



GRADING EXPLANATION

GRADES:

The evaluation of a student's development in a specific course or degree programme is based on many factors. Schools and universities throughout the world use various ways of assessing and communicating a student's status in their programmes. However, for long-term record-keeping purposes, a student's progress is often summarized and codified by simple letter or number grades. Universities in most nations use generally accepted and documented instructions to translate records and degree information between their institutions. Records for students of U of N are established and transferred between branches by the system described in this section.

Some U of N locations may choose to use a dual record system-- one which is commonly used in their nation and the other described here for communication between U of N locations. Official U of N student records will contain information as outlined in this section.

The grading system used by the U of N is indicated below. Each grade is worth a certain number of grade points as follows:

GRADES USED IN ALL POST-DTS SCHOOLS:

<u>Grade</u>	<u>Description</u>	<u>Grade Points</u>	<u>Grade Percentage</u>
A	Excellent	5	90% - 100%
B	Good	4	80% - 89%
C	Satisfactory	3	70% - 79%
D	Borderline	2	60% - 69%
F	Failing	1	under 60%

Four **passing** grades, ("**A**," "**B**," "**C**," and "**D**"), signify various levels of achievement for each completed course. "**A**," as the term "excellent" describes, signifies the best of academic achievement. At the low end, "**D**," is indicative of meeting only the most minimal expectations; on the border of failing. "**B**" and "**C**" are the corresponding intermediate grades.

One **failing** grade is given by the U of N: "**F**" is indicative of unsatisfactory work, usually reflecting that less than 60% of the material has been adequately learned. Credit for a course failed ("**F**") may be obtained only by satisfactorily repeating the course.

GRADES USED IN ALL DTS AND CDTS SCHOOLS AND SOME SEMINARS:

<u>Grade</u>	<u>Description</u>	<u>Grade Points</u>
S	Satisfactory	N/A
U	Unsatisfactory (failing)	N/A

Satisfactory and Unsatisfactory: The grades of "S" and "U" will be given for satisfactory or unsatisfactory completion of Pass/Fail courses such as the Discipleship Training School (DTS) or Crossroads DTS and seminars of not more than three credits. In this case "S" is equivalent to an "A," "B," "C," or "D," whereas "U" is equivalent to an "F." Only the DTS, CDTS are allowed to give "S" and "U" grades. All other schools and seminars are to use "A," "B," "C," "D," or "F" to evaluate their students.

GRADES USED IN ALL SCHOOLS AND SEMINARS FOR SPECIAL SITUATIONS:

<u>Grade</u>	<u>Description</u>	<u>Grade Points</u>
T	Deferred	N/A
I	Incomplete	N/A
W	Withdrawal	N/A
N	No credit	N/A
X	Audit	N/A

Deferred: a deferred grade, "T" is a temporary grade, used until completion of the subsequent related material or course(s). It may be given to a student who has taken the lecture phase of the DTS and has not completed the field assignment, and other special cases. Any course for which the "T" grade is used must be converted to a permanent grade within two years. The "T" grade after two years would revert to a "U" or "F."

Incomplete: the grade "I" (incomplete) may be given at the discretion of the course director when a student cannot fulfill the requirements of the course. This grade is given only when the deficiency is due to authorized absence or other cause beyond the control of the student, and when the work already done has been of a standard acceptable for the satisfactory completion of the course. An "I" grade is removed and replaced with a credit grade if the student completes the course requirements to the satisfaction of the course instructor within two calendar years. If the above condition is not met, the "I" will be changed to an "F" by the International Registrar and the student must repeat the course to receive credit for it.

The school leader has the responsibility to the student to explain the procedure when giving an "I" grade and must work with the student to complete the course. For this reason, when an "I" grade is received on a Grade Sheet (Form C), the International Registrar will inform the International Dean or Centre Director, so that they can be sure that the school leader understands their responsibility to the student when giving an "I" grade. If the student is unable to complete the work within the two-year time frame, they may apply for an extension by writing to both the school leader and the international Dean or Centre Director. The school leader and International Dean have the prerogative of creating special arrangements for the remaining work to be completed.

