



## Student Complaint Form

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Every individual at Lone Star College has the right to a safe and supportive learning working environment. Any action that interferes with operations of the college may be considered a violation of policy. Students should first seek to resolve the complaint according to college policies and procedures. Depending upon the nature of the complaint, appropriate faculty or administration may be designated to investigate, mediate and suggest a resolution. If the complaint remains unresolved, the student may request a hearing with the appropriate Vice President.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

1. Name of Individual (**Faculty/Staff**) Against Whom Complaint is Filed: \_\_\_\_\_

2. Reason(s) for Complaint (Please be as detailed as possible. Use additional paper, if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Information relevant to this situation (witnesses?):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Action taken so far to resolve this complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Resolution sought as a result of the complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Director: \_\_\_\_\_