

ACADEMIC PROCEDURES MANUAL

Students are required to become familiar with the content of this manual. This information is not available in any other SAIS publication.

All degree-seeking students at SAIS are assigned a Hopkins email address that will be used for **all** communication to students throughout the year. It is imperative that students activate this account and monitor it so as not to miss important announcements and messages.

Bologna students should also consult the Bologna-specific regulations maintained by the Bologna Center Registrar for additional Bologna Policies.

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NOTICE OF NONDISCRIMINATORY POLICY

The Johns Hopkins University admits students of any race, color, gender, religion, national or ethnic origin, age, disability or veteran status to all of the rights, privileges, programs, benefits and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, color, gender, religion, sexual orientation, national or ethnic origin, age, disability or veteran status in any program or activity, including the administration of its educational policies, admission policies, scholarship and loan programs and athletic and other University-administered programs or in employment. Accordingly, the University does not take into consideration personal factors that are irrelevant to the program involved. Questions regarding access to programs following Title VI, Title IX and Section 504 should be referred to the Director of Equity Compliance and Education, who is responsible for the coordination of equal opportunity programs, 130 Garland Hall, 3400 N. Charles Street, Baltimore, Md. 21218, 410.516.8075.

Present Department of Defense policy governing participation in university-based ROTC programs discriminates on the basis of sexual orientation. Such discrimination is inconsistent with The Johns Hopkins University nondiscrimination policy. Because ROTC is a valuable component of the University that provides an opportunity for many students to afford a Hopkins education, to train for a career and to become positive forces in the military, the University, after careful study, has continued its ROTC program but encourages a change in federal policy that brings it into conformity with the University's policy.

UNIVERSITY PROCEDURES ON DISCRIMINATION COMPLAINTS OF STUDENTS

Following its policy of non-discrimination, the University is prepared to receive and resolve complaints of discriminatory treatment that are brought to the attention of any University academic or administrative officer. Students are encouraged to bring such complaints to the immediate attention of the Associate Dean for Student Affairs, the director of the program in which the student is enrolled or the Office of Institutional Equity (The Office) on the Homewood campus. Upon receipt of a complaint, The Office should be contacted immediately so that an investigation into the facts and circumstances may begin. The Office will coordinate the investigation and resolution of the complaint with affected parties and will prepare appropriate documentation pertinent to the complaint. The staff of The Office will consult with the parties involved in the dispute and make recommendations for the resolution of the complaint to the affected parties and the Office of the General Counsel. Inquiries regarding procedures on discrimination complaints may be directed to the Office of Institutional Equity, 130 Garland Hall, 3400 N. Charles Street, Baltimore, Md. 21218, 410.516.8075, TTY: 410.516.6225.

STUDENT CONDUCT CODE

Students are expected to refrain from conduct that injures persons or property. The University expects all students to be law-abiding citizens, to respect the rights of others and to refrain from behavior that impairs the University's

purpose or its reputation in the community. Students who have committed acts that are a danger to their own personal safety or that harm or have the potential of harming others, or who destroy, impair or wrongfully appropriate property, will be disciplined and may forfeit their right to be members of the University community. For example, students are expected to refrain from:

- A. Acts that disrupt or interfere with the orderly operation of teaching and research.
- B. Behavior that causes or threatens harm to others.
- C. Physical or verbal threats against or intimidation of any person that results in limiting his/her full access to all aspects of life at the University. This includes persistent, unwanted contact.
- D. Conduct that constitutes sexual abuse, assault or rape of another person.
- E. Activity that constitutes sexual harassment of another person.
- F. Refusing to comply with the directions of University officials, instructors, administrators or staff acting in performance of their duties.
- G. Refusing to appear or giving false statements when one is asked to present evidence or respond to an investigation in any case involving the Conduct Code.
- H. Theft or vandalism of University property, or property of others, or knowingly possessing stolen property.

- I. The unauthorized use, possession or storage of any chemicals, weapons or explosives, including fireworks, on University property.
- J. The unauthorized distribution, possession or use of any controlled substance (such as, but not limited to, illegal drugs).
- K. The possession or consumption of alcohol by individuals under the legal drinking age of the District of Columbia (21 years of age), or the provision of alcohol to minors.
- L. Intentionally or recklessly interfering with normal University activities or emergency services, or the unauthorized or improper use of University property, facilities or the University name or seal.
- M. Failure to observe policies regulating the use of University buildings, property or other resources.
- N. Violations of criminal law that occur on University premises or in connection with University functions, that affect members of the University community or that impair the University's reputation.

Other behavior may be equally inconsistent with the standard of conduct expected of a University student and the University's commitment to providing an environment conducive to learning and research.

Students should be aware that if they exhibit violent behavior or threaten the use of violence, SAIS can mandate a psychological assessment as a condition of continued enrollment.

HONOR CODE

Enrollment at SAIS obligates each student to conduct all activities in accordance with the rules and spirit of the school's Honor Code. The Honor Code governs student conduct at SAIS. It covers all activities in which a student presents information as his/her own, whether this information be in written papers, examinations, oral presentations, or materials submitted to potential employers or other educational institutions. It requires that students be truthful and exercise integrity and honesty in their dealings with others, both inside SAIS and in the larger community.

SAIS has adopted the University's policy on integrity in research that defines fraudulent abuses of strict standards of scholarship by faculty, students and staff. This policy can be found at http://jhuresearch.jhu.edu/Policy_on_Integrity_in_Research.pdf. Also see the section on Institutional Review Board (HIRB) for further information about conducting research.

1) Taking Examinations and Writing Papers

Students may not give or accept unauthorized assistance from others. Unauthorized assistance includes sharing oral and written information during examinations, or consulting written materials (including electronic) not authorized by the instructor. It is in each student's own interest to exercise discretion in the course of an examination. The desk should be clear of all books, papers and other extraneous matter that is not specifically authorized. Tests may not be taken out of the examination room without the professor's

permission or without prior approval for accommodations for students with disabilities and must be completed within the allotted time. Notes or other sources may not be consulted unless specifically authorized by the faculty member administering the examination. Electronic equipment cannot be brought into or used in a testing area unless authorized by the professor.

All material submitted should be the student's own original work. Students may receive assistance with their written English on assigned papers, not take-home exams, preferably through the English language program. Students should indicate this assistance on the work that they submit by attaching the following statement to the paper: "Assistance in terms of grammar and technical writing for this paper was provided by _____." Students are solely responsible for the analysis and research.

Plagiarism is defined as "the presentation of someone else's ideas or words as your own." (Allyn and Bacon Handbook) The Johns Hopkins University sets forth the following guidelines:

- A. Students should document any fact that is important to their analysis and that is not common knowledge, by citing the author, title and page number of the work in which it appears, including Internet sources. (Familiar or non-controversial facts need not be annotated: e.g. Melville, a native New Yorker, published many works of fiction, including Moby Dick in 1851, and published several volumes of poetry.)

- B. Any idea which is derived from another should be acknowledged and the source identified (by author, title, edition and page reference in the case of published writing, with the exception of dictionaries). This also includes Internet sources.
- C. Any crucial term and any phrase, sentence or longer passage derived from a text other than the student's own, should be enclosed in quotation marks or typed as a separate, indented paragraph and identified in the text or in a footnote.
- D. When a student paraphrases someone else's analysis or follows someone else's line of reasoning, including arguments that the student may only have heard and not seen in print, the student should acknowledge that fact in the text or in a footnote. The diction and phrasing should not duplicate or closely parallel the language of the source, but should show that the student can digest rather than just repeat what he/she has heard.

