



THE
RED
BOOK | 2008-
2009

Academic Procedures
Manual and
Information

JOHNS HOPKINS
UNIVERSITY

WELCOME TO THE SAIS COMMUNITY

The Paul H. Nitze School of Advanced International Studies (SAIS) is one of the nation's leading graduate schools devoted to the study of international relations. A division of The Johns Hopkins University since 1950, SAIS is truly an international institution. In addition to its main campus in Washington, D.C., SAIS maintains two centers abroad—one in Bologna, Italy, and the other with Nanjing University in Nanjing, China.

Degree-seeking SAIS students pursue the two-year Master of Arts (M.A.) degree in international relations; the Master of International Public Policy (M.I.P.P.) degree, which serves the advanced educational needs of mid-career professionals; and, in selected cases, the Doctor of Philosophy (Ph.D.) degree. The policies, procedures and other information contained in this *Red Book* apply to all students.

The handbook's purpose is twofold: to communicate the standards of The Johns Hopkins University that support and guide life at SAIS as part of the greater JHU community and to describe the academic policies and procedures that form a framework for conducting the school's teaching mission. Of particular importance is the Honor Code, which sets out the behavioral standards expected of all SAIS students.

The information contained in this handbook is not available in any other SAIS publication, and students are responsible for familiarizing themselves with its contents. Students studying in Bologna should also consult the Bologna-specific regulations maintained by the Bologna Center Registrar.

The policies and procedures detailed in *The Red Book* are subject to revision at any time, and changes are communicated to SAIS students only through their assigned JHU e-mail address. It is imperative that you activate and monitor this account so as not to miss these and other important announcements and messages throughout the year.

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Section I: JHU Standards

NOTICE OF NONDISCRIMINATORY POLICY

The Johns Hopkins University (JHU) 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, at 130 Garland Hall, 3400 N. Charles St., 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. ([Table of Contents](#))

JHU PROCEDURES ON STUDENT DISCRIMINATION CLAIMS

Following its policy of nondiscrimination, The Johns Hopkins University is prepared to receive and resolve claims 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 SAIS Associate Dean for Student Affairs, the director of the program in which the student is enrolled or the [Office of Institutional Equity](#) (OIE) on the JHU Homewood campus. Upon receipt of a complaint, OIE should be contacted immediately so that an investigation into the facts and circumstances may begin. OIE will coordinate the investigation and resolution of the complaint with affected parties and will prepare appropriate documentation pertinent to the

complaint. The staff of OIE will consult with the parties involved in the dispute and make recommendations for 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 JHU Office of Institutional Equity, 130 Garland Hall, 3400 N. Charles St., Baltimore, MD 21218, 410.516.8075, TTY: 410.516.6225. ([Table of Contents](#))

STUDENT CONDUCT CODE

Students are expected to refrain from conduct that injures persons or property. The Johns Hopkins 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:

- Acts that disrupt or interfere with the orderly operation of teaching and research
- Behavior that causes or threatens harm to others
- Physical or verbal threats against or intimidation of any person that results in limiting that individual's full access to all aspects of life at the university, including persistent, unwanted contact
- Conduct that constitutes sexual abuse, assault or rape of another person
- Activity that constitutes sexual harassment of another person
- Refusing to comply with the directions of university officials, instructors, administrators or staff acting in performance of their duties
- Refusing to appear or giving false statements when asked to present evidence or to respond to an investigation in any case involving the conduct code
- Theft or vandalism of university property, or property of others, or knowingly possessing stolen property
- Unauthorized use, possession or storage of any chemicals, weapons or explosives, including fireworks, on university property
- Unauthorized distribution, possession or use of any controlled substance (such as, but not limited to, illegal drugs)

- Possession or consumption of alcohol by individuals under the legal drinking age of the District of Columbia (21 years) or the provision of alcohol to minors
- Intentionally or recklessly interfering with normal university activities or emergency services or unauthorized or improper use of university property, university facilities or the SAIS or JHU name or seal
- Failure to observe policies regulating the use of university buildings, property or other resources
- 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 violence, SAIS can mandate a psychological assessment as a condition of continued enrollment