**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)
- GWC 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)

GWC Whiting School of Engineering (EN)

**Year of Study**

Undergraduate level:
- Freshman
- Sophomore
- Junior
- Senior

Special, non-degree seeking

Visiting, non-degree seeking

Post-Baccalaureate level:
- Post-Bac-Pro-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

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)

**Course Numbering System**

**JHU Codes are as follows:**

**AS and EN**

1. **S/U option**

- **S/U option** *(other)* - 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 a 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.

2. **Retake Policy**

- **Retention Policy** - students may retake a course in which they earned a C+ or lower. Effective Fall 2011 when the new grade is recorded, the original grade remains combined with R (Grade/R) to indicate the course was retaken and does not affect grade point averages. The most recent grade in the course receives credit that applies to the 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. The most recent grade in the course receives credit that applies to the grade point averages.

3. **Degree**

- **Dean's List** - noted for 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.

   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. The most recent grade in the course receives credit that applies to the grade point averages.

- **Graduate Level Courses**

- **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 P (passing). All 600-level courses and above carry the equivalent of four credits unless taken by an undergraduate.**

**General Information for AS and EN**

1. **S/U option** *(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. 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.

2. **S/U option** *(other)* - 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 a 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.

3. **Retake Policy** - students may retake a course in which they earned a C+ or lower. Effective Fall 2011 when the new grade is recorded, the original grade remains combined with R (Grade/R) to indicate the course was retaken and does not affect grade point averages. The most recent grade in the course receives credit that applies to the 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. The most recent grade in the course receives credit that applies to the grade point averages.

4. **Dean's List** - noted for 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.

   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. The most recent grade in the course receives credit that applies to the grade point averages.

5. **Graduate Level Courses**

- **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 P (passing). All 600-level courses and above carry the equivalent of four credits unless taken by an undergraduate.**

6. **Graduate Level Courses**

- **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 P (passing). All 600-level courses and above carry the equivalent of four credits unless taken by an undergraduate.**

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

**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** - 1.0 points - Passing (S/U option* is the exception)
- **D+** - 1.3 points - Passing (S/U option* is the exception)
- **F** - 0 - Failure

**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** - Graduate level independent study, dissertation, and research
- **900-999** - Special courses as identified by the Office of the Registrar
The G. W. C. 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:
CCES - Certificate of Continuing Engineering Studies
PMC - Post-Master’s Certificate

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

Grading System
A+ Excellent
A Excellent
A- Excellent
B+ Good
B Good
B- Good
C Fair
D Failure
E Fail

*Only undergraduate students receive credit hours.

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

Note: Credit hours are not assigned to graduate-level courses. Prior to June 2008, all courses 400-level and above carried the equivalent of four credits. Effective summer 2008, all courses 400-level and above carry the equivalent of three credits.

Zanvyl Krieger School of Arts and Sciences
Advanced Academic Programs (AAP)

Academic Program
Post-Baccalaureate level:
Post Baccalaureate Premedical Program

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

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

Note: Credit hours are not assigned to graduate-level courses. All courses 600-level and above carry the equivalent of four credits.

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) 516-7088

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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