REGRADE REQUEST

This form is to be used to request re-evaluation of a grade due to an error on the part of the grader, including inconsistency with a posted grading standard. If there are instead special circumstances that you wish to have considered, you may consult with Dr. Akhtar (Room 213 Graduate Chemistry) during his posted office hours.

Re-grade requests cover Quizzes and Final Exercises and must be submitted not more than two weeks after the item in question was returned to you. Errors on preliminary exercises should be discussed and resolved with your TA.

Please follow these instructions. If you omit any step, your request may not be considered.

1. For **Final Exercises**, check the grading information **posted on the hallway bulletin boards**. For **Quizzes**, discuss the issue with your Teaching Assistant.

2. Decide if re-grading is appropriate. If you have difficulty determining how a posted grading standard applies to your work, discuss it with your Teaching Assistant or the faculty member in charge of your lab section. This must be done within two weeks after the item has been returned to you.

3. Complete this form and staple it to the original lab report or Quiz submitted for re-grading. Give the form and attached item to your Teaching Assistant.

Normally, your re-evaluated item will be returned within 2 weeks of submission.

Your Name: ___________________________   Section: _________

Item submitted:

__________________________________________  (e.g., Quiz 1, or Title of Final Exercise)

Nature of your request:

__________________________________________

__________________________________________

__________________________________________

__________________________________________

Original Grade: ________   Regrade: ________