

**Grade Review Request
Department of English**

Date Submitted: _____
Student Name: _____
Phone: _____ Email: _____
Address: _____
City: _____ State: _____ Zip: _____
UIN: _____
College: _____
Course: _____ CRN: _____
Instructor: _____

Requests must include 1) a cover letter containing succinct details about why the student is requesting the grade review and a description of meeting with instructor and 2) a portfolio containing all major writing assignments from the semester.

Submit completed Grade Review Request to the Associate Head of the English Department, UH2023. A departmental committee will review this request and notify the student when a decision has been made.