If you believe a grade for your assignment was calculated in error or unfairly, please complete the following checklist and send it to me via email with your request for a meeting or regrade within 3 days of grade submission.

- Reread the instructions that correspond to the assignment and highlight the specific sentences that apply to this dispute.
- Highlight the sentences in your assignment in which you fully addressed those instructions.
- Using the appropriate rubric, grade your own paper, including areas in which you can improve.
- Using the rubric that was completed by the grader, highlight the disparities between your own rubric and the official one.
- Screenshot or print the class slide that has the definition of the term(s) you used.
- Highlight the area in your paper in which you defined, cited, and applied all aspects of definition to the topic at hand.
- Confirm you were present and fully engaged when the topic was explained during lecture.
- Confirm you completed all homework assignments leading up to and including the relevant course content that you applied in your paper.
- Bring the outline and drafts of the paper you completed prior to submission.

Please note that having "tried hard" doesn't mean you deserve an 'A' on an assignment. 'A's are earned when you not only meet, but master all rubric components, course objectives, and course learning outcomes.