Academic Standing: 
Credits, Grades, 
Absences

Sources of Credit

Overview

Students complete most of the requirements for a bachelor’s degree through courses taken at Johns Hopkins University while a matriculated student.

There are, however, a variety of other sources of college credit which may contribute towards a student’s degree completion. Credit is accepted for college-level work completed at another college. Credit is not awarded for college-level courses taken on a high school campus. Credit is granted for some Advanced Placement (AP) examinations, General Certificate of Education (GCE) A-level courses (British and Singapore) and higher-level International Baccalaureate courses (IB). Foreign certificate programs like the French Baccalaureate and the German Abitur are considered on a case-by-case basis by the advising office in consultation with the faculty. Credit is not awarded through exams in the College Level Examination Program (CLEP). Scores on the SAT-II tests and departmental placement tests (such as the math or foreign language placement tests in use at Hopkins) are used for placement purposes only and do not receive academic credit.

This section includes the policies governing these other sources of credit, and is divided into the following categories:

1. For students admitted to JHU as freshmen (from high school/secondary school)
   a. Sources of credit before matriculation as a degree candidate at JHU
      i. Advanced Placement (AP) exams
      ii. International Baccalaureate
      iii. GCE A-level exams (British and Singapore)
      iv. other foreign certificates/exams
      v. courses taken at other college and universities
      vi. JHU Pre-College Program
   b. Sources of credit after matriculation as a degree candidate

2. For students admitted to JHU as transfer students from another college or university
   a. Sources of credit before matriculation as a degree candidate at JHU
   b. Sources of credit after matriculation as a degree candidate

3. Details about transferring writing intensive credit

Policies for Students Admitted to JHU as Freshmen

Sources of Credit Prior to Matriculation as a Degree Candidate

A. Credit for Advanced Placement Exams

To receive credit, Advanced Placement examinations must be taken prior to admission to the university.

If a student enters the university with credit for an advanced placement course and then takes an equivalent course at the university for credit, the advanced placement credits (and lab class waiver, if applicable) will be disallowed. The credits and grade for the Hopkins course will appear on the academic record. The advanced placement exam title remains on the record as well, but the credit value is converted to zero. This policy also applies to IB credit, GCE credit, and other foreign exams.

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>JHU Course</th>
<th>Score</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>AS.020.151 &amp; AS.020.152***</td>
<td>4 or 5</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry</td>
<td>AS.030.101 &amp; AS.030.102 and labs AS.030.105-AS.030.106****</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>None</td>
<td>4 or 5</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>Introduction to Programming</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>Introduction to Programming</td>
<td>4 or 5</td>
<td>3</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>AS.180.101*</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>AS.180.102**</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>French</td>
<td>AS.210.101 &amp; AS.210.102</td>
<td>4 or 5</td>
<td>6</td>
</tr>
<tr>
<td>German</td>
<td>AS.210.161 &amp; AS.210.162</td>
<td>4 or 5</td>
<td>6</td>
</tr>
<tr>
<td>Italian</td>
<td>AS.210.151 &amp; AS.210.152</td>
<td>4 or 5</td>
<td>6</td>
</tr>
<tr>
<td>Spanish</td>
<td>AS.210.111 &amp; AS.210.112</td>
<td>4 or 5</td>
<td>6</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>AS.110.106 &amp; AS.110.108</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>AS.110.106 &amp; AS.110.108</td>
<td>3 or 4</td>
<td>4</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>AS.110.106 &amp; AS.110.107/AS.110.113 or AS.110.108 and AS.110.109/AS.110.113</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Physics C Mechanics</td>
<td>AS.171.101***</td>
<td>4 or 5</td>
<td>4</td>
</tr>
<tr>
<td>Physics C Electricity and Magnetism</td>
<td>AS.171.102***</td>
<td>4 or 5</td>
<td>4</td>
</tr>
<tr>
<td>Statistics</td>
<td>EN.550.111</td>
<td>4 or 5</td>
<td>4</td>
</tr>
</tbody>
</table>

* Macroeconomics: Students who score a 5 on the Macro AP exam are placed out of AS.180.101 Elements of Macroeconomics and receive University credit. However, it does not count as one of the ten courses required for the economics major.

