

Joseph Education University ကျိုးရမ်းပညာရေးတက္ကသိုလ်

Office Address

Room (705), 7/Floor, Kantharyar Plaza, ကမ်းသာယာပလာဇာ (၇) ထပ်၊ အခန်း (၇၀၅)
Kyimyindaing Kanna Road, ကြည့်မြင်တိုင်ကမ်းနားလမ်း၊ ကြည့်မြင်တိုင် ၁၁၁၀၁၊ ရန်ကုန်။
Kyimyindaing 11101, Yangon, Myanmar.

Tel: 09426988746, 09777760001, 095040477

Email: josephwin@jeiuniversity.com, info@jeiuniversity.com



Reg. No. 110820087

Website: www.jeiuniversity.com

Joseph Education University

(Online Academic Grading Policy)

Forewords from President of the University



Welcome to Joseph Education University – JEU. This university is transformed from Joseph Education Institute – JEI.

I, (Joseph Win Hlaing Oo @ Kung Za Hmung) am the founding President of this nascent University which is the first private Catholic university in Myanmar, founded by a Catholic layman in January 12, 2015 in Yangon, Myanmar.

Since its founding in 2015, Joseph Education University (JEU) has given students the knowledge, insight, skills, and experience to become leaders for the common good. The diversity of perspectives represented by students, faculty, and staff--including different viewpoints, identities, and histories--contributes to the community's strong sense of open dialogue and engagement with ideas and issues. As such, we are a community that prioritizes the intellectual, physical, social, emotional, and spiritual well-being of all our members.

JEU aspires to create an academic environment grounded in intellectual discovery and guided by rational discourse and civility. In that regard, JEU promotes and fosters personal growth and learning; preserves both individual rights and the well-being and respect of others and the community; encourages healthy choices, not only in one's self but also in relation to others; and creates opportunities to make positive impacts at JEU. To assist JEU in establishing a vibrant, respectful, and inclusive community, the university has identified both support resources and developed policies and procedures that outline and support our shared community values.

To that end, and as members of the community, students have a shared responsibility to ensure that their actions and behaviors are grounded in integrity, respect, and trust. As members of the JEU community it is important to remember that each of us hold the responsibility for the well-being of all of our members, including students, faculty, and staff.

The vitality and vibrancy of our community is deteriorated and diminished when an individual's behaviors work against our shared values. When conflict or disagreement arises, students are encouraged to turn toward one another and work through dialogue as an important step to restoring the community. Together we all share the responsibility of creating an inclusive community that values both its members that the academic environment in which we live, learn, and work.

JEU Online Degree Policy Handbook is hereby produced by the Dean's Office and is a compilation of official policies of the university. The Handbook assists university in framing our community expectations for students and creating a mechanism to inform students of these expectations. Overall, the Handbook includes information regarding student support resources and services; policies and procedures that help establish and healthy and inclusive College community; and serves as a companion piece to our university.

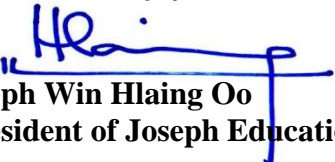
This Handbook is shared with every student of the university, and students are expected to read and adhere to the policies, regulations, and procedures within our university. Students are responsible for abiding by all the university rules and regulations, as soon as they arrive on

campus. Students should contact any member of the Dean's Office staff if they have questions or need advice regarding university policies.

The Handbook and specifically, the Student Code of Conduct, creates a set of expectations for student conduct, ensures a balanced process for determining responsibility when behavior may have deviated from those expectations and provides appropriate sanctions when a student or student organization/team has violated the Student Code of Conduct. When addressing allegations of misconduct, effort will be made to balance the needs and rights of the student or student organization/team with the welfare of the greater university community, as a whole. Rules and policies are reviewed annually and may be changed at any time without prior notice; the community will be notified of changes that occur after the Student Handbook is published each fall.

To conclude, as this policy is our grand strategy to where we are driving our university programs and our community members, I would like to encourage you that each one of us is hereby every key of every door of building our University as a prestigious university in Myanmar. Let us build together a better and higher educational environment for us and for all humanity.

With warmest joy,



Joseph Win Hlaing Oo
(President of Joseph Education University)

Yangon, 23rd June 2020.

