SOUTH TEXAS COLLEGE

Office of Human Resources ● PO Box 9701, McAllen TX, 78502 ● Phone: (956) 872-4448 ● Fax: (956) 872-4445

SOUTH TEXAS COLLEGE COMPLAINT FORM

COMPLAINT SPECIFICATIONS: South Texas College maintains guidelines and procedures regarding complaints and grievances in compliance with College policies. Please use this form to specify the nature of your complaint/grievance.

COMPLAINT INFORMATION:

Claimant: _____

Address: _____

Telephone: _____

Respondent: _____

Department and/or Title: _____

Witnesses: _____

Date/Time of Alleged Incident: _____

CLAIMANT'S STATEMENT OF SERIES OF EVENTS:

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SPECIFIC RELIEF OR REMEDY SOUGHT:

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Date Claimant

_____

Witness

Please submit this form in a Confidential envelope to the Office of Human Resources, Employee Relations; the Office of Student Rights and Responsibilities; or South Texas College Police Department, as per complaint and grievance procedures.