

Navigating Graduate Student Concerns

A Resource Guide for Graduate Students



**GRADUATE STUDIES AND
POSTDOCTORAL AFFAIRS**

Navigating Graduate Student Concerns

A Resource Guide for Graduate Students

This guide provides step-by-step resources to support graduate students in navigating the following concerns:



Academic

supervision • writing & research • leaves & registration status • academic integrity



Wellness

mental health • work-life balance • nutrition • physical health • faith & spiritual life



Financial

financial stability • food insecurity • tuition • funding & awards



Equity & Inclusivity

sense of belonging • harassment & discrimination • accessibility on campus • human rights



Accommodations

academic accommodations • extenuating circumstances • academic considerations



Sexual Violence

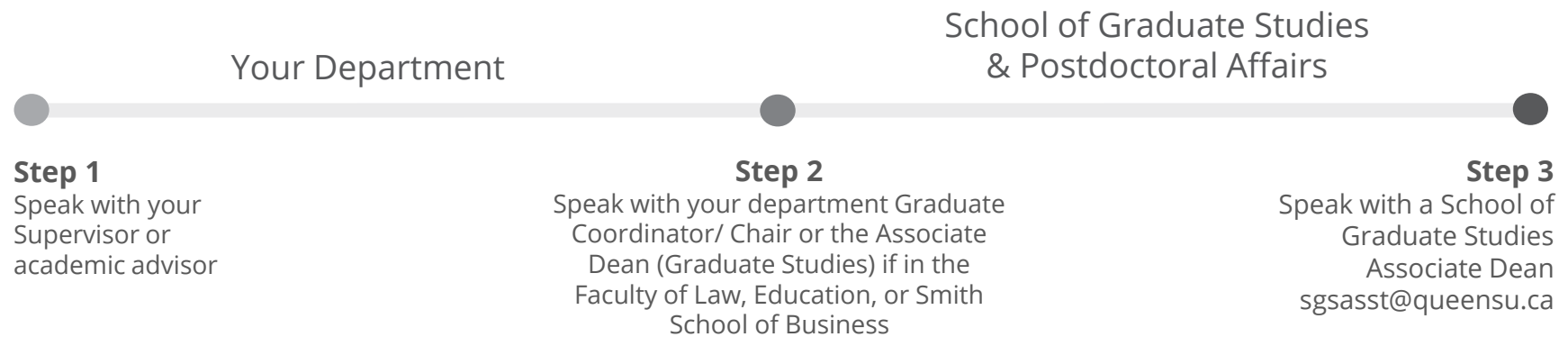
sexual assault • sexual harassment • stalking



Academic Concerns

mental health • work-life balance • nutrition • physical health • faith & spiritual life

Step-by-Step Guide to Resolve Your Concerns



Considerations

- **Step 1:** If you do not have a supervisor or academic advisor or if the situation remains unresolved or if it is not possible to speak with your supervisor regarding your concern, reach out to your department Graduate Coordinator/Chair (Step 2).
- **Step 2:** If you do not wish to speak with someone in your department as your first point of contact or if your concern remains unresolved at the departmental level, speak to the SGS Associate Dean (Step 3).
- Before engaging these steps, or at any point in the process, you may access confidential advising resources (see following slide for resource listing).
- In responding to your concern, you may be referred to appropriate university resources and policies, or with your consent, other university resources may be consulted on your behalf.
- In resolving concerns, parties must in all cases be mindful of the power differential in the student/supervisor or student/faculty member relationship. To the extent possible, confidentiality will be maintained.

