



# College of Education Complaint Form

## **Section I: Complainant's Contact Information**

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Last Name

First Name

Middle Name

Mailing Address

City, State, Zip

Phone Number

Email

Additional Contact  
Information

## **Section 2: Complainant's Role**

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Student

Employee

Former Student

Cooperating Teacher

School Administrator

Other: \_\_\_\_\_

## **Section 3: Describe the Nature of the Complaint**

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Date Incident Occurred: \_\_\_\_\_

Name(s) of People Involved: \_\_\_\_\_  
\_\_\_\_\_

Location of the Incident: \_\_\_\_\_  
\_\_\_\_\_

Description of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 4: List any Supporting Documentation and Attach such Documents to the Complaint.**

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**Section 5: Describe any Efforts Taken Already to Resolve the Issue.**

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**Section 6: Signature**

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Print Full Name

Signature

Date

**Filing a College of Education Complaint**

A formal complaint is a signed written statement of complaints or concerns relating to the University’s EPP. Complaints must be submitted in writing, using the designated form and should include any supporting documentation. Complaints must be addressed to the Associate Dean, Office of the Dean, College of Education and mailed to:

Office of the Dean  
Texas A&M International University  
College of Education  
Anthony J. and Georgia A. Pellegrino Hall (PLG),  
Room 301  
5201 University Boulevard  
Laredo, TX 78041

Complaints may also be faxed to:  
Office of the Dean  
College of Education  
Fax: (956) 326-2419

For more information on the Complaint Procedure, please see Policy statement on this available on the College of Education website at: <http://www.tamtu.edu/coedu/>

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**FOR OFFICE USE ONLY:**

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

Received by: \_\_\_\_\_

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

Processed by: \_\_\_\_\_