

**UNIVERSITY OF BALTIMORE SCHOOL OF LAW
GRADE APPEAL FORM**

Name of Student:	Student ID Number:
Address:	
Phone number:	Email address: (ubalt only)
Course:	Professor:
Semester/Year	Grade received:

I. TIMELINE FOR APPEAL

A formal written challenge to a law school grade must be filed with the Associate Dean for Academic Affairs within thirty (30) calendar days after the later of the following: the final date on which grades are due to be posted or the date on which the grade is actually posted. All grade challenges must be on an official grade challenge form, available from the Office of Academic Affairs in the Dean's Suite or on the student portal.

A decision from the Associate Dean for Academic Affairs will be issued within 25 business days of the date of submission of the appeal documents. For a full explanation of the Grade Appeal Rules & Procedures, please visit <http://law.ubalt.edu/rules/gradeappeals/index.html>.

II. CONSULTATION WITH PROFESSOR AND ASSOCIATE DEAN

Prior to submission of a grade challenge, the student must consult with the faculty member responsible for the grade and must meet with the Dean's Designee in the Office of Academic Affairs, as outlined the Grade Appeal Policy. Please indicate the dates on which you consulted with your professor and the Associate Dean (**you are required to consult with both, unless you receive a waiver**):

I consulted with my Professor on (date) _____.

I consulted with the Assistant Dean for Students (or her designee) on (date) _____.

(over)

III. GROUNDS FOR THE APPEAL

The two allowable grounds for grade appeals are 1) clerical error and/or 2) the grade was awarded in an arbitrary or capricious manner. Check which of the two following grounds for challenge are applicable and give a detailed description of why you believe your challenge meets those standards. Use additional sheets for explanation if necessary.

- Clerical error**, which is defined in the Academic Rules as “arithmetic, recording, or actual failure to have read a substantial part of the answer.
- The grade was awarded in an arbitrary or capricious manner**, which is defined in the Rules as “without any reasonable basis or on the basis of a standard other than the ‘written uniform identifiable standard’” with which the faculty member graded the work in the course.

Explanation: (use additional sheets if necessary)

IV. REMEDY SOUGHT

I certify that the statements made above are true to the best of my knowledge.

Signature: _____

Date: _____