

GRADING SYSTEM AND ACADEMIC RECORDS

Grading System and Academic Records

General Grading Policy

The grading scale used for official grades for all School of Education students is listed in the table below.

Grading Scale

Range	Grade	Quality Points
93.5–100.0	A	4.0
89.5–93.4	A-	3.7
86.5–89.4	B+	3.3
82.5–86.4	B	3.0
79.5–82.4	B-	2.7
76.5–79.4	C+	2.3
72.5–76.4	C	2.0
69.5–72.4	C-	1.7
69.4 and below	F	0.0

The following grades* are NOT assigned a Quality Points value:

I	Incomplete
P	Pass
NP	No Pass (for non-credit courses only)
MR	Missing Roster. No grade reported as yet by the instructor, not a failing grade
W	Official Withdrawal (not assigned by the instructor)
X	Grade not yet submitted by instructor

* The grade of A+ is not awarded at any level.
The grades of D+, D, and D- are not awarded at the graduate level.

No notation on an official report may be changed except to correct an error or to replace an "I" (incomplete) grade.

School of Education records are sealed thirty (30) days after the conferral of a degree. After this date, no changes will be made to a student's academic record.

Note: Some programs may have additional grading requirements. For further details, please refer to the individual program descriptions in this catalogue.

ALTERNATIVE GRADING SCALE

Some courses may choose to employ a Pass (P)/Fail (F) grading system rather than a letter-based grading scale (as outlined in the above table). In such cases, the award of a Pass (P) grade is equivalent to the award of a "B" grade or above, while the award of a Fail (F), and the consequences thereof, equate to the award of an "F" grade in the letter-based grading

scale. The use of the Pass (P)/Fail (F) grading system for courses should be clearly stated in the course syllabus.

NOTE: **Beginning March 2020, Johns Hopkins University was affected by the global COVID-19 pandemic. Grading policies (from the Spring 2020 semester through to the Summer 2021 semester) were modified so that students were allowed to switch any of their courses from a letter grading method to Pass/Fail. During that time, the award of a Pass (P) grade was equivalent to the award of a "B-" grade or above.

Note: Pass (P) grades are not considered in the determination of a student's Grade Point Average (GPA). However, for credit-bearing courses, Fail (F) grades awarded on the basis of the Pass (P)/Fail (F) grading system will count toward a student's GPA.

Grade Point Average

HOW TO CALCULATE GRADE POINT AVERAGE (GPA):

1. Multiply the number of credits for each course by the grade points/quality points (noted on Grading Scale) associated with the grades received in each course.
2. Add grade points/quality points.
3. Add credits.
4. Divide grade points/quality points by the number of credits.

A Sample Calculation of a Grade Point Average

Grade	Credit	Grade Point Equivalent	Grade Points Earned
A	3	4	12
A-	3	3.7	11.1
B	3	3	9
B+	3	3.3	9.9
TOTAL	12		42
GPA = 42/12 = 3.5			

Failure (F) Grade

An "F" (failure) grade indicates the student's failure to complete satisfactorily the work of the course. No grade of "F" may be counted toward a graduate degree or certificate. If the course in which the "F" is received is not required for graduation, it need not be repeated. However, if the course is required, it must be repeated. If the required course involves laboratory work, both the lecture and laboratory work must be repeated, unless the instructor grants permission for a student to retake only one of these course components when repeating the required course. In all cases in which an "F" grade was received, the failing grade will remain on the transcript and will be calculated into the grade point average, unless the course is repeated. (Per the School of Education's Repeated Courses policy, when a course is repeated, both the original F and repeated course grades appear on the academic record; however, only the repeated course grade is used in calculating the grade point average.)

Withdrawal (W) Grade

The "W" (withdrawal) grade signifies an official withdrawal from a course approved by the Office of the Registrar. It is not assigned by the instructor. Students who wish to withdraw from a course must submit an Add/Drop Form (downloadable from the School of Education's website here (<https://education.jhu.edu/current-students/academic-support-registration/forms-petitions/>)).

Incomplete (I) Grade

Students who experience extenuating circumstances that prevent them from completing coursework within a given term may request an Incomplete (I) grade from their instructor using the Incomplete Grade Contract (See: <https://support.sis.jhu.edu/find-answers/records-and-registration/grade-inquiry>) for more information. An 'I' (Incomplete) grade is used when the instructor is not prepared to give a final grade for the course because of some justifiable delay in the student's completion of specific coursework. The student and the instructor should complete the Incomplete Grade Contract before the last day of the class. After grading the student's completed work, the instructor submits a final grade in faculty self-service. All work associated with an 'I' grade must be completed, and the final grade must be submitted by the last day of following academic term, including summer. If the work is not completed within this time frame, a grade of "F" automatically replaces the "I" on the student's academic transcript. No additional exceptions or grade change requests from the instructor or department will be accepted.

Repeated Courses

A graduate (master's or certificate) student may voluntarily repeat one course while enrolled in a program and it can only be a course in which a grade of B- or below was received. The course may be repeated only once.

Note: Students who are placed on academic probation may be required to repeat one or more courses — see policy on Unsatisfactory Academic Standing. Courses that students are required to repeat as part of their academic probation do not count as "voluntarily" repeated courses.

