

TMSL COMPLAINT

Name _____
(Faculty, Staff, Student) (Circle One)

Date _____

Phone _____

E-mail _____

COMPLAINT

I. PERSON FILING THE COMPLAINT → PERSON COMPLAINED AGAINST

(CIRCLE ONE)

Student → Student
(Mouton)

Faculty → Student
(Mouton)

Staff → Student
(Mouton)

Student → Faculty/Staff
(Dean)

Faculty → Faculty/Staff
(Dean)

Staff → Faculty/Staff
(Dean)

II. BRIEFLY STATE YOUR COMPLAINT. *List all involved: name(s), date(s), time, and place where the circumstances occurred. Bring this completed form to the conference.*

DO NOT LEAVE THIS FORM IN THE DEAN'S OFFICE SUITE unless you have complied with #'s 2 and 3 under "Procedure" below.

Name _____ Signature _____ Date _____
(Please Print)

For Office Use Only **Action Taken**

III. PROCEDURE

1. Fill out the form located in the Dean's Suite or download the form from the law school's website. Under Student Affairs; Forms; TMSL Complaint Form.
2. Submit two completed forms to the appropriate Dean's administrative assistant in the Dean's Suite.
3. At the time of filing, the assistant will file stamp the two completed forms, retain one in the Dean's office, return one to you for your records, and arrange a time for the conference.