

PROCEDURE FOR APPEALING PARTIAL CREDIT ON AN EXAM

You may submit an appeal on either of the classroom exams at any time up until the final exam is administered. There is, however, a minimum time between the time you receive the graded exam and the time that you submit your appeal. You may not submit your appeal until you have examined your graded exam for at least two days. Your appeal "package" must contain three items:

1. Your graded exam exactly as it was returned to you. **DO NOT WRITE ON YOUR GRADED EXAM!**
2. A separate paper on which is the entire solution to the problem in question. It must be solved correctly - in detail. Since you have unlimited time, it must be neat and easy to follow. Your solution must be completely correct for you to be eligible to receive additional credit on your exam problem.
3. On a separate page, explain why your exam problem was not given the credit that you think it deserves. Be specific. Explain what it is that you showed that you knew, but for which you did not receive enough credit.

After your solution (Item #2) has been evaluated and judged to be correct, your request will be considered. Note that, since you have unlimited time to work the offending problem your solution to it must be perfect the first time. In short, you get one shot at the appeal. No throwing garbage at the wall hoping it will stick.