



Policy Name:	Academic Appeal				
Section Number:	1.01	Section Title:	Academic Affairs		
Policy Owner:	Chief Academic Officer	Last updated:	August 2024	Reviewed:	March 2024
Status:	Active	Due for Review:	March 2029		

At Jones County Junior College (Jones College), student performance should be evaluated according to academic criteria, not on the basis of opinions or conduct in matters unrelated to academic standards. The instructor has the authority in their class over all matters affecting the conduct of the class, including the assignment of grades.

If the student chooses to appeal a grade they should:

1. Take their complaint to the instructor involved.
2. If the student does not obtain satisfaction, they may take their complaint to the Dean of the appropriate College.
3. If the student again does not receive satisfaction, they may take their complaint to the Office of Instructional Affairs.
4. If the student again does not receive satisfaction, they may file a Grievance under the Student Complaint and Grievance Policy.

Appeals associated with final grades must be received in writing within thirty (30) school days after the end of the term in which the grade was assigned. The method of grading by instructors should follow the grading policy for that class. All records on which grades are based should be retained on file for one full semester. The grade appealed shall remain in effect until the appeal process is concluded.

JONES COLLEGE STATEMENT OF NON-DISCRIMINATION

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Sarah Jones, Director of Counseling & ADA Coordinator, Student Affairs, phone 601-477-4070; email ADACoordinator@jcc.edu and (Title IX) Dr. Brittany Barron, Title IX Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-4127; email brittany.weatherford@jcc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.