

Johns Hopkins University
Office of the Registrar—Homewood Campus

TO: KSAS and WSE Faculty
FROM: Kay Smith, Associate Registrar, Registration and Records
RE: In-Progress Grades Policy for Graduate Students

Recognizing that many of our graduate students' work may require time outside of the regularly scheduled semester, JHU has in place an "In-Progress Grade" policy, found below and in the 2012-2013 Graduate Student Handbook pages 8-9:

- In-Progress Grades (IP): Reserved for classes in which it is expected that the assigned work will require more than one semester to be completed, but the class itself will meet for only one semester, such as graduate seminar courses.
- Dropping an "In-Progress" grade is permissible only with the approval of the instructor and the Dean's Office.
- Changing an "In-Progress" grade to a final grade ("A" through "F", "Pass") is acceptable at any time before the student's departure with the instructor's approval.

THE BENEFITS FOR YOU: The IP grade allows the Office of the Registrar to know that you and your graduate student have determined an appropriate timeline for the completion of the coursework. This means that the Office of the Registrar will not contact you again for this grade until the graduate student's expected graduation term.

THE BENEFITS FOR THE STUDENT: Submitting an IP grade does not trigger the same alerts that a missing grade (MR or X) does. Just as The Office of the Registrar will not contact you until the student's expected graduation term, neither will we contact the student until his/her expected graduation term. Also, should a graduate student seek a transcript prior to degree completion, the transcript would then reflect that the work is on-going, as opposed to missing or incomplete.

TO KEEP IN MIND: While the IP grade allows for extra time to continue coursework, it is very important to submit the final grade through a Grade Change Form once the coursework has been completed. Just as with missing grades, IP grades must be resolved prior to degree conferral. IP are also reserved strictly for use with graduate students, and may not be used with undergraduate students.

I appreciate your continued efforts as we work together to promote the educational goals of our students. Should you need additional information or assistance, please contact me at (410) 516-7148 or ksmit174@jhu.edu