

Re-grade Petition Form

Instructions:

- Please fill in your name, signature, date, e-mail, and the assignment that is being reconsidered; you may also include under the “Comments” section your reason for wanting a re-grade on the following page—if **any of the aforementioned are missing the paper will not be considered for a re-grade.**
- All assignments you wish to be reconsidered must be submitted with this form **no later than 5 days after the work is returned to you.**
- **Underline and/or circle the sentence(s) or section(s)** you feel has/have been graded in error in **RED pen**. Please be specific.
- Attach the assignment with a binder clip behind this sheet with the original grade sheet attached.
- Upon submitting this, **you AGREE that the entire paper is subject to a NEW grade. This may possibly result in a LOWER grade.**
- I cannot guarantee the assignment being considered for a NEW grade will be returned before the next assignment is due, consider making a copy of the graded assignment.

For office use only:

Status: Accepted Denied Recorded

Signature: _____ Date: _____

Re-grade Petition Form

Name:

Signature:

Date:

Email:

Assignment:

Comments:

For office use only:

Status: _____Accepted

_____Denied

_____Recorded

Signature:

Date: