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| Policy Name: | Grading System | | | | | |
| Section Number: | 1.04 | Section Title: | Academic Affairs | | | |
| Policy Owner: | Chief Academic Officer | | Last updated: | February 2025 | Reviewed: | February 2025 |
| Status: | Active | | Due for Review: | February 2030 | | |

GRADING SYSTEM

Credit for each course is awarded in terms of semester hours. The number of credit hours awarded for each course normally conforms to the number of contact class hours per week. An exception occurs in laboratory and clinical work where two hours of lab is a one credit hour value and three hours of clinical is a one credit hour value. Credit hours for courses will be granted at the completion of each semester. Partial credit will not be granted for any period during the semester. The following possible grades and corresponding quality points represent the instructor's final evaluation of a student's performance in a course:

- A--Excellent; 4 quality points per semester hour earned
- B--Good; 3 quality points per semester hour earned
- C--Average; 2 quality points per semester hour earned
- D--Below Average; 1 quality point per semester hour earned
- F--Failure without privilege of re-examination; 0 quality points earned
- FA--Failure due to Absences; 0 quality points earned
- U--Audit; 0 quality points earned
- I--Incomplete
- W--Withdrawal; 0 quality points

"I" Incomplete must be removed within six weeks as directed by the instructor or grade becomes an "F". A grade report of "I" (incomplete) at the end of any course represents failure to complete some of the requirements of the course. An "I" requires the subsequent completion of all requirements in the course within six weeks following the start of the next semester; otherwise, a grade of "F" is automatically recorded. For example, if an "I" is recorded in the Fall semester, the student has six weeks from the start of the Spring semester to complete the course requirements. If an "I" is recorded in the Spring semester, the student has six weeks from the start of the Fall semester to complete the course requirements. It is the student's responsibility to arrange with their instructor for completion of course requirements in accordance with this regulation. Divisions within Jones College must establish standards of performance expressed in percentages and inform students of grading procedures for each class.

In order to receive an Incomplete, students must provide official documentation and obtain approval from the dean of their respective school.

Students must take the final exam in order to complete a course.

GRADE REPORTS

Students have access through the myJones Portal to view their academic status at mid-term of each semester. Faculty advisors also have access to view mid-term grade reports and are available to advisees to discuss academic performance. At the end of each semester, grade reports are made available to students through their online account on myJones.

GRADE POINT AVERAGE

For the purpose of graduation and transfer to other educational institutions, students must obtain a “C” average, which according to the grade point system adopted, would be a 2.0 average. This average is figured on the total quality points earned divided by the total number of semester hours attempted. The grade of “WF”, awarded prior to Fall 2007, is calculated as an “F”. All other courses attempted are included in the average. If a course is repeated, only the best grade will be used in GPA computation unless other arrangements are approved by the Office of Instructional Affairs.

EXAMINATIONS

The final examination schedule is published at the end of each semester, and students will be given a comprehensive final examination based on course objectives. Any alteration to the exam schedule must be approved by the Office of Instructional Affairs.

ONLINE CLASSES

The hybrid classes are provided 75% online and 25% in the classroom and are taught by Jones instructors. The student will communicate frequently with the instructor by email. Classroom time is frequently used for labs, instruction, and testing.

The fully-online classes may be offered through Jones College and the Mississippi Virtual Community College (MSVCC). The MSVCC is a consortium of the fifteen accredited community and junior colleges of the state. Each school contributes courses and instructors to curriculum. Jones offers courses taught by Jones instructors and those from the other MSVCC colleges. All credits earned are recorded on the student's Jones transcript. The MSVCC semester is approximately fifteen weeks long, normally beginning about one week after traditional classes. For each class there are no class meetings and two or three proctored exams (as determined by the instructor.) Proctored exams require the student to go to a community/junior college testing center and/or approved online provider and provide proof of identification in order to take the exam. Classes are not self-paced and students can be withdrawn for failure to participate in a timely manner.

For more information concerning hybrid and fully- online classes, see the Jones website at <http://www.jcjc.edu/elearning/index.php>

COURSE LOAD

The minimum course load for full time students is 12 semester credit hours, and the maximum course load is 19 semester credit hours. Students enrolling for more than 19 semester credit hours must receive approval from the Office of Instructional Affairs. In determining their course load, students should be aware that each hour of class usually demands two hours of outside preparation. The Business Office will determine the minimum hours at which a tuition savings will apply.

COURSE REPEATS

Students may repeat courses at Jones College to improve their GPA's. The best grade earned in a course will be the official grade, unless otherwise requested. Students repeating a class taken prior to 1985 should contact the Admissions and Records Office to ensure the best grade earned will be the official grade. Students should be aware that senior institutions develop their own acceptance policies on repeats.

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.