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

**ACADEMIC GRADING**

Student discuss with TA for the course.  

Resolved  

INFORMAL

Issue is discussed with faculty for the course and/or Department Chair.  

Resolved  

INFORMAL

Issue is forwarded to Senior Associate Dean for Academic Programs.  

Resolved  

FORMAL

Issue is referred to appropriate investigative unit on campus.

**INFORMAL or CONSULTATION**

Student discusses with Assistant Dean for Student Services, Associate Dean for Equity, Diversity and Inclusion, Assistant Dean for Equity, Diversity and Inclusion, department SAO or another consultive resource.  

Resolved  

INFORMAL

Issue is referred to appropriate investigative unit on campus.  

FORMAL

**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  
jchene@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:**

Department of Personnel Operations  
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  
jchene@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/](https://careprogram.ucla.edu/) (*confidential resource)

Counseling and Psychological Services: [https://www.counseling.ucla.edu/](https://www.counseling.ucla.edu/)

Equity, Diversity and Inclusion Office: [https://equity.ucla.edu/report-an-incident/](https://equity.ucla.edu/report-an-incident/)

Financial Aid and Scholarships: [https://www.financialaid.ucla.edu/Graduate/Appeals](https://www.financialaid.ucla.edu/Graduate/Appeals)

Office of Ombuds Services: [http://www.ombuds.ucla.edu/](http://www.ombuds.ucla.edu/)

Parking Citations: [https://www.transportation.ucla.edu/campus-parking/parking-enforcement](https://www.transportation.ucla.edu/campus-parking/parking-enforcement)

Title IX Office: [https://www.sexualharassment.ucla.edu/](https://www.sexualharassment.ucla.edu/)