Students should be aware that they commit a form of plagiarism when they submit material for one course that was previously submitted for another course or when they submit the same material for two courses simultaneously. Although "self plagiarism" does not involve undocumented use of outside sources, it is a form of cheating that violates the spirit of the Honor Code. Often a professor will allow a student to rework a previous paper, but prior consent is necessary.

Whenever any question arises concerning proper footnote or bibliographical form or concerning what constitutes an Honor Code violation, students should check with their professors or consult a standard manual of style. Recommend sources are the Chicago Manual of Style or the MLA Handbook.

2) Reporting Breaches of the Honor Code

Students are strongly encouraged to report breaches of the Honor Code. Any reported infractions will be dealt with in total confidentiality by an Honor Code Board. By the act of registering at SAIS, each student automatically becomes a participant in the honor system. In addition, students will accept a statement during registration acknowledging an understanding of the Honor Code obligations.

Rules and Procedures for the Washington Campus

1. Reporting: Suspected violations of the Honor Code may be reported to either the Associate Dean for Student Affairs or the Associate Dean for Academic Affairs who will initiate the proceedings for adjudication of the allegation.
2. Composition of the Board: An Honor Board will be convened by the Associate Deans. They will co-chair this board and select the appropriate faculty to sit on the board.
3. Rights of the Accused: All matters dealing with Honor Code cases are strictly confidential. The

accused has the right to hear all the evidence against him/her. He/she has the right to present evidence in his/her defense.

4. Powers of the Honor Board/Students: As regards the accused, an Honor Board is empowered only to judge whether a clear and major act of intentional intellectual dishonesty has been proved beyond a reasonable doubt. If unanimous agreement on guilt is reached, the Honor Code Board may recommend expulsion or punishment short of expulsion; if unanimous agreement on guilt is not achieved, the Honor Code Board must acquit the accused. If guilt is determined, the evidence, minutes, name and recommendation for punishment are forwarded in total confidence to the Dean for final decision; if the accused is acquitted, the case is closed, the minutes are destroyed and the Dean is notified only that an Honor Board has met. In both cases, total confidentiality is required of all parties involved. In no case will a comment be made on the student's transcript.

5. Powers of Honor Board/Problems: Regardless of the judgment on the guilt or innocence of the accused, an Honor Board is empowered by a two-thirds majority to advise the faculty member concerned that his/her examination may have been compromised. In this case, the Honor Board may advise the faculty member that some remedial action (such as downgrading the importance of the examination) may be appropriate.

6. Restrictions on Honor Board: Under no circumstances may the name of the accused, the nature of the evidence or the minutes of the deliberations be forwarded to anyone but the Dean. These may be forwarded only when an Honor Board has voted unanimously to recommend punishment. Agreement to total confidentiality about all proceedings is an explicit condition of membership on an Honor Board.
7. Role of the Dean: The Dean has the final authority to decide an appropriate measure and is the final arbiter of any proposal to separate a student from the School. The Dean may mitigate a recommendation to expel.
8. Urgency: All cases should be dealt with as soon as possible after being reported in order to protect the rights of everyone involved and to assure a fair and speedy resolution of the case.

STATEMENT REGARDING PRIVACY RIGHTS OF STUDENTS (FERPA)

The Paul H. Nitze School of Advanced International Studies fully complies with the Federal Family Educational Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their education records. For more information on The Johns Hopkins University policy regarding FERPA visit http://www.jhu.edu/news_info/policy/ferpa.html.

SEXUAL HARASSMENT POLICY

The University will not tolerate sexual harassment—a form of discrimination, a violation of federal and state law and a serious violation of University policy. In accordance with its educational mission, the University works to educate its community regarding sexual harassment.

The University encourages individuals to report incidents of sexual harassment and provides a variety of avenues, both formal and informal, by which individuals can report complaints of sexual harassment. The University encourages reporting of all perceived incidents of sexual harassment, regardless of who the alleged offender may be. Individuals who either believe they have become the victim of sexual harassment or have witnessed sexual harassment should discuss their concerns with any member of the Sexual Harassment Prevention and

Resolution Program (<http://www.jhuua.org/shprp>). Complainants are assured that problems of this nature will be treated in a confidential manner, subject to the University's legal obligation to respond appropriately to any and all allegations of sexual harassment.

The University prohibits acts of reprisal against anyone involved in lodging a complaint of sexual harassment. Conversely, the University considers filing intentionally false reports of sexual harassment a violation of this policy.

The University will promptly respond to all complaints of sexual harassment. When necessary, the University will institute disciplinary proceedings against the offending individual, which may result in a range of sanctions, up to and including termination of university affiliation.

ALCOHOL AND DRUG POLICY

In keeping with its basic mission, the University recognizes that its primary response to issues of alcohol and drug abuse must be through educational programs, as well as through intervention and treatment efforts. In addition to providing appropriate educational programs throughout the year, each division of the University will include such programs as part of its orientation for new students.

The University further recognizes that alcoholism and drug addiction are illnesses that are not easily resolvable

by personal effort and may require professional assistance and/or treatment. Participation in such programs may be required of a student as a condition of continued enrollment.

The University will adhere to strict policies of confidentiality for all participants in drug/alcohol abuse rehabilitation programs as described in University and federal regulations covering confidentiality of student health records.

Maryland and District of Columbia laws prohibit the possession or consumption of alcoholic beverages by persons under age 21. The possession, use or distribution of illegal drugs as defined by federal, state and local statutes is prohibited.

Students are expected to obey the law. Individuals who violate the law, in addition to being subject to criminal penalties, may be subject to University disciplinary measures.

The University will not excuse acts of misconduct committed by students whose judgment is impaired due to alcohol or drug abuse.

POSSESSION OF FIREARMS ON UNIVERSITY PREMISES POLICY

The possession, wearing, carrying, transporting or use of a firearm or pellet weapon is strictly forbidden on University premises. This prohibition also extends to any

person who may have acquired a government-issued permit or license. Violation of this regulation will result in disciplinary action and sanctions up to and including expulsion, in the case of students, or termination of employment, in the case of employees. Disciplinary action for violations of this regulation will be the responsibility of the divisional student affairs officer, dean or director, or the Vice President for Human Resources, as may be appropriate, in accordance with applicable procedures. Any questions regarding this policy, including the granting of exceptions for law enforcement officers and for persons acting under the supervision of authorized University personnel, should be addressed to the appropriate security officer.

