

Department of Mathematics  
Complaint Resolution  
(Complete and return to Department of Mathematics)

The Mathematics Department is very concerned about complaints and deals with complaints as quickly as possible and in accordance with University of Houston procedures. These procedures are more fully described in the University of Houston Student Handbook (page 11).

You should know that University of Houston procedure for resolving your complaint about an instructor begins with your attempt to resolve the complaint with the instructor. If you have not attempted to resolve your complaint with the instructor, your complaint will not be considered. Both the information you provide and the information provided by the instructor will be considered. The accuracy and/or omission of information provided by both parties will be central in determining a resolution.

**Your Name (Print):** \_\_\_\_\_

**Student Number (PeopleSoft ID):** \_\_\_\_\_

**Complaint** (A *minimum* response must contain name(s) of parties involved, times, dates, nature of complaint, copies of any quizzes and/or exams if any in question, course and section numbers if applicable, a statement of why this could not be resolved with the instructor, and a clear statement of what you consider to be a fair resolution) You may use the back side of this page if necessary.

\_\_\_\_\_  
**Signature**

**Date** \_\_\_\_\_

**Address:**

(Street or P.O. Box) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

(Telephone Number(s)) \_\_\_\_\_

(E-mail) \_\_\_\_\_