Dear Student,

The staff of the School of Nursing & Midwifery at Flinders University are keen to facilitate the process of student concerns about various issues in a fair and equitable manner. To assist this process, we have devised a check list below, for students to take to the relevant staff mentioned and to have a record of the advice that was given in these conversations.

The School’s preferred way for a student to attempt to resolve their concerns is as follows:

**Initially:**
- Approach your classroom Lecturer/Tutor

**If the situation is not resolved then:**
- Approach your Topic Coordinator

**If the situation is not resolved then:**
- Approach the Course Coordinator (Undergraduate Programs)

**If the situation is not resolved then:**
- Approach the Associate Dean (Teaching & Learning)

**If the situation is not resolved then:**
- Approach the Dean

We hope you find this process useful.

The Student Equity Officer in Health & Counselling (8201 2118) is available to discuss issues that relate to discrimination, harassment or bullying.

Please contact the Disability Officer if you have a disability and require an access plan.

Yours sincerely

Jan Thompson
Coordinator (Undergraduate Programs)
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<thead>
<tr>
<th>Course Coordinator (Undergraduate Programs):</th>
<th>Associate Dean (Teaching &amp; Learning):</th>
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<tr>
<td>Topic Code:</td>
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Recommended path of action:

Recommended path of action:

Resolved: Yes/No

Student Record of Advice from Academic Staff about their Concerns

Student Name: ……………………………………...

Student ID No: ……………………………………...

Resolved: Yes/No

Updated March 2010