** Microeconomics: Students who score a 5 on the Micro AP exam, AND who pass a diagnostic test administered by Professor Hamilton will place out of AS.180.102 Elements of Microeconomics and receive University credit for it. However, it does not count as one of the ten course required for the economics major. Interested students should make an appointment with Professor Hamilton.
Students who are awarded credit for AP Biology or AP Physics are exempt from taking the corresponding lab courses (for AS.171.101 General Physics: Physical Science Major I-AS.171.102 General Physics: Physical Science Majors II and for AS.020.153 General Biology Laboratory I-AS.020.154 General Biology Lab II). The lab courses are waived but no credit is awarded. Effective fall 2009, students who have credit for AP Biology but take General Biology Lab 1 and/or General Biology Lab 2 will lose all eight credits of AP Biology credit.

Effective fall 2010, students who have credit for AP Chemistry but take either lab semester without the lecture course, will lose 4 of their AP credits. Students who take either lecture class without the lab will lose AP credit for the corresponding lab in addition to the lecture.

Note: Effective fall 2008, students completing AS.171.105 Classical Mechanics I and AS.171.106 Electricity and Magnetism I retain AP Physics credits.

B. Credits Awarded for Higher Level International Baccalaureate Courses

<table>
<thead>
<tr>
<th>Subject</th>
<th>JHU Course</th>
<th>Score</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>AS.020.151 &amp; AS.020.152 Labs</td>
<td>6 or 7</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>AS.020.153 &amp; AS.020.154 waived with no credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>AS.030.101 &amp; AS.030.102 and labs AS.030.105 &amp; AS.030.106</td>
<td>6 or 7</td>
<td>8</td>
</tr>
<tr>
<td>Economics</td>
<td>AS.180.101 (Macroeconomics)</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>French (B or A2)</td>
<td>AS.210.101-AS.210.102</td>
<td>6 or 7</td>
<td>6</td>
</tr>
<tr>
<td>German (B or A2)</td>
<td>AS.210.161-AS.210.162</td>
<td>6 or 7</td>
<td>6</td>
</tr>
<tr>
<td>Spanish (B or A2)</td>
<td>AS.210.111-AS.210.112</td>
<td>6 or 7</td>
<td>6</td>
</tr>
<tr>
<td>Math</td>
<td>AS.110.106/ AS.110.108</td>
<td>6 or 7</td>
<td>4</td>
</tr>
<tr>
<td>Physics</td>
<td>AS.171.101 Lab</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>AS.171.111 waived with no credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td>AS.171.101 &amp; AS.171.102 Labs</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>AS.173.111-AS.173.112 waived with no credit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Foreign Certificate Exams

Credit is awarded for grades of A or B on the British and Singapore General Certificate of Education A-Level courses in the same subject areas included on the Advanced Placement exams and International Baccalaureate courses listed above. A grade of A in Physics on the GCE is awarded 8 credits. A grade of B is awarded 4 credits. AS and O levels are not accepted. Foreign certificate programs like the French Baccalaureate and the German Abitur are considered on a case-by-case basis.

D. Placement in Courses

Undergraduates with prior knowledge of a foreign language or college mathematics are placed into the appropriate level of foreign language courses and mathematics courses based on their scores on one or more of the following:

- Advanced Placement tests, I.B and G.C.E. examinations
- Departmental examinations or evaluations

Scores on the SAT-II tests and departmental placement tests are used for placement purposes only and do not receive academic credit.

Most department placement examinations for foreign language and mathematics are given to entering students online in June. Upperclass students who have not taken a placement examination should consult the language department or Mathematics Department about placement before registering for a language or mathematics course.

All students who receive a grade of C- or better in Calculus II will receive a waiver for Calculus I if they were placed into the Calculus II course as a result of a high placement test score.

No academic credit is awarded when a course is waived.

