

UNIVERSITY OF HOUSTON
Graduate College of Social Work
**NOTICE OF INTENT TO FILE A
GRIEVANCE**

This form is to be completed and submitted to the Office of Admissions and Student Affairs. When this form is submitted, the student should review the grievance process with their academic advisor or the Assistant Dean for Admissions and Student Affairs. After submission of the form, the student will receive a communication from the Associate Dean for Academic Affairs with a copy of the form. The completed form will be shared with the respondent(s) as well.

The Grievance Policy should be reviewed carefully to determine the correct steps you need to take and the required time frames.

Student Name: _____

Respondent(s): This is the person (or persons) named in the grievance:

Date of the incident or issue you are grieving: _____

Description of incident or issue (provide a short summary of the incident or issue):

By my signature below, I acknowledge that I have received a copy of the UH GCSW Student Grievance Policy and the Formal Grievance Cover Sheet.

Student Signature Date

Advising Staff Signature Date