

**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 the Dean, GCSW. When this form is submitted, you will be given a copy of the UH GCSW Student Grievance Policy and the Formal Grievance Cover Sheet. You will be asked to sign the bottom part of this Notice of Intent indicating you have received a copy of the policy and cover sheet.

The Grievance Policy should be reviewed carefully to determine the correct steps you need to take and the required time frames. A copy of this form, once you sign and date it, will be given to you and a copy will be given to the respondent(s).

Your name: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Date of the incident or issue you are grieving: \_\_\_\_\_

The incident or issue pertains to (provide a few words to identify the incident or issue):

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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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date