WHOM TO SEE FOR WHAT

SAIS Deans

Dean	Jessica Einhorn
Associate Dean for Academic Affairs	John Harrington
Associate Dean for Student Affairs	Bonnie Wilson
Associate Dean for Finance and Administration	Myron Kunka
Associate Dean for Development and Alumni Relations	Amir Pasic

All Deans are located in the Nitze Building

Location

Academic Affairs	Nitze, 415
Admissions	Nitze, 200
Business Office	Nitze, 311
Career Services	Nitze, 212
Financial Aid	Nitze, 314
Information Technology Services	Nitze, 317, 318
Intl. Student and Scholar Services	Nitze, 404, 404A
Language Studies	Rome, 3 rd Floor
Student Life	Nitze, 202
Registrar	Nitze, 301
Summer, Non-Degree and Pre-Term Programs:	Nitze, 403

Topic	Whom to See
Academic Advising (general)	Academic Affairs
Advanced Standing	Associate Dean for Student Affairs
Advisors (change of)	Registrar
Bidding	Registrar
Boren Fellowship (NSEP)	Associate Director for Student Life
Change of Degree Status	Associate Dean for Student Affairs

Dean's Letter to Graduate Schools	Associate Director for Student Life
Diplomas	Registrar
Disabilities	Associate Director for Student Life
Extensions on Incompletes	Professor approval on appropriate form, then Registrar
Financial Aid	Financial Aid
Fulbright Grants	Associate Director for Student Life
Grades	Registrar
Graduation Requirements	Registrar
Health Insurance	Business Office
Honor Code	Associate Dean for Student Affairs or Associate Dean for Academic Affairs
Housing Issues	Associate Director for Student Life
J-Cards (ID Cards)	Business Office
Immigration Advising for International Students	International Student and Scholar Services
Independent Study	Professor approval on appropriate form, then Registrar
Insurance	Business Office
Internship Info and Career Advice	Career Services
Joint-Degree Program Advising	Admissions
Language Proficiency Questions	Language Studies
Leave of Absence, Withdrawal or Campus Change (i.e. Bologna or Nanjing)	Associate Dean for Student Affairs, then Registrar
Lockers	Registrar
M.A. Oral Exams	Registrar
Part-time Status	Associate Dean for Student Affairs, then Registrar

Ph.D. Program Admission	Admissions
Registration for Classes at Other JHU Divisions and University of Maryland	Academic Affairs and Faculty Advisor
Registration for More than Four Classes and a Language	Academic Affairs
Reserving Rooms for Student Events	Associate Director for Student Life
Student Accounts	Business Office
Summer Programs	Office of Summer Programs
Transcripts	Registrar
Veterans Affairs	Registrar
Wireless Services	Information Technology Services

SAIS DC Academic Calendar*	
2007 – 2008	
Fall Semester 2007	
Monday, June 4–Thursday, July 26	Summer Programs
Friday, June 8–Monday, June 11	Online Economics waiver examinations
Friday, June 15	Deadline to meet requirements for spring 2007 diploma
Tuesday, July 17–Friday, August 31	Online registration for fall 2007 semester non-language courses
Monday, July 30–Tuesday, August 28	Pre-Term
Friday, August 3–Monday, August 6	Online Economics waiver examinations
Thursday, August 30–Friday, August 31	Orientation
Friday, August 31	Deadline for online registration for all non-language courses (9 a.m.)—All students MUST be registered to bid
Friday, August 31–Tuesday, September 4	Bidding for oversubscribed limited enrollment courses and foundation economics courses begins at 5 p.m. on August 31 and ends at 9 a.m. on September 4
Monday, September 3	Labor Day—SAIS closed
Tuesday, September 4–Wednesday, September 5	Core examinations
Tuesday, September 4–Friday, September 7	Language placement interviews and proficiency examinations
Wednesday, September 5	Bidding results are sent via email and classes begin
Wednesday, September 5–Tuesday, September 11	Online drop/add period for courses that did not go to bid
Tuesday, September 11	Language classes begin
Wednesday, September 12–Tuesday, September 18	In-person drop/add period at the Registrar's Office

Wednesday, September 12– Monday, September 17	Online language registration
Wednesday, September 12– Thursday, September 13	Bidding for limited enrollment courses that are now over-subscribed begins at noon on September 12 and ends at 9 a.m. on September 13
Thursday, September 13	Bidding results are sent via email by 5 p.m.
Wednesday, September 19– Tuesday, October 2	In-person exceptional drop/add period at the Registrar's Office
Wednesday, October 3– Tuesday, October 23	Course withdrawal period
Tuesday, October 23	Deadline to register for audit or to change courses from credit to audit
Friday, October 26	Deadline to resolve Incomplete grades from spring 2007 or summer 2007 terms without grade restriction
Thursday, November 1	Deadline to request leave of absence for spring 2008 semester
Wednesday, November 21– Sunday, November 25	Thanksgiving vacation
Monday, November 26	Classes resume
Saturday, December 1	Online registration for spring 2008 semester begins
Tuesday, December 4 – Friday, December 7	Language proficiency examinations
Friday, December 7	Last day of classes for fall 2007 semester; remaining Incomplete grades from spring 2007 or summer 2007 terms become failures; deadline to change courses from audit to credit

Monday, December 10	Reading day and Microeconomics/International Trade Theory final examinations
Tuesday, December 11	Reading Day and Macroeconomics/International Monetary Theory final examinations
Wednesday, December 12– Tuesday, December 18	Final examinations
Wednesday, December 19– Thursday, December 20	Core and M.A. oral examinations
Wednesday, December 19– Sunday, January 20	Mid-year break

Spring Semester 2008	
Saturday, December 1, 2007–Monday, January 14	Online registration for spring 2008 semester non-language courses
Friday, January 4–Monday, January 7	Online Economics waiver examinations
Monday, January 14	Deadline for online registration for all non-language courses–All students MUST be registered to bid
Thursday, January 17	Orientation
Tuesday, January 15–Friday, January 18	Bidding for oversubscribed limited enrollment courses and foundation economics courses begins at 5 p.m. on January 15 and ends at 9 a.m. on January 18
Friday, January 18	Bidding results are sent via email by 5 p.m.
Friday, January 18, and Wednesday, January 23	Core examinations
Monday, January 21	Martin Luther King Day—SAIS closed
Tuesday, January 22	Classes begin
Tuesday, January 22–Friday, January 25	Language placement interviews and proficiency examinations
Tuesday, January 22–Monday, January 28	Online drop/add period for courses that did not go to bid
Tuesday, January 29	Language classes begin
Tuesday, January 29–Monday, February 4	Online language registration
Tuesday, January 29–Wednesday, January 30	Bidding for limited enrollment courses that are now over-subscribed begins at noon on January 29 and ends at 9 a.m. on January 30
Wednesday, January 30	Bidding results are sent via email by 5 p.m.

Tuesday, January 29–Monday, February 4	In-person drop/add period at the Registrar's Office
Friday, February 1	Application deadline for financial aid for following academic year
Monday, February 4–Friday, February 15	In-person exceptional drop/add period at the Registrar's Office
Monday, February 18	Presidents' Day—classes will be held
Monday, February 18–Friday, March 7	Course withdrawal period
Friday, February 29	Deadline to request leave of absence for fall 2008 semester
Friday, March 7	Deadline to register for audit or to change courses from credit to audit; deadline to resolve Incomplete grades from fall 2007 semester without grade restriction
Monday, March 17–Sunday, March 23	Spring break
Monday, March 24	Classes resume
Tuesday, April 22–Friday, April 25	Language proficiency examinations
Monday, April 28	Last day of classes for spring 2008 semester; remaining Incomplete grades from fall 2007 semester become failures; deadline to change courses from audit to credit
Tuesday, April 29	Reading day and Microeconomics/International Trade Theory final examinations
Wednesday, April 30	Reading day and Macroeconomics/International Monetary Theory final examinations
Thursday, May 1–Wednesday, May 7	Final examinations

Thursday, May 8–Friday, May 9	Core examinations
Thursday, May 8–Tuesday, May 20	M.A. oral examinations
Thursday, May 22	Commencement
Monday, June 2–Thursday, July 24	Summer Programs
Friday, June 6–Monday, June 9	Online Economics waiver examinations
Friday, June 13	Deadline to meet graduation requirements for spring 2008 diploma

***Academic Calendar 2007–2008 subject to change. Please view the Registrar’s Web site at <http://www.sais-jhu.edu/student-services/registrars> for all updated information.**

ADVANCED STANDING

An M.A. student may petition for advanced standing at SAIS for a graduate degree of two or more years completed at another institution. The maximum number of courses granted is the equivalent of one SAIS semester, so that students complete the M.A. degree in three full-time semesters. Consideration is given only for relevant graduate degrees completed, not individual courses. The student should write to the Associate Dean for Student Affairs stating the relationship of degree elsewhere to the student's concentration at SAIS, and supply a copy of the transcript proving completion of the degree.

