



College of Education & Human Performance Complaint Form

Section I: Complainant's Contact Information

Last Name

First Name

Middle Name

Mailing Address

City, State, Zip

Phone Number

Email

Additional Contact
Information

Section 2: Complainant's Role

Student

Employee

Former Student

Cooperating Teacher

School Administrator

Other: _____

Section 3: Describe the Nature of the Complaint

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.

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

Section 6: Signature

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 University-Kingsville
College of Education,
Rhode Hall, Suite 120
1055 University Boulevard, MSC 195
Kingsville, TX 78363

Complaints may also be emailed to:
Office of the Dean
College of Education & Human Performance
nestor.sherman@tamuk.edu

For more information on the Complaint Procedure, please see Policy statement available on the College of Education website at: <https://www.tamuk.edu/education/departments/ceps/Form-Resources.html>

FOR OFFICE USE ONLY:

Date Received: _____

Received by: _____

Date Processed: _____

Processed by: _____