

Hampden-Sydney College Student Complaint Form

For Official Use:

Date of Receipt by Dean of Students:

Date of Receipt by Provost:

Date of Response to Complainant:

Instructions: Students filing complaints shall “cut and paste” this form or obtain a written copy in the Office of Student Affairs. Complainants are to provide information related to all of the headings listed below:

Date:

Student’s Name and Student ID Number:

Student’s H-SC email address:

Narrative: *(Students shall provide a brief narrative of the complaint including a concise description of the complaint, the timeline, decisions regarding appeals (where appropriate), and attempts students have made to resolve the issue.)*

Student’s Suggested Resolution of the Complaint:

Documentation: *(Students may submit any relevant documentation for consideration for the purposes of resolution of the complaint.)*

Signature of Student (DATE) Signature of Dean of Students (DATE)