

**Texas Woman's University
Educator Preparation Program (EPP)
EPP Complaint Form**

Complainant Contact Information

Name: Phone: Email:

Mailing Address:

Complainant's Role:

Former Student Current Employee Former Employee ISD School Employee Other:

Level One

Complaints must begin at this level and will be addressed by the lowest level EPP representative who has the authority to remedy the alleged problem.

1. Describe the nature of the problem.
2. Describe the facts on which the allegation is based. Please be specific.
3. What are significant dates and events related to the allegation? Please be specific.
4. Describe the documents that support the described facts.
5. Describe your efforts to resolve the complaint. What procedures and processes were used?
6. What type of outcome or resolution are you seeking?

Submit this completed form to:

Texas Woman's University, College of Professional Education, P.O. Box 425769, Denton, TX 76204
Office of Student Support Services, 211 Stoddard Hall; copeadvising@twu.edu; 940-898-2829

For University Use Only

Date complaint received: Level 1 _____ Level 2 _____ Date of response: Level 1 _____ Level 2 _____

EPP representative at each level should attach the response to this form and send to the complainant along with an explanation of the next step in the process.