



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.

Procedures to Resolve Complaint: _____

Follow Up: _____

Director Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Faculty/Staff Signature: _____ **Date:** _____