Students: English Department Grade Review Process

Students, if you believe that the grade you have received at the end of the semester for completed coursework is unfair, you may initiate a grade review. All requisite forms and procedures are available at [web site address]. Below is an overview of the review process.

Step 1: Your instructor is the best source of information about why you failed a course or received the grade that you did. Before you initiate the review process, communicate with your instructor either by telephone, by email, or in person. Your instructor can explain your grade and his/her evaluation process best.

Step 2: If, after conferring with your instructor, you still believe that you have been graded unfairly, you may initiate a grade review process by filling out completely a Student Grade Review Form. Please be aware that the process has very specific content requirements and deadlines that you must meet. All reviews must be initiated by the fourth week of the semester after the coursework is completed.

Step 3: Once you have submitted all requisite materials in a timely manner, the department’s chairperson will contact your instructor, notifying him or her that you have initiated a grade review process and requesting relevant information about the quality of your work, your attendance, tardiness, and any other relevant details.

Step 4: Your review and your instructor’s comments will be submitted to the Grade Review Committee for review. That committee will review the materials and advise the chairperson as to the merits of the review.

Step 5: The department chairperson will contact you in writing regarding the outcome of your review. If your instructor is willing to change your grade, the appropriate Grade Change Form will be submitted to the Registrar. After you receive a written communication from the department chairperson, you should check your grades online. If it is determined that your case does not have merit, then your grade will remain as posted by your instructor.
Student Grade Review Form

Name:

Student I.D.:

Voicemail:

Email:

Address:

Course and CRN:

Term/Year:

Instructor’s Name:

Grade Received:

I met with my instructor to discuss my final grade on (date): _______________________
My instructor declined to meet with me: ________________________________

Print out this form.

Submit this form along with a cover letter to:

    Department Chair
    Department of English
    51 Mannakee Street
    Rockville, MD 20850

(If you prefer, you may simply drop your materials off at the English Department on the fifth floor of Macklin Tower, Room 526, Rockville Campus.)

Your cover letter should explain the reasons why you are requesting a review of your grade. It should also discuss your effort and level of work in the course, as well as your attendance.