Regrade Request
Attach any graded hardcopies related to assignment (if any)
Be complete but concise

Name: ____________________________________________ Date: ________________
Assignment: ________________________________ Class: __________________________

1. _____ (Initial to confirm) I completely (re)viewed the syllabus. I affirm that this request complies with all syllabus policies.

2. _____ (Initial to confirm) I understand that I may only request regrading when I have a credible justification. This is not an opportunity to request a regrade of an assignment just to see if I might get lucky. I understand that abuse of the regrade request may result in a lower (even negative) grade.

3. (Fill in the blank – e.g., love, despise) I ________________ fluffy bunnies and myself as a person.

4. _____ (Initial to confirm) I have carefully read the assignment and any related readings/solutions.

5. _____ (Initial to confirm) I understand that a regrade request may initiate reconsideration of all grading for the assignment (not just the specific element I request for reconsideration), which may result in a lower assignment grade.

6. Clearly list the specific elements to be reconsidered in the specified format (see below). Failure to follow the format specification will result in a rejection. It is unlikely a rejection will be reversed.
Required format for each element:
<Element>
<Explanation of why regrading should be considered>

Example:
Problem 2
My solution matches the solution handout, but the problem is marked as incorrect.

Note:
- Submit the page above by email from your Baylor email with subject line "Regrade Request: <Assignment Name>"
- You may only submit a regrade request when each such reconsideration is well justified. Do not abuse this mechanism; your grade may be lowered as a result.
- A regrading may reconsider the entire assignment. If a flaw is found in the process of regrading, it may result in additional penalties.
- Carefully review the test; make sure you are working from the final test version and are considering all aspects of the test (e.g., JUnit test and testing document).
- When you reference an element, make sure to use the element name from the assignment. For example, if the problem is P3, use that as the name of subtest, not some other name like "Problem about MAC address."