



LOYOLA
UNIVERSITY CHICAGO

The Graduate School

Procedure for Graduate Students with a Faculty Concern

A graduate student may have a concern about their relationship with a faculty member in an advising, mentorship, supervisory, or other role outside the classroom. Examples of these types of potential concerns include but are not limited to: lack of appropriate or correct guidance on completion of degree requirements; direct and indirect actions that result in an inappropriate delay of a student's academic progress; failure to follow the Graduate School's policies or procedures; unclear or inconsistent expectations regarding a student's scholarly progress; a request for the performance of duties unrelated to academic progress; or a lack of availability to meet with a graduate student or a failure to provide a student with reasonably prompt responses to their questions and needs.

When concerns arise, a graduate student first should determine whether another University office or the Graduate School is better able to address the specific complaint or issue according to the descriptions below. Any student who is unsure of the correct person or office to address the complain should contact the Associate Dean of Student Academic Services in the Graduate School Dean's office.

- Concerns related to academic disputes, including dismissal from a program and those that arise from matters involving scholarly competence and ethical scholarly behavior; thus, questions regarding evaluation of students and academic integrity should be addressed through the [Graduate School's Academic Policies](#).
- Allegations of misconduct in the design, conduct or reporting of research supported by federal funds shall be handled through the procedures described in the [University Policy on Misconduct in Scholarship](#) in scholarship published by the Office of University Research Services.
- Concerns about faculty or staff over fraud, abuse, and other misconduct or violations of University policy should be made online to the [Ethics Line](#) or by dialing 855.603.6988.
- Reports or complaints alleging discrimination or harassment based on a protected-class status, sexual misconduct, or related retaliation concerns involving a staff member, a faculty member, or a student should be filed with the [Office of Equity and Compliance](#).
- Reports or complaints of student misconduct or behavior that violates the Community Standards should be filed with the [Office of the Dean of Students](#).

Confidential Support Resources

There are resources outside of the Graduate School available to a graduate student who has concerns about their faculty advisor and who would like to discuss the situation confidentially.

- The Wellness Center provides counseling services to graduate students. There are also frequently groups dedicated to talking through interpersonal conflict that can be helpful in challenging student/advisor or student/student relationships.
- Campus Ministry provides confidential pastoral care and group support to graduate students.

Procedure for Graduate Students with Concerns about Faculty

A graduate student can consult with a staff member in the Graduate School about the process for addressing a concern about a faculty member. A graduate student on the Lakeside Campuses should contact the Associate Dean for Student Academic Services of the Graduate School. A graduate student on the Health Sciences Campus should contact the Student Wellness Coordinator. These staff members will be able to answer questions, provide guidance on the process listed below, and/or recommend other University offices that can help with their concerns.

The student should then review and engage in the steps below as appropriate to their specific concern. Many concerns can best be addressed by dialogue and discussion. The Graduate School hopes that open communication between all parties and mutual confidence in one another's goodwill will lead to the resolution of a problem in this manner. In any meeting, the graduate student should clearly indicate the topic of concern and articulate what they believe to be a fair remedy. They should document their concerns and the content of any meetings. At each of the steps described below, a witness or support person may accompany the graduate student to each meeting.

Step One: The graduate student should speak directly with the faculty member. If a discussion with the faculty member is not possible or results in an unsatisfactory outcome, the graduate student should go to Step Two.

Step Two: The graduate student should bring the concern to the Graduate Program Director (GPD). If the outcome of Step Two is unsatisfactory, the graduate student should go to Step Three. If the GPD is the source of the complaint, the graduate student should skip Step Two and go to Step Three.

Step Three: The graduate student should bring the concern to the appropriate faculty affairs representative in the school or college in which the faculty is affiliated (as listed below).

- If the faculty member is affiliated with the College of Arts and Sciences, the graduate student should bring the concern to the chairperson of the faculty member's department. If the outcome of that discussion is unsatisfactory or if the chairperson is the source of the complaint, the concern should be brought to the Associate Dean for Faculty Affairs in the College of Arts and Sciences.
- If the faculty member is affiliated with Stritch School of Medicine, the graduate student should bring the concern to the chairperson of the faculty member's department. If the outcome of that discussion is unsatisfactory or if the chairperson is the source of the

complaint, the concern should be brought to the Associate Dean of Graduate Education, Stritch School of Medicine.

- If the faculty member is affiliated with the School of Education, the graduate student should bring the concern to the Associate Dean of Faculty Affairs in the School of Education.
- If the faculty member is affiliated with the School of Nursing, the graduate student should bring the concern to the Executive Associate Dean for Academic Affairs in the School of Nursing.
- If the faculty member is affiliated with the School of Social Work, the graduate student should bring the concern to the Associate Dean for Academics in the School of Social Work.

If the outcome of Step Three is unsatisfactory, the graduate student should go to Step Four.

Step Four: The graduate student should bring the concern to the Dean of the Graduate School.

This policy was approved by the Council of Graduate School Programs and by the Dean of the Graduate School on April 8, 2022 and updated for accuracy August 2026.