Graduate Retake Policy

For Enrollments from 2000-01 Academic Year to Present

GENERAL INFORMATION
This guide is for interpreting symbols or codes shown on transcripts for the following divisions of Johns Hopkins University:

Full-time:
- Zanvyl Krieger School of Arts and Sciences (AS)
- Whiting School of Engineering (EN)

Part-time:
- Krieger - Advanced Academic Programs (AAP)
- Whiting - Engineering for Professionals (EP)

Calendar:
These divisions are on a semester calendar – Fall and Spring with a January session and January intersession. Fall = August through December Intersession = January Spring = January through May Summer = June through August

DIVISIONS
Zanvyl Krieger School of Arts and Sciences (AS)
Whiting School of Engineering (EN)

Year of Study: Effective Fall 2017, freshmen first semester grades are not reported on the transcript. Each course with a grade of C- or above is assigned the letter S (for Satisfactory) in place of a grade. Letter grades below C- are assigned the letter U (for Unsatisfactory). In the first semester of a student's freshman year, credit is awarded for S grades.

Prior to Fall 2017, for the first semester freshman year only, credits are also awarded for U grades if the actual grade is D or D+.

In this instance the grade of UCR is assigned. No first semester grades are included in a student’s cumulative grade-point average.

Effective Fall 2017, freshmen first semester grades are reported as letter grades (A, B, etc.) with credit and are included in a student’s cumulative grade point average.

2. S/U Option (other) – Undergraduate students may take one course per semester for Satisfactory/Unsatisfactory credit. These courses have no effect on a student's grade point average. Students who earn a C- or above in an S/U course receive an S on the academic record. When a D+, D, or F is earned in an S/U course a grade of Unsatisfactory is recorded on the academic record. With the exception of the first semester of freshman year, courses with an Unsatisfactory grade receive no credit.

S*U+ and S**U++. Due to the global COVID-19 pandemic, the grading system default for Spring 2020 (semester long and second half semester courses only), Fall 2020, and Spring 2021 was satisfactory/unsatisfactory (either S*U+ or S**U+). For all undergraduate students, Students were allowed to opt-in for letter grades in Fall 2020 and Spring 2021, with exception to courses only offered as satisfactory/unsatisfactory.

3. Undergraduate Retake Policy - Students may retake a course in which they earned a C+ or lower. The grade for the second attempt and the associated credits are recorded on the transcript and are calculated into the GPA. If a student drops or withdraws from the subsequent attempt, the original grade is calculated into the GPA.

Effective Fall 2011, when the new grade is recorded, the original grade remains along with the notation “R” to indicate the course was retaken, and the original grade does not affect grade point calculations, nor does it carry credit toward graduation. Prior to Fall 2011, when the new grade was recorded, the old grade was replaced with the letter R to indicate the course was retaken.

4. Graduate Retake Policy - At the discretion of the graduate program, a graduate student may retake a course, but the grade from the initial effort will remain on the transcript. This applies whether the initial effort occurred while the student was an undergraduate student or a graduate student.

5. Graduate Level Courses in the Zanvyl Krieger School of Arts and Sciences (AS) - Credit hours are not assigned to graduate level courses except when taken by undergraduate students. In addition, graduate level students may receive letter grades (A, B, etc.) or F/F (Pass/Fail). All 600-level courses and above carry the equivalent of 4 credits unless taken by an undergraduate. No GPA is calculated.

6. Graduate Level Courses in the Whiting School of Engineering (EN) - Effective Summer 2016, graduate level courses are assigned credits. In addition, graduate level students may receive letter grades (A, B, etc.) or P/F (Pass/Fail). Prior to Summer 2016, credit hours were not assigned to graduate level courses unless taken by an undergraduate, and all 600-level courses carried the equivalent of 4 credits. No GPA is calculated.

7. Class Hours - Indicating class hours per week is not required of all courses. Should a course have class hours assigned, those hours will appear on the transcript.

8. Probation - Undergraduate students who earn a grade point average less than 2.0 or fewer than 12 credits in a semester are placed on academic probation.

9. Dean’s List - Noted for undergraduate students who earn a term grade point average of 3.5 or above in a semester of at least 14 credits with at least 12 GPA credits graded.

10. Honors - General or Departmental Honors are awarded at graduation - General honors are awarded to undergraduate students with a cumulative grade point average of 3.5 or better. Departmental honors are awarded according to department specific criteria.

Course Division Codes

JHU Codes are as follows:

- AS Arts and Sciences
- BU Business
- ED Education
- EN Engineering
- ME Medicine
- NR Nursing
- PH Public Health
- PY Peabody Conservatory
- SA School of Advanced International Studies

These divisions are on a semester calendar – Fall and Spring with a January session and January intersession.

Effective Fall 2017, when the new grade is recorded, the original grade remains along with the notation “R” to indicate the course was retaken, and the original grade does not affect grade point calculations, nor does it carry credit toward graduation. Prior to Fall 2011, when the new grade was recorded, the old grade was replaced with the letter R to indicate the course was retaken.

Prior to Fall 2017, for the first semester freshman year only, credits are also awarded for U grades if the actual grade is D or D+.

In this instance the grade of UCR is assigned. No first semester grades are included in a student’s cumulative grade-point average.

Effective Fall 2017, freshmen first semester grades are reported as letter grades (A, B, etc.) with credit and are included in a student’s cumulative grade point average.

2. S/U Option (other) – Undergraduate students may take one course per semester for Satisfactory/Unsatisfactory credit. These courses have no effect on a student's grade point average. Students who earn a C- or above in an S/U course receive an S on the academic record. When a D+, D, or F is earned in an S/U course a grade of Unsatisfactory is recorded on the academic record. With the exception of the first semester of freshman year, courses with an Unsatisfactory grade receive no credit.

S*U+ and S**U++. Due to the global COVID-19 pandemic, the grading system default for Spring 2020 (semester long and second half semester courses only), Fall 2020, and Spring 2021 was satisfactory/unsatisfactory (either S*U+ or S**U+). For all undergraduate students, Students were allowed to opt-in for letter grades in Fall 2020 and Spring 2021, with exception to courses only offered as satisfactory/unsatisfactory.

3. Undergraduate Retake Policy - Students may retake a course in which they earned a C+ or lower. The grade for the second attempt and the associated credits are recorded on the transcript and are calculated into the GPA. If a student drops or withdraws from the subsequent attempt, the original grade is calculated into the GPA.

Effective Fall 2011, when the new grade is recorded, the original grade remains along with the notation “R” to indicate the course was retaken, and the original grade does not affect grade point calculations, nor does it carry credit toward graduation. Prior to Fall 2011, when the new grade was recorded, the old grade was replaced with the letter R to indicate the course was retaken.

4. Graduate Retake Policy - At the discretion of the graduate program, a graduate student may retake a course, but the grade from the initial effort will remain on the transcript. This applies whether the initial effort occurred while the student was an undergraduate student or a graduate student.

5. Graduate Level Courses in the Zanvyl Krieger School of Arts and Sciences (AS) - Credit hours are not assigned to graduate level courses except when taken by undergraduate students. In addition, graduate level students may receive letter grades (A, B, etc.) or F/F (Pass/Fail). All 600-level courses and above carry the equivalent of 4 credits unless taken by an undergraduate. No GPA is calculated.

6. Graduate Level Courses in the Whiting School of Engineering (EN) - Effective Summer 2016, graduate level courses are assigned credits. In addition, graduate level students may receive letter grades (A, B, etc.) or P/F (Pass/Fail). Prior to Summer 2016, credit hours were not assigned to graduate level courses unless taken by an undergraduate, and all 600-level courses carried the equivalent of 4 credits. No GPA is calculated.

7. Class Hours - Indicating class hours per week is not required of all courses. Should a course have class hours assigned, those hours will appear on the transcript.

8. Probation - Undergraduate students who earn a grade point average less than 2.0 or fewer than 12 credits in a semester are placed on academic probation.

9. Dean’s List - Noted for undergraduate students who earn a term grade point average of 3.5 or above in a semester of at least 14 credits with at least 12 GPA credits graded.

10. Honors - General or Departmental Honors are awarded at graduation - General honors are awarded to undergraduate students with a cumulative grade point average of 3.5 or better. Departmental honors are awarded according to department specific criteria.
**AS and EN Course Numbering System**

100-299 Undergraduate lower division
300-499 Undergraduate upper division
500-599 Undergraduate independent academic work
600-799 Graduate level
800-999 Advanced graduate level including independent study and dissertation research
900-999 Special courses as identified by the Office of the Registrar

**AS and EN Grading System**

A+ = 4.00 points - Excellent
A = 4.00 points - Excellent
A- = 3.70 points - Excellent
B+ = 3.30 points - Good
B = 3.00 points - Good
B- = 2.70 points - Good
C+ = 2.30 points - Satisfactory
C = 2.00 points - Satisfactory
C- = 1.70 points - Satisfactory
D+ = 1.30 points - Passing (S/U option* is the exception)
D = 1.00 points - Passing (S/U option* is the exception)
F = 0.00 points - Failure

* S/U (Graduates only) *MR Missing grade roster *NG No grade given, course completed, credits may be awarded P Posting (Graduates only) R Course retaken - Discontinued Summer 2011 (Grade/R) Course retaken - Effective Fall 2011 S Satisfactory S* Satisfactory (Spring 2020 and Fall 2020 only) S** Satisfactory (Spring 2021 only) TR TRXXX XXX Transfer course, no JHU equivalent U Unsatisfactory U* Unsatisfactory (Spring 2020 and Fall 2020 only) U** Unsatisfactory (Spring 2021 only) UC Unsatisfactory with Credit - Discontinued Fall 2010 UCR Unsatisfactory with Credit - Effective Spring 2011 W Official withdrawal X Not yet reported by instructor

**S/U Option (Undergraduates Only)**

S = C - or Higher
U = D+ or F

**Incomplete/Grade reverts to this letter grade after reversion deadline.**

**Zanvyl Krieger School of Arts and Sciences**

**Advanced Academic Programs (AAP)**

**Academic Program**

Post-Baccalaureate level:
Post Baccalaureate Premedical Program

(Moved to Full-time (AS) effective December 2010)

Graduate level:
Graduate Certificate
Master of Arts
Master of Science
Certificate of Advanced Graduate Study

**AAP Grading System**

A+ Excellent
A Excellent
A- Excellent
B+ Good
B Good
B- Good
C+ Fair
C Fair
D Failure
P Pass
AU Audit
I Incomplete
MR Missing grade roster
NG No grade given, course completed
W Official withdrawal
X Not yet reported by instructor

**AAP Course Numbering System**

300 - 399 Prerequisite courses
600 - 899 Graduate level

**Note:** Effective Summer 2016, Advanced Academic Programs (AAP) graduate level courses are assigned credits. Prior to Summer 2016, credit hours were not assigned to graduate level courses unless taken by an undergraduate, and all 400-level courses carried the equivalent of 4 credits. No GPA is calculated.

**Whiting School of Engineering**

**Engineering for Professionals (EP)**

**Note:** In September 1983, the School of Engineering began offering courses on a part-time basis. These courses had been part of the School of Continuing Studies prior to that date. In Summer 1987, the Part-time Engineering School was renamed Continuing Professional Programs. Effective with Summer session 1992, it was renamed Part-time Programs in Engineering and Applied Science. Effective Fall 2004, it was renamed Engineering and Applied Science Programs for Professionals. Effective Spring 2010, it was renamed Engineering for Professionals.

**Academic Program**

Undergraduate level:
Bachelor - Bachelor
BS - Bachelor of Science
Post-Baccalaureate level:
PMCE - Post Master’s Certificate
CCES - Certificate of Continuing Engineering Studies

(Moved to Full-time (AS) effective December 2010)

Graduate level:
GC - Graduate Certificate
Master - Master
MS - Master of Science
MSE - Master of Science in Engineering
Non-Degree GR - Non-Degree Graduate Student

**EP Grading System**

A+ Excellent - Effective Summer 2012
A Excellent
A- Excellent - Effective Summer 2012
B+ Good - Effective Summer 2012
B Good
B- Good - Effective Summer 2012
C+ Unsatisfactory - Effective Summer 2018
C Unsatisfactory - Effective Summer 2018
C+ Unsatisfactory - Effective Summer 2018
C Unsatisfactory - Effective Summer 2018
D Unsatisfactory - Effective Summer 2018
D Unsatisfactory - Effective Summer 2018
F Failure
P Pass
AU Audit
I Incomplete
MR Missing grade roster
NG No grade given, course completed
W Official withdrawal
X Not yet reported by instructor

*From Summer 2012 to Summer 2018, C = Fair. Prior to Summer 2012, C = Satisfactory.*

**EP Course Numbering System**

100-199 Undergraduate level
200-299 Prerequisite courses
400-899 Graduate level

**Notes:** Effective Summer 2012, Engineering for Professionals (EP) graduate level courses are assigned credits. No GPA is calculated. Prior to Summer 2012, credit hours were not assigned to graduate-level courses.

Effective Summer 2008, all courses 400-level and above carried the equivalent of 3 credits. Prior to Summer 2008, all courses 400-level and above carried the equivalent of 4 credits.

**FURTHER INFORMATION**

For additional information or questions regarding transcripts, contact:

Office of the Registrar
Johns Hopkins University
3400 North Charles Street
Baltimore, MD 21218
(410) 516-8080
https://studentaffairs.jhu.edu/registrar/

The Johns Hopkins University is an equal opportunity, affirmative action institution. Questions regarding Title VI, Title IX, and Section 504 should be referred to the Office of Institutional Equity, 130 Garland Hall, (410) 516-8075.