

**Department of Marine Sciences**  
**Graduate Student Conflict Resolution Policy**

*Approved by the Faculty 8/22/11*  
*Points of contact updated July 2018*

Personal and ethical concerns: A student who cannot resolve serious problems with a faculty member, staff member or another student directly may consult with his or her major professor, the graduate coordinator, or any other faculty member. If the issue is not resolved at this point, then the student should formally meet with the Graduate Coordinator, who may assemble the Graduate Affairs Committee to consider the issue and make recommendations to the Head. The Head's decision represents the final decision at the departmental level. No faculty member with a conflict of interest (e.g. having a personal connection with the issue at hand, having a spouse with such a connection, etc.) will participate in any deliberations related to the appeal. If the Graduate Coordinator or Head has a conflict of interest, the other will act in his/her stead.

Academic concerns: Disagreements concerning course grades or policies should be taken up with the instructor of record as prescribed by University policy. Unresolved course disputes and complaints involving qualifying exams or degree requirements may be appealed to the Graduate Affairs Committee. Members of the Committee with conflicts of interest will not participate in any deliberations related to the appeal. If the Graduate Coordinator has a conflict of interest, the Department Head will act in his/her stead. The decision of the Graduate Affairs Committee will represent the final decision at the departmental level.

University procedures govern grievance cases that cannot be resolved within the Department.

Points of contact for some relevant University Services include

**The Graduate School** (<http://grad.uga.edu>)

The Graduate School coordinates the graduate programs of all schools and colleges of the University. Look here for Academic Regulations and Procedures, including Academic Honesty, Appeals, probation and Dismissal. It also contains links for various Student Services, including the Disability Resource Center, LGBT Resource Center, Veteran Resources, the University Health Center.

**Office of Legal Affairs** (<http://legal.uga.edu>)

Among other things, the Office of Legal Affairs is responsible for the administration of the University's grievance and dispute resolution procedures. Look here for information Compliance, Ethics and Report Hotline.

**UGA Equal Opportunity Office** (<https://eoo.uga.edu>)

Among other things, EOO administers and enforces UGA's Non-Discrimination and Anti-Harassment Policy; look here also for information on sexual assault, and for contact information of Ombudspersons (designated individuals who serve as independent, neutral and informal resources for UGA students, faculty and staff).

**Office of the Vice President for Instruction** (<https://honesty.uga.edu/>)

Oversees Academic Honesty & Student Appeals.

**UGA Student Complaints Portal** (<http://studentcomplaints.uga.edu>)

This portal offers a way to file a complaint on a wide range of topics.

**Center for Teaching and Learning** (<http://www.ctl.uga.edu>)

The Center for Teaching and Learning offers support for questions related to teaching assistant duties.

**Disability Resource Center** (<https://drc.uga.edu>)

DRC's primary commitment is to assist the University of Georgia in educating and serving students with disabilities.

**Counseling and Psychiatric Services (CAPS)** (<https://www.uhs.uga.edu/caps/welcome>)

CAPS is dedicated to student mental health and well-being, including psychiatric services and crisis intervention.