Grade Discrepancy Form

Grade discrepancies must be issued within 1 week of the posting or receipt of the score in question.

Name: ____________________________  Today’s Date: __________

Group Name: _____________________  Email Address: _____________________

What to do:
1. Consult the rubric to first determine what criteria were used in the determination of your score. If you believe your score is in error, or that it warrants a different score on the basis of evidence provided in your response, then proceed with #2.
2. Complete the information requested in the table below.
3. Staple your original assignment to this form.
4. Make a copy of both the assignment and this form for your records. **We will not return this form or the items stapled to it.** Submitted items will be kept on file for our records.
5. Turn in completed form and assignment to Megan or Jon at the next class period.

<table>
<thead>
<tr>
<th>Date of Assignment</th>
<th>Brief description or title of assignment</th>
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**Please explain your specific request and provide appropriate justification. You must explicitly reference the rubric for this item in the context of your explanation.**