

TRANSCRIPT LEGEND: Prior to Summer 1989

GENERAL INFORMATION

This guide is for interpreting any symbols or codes shown on transcripts issued by the Registrar's Office for the School of Education. The school operates on a semester calendar with a Summer Session and January Intersession.

The School of Education has 3 locations in the Baltimore/Washington area: Columbia, Montgomery County, and the Homewood campus in North Baltimore. Students may take courses at any of these locations or on-line to fulfill degree program requirements.

SCHOOL NAME CHANGE HISTORY

January 2007 – present	Johns Hopkins University School of Education
July 1999 – December 2006	School of Professional Studies in Business and Education NOTE: In January 2007, the School of Professional Studies in Business and Education was separated into two schools: The Johns Hopkins University Carey Business School and the Johns Hopkins University School of Education.
1984 – June 1999	School of Continuing Studies
1965-1984	Evening College
Prior to 1965	McCoy College

TRANSCRIPT INFORMATION

Computer-generated transcripts were first issued, effective summer 1989. These transcripts are significantly different from the previous format. The following information encompasses the format used prior to the introduction of computer-generated transcripts.

HEADER

The student's biographical information, the student's previous degree(s) and institutions(s) and the degree, degree program, and the date of admissions to the degree program is recorded. The JHU degree and date of conferral is indicated if a degree has been awarded.

BODY OF TRANSCRIPT

Courses are listed by the semester/year in which the student registered. Handwritten or typed grades are indicated in the grade column. No cumulative GPA is calculated. Comments are placed in the Notes column of the transcript with a line reference number.

COURSE NUMBERING SYSTEM INFORMATION

Course Number

The four- or five--digit course number contains two code numbers. The digits left of the period denote the department by which the course is offered. Those to the right, described below, indicate the minimum status required of course reigstrants and the kind of credit that may be earned.

100-299	Open to all students for undergraduate credit only
300-599	Open only to students of advanced standing for undergraduate credit or graduate credit where approved
600-899	Open only to students approved for graduate credit

Course Credit

The credit allotted to each course is indicated following its description in the course listing. The student is not permitted to enroll in a course for more or fewer credits than are stated in the course description. It should be noted that while courses numbers in the 300-599 and 600-899 series offer more credit per hour of class than those in the 100-299 series, students are required to do sufficient work on an individual basis to merit the additional credits. Courses in the 100-299 series require an average of approximately 2 hours of study outside of class for each hour of lecture; courses numbered 400 or above require an average of 3 hours of outside preparation for each class hour.

GRADING SYSTEM INFORMATION

GRADE	QUALITY POINTS
A	4.0
B	3.0
C	2.0
D *	1.0
F	0.0
P	Not calculated

* *The grade of D is awarded at the undergraduate level only.*

SYMBOL	MEANING
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W/WD	Official withdrawal/not a failing grade
AU/AUD	Audit
U, V	Auditor/Visitor (discontinued May 1975)
J	No grade given until the end of the 2 nd semester (discontinued)
M/MR/X	Missing grade/no grade reported as yet by the instructor
I	Incomplete, not a failing grade
X	Course not taken in semester indicated
R	Denotes a repeated course. Symbol appears at both entries of course on Record. Only the later entry is calculated in the grade point average and counts only once toward the degree.
G, GC	Denotes graduate credit* received for completion of course or has the eligibility to receive graduate credit.

*If a course is on a graduate academic record, it is assumed that the student will receive graduate credit for that course. Course credits in parentheses denote undergraduate credit.

COMMENTS

GRADUATION WITH HONORS – This statement appears on a transcript if a student graduated with at least a 3.5 cumulative GPA. (Discontinued for graduate students in 1992)

MSDE CERTIFICATION – The Maryland State Department of Education has approved this comment for reporting completion of licensing program requirements using NASDTEC recognized state standards.

ACCREDITATION STATEMENT

The Johns Hopkins University is accredited by the Commission on Higher Education, Middle States Association of Colleges and School.

TRANSCRIPT VALIDATION

Official transcripts are valid only when bearing the signature of the Registrar. Each transcript is printed on Scrip-safe, global watermarked protected paper. To verify the paper, translucent globe icons should be visible when held toward a light source.

Copies issued to the student will be stamped “PLEASE NOTE, THIS TRANSCRIPT WAS ORIGINALLY GIVEN DIRECTLY TO THE STUDENT NAMED.”

FURTHER INFORMATION

For information regarding transcript interpretation, please contact the Registrar’s Office at (410) 516-9816 or soe.registration@jhu.edu.