When a course is repeated, both the original and repeated course grades appear on the academic record; however, only the repeated course grade is used in calculating the grade point average. Course credit may be applied toward degree requirements only once, even if a course is repeated. The repeated course is indicated with an "R" on the academic record. Graduate students should be aware of the following when repeating courses:

- Only one course with a grade of C+, C, or C- will count toward a graduate (non-doctoral) degree program. Graduate students do not receive credit toward their degree or certificate for courses in which subsequent C+, C, or C- grades are earned.
- The number of F grades used to determine academic disciplinary actions includes repeated course grades (see policy on Unsatisfactory Academic Standing).
- Graduate (master's or certificate) students must achieve a minimum cumulative grade point average of 3.0 (on a 4.0 scale) to receive approval for graduation.
- Some programs, particularly at the master's level, may have additional grade requirements for repeated courses—for example, stricter requirements for internship courses. Students should refer to the program page in the Academic Catalogue or the program handbook (where applicable) for more information on program-specific course or grading policies.

Please note that a student may be eligible to receive federal financial aid (Title IV funds) if it is the first time that they are repeating the course.

Grade Reports, Transcripts, and Academic Record Requests

Grade Reports

Currently enrolled students can access their semester grades and review and update their address information via the SIS Self-Service website.

Transcripts

Students who wish to obtain transcripts of their School of Education academic records should access the School of Education's website (<https://education.jhu.edu/current-students/academic-support-registration/transcripts-records/>) for information on how to order transcripts online or by mail. Students who wish to obtain transcripts from previously attended colleges and universities should contact those institutions directly.

Photocopies of transcripts received by the School of Education from other domestic educational institutions will not be made available to a student. These documents are submitted specifically for consideration of admission and cannot be made available for any other use. Requests for photocopies of transcripts from international educational institutions, however, will be considered due to the difficulty of obtaining those documents directly.

Note: *Transcripts will not be released without a student's signed authorization.*

Effective July 1, 2023, Johns Hopkins University will no longer withhold academic transcripts from current or former students if a financial debt is owed to the University.

Academic Records Requests

Requests to inspect and/or receive copies of documents (other than transcripts from previous institutions and confidential letters of recommendation) maintained in the academic record of a student may be submitted under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA (<https://www.jhu.edu/assets/uploads/2017/01/ferpa.pdf>)), as amended. Students wishing to inspect and review their education records must submit a Request to Inspect and Review Education Records (https://jh.qualtrics.com/jfe/form/SV_cA85RoH5Hrtke1w/) form.

JHU will comply with requests for access to records in a timely manner and no later than 45 days from the date of receipt of the official request.

Verification Requests

- Current students may print an enrollment verification certificate through SIS (<https://sis.jhu.edu/sswf/>) self-service, or submit a Request for Verification Services Form (<https://education.jhu.edu/student-resources/office-of-the-registrar/forms-and-petitions/>) to the Office of Student Enrollment and Account Management (SEAM) (<https://seam.jhu.edu/contact/>).
- Alumni may request an enrollment or degree verification letter by submitting a Request for Verification Services Form to the Office of Student Enrollment and Account Management (SEAM) (<https://seam.jhu.edu/contact/>).
- Third-party companies may request enrollment or degree verifications through the National Student Clearinghouse. (<http://www.studentclearinghouse.org/>)

For additional assistance with verifications, please submit a support request through the Office of Student Enrollment and Account Management (SEAM) (<https://seam.jhu.edu/contact/>) .

Loan Deferment Requests

Loan deferment is certification of enrollment and is processed by the Office of the Registrar. The School of Education participates in the National Student Clearinghouse, which is an industry-sponsored consortium that was created to simplify the enrollment verification and deferment processes for schools. The Clearinghouse is responsible for providing status and deferment information, on behalf of the school, to guaranty agencies, lenders, servicers, and the Department of Education's National Student Loan Data System (NSLDS).

During the second week of each month, the School electronically transmits a report of students' enrollment status to the Clearinghouse, which, in turn, will supply verification of enrollment to lending agencies. Deferment forms submitted to the Office of the Registrar will be forwarded to the Clearinghouse for processing. Students may contact the Clearinghouse (<https://www.studentclearinghouse.org/contact/>) if it appears a lender has not accessed the correct information.

Note: *Half-time status for graduate students equates to a minimum of 4.5 credits per semester in fall/spring terms, and 3 credits in summer terms.*

Family Educational Rights and Privacy Act (FERPA)

The University maintains its records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (commonly known as FERPA), as amended. Please see the Office of the University Registrar's FERPA compliance page (<https://registrar.jhu.edu/ferpa-compliance/>) for details. For any questions regarding JHU's FERPA compliance protocols, please submit a support request through the Office of Student Enrollment and Account Management (SEAM) (<https://seam.jhu.edu/contact/>) or contact the Office of General Counsel (<https://generalcounsel.jhu.edu/contact/>). Additional information, forms, and frequently asked questions about FERPA are available on the Office of the University Registrar's FERPA Resources (<https://registrar.jhu.edu/ferpa-resources/>) website.

Retention of Records

The academic record includes all documents related to an individual student such as application for admission, letters of recommendation, etc., as well as the record of academic performance commonly referred to as the transcript.

Retention of student records is dependent on an individual's student status within the School of Education.

- Records for individuals who are denied admission are retained for a period of two years.
- Records for students who are admitted to a program but do not register for courses are retained for a period of two years.
- Records for students who are admitted to a program, enroll, but do not complete the program and do not graduate are retained for five years after the last term of enrollment.
- Records for students who are admitted to a program and graduate from that program are retained for five years from the date of graduation.

Transcript records are archived permanently in the Office of the Registrar. Documentation pertaining to registration is held only for a period of five years. If any questions should arise regarding documentation of

enrollment in a course beyond that five-year period, it will be the student's responsibility to produce proper documentation to support any claim for a change to their record. **However, School of Education records are sealed thirty (30) days after the conferral of a degree. After this date, no changes will be made to a student's academic record.**