



<b>Policy Name:</b>	Academic Appeal					
<b>Section Number:</b>	1.01	<b>Section Title:</b>	Academic Affairs			
<b>Policy Owner:</b>	Chief Academic Officer	<b>Last updated:</b>	February 2020	<b>Reviewed:</b>	March 2020	
<b>Status:</b>	Active	<b>Due for Review:</b>	March 2025			

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 appropriate Dean (Academic or Career Technical Dean as appropriate).
3. If the student again does not receive satisfaction, they may take their complaint to the Chief Academic Officer.
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.