



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

## STUDENT COMPLAINT/GRIEVANCE FORM

Students with a complaint/grievance should complete this form and submit to the Student Affairs Office or email the form to studentlife@na.edu. All responses will be sent to your North American University email account only. Every student at North American University has the right to a safe and supportive learning environment. Any action that interferes with operations of the University may be considered a violation of policy. Depending on the nature of the complaint/grievance, appropriate supervisors may be involved, and/or a committee may be designated to investigate, mediate and suggest a resolution, as appropriate.

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/Grievance Summary

Please include a brief summary describing the nature of the complaint/grievance. The statement should include a description of the events or circumstances upon which the complaint/grievance is based, and all supporting documentation should be attached. Additional space may be used for the summary, if needed.

---

---

---

---

---

---

---

---

---

---

Student Affairs Office Signature: \_\_\_\_\_ Current Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_