Regrade Request Form for INFO 2300

Before You Start:
Remember that this process exists to correct mistakes. This process does not exist to lobby for points.

Directions:
1. **Wait 24-hours** after the grades were released before doing anything. Do not email the instructor or any TAs.
2. Complete this form.
3. Email completed form to info2300-prof@cornell.edu with the subject: “Regrade Request”.
4. Check the comments of the assignment in CMS for the status of your regrade request. It usually takes 2-3 weeks to process the requests. Please be patient.

Tips:
- When writing, imagine your audience is a client who is important to you. Be respectful, thoughtful, and professional.
- **Be brief and concise.** Bullet points are encouraged. Do not write a lengthy explanation; we won’t read them.
- Form and ground your argument based on ideas and principles presented in this course. This is the primary criteria we use to evaluate your regrade request.
- Assume that we made a mistake; avoid accusing us being unfair or punishing you.
- If you’re going to claim that something is unfair, frame your argument from the perspective of all students in the course, not just about you and your individual situation.

Directly state the mistake(s) in the grading of your assignment. Be specific and specify the total points that you believed should be returned for each mistake. (1-3 brief and concise hand-written bullets):

(optional) If necessary, briefly explain why your approach to this assignment is a good choice (1-3 brief and concise bullets):

Assignment (e.g. p2m1, lab06, p3fin, ...)

Student NetID  Student Name  Date