

Reporting Graduate Student Training-Related Concerns:

- A graduate student with a significant training-related concern or a concern that impacts their training should explore resolutions with the relevant course director, advisor or program director.
- If a resolution cannot be identified via discussions with the course director, advisor or program director, a student should report their concern in writing to the Associate Dean for Graduate Education (ADGE) in the School of Medicine, to the Office of Student Experience, or to the Dean of Students Office.
- Course directors, advisors, program directors, the Office of Student Experience, or the Dean of Students Office may – at their discretion – share a student's concern with the ADGE or another appropriate office within VCU.
- The ADGE may discuss with the student any training-related concerns to clarify the situation as needed. The ADGE will then discuss the concerns with the Graduate Education Executive Committee (a standing committee of 5 faculty members with leadership roles in graduate education in the School of Medicine) within 15 business days.
- The ADGE will consider the advice of the Graduate Education Executive Committee, render a decision regarding the concern, and communicate directly with the student, the student's advisor, and the relevant course director, advisor or program director regarding outcomes. Several outcomes, including but not limited to the following, are possible:
 - The ADGE will make a student, advisor, program director or other faculty member aware of or clarify the existing VCU, School of Graduate Studies, School of Medicine, or program policies that impinge on the concern.
 - The ADGE will direct a student or faculty member to another VCU resource to help resolve the concern.

Appealing an Outcome: Students may appeal an outcome in response to a reported concern by submitting to the ADGE a written notice outlining the rationale for the appeal within 10 business days of being notified of the outcome. The ADGE will convene an *ad hoc* committee composed of 3 School of Medicine Faculty members. The *ad hoc* committee will review the materials submitted by the student and submit to the ADGE a written appraisal of the appeal within 5 business days. The ADGE will review the *ad hoc* committee's appraisal, make a final decision, and communicate the final outcome to the student, the student's advisor, and the relevant course director, advisor or program director within 5 additional working days.

Students should consult the VCU Graduate Bulletin and the Resources for Graduate Students page for additional resources.

Approved by the School of Medicine Graduate Programs Committee: August, 2019