

Requests for grading correction should clearly and succinctly state the unambiguous error you believe has occurred.

Sample of request for regrading:

"Dear Prof. X:

I am a student in your economics 999 course. I believe that the grades on my midterm were added up incorrectly. As you can see from the bluebook I left in your mailbox, I have 25 on each of the four questions, but 73 on the exam. I have not spoken with you or any of the TAs about this, and am copying the DUS on this email.

Sincerely,

Fred."