



NEW MEXICO HIGHER EDUCATION DEPARTMENT

STUDENT COMPLAINT FORM

Complainant Contact Information

Name (Last Name, First Name)		Date	
Mailing Address		Email Address	
City State Zip Code		Phone Number	

College, University, or Institution Name

Institution Name and Location					
Complainant's Relationship to Institution	Student		Staff or Faculty		Other

Complaint Description (Additional pages or documents may be attached)

What specific resolution are you seeking from the institution?

Certification

I understand that my name and a copy of my complaint may be sent to the appropriate entities, including the institution, in order for the Department to pursue my complaint. I affirm that the above statements pertaining to my complaint are accurate and truthful.

Signature

Date

Directions

- 1) All complaints must be submitted in writing to HED.
- 2) Do not include any confidential information (grades, health, social security number) in this document.
- 3) Additional supporting pages may be submitted in support of your complaint.
- 4) Email a scan of this signed complaint to Exec.Admin@state.nm.us
- 5) You will be contacted by phone by a representative of HED to discuss this complaint.