E. JHU Pre-College Summer Program

Pre-college students who take JHU Summer School courses prior to matriculation receive credit for courses with grades of C or better, but the grades are not included in the undergraduate record. Because the pre-college courses are taken at JHU, there is no limit on the total number of JHU credits that may be transferred to the undergraduate record. Students must request that these courses be transferred to their academic record by contacting Academic Advising or Engineering Advising.

F. Deferred Admission

Students who have been accepted to the university may defer admission for up to two years with approval from the director of undergraduate admissions. Freshmen who have deferred admission begin their studies in the fall semester. The purpose of a deferral is to allow students to take time off in order to travel, work, or experience another culture. Deferrals are not granted for the purpose of studying at another institution. Students who wish to pursue academic studies during the deferment period may do so; however, the credits earned during the deferment period will not be applied toward the university’s degree requirements.

G. Transferring Credits for College Courses Taken at Other Colleges or Universities

Students who enter the university from high school may transfer up to 12 credits from approved courses taken at other institutions, whether taken before or after matriculation. The grades earned in these courses do not appear on the Hopkins record and therefore do not contribute to the Hopkins grade point average. The 12-credit limit on transfer credits does not include credit from Hopkins summer courses, Advanced Placement examinations, British General Certificate of Education courses, International Baccalaureate courses, or foreign certificate courses.

Students who have completed coursework at a college or university prior to entering Hopkins must complete a “College Course Information
Form and have the form approved by the high school guidance counselor. The form, along with an official college transcript and course description, should be submitted to the student’s advising office. The transfer of a math course typically requires the student to submit for review a syllabus that lists all topics covered by the course. The approval of the Director of Undergraduate Studies is necessary to use a transfer course for a major or minor requirement.

To be eligible for transfer credit, an approved course must be taken for a grade at an approved college and completed with a grade of C or better. Ungraded or pass/fail courses taken prior to matriculation, if approved, may receive credit if the host school states in writing that the mark represents a grade of C or better. Credit for approved courses taken at a community college will be transferred only if taken prior to matriculation at Johns Hopkins. Credit for courses earned at a school using the quarter system will be converted to a comparable number of semester credits. One credit in a quarter system is equivalent to 2/3 of a credit earned in a semester system.

A maximum of 6 credits may be granted for courses which are in curriculum areas not covered by the programs of the School of Arts and Sciences and the School of Engineering.

Some students enter the university from high school with additional college course work beyond the 12 credits that may be transferred. If these additional courses are equivalent to AP subjects that the university accepts for credit, and if the courses are needed to complete requirements for a major or are prerequisites for higher level courses that the student will take at JHU, then students may request that the department waive the comparable courses at JHU. To obtain a waiver, students must contact their academic advising office.

**Sources of Credit After Matriculation as a Degree Candidate**

Students who enter the university from high school may transfer up to 12 credits from approved courses taken at other institutions, whether taken before or after matriculation.

**A. Registering for Summer Courses at Other Colleges and Universities**

Courses must be completed at a four-year college or university. In order to take a course during the summer at another accredited school, the approval of the faculty advisor and the academic advising office of the student’s school is required. A form for this purpose is available in the Registrar’s Office and the advising offices. The student must complete the form and take the form and a course description to the appropriate individuals for their approval signatures. A course taken to fulfill a requirement for a major/minor must also be approved by the major/minor department. In addition, all students taking general physics, economics, German, or a romance language elsewhere in the summer must have the approval of the appropriate department, whether the course is a requirement or an elective. Courses must be taken for a grade.

In order to transfer credit for previously approved summer work done elsewhere, students must arrange for an official transcript to be sent to the Homewood Registrar’s Office. A grade of C or better is required. The course title and the number of credits, but not the letter grade, are reported on the Hopkins academic record. If the summer work has not been previously approved, send the transcript to the student’s academic advising office along with a course description.

**B. Study Abroad**

See Study Abroad (http://e-catalog.jhu.edu/archive/2013-14/undergrad-students/academic-and-professional-opportunities-resources) in the Academic and Professional Opportunities and Resources section.

