

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

The established University policy requires that grades be submitted to the Office of the Registrar within 48 hours of the final examination. Final grades can be viewed online by students (and their authorized users) by using their JHED account and password and logging into ISIS Self-Service for Students.

**LETTER GRADES**

Each letter grade corresponds to a numerical grade point equivalent to allow the computation of a grade point average.

GRADE	GPA POINTS
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0
S	N/A
U	N/A

**GRADE POINT AVERAGE**

To determine the Grade Point Average (GPA), multiply the grade point equivalent by the number of credits for the course. Add the products (grade points earned), then divide the total by the number of credits in the computation.

**DEAN'S LIST**

Students who earn a term grade point average of 3.50 or above in a program of at least 14 credits with at least 12 graded credits will be placed on the Dean's List for academic excellence. An appropriate notation is made on the students' academic records

**POLICY ON CHANGING A GRADE**

Once an instructor has submitted a letter grade to the Registrar, grade changes to a different letter grade can be made only in the case of error in grading, calculation, or transcription. If a student has questions about a grade, s/he should contact the faculty instructor, who has sole authority to assess and assign course grades. If the instructor determines a change is warranted because of error, the change must be submitted to the Registrar's Office by the end of the following semester. Grade changes for graduating seniors must be submitted by the close of their undergraduate record.

**INCOMPLETE GRADES**

Students who are confronted with compelling circumstances beyond their control that interfere with the ability to complete their semester's work during the normal course of a term may request an Incomplete grade from the instructor. Approval of such a request is neither automatic nor guaranteed. If the instructor agrees to grant an Incomplete grade, the instructor and student must establish a timetable for submitting the unfinished work. When entering an Incomplete grade in ISIS, the instructor must also enter a reversion grade. This is the grade that the student will receive if the missing work is not completed. Incomplete grades do not affect a student's grade point average, which is based upon the grades that are available for the term

Complete Grading Policies can be found in the 2011-2012 Undergraduate Student Handbook at [http://eng.jhu.edu/wse/asen\\_undergraduate\\_handbook/2011\\_2012\\_academic/grading-policies](http://eng.jhu.edu/wse/asen_undergraduate_handbook/2011_2012_academic/grading-policies)