



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 Services 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)

- |                                      |                                     |  |
|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Academic    | <input type="checkbox"/> Admissions | <input type="checkbox"/> Technology    |
| <input type="checkbox"/> Safety      | <input type="checkbox"/> Facility   | <input type="checkbox"/> Faculty/Staff |
| <input type="checkbox"/> 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.

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