



Formal Student Grievance Form

Students who wish to file a formal grievance should do so in writing by using the following form or by emailing a written description of the formal complaint to the Director of Intensive English or Assistant Director of International Student Services. A formal grievance is one that a student puts in writing and follows a formal procedure for resolution.

Student Name: _____ NUID: _____ Date: _____

Email: _____

This grievance is about:

- a class
- an instructor
- an International Programs staff member
- an official ILUNO/IPD decision
- a dismissal notice

A. Briefly describe the facts of this formal complaint.

B. Briefly describe what actions you recommend for successful resolution of this formal grievance.

For Administrative Use Only—below this line

This formal complaint form was received By: _____ Date: _____

Instructions: Complete this form. Submit the form directly to the Director of Intensive English or Assistant Director of International Student Services for follow-up.