

University of Houston
Graduate College of Social Work
GRIEVANCE COVER SHEET

The UH GCSW Student Grievance Policy identifies mechanisms that students are strongly encouraged to pursue in an attempt to resolve grievances informally. Students must, at a minimum, show evidence of having met with the respondent in a good faith effort aimed toward an informal resolution. Use this cover sheet to document all efforts made to date and attach your formal grievance. Note that your grievance must include the information noted in the GCSW Student Grievance Policy. Grievances without complete information per the policy will be returned without action.

You will be given a written notice indicating receipt of these grievance materials. Your Grievance Cover Sheet and attached materials will be given to the GCSW Associate Dean of Academic Affairs who will appoint an ad hoc Student Grievance Committee. The Committee Chair will contact you about scheduling the grievance hearing.



Student Name: _____ ID: _____

Cell: _____ Email: _____

I made an attempt, as required, to resolve the matter informally.

I met with the person against whom have the grievance on (date) _____, but I remain dissatisfied with the outcome.

Additional I made the following attempts to resolve the issue informally (check all that apply)

___ Met with my advisor with/without the respondent present on (date) _____.

___ Met with the Assistant Dean for Admissions and Student Affairs with/without the respondent present on (date) _____.

___ List any additional attempts for resolution, with date/s included, below.

Student Signature _____ Date _____