

UNDERSTANDING THE GRADE CHALLENGE POLICY

A student-friendly guide for the College of Public Affairs, Merrick School of Business and the Yale Gordon College of Arts and Sciences.

WHAT IS THIS? A grade challenge is the official way to ask the University to review a final grade you believe was given unfairly or calculated incorrectly. It is **not** a way to negotiate for a higher grade because you are disappointed.

WHEN YOU MIGHT CHALLENGE A GRADE

Math error

Grade were added up or recorded incorrectly.

Off-syllabus grading

The grade didn't follow the syllabus rules.

Unfair standards

Rules were applied differently to you than to others.

THE 5 STEPS OF A GRADE CHALLENGE

1. Talk To Your Professor

Ask how the grade was calculated. Be respectful and specific.

days after the grade is posted in the official UBalt system of record or when grades are due.

2. Put It In Writing

Write a clear explanation with supporting documents.

4. Review Happens

The school reviews your challenge and the professor's response.

3. Submit On Time

Send your written challenge to the correct office by the deadline, which is 20 working

5. Get A Decision

You'll be told the outcome: grade stays, changes, or other action.

TIPS FOR STUDENTS

- Act quickly—deadlines are strict.
- Keep copies of everything you send.
- Stay professional in emails and meetings.
- Focus on facts, not feelings.
- Ask an adviser for help.
- You have the right to a fair review.

WHAT TO INCLUDE IN YOUR WRITTEN CHALLENGE

- your name and student ID
- course name, section, and professor
- the grade you received
- a clear reason for the challenge
- the syllabus and assignment instructions
- copies of your graded work
- emails or feedback from the professor

NOT SURE WHERE TO START?

Talk to your academic adviser or your school's dean's office.

"Can you help me understand the grade challenge process and where I should submit my concern?"

WHO TO CONTACT

For information on grade appeals, email your school's advising office.

Merrick School of Business
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