

## Graduate Student Grievance Procedures

Graduate students may pursue a number of avenues of redress. The following document contains a list of pathways to pursue a problem. Please remember that the Graduate Representative Organization is a continuing source of support for graduate students. Our staff has experience in helping graduate students with a multitude of issues. If we do not have expertise in how to resolve your particular problem we can guide you to find the best resolution.

### Potential Problems and Potential Avenues to Solutions:

The following is a guideline for how to pursue the solutions to different problems. You are free to talk to anyone at any time. Use your discretion to decide the best place to start.

1. First check your department's **student handbook** for existing policies.
2. For issues of **sexual harassment and other forms of discriminatory harassment**, contact Kevin McDonald [kmcdonald@jhu.edu](mailto:kmcdonald@jhu.edu) at the Office of Equal Opportunity and Affirmative Action Programs <http://www.jhuaa.org>
3. For concerns related to a possible or existing **disability**, contact Peggy Hayeslip [phayeslip@jhu.edu](mailto:phayeslip@jhu.edu) at the Office of Equal Opportunity and Affirmative Action Programs, <http://www.jhuaa.org>
4. For **affirmative action/minority concerns** contact Ray Gillian [rgillian@jhu.edu](mailto:rgillian@jhu.edu) at the Office of Equal Opportunity and Affirmative Action <http://www.jhuaa.org/index.html> An additional source of support may be found at the Diversity Leadership Council <http://www.jhu.edu/~dlc>
5. For problems specific to **research** such as with conflict of interest, conflict of commitment, and any other research integrity matter, the graduate student should approach:
  - Arts and Science: Dean of Research and Graduate Education, Eaton Lattman [lattman@jhu.edu](mailto:lattman@jhu.edu)
  - Engineering: Associate Dean for Research, Marc Donohue [mdd@jhu.edu](mailto:mdd@jhu.edu) .
6. For a **behavioral problem with a faculty member**, a graduate student can first approach their department's graduate student coordinator or department chair. If the issue is not resolved satisfactorily with the Chair, the graduate student should then approach:
  - Arts and Science: Dean of Research and Graduate Education, Eaton Lattman [lattman@jhu.edu](mailto:lattman@jhu.edu) or Dean of the Faculty, Adam Falk [falk@jhu.edu](mailto:falk@jhu.edu),
  - Engineering: Assistant Dean for Academic Programs Dan Horn, [dhorn@jhu.edu](mailto:dhorn@jhu.edu) or Associate Dean of Academic Affairs, Andrew Douglas, [Douglas@jhu.edu](mailto:Douglas@jhu.edu) .
7. For **academic problems with a faculty member**, the graduate student can first approach the Department Chair. If this fails to result in adequate treatment, the graduate student may appeal to the appropriate Dean in the following recommended order:

Arts and Sciences: Dean of Research and Graduate Education, Eaton Lattman [lattman@jhu.edu](mailto:lattman@jhu.edu) then Dean of the Faculty, Adam Falk [falk@jhu.edu](mailto:falk@jhu.edu) then the Dean of Arts & Sciences: Daniel Weiss, [dweiss@jhu.edu](mailto:dweiss@jhu.edu)

Engineering: Assistant Dean for Academic Programs Dan Horn, [dhorn@jhu.edu](mailto:dhorn@jhu.edu) or the Associate Dean of Academic Affairs, Andrew Douglas, [Douglas@jhu.edu](mailto:Douglas@jhu.edu) then the Dean of Engineering, Nicholas Jones [npjones@jhu.edu](mailto:npjones@jhu.edu)

You may also approach at any time the Associate Provost for Research, the Graduate Board. At any time, Dorothy Sheppard [dsheppard@jhu.edu](mailto:dsheppard@jhu.edu) may be approached for advice or help.

8. For **behavioral or other problems with a non-faculty university employee**, a graduate student may approach Dorothy Sheppard [dsheppard@jhu.edu](mailto:dsheppard@jhu.edu) or Susan Boswell [sboswell@jhu.edu](mailto:sboswell@jhu.edu) in the Dean of Student Life Office.
9. Dorothy Sheppard [dsheppard@jhu.edu](mailto:dsheppard@jhu.edu), Associate Dean of Students, has agreed to act as a **mediator** and advisor to graduate students with problems. She may be consulted at any time either to intervene or simply to advise a student on how to address a situation (whom to approach, issues and rules involved, etc.). She is the unofficial graduate student ombudsperson.
10. **For problems outside of campus**, (landlord issues, etc) contact the Dean of Student Life, Susan Boswell [sboswell@jhu.edu](mailto:sboswell@jhu.edu), or Dorothy Sheppard [dsheppard@jhu.edu](mailto:dsheppard@jhu.edu).
11. A continuous resource is the **GRO** [gro@jhu.edu](mailto:gro@jhu.edu) or X6-7682.
12. If you feel you are to be **dismissed unfairly** for behavioral problems, approach the Graduate Board Chair [www.jhu.edu/~gradbd](http://www.jhu.edu/~gradbd)

## Rules Pertaining to Graduate Students

Upon entering the university, all graduate students are expected to abide by the Graduate Board's code of conduct (adopted February 2003):

### Academic Integrity

Students assume an obligation to conduct themselves in a manner appropriate to the Johns Hopkins University's mission as an institution of higher education. A student is obligated to refrain from acts that he or she knows, or under the circumstances has reason to know, impair the academic integrity of the University. Violations of academic integrity include, but are not limited to: cheating, plagiarism; submitting as one's own the same or substantially similar work of another; knowingly furnishing false information to any agent of the University for inclusion in the academic records; falsification; forgery.

