

**GRADE GRIEVANCE FORM**

Directions: For complete details on the grade grievance process, please visit

 <http://canadacollege.edu/policies/grievances.php>

Once you reviewed the information and wish to file a formal grade grievance, please complete this form, attach any supporting documents, and submit it to the office of the Vice President for Instruction at 4200 Farm Hill Blvd. Redwood City, CA 94061 or deliver it to Building 8 Room 202A.

Name of Student: Click here to enter text. Student G Number: Click here to enter text.

Address: Click here to enter text.

Email Address: Click here to enter text. Phone Number: Click here to enter text.

Term, Course, CRN, Faculty: Click here to enter text.

Briefly State Grievance: Click here to enter text.

Action You Are Requesting: Click here to enter text.

Give a description of the general and specific grounds on which the grievance is based and describe the rational of the grievance.

Click here to enter text.

A statement of the steps initiated by the student to resolve the problem by informal means and the results from each meeting.

Click here to enter text.

**Student Signature:** **Date:**