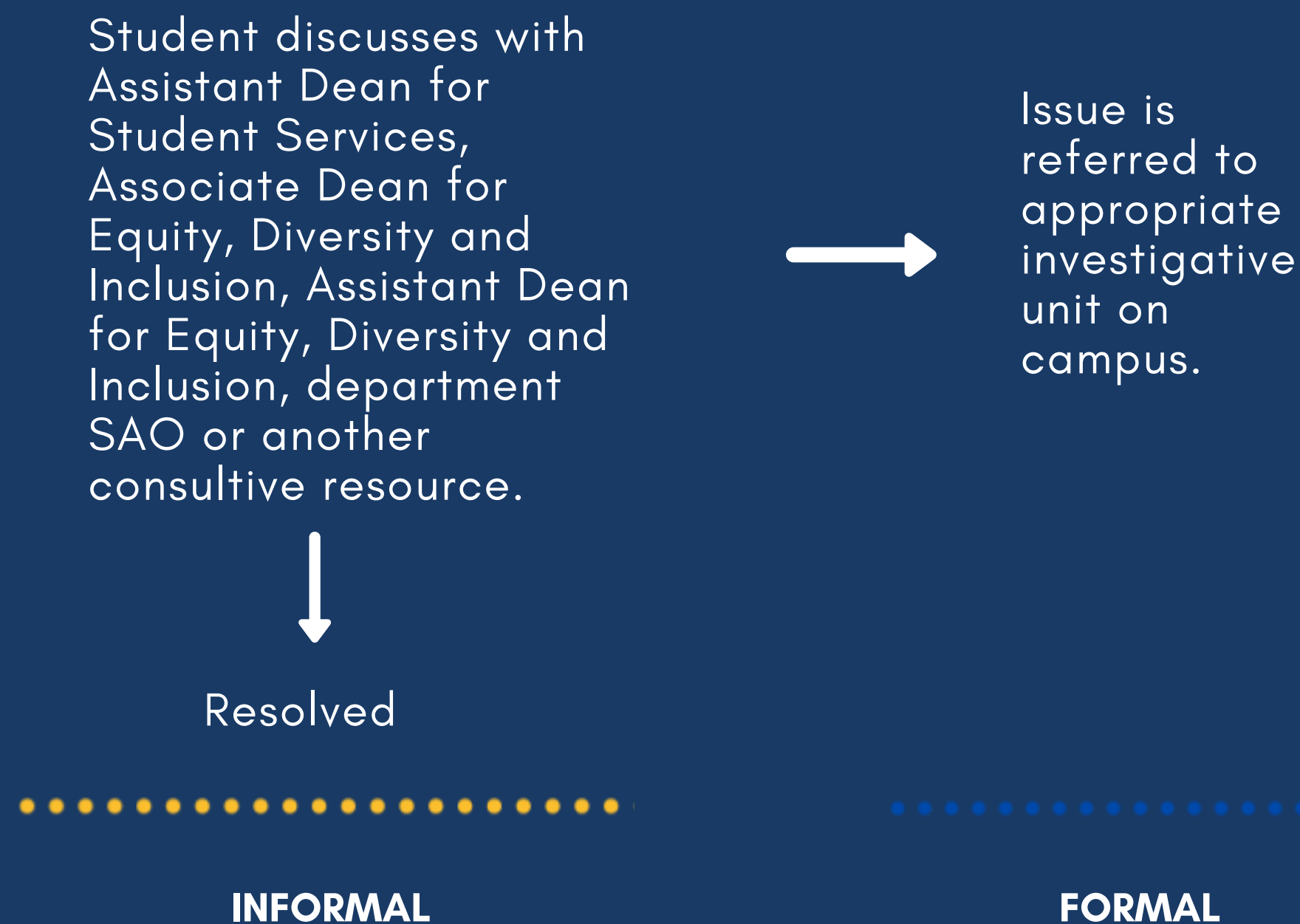
Informal vs. Formal Processes for Handling Student Grievances

The below flowchart illustrates a few ways a student can proceed if they have a grievance.

ACADEMIC GRADING



INFORMAL or CONSULTATION



FORMAL GRIEVANCE

Student reports issue directly to appropriate investigative unit on campus.

FORMAL

FSPH & UCLA Contacts for Students

Academic Grading

FSPH Contact:

Discuss with TA and faculty teaching the course

UCLA Contact:

TA or Faculty and or Department Chair

Discrimination

FSPH Contact:

Dr. Julienne Jose-Chen

Assistant Dean for Student Services
jchen@ph.ucla.edu

Dr. Courtney Thomas Tobin

Associate Dean for Equity, Diversity and Inclusion
courtneysthomas@ucla.edu

Janae Hubbard

Assistant Dean for Equity Diversity and Inclusion
jhubbard@ph.ucla.edu

UCLA Contact:

DPO Office

<https://equity.ucla.edu/civil-rights/>

Ombuds Office

<http://www.ombuds.ucla.edu/>

Equity, Diversity, and Inclusion (EDI)

FSPH Contact:

Dr. Courtney Thomas Tobin

Associate Dean for Equity, Diversity and Inclusion
courtneysthomas@ucla.edu

Janae Hubbard

Assistant Dean for Equity Diversity and Inclusion
jhubbard@ph.ucla.edu

UCLA Contact:

EDI Office

<https://equity.ucla.edu/report-an-incident/>

Sexual harassment, sexual violence, gender discrimination

FSPH Contact:

Dr. Julienne Jose-Chen

Assistant Dean for Student Services
jchen@ph.ucla.edu

Dr. Courtney Thomas Tobin

Associate Dean for Equity, Diversity and Inclusion
courtneysthomas@ucla.edu

Janae Hubbard

Assistant Dean for Equity Diversity and Inclusion
jhubbard@ph.ucla.edu

UCLA Contact:

Title IX Office

<https://www.sexualharassment.ucla.edu/>

CARE Advocates*

<https://careprogram.ucla.edu/>
(* confidential resource)

Ombuds Office

<http://www.ombuds.ucla.edu/>

Other University Resources

UCLA

CARE Advocates*: <https://careprogram.ucla.edu/> (* *confidential resource*)

Counseling and Psychological Services: <https://www.counseling.ucla.edu/>

Equity, Diversity and Inclusion Office: <https://equity.ucla.edu/report-an-incident/>

Financial Aid and Scholarships: <https://www.financialaid.ucla.edu/Graduate/Appeals>

Office of Ombuds Services: <http://www.ombuds.ucla.edu/>

Parking Citations: <https://www.transportation.ucla.edu/campus-parking/parking-enforcement>

Title IX Office: <https://www.sexualharassment.ucla.edu/>