

TRACKING YOUR PROGRESS TOWARDS FULFILLING YOUR DEGREE REQUIREMENTS

Computer Science MSE and MSSI
Computer Science PhD

It is important that you and your academic advisor have regular discussions about your progress towards fulfilling your coursework requirements. Courses that are graded pass/fail are not calculated in the GPA. The Registrar's office does not calculate GPA's on graduate student transcripts, but we do expect you to maintain at least a 3.0. Multiply the numerical value of the grade times the number of credits to get the quality points for each course. Then divide that number by the total number of credits. This will give you your GPA. Here is the scale we use when calculating GPAs:

A 4.0
A- 3.7
B+ 3.3
B 3.0
B- 2.7
C+ 2.3
C 2.0
C- 1.7
D+ 1.3
D 1.0
D- .7
F 0

Whenever it is determined that a graduate student has failed to meet minimum academic requirement (3.0 GPA), research, and/or TA requirements, that student may be placed on academic probation. This change in status requires a formal letter and a meeting between the student and either his/her faculty advisor, chair, and/or departmental director of graduate studies. The letter should clearly outline the student's academic shortcomings, indicate the corrective measures necessary to remain in the program and state the length of the student's probationary period. Any funding ramifications for the student should be included as well. Following the conclusion of the stated probationary period, the program must inform the student of his/her status based upon whether the student has met the requirements as stated in the probation letter.

Typical probation outcomes include:

- removal of the student from probation
- extension of the probationary period, or
- dismissal of the student.

While on probation, students maintain their active, enrolled student status and are expected to continue in their obligations, courses, and research, as appropriate. Whatever funding support in place at the start of probation (if any) remains in place during the probation period.

Please see the [full policy](#) for more information on process, appeals, etc.

Academic Dismissal

Dismissal After Probation

This must be done with a formal letter citing the reason for dismissal and requires a meeting between the student and his/her faculty advisor or the departmental director of graduate studies. Academic dismissal will be noted on the student's transcript at the request of the program and with the approval of the cognizant Dean. A student may appeal this decision.

Dismissal Without Probation

A student may be dismissed without a formal probation period under three circumstances:

1. if he/she meets the conditions for dismissal based on coursework as stated by the academic program in its department handbook or on its website;
2. if he/she fails an oral or written examination for which successful completion is necessary to continue in the program (as stated in the program's degree requirements), or if he/she fails to meet any condition resulting from a qualifying or GBO exam; or
3. if he/she is found to have committed academic or research misconduct and expulsion is the outcome of the deliberations as outlined in the [Homewood Graduate Academic Misconduct Policy](#) or the [University Research Integrity Policy](#). Under these circumstances, programs are expected to follow the same procedures for Dismissal After Probation. In addition, students are also subject to immediate dismissal on non-academic grounds in accordance with the [Johns Hopkins Student Conduct Code](#) as well as all applicable policies at the [university policies page](#).