

Grade Reporting Process

The Urban Ministry Institute

Each professor or mentor is responsible to weigh the various components of their course requirements, and to assign each component percentages and points. (An example of class components might include attendance and class participation, quizzes, memory verses, and the final ministry project). The final grade for a class or module is then determined by adding up course points and comparing it to The Urban Ministry Institute’s grading scale. The Course Instruction Plan (CIP) should detail these various weights and percentages (see the sample CIP in Appendix 16). Below is a sample of one option of establishing a grading system for your course:

A. Attendance and Class Participation	10%	30 points
B. Quizzes	20%	60 points
C. Memory Verses	15%	45 points
D. Ministry Project	15%	45 points
E. Exegetical Project	20%	60 points
F. Final Exam	20%	60 points
	<u>100%</u>	<u>300 points</u>

Track your students’ progress in each of these areas on a class-by-class basis, tallying the total points at the end of the course. Then, based on the “Grade Scale,” estimate your students’ grades (formula: low end of grade [i.e. A+ = 1.00] x total points possible for course [above example = 300]. Repeat formula for each grade [ie. .96 x 300 = 288; .90 x 300 = 270; etc.]).

Using the above sample for points, and the TUMI Grade scale, the sample below would be true:

	Total Points	Grade	Grade Point
Student 1:	300	A+	4.2
Student 2:	288	A	4.0
Student 3:	270	A-	3.8
Student 4:	264	B+	3.2
Student 5:	252	B	3.0
Student 6:	240	B-	2.8



TUMI Grade Scale

A+	100
A	96-99
A-	90-95
B+	88-89
B	84-87
B-	80-83
C+	78-79
C	74-77
C-	70-73
D	65-69
F	64 and below
I	hours not credited until completion