Navigating Academic Concerns

Academic Concerns

mental health • work-life balance • nutrition • physical health • faith & spiritual life

Advisory Supports

- [Queen's Student Wellness: Mental Health & Counselling Services](#)
- [Queen's Ombudsperson](#)
- [Four Directions Indigenous Student Centre](#)
- [Ban Righ Centre](#)
- [Queen's University International](#)
- [SGPS Peer Academic Advisor Program](#)

Academic & Supervision Resources

- [SGS Graduate Supervision Handbook & Supervision Resources](#)
- [School of Graduate Studies Graduate Calendar](#)
- [Academic Integrity Policy](#)

Writing & Research Resources

- [Student Academic Success Services](#)
- [Queen's Library Services](#)
- [School of Graduate Studies Expanding Horizons Workshops](#)
- [Queen's Office of Vice-Principal Research](#)



Wellness Concerns

mental health • work-life balance • nutrition • physical health • faith & spiritual life

Step-by-Step Guide to Resolve Your Concerns

Your Advisors & Resources

Your Program/Supervisor

Step 1

Speak to an advisor:

- Student Wellness Counsellor (graduate specific, cross-cultural, equity-focused, or general counsellor)
- Any faculty member or supervisor
- SGPS Peer Advisor
- Sexual Violence Prevention & Response Coordinator
- Advisor at Ban Righ Centre, QUIC, Faith & Spiritual Life, Four Directions Indigenous Student Centre

Step 2

Access resources specific to your wellness needs (see next page for resource listing)

Step 3

Speak with your supervisor or departmental academic advisor if your concern requires academic considerations

Considerations:

- Wellness concerns can be addressed through various campus resources (see next page for advising and resource listing) that are available to support you throughout your graduate degree.
- Depending on the nature of your concern, you may require academic considerations and/or accommodations. If so, you will need to speak with your supervisor or departmental academic advisor (step 3) to ensure your needs are addressed.
- In responding to your concern, you may be referred to appropriate university resources and policies, or with your consent, other university resources may be consulted on your behalf.
- In resolving concerns, parties must in all cases be mindful of the power differential in the student/supervisor or student/faculty member relationship. To the extent possible, confidentiality will be maintained.

Navigating Wellness Concerns

Wellness Concerns

mental health • work-life balance • nutrition • physical health • faith & spiritual life

Advising Supports

- Student Wellness Services: Health Promotion (healthy lifestyle support)
- Four Directions Indigenous Student Centre
- Ban Righ Centre
- Queen's University International Centre
- Office of Faith and Spiritual Life
- SGPS Peer Academic Advisor Program
- Human Rights and Equity Office

Student Counselling

- Student Wellness: Mental Health & Counselling Services

Academic Accommodation and Consideration

- Queen's Student Accessibility Services
- School of Graduate Studies Protocol for Short-Term Academic Consideration
- School of Graduate Policy on Accommodations for Graduate Students with Disabilities



Financial Concerns

financial stability • food insecurity • tuition • funding & awards

Step-by-Step Guide to Resolve Your Concerns

Your Advisors & Resources

Your Program/School of Graduate
Studies & Postdoctoral Affairs

Step 1

- Speak with your Supervisor or Academic Advisor
- Explore Funding Resources (See next page for listing)

Step 2

Speak with your department Graduate Coordinator/ Chair or the Associate Dean (Graduate Studies) if in the Faculty of Law, Education, or Smith School of Business

Step 3

Speak with a School of Graduate Studies Associate Dean
sgsasst@queensu.ca

Considerations

- Speak with your supervisor or academic advisor first and consider awards, on-campus employment, and bursaries available to graduate students (see next page for listing). If you do not have a supervisor/academic advisor or if the situation remain unresolved, reach out to your department Graduate Coordinator/Chair (Step 2). If your concern remains unresolved at the departmental level, speak to the SGS Associate Dean (Step 3).
- In responding to your concern, you may be referred to appropriate university resources and policies, or with your consent, university resources may be consulted on your behalf.
- In resolving concerns, parties must in all cases be mindful of the power differential in the student/supervisor or student/faculty member relationship; to the extent possible, confidentiality will be maintained.

