

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 Associate Dean who will appoint an ad hoc Student Grievance Committee. The Committee Chair will contact you about scheduling the grievance hearing.

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Your name: _____
Cell: _____

Today's date: _____
Email: _____

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

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

I've made these additional attempts to resolve the issue informally (check all that apply):

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

_____ met with the Associate Dean of Academic Affairs with/without the respondent present on (date)_____.

_____ met with a mediator from outside the college with the respondent on (date)_____.