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**ESL Student Grievance Form**

Student Information

**Name:**

**Date:**

Instructions

The purpose of this form is to address a student grievance. This form should be used after consulting the instructor and/or academic advisor with whom a student has a grievance. If the outcome of that meeting does not resolve the grievance to the student’s satisfaction, the student needs to complete and sign this ESL Student Grievance Form and submit it to the IELI Director. The IELI Director will review this form along with any attached documents and may request a meeting with the student in order to understand the grievance fully.

The student will receive a decision within 10 days of submitting this form, unless more time is needed to address the grievance sufficiently.

Please describe the grievance as thoroughly as possible in English. However, if you are in Levels 1, 2, or 3, you may use your first language.

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Student Signature:

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| For Office Use Only. Received by: \_\_\_\_\_\_\_\_ (initials) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  Meeting requested/required? □ Yes □ No  Meeting with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ Time: \_\_\_\_\_\_\_  Decision that was made:  Copy for: □ Student □ Academic Advisor □ IELI Director (Original to student file) |