

GRADE APPEAL

Policy:

A student may appeal the final grade received for a course.

Procedure:

A student who is not satisfied with the final grade received for a course should first consult with the instructor of the course. If this consultation does not resolve the situation, the student should then consult the chair of the instructional department offering the course. If the department chair is unable to resolve the situation, the student should submit a written appeal to the appropriate administrator. This appeal must be received no later than 4:00 p.m. of the last day of regular classes of the next regular semester (fall or spring). A written appeal of a grade received in any course taken at the Forrest County Center should be submitted to the Dean of the Forrest County Center. A written appeal of a grade received in a career or technical course taken on the Poplarville campus or at an off-campus site should be submitted to the Director of Career and Technical Education Programs on the Poplarville campus. A written appeal of a grade received in an online course provided by Pearl River Community College through the Mississippi Virtual Community College (MSVCC) should be submitted to the Director of Extended Education and Instructional Design. (A grade appeal for an online course hosted by PRCC through the MSVCC must be handled according to the policy of the college providing the course.) A written appeal of a grade received in an academic or nursing course taken on the Poplarville campus, at the Hancock Center, or at an off-campus site should be submitted directly to the Vice President for Instruction. If the situation is not resolved by an administrator other than the Vice President, the administrator will forward the student's written appeal to the Vice President for Instruction. The decision on the grade reached by the Vice President for Instruction will be final. No further appeal of a course grade is provided by the College.