A student cannot 'make up' any weeks missed in a course while simultaneously attending the same course.

For example: If the student missed 2 weeks due to sickness or emergency etc., then the student receives an 'I' grade at the end of the school. After the school has ended, then the student has the opportunity to complete the 2 weeks missed. That can be done in a variety of ways, however, each scenario must meet the requirements of a "Full Learning Week" complete with curriculum content, qualified leadership/oversight, assignments, one on ones, evaluation etc. as would be true for any "Full Learning Week" of a course in the U of N.

Possible examples for making up weeks that a student missed in a U of N school:

- a. The student may return to the same YWAM/U of N course operating location for 2 weeks at the end of the school (or at another designated time mutually agreed upon) with a qualified staff member (preferably from the original school, or the upcoming school) who creates and supervises 2 full learning weeks of the specific curriculum content that was missed by the student, in addition to other learning activities, assignments and evaluation that is necessary. This course work must be completed within a maximum time period of 2 years.
- b. The student may return to the same YWAM/U of N course operating location at another time in the future when the same school is running and apply to the school leader to then take specifically the 2 weeks of missed curriculum in the original school. This course work must be completed within a maximum time period of 2 years.
- c. C. The student applies to join the same school at another YWAM/U of N operating location to make up the specific 2 weeks of the course that they missed in their original school. This course work must be completed within a maximum time period of 2 years.

When any of the above are completed, the school leader/staff member is to file the FORM C1 (if it is a lecture phase) or C2 (if it is a field assignment phase) to record and report the student's 2 week course makeup and a file a 'Grade Correction Form' with the appropriate International Registrar's Office so that the student's 'I' grade is changed to whatever grade he/she is to receive for the total course based on appropriate evaluation of the completed course. The student then will receive U of N credit for completion of the U of N school.

Withdrawal: if a student withdraws from a school within the first week of the course, they will not receive a grade and are eligible for a full refund of fees. If a student withdraws from a school in the second week or prior to the final two weeks of a school, they will receive a grade of "W". During the final two weeks of any school in which a student withdraws, a grade of "F" (or "U" for DTS/CDTS only) will be recorded if a grade of "I" is not appropriate.

No credit: Certain courses numbered 000 to 099, because of their special nature, are offered for no credit to U of N students. These courses are designed to enrich and enhance the background of those enrolled in them, but since the material is not a part of a degree program and may be experimental in nature, degree credit is not granted for them. A grade of "N" will be assigned to these courses and enrolment in them will appear on a student transcript.

Audit: special circumstances may make it desirable for a student to audit a regular U of N credit course, instead of pursuing it for academic credit. As with all U of N students, an audit student must have satisfactorily completed a DTS/CDTS including field assignment. A student registers to audit a course with the permission of the School Leader before instruction begins and may not change from academic credit to audit credit or from audit credit to academic credit during a course. A grade of "X" will be assigned to an audited course and no credit will be granted for any U of N degree unless the course is repeated for academic credit. If only a portion of a course is audited, the student will be treated as an observer and attendance will not be recorded on the official transcript.

Credits and Transcripts

Satisfactory completion of one “full learning week” of appropriate university-level education/training can earn one credit in the U of N. Therefore a 12-week course is granted 12 credits. A shorter course will receive credits in keeping with the number of “full learning weeks” in the course. The normal nine-month academic year is therefore 36 credits. Credit for a full learning week of a seminar and a course or two courses cannot be obtained simultaneously. In the U of N a “full learning week” represents at least 50 hours of appropriate university level classes, learning activities and study per week. A full 12-credit U of N modular course is equivalent to twelve “semester-equivalent” or sixteen “quarter-equivalent” credits in the USA’s university systems.