Message from the Dean of Students Office
Class Absences

Students who will be absent from class are responsible for notifying instructors and arranging to make up missed work. A student who is or will be absent should notify instructors by phone, email, or in person of the absence as soon as possible.

In serious situations where the student is temporarily unable to contact instructors, family members may contact the Dean of Student Office (608-342-1854) for assistance with these matters. This office will notify the instructors that we have received information about the absence. Note that this notification does not verify the reason for the absence. The Dean of Students Office does not provide excused absences from class. All accommodations are at the discretion of the instructor.

Arrangements for make-up work, make-up exams, or possible assignment adjustments are entirely the responsibility of the student. If students have questions or need consultation regarding specific situations, they are encouraged to contact their instructors or the academic department involved.

The Dean of Students Office can also serve as a resource for students who may experience an extended absence due to serious illness, injury or family emergency.

Medical excuses will not be written by UW-Platteville Student Health Services staff. Refer to Medical Excuse Policy on the Student Health Services webpage.
Student Complaint Process

Complaint procedures for student academic and non-academic complaints, as well as for complaints related to other students’ behavior, are outlined below. Students who have questions about or need assistance with the complaint process may contact the Dean of Students at any time. The student and Dean (or designee) can schedule a meeting to discuss the complaint if the student desires. The Dean (or designee) will help the student in resolving the complaint. If unable to address the complaint immediately because of policy or procedural requirements, the Dean (or designee) will assist the student in directing the complaint to the appropriate university official or office better able to address the matter.

Student Academic Complaints Related to Course Grades, Conduct of Classes, or Other Course Matters:

1. Address the complaint(s) with the course instructor.
2. If you are not satisfied with the outcome of the meeting, or if you would be uncomfortable confronting the instructor, take the complaint to the chair of the appropriate academic department.
3. If a resolution is not achieved there, you may then bring the matter to the appropriate academic dean of the college.
4. If the resolution is not achieved there, your next step would be to address the matter with the provost of the university.

Students with grievances about grades may appeal, in writing, to the Admission and Academic Appeals Committee after first having tried to resolve the issue by conferences with the teacher, department chair and college dean. The committee will hear both sides of the issue, examine the records, and advise the provost and all parties concerned as to a recommended solution.

Please feel free to contact the Dean of Students Office for support and/or guidance related to academic complaints.

Student Non-Academic Complaints/Grievances:

1. Address the complaint(s) with the individual involved.
2. If resolution is not achieved there, you may then bring the matter to the Dean of Students Office for assistance.

Students who have grievances related to university staff should first address those complaints directly with the individual. If the student is not satisfied, the grievance can then be taken to the appropriate supervisor of that department and, if resolution is not achieved there, the student may then go to the Dean of Students Office for assistance in resolving the matter.

Complaints Related to Behaviors of other Students:

For behavior that is criminal in nature or immediate threats, please contact Campus Police (134 Brigham Hall, 608-342-1584) and report the incident with one of the sworn officers.

For other complaints regarding behavior by students, the issue should be referred to the Dean of Students Office for assistance.

If you are worried about the well being of a student or staff member contact the Behavioral Review and Recommendation Team by e-mailing concerns@uwplatt.edu.