

**LOUISIANA COLLEGE
FORMAL COMPLAINT FORM FOR TEXAS STUDENTS**

Name of Student Filing Complaint (Printed)

Date Complaint Filed

Signature of Student Filing Complaint

Student Phone Number

Student Mailing Address

Student E-mail Address

Student ID Number

Campus Location or Online Classes

DESCRIPTION OF COMPLAINT (Date, Place, Time, Who Was Involved, Who Witnessed the Event, Details)

ATTEMPTS MADE TO RESOLVE AS AN INFORMAL COMPLAINT:

STATEMENT OF DESIRED OUTCOME: _____

Administrator receiving complaint completes items below this line: Date Received _____

ACTION TAKEN _____

Signature of Administrator Taking Action Date

Response Sent to Student

Signature of Area Vice President

Date Copy Sent to Area Vice President

Additional Information:

- **Contact information for filing student complaints with the Texas Higher Education Coordinating Board including:**
 - **The web address for the Texas Higher Education Coordinating Board's Student Complaints page with forms and a description of the complaint procedure:**
<http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D>
 - **The Web address for the rules governing student complaints-Title 19 of the Texas Administrative Code, sections 1.110-1.120:**
[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)