

# Formal Student Grievance Form

UNI-CIEP

*STUDENT HANDBOOK: APPENDIX A-3*  
*STAFF HANDBOOK: APPENDIX A-3*

## Student Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(MM/DD/YYYY)

UNI Email Address: \_\_\_\_\_

## Instructions

The purpose of this form is to address a student grievance. This form should be used after consulting the staff member with whom a student has a grievance. If the outcome of that meeting does not resolve the grievance to the student's satisfaction, then the student needs to complete and sign a Formal Student Grievance Form and submit it to the CIEP Director through the CIEP administrative staff, in 3025 Bartlett Hall. The CIEP Director will review this form, as well as any attached documents, and may request a meeting with the student in order to understand the grievance fully. Please know the student may always request a meeting with the CIEP Director.

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 B, 2, or 3, you may use your primary or first language.

**Student Signature:** \_\_\_\_\_

**For Office Use Only.** Received by: \_\_\_\_\_ (initials) Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Meeting requested/required?  Yes  No

\* Meeting with: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_