

If you believe an error has been made in grading your exam, you may request a written appeal for a re-grade. You must make this request within one week after receiving the graded quiz or exam. The request should include the following:

1. which problems you feel were graded incorrectly
2. what you believe the correct solution was to those problems
3. what score you obtained on those problems
4. what score you believe you should have received
5. Did you write anything on the exam after the graded exam was returned to you?

These written requests should be typed and submitted during my office hours or problem sessions (Mon/Wed/Fri 1-2pm). Please note: there are no guarantees that your grade will go up on a re-grade. The problem will be regraded from scratch, and *there is a possibility your grade will go down.*