

Portland State University  
Electrical & Computer Engineering  
Power Engineering

-Assignment Dispute Policy-

If you have a dispute regarding the grading of an assignment, use this form to register that dispute. Do not ask the instructor to change your grade unless you use this form to do so. Never ask a TA to change your grade; students who do will have their grade reverted to a zero.

Instructions:

- In a memo<sup>1</sup> addressed to the instructor, concisely and professionally explain the nature of your dispute.
- Attach the memo and a scan of the homework assignment as a single pdf to an email addressed to the instructor.
- Be patient; the instructor will respond.

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<sup>1</sup> Use Power Lab LaTeX memo template