HAVE QUESTIONS AND ISSUES?
Where and who to go for GUIDANCE

This flow chart is intended to help **students and faculty** to know where to go when different types of questions or issues arise. If you have any questions, please email sswdean@smith.edu.

**Course Issues**
(Credits, Registrar Issues, Course Waivers)

- SSW Registrar’s Office

**Academic issues related to courses**

- Professor
- Advisor
- Coordinator/Sequence Chair

**Disability Issues/Accommodations***

- Director of Disability Services, Laura Rauscher

**Field Placement Issues^**

- Supervisor
- FFA
- Director/Associate Director of Field

**Interpersonal Issues***

- In Classroom
- Housing

- Professor
- Head Resident
- Coordinator/Sequence Chair

**Leave of Absence, Medical Leave, Withdrawals**

- Associate Dean of Academic Affairs

▼ **Always first try to solve the problem directly with the other person involved in the issue/conflict**
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^ See Field guide for more details

* Sotomayor Fellow or the Director of Institutional Diversity and Equity are also available for confidential consultation about racism, ableism, transphobia or any other issues about diversity at any point in the process.