Students in the M.I.P.P. program are ineligible to receive advanced standing.

ADVISORS

Every effort has been made to assign each M.A. student to a faculty member who has expertise in his/her program. However, if a student would like to change his/her advisor, they must contact the Registrar's Office.

Advising implies mutual responsibility between faculty and student. Faculty have assigned office hours and are frequently available at other times. It is a student's responsibility to know these hours or to take the initiative to make alternative arrangements. The faculty of the International Economics Program are also available to provide advice on economics courses and specializations.

Through the Office of Academic Affairs, Nitze 415 or saisadvising@jhu.edu, students can receive general advising and support.

AUDITING A COURSE

The minimum obligation for auditing a course requires that a student attends all class sessions. Full-time M.A. and M.I.P.P. students may audit courses if they obtain the professor's approval. No approval is necessary for auditing a core course. Language courses cannot be audited during the fall and spring semesters. With permission, language courses may be audited during the summer. Classes that meet or exceed their enrollment limits cannot be audited.

See the Bologna manual for auditing courses in Bologna.

Students who intend to have an audit recorded on their transcript at SAIS must obtain the professor's signature on an "Official Audit Form," preferably early in the course, but not later than the seventh week of classes. The professor will note the requirements for auditing his/her class on this form. Both the professor and student must sign the form. This form must be submitted to the Registrar's Office. No course credit or letter grade is earned for an audit. The audited course is indicated on the transcript with AU. If a student fails to meet the audit requirements, a Withdraw from Audit W/AU will be noted on the student's transcript.

Part-time M.I.P.P. students are permitted to audit two courses during their time at SAIS at no additional charge. The audits will be listed on the transcript.

During the summer programs, all students must register and pay for auditing.

During the fall and spring semesters, those who wish to change the status of a course from audit to credit may do so (subject to section on Course Load and Full-time/Part-Time Definitions for the M.A. and M.I.P.P.) by asking the professor to sign the “Change to Credit Form” no later than the last day of class within that term. This form must be submitted to the Registrar’s Office on or before the last day of the semester in which the change from audit to credit has taken place. The professor’s approval will depend on the student’s regular class attendance and agreement to fulfill all the course requirements. Once changed from audit status to grade status, the course cannot be reversed to audit and vice versa.

BIDDING SYSTEM

SAISbids is used at both the Washington and Bologna campuses. Students are allocated points when they matriculate at SAIS. M.A. students receive 1000 points at their first semester and 100 additional points after each successfully completed semester. M.I.P.P. students receive 1100 points and Ph.D. students 1300 points. Visiting DiTella students receive 325 points.

Students may use their points by bidding in an attempt to gain entry into oversubscribed classes. Those students who bid the highest number of points gain entry and are charged the number of points they bid. Those who do not gain entry, retain those bid points. Registered students who do not bid are treated as bidding zero points. If two or more students have the same bid at the cut-off of enrollment, then a lottery is used to determine which of these students will be enrolled in the class. Students who bid more than their available points will not gain entry to the class.

The foundation economics classes of Microeconomics, Macroeconomics, International Trade Theory and International Monetary Theory are generally offered in multiple sections each semester. The goal is to have relatively equal enrollment between the sections of the same course. Bidding may be necessary to preserve some balance in enrollments.

There will be two rounds of bidding for courses that are oversubscribed. The first round of bidding takes place prior to the first class. Bidding for classes that become oversubscribed during the online drop/add period will take place after the first week of classes. Students should have alternative options selected for classes that may involve bidding. Students should attempt to attend part or all of the first class of the semester for both their first choice and alternate classes.

Information on oversubscribed courses and bidding deadlines is posted on the Registrar's Web site. It is each student's responsibility to view that Web page and take the required action.

M.A. students in their final two semesters do not need to bid on limited enrollment classes offered by programs in which they are primary concentrators, if there is space available. Once a student is certified as a joint-degree student, his/her third semester will be considered his/her final semester. At least one M.I.P.P. student who bids will be accepted into a limited enrollment course where entry to the class is determined by bidding. Each semester, special rules are posted on the bidding Web site.

CHANGE OF CONCENTRATION

Areas of concentration for M.A. students are recorded by the Registrar's Office when students are admitted to SAIS. If a student desires to change his/her concentration, he/she may inform the Registrar's Office before enrolling in classes for the first semester. Students in their first and second semesters must obtain the signatures of the program coordinator in the concentration they are leaving and the concentration they are entering via the "Change of Concentration Form." Third and fourth semester students must also fill out the "Change of Concentration Form," but must obtain the signatures of Program Directors in both concentrations. The form must be submitted to the Registrar's Office. If a student changes his/her concentration, he/she must follow the current requirements for that concentration.

COURSE LOAD AND FULL-TIME/PART-TIME DEFINITIONS FOR THE M.A. AND M.I.P.P.

Sixteen non-language courses are required for graduation with the M.A. degree. Three courses constitute a full-time

load—one of which may be a language class. The normal course load is four courses and a language class until language proficiency is met. M.A. students must spend a minimum of three fall or spring semesters in full-time residence.

M.I.P.P. students taking three or more courses, language included, are considered full-time. Eight non-language courses are required to fulfill requirements for the M.I.P.P. degree.

Students in both Washington and Bologna will generally take four non-language courses per semester. Students must obtain permission from the Director of Academic Affairs to take five non-language courses in a semester if they are 1) taking a language, 2) have past failing grades or 3) have current incomplete grades. No permission is needed for students who have met the language requirement for graduation and who are not taking another full language course. These students must also have a minimum GPA of B+ (3.33). Students in both Washington and Bologna may not take more than five non-language courses for credit per semester.

COURSES AT OTHER CAMPUSES

M.A. students may, with approval of their advisor and the Director of Academic Affairs, take up to two courses in the M.B.A. program at the Business School of the University of Maryland or any of the divisions of Johns Hopkins. M.I.P.P. students can take up to one class by following the same procedures.

DEADLINES

November 1	Deadline to register for graduation (“Application to Graduate Form”)
November 1	Request to attend Bologna Center for spring semester on space-available basis (“Change of Campus Form” must be submitted)
November 1	Notification of intent to return from leave of absence for spring semester (“Leave of Absence/Return from Leave of Absence Form”)
November 1	Leave of absence for spring semester (“Leave of Absence/Return from Leave of Absence Form”)
January 15	Request to attend Bologna Center for the following fall (“Change of Campus Form”)
January 15	Notification of intent to return from leave of absence for fall semester (“Leave of Absence/Return from Leave of Absence Form”)
February 1	Application deadline for financial aid for following academic year
February 29	Notification of change of status for fall semester of next academic year
February 29	Deadline for non-American Bologna students to indicate attendance at SAIS Washington in the fall (process completed through Bologna)
February 29	Leave of Absence for fall semester (“Leave of Absence/Return from Leave of Absence Form”)
March 28	Application for fellowships for Summer Programs courses
April 18	Application for Summer Programs courses
June 13	Last day to fulfill degree requirements for graduation in current year

Required forms can be found on the Registrar’s Web page.

