

EMORY & HENRY COLLEGE



Student Complaint Form

Emory & Henry College is committed to providing a quality education and a learning environment for our students and welcomes input and opinions from our students. In the event that a student feels that he or she has a complaint or concern, we encourage the student to first discuss the matter with those involved in an effort to resolve any differences first. If this does not resolve the issue, students should refer to the catalog or student handbook for information about resolving issues informally or formally. If none of these provides a remedy to the situation, students can file a written complaint on the official complaint form or use the Campus Conduct Hotline (866-943-5787) to file a complaint anonymously.

If resolution with the office is not possible, the student should submit a formal written and signed complaint to the Director of Human Resources and Title IX Coordinator.

- Forms received are reviewed and acknowledged within 15 business days of receipt.
- The complaint will be investigated, evaluated, and addressed within 30 business days of the date of acknowledgement.
- The investigation/evaluation process is conducted by the Dean or his/her designee and includes interviews with the complainant, those involved in the complaint, and any other associated parties.
- Signed statements can be requested and consultation with other campus administrators may be utilized.
- Upon completion of the review of information, the Vice President for Academic Affairs and Dean of Faculty or the Vice President for Student Life and Dean of Students will notify the student about any actions taken to resolve the complaint.
- Records of student complaints are maintained in the Human Resource.

Emory & Henry College Official Complaint

Form Nature of Complaint:

Academic Non-Academic

Name _____ Student ID _____

Address _____

Email _____ Daytime phone _____ Complaint

filed with _____ Date _____

Describe the nature of your complaint. Be factual. Include names, dates, and other specific information. Describe actions you have taken to resolve the issue, e.g. discussed concern with parties involved). Also include a statement of any proposed resolution. Use reverse side if necessary.

The information given in this complaint is true and accurate to the best of my knowledge.

Your Signature _____ Date _____

Received by: _____ Signed _____ Date _____

Date of Receipt of Notification: _____ Date of Closing Notification: _____

Action Taken: _____