University of Northern Colorado
Intensive English Program
Student Complaint Form **Date: _____**

This form is to be filled out by the student who wishes to make a complaint. Please fill in the required information. Either the Coordinator of the Intensive English Program or the Director of the Center for International Education will contact you to attend a meeting.

Your name: _____

Your phone number: _____

Your email address: _____

Do you prefer to be reached by email or phone?

Please chose one: email ☐ phone ☐

Please describe the incident. Please include names of the people involved in the incident as well as the steps you have taken to resolve the incident, if any. Please include any dates you remember for the incident. You may use the back of this paper to continue if necessary.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Thank you for taking the time to fill this complaint form out. We appreciate your contribution to making the University of Northern Colorado a more inclusive, supportive community.