

Formal Student Complaint Report Form

Please complete the following. This information will be used to help us resolve the matter.

Submit completed form to: Dean of Students Office
WYLL 345
UW – Parkside
Box 2000
Kenosha, WI 53141-2000

Date: _____

What is your complaint? (Please include what, when, where, etc. Attach additional information if necessary.)

Have you read Administrative Policy #51 – Student Complaint Procedures? Circle One: Y N
(Policy may be found at <http://www.uwp.edu/departments/governance/admin/policy/policy51.cfm>)

Have you talked directly with the person you have an issue/concern with? Circle One: Y N

Have you talked with the Department Chair/Supervisor/Dean? Circle One: Y N

What additional actions would you like to see? What is the outcome you are seeking? (Attach additional pages if necessary)

The following information is voluntary and will be used in the resolution of your complaint. If the issue moves to a hearing procedure, please understand that a face-to-face discussion may be part of the process.

Student Name: (Print) _____ Phone #: _____
Student Signature: _____ Student Email: _____

For Dean of Students Office Use Only

Date Submitted: _____

Type of Complaint:

Forwarded to for Action:

Action Taken:

Resolution: