



Student Complaint Form

for the College of Education & Human Development

Students are encouraged to resolve complaints or grievances at the appropriate level of dispute. However, should this approach fail or be inappropriate, students may submit written complaints through the form below. All pertinent information should be listed including date, time, location, parties involved, witnesses, any attempts to resolve the complaint, and desired resolution. Forms submitted without contact information will not be processed. All official complaints must be made in writing and submitted through this form within five business days of the alleged event(s), which led to the complaint. Once received, the complaint will be forwarded to the appropriate administrator for review, and the complainant will receive an e-mailed response as soon as possible.

First Name: *	
Last Name: *	
L Number: *	
Address: *	
City: *	
State: *	
Email Address: *	
Phone: *	
Major:	
Date of Incident:	
Time Incident Occurred:	
Location of Incident:	
Name Parties Involved:	
Incident Summary:	
If there were any Witnesses, list them here:	
Has this Incident occurred before?:	Yes No
If yes, please give details of previous occurrence:	
Have you attempted to resolve this Incident before?:	Yes No
If yes, what were the results?:	
What is the desired resolution you are seeking for this Incident?:	
Please share any additional information you would like considered:	

After completing this form please mail, email, fax or hand deliver it to Lamar University's College of Education.

Mail: Lamar University
 P.O. Box 10034
 Beaumont, TX 77710

Email: education@lamar.edu
Fax: 409-880-8662
Physical Location: Education bld. Room 205