English Language Institute University of Utah
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ELI Formal Complaint Form

To the Director of English Language Institute (And for Possible Submission to the Dean of Program, Continuing Education and Community Engagement)

Student Making Complaint: _____ Student ID number: _____

Member against whom complaint is made (attach additional sheets if more than one faculty/staff member):

Name: _____ Position: _____

Complaint: Briefly state what (you) believe the faculty or staff member has done or failed to do which is the basis for the complaint.

_____

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Procedures to Resolve Complaint: _____

_____

_____

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_____

Follow Up: _____

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_____

_____

_____

Director Signature: _____ Date: _____

Student Signature: _____ Date: _____

Faculty/Staff Signature: _____ Date: _____