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| **Northeast Texas Community** **College** | **Division of Student and Outreach Services** |
| **Student Complaint Report Form** |
| Complainant’s Name: ­­­­­­­­­­­­­­­ | ID#: |
| Address (City, State, and Zip Code): |
| Home Phone: Cell Phone:  |
| Major Field of Study (Optional): |
|  |
| Complaint: |
| Person(s) Involved: |
| Date of Incident:  | Specific Time or Time Period: |
| Specific Location: [ ] Dorm [ ] SUB [ ] Classroom [ ] Parking Lot [ ] Other (Specify): |
| Type of Contact (If Applicable) : [ ]  Face-to-Face [ ] Email [ ]  Social Networking (e.g., Facebook, Twitter) [ ] Text messaging/Cell Phone |
| DESCRIPTION (Nature of COMPLAINT/ Incident) (to be completed by complainant)  |
| *(Describe actions, behavior, impact(s) of actions or behavior, responses, including language used immediately before and/or after the incident, and relevant facts.) For additional space, write on the backside of this form.*  |
| Intervention/Action taken (To be completed by college personnel) |
|  |
| SIGNATURES |
| Complainant |  | Date |  |
| Instructor/Staff (If Applicable) |  | Date |  |
| Vice President |  | Date |  |

**Submit a copy of this form to the Office of the Vice President for Student and Outreach Services within seven days after the filing of the complaint. Attach any additional documentation and/or evidence to further confirm the complaint.**

**If necessary, the Student Complaint Resolution Chart can be reviewed under the Info Center tab located on myEagle Portal.**