A. The Background of Our University

Joseph Education University (JEU) is the first private Catholic Education Institute in Myanmar. JEU (formally known as Joseph Education Institute – JEI) is set up by Joseph Kung Za Hmung @ Win Hlaing Oo who is a Catholic Christian man (a lay person) on 12th January 2015 in Yangon, Myanmar (Burma).

After (5) years of academic achievements, Cardinal Charles Bo, Archbishop of Yangon, canonically approved these institutional statutes as a private association of Christian faithful in his archdiocese on 11th February 2020. It is enlivened by Christian inspiration, engaged in the pursuit of truth and knowledge, serving the human society, especially through the creative use of interdisciplinary approaches.

With the meeting decision of School Administrative Committee on 29 May, 2020, we hereby change our Institutional name to “**Joseph Education University**” to expand our academic programs at the undergraduate and graduate level to our humanity, validated from on 1st June, 2020.

This university is a non-profit institution administered by a qualified people who have different academic and business backgrounds. We are also very keen in having joint academic programs and educational association with foreign universities around the world. Any university which wants to have partnership with us, can reach us by our emails.

JEU is going to start online learning and course on **1st January 2021**. We hope that this policy focuses specifically on the best practices and strategies for online learning and course delivery.

Within this context, JEU further recommends the following high-quality guidelines for course design, instruction, associated support services, evaluation and assessment, use and distribution of course materials, the rights and responsibilities of parties and all related matters associated with online learning.

This policy is additionally designed to assist JEU in the fulfillment of its educational mission and role in accordance with all applicable laws, rules and regulations promulgated by the JEU School Administrative Committee.

Examination and Grading Policies

a. Examination Methods

The exams are either written or oral. There are **seven** frequently used examination methods at JEU University. The frequency of each examination form varies from faculty to faculty:

1. Oral examination on the examination syllabus
2. Oral examination on a set subject plus the examination syllabus
3. Written examination on a topic from the examination syllabus
4. Assignment on a fixed subject (take-home exams)
5. Assignment on an optional subject (take-home exams)
6. Assignment on individual project
7. Assignment on group project

Examinations may be offered in English and sometimes in Myanmar, upon student request and subject to the consent of the examiners.

a. Grading Methods

The outcome of active, current learning experiences assessed by the University will be graded based upon the scale below. This policy applies to graded course credits earned through the University.

Academic Standing: Undergraduate Grading System

Letter Grade	Quality Points	Numerical Equivalents
A	4	93-100
A-	3.7	90-92
B+	3.3	88-89
B	3	83-87
B-	2.7	80-82
C+	2.3	78-79
C	2	73-77
C-	1.7	70-72
D	1	60-69
F	0	Below 60
I	Incomplete (temporary grade)	
IF	0	Below 60
ZF	0	Academic Integrity Violation

Letter Grades

- A+, A, A- indicates excellent performance.
- B+, B, B- indicates good performance.
- C+, C, C- indicates satisfactory performance.

- D+, D, D- indicates less than satisfactory performance.

Academic Standing: Graduate Grading System

Graduate courses – and other graded graduate learning assessments – are graded based on the following scale:

Letter Grade	Grade Point Average (GPA)	Numerical Equivalents
A	4	93-100
A-	3.7	90-92
B+	3.3	88-89
B	3	83-87
C	2	73-82
F	0	Below 73
I	Incomplete (temporary grade)	
IF	0	Below 73
CR*	N/A	None

Grade	Grade Point Average (GPA)
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

*Nongraded credit assessed at the B level and above will be counted toward graduate degree requirements in accordance with University and appropriate School policies.

b) Unit of Credit

In expressing its degree requirements, the University uses semester hours measurement. Other colleges define the value of knowledge in semester hours, trimester hours, quarter hours and competencies. All such hours transferred to JEU University will be converted to semester hours.

c) Policy on Grade Point Average (GPA)

An official JEU term and cumulative GPA will be calculated and posted on the official transcript for any student attempting at least 1 semester credit of graded course work at the University. Only grades earned at the University will be considered in the calculation of the official JEU GPA. Transfer grades will not be used in calculating the official JEU GPA.

