

COMPLAINT PROCEDURES FOR STUDENTS – INSTRUCTION RELATED

If a student has a specific complaint about classroom instruction or program procedures/guidelines at the campus he/she is attending, the following steps should be taken. A student has the right to appeal a College decision that he/she believes to have an adverse effect on his/her pursuit of an education or participation in College programs. (For sexual misconduct or disciplinary issues, follow appropriate College guidelines as outlined in the Student Handbook or website for student discipline or in Sexual Misconduct Policy).

Step 1: Meet with the instructor.

The student should discuss the complaint with the person the grievance is addressing--the person closest to the situation (instructor).

Step 2: Meet with the department chair/director.

The student should ask to meet jointly with the instructor and the Department Chairperson/Program Director if the issue has not been resolved in the initial meeting. If the issue is with an online course, email the Distance Learning Department at distancelearning@hindsgcc.edu.

Step 3: Submit a written complaint to the appropriate dean.

If not resolved at the first two levels, the student should [submit a written complaint](#) including related documentation and remedy sought to the appropriate dean responsible for the department. The dean will confirm that the student has followed the appropriate complaint procedures and sought a resolution. The dean will provide the student with a written decision on the resolution of the complaint within seven (7) business days. If the student wishes to progress to the next step in the process, the student has seven (7) business days to respond.

Step 4: Instructional Appeals Committee.

If the student does not accept the resolution from the dean, he/she may request for a review of the written complaint to be sent to the Instructional Appeals Committee. The Committee Chairperson will respond to the written request within seven (7) working days. The Committee Chairperson will send a written response to the student filing the complaint. Results will be filed with the instructional dean or e-Learning Dean and he/she shall maintain written instructional student complaints initiated for that campus.

For complaints violating State law, including laws related to fraud or false advertising, students may follow the State complaint process from the Mississippi Commission on College Accreditation (MCCA at <https://www.mississippi.edu/mcca-overview>). The MCCA will not respond to complaints until the student has exhausted all grievance procedures provided by the institution.

COMPLAINT PROCEDURES FOR STUDENTS — NON-INSTRUCTIONAL RELATED

If a student has a specific complaint about student services or program procedures/guidelines (i.e. Housing, Counseling, Cafeteria, Admissions, Police, etc.) at the campus he/she is attending, the following steps should be taken. A student has the right to appeal a College decision that he/she believes to have an adverse effect on his/her pursuit of an education or participation in College programs. For sexual harassment or disciplinary issues, follow appropriate College guidelines as outlined in Student Handbook.

Step 1: Meet with the person with whom the complaint began.

The student should discuss the complaint with the person the grievance is addressing--the person closest to the situation.

Step 2: Meet with the department director (or leader of the department).

The student should ask to meet jointly with the person with whom the grievance began and the department director (or leader of the department) if the issue has not been resolved in the initial meeting. If the issue is with an online student, email the Distance Learning Department at distancelearning@hindsgcc.edu.

Step 3: Submit a written complaint to the appropriate dean.

If not resolved at the first two levels, the student will [submit a written complaint](#) including related documentation and remedy sought to the appropriate dean responsible for the department. The dean will confirm that the student has followed the appropriate complaint procedures and sought a resolution. The dean will provide the student with a written decision on the resolution of the complaint within seven business days. If the student wishes to progress to the next step in the process, the student has seven (7) business days to respond.

Step 4: Local Student Services Committee.

If the student does not accept the resolution from the dean, he/she may request a hearing before the local Student Services Committee. The Committee Chairperson will respond to the request for a hearing within seven (7) working days. (Online students may request a video hearing.) Results will be filed with the student services/operating dean and he/she shall maintain written non-instructional student complaints initiated for that campus.

For complaints violating State law, including laws related to fraud or false advertising, students may follow the State complaint process from the Mississippi Commission on College Accreditation (MCCA) at <https://www.mississippi.edu/mcca-overview>. The MCCA will not respond to complaints until the student has exhausted all grievance procedures provided by the institution.

THE STUDENT SHOULD COMPLETE THE FOLLOWING INFORMATION FOR A WRITTEN COMPLAINT: Please complete the form and submit it electronically to the appropriate college employee listed on the following page or email your concern to studentcomplaint@hindsc.edu or deliver this form to the employees office. If you have any questions, contact the campus Dean of Students listed on the following page.

STUDENT COMPLAINT FORM

Name: _____ College ID#: _____ Telephone
Numbers: (Home): _____ (Cell): _____ Email
address: _____ Campus: _____

Course (if instructional): _____ (ex. ENG1114 RFTAB) Instructor: _____

If not classroom related, name of the department: _____

Date of Complaint: _____

Please explain in detail why you are filing this complaint _____

What is your expected outcome? _____

Student Complaint Process Confirmation I confirm
that I have:

- Met with _____(instructor/staff) on ___ / ___ / ___ to discuss my concern.
 - Signature of instructor/staff _____
- Met with _____(Dept Chair/Director) on ___ / ___ / ___ to discuss my concern.
 - Signature of Dept. Chair/Director _____
- The issue remains unresolved, and I am submitting this complaint for Dean level consideration.

Student Signature: _____ Date: _____

Campus Contacts Directory

Raymond Campus

Name	Title	Office	Email	Phone
Dr. TJ Walker	Dean of Students	Denton #209	Tommy.Walker@hindsc.edu	601-857-3353
Marcille McLendon	Academic Dean	Cain Hall 262	Marion.McLendon@hindsc.edu	601-857-3927
Josh Bower	Career Technical Dean	Gibbes Hall 114	Josh.Bower@hindsc.edu	601-857-3875

Rankin Campus

Name	Title	Office	Email	Phone
Andrew Gunn	Dean of Students	Administration Bldg. 114	Andrew.gunn@hindsc.edu	601-936-5552
Gary Fox	Academic Dean	George Wynne #112	GMFox@hindsc.edu	601-936-5553
Jason Webb	Career Technical Dean	Career Tech Bldg. 143	Jawebb@hindsc.edu	601-936-1987

Utica Campus

Name	Title	Office	Email	Phone
Donny Epting	Dean of Students	Student Union Bldg. 208	Donny.Epting@hindsc.edu	601-885-7005
Elmira Ratliff	Academic Dean	Walter Washington #104	Elmira.Ratliff@hindsc.edu	601-885-7003
Timothy Crisler	Career Technical Dean	Ples McCadney 104-2	Timothy.Crisler@hindsc.edu	601-885-7076

Jackson Campus

Name	Title	Office	Email	Phone
Tiffany Moore	Dean of Students	Alexander #202	Tiffany.Moore2@hindsc.edu	601-987-8160
Tiffany Gaskin	Career Technical Dean	Alexander #202	Tiffany.Gaskin@hindsc.edu	601-987-8162
Gary Fox	Academic Dean	Bivins 102	GMFox@hindsc.edu	601-987-8144

Nursing/Allied Health Center

Name	Title	Office	Email	Phone
Andrew Gunn	Dean of Students	Anderson Student Services #2	Andrew.gunn@hindsc.edu	601-376-4802
Katharine Elliott	Health Science Dean & Allied Health Dean	Annex LL Administration	Kathy.Elliott@hindsc.edu	601-376-4950
Joetta Chandlee	Dean of Nursing	Annex LL Administration	Joetta.Chandlee@hindsc.edu	601-376-4953

Vicksburg

Name	Title	Office	Email	Phone
Raina Deer	Dean of Students	Banks #5	Raina.Deer@hindsc.edu	601-629-6840
Elmira Ratliff	Academic Dean	Banks D3	Elmira.Ratliff@hindsc.edu	601-629-6840

eLearning/Distance Learning (Online)

Name	Title	Office	Email	Phone
Jasymin Shepherd	Distance Learning Coordinator	McLendon Library Lower Level	distancelearning@hindsc.edu / jasymin.shepherd@hindsc.edu	601-857-3579