**C. Courses at Colleges and Universities in the Baltimore Cooperative Program**

See Registering for Courses at Cooperative Schools (http://e-catalog.jhu.edu/archive/2013-14/undergrad-students/academic-policies/registration-policies) in the Registration Policies section. The cooperative program does not operate during the summer session; courses taken at cooperative institutions are considered transfer credit and are subject to the same rules and limits as courses from other colleges and universities.

**D. Policy on Online Courses**

Students are not permitted to take online courses at other institutions while taking courses during the fall and spring semesters at JHU. Online courses taken from another institution during the summer or Intersession will be accepted for transfer credit if within the 12-credit limit and with prior approval from the student’s advising office.

**Policies for Students Admitted to JHU as Transfer Students**

**Credits Earned before Matriculation as Degree Candidate at JHU**

Transfer students who completed Advanced Placement or other exams during high school are subject to the same policies as students admitted directly from high school.

The policies described in Transferring Credits for College Courses Taken at Other Colleges or Universities (p. 2) in the preceding section also apply to transfer students, except for manner in which the transfer-credit limit is defined.

At the time of matriculation, transfer students into the Krieger School of Arts and Sciences may bring in up to 60 transfer credits towards a degree requiring 120 credits. Students earning degrees requiring more than 120 credits in both KSAS and WSE may bring in more than 60 credits.

**A. Maryland Institute College of Art Transfer Students**

Maryland Institute College of Art students who transfer to Johns Hopkins may receive full credit for up to eight fine arts courses in their major program. In addition they may receive credit for any non-fine arts courses and normal academic courses. After matriculating at Johns Hopkins, MICA students may continue to take one additional fine arts course per semester at the Institute for credit and a grade.

**B. Peabody Conservatory Transfer Students**

Students who transfer from the Peabody Conservatory will be granted full credit for performance courses in their major instrument. For performance courses in other instruments, only one credit per semester will be awarded.

**Sources of Credit after Matriculation as a Degree Candidate**

All transfer students must complete at least four semesters in residence as a full-time student at JHU. Transfer students must be in residence for
at least two of their final four semesters, including the final semester prior to graduation.

At least 60 of the total degree credits must be earned while a full-time student at Johns Hopkins. All transfer students may transfer up to an additional 12 credits after matriculation in accordance to the policies established for students who matriculated at JHU as a freshman. Regardless of the number of total transfer credits, all transfer students must complete 60 credits at Hopkins and at least 4 full-time semesters.

**Details about Transferring Writing Intensive Credit**

Students who transfer to Johns Hopkins from another college or university, and Hopkins students who study abroad for a semester, may transfer up to 6 credits of writing-intensive credit for a course(s) under these conditions:

1. The course must meet University criteria for a writing intensive course;
2. Students must take the course during the regular academic year, in either fall or spring semester (there is no writing-intensive transfer credit for summer courses); and
3. Students must have a grade of B or higher in the course

Students who meet these criteria need to present an official transcript for the course to their respective advising office and present course materials to Patricia Kain, Director of the Expository Writing Program. To arrange a meeting, she may be emailed at kain@jhu.edu. Students should bring a syllabus, course description from the catalog or website, and the papers written for the course.

**Transcripts**

Students who want transcripts of their academic records at Johns Hopkins or who want them forwarded elsewhere should submit a written request to the Office of the Registrar three to five days before the transcript is needed. Transcripts may also be requested online at www.jhu.edu/registrar/transcript.html. Partial transcripts of a student’s record will not be issued.

Transcripts are normally issued only at the request of the student or with his/her consent. The only exception to this policy is the issuance of transcripts to offices and departments within the university.

**Grading Policies**

Grades are submitted to the Registrar at the end of the semester. Grades can be viewed online by students using their JHED account and password. Parents may be authorized to view grades in ISIS with permission from the student.

Parents are informed when students are in serious academic difficulty so that they may work with the university to help the student to improve academic performance. Parents are notified when a student is placed on academic probation or is dismissed for academic reasons.

Undergraduates who are financially independent may file a notarized statement of financial independence with the Registrar. This action assures that grades and notification will not be released to parents without the student’s consent.

