

Regrade Request Procedure

A CDM grader is assigned to grade assignments. If you feel the grader has made an error, you may request that I regrade the assignment. The regrade procedure is intended to correct serious errors in grading. It is not intended as an opportunity to argue about each judgment call made by the grader. I agree that graders sometimes take off 1-2 points too many, but I believe that they also give you 1-2 points too many just as often. Statistics regarding regrade requests from previous classes showed that fewer than 10% of them lead to a change in the grade, and an even smaller percentage have any effect on the course grade. Consider the following:

- I do not regrade assignments that have been awarded an A (greater than 90%).
- When I regrade an assignment, I do not consider the previous grade for the assignment. I begin from scratch which may result in a higher or a lower grade.
- The request must be made within one week of the published grade.
- If you are less interested in the grade and more interested in feedback, you should attend the office hours instead of requesting a regrade.
- Regrading an assignment takes considerable time. You should expect to receive a revised grade in approximately two weeks.

If you wish to have an assignment regraded, please send me an email in the following format. Requests that do not follow this format may not be fulfilled.

- The email subject must be "<CLASSNAME> - <STUDENTNAME> - <ASSIGNMENTNAME> - Regrade Request". For example, "Data Analysis – John Smith – Assignment 2 – Regrade Request".
- The body of the email should include your name, assignment, grade on the assignment, current grade in class, grader's feedback, a response to the feedback, and rationale for regrading. For example:

Name: John Smith
Assignment: Assignment 2
Grade on assignment: 25/40
Current grade in class: 240/300
Grader's feedback: You are missing part 3 of the assignment. -15
Response to the feedback: The grader did not notice I submitted a second file containing part 3.
Rationale for regrading: I submitted two files because parts 1 and 2 were contained in an excel sheet including several charts. I submitted part 3 separately in a PDF file because it was an essay question that I thought would be more readable in a PDF.

- Be succinct. Do not make emotional pleas.

I apologize for being hardnosed about regrades, but I just try to minimize unnecessary amount of time spent by you and me for very little benefit. If you have a legitimate complaint, do not hesitate to send a regrade request. However, if you think that your grade is not as good as you would like, and it would be nice to have a few more points, please do NOT send a request. If you are working hard in this course but feel that your grades do not reflect your work, please make an appointment during my office hours. You may be spending a lot of time on the wrong things, and redirecting your efforts will certainly pay off.