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                         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](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: