

REGRADE REQUEST

Requests For REGRADES May Be Make Only For Matters Of The Following Nature:

- Mathematical Errors: incorrect addition; failure to grade an entire problem; failure to transcribe the correct point value from the page to the cover sheet
- UNAMBIGUOUS misinterpretation of the student's solution. When this happens, a complete solution must be carefully worked out below, or attached, and used as reference in the request. You should realize that a request for regarding may lead to a REDUCTION of the original grade. **The entire exam is reevaluated, not just the problem you stated was incorrect.**
- Request for regrading must be received in mailbox (3174) by 5 p.m. within one Calendar week of the return of the graded exams to the class.
- YOU MUST MAKE A COPY OF THE EXAM FOR YOURSELF.
- HAND IN THE ORIGINAL FOR REGRADING.
- EXAMS DONE IN PENCIL WILL BE LOOKED AT VERY CAREFULLY.
- USE THE OTHER SIDE OF THIS SHEET FOR YOUR REGRADE REQUEST.

OVER

REGRADE REQUEST

Last Name: _____ First Name: _____

Course: _____ Professor: _____

Please read and follow the directions on the other side of this form.

Student's Comments:

Remarks from Re-grader to Student

Grade Changed From _____ To _____ /Grader's Initials