IF = Incomplete F

A grade noted as an IN grade, after the next 15-week semester, will convert to a grade of F, and will show as IF on the student's academic transcript. An IF grade is equivalent to an F grade.

IN = Incomplete

An IN grade is a temporary grade requested by the student and assigned by the instructor only when the student has nearly completed the course requirements, but because of extenuating circumstances beyond the student's control, the work cannot be completed by the end of the term. It is converted to the appropriate letter grade when the coursework is completed, or becomes an IF grade if the coursework is not completed.

IP = In Progress

An IP grade indicates a Master's thesis is in progress. It is converted to the appropriate letter grade when the student's thesis is completed, or becomes an F if matriculation is not maintained.

L = Audit

An L grade is issued only for an audited course and is not calculated in a student's GPA. Auditing a course is only an option for non-degree students.

P= Pass

A P grade is not calculated in the GPA, but credit is received and recorded on the academic transcript.

Pass/Fail Grade Option

For information on the pass/fail grading option, refer to the FIT catalog's procedure for Pass/Fail.

S = Satisfactory

An S grade is not calculated in the GPA, but credit will be received and recorded on the academic transcript. S grades meet course prerequisite and graduation requirements.

D = Unsatisfactory passing grade

A D grade is that students will usually still earn credit for the class if they get a D.

T = Transfer Credit

A T grade is entered for transfer credit awarded and is not calculated into a student's GPA.

WD = Student-Initiated Authorized Withdrawal

A final grade of WD is assigned by submitting a Course Withdrawal form. A WD grade is not calculated into the grade point average (GPA). Withdrawal grades are final.

WF = Unauthorized Withdrawal

If a student stops attending a class without submitting a Course Withdrawal form, a WF will be assigned on the final grade roster. A WF grade is equivalent to an F grade. Withdrawal grades are final.

Z = No Grade Entered

A Z grade indicates the instructor did not submit a final grade for the student by the grade-processing deadline. It does not affect the student's GPA. It is converted to the appropriate letter grade when the instructor submits the grade earned, or becomes a ZF grade if the instructor does not change the Z grade.

ZF = No Grade Entered F

A grade noted as a Z, after the next 15-week semester, will convert to a grade of F and will show as ZF on the transcript. A ZF grade is equivalent to an F grade.

d) Policy on D Grades

Students may transfer in or apply JEU course grades of D to their non area of study requirements as long as their overall grade point average is at least a 2.0, or higher as determined by the School in which they are enrolled, with the following exceptions:

- All area of study courses must be graded C or better in order to apply to area of study requirements
- All required composition courses must be graded C or better
- No course in which a student earned a D- grade will be accepted in transfer

e) Grade Rounding Policy

Grades on course assignments and examinations which are determined by percentages involving decimals should be rounded up to the next whole number when equal to .5 or greater. When the decimal is less than .5 the grade is to be rounded down. This policy also applies to final course grades where the final course grade is determined using percentages with decimals.

f) Minimum Grade Point Average for Graduation

All undergraduate students at JEU University are required to maintain an overall minimum average of C in their JEU courses in order to graduate. All area of study courses must be graded C or better in order to apply to area of study requirements for undergraduate students at JEU.

All undergraduate students at JEU are required to maintain a minimum average of C in all the credits applied to their degree (JEU and transfer credits) in order to graduate. All undergraduate students at JEU can only utilize a grade of C or better in the area of English composition in order to graduate.

Graduate students are required to maintain an overall minimum average of B in their JEU courses in order to graduate.

Students must also meet any minimum required GPA standards established by their School to graduate from JEU.

g) Credit Hour Policy

At JEU, a semester hour credit represents the amount of work typically needed for a student to achieve mastery of intended learning outcomes that have been established at the appropriate level and rigor for college-level work. Evidence of this mastery corresponds to minimum standards for the grade received.

Courses offered by JEU are designed with the expectation that students will need to spend approximately 4 hours on course-related work per credit per week. As such, for a three-credit, 12-week course, students should expect to spend up to 144 hours (12 weeks x 4 hours x 3 credits or 8 weeks x 6 hours x 3 credits) on course-related work. Credit awarded for prior learning or other non-traditional methods is based on mastery of the same learning outcomes as are found in JEU courses. This meets or exceeds the applicable federal, state, and regional standards.