

**University of Houston – Graduate College of Social Work
Ph.D. Program**

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

STUDENT NAME (PRINT): _____

DATE: _____

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

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

I have made these additional attempts to resolve the issue informally (Check all that apply):

_____ Met with my faculty advisor with/without the respondent present on _____.
DATE

_____ Met with the Associate Dean for Academic Affairs with/without the respondent present on
_____.
DATE

_____ Met with a mediator from outside the college with the respondent on _____.
DATE

STUDENT SIGNATURE

DATE

Initial Review Date: _____

Filing Date: _____