DEAN'S LETTER OF RECOMMENDATION FOR FURTHER GRADUATE STUDY

Students who have applied for further graduate study at other schools and need a letter of recommendation from the Dean should provide the Associate Director for Student Life with the necessary forms from the schools, a copy of their application statement, a resume and an addressed envelope well in advance of the date due.

DISABILITIES

Students with documented disabilities who require an academic adjustment, auxiliary or other similar accommodation, should see the Associate Director for Student Life. For more information visit <http://www.sais-jhu.edu/studentservices/studentaffairs/disabilities/index.html>.

DROP/ADD/WITHDRAW

Students may change their courses any time during the online registration and drop/add period. Only exceptional drop/adds may be made in person at the Registrar's Office during the third and fourth weeks of classes. Note that adding courses between weeks two and four means that a student has been attending all classes and he/she must obtain written permission from that faculty member to add the course via a "Drop/Add Form." From the fifth to seventh week of classes, students may withdraw from a course via a "Withdrawal Form." Withdrawing from a course means that a W will be placed on a student's transcript. "Drop/Add" and "Withdrawal" forms are available at

the Registrar's Office. If, by changing courses, a student's status (full-time or part-time) is affected, he/she should be aware of the refund policies (see section on Refund Policy).

EXAMINATIONS

All examinations at SAIS are given under the Honor Code (see section on Honor Code). Many times blue books are provided for instructors and are located at the front desks of the Nitze and Rome buildings. Students are expected to write their examinations in these books unless they are told otherwise by the instructor. Students sign a printed pledge on the front of each blue book to abide by the Honor Code. Students may also be asked to use electronic software to take exams or may be required to complete take home exams or papers. All of these options are given under the Honor Code.

Core Examinations

M.A. students are expected to pass the two required core examinations by the beginning of their final semester. Certain programs require specific core exams be completed earlier than the beginning of the fourth semester. Consult program requirements for specific core deadlines. Students should check their program requirements carefully in planning which core examinations to take. No M.A. candidate is permitted to take the oral examination until core requirements have been met.

Core exams are given four times a year—in September, December, January and April/May. In some cases, two versions of the exam are offered. Students should consult the Registrar’s Web site to obtain information on the dates of exam offerings and the versions offered. Syllabi for the core exams and sample exam questions can be obtained on the Academic Affairs Web site: http://www.sais-jhu.edu/academic_affairs/studentresources.html.

The failure of a core exam is not officially recorded when there is no course credit involved. **Although students are required to complete core exams prior to their fourth and/or final semester, students are strongly encouraged to fulfill both core requirements by the beginning of their third semester.** If, by the beginning of a student’s final semester, he/she failed to pass or fulfill a core exam requirement, he/she will be required to register for the core course for credit.

Core exams that are not taken for credit will be graded. Those grades will appear on the student’s transcript, but will not count toward GPA calculations. Students have the option of taking the exam a second time for a higher grade that will then replace the lower grade on the transcript.

If a student fails a core exam twice, that student will be required to take the core course for credit. In that situation, the only recorded grade would be the grade received in the class.

Final Course Examinations

There is great variety in the structure of final examinations at SAIS. They may be closed book, open book, take home, written or oral. Each individual instructor determines the type of examination and whether there will be a final examination in his/her course. Final written examinations are usually three hours in length, although this can vary from course to course. The final examination schedule is listed with the schedule of classes which is available on the Registrar's Web site. Examinations are given in the same room as the regular class meeting unless otherwise specified.

If students find that they have more than two examinations in a twenty-four hour period, they may petition the Registrar for an alternative schedule no later than three weeks prior to the exam date.

Language Qualification Examinations

For specific information and details on language qualification examinations, visit the language program office or view the language program Web site.

Students are not required to take language classes at SAIS in order to pass the language proficiency examination if they have gained the necessary proficiency elsewhere. However, it is advisable to work closely with the appropriate language coordinator to determine a reasonable plan of study in preparation for fulfillment of the language requirement.

An international student, whose native language is not English and has studied in his/her native language through high school, may use English to fulfill the language graduation requirement unless his/her area of concentration requires otherwise.

All international students whose native language is not English must take the oral and written proficiency examinations in English before registering for their non-language courses. English language courses are highly recommended for those students who do not pass the English proficiency examinations. Students who do not pass these examinations may be asked to reduce the number of non-language courses taken per semester.

Master of Arts Oral Examinations

M.A. oral examinations are scheduled in December and May by the Registrar's Office. Students may not be scheduled for the M.A. Oral Exam unless they are expected to meet all graduation requirements at SAIS by the end of that semester.

An M.A. oral examination board consists of two faculty members: an economist and a faculty member from the student's other program concentration (a third is assigned when the student has a third area of concentration). The examination usually lasts forty-five minutes to one hour.

A tentative schedule of the oral examinations is posted in April. Students may not request specific faculty members for their boards, nor can they request a specific day or time for

the examination. Students need to be available during the dates set aside for oral examinations. Any unavoidable conflicts should be discussed with the Registrar's Office early in the semester.

Oral examinations can be arranged for those students finishing their coursework during summer session, or they can be scheduled for an oral examination the following December. It is the student's responsibility to notify the Registrar of his/her intent to take the M.A. oral at a time other than the final semester in residence. This should be done early in the semester in order for the Registrar to schedule the student for an examination during the appropriate semester.

Oral examinations are graded "Pass with Distinction," "Pass" or "Failure." Any M.A. candidate who fails an oral examination may be re-examined. If one section is failed, the re-examination on that section may take place, but only after two weeks. If both sections are failed, the re-examination must be scheduled after three months following the failure. The examining committee faculty members may or may not be the same members of the original panel. Any student who fails the oral may request to take a three-hour written examination on one or both parts of the oral exam according to the same schedule as oral retakes. A student who fails the M.A. orals twice should expect to be dismissed from the school. Such a student may petition the Associate Dean for Academic Affairs to retake the oral examination or its written alternative a third time. There is no provision for a fourth attempt.

FINANCIAL AID ACADEMIC REQUIREMENTS

In order to receive financial aid, students are expected to be enrolled full-time and making satisfactory academic progress. Any student who has a C or other failing grade will not be considered for SAIS financial aid. In addition, all required financial aid documents should be completed and submitted to the Office of Financial Aid by their respective due dates.

Students should be aware that SAIS financial aid is granted in the form of tuition reduction fellowships. Therefore, if a student receives a fellowship from another source that, added to the SAIS fellowship exceeds tuition and fees, SAIS reserves the right to remove a portion or all of the SAIS fellowship award.

GRADES

The highest grade given at SAIS is A. The lowest passing grade is B-. C and below is failing. The following grades and symbols are used on SAIS transcripts:

A	Excellent
A-	Very Good
B+	Good
B	Passing
B-	Minimal Pass
C	Failure (also used when an incomplete grade has not be made up by the deadline)
S	Satisfactory Completion of a non-credit course

MT	Multi-term Course
X	Missing grade (not yet submitted)
MR	Missing from Roster
F	Administrative Failure (when a student has failed a course due to an Honor Code violation or when unfulfilled financial or academic obligations exist on non-degree student records)
I	Incomplete
W	Withdrawal
W/AU	Withdraw from an Audit
AU	Audit

Non-language courses carry the equivalent of four semester hours each for transfer purposes.

Students may obtain their grades using Web services. Instructions for login are available on the Registrar's Web site.

