

Protocols for Contesting a Score or Grade

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In order to receive consideration for a change of score or grade (including the final letter grade), the protocols outlined below must be strictly followed. The protocols below do not apply to a missed class which is addressed on the course syllabus.

- (1) A typed detailed written description of the alleged error must be provided. If the contested grade is a final grade, then the following statement must be included verbatim in the written description:

“I have read the syllabus and I fully understand how the final grade is calculated. I recognize that a fallacious attempt to obtain a higher grade than that which has been earned is academic dishonesty.”

- (2) The written description must contain the M-number and return address of the student contesting the grade.
- (3) Provide appropriate documentation that unequivocally demonstrates that an error has been made.
- (4) If the grade contestation is regarding a score that contains a component of subjectivity (e.g., term papers), then the written description must identify the specific portions of the assignment that the student believes are inappropriately scored. For each such portion of the assignment, the written description must include a detailed justification for an improved score.
- (5) If the grade contestation is regarding a specific assignment, then the original graded assignment must be provided with the written description.
- (6) Every page submitted, including attachment(s), must contain the student's original signature in blue ink.
- (7) The written description and any attachment(s) must be mailed through the U.S. Postal Service using Delivery Confirmation. The address for mailing is:

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- (8) Written descriptions of alleged grading errors will not be reviewed prior to the semester which immediately follows the semester in which the contested grade was received, and only during a fall or spring semester.
- (9) Following the third week of the semester in which the written description is reviewed, the student contesting the grade should contact the professor by telephone or office visit to establish a day and time when the professor and student can meet to discuss the alleged grading error and written description with attachment(s). Meetings will only be available during the professor's regularly scheduled office hours.