**Complaint Form**

**Informal** resolution of complaints is encouraged whenever practical. This form is to be used for **formal** complaints related to the Registrar’s Office.

|  |  |  |
| --- | --- | --- |
| Your Status (select one):  UWRF student  UWRF staff member  UWRF administrator  UWRF faculty member  Non-UWRF student Nonstudent (identify): | Your Family Name: | Your First Name: |
| Your E-mail: | Your Telephone Number: |
| Location of the incident: | |
| Date of the incident: | |
| Describe the incident, providing as much detail as possible. What is the concern? Who was involved? What evidence exists? | | |
| Unit(s) to which the incident was initially reported (e.g. Assessment, Institutional Research, and so on): | | |
| Complainee (Person about whom the complaint is filed, if applicable): | | |
| Complainant Signature[[1]](#footnote-1): | | Date Signed: |
| For Internal Use Only | | |
| Received by: | | Date Receive: |
| Action Taken: | | |
| Resolution/Status: | | Date Resolved: |

Please fill out this form, sign it, and submit it to either [registrar@uwrf.edu](mailto:registrar@uwrf.edu) or mail it to UW-River Falls, 410 South Third Street, 105 North Hall,  ATTN: Complaint, River Falls, WI  54022.

1. The complainant’s signature affirms that the complainant affirms the truth and accuracy of the report, and consents to the institution’s disclosure of any protected or confidential information that may pertain to the complaint for the purpose of review, investigation, and/or resolution of the matter. The complainant also agrees to be available for additional information and/or questions from the institution in order to properly review the complaint. If the complainant fails to provide requested information as part of this process, the institution may unilaterally dismiss the complaint on the grounds that the complainant has refused to willingly participate in the complaint review process. The complainant also agrees that if the complainant has filed an external complaint or grievance with either UW-System or an external state agency prior or during the filing of a complaint under this review process, the complainant shall notify the institution in order to avoid a duplication of the investigative process regarding a same or similar complaint. Finally, the complainant understands that state law may also provide for the public disclosure of any existing record or document that is a part of the complaint review process under the Wisconsin Open Records Law, Wis. Stats. 19.31, unless specifically exempt from disclosure by law. [↑](#footnote-ref-1)