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 the FSPH Assistant Dean for Student Services, the FSPH Equity, Diversity and Inclusion Office, UCLA Counseling and Psychological Services (CAPS), Ombuds Office, etc. 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 Assistant Dean for Student Services. 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

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 the FSPH Assistant Dean for Student Services, the FSPH Equity, Diversity and Inclusion Office, UCLA Counseling and Psychological Services (CAPS), Ombuds Office, etc. Information will be kept confidential to the extent permitted by law and UCLA policy.
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.
  - Issue is discussed with faculty for the course and Department Chair.
    - Issue is forwarded to Senior Associate Dean for Academic Programs.
      - Issue is referred to appropriate investigative unit on campus.

**INFORMAL or CONSULTATION**

- Student discuss issue with Assistant Dean for Student Services, Associate Dean for Public Health Practice, and Equity, Diversity and Inclusion, or the EDI Program Manager.
  - Issue referred to appropriate investigative unit on campus.

**FORMAL GRIEVANCE**

- Student reports issue directly to appropriate investigative unit on campus.
# FSPH & UCLA Contacts

## Equity, Diversity, and Inclusion (EDI)

**FSPH Contact:**

Dr. Alina Dorian  
Associate Dean for Public Health Practice, and Equity, Diversity and Inclusion  
adorian@ucla.edu

Janae Hubbard  
Director, The FSPH Office of Equity, Diversity, and Inclusion  
jhubbard@ph.ucla.edu

**UCLA Contact:**

EDI Office  
https://equity.ucla.edu/report-an-incident/

## Academic Grading

**FSPH Contact:**

Discuss with TA and faculty first

**UCLA Contact:**

TA or Faculty and or Department Chair

## Sexual harassment, sexual violence, gender discrimination

**FSPH Contact:**

Dr. Julienne Jose-Chen  
Assistant Dean for Student Services  
jchen@ph.ucla.edu

Dr. Alina Dorian  
Associate Dean for Public Health Practice, and Equity, Diversity and Inclusion  
adorian@ucla.edu

Janae Hubbard  
Director, The FSPH Office of 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/

## Discrimination

**FSPH Contact:**

Dr. Julienne Jose-Chen  
Assistant Dean for Student Services  
jchen@ph.ucla.edu

Dr. Alina Dorian  
Associate Dean for Public Health Practice, and Equity, Diversity and Inclusion  
adorian@ucla.edu

Janae Hubbard  
Director, The FSPH Office of Equity, Diversity, and Inclusion  
jhubbard@ph.ucla.edu

**UCLA Contact:**

DPO Office  

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/]