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# SPRING HILL

COLLEGE

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*Forming leaders engaged in learning, faith, justice and service for life.*

## **Student Complaint Form**

Instructions: Please print and complete this form, using additional space if necessary; attach copies of any appropriate documents; save a copy for your records and mail materials to the following address: ATTN: President's Office, Spring Hill College, 4000 Dauphin Street, Mobile, Alabama 36608-1791.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

1. Describe the Complaint:
2. Which Spring Hill College policy or procedure is related to the Complaint?
3. When did the events described in the Complaint occur?
4. Describe the evidence that documents or supports the Complaint? (You may attach copies of supporting evidence to this Complaint Form.)
5. What efforts have you made to resolve the complaint? (Include both informal efforts as well as any formal appeal or grievance process.)
6. Are you seeking a resolution to the Complaint through channels outside of Spring Hill College? If so, describe your efforts to resolve the Complaint through channels outside of the College.

Student Signature: \_\_\_\_\_