

## Louisiana SARA Student Complaint Form

### **Complainant Information- ALL FIELDS ARE REQUIRED**

Name of complainant (FIRST, MIDDLE and LAST) as it appears in the institution's records

Address

Preferred phone number

E-mail address

How do you prefer to be contacted (check one)?

- Mail
- Phone
- E-mail
- No preference

### **Information about the institution which you are filing a complaint against- ALL FIELDS ARE REQUIRED**

Name of institution

Location of institution (city)

Location of institution (state)

Dates of attendance at institution

- Start date
- End date

Your affiliation with this institution (circle one)

- Current student
- Former student
- Parent or legal guardian of current or former student (if the complainant is an un-emancipated minor)
- Other (please describe)

### **Complaint Information- ALL FIELDS ARE REQUIRED**

Please describe 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.

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

- Yes
- No

If you answered "Yes," please submit 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. Please mail all such documents to:

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

If you answered "No," please explain in the box 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.