Student Grievance Resolution

Epidemiology Department faculty and staff are interested in working with students to promptly and effectively resolve grievances or issues of concern that may arise as they work towards degree completion.

It is recommended that students initially contact their advisors to discuss grievances, obtain input and request assistance with developing resolution plans. If advisors and students concur that a change of advisor would resolve a grievance and if the potential new advisor agrees, a change can be made. Refer to the General Policies & Procedures and Frequently Used Forms & Documents sections of the Student Handbook to review advisor change procedures.

The Student - Faculty Liaison Committee is another forum for students to voice grievances and submit issues of concern if additional faculty input and assistance is desired. Students may contact the Committee Chairs, Dr. Lisa Bodnar, at bodnar@edc.pitt.edu or Dr. Sam Stebbins (stebbins@edc.pitt.edu) to initiate a grievance review.

If students wish to discuss grievances with an Epidemiology Department staff member, they should contact Lori Smith, Student Services Coordinator, at smithl@edc.pitt.edu and adhere to the following procedures:

- E-mail the student services coordinator or stop by A537 Crabtree Hall to request a meeting.
  - Facts concerning the grievance will be documented at the meeting, and resolution suggestions may be made.

- Inform the coordinator if a higher administrative level review of the grievance is desired. A meeting with appropriate department representative(s) can be arranged for students upon request, or the coordinator can communicate the grievance on behalf of students to the appropriate parties.

- Discuss a resolution plan with department representative(s) and/or the coordinator.

After a resolution plan is implemented, students should follow up with their advisors to discuss its success or failure. If the plan has failed to achieve the desired outcome (s), another resolution plan will be developed through further collaboration of the student, faculty and/or staff members involved with the issue.

Students desiring to forward concerns or grievances to the department anonymously may do so through the Epidemiology Department’s suggestion box which is located on the

STUDENT_HANDBOOK_STUDENT_GRIEVANCE_PROCEDURES_9-11-09_lss.doc
student mailbox units. This box is checked by the student services coordinator every Friday.

Issues or inquiries submitted for consideration in this manner will be reviewed by departmental administrators immediately, and if appropriate, summaries of any resolution plans or subsequent actions will be e-mailed to all students.