

# REGRADE REQUEST

REQUESTS FOR REGRADES MAY BE MADE 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/si

OVER

# REGRADE REQUEST

LAST NAME:	FIRST NAME:
COURSE:	PROFESSOR:
S.S#	

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

STUDENT'S COMMENTS:

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REMARKS FROM RE-GRADER TO STUDENT

GRADE CHANGED FROM \_\_\_\_ TO \_\_\_\_ /GRADER'S INITIALS