

The Academic Issues Committee has a generally positive opinion of UAR 112.07 (Final Grade Appeal Procedure) and the associated Final Grade Appeal Form. We recommend them with the following changes:

1. We think the five-day deadline for submitting the Final Grade Appeal Form should be emphasized more to increase the chance that students will notice it.
  - a. The Final Grade Appeal Form should include on its first page an explicit statement of the five-day deadline for form submission.
  - b. Immediately after the fifth line of the paragraph after the list of reasons for appeal, UAR 112.07 should state the five-day deadline for submission of the Final Grade Appeal Form.
2. In the last sentence of Step 2 of the UAR, capitalize “final grade appeal form” to make it consistent with other instances of the phrase, which are capitalized.
3. In line 5 of the paragraph after item 7 of the Descriptions, “midterm grades.” should be “midterm grades.)”
4. In the heading of Section 4 of the Final Grade Appeal Form, “To Be College Dean” should be replaced by “To Be Completed By College Dean”.
5. Once the new MSU website rollout is complete, the University should make sure that the URLs in the UAR and form work properly.