

Johns Hopkins University
Office of the Registrar, Homewood Campus
GRADUATE GRADING INFORMATION

While policies in departments may vary, most graduate students receive letter grades or Pass/Fail grades for their coursework. Students should consult with their department chairs and instructors to determine the grading requirements.

GRADE CHANGES

- Changing from a letter grade (A through F) to a pass/fail grade is not permissible at any time.
- Changing a letter grade to a letter grade is acceptable within one year of the term completion.
- Change requests beyond one year are done only in cases of a clerical error and must be accompanied by a written explanation/justification from the course instructor.

INCOMPLETE GRADES

- The grade of "I" is reserved for instances in which it is expected that the coursework will be completed in one semester, but for reasons beyond the student's control, the work cannot be completed within this time frame.
- Dropping a course that has been graded with an "I" is not permissible at any time.
- Grades of "I" may be changed to a final grade within one year without the approval of the Dean's Office.
- Changing grades of "I" one year after the term in which the course was completed requires the submission of an Incomplete Grade Extension Request Form to the cognizant dean.
- Failure to submit the Incomplete Grade Extension Request Form within one year will result in the "I" becoming a permanent grade that cannot be changed.

IN-PROGRESS GRADES

- Grades of "IP" are used 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.
- Dropping a course that has been graded with an "IP" is permissible only with the approval of the instructor and the Dean's Office.
- Changing an "IP" to a letter grade is acceptable at any time before the student's departure and requires the instructor's approval.

MISSING GRADES

- Grades that are missing are denoted with a "MR" or "X" and these appear on the transcript if the instructor has not submitted a grade within the grading deadlines.
- Instructors may submit a signed Official Grade Change Form directly to the Office of the Registrar to change a "MR" or "X" grade to a final grade.
- Dropping a course that has been marked with a "MR" or "X" is not permissible.
- Changing to "Audit" for a course that has been marked with a "MR" or an "X" is not permissible.

AUDIT

- Graduate students wishing to enroll in a course as an Audit Status must reach an understanding with the instructor as to what is required of the student to earn the Audit.
- Students who do not meet the agreed upon expectations will be retroactively dropped from the roster only at the notification of the instructor to the Office of the Registrar.
- Changing a course registration from Audit to Credit or Credit to Audit is permissible. The Office of the Registrar posts these deadlines on a term basis and can be found on their web site.
- Changing any final grade ("A-F", "I", "Pass", "IP", "MR" or "X") to Audit is not permissible.

Complete Grading Policies can be found in the 2011-2012 Graduate Student Handbook at <http://www.grad.jhu.edu/downloads/GradStudentHandbookWeb2012.pdf>