HOWARD COLLEGE
BIG SPRING • LAMESA • SAN ANGELO • SWCID
*For Learning, For Earning, For Life.*
1001 Birdwell Lane, Big Spring, TX 79720 • (432) 264-5000

# Student Complaint Form

Student Name:_____Student ID#_____
First Last Middle Initial

Address:_____
Street City State Zip

Phone Number(s):_____

Email address:_____

**Complaint Summary.** Please use the space below or attach additional information as needed to describe the complaint. The statement should include a description of the events or circumstances upon which the complaint is based. All supporting documentation should be attached. Complaints may be submitted electronically.

_____

_____

_____

_____

_____ _____
Student Signature Date Submitted

This completed form and supporting documentation should be returned to the Campus Dean of Student Services Office. Officials will attempt to resolve the matter or will forward complaints to appropriate college officials according to the nature of the complaint as outlined in college policy.

*For Official Use Only*

Date Complaint Received:_____

Actions Taken by College Official(s):_____

_____

_____

_____

Outcomes and Follow-up Action as needed:_____

_____

_____

_____

_____ _____
Signature/College Official Date