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 Summer 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

Undergraduate level:
- Freshman, Sophomore, Junior, and Senior

Special or Engineering Innovations, non-degree seeking
- Visiting, Pre-College, or Summer, non-degree seeking

Post-Baccalaureate level:
- Post-Bac/Pre-Med (Pre-Medical Program)

Special, degree or non-degree seeking

Graduate level:
- Graduate
- Special, non-degree seeking
- Visiting, non-degree seeking

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

Students may take study abroad programs approved for grades and credits. Codes for those programs are as follows:
- AP: Argentina Program
- BC: Berlin Consortium
- BP: Bolivia Program
- SA: Bologna - SAIS
- FE: French Exchange Program
- VS: Florence/Villa Spellman Program (discontinued)
- HA: Hopkins Abroad
- FP: JHU in Tours Program (discontinued)
- LP: Lima Program
- MP: Madrid Program
- NA: Nanjing/Summer CET
- SS: Study in Singapore

General Information for AS and EN

1. SU Grades (freshmen) - 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.

2. SU 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 SU course receive an S on the academic record. When a D+, D, or F is earned in an SU 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.

3. Undergraduate Retake Policy - Students may retake a course in which they earned a C- or lower. The most recent grade in the course receives credit that applies to the grade point averages.

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 does not affect grade point averages.

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 graduate students. In addition, graduate level students may receive letter grades (A, B, etc.) or P (passing). All 600-level courses and above carry the equivalent of 4 credits unless taken by an undergraduate.

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 (passing). 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. 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.
8. 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.

9. 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.

Grading System

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
800-899 Advanced graduate level including independent study and dissertation research
900-999 Special courses as identified by the Office of the Registrar

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

Grading System
A+ = Excellent
A = Excellent
A- = Excellent
B+ = Good
B = Good
B- = Good
C = Fair
F = Failure
P = Pass

AU Audit
I = Incomplete

MT Multi-term
ND Not officially dropped
NG No grade given, course completed, credits may be awarded
P Passing (Graduate students only)
R Course retaken - Discontinued Summer 2011
(Grade/Ret. Course retaken - Effective Fall 2011)
S Satisfactory completion
TR TR.XXX,XXX Transfer course, no JHU equivalent
U Unsatisfactory
UC Un sausage, credit - Discontinued Fall 2010
URC Un sausage, credit - Effective Spring 2011

AAP Course Numbering System
300 - 399 Prerequisite courses
600 - 899 Graduate level

A+ Excellent
A = Excellent
A- = Excellent
B+ = Good
B = Good
B- = Good
C = Fair
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

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 the 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:
PMC = Post-Master’s Certificate
CCES = Certificate of Continuing Engineering Studies
(Discontinued effective Summer 2005)
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 (Effective June 2012)
A+ = Excellent
A = Excellent
A- = Excellent
B+ = Good
B = Good
B- = Good
C = Fair
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

FURTHER INFORMATION
For additional information or questions regarding transcripts, contact:
Office of the Registrar
Johns Hopkins University
75 Garland Hall
3400 North Charles Street
Baltimore, MD 21218
(410) 516-0800

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.

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