

## MS Exam Regrade Policy & Procedure

### I. Policy

1. Regrading a question on the Master's Examination may result in the *raising or lowering* of your score.
2. Requests for regrading an examination question must be made no later than two weeks following the distribution of the exam scores.

### II. Procedure

To request a regrade of an examination question you must follow this procedure:

- a. Obtain a copy of your exam from the Graduate Studies office.
- b. Refer to the Graduate Studies website to view the exam solution key and compare your solutions to the key.
- c. Indicate on the copy of your exam **the portions** of your exam solution to be reconsidered.
- d. Make a regrade request in writing to the Director of Graduate Studies, and attach the copy of your exam, highlighting the portions that you request to be reconsidered.