



# Transcript Guide

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 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 courses at area institutions with which JHU has a cooperative agreement. Codes for these schools are as follows:

- BH Baltimore Hebrew College
- BS Bowie State University
- CB CCBC
- CO Coppin State University
- GC Goucher College
- LC Loyola College (renamed Loyola University)
- LU Loyola University
- MI Maryland Institute College of Art
- MS Morgan State University
- ND Notre Dame of Maryland University
- SU Stevenson University
- TS Towson State (renamed Towson University)
- TU Towson University
- VJ Villa Julie College (renamed Stevenson University)
- UA University of Baltimore
- MB University of Maryland at Baltimore
- UM University of Maryland at Baltimore County (UMBC)
- AF University of Maryland College Park (Air Force)

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. S/U Grades (freshmen)** –Prior to 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\* Grades-** Due to the global COVID-19 pandemic, final grades for all undergraduate students in Spring 2020 semester-long and second-half semester courses were reported as Satisfactory/Unsatisfactory (S\*/U\*). Final grades for courses completed in the first half of Spring 2020 were unaffected.

Final grades for all undergraduate students in Fall 2020 were reported as Satisfactory/Unsatisfactory (S\*/U\*). Students could choose that final grades for Fall 2020 semester courses be reported as letter grades (A, B, etc.).

**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)** - Effective Spring 23, 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 Spring 2023, 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.

Due to the global COVID-19 pandemic, graduate students could choose that final grades for Spring 2020 and Fall 2020 semester courses be reported as Pass/Fail (P/F).

**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.

Due to the global COVID-19 pandemic graduate, students could choose that final grades for Spring 2020 and Fall 2020 semester courses be reported as Pass/Fail (P/F).

**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 Grading System**

A+ = 4.0 points - Excellent  
 A = 4.0 points - Excellent  
 A- = 3.7 points - Excellent  
 B+ = 3.3 points - Good  
 B = 3.0 points - Good  
 B- = 2.7 points - Good  
 C+ = 2.3 points - Satisfactory  
 C = 2.0 points - Satisfactory  
 C- = 1.7 points - Satisfactory  
 D+ = 1.3 points - Passing (S/U option\* is the exception)  
 D = 1.0 points - Passing (S/U option\* is the exception)  
 F = 0.0 points - Failure  
 FEV = 0.0 points - Failure - Ethics Violation  
 AU Audit (Graduates only)  
 EXM By examination -Discontinued Fall 2004  
 I Incomplete  
 I/(Grade) Incomplete/ Revert to Grade\*\*  
 IP In progress  
 MR Missing grade roster  
 MT Multi-term  
 ND Not officially dropped - Discontinued Fall 2018  
 NG No grade given, course completed, credits may be awarded  
 P Passing (Graduates only)  
 R Course retaken - Discontinued Summer 2011  
 (Grade)/R Course retaken - Effective Fall 2011  
 S Satisfactory completion  
 TR TR.XXX.XXX Transfer course, no JHU equivalent  
 U Unsatisfactory  
 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, D+ or F  
 UCR = D or D+ (First semester freshmen only)

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

**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

**AS and EN Grading System**

A+ = 4.0 points - Excellent  
 A = 4.0 points - Excellent  
 A- = 3.7 points - Excellent  
 B+ = 3.3 points - Good  
 B = 3.0 points - Good  
 B- = 2.7 points - Good  
 C+ = 2.3 points - Satisfactory  
 C = 2.0 points - Satisfactory  
 C- = 1.7 points - Satisfactory  
 D+ = 1.3 points - Passing (S/U option\* is the exception)  
 D = 1.0 points - Passing (S/U option\* is the exception)  
 F = 0.0 points - Failure  
 FEV = 0.0 points - Failure - Ethics Violation  
 AU Audit (Graduates only)  
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 IP In progress  
 MR Missing grade roster  
 MT Multi-term  
 ND Not officially dropped - Discontinued Fall 2018  
 NG No grade given, course completed, credits may be awarded  
 P Passing (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 TR.XXX.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, D+ or F  
 UCR = D or D+ (First semester freshmen only)

\*\*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  
 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

**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 600-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:  
 PMC - Post-Master's Certificate  
 CCES - Certificate of Continuing Engineering Studies (Discontinued 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**

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  
 D+ Unsatisfactory -Effective Summer 2018  
 D Unsatisfactory -Effective Summer 2018  
 F Failure  
 AU Audit  
 I Incomplete  
 MR Missing grade roster  
 R Course retaken  
 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 University 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.