Navigating Financial Concerns

Financial Concerns

financial stability • food insecurity • tuition • funding & awards

Bursaries and Awards

- [School of Graduate Studies Funding, Awards, Scholarships and Bursaries](#)
- [Queen's University Student Awards](#)
- [Queen's General Bursary](#)
- [Queen's Emergency Assistance](#)
- [Four Directions Indigenous Student Centre Financial Assistance](#)
- [Ban Righ Centre Financial Assistance](#)
- [Society of Graduate and Professional Students Bursaries](#)
- [PSAC 901 Bursaries](#)

Food Insecurity

- [Swipe it Forward Queen's](#)
- [AMS/SGPS Food Bank](#)
- [Queen's Community Cupboard](#)
- [Fresh Food Box](#)
- [Kingston Food Bank](#)
- [Loving Spoonful](#)
- [Martha's Table](#)



Equity & Inclusivity Concerns

sense of belonging • harassment & discrimination • accessibility • human rights

Step-by-Step Guide to Resolve Your Concerns

Your Advisors & Resources

Your Program/Supervisor

Step 1

Speak to an advisor:

- Any faculty member or supervisor
- Human Rights & Equity Office
- Office of Ombudsperson
- Student Wellness Counsellor
- SGPS Peer Advisor
- Advisor at Ban Righ Centre, QUIC, Faith & Spiritual Life, Four Directions Indigenous Student Centre

Step 2

Access resources specific to your equity & inclusivity needs (see next page for resource listing)

Step 3

Speak with your supervisor or departmental academic advisor if your concern requires academic considerations

Considerations

- Equity and inclusivity concerns can be addressed through various campus resources (see next page for advising and resource listing) that are available to support you throughout your graduate degree.
- Depending on your concern, you may require academic considerations. If so, you will need to speak with your supervisor or departmental academic advisor (step 3) to ensure your needs are addressed.
- Should you encounter harassment or discrimination on campus, we encourage you to seek guidance and report through the Human Rights and Equity Office. The Harassment/Discrimination Complaint Policy & Procedure (see next page) outlines complaint processes and responsibilities, including required institutional responses in cases of disclosure to individuals of authority.
- In resolving concerns, parties must in all cases be mindful of the power differential in the student/supervisor or student/faculty member relationship; to the extent possible, confidentiality will be maintained.

Navigating Equity & Inclusivity Concerns

Equity & Inclusivity Concerns

sense of belonging • harassment & discrimination • accessibility • human rights

Policy & Procedure

- [Queen's Harassment/Discrimination Complaint Policy and Procedure](#)

Advisory Supports and Resources

- [Human Rights and Equity Office: Equity Services](#)
- [Human Rights and Equity Office: Human Rights Advisory Services](#)
- [Human Rights and Equity Office: Accessibility Hub](#)
- [Human Rights and Equity INSIGHT Anonymous Incident Submission Form](#)
- [Human Rights and Equity Office: Sexual Violence Prevention and Response Services](#)
- [Queen's Students Accessibility Services](#)
- [Office of the University Ombudsperson](#)
- [Four Directions Indigenous Student Centre](#)
- [Ban Righ Centre](#)
- [Queen's University International Centre](#)
- [Office of Faith and Spiritual Life](#)
- [SGPS Peer Academic Advisor Program](#)

Student Counselling

- [Student Wellness: Mental Health & Counselling Services](#)



Accommodation Concerns

accommodations • extenuating circumstances • academic considerations

Step-by-Step Guide to Resolve Your Concerns

Your Advisors & Resources

Your Program/Supervisor

Step 1

Speak to an advisor:

- Student Accessibility Services
- Student Wellness Counsellor
- Any faculty member or supervisor
- SGPS Peer Advisor
- Human Rights Office Advisors
- Sexual Violence Prevention and Response Coordinator

Step 2

Access resources specific to your accommodation and/or academic needs

Step 3

Speak with your supervisor or departmental academic advisor and/or Graduate Program Chair/Coordinator and Assistant to ensure your accommodations and/or academic considerations are implemented

Considerations

- Queen's University is committed to providing accommodation for students with disabilities who are enrolled in any of its graduate programs. In addition, Queen's has a policy for extenuating circumstances that influence academic work: see <https://www.queensu.ca/sgs/accommodation-and-academic-consideration>
- Accommodations and/or academic considerations can be addressed through various campus resources (see next page for resource listing). These services are available to you at any time throughout your graduate degree.
- In addressing your concern, begin by speaking to an advisor you feel comfortable with (step 1). In addressing your concern, access specific resources available to you (step 2; see next page for resource listing).
- If you require formal academic considerations and/or accommodations, you will need to speak with your supervisor/departmental academic advisor and/or Graduate Program Chair/Coordinator and Assistant (step 3) to ensure your needs are addressed.
- In responding to your concern, you may be referred to appropriate university resources and policies, or with your consent, university resources may be consulted on your behalf.
- In resolving concerns, parties must in all cases be mindful of the power differential in the student/supervisor or student/faculty member relationship; to the extent possible, confidentiality will be maintained.

Navigating Accommodation Concerns

Accommodation Concerns

accommodations • extenuating circumstances • academic considerations

Academic Accommodation and Consideration Resources

- [Queen's Student Accessibility Services](#)
- [School of Graduate Studies Protocol for Short-Term Academic Consideration](#)
- [School of Graduate Policy on Accommodations for Graduate Students with Disabilities](#)

Student Counselling

- [Student Wellness: Mental Health & Counselling Services](#)

Advisory Supports

- [Student Wellness Services: Health Promotion \(healthy lifestyle support\)](#)
- [Four Directions Indigenous Student Centre](#)
- [Ban Righ Centre](#)
- [Queen's University International Centre](#)
- [Office of Faith and Spiritual Life](#)
- [SGPS Peer Academic Advisor Program](#)
- [Human Rights and Equity Office: Human Rights Advisory Services](#)
- [Sexual Violence Prevention and Response Coordinator](#)



Sexual Violence

sexual assault • sexual harassment • stalking

Step-by-Step Guide to Resolve Your Concerns

Your Advisors & Resources

Your Program/Supervisor

Step 1

Speak to an advisor:

- Sexual Violence Prevention & Response Coordinator
- Student Wellness Counsellor
- Human Rights Advisor
- Office of Ombudsperson
- SGPS Peer Advisor
- Any faculty member or supervisor
- Advisor at Ban Righ Centre, QUIC, Faith & Spiritual Life, Four Directions

Step 2

Access resources and accommodations specific to your needs through the Sexual Violence Prevention & Responses Services (see next page for listing)

Step 3

Speak with your supervisor or departmental academic advisor if you require academic considerations

Considerations

- If you have recently experienced sexual violence and require medical support or a safe place, contact 911, Queen's Emergency Report Centre (613-633-6111), Kingston General Hospital, or Sexual Assault Centre Kingston.
- If you have experienced sexual violence, the University has resources to support you. Speak with an advisor that you feel comfortable with (step 1). In addressing your experience, you may access resources and supports through the Human Rights and Equity Office and, specifically, the Sexual Violence Prevention and Responses Services (step 2; see next page for listings).
- Depending on your concern, you may require academic considerations. If so, you will need to speak with your supervisor or departmental academic advisor (step 3) to ensure your needs are addressed.
- Guiding university responses is the [Policy on Sexual Violence Involving Queen's University Students](#). The Harassment/Discrimination Complaint Policy & Procedure (see next page) outlines complaint processes and responsibilities, including required institutional responses in cases of disclosure to individuals of authority.
- In supporting survivors of sexual violence, parties must in all cases be mindful of the power differential and sensitivity of the situation, in particularly if it involves a student, supervisor or faculty member; to the extent possible, confidentiality will be maintained.

Navigating Sexual Violence

Sexual Violence

sexual assault • sexual harassment • stalking

Policy

- Policy on Sexual Violence Involving Queen's University Students
- Queen's Harassment/Discrimination Complaint Policy and Procedure

Advisory Supports and Resources

- Sexual Violence Prevention and Response Coordinator
- Human Rights and Equity Office: Human Rights Advisory Services
- Office of the University Ombudsperson
- Four Directions Indigenous Student Centre
- Ban Righ Centre
- Queen's University International Centre
- Office of Faith and Spiritual Life
- SGPS Peer Academic Advisor Program

Student Counselling

- Student Wellness: Mental Health & Counselling Services

Emergency Resources

- Policy/Ambulance/Fire: Call 911
- Queen's Emergency Report Centre: 613-633-6111
- Kingston General Hospital: 613-548-3232
- Sexual Assault Centre Kingston: 613-544-6424