Dear Students:

This school has a Certificate of Authorization to Grant Associate Degrees from the Texas Higher Education Coordinating Board (THECB).

The THECB-assigned school number is: 441742

Students enrolled in any degree granting program at this institution may, after exhausting the institution’s grievance/complaint process, initiate a complaint with the Texas Higher Education Coordinating Board (THECB) by sending the required forms either by electronic mail to StudentComplaints@thecb.state.tx.us, or by mail to the Texas Higher Education Coordinating Board, College Readiness and Success Division, P.O. Box 12788, Austin, Texas, 78711-2788.

All complaints must include a Student Complaint and Release Form and a signed Family Educational Rights and Privacy Acts (FERPA) Consent and Release form, which is at the bottom of the student complaint form. These forms may be accessed at http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0DF17F467F4AE9.

The web address for the rules governing student complaints is: http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y.