FIU English Language Institute
FLORIDA INTERNATIONAL UNIVERSITY

Date Received _____

ELI Student Formal Grievance Form

THIS SECTION IS TO BE COMPLETED BY THE STUDENT

STUDENT NAME: _____ **PANTHER ID #**: _____

MAILING ADDRESS: _____

City: _____ State: _____ Zip_____

PHONE NUMBER: _____ **E-MAIL ADDRESS:** _____

COLLEGE: _____

DEPARTMENT: _____

COURSE TITLE_____ LEVEL:_____

DATE OF INITIAL GRIEVANCE: _____DATE of Informal Process Completion _____

(Today)_____

The signatures below indicate that the informal process has occurred without satisfactory resolution.

Student Signature: _____ Date: _____

Director Signature: _____ Date:_____

MUST BE COMPLETED BY STUDENT

PLEASE MARK DISPUTE THAT APPLIES TO YOUR GRIEVANCE

Remember, the dispute must fall within the scope of the (5) five issues listed below:

1) Unprofessional conduct by a professor which adversely affects either a student's ability to satisfy academic expectations, whether in the classroom, the field, or a lab, or the student's actual performance;
2) Improper admission counseling;
3) Improper counseling by an adviser;
4) Arbitrary grading for coursework, comprehensive examination, thesis or dissertation; and
5) Arbitrary non-renewal of a graduate assistantship or arbitrary dismissal from a course or program.

PLEASE DESCRIBE YOUR GRIEVANCE. ***Attach any additional information that you consider pertinent to your case.***

_____

_____

_____

_____

Notifications Indicating Receipt of Grievance and Date of Grievance Hearing

CERTIFIED LETTER SENT TO STUDENT: _____ Date: _____
CERTIFIED LETTER SENT TO PROFESSOR: _____ Date: _____

Date of Notification of Grievance Hearing: Student: _____ Professor: _____

RECOMMENDATION OF THE GRIEVANCE COMMITTEE:

_____ Supports grievance _____Does not support grievance

ELI Student
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COMMENTS:

_____

_____

_____
Director Signature

GRIEVANCE COMMITTEE MEMBERS:

_____ _____

_____ _____ _____

ACTION BY THE FACULTY FELLOW FOR ACADEMIC INTEGRITY:

_____ Supports Committee's recommendation _____ Does not support Committee's recommendation

_____
Signature of Fellow

COMMENTS:

_____

_____

APPEAL TO THE PROVOST: Yes_____ No_____

FINAL DISPOSITION BY PROVOST: Supports Fellow's recommendation: _____Yes _____No

Comments:

_____

_____

_____

Date of Notification of Final Disposition: Student: _____ Professor: _____