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**Letter Grades and Grade Point Average**

Each letter grade corresponds to a numerical grade point equivalent to allow the computation of a grade point average. The letter grades and their grade point equivalents are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Performance</th>
<th>GPA Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>Satisfactory</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>Passing</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
</tbody>
</table>

For first semester freshmen:

- **S** Satisfactory: C- or above (credit earned)
- **UCR** Unsatisfactory with Credit: D or D+ (credit earned)
- **U** Unsatisfactory: F (no credit earned)

For all other undergraduates:

- **S** Satisfactory: C- or above (credit earned)
- **U** Unsatisfactory: D or F (no credit earned)

Other marks are used in special circumstances as follows:

<table>
<thead>
<tr>
<th>I/Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MR</td>
<td>Missing grade roster</td>
</tr>
<tr>
<td>MT</td>
<td>Multi-term</td>
</tr>
<tr>
<td>ND</td>
<td>Not officially dropped</td>
</tr>
<tr>
<td>R</td>
<td>Course repeated</td>
</tr>
<tr>
<td>W</td>
<td>Official withdrawal</td>
</tr>
<tr>
<td>X</td>
<td>No grade reported by instructor</td>
</tr>
</tbody>
</table>

**Grade Points and Grade Point Average**

To determine the grade point average, 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.

**A Sample Calculation of a Grade Point Average**

(table to be inserted after it is programmed)
Freshman First-Semester Grading Policy

Covered Grades

The letter grades earned by students in their first semester at the university are not reported on the transcript. Each course that was passed with a grade of C- or above is assigned the letter S (for Satisfactory) in place of a grade. These courses can be used to satisfy requirements for the major, for distribution, and for the writing requirement. Letter grades of D and D+ are assigned the grade UCR (for Unsatisfactory with Credit). Letter grades of F are assigned the grade of U (for Unsatisfactory, no credit earned). First semester courses that receive UCR grades and credits may be used to meet distribution requirements.

Transcript of First Semester Grades

All courses appear on the student’s permanent academic records. First-year students are assigned letter grades (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, or F) by the professor for each course taken. The letter grades are not entered on the official transcript; rather, they are represented by the S, UCR or U values described above. The actual grades are said to be “covered” by the S/U grades.

No first-semester grades are included in a student’s cumulative grade-point average. However, an internal GPA is used by the advising offices and faculty advisors to determine that a student has made academic progress during the first semester.

A transcript of first semester grades is not released outside the university. Faculty members may not release a student’s first semester grades. If a first-year student applies to transfer from the university in the spring term, before spring grades have been recorded, the student’s advising office can approve release of the actual first semester grades directly to the transfer institution. Once grades from the spring term or additional semesters have been added to the record, the covered grades will not be released.

Students who are applying for or renewing a scholarship may request a letter from their academic advising office stating whether the first semester grades meet the requirements for the scholarship. Students who can demonstrate that failure to release covered grades will prevent them from applying for scholarships or verifying eligibility for scholarships may request that their advising office approve release of the grades. A letter from the scholarship granting institution must state that the application cannot be considered without the actual grades.

Student’s Access to First Semester Grades

It is very important that students know what grades they have received in their first semester. Students may access their first semester grades in ISIS for Students.

Satisfactory/Unsatisfactory Grades

(Other than first-semester grading policy described above)

Beginning with the second semester of the first year, undergraduates may select one course each semester and summer at JHU to take for Satisfactory/Unsatisfactory credit. Students indicate their S/U choice on their add/drop form. AS students need the Advising Office approval for courses within their major or writing intensive courses. EN students need approval from the faculty advisor. Course instructors are unaware of which students in a class are registered for S/U credit. They submit letter grades to the Registrar for all students in their course.

Students must decide whether to take a course on a Satisfactory/Unsatisfactory basis by the end of the eighth week of the semester. This deadline applies to all courses, even those which may not have any graded work assigned or returned before the end of the eighth week.

S/U grades have no effect on a student’s grade point average. On the academic transcript, students who earn a grade of C- or above in an S/U course receive Satisfactory credit and a mark of S is entered on the academic record. Students who earn a grade below C- in an S/U course receive no credit and a mark of Unsatisfactory is recorded on the academic record.

