

CONCORDIA UNIVERSITY TEXAS

COLLEGE OF EDUCATION

COMPLAINT FORM (LEVEL I)

Note: Be sure you have read the College of Education Complaint Procedure prior to completion of this form.

Today's Date: _____

Name: _____

Email: _____

Other Contact Info: _____

Mailing Address: _____

Circle One: Undergrad Grad

Campus: _____

- 1. Summarize the complaint below. Please be as specific as possible, including pertinent dates.**

2. Describe your efforts to resolve the complaint in other ways.

3. Be sure to attach any relevant documentation, if available.

Form Received By: _____

Date Received: _____