

## ***“NORMAL PROCESS” IF YOU HAVE A PROBLEM IN THE PHYSIOLOGY & PATHOPHYSIOLOGY GRADUATE PROGRAM***

*Departmental Graduate Program Committee and Graduate Student Representatives*

### ***One – Are you okay?***

First let's state the obvious, if there is an issue of personal safety or injury then take care of this as best you can and let the Departmental Office (**Tel: 204-789-3696**) know as soon as you are able, and we will direct you as appropriate. Also, if you are uncertain of your options (the “normal process”) then contact the departmental Office and ask for help. Please note that outside of issues of personal safety or injury you will normally be encouraged to follow the path as outlined briefly below:

### ***Two – Have you discussed things with your Advisor?***

In most cases issues related to your academic program (including but not only, concerns about your project, progress, supervision or support) should first be discussed with your Advisor. This is likely the first thing you will be asked if you contact the departmental Office or a member of the Graduate Program Committee or a Graduate Student Representative about your academic program.

### ***Three – Have you tried to set up a meeting of your Advisory committee?***

If the issue is with your Advisor or you want an additional or wider opinion, you also have the option of discussing matters related to your academic program with members of your Advisory committee. This is one of the reasons for establishing a committee as soon as possible and selecting individuals that are accessible as well as knowledgeable. If there is an issue with your project or progress that cannot be resolved first with your Advisor, a meeting with all members of your Advisory committee is normally the next step.

### ***Four – Perhaps your departmental Graduate Program Committee member can help?***

If you reach this stage and feel uncomfortable requesting a meeting of your Advisory committee, perhaps because you are new and have not established a relationship with its members, then approaching a member of the Department's Graduate Program Committee to help facilitate this meeting is appropriate. This committee includes representation from all major Divisions (Cardiovascular Science & Disease; Endocrinology & Metabolic Disease; Neuroscience & Spinal Cord Injury; Respiratory Physiology & Pathophysiology) in the Department. Normally you will contact the representative for your Division. If you do not know who this is then ask a Graduate Student Representative or contact the departmental Office and they will identify a member and help set up a meeting.

### ***Five – What if a meeting with my Advisory committee is not enough?***

Normally your Advisory committee will work with you to resolve an issue(s). If not, a Graduate Program Committee member may decide (or you can request them) to become actively engaged in helping to resolve an issue. This may involve, for example, the member participating in an Advisory Committee meeting, individual meetings with all parties and/or consultation with the Graduate Program Committee and departmental Office.

### ***Six – Why can't I just talk to the Department Head?***

You can, but normally the Department Head will only become engaged when issues cannot be resolved through the above process. Early intervention by the Department Head can potentially damage trust that is fundamental in the student/advisor (advisory committee member) relationship, which may increase the difficulty in reaching a speedy and/or positive resolution.