



EDGEWOOD  
UNIVERSITY

## APPENDIX F

### Formal Complaint Form

Henry Predolin College of Health Sciences  
Edgewood University  
1000 Edgewood College Drive  
Madison, WI 53711

#### Policy for Filing a Formal Student Complaint

A formal complaint is a written report from a student or other constituent that expresses a serious concern about the quality of the nursing programs or the conduct of a faculty member or student in the Henry Predolin College of Health Sciences at Edgewood University. A formal complaint should be initiated when all other appropriate SoN channels have failed to produce a satisfactory resolution from the point of view of the complainant.

#### Process for Filing:

1. The first step in any disagreement or conflict is to directly discuss it with the person/s involved.
2. If there has not been satisfactory resolution, the complainant may utilize the appropriate process outlined in the Edgewood University College of Health Sciences Student Handbook: [Student Complaints and Review and Maintenance of Records](#).

#### Formal Complaint Form:

Date: \_\_\_\_\_

Name of Person Filing Complaint: \_\_\_\_\_

Program (if student): \_\_\_\_\_

If you are not a student, what is the nature of your relationship to the School of Nursing:

\_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please provide a description of the issue giving rise to your complaint in as much detail as possible. If appropriate, include any and all dates and/or times where an issue occurred that relates to this formal complaint. Attach additional sheets if required, as well as copies of any relevant documents.

What have you done so far to resolve this complaint directly with persons involved or through established Edgewood University School of Nursing procedures?

Please describe as clearly as you can what measures would resolve this issue in a satisfactory manner, in your opinion. Attach additional sheets if required.

Complaints can be submitted via email, fax or mailed to:

Email: [QMullikin@edgewood.edu](mailto:QMullikin@edgewood.edu)

Fax: 608 663-3444

Mail: 1000 Edgewood College Drive, Madison WI 53711