



# Department of Microbiology

*Franklin College of Arts and Sciences*

**UNIVERSITY OF GEORGIA**

## Graduate Student Complaint Procedures

*Procedure for reporting complaints and the review/appeal process.*

When a graduate student has a complaint about the performance or behavior of a faculty member directly related to their responsibilities as a Graduate Faculty member, the following procedure is recommended.

1. The first course of action should be to try to resolve the complaint directly with the faculty member. If the student is unsure about how to address the issue with the faculty member, they are encouraged to seek advice from a dissertation committee member or the graduate coordinator prior to discussing the issue with the faculty member in question.
2. If the student/faculty member is unable to resolve the complaint with the Graduate Faculty member, then an oral or written complaint should be delivered to the department head and/or the departmental graduate coordinator.
3. The department head and/or graduate coordinator must investigate the complaint and work with the student/faculty member making the complaint (complainant) and the Graduate Faculty member.
4. Additional steps to address and resolve the issue will be taken by the administration as outlined in the Microbiology Graduate Faculty Guidelines.