### Student Conduct

The university expects all students to respect the rights of others, and to refrain from behavior that tends to impair the University's mission of teaching, research/scholarship, and outreach to the local, national, and international community. Students who fail to respect the rights of others, or behave in ways that tend to impair the University's mission may be disciplined and may forfeit

their right to be members of the university community. Such actions may include committing acts which are a danger to their own personal safety or which have the potential of harming others, or who destroy, impair, or wrongfully appropriate property.

Students are expected to know and abide by all university policies governing student conduct and academic integrity. Refer to your divisional academic policies and procedures for specific information.

Rules about the procedures and requirements for the granting of advanced degrees may be found on the Graduate Board website ([www.jhu.edu/~gradbd](http://www.jhu.edu/~gradbd)).

### **Things to Note/General Advice in Pursuing Any Problem**

1. It is helpful to have a faculty ally in a matter (bring them to meetings etc).
2. It is helpful to have complaints on file. If action is not taken on a particular matter it may be taken in the future if complaints are consistent, frequent etc.
3. It is helpful to have information in writing. This applies to anything from a formal complaint to documentation of the problem. Keep copies!!
4. Appeals made on procedural grounds should be done through the provosts office
5. There are often multiple outlets to pursue a problem. If appropriate, take advantage of these but, in general, keep the people who are helping you informed of your pursuits.
6. Providing more information to an office makes it more likely for that office to be able to pursue the matter.
7. A student may send an **anonymous note** to any office or **speak anonymously** to people in any office. However, there are certain issues such as academic integrity, which officers of the university are obliged to pursue.
8. The university counsel's office does not serve as a resource for students. It is a venue for the university to verify that its practices are within legal norms. ("Practices" here might include everything from copyright issues to dismissal of faculty and students to sexual harassment regulations.)
9. Dorothy Sheppard, who acts as a mediator and ombudsperson for the university, is not truly an ombudsperson in the typical sense of the word. She is not independent of the university and its interests; however, she is employed by the Dean of Students and not by the academic side of the university.
10. The undergraduate code of ethics and Ethics Board are not procedurally pertinent to graduate student problems except while students are teaching.

### **University Resources**

Associate Provost for Research

Graduate Board [www.jhu.edu/~gradbd](http://www.jhu.edu/~gradbd)

Dean of Student Life and Associate Dean of Student Life <http://www.jhu.edu/studentlife>

Campus Ministries <http://www.jhu.edu/~chaplain>

Counseling Center <http://www.jhu.edu/~ccenter>

Dean of Arts & Sciences

Dean of Engineering

Dean of the Faculty  
Diversity Leadership Council <http://www.jhu.edu/~dlc>  
International Students Office  
University Sexual Harassment and Prevention and Resolution Program  
<http://www.jhuuaa.org/shprp/index.html>  
Office of Equal Opportunity and Affirmative Action <http://www.jhuuaa.org/index.html>

**List of past grievances (and potential sources of solutions):**

This list of past problems or potential problems was generated by graduate students as examples for how to pursue solutions to different problems. You are free to talk to anyone at any time. Use your judgment in where in the chain of command is best to begin.

TA problems:

- ?? Student overworked *first check your department's handbook, advisor, department head, Dean of Graduate Education or Dean of Academic Affairs*
- ?? Harassment by undergrad or violation of privacy (contacting TA at home, etc)

Faculty/Advisor problems:

- ?? Lure student to university with false promises in order to recruit them (*Department Chair then Assoc Dean for Research or Assoc Dean of Graduate Education then Graduate Board*)
- ?? Plagiarizing grad student's work (*Graduate Board then Assoc Dean*)
- ?? Delaying the publishing of papers (*Department Chair then Assoc Dean for Research or Assoc Dean of Graduate Education*)
- ?? Make requests that students don't agree with (include grant members who did not contribute to the paper as coauthors) (*Department Chair then Assoc Dean for Research or Assoc Dean of Graduate Education*)
- ?? Advisor runs out of funding, advisor and dept drop student without warning (*Dean's Office*)
- ?? Grad student held at JHU against their will (not allowed to graduate in a reasonable time in spite of finishing their requirements, not allowed to take GBO etc.) (*in Engineering, Office of Academic Affairs, in Arts and Science, Deans of Research and Graduate Education, then the Graduate Board*)
- ?? Conflict with faculty and needed a 3<sup>rd</sup> party mediator (*Department Chair, in Engineering, Office of Academic Affairs, in Arts and Science, Deans of Research and Graduate Education, then the Ombudsperson*)
- ?? Advisor leaves, but following the advisor was not feasible (*Case-by-case basis, Department Chair then Associate Dean*)
- ?? As one student put this, some departments have 'Old boys club' networks where it is unreasonable to go to the department chair for a complaint about a faculty member in the department (*Graduate Board*)
- ?? Advisor passing a project to another grad student without consulting the grad student who was working on that project (*Technically this is OK to do. If the student wishes to lodge a formal complaint, contact the Dept Chair or Dean's Office*)
- ?? Little supervision of Jr. Faculty advisors (perhaps are not aware of policies/procedures)

- ?? Abuse of international students who are entirely dependent on their advisors for their visa status (*in Engineering, Office of Academic Affairs, in Arts and Science, Deans of Research and Graduate Education*)
- ?? Lack of graduate student guidelines for progress within departments (*Department Chair, then, in Engineering, Office of Academic Affairs, in Arts and Science, Deans of Research and Graduate Education*)
- ?? Multiple offenses by faculty member of particular policy (in one example, sexual harassment), seemingly without consequence or assurance that these offenses will be prevented in the future (*Sexual Harassment Office*)
- ?? Faculty teaching grad courses that they are unqualified to teach (*Department Chair, then, in Engineering, Office of Academic Affairs, in Arts and Science, Deans of Research and Graduate Education*)