

REGRADE PROCEDURE FOR LAUDE'S CH302 COURSE

- Please download the regrade request form and complete as much of it as possible.
- Return it to Mazen or another TA at beginning or end of class or during Mazen's office hour on Tuesday after class.
- Deadline for submission is two weeks after the quiz or exam is administered. It is your responsibility to stay in touch with the grading service and to acquire and fill out the regrade request form within that period.
- Any regrade request e-mailed to a TA before you have filled out this form will be ignored.
- Please do not e-mail Dr. Laude about regrade request issues unless you are not able to get things resolved through Mazen.