Grade point average and rank in class are available by July 1 for each graduating class. This information does not appear on the student's transcript, but it is kept on file and is provided upon request to the student and to prospective employers or universities where the student is seeking admission. The SAIS grading system is based on a 4.0 scale with A equaling 4, A- equaling 3.67, B+ equaling 3.33, B equaling 3 and B- equaling 2.67. Grades of C and below carry no points. Grades in language classes are not included in the GPA.

Failing Grades

A failing grade (C or lower) cannot be removed from a student's transcript. If the course is retaken, it will appear a second time on the transcript with a new grade. The failing grade will also be figured into the grade point average. A student who receives a second failing grade before the first failing grade is made up, absent extenuating circumstances, will be dismissed from the school. Students who receive one failing grade or more than one B- will be warned that they are in academic trouble. A non-degree student who receives a failing grade will not be eligible to take additional coursework at SAIS.

A grade letter of C is placed on the transcript if a course is not finished by the deadline for satisfying an incomplete.

A failing grade of F, received because of violation of the Honor Code, cannot be removed.

Non-degree students who were conditionally accepted to SAIS and who have not met that condition by the end of that term, will receive an administrative F.

Grades of Incomplete

A grade of I (incomplete) may be given by a professor at the end of the semester. The professor, student, Associate Dean for Academic Affairs and the Director of Academic Affairs will receive notification of the incomplete. Students should submit all required work by the end of the eighth week of the following semester. Summer does not constitute a semester. Summer session students must

submit all required work by the end of the eighth week of the fall semester. After eight weeks into the following semester, no grade higher than a B+ will be assigned in a course where an incomplete has been allowed. The incomplete will automatically become a grade of Failure (C) on the last day of classes of the following semester, if a grade has not been submitted by that time. The instructor has authority to shorten or extend this deadline and has the discretion not to grant an incomplete.

Students and faculty both receive notices in late October and March from the Registrar's Office reminding them of the incomplete grades and of the deadline. If the instructor has not received a student's work, a grade of C is then recorded on the transcript. Students receiving such marks are required to register for an extra course in a subsequent semester in order to meet the total course requirement for their degree program. A grade of C is a failure. Students with two failures are subject to dismissal from the school.

Students who wish to petition for an extension of the above deadline must write a letter to the Registrar stating the basis for the request. The Registrar, with permission of the professor, may grant exceptions to the deadline in cases of prolonged medical illness.

In extenuating circumstances where incompletes still appear on student records after two and a half years, those incomplete courses must either be retaken or other courses must be taken in their place to complete degree requirements.

No M.A. oral examination will be held for a student with an unexplained Incomplete grade on the transcript from a previous semester unless the student has taken sixteen other courses and does not need the incomplete course to graduate.

GRADUATION

To be eligible for graduation, students must complete the “Application to Graduate.” The application must be submitted online by November 1 for May graduation. Students are strongly encouraged to periodically review their academic records with the Registrar, Director of Academic Affairs or Associate Director for Student Life prior to the application deadline. Many potential or related problems can be avoided or rectified by this communication.

In order to graduate, students must satisfy all academic requirements. Students must also clear all financial and library accounts and resolve all charges of misconduct or violations of academic ethics.

The university's absolute deadline for completing requirements in order to be considered a graduate of that year is June 13. Students who do not complete requirements until after this date must submit another “Application to Graduate” the following year. Diplomas are printed once a year and are destroyed after June 13 for students who have not completed requirements by that date. Those that complete their degree requirements in December do not receive their diplomas until the following May. The infor-

mation in this paragraph is university policy. No exceptions will be made.

Students spending their final semester in Bologna should be advised that, because of the later academic calendar there, it may not always be possible to have all requirements completed by mid-June. In this event, the SAIS Registrar notifies the university and a special extension of approximately one week is allowed.

Diplomas that need to be specially ordered (replacements or back-dated) will have a fee assessed before they are ordered.

Graduation Requirements

Master of Arts

- Two core examinations. Students must pass both exams by the beginning of their final semester or they must take the courses for credit
- Language proficiency examination passed
- Passing grades in 16 non-language courses (12 for students with joint-degree or advanced standing)
- Passing of the M.A. oral examination
- Fulfillment of program requirements
- Absence of financial obligations to SAIS
- Exit interview regarding student loans, if applicable
- Library clearance (no outstanding fines or books)

Master of International Public Policy

- Passing grades in eight non-language courses
- Passing English proficiency examination, if applicable
- Absence of financial obligations to SAIS
- Exit interview regarding student loans, if applicable
- Library clearance (no outstanding fines or books)

Doctor of Philosophy

(The requirements below are for students who matriculated prior to fall 2007. Incoming students should see the Ph.D. Web site for current graduation requirements.)

- Passing two Ph.D. methodology courses for students holding a SAIS M.A.
- Passing a minimum of eight courses, including those on Ph.D. methodology, for students without a SAIS M.A.
- Passing the International Economics oral equivalency examination for students without a SAIS M.A. degree
- Passing three written comprehensive examinations
- Approved and defended dissertation prospectus
- Fulfillment of language requirement:
 - Minimum of two language examinations (Passing of two courses in basic and applied econometrics can substitute for one language examination.)
- Successfully submitted to both the SAIS and the Hopkins Baltimore library, defended dissertation approved by graduate board

- Absence of financial obligations to SAIS
- Exit interview regarding student loans, if applicable
- Library clearance (no outstanding fines or books)

Graduation Ceremony Eligibility

Students whose “Application to Graduate” has been approved may walk, or participate, in the graduation ceremony. M.A. students may not walk in the graduation ceremony if they lack a combination of more than two of the following graduation requirements: completed courses and language proficiency. For example, M.A. students may not walk in the ceremony if they lack two of the sixteen required courses and need to pass proficiency in a language. M.A. students could, however, walk in graduation if they only lack two courses. M.I.P.P. students may walk in the graduation ceremony if they have completed all but one of their eight required courses. Courses in which incomplete or failing grades were received are not considered as completed.

Graduation with Honors

Graduating students are selected for honors based on their final grade point average. The top ten percent of graduating M.A. and M.I.P.P. students are designated as “Graduating with Honors.” This notation is posted on the student’s transcript in mid-summer, once all grades have been entered and averages computed.

The Christian A. Herter Award is given to the member of the graduating M.A. class with the highest grade point average during the first three semesters.

HEALTH INSURANCE

It is university policy that all full-time students maintain adequate health insurance coverage to provide protection against unexpected accidents and illnesses. Full-time students must purchase the University Student Health Insurance Plan or complete a waiver demonstrating health insurance coverage comparable to the University's plan. The Waiver must be submitted to the Business Office. All students, new and returning, must either enroll online or complete a waiver form.

IDENTIFICATION CARDS

Prior to entering SAIS, students should send two passport size photos to the Admissions Office, 1740 Massachusetts Ave., NW, Room 200, Washington, D.C. 20036. These photos are used to issue student identification cards (J-Cards), which will be available at Pre-Term or orientation, or students can pick them up at the Business Office, Room 311, during designated hours. The fee for replacement cards is \$25.

INDEPENDENT STUDY FOR CREDIT

All applications for independent study for credit must use the appropriate "Independent Study Form" (obtained from the

Registrar's Web site), which must be signed by the student and the supervising instructor. This form must be appended by a one-page prospectus for the project that must describe how the student intends to fulfill these requirements. The project must have a supervisor who is a full-time faculty member. The student must either prepare one long research paper or several short papers combined with periodic meetings with the faculty supervisor or sit for an examination. Independent study courses must be approved in advance. It is the student's responsibility to properly complete the form and return it to the Registrar's Office. Rules for incomplete courses apply equally to independent study courses (see section on Grades of Incomplete).

