



Please use a current version of Acrobat Reader to complete this form.

Complainant Contact Information

Name: _____ Student UIN #: _____

Mailing Address: _____ City, State: _____

Personal Phone: _____ Work Phone: _____ Email: _____

Complainant's Role:

- | | | | |
|---|---------------------|------------------|-----------------|
| Applicant | Candidate | Former Candidate | Employee |
| Former Employee | Cooperating Teacher | Mentor Teacher | Site Supervisor |
| Administrator of public or private school (provide district/campus information) | | | |

School Information (site for field experiences, clinical teaching, internship or practicum)

District: _____ Campus: _____

Mailing Address: _____ City, State: _____

Phone: _____ Extension: _____ Website: _____

Principal's Name: _____

Complaint Description

Certain information is necessary for the College of Education to review a complaint. Please fill out this form carefully and as completely as possible. Tarleton State University can only accept complaints that allege a violation of an issue over which the TSU Teacher Educator Program has the jurisdiction or authority to regulate. The complaint form must be submitted within 30 business days of the alleged violation.

Please select all areas that apply:

- | | | |
|--------------------------|-----------------------------|----------------------|
| Admission Policy | Denial of Program Admission | Removal from Program |
| Program Requirements | Program Faculty | Certification |
| Field-Based Experience | Clinical Teaching | Internship |
| Practicum | Field Supervisor | Site Supervisor |
| Observation and Feedback | Individual Student Issue | Other |

All fields are required.

Describe the alleged violation (nature of the problem). Please be concise and specific as you summarize the complaint within the space provided.

Describe the facts on which the allegation is based; include significant dates and events related to the allegation. Please be specific.

List the documents that you wish to attach to support the described facts.

Describe your efforts to resolve the complaint in other ways.

Provide additional information to consider.

Complainant's Signature (anonymous or unsigned complaints will not be processed)

Date

Submit in person, by fax, or by postal mail: Tarleton State University
Educator Preparation Services
Box T-0790
Stephenville, TX 76401
Mathematics, Suite 101 FAX: 254-968-9801

This student complaint procedure complies with Texas Administrative Code (TAC) §228.70. Not all complaints fall under the authority of TSU Educator Preparation Services. TSU has jurisdiction to investigate allegations of noncompliance regarding specific laws and rules, generally related to state and federal requirements. Complaints may address Educator Preparation Program requirements listed in Texas Administrative Code (TAC) §§ 227, 228, 229, ethics (TAC 247), fingerprinting (TAC §§227, 232), and certification (TAC §§230, 231, 232, 239, 241, 242).

Office Use Only

Date Received	Date Candidate Verified (if applicable)	Acknowledged Receipt to Candidate Date	Date Written Response Sent
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