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## Appeals Process

- (1) You have *one week* after receiving your exam back to file an appeal.
- (2) You must submit a hand-written or typed sheet detailing
  - which question(s) you are appealing and
  - a detailed reason you feel you deserve more points on the question(s).

This sheet is to be *stapled* to the front of your exam. If the sheet is not stapled to the exam, the appeal will not be accepted. The reason given should be clearly expressed and explained. It is not enough to say only that your work is worth more points. This is your chance to prove that you really understand the material.

- (3) Do *not* write on the exam itself. If you write **at all** on the exam, your appeal will be denied.
- (4) You should return your exam with appeal sheet to your TA during discussion section, office hours, or help room hours, or to the head TA, Xiaotian Dai, during his office hours. You can also take the exam and appeal sheet to the mathematics office to have it placed in either your TA's or Paul Barber's mailbox.
- (5) All decisions on appeals are final.