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 regrading 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 318 Havemeyer 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.**

- **REGRADES MUST BE DROPPED OFF IN ROOM 318 HAVEMEYER.**

- **USE THE OTHER SIDE OF THIS SHEET FOR YOUR REGRADE REQUEST.**

  dm/02/s1

  OVER
REGRADE REQUEST

<table>
<thead>
<tr>
<th>LAST NAME:</th>
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<tr>
<td>COURSE:</td>
<td>PROFESSOR:</td>
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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