

**Dartmouth College
Upperclass Deans Office
Student In-take Form**

Student issues and concerns raised with the Upperclass Deans are documented on a student in-take form that is kept completely confidential. This process allows class deans to begin to evaluate student issues and consider appropriate next steps ahead of the scheduled appointment. In this way, we are able to make more effective use of our time with students. We are committed to listening to students, helping you navigate Dartmouth policies, and educating you about appropriate resources.

To confirm your appointment with your class dean, please complete and submit this form as soon as you have scheduled your meeting.

Name: _____ **Class:** _____ **Student ID:** _____

Phone: _____ **HB:** _____

Appointment Scheduled with Dean _____ **on** _____
(name) (date)

Please state your issue or concern:

Referred to the Upperclass Deans Office by (select all that apply):

Dean _____ Faculty Member _____ ORL Staff _____
(name) (name) (name)
OPAL Staff _____ Dick's House Staff _____ Coach _____
(name) (name) (name)
Peer Adviser (DOSCU/UGA) ___ Friend ___ Self-Referral ___ Other _____
(please specify)

Have you visited other offices regarding your concern? Yes ___ **No** ___

If Yes, which? _____

Class Schedule (Dept., Course Number, Faculty Name):

For UCD Office Use Only:

Reason for Visit: Academic ___ Conduct ___ Medical ___ Personal ___ Routine ___ Other ___
Dean's signature ___ Emergency ___

Definition of Reason: A = Academic (plans, major, degree requirements, courses, academic standing and action, general advising, etc.); C = Conduct; M = Medical; P = Personal (roommate or family problems, career plans, etc.); R = Routine (incompletes, withdrawal, readmission, non-conduct COS matters - subcommittee petitions, appeals, appearances - registrarial, housing, financial aid, recommendations or certifications, etc.)

Referrals Made: _____

Contacts w/ Staff & Faculty: _____

Follow-Up: _____