

**ALBANY STATE UNIVERSITY**  
**Bachelor of Social Work Program**

***Grievance Cover Sheet***

The BSW Student Grievance Policy of Albany State University includes procedures that BSW Students are strongly encouraged to pursue in an attempt to resolve grievances informally. BSW Students must, at a minimum, show evidence of having met with the Respondent in a good faith effort aimed toward an informal resolution. BSW Students are to use this Cover Sheet to document all efforts made to date and attach the formal grievance to it. Note that a grievance must include the information stated in the BSW Student Grievance Policy. Grievances without complete information per the policy will be returned to the BSW Student without action.

The BSW Student will be given a written notice indicating receipt of these grievance materials. The Grievance Cover Sheet and attached materials will be given to the Chair of the Department of Social Work who will contact the BSW Student about scheduling a formal grievance meeting/hearing.

BSW Student Name	
Date	

<b>I made an attempt, <i>as required</i>, to resolve the grievance matter informally.</b>	
	I met with the individual against whom I have the grievance on:  _____ [Date]

<b>I have made these attempts to resolve the issue informally (Check all that apply):</b>	
	I met with my BSW Faculty Advisor with/without the Respondent present on _____. <div style="text-align: right;">[Date]</div>
	I met with a Mediator from outside the Department of Social Work with the Respondent on _____. <div style="text-align: right;">[Date]</div>

**ALBANY STATE UNIVERSITY**  
**Bachelor of Social Work Program**  
***Notice of Intent to File a Grievance***

*This form is to be completed and submitted to the Office of the Chair of the Department of Social Work. The BSW Student will be asked to sign the bottom portion of this Notice of Intent to File a Grievance.*

*The BSW Student Grievance Policy should be reviewed carefully to determine the correct steps that must be taken and the required time frames in which to proceed. Once this form is signed and dated, the BSW Student will receive a copy and a second copy will be given to the Respondent(s).*

<b>BSW Student Name</b>	
<b>Respondent(s) [The person (or persons) named in the grievance]</b>	
<b>Date of the incident or issue being grieved</b>	
<b>The incident or issue  (Briefly provide information regarding the incident or issue)</b>	

**By my signature below, I acknowledge that I am submitting this formal notice of grievance based on the concerns as recorded. I further attest that the facts noted in this grievance are true and based on my knowledge and understanding of the circumstance(s), the University and BSW Program Policy. My signature also serves to confirm my receipt of a copy of this grievance.**

\_\_\_\_\_  
**[BSW Student Signature]**

\_\_\_\_\_  
**[Date]**

**ALBANY STATE UNIVERSITY  
DEPARTMENT OF SOCIAL WORK  
BSW GRIEVANCE FORM**

*BSW Students, Faculty and Field Instructors may file a grievance utilizing this form and following the grievance policy found in the BSW Student Manual and the BSW Field Manual.*

<b>Griever (Person filing the Grievance)</b>	
<b>Grievor (Person who the Griever is filing a Grievance Against)</b>	
<b>Semester and Year in which Grievance is Filed</b>	
<b>If the Grievance is in Regard to a Specific Course, Please Specify Course Number and Name</b>	

**Nature of the Grievance (Please check):**

√	Nature of the Grievance
	Grade of the BSW Student
	Evaluation of the BSW Student in the Field
	Faculty Member's Noncompliance with Stated BSW Student Advising Policy of the BSW Program or Department of Social Work
	Faculty Member's Noncompliance with Stated BSW Policies and Objectives on Classroom Teaching within the BSW Program.
	Faculty Member's or Field Instructor's Noncompliance with Stated BSW Policies and Objectives Regarding Field Teaching (In the Classroom or Within the Agency).
	Faculty Member's or Field Instructor's Violation of Usually-Accepted Standards for Professional and Ethical Behaviors in BSW Program or Departmental Activities.
	Faculty Member's or Field Instructor's Noncompliance with Stated BSW Policies and Objectives Regarding the Selection and/or Retention of Field Instruction Placement of the BSW Student.
	Other (Briefly Specify):

**Level \_\_\_\_\_ : The BSW Student has negotiated with the \_\_\_\_\_ in attempts to resolve the issue at the noted level.**

***To the Grievor:*** Below, please clearly and accurately state [*Use additional pages if necessary*]:

- I. The issue to be resolved**
- II. In chronological order, describe your attempts to resolve this issue with the individual(s) noted above.**
- III. The outcome of your attempts to resolve the issue**
- IV. The outcome you desire in order to resolve this issue to your satisfaction.**