North American University
11929 W Airport Blvd.
Stafford, TX 77477
Telephone: 832 230 5555
www.na.edu

COMPLAINT / GRIEVANCE FORM

Individuals with complaints should complete this form and submit to related party, such as a faculty member, staff personnel, program director, Dean of Students or the Vice President of Academic Affairs. All responses will be sent to your North American University email account only. Every individual at North American University has the right to a safe and supportive learning, working environment. Any action that interferes with operations of the University may be considered a violation of policy. Everyone should first seek to resolve the complaint according to University policies and procedures. Depending on the nature of the complaint, appropriate faculty or administration may be designated to investigate, mediate and suggest a resolution.

Name _____ Student # _____

Street _____

City _____ State _____ Zip code _____ Country_____

Daytime Phone: _____ NAU Email: _____

Signature: _____ Current Date: ____ /_____ /_____

Nature of Complaint

(Check the appropriate circle)

☐ Academic ☐ Admissions ☐ Technology

☐ Safety ☐ Facility ☐ Faculty/Staff

☐ Other _____

Date of incident: ___ / ___ / _____ Location of incident: _____

Complaint Summary

Please include a brief summary describing the nature of the complaint. The statement should include a description of the events or circumstances upon which the complaint is based, and all supporting documentation should be attached.

_____

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Department authorized signature: _____ Current Date: ____ /_____ /_____