

# Louisiana SARA Student Complaint Form

## **SECTION I: Complainant Information- ALL FIELDS ARE REQUIRED**

1. Name of complainant as it appears in the college/university's records:

FIRST: \_\_\_\_\_

MIDDLE: \_\_\_\_\_

LAST: \_\_\_\_\_

2. Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

3. Preferred phone number: \_\_\_\_\_

4. E-mail address: \_\_\_\_\_

5. How do you prefer to be contacted (please circle one)?

Mail

Phone

E-mail

No preference

## **SECTION II: Information about the institution which you are filing a complaint against and your affiliation with the institution- ALL FIELDS ARE REQUIRED**

1. Name of institution: \_\_\_\_\_

2. Location of institution (city and state): \_\_\_\_\_

3. Dates of attendance at institution

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

(If still enrolled, put "currently enrolled")

4. Your affiliation with this institution (circle one)
  - Current student
  - Former student
  - Parent/legal guardian of current/former student (complainant is an un-emancipated minor)
  - Other (please describe below)

**SECTION III: Complaint Information- ALL FIELDS ARE REQUIRED**

1. Please describe below your complaint in detail, including the nature of the complaint, when the incident about which you are complaining occurred, and the names of any college or university faculty or staff you have spoken to about the complaint.

2. Have you gone through the institution's formal complaint process (circle one)?

Yes

No

3. If you answered "Yes," please attach and submit with this form documentation showing that you have exhausted your appeals at the institutional level. This should include copies of formal letters/forms submitted by you to the institution, and formal letters/forms addressed to you and signed by faculty/administrators at the institution detailing the institution's decision regarding your complaint.

4. If you answered "No," please explain below why you were unable to complete the complaint process at the institution. Please note that Board of Regents staff will normally only address complaints after a student has exhausted his/her appeals at the institutional level.

**Please mail this completed form and any supporting material to:**

**Louisiana Board of Regents  
P.O. Box 3677  
Baton Rouge, LA. 70821-3677  
ATTN: SARA Student Complaints**