

## Formal Statement of Complaint Form

\_\_\_\_\_  
*Student's Family Name (please print)*

\_\_\_\_\_  
*Given Name*

\_\_\_\_\_  
*myUH ID*

### Steps for filing a formal complaint

1. Please explain your complaint in detail below, and if necessary, attach additional pages.
2. Submit the statement to the Academic Director. The Academic Director will meet with the Director to discuss the issue and a possible resolution to your concern.
3. The Academic Director will meet with you and advise you of the steps being taken to resolve the concern.
4. This written complaint and notes regarding the resolution of this complaint will become a matter of record, stored electronically and securely in the LCC Student System. The complaint and the notes will be accessible to the Director, the Academic Director, and the Program Director of Student Services.

### Student's certification

I certify that the statement above is complete, true, and accurate. I also understand and agree that the person named in the complaint has the right to see the complaint and respond to it.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date (mm/dd/yyyy)*