1.0 Purpose

2.0 Policy

The Hokie Handbook, published annually, contains current information about the university
and regulations that apply to all students. This document is applicable to students
matriculated at the Blacksburg campus, as well as those students at branch campuses, higher
education centers or other university owned or leased properties.

3.0 Procedures

The university reserves the right to change those regulations during the academic year and
notification is hereby given of that possibility. All changes will be outlined in a special ad
in the Collegiate Times, and publicized by other appropriate means to the university
community. Degree requirements and regulations applicable to a particular college are
available in the general catalog. Complaints about any function of the university are
ordinarily handled through the normal administrative chain. Students who wish to file a
formal complaint should write a letter to the head of the administrative unit responsible for
the area of complaint. The letter should detail the problem being complained of and the
redress requested. There are some types of complaints which have additional formal
mechanisms for redress which are explained in University Policies for Student Life and
other university documents. Students who desire assistance in determining the most
appropriate avenue for addressing a specific complaint should contact the Dean of Students
Office.

4.0 Definitions

5.0 References

6.0 Approval and Revisions

Approved August 21, 2007 by Vice President for Student Affairs, Zenobia L. Hikes

- Revision 1
  Policy title updated from “University Policies for Student Life” to “Hokie
  Handbook,” and reference throughout the policy updated.
  Approved November 17, 2011 by Vice President for Student Affairs, Edward F. D.
  Spencer.