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. After 24 hours **discuss your grade with a TA *in person***. The TA will help you understand the grade you received.
3. If your assignment should be regraded, **print** out this form, **hand write your responses**, and ask the **TA to sign it**.
4. **Hand** the signed form **to the instructor during office hours** or **slide it under the instructor's door** (Gates 224).
5. **Check the comments of the assignment in CMS for the status of your regrade request.** It usually takes about 2-3 weeks to process your request. You will **not** receive an email when your regrade request is processed.

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

_____

Student NetID   Student Signature   Date

_____

TA NetID   TA Signature   Date