

# COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

DEPARTMENT OF CHEMISTRY

## REGRADE REQUEST FORM

Requests for regrades may be made **only** for the following:

- Mathematical errors, e.g. incorrect addition, failure to grade an entire problem, and/or failure to transcribe the correct point value from the graded page to the cover sheet.
- **Unambiguous** misinterpretation of the student's answer. If this happens, a thorough answer must be carefully worked out and attached in order for it to be used as a reference in the request.

Please be advised that a request for a re-grade may lead to a **reduction** of the original grade.

The re-grade process will include a re-evaluation of the entire exam.

Re-grade requests must be received in your Professor's mailbox **within five business days** from the day the graded assignment was returned. You will be unable to contest grades after this date.

To submit the re-grade request:

1. Make a copy of the original exam and keep it for your records.
2. Submit the **original exam** for a re-grade. Exams completed in pencil will be checked carefully.
3. Complete the request by filling out the rest of the form.
4. Secure the re-grade request form to the original exam and place it in your Professor's mailbox.
5. Notify your Professor **via email** that the re-grade request has now been dropped off in the mailbox.

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**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_

**Course** \_\_\_\_\_ **Professor** \_\_\_\_\_

**Description of re-grade request:**

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**Feedback from grader:**

**Grade changed from** \_\_\_\_\_ **to** \_\_\_\_\_ **/ Grader's initials** \_\_\_\_\_