

TRANSCRIPT LEGEND: Summer 1989 - 2007

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

HEADER

In addition to the student's biographical information, the student's major field of study, and classification is recorded. The degree and date of conferral is indicated if a degree has been awarded.

BODY OF TRANSCRIPT

The term subheading shows the division of the student's enrollment, the classification, and the major field of study. Grades are generated in the grade column directly from the University Student Information System. Additionally, the credits awarded and the Term and Cumulative GPA appears after each term. Any examinations or additional activity will be reflected by comments following the list of courses for which the student registered to present a comprehensive history of work attempted and completed within the term.

STUDENT CLASSIFICATION CODES

Undergraduate:

- 10 - Special, non-degree student
- 17* - Associate degree student
- * - NOTE: No admissions to Associate degree program after 1992
- 18 - Certificate program student
- 19 - Baccalaureate student
- 28 - Special Student – graduate status pending
- 29 - Pre-admissions/conditional acceptance

Graduate:

- 30 - Special, non-degree student
- 31 - Master's degree student
- 32 - Doctoral student (effective 1993) – Prior to 1993, included master's degree students
- 39 - Certificate student

COURSE NUMBERING SYSTEM INFORMATION

School (JHU academic division in which course was attempted or completed):

New Code	Old Code	School
AS	1	Arts and Sciences
BE	CS	School of Education
ED	BE	School of Education
BU	BE	Carey Business School
CS	2	Continuing Studies (prior to Summer 1999)
ME	3	Medicine
PH	4	Public Health
NR	4	Nursing
EN	5	Engineering (effective 1982)
SA	7	School of Advanced International Studies
PY	0	Peabody Conservatory

Department*

499-499	Liberal Arts
600-699	Education
700-799	Business and Public Safety Leadership
800-899	Education

*Any courses appearing on the transcript with a school code other than BE or CS requires an explanation of the department code from that JHU academic division.

Course Number

100-299	Undergraduate level
300-499	Open to both undergraduates* and graduates
500-599	Open to both undergraduates** and graduates
600-899	Graduate level

*Must have completed at least 60 credits; special students are only permitted to register for 300-level courses with adviser's permission.

**Matriculated undergraduate students who have at least 60 credits, a B average, appropriate academic background in the subject area and adviser's approval.

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
W/WD	Official withdrawal/not a failing grade
AU/AUD	Audit
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
R	Denotes a repeated course. Symbol appears at both entries of course on Record. On 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.

DEGREE REQUIREMENTS COMPLETION – Students completing degree requirements prior to the conferral date have a comment located at the end of the term of completion indicating the date on which requirements were fulfilled.

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.education@jhu.edu.