Restrictions on Satisfactory/Unsatisfactory Grading

The S/U option applies only to courses in the fall, spring and summer terms in the School of Arts and Sciences and the School of Engineering. Only one course per semester or summer may be taken for S/U credit. However, an eligible student who registers for a course that is only offered for S/U credit may select an additional S/U course in the same semester. Language elements courses must be taken for a letter grade with the exception of Russian elements. Courses fulfilling a requirement for a major or minor must be taken for a grade (except in the first semester of the first year). If a student has taken a course for S/U credit and then changes to a major or minor that requires the course, the grade can be changed to a letter grade before graduation with the approval of the student’s academic advising office.

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. Procrastination or distraction by other pursuits are not regarded as compelling circumstances, and extensions in these situations are unfair to students who have completed their course requirements within the allotted time.

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. For example, if the student-based on the coursework completed by the end of the semester—would receive a C+ grade without the missing work, then the grade of I/C+ is entered on the transcript. If the incomplete grade is not resolved within the allowed period (the end of the third week of the subsequent semester), the incomplete grade is automatically converted to the reversion grade (a C+ in this example).

Students who are in good academic standing have until the end of the third week of the next semester to finish Incomplete work. Exceptions to this deadline require a petition from the instructor and appeal to the appropriate advising office before the end of the third week of the following semester. When appealing to change the deadline, faculty members must specify a new date for completion of the work which must be before the end of the current semester. Incomplete grades cannot be held over to another semester in order to complete the missing work by repeating the course. Students and instructors do not have an option in this situation. Graduating seniors are expected to resolve incompletes by the close of their undergraduate record. If the work is not finished by the deadline, the reversion grade will be recorded.
Incomplete grades do not affect a student’s grade point average, which is based upon the grades that are available for the term. However, students with three or more Incompletes on their record at the start of a semester may be prevented from making changes to their registration for the semester without the approval of the student’s advising office. Students who are on academic probation are not allowed to take Incompletes in courses without the approval of the student’s advising office. Unauthorized Incompletes will be treated as failures when evaluating the work of students who are on academic probation. Authorized Incompletes must be resolved no later than the deadline established by the Advising Office if the student is on academic probation.

Policy on Changing a Grade

Once an instructor has submitted a grade to the Registrar, grade changes 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.

Late Withdrawal from a Course

With extenuating circumstances, the following procedure may be used to withdraw a student from previous graded courses:

- Official notification to change a grade to a withdrawal must be submitted from the Office of the Dean of Student Life to Arts and Sciences Office of Academic Advising or the Office of Engineering Advising
- All notifications must include the last date of attendance and the instructor’s approval
- The Registrar’s Office will process the withdrawal and note the academic record
- Late withdrawals may adversely affect a student’s academic standing or satisfactory academic progress even with official approval.

Retaking a Course

Students may retake a course to absolve a grade of C+ or lower. The grade for the second attempt and the associated credits are recorded on the transcript and are calculated into the GPA. The original grade remains along with the notation “R” to indicate the course was retaken. Such R grades do not affect grade point calculations and do not carry credit toward graduation. Only the grade in the retaken course accures credit and applies to the GPA, even when the retaken grade is lower than the original grade. A student may retake one course without written permission. Taking the same course a third time or retaking another course requires written permission of the student’s academic advising office.

A course originally taken for a letter grade must be retaken for a letter grade. A course taken under the Satisfactory/Unsatisfactory grading option must also be taken under the Satisfactory/Unsatisfactory grading option. First semester courses whose grades are covered by S/U notation are considered to have been taken for a grade. If a student wants to retake a course from the first semester, the second attempt must also be for a letter grade.

To absolve a grade, the same course must be taken at Hopkins, not another college or university. In situations where the same course is no longer offered, students may be able to absolve a grade in one of two ways:

1. by repeating a course of comparable content and level, or
2. as an independent study

Both of these options require approval of the department and/or instructor responsible for the course and the student’s academic advising office.

Other Restrictions on Absolving a Grade

Grades may not be absolved by retaking a course after graduation.

Grades assigned by the Ethics Board due to an academic ethics violation may not be removed from the academic record by retaking the course. Both the new grade and the assigned grade will be shown.

Important Note About Credit and Grades for Language Elements Courses

Both semesters of language elements courses in French, German, Greek, Italian, Latin, Portuguese, Spanish, and languages offered in the Near Eastern Studies Department must be completed with passing grades in order to retain credit for the courses. If study of the language is terminated after the first semester, the student will lose the credit for the course. The course and grade will remain on the academic record, but no credit will be awarded and the grade will not affect the grade point average. This change to the record is generally made in the last semester prior to graduation by the student’s academic advising office, but students can also request that the advising office make the change at an earlier point. Students do not have to take both semesters of the first year of languages taught through the Language Teaching Center to retain credit from the first semester.

Students must take the language elements (or beginning) courses for a letter grade, with the exception of the Russian Elements course. The letter grade for first-semester freshmen will be covered on the transcript.

Students in the School of Arts and Sciences do not receive an area designation for these elements courses. For students in the School of Engineering, language elements (or beginning) courses can be substituted for humanities courses in meeting the distribution requirement.

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. Letters are sent to parents. Students’ hometown newspapers are also notified. To help the University place notification in your appropriate hometown newspaper, you may identify the newspaper in your community that is most likely to publish student news by completing this form.

Class Rank

The university does not calculate class rank and therefore, cannot provide this information to students or outside parties.
Academic Standing

All students are expected to monitor their grades each semester and to be aware that term grade point averages below 2.0 are unacceptable and put them at risk of dismissal if the unsatisfactory work continues the following semester. A student whose term GPA falls below 1.0 or earns less than 6 credits may be dismissed without having been on academic probation the previous semester.

The university notifies students about academic probation or unsatisfactory academic performance in writing. However, when incomplete or missing grades prevent the advising office from making a decision about academic standing, it may not be possible to send a timely notice to the student. In these cases, decisions about academic standing and dismissal will be based on the final grade report, whether or not previous letters regarding academic standing have been sent to the student. Also, a student who has ceased to keep up with his/her studies may be dismissed or suspended from the university even when satisfactory academic standards have been met in previous semesters.

Academic Probation

At the end of each semester, the Office of Engineering Advising (EN) and the Office of Academic Advising (AS) review the records of all undergraduate students to evaluate the academic progress of each student. A term grade point average of 2.0 or above in a program of at least 12 credits is required for good academic standing. Students who fail to attain this minimal level of performance will be placed on academic probation. A letter informing a student of this status and the terms of academic probation are sent to the student in January (for fall performance) or June (for spring performance). A copy of the letter may also be sent to the parent(s). Students with a term grade point average below 2.0 should consult with an academic advisor about their academic standing, even if they have not received a letter from their advising office.

The terms of academic probation are as follows: Students must complete at least 12 credits in the next semester, with a minimum G.P.A. of 2.0 and a cumulative G.P.A. of 2.0 or above. In making the G.P.A. calculation, incomplete grades (I) will be calculated as failures (F). In addition, any grade in a satisfactory/unsatisfactory course may be taken into consideration.

Students on academic probation may be restricted from registering for the maximum course load. Engineering students on academic probation are permitted a maximum of 14 credits during the probation semester.

Dismissal for Unsatisfactory Academic Performance

Decisions about the academic status of students on academic probation are made at the end of each semester by the Academic Review Committee. A student on academic probation who has not met the terms of probation will be withdrawn from the university for a minimum of one semester and a summer.

When a student is withdrawn from the university, several university offices are notified and several important consequences follow.

- Registrar’s Office: cancels the student’s registration for the next semester and authorizes a refund of tuition paid for that semester;
- Office of Student Financial Services: suspends financial aid and work-study aid to the student;
- Housing Office: cancels the student’s housing contract if the student is in university housing;
- Office of International Student and Scholar Services: performs duties as required by U.S. federal regulations regarding persons not eligible to study at the university.

The terms for readmitting a student who has been withdrawn for academic reasons are established by the Academic Review Committee. The readmission process is described in the dismissal letter. Students who have been dismissed should discuss the process with their advising office.

