

Department of Mathematics Complaint Resolution Form

(Complete and return to the 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 (<http://www.uh.edu/dos/studenthandbook/>), under the "Complaints/Problems/Grievances" section. Please see the link for a clearer understanding of what is expected and needed to resolve academic issues.

You should know that the 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): _____
MyUH ID/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* _____

(Street or P.O. Box) _____ *(City)* _____ *(State)* _____ *(ZIP)* _____

(Telephone Number(s)) _____ *(E-Mail)* _____