

REGRADE PROCEDURE

To request a regrade, download a regrade form from my web site and write down what you want done. Turn it in before or after class or bring it to Travis during his office hours. Make sure you provide adequate information including full name and version number so he has a chance to find an answer to your question. There will be a two-week limit with respect to regrades on quizzes. So if you do not submit a regrade request to Travis in person or by e-mail within two weeks of the quiz date, you get the grade that is recorded. This means it is your responsibility to stay in touch with the grading service.