Students who receive prior approval to complete courses at another college or university during the period of dismissal are subject to the university’s 12-credit limit on the number of transfer credits that can be applied toward graduation.

A student whose term GPA falls below 1.0 or earns less than 6 credits may be dismissed without having been on academic probation the previous semester.

Satisfactory Academic Progress

Satisfactory academic progress (SAP) refers to minimal standards for grades and cumulative credits required to receive financial aid. The SAP policy is described here http://www.jhu.edu/finaid/return.html#satisfactoryacademicprogresspolicy.

Eligibility for Financial Aid

All regular degree-seeking students who are eligible to register are also eligible to apply for financial aid.

However, students should be aware that JHU scholarship funds are awarded for a maximum of eight semesters. Under some circumstances, a ninth semester of scholarship may be awarded on appeal. Federal and state aid may be available for additional semesters.

Eligibility to Register

Each semester, students are expected to pass at least 12 credits with a grade point average of at least 2.0. Students who fall short of these criteria will be placed on academic probation. Failure to meet these minimal standards for two consecutive semesters will make a student ineligible to register and result in academic dismissal for a minimum of one semester and one summer.

An academic appeals committee will consider student appeals of these decisions. The appeals committee will have the authority to rescind a decision to dismiss a student.

While students are required to maintain full-time status by registering for at least 12 credits per semester, rare circumstances may lead to a student receiving permission to register for less than 12 credits in a given semester because of illness, disability, or other unusual circumstances. Less than full-time status may affect some types of financial aid.

Academic standing will be reviewed at the conclusion of each regular term (fall and spring). Incomplete or missing grades may prevent timely notification to the student. A student’s academic performance during the summer term or intersession will not affect his/her academic standing.
Attendance and Absences

A Hopkins education is based on the exchange of ideas with distinguished faculty in the classroom and elsewhere. Although there are no university regulations concerning attendance, students are expected to attend all courses regularly. Students should consult with their instructors and/or teaching assistants when they have missed classes to explain the reasons for their absence and to stay on track in the course. Instructors are encouraged to establish their own policies regarding attendance, and it is the student’s responsibility to know those policies.

In certain courses regular attendance is given special importance. These include foreign language courses and the introductory courses in the Writing Seminars and Expository Writing. Instructors in these courses will lower a student’s grade for unexcused absences.

If a student is absent from classes over a period of several days without explanation, instructors are encouraged to inform the advising office of his/her school. In some cases, withdrawing from a class may be considered; however, the student must withdraw before the end of the eighth week of the semester and still remain in at least 12 credits.

Absence From Class Due to Illness

The Health and Wellness Center does not provide documentation for students who miss individual classes. In these cases, students should communicate directly with their instructors.

If a student experiences a serious or extended illness that causes the student to miss a significant number of classes or major academic assignments, including mid-term examinations, the student can provide a physician’s documentation of the illness to the Dean of Student Life who will notify the student’s instructors.

Students who have significant illnesses that interfere with their ability to meet their academic obligations are encouraged to seek treatment at the Student Health Center and to confer with the appropriate academic advising office, which can assist students facing serious health problems. Students should also notify faculty when they are not able to complete work due to illness. Faculty who see a pattern of absences or late work are encouraged to confer with the student’s advising office.

Falsely reporting an illness or injury is a violation of the code of student conduct and is subject to disciplinary action.

Absence for Religious Holidays

Religious holidays are valid reasons to be excused from class. Students who must miss a class or an examination because of a religious holiday must inform the instructor as early in the semester as possible in order to be excused from class or to make up any work that is missed.

Approved Absences

The university encourages students to participate in varsity athletics and other significant extracurricular activities. Students who must miss a class or an examination because of participation in a scheduled in-season varsity athletic event must notify the course instructor as early in the semester as possible. Approved absences are granted at the discretion of the course instructor. When students must miss a scheduled examination, several solutions have been found by instructors. Students have been permitted to take an examination before leaving for the event, or coaches have served as proctors for examinations taken during the athletic event at approximately the same time as the other students in the course. Students have also been allowed to take the examination, or an alternative examination, upon their return from the athletic event.