Students are permitted to take one independent study course during the M.A. or M.I.P.P. program. Non-degree students are not eligible to pursue independent study coursework.

No academic credit is given for work experience. A student who holds a job with strong academic content may, however, use job-related research as part of an independent study project with a member of the faculty. Credit for such a project is subject to the general rules for independent study.

INSTITUTIONAL REVIEW BOARD (HIRB)

The Homewood Institutional Review Board (HIRB) must exempt or approve human participant research within its jurisdiction (which includes SAIS) before contact with participants

or identifiable private information is initiated. There are tools on the HIRB Web site (<http://web.jhu.edu/Homewood-IRB/index.html>) and OHRP Web site (<http://www.hhs.gov/ohrp/humansubjects/guidance/decisioncharts.htm>) that will help you determine whether your project is human participant research that requires review and approval by HIRB.

Investigators are encouraged to contact the HIRB Office for assistance in determining whether a proposed activity is human participant research that requires review and either exemption or approval by HIRB whenever they have any doubt. Final determinations as to whether an activity is human participant research lie with HIRB and are made on a case-by-case basis.

JOINT-DEGREE PROGRAMS

SAIS students wishing to pursue a joint degree in a formal or approved ad hoc program may do so either by applying concurrently to both schools or by applying to the second school during their first year at SAIS. In order to be an official joint-degree candidate and to receive reciprocal credit from the two schools, the student must be admitted to the second institution during his/her first year at SAIS. If admitted during the first year at SAIS, it is the student's responsibility to inform the Registrar, who will advance the student's projected graduation by one semester. Students who are admitted to an additional graduate program during their second year will not be considered joint-degree students and will not receive credit toward their SAIS degree from that institution.

Ad Hoc joint-degree arrangements with SAIS must conform to the expectations established by the formal joint-degree programs (i.e. M.A./M.B.A. - SAIS/Wharton, etc.) and should be confirmed in writing. Students should also be able to demonstrate the international relevancy and other specific curricular and/or programmatic strengths of the institution being proposed. These considerations should be linked to the student's career objective.

If a student completes the SAIS component of an ad hoc joint-degree program first, he/she must request a leave of absence for the time spent at the other program. The SAIS degree will be awarded upon completion of the external degree program. It is the responsibility of the student to contact the SAIS Registrar's Office **at the beginning of the final semester** at the other program to ensure that his/her name is on the SAIS diploma order list and that all SAIS requirements have been completed.

Students in all joint-degree programs, established or ad hoc, must complete the requirements of both institutions before receiving either degree. Students who attend SAIS first may take their M.A. oral examination at the end of their third and final semester at SAIS, and may participate in commencement with their class if they wish.

For questions involving joint-degree arrangements, see the Director of Admissions.

LEAVE OF ABSENCE AND WITHDRAWAL

Students who find it necessary to take a leave of absence from SAIS must make the request in writing to the Associate Dean for Student Affairs. Normally, leave of absence will be

granted for no more than two academic years. The appropriate “Leave of Absence/Return from Leave of Absence Form” can be found on the Registrar’s Web page and should be submitted to the Associate Dean for Student Affairs. Once written permission has been granted, the form should be submitted to the Registrar. If a student returns from a leave of absence or from withdrawing after more than two years, in order to complete the degree, the student must follow the current degree requirements for that academic term. **The deadline for requesting a leave of absence is February 29 for the fall semester and November 1 for the spring semester. A penalty fee equaling \$1500 will be assessed after these deadlines. Alternatively, students may withdraw from the school and request readmission before the application deadline set for the semester when they wish to return.** They should contact the Admissions Office for information on the reapplication process. (The only exceptions to this policy are emergency leaves of absence. See below.) Leaves of absence normally begin at the end of a semester, when a student has completed coursework for that semester.

Students on leave of absence must notify the Associate Dean for Student Affairs in writing of their intention to resume the program in the next semester. The appropriate form can be found on the Registrar’s Web page and submitted to the Associate Dean for Student Affairs. Once written permission has been granted, the form should be submitted to the Registrar. The deadline for notification is January 15 for the fall semester and November 1 for the spring semester. International students in F-1 or J-1 student status must also notify the International Student and Scholar Services Director.

Students may request a waiver of the penalty fee in cases of emergency or for medical reasons. They may also request a waiver for academic reasons as determined by their program.

A student who wants to withdraw from all courses must inform the Associate Dean for Student Affairs by letter. This action is considered as withdrawal from SAIS. If eligible, refund of tuition payments will be made to students withdrawing of their own accord (see section on Refund Policy).

Students considering a change in their enrollment status are encouraged to consult the Office of Financial Aid regarding the impact on any financial aid funds received.

If a student withdraws from SAIS and is subsequently readmitted, they must meet the current graduation requirements. Readmitted students will not have to pay another matriculation fee. Consideration is not given for tuition paid previously for unfinished coursework.

Involuntary Leave of Absence

Students may be asked to withdraw or be placed on an involuntary medical leave of absence when their health or the manifestations of their health, render them unfit to continue the course of study. Prior notice and the opportunity to be heard will, under ordinary circumstances, be given before the imposition of an involuntary leave of absence. However, SAIS reserves the right to conclude that, on certain occasions, conditions exist that warrant

an immediate leave of absence in order to avert imminent harm to the student, or to other persons or property. In such an event, a student on an involuntary leave of absence will be apprised immediately of procedures for appeal and reinstatement by the Associate Dean for Student Affairs.

LIMITED CLASSES

A professor may limit enrollment in his/her class. Limits are noted in the class schedule and/or in the SAIS Course Offerings Web site. A bidding system for limited classes is used for oversubscribed classes (see section on Bidding System).

Non-degree students are not admitted to limited classes and are not eligible to participate in the SAIS bidding process.

LOCKERS

Lockers for full-time students may be arranged beginning the second week of classes with the Registrar's Office. Locker assignment is on a first-come, first-serve basis. Lockers are located in the basement. It is the students' responsibility to see that their lockers are empty at the end of each academic year. **SAIS claims no responsibility for items left in lockers that may be disposed of by a future tenant or by the school. Additionally, on June 15 all lockers will be opened and cleaned. Lockers will be reassigned to current students each year.**

PART-TIME/NON-DEGREE STUDENTS

A part-time/non-degree student takes only one or two courses per semester, regardless of the content, and must formally apply for admission to attend SAIS on a part-time/non-degree basis. **If a part-time/non-degree student is later admitted to SAIS as an M.A. candidate, credit can be given for up to four courses taken as a non-degree student. For the M.I.P.P. and Ph.D. program, credit can be given for up to two courses.** A petition form must be submitted to the Registrar's Office in order to be given credit. Credit must be requested within ten years of when the coursework was completed.

Applications are available from the Office of Non-degree Programs and admission is approved on a space-available basis.

Students may take a total of four courses on a part-time/non-degree basis at SAIS. Students can petition the Office of Academic Affairs to take additional non-degree courses. The Associate Dean for Academic Affairs reviews the petition along with the Office of Academic Affairs.

Admission to the Part-Time/Non-Degree Program does not imply admission to a degree program at SAIS. A part-time/non-degree student may take core courses, but is not eligible to take core exams aside from the course.

PH.D. PROGRAM

SAIS M.A. students who wish to apply to the Ph.D. program should do so during their second year by the

February 15 deadline. Program directors review applicants to their programs and may nominate up to two candidates per year for admission. The Ph.D. Committee receives the nominations and makes admission decisions in March. Notification letters are mailed in early April.

The deadline for applications for admission is February 15 each year, as is the deadline for applying for financial aid for both current Ph.D. students and applicants to the program. Renewal of financial aid awards is not automatic, and students must reapply each year on forms available in the Office of Financial Aid.

Candidates for the Ph.D. program must maintain a B+ average with no grade below a B-. Students are permitted only one failing grade from all three comprehensive exams and must pass the one permitted retake of the failed exam.

Information regarding Johns Hopkins dissertation requirements and formatting is located at: <http://library.cmstest.mse.jhu.edu/about/libraryatoz.html>. Students must submit a copy of their dissertation to both the SAIS library as well as to the Hopkins Baltimore library.

PROGRAM REQUIREMENTS

It is the responsibility of students in the M.A. program to make sure program requirements are satisfied in their concentration. Students can also review their progress with the Registrar, Assistant Registrar or Office of Academic Affairs at any time.

Program requirements are detailed in the catalog and on each program's Web site and may be modified from year to year. Therefore, the program requirements to be met are the ones listed in the catalog and on the program Web site in use at the time of a student's first enrollment as a degree candidate. Further information about program requirements can be obtained from the individual programs.

REFUND POLICY

The SAIS refund policy will be strongly adhered to and is charted below. The refund will be administered if there is a change in status from full-time to part-time study; a change in part-time study from two courses to one course; or if a student withdraws from SAIS altogether.

During first week	100% refund
During second week	90% refund
During third week	80% refund
During fourth week	70% refund
During fifth week	60% refund
During sixth week	50% refund
During seventh week	40% refund
During eighth week	No Refund

Withdrawal due to honor code violations is not subject to the refund policy.

Summer term refund policies do not follow this schedule and are noted in the Summer Programs catalog. They can also be found at: <http://www.sais-jhu.edu/non-degree/summer/finance.htm>.

Non-degree students forfeit their tuition deposit in addition to being subject to the withdrawal refund policy.

REGISTRATION FOR COURSES

For fall and spring, students are expected to register online for courses during the published dates of online registration. Student accounts are settled at that time with the Business Office. For summer classes, students should register via the application/registration form available from the Office of Summer Programs.

Class schedules, course syllabi and course evaluations to assist with course selection are available on the Web.

RELIGIOUS OBSERVANCES

Recognizing that SAIS students represent a wide variety of cultural and religious backgrounds, the faculty and administration have adopted a policy of reasonable flexibility regarding the scheduling of mandatory dates. If a religious observance prevents a student from being present for an exam, he/she should discuss the conflict with his/her professor at least three weeks in advance of the exam (or when the class is first notified of the date, if less than three weeks before the exam). Where the student is observing a traditional religious fast, a professor will attempt to administer his/her exam either early in the morning or later in the evening in order to allow the student to eat before taking the exam. This policy will be applied on a case-by-case basis.

RESIDENCY REQUIREMENTS

Candidates for the M.A. degree must complete a minimum of three fall or spring semesters as full-time resident students at SAIS. At least one of these full-time semesters must be at SAIS Washington. After completing the residency requirement, students must complete their coursework in no more than two additional semesters. SAIS staff members are exempt from this requirement, although they are required to spend one year in residence full-time if admitted to the M.A. program.

All first-year M.A. students enrolled at the Bologna Center are encouraged to remain in residence for the full year. In unusual situations, written requests for exception will be considered.

SUMMER PROGRAMS

SAIS students may attend the summer program and must observe the application deadlines of the Office of Summer Programs. A maximum of two courses may be taken during a summer session. Non-language courses taken through SAIS Summer Programs count toward the course requirements for degree students although no combination of summer courses may count toward the full-time residency requirement.

TRANSCRIPTS

Copies of transcripts are provided free of charge while full-time degree candidates are enrolled at SAIS.

Transcript requests are usually processed within five to seven business days. Part-time/non-degree students receive one transcript free of charge per semester. All additional transcripts are \$3 each.

After graduation or departure from the school, transcripts are \$3 each. They may be ordered from the Registrar's Office via the "Transcript Request Form" available on the Registrar's Web site.

SAIS reserves the right to deny issuing transcripts to students or alumni with financial holds.

TRAVEL BY STUDENTS

SAIS students often travel abroad during the course of their graduate education, both for internships and to pursue educational opportunities. On occasion, such travel may take them to places where personal safety and security are potentially at issue. It is recommended that all students contemplating travel take advantage of available resources to monitor safety conditions in other countries.

The Department of State maintains a helpful Web site and posts travel and safety advisories and warnings at <http://travel.state.gov> in addition to information on health, visa, travel warnings and medical information.

Any student who wishes to travel to a country on the DoS Travel Warning list must obtain special permission from his/her Program Director and from the Associate Dean for

Finance and Administration. All students traveling abroad must sign a liability waiver.

Students traveling on a university sponsored trip or funded by the SAIS Student Internship Fund are required to complete an online Emergency Contact Form, Liability Waiver and Travel Checklist before their departure. The forms are available on the following Web site: <http://www.sais-jhu.edu/studentservices/studentaffairs/travel/travel.html>.

VISAS AND IMMIGRATION MATTERS

The Office of International Student and Scholar Services (ISSS) is charged with monitoring legislation, regulations and policies at the federal, state and local levels that affect international educational exchange, and for interpreting and applying those directives in the SAIS environment in support of the University's teaching, research and community service goals.

The International Student and Scholar Services Director serves as the main resource for information regarding maintenance of a student's legal status in the U.S. and their employment options. The International Student and Scholar Director does not work for the U.S. Citizenship and Immigration Services (USCIS) and is not an agent of the U.S. government. The position is, however, charged with administering the F and J federal visa programs and is responsible for university compliance with federal regulations governing those programs.

Each international student is personally responsible for maintaining his/her immigration status throughout his/her stay in the U.S. and is encouraged to seek advice from the International Student and Scholar Services Director to ensure compliance with the appropriate regulations.

Students need to understand their responsibility in maintaining their legal status in the U.S., especially with respect to:

- Registration with immigration: 1. Students are required by Immigration law to report to the International Student and Scholar Director, 2. F-1 students must report to the International Student and Scholar Director no later than 30 days after the program start date listed on the student's I-20 Form, 3. J-1 students must report to the International Student and Scholar Director within 30 days of the program start date listed on the student's DS-2019 Form, 4. Students should report sufficiently in advance of the 30-day deadline to allow the school to complete the initial SEVIS registration process before the deadline, 5. The SEVIS records of students who do not register with immigration within the stated time frame will be automatically invalidated;
- The need to be continuously enrolled in a full course load while an F or J student at SAIS and the conditions under which a reduced course load is permitted with prior authorization from the International Student and Scholar Services Office;
- The need to follow the employment guidelines associated with the particular immigration status

with respect to the number of hours per week a student may legally work and the types of employment in which a student may legally engage;

- The need to obtain an updated immigration document for a student and/or any dependents whenever there is a significant change in the source of funding, level of study, etc.;
- The need to request a new immigration document if traveling outside the U.S. for more than five months;
- The need to make reasonable progress toward the degree and to request any needed extension(s) before the current student status expires;
- The need to inform the International Student and Scholar Director of any changes of the residential address within ten days of the move while in the U.S. in F or J status.

The complete information on rights and responsibilities of students in F-1 and J-1 statuses, their employment options and basic tax information can be found on the International Student and Scholar Services Web site: <http://www.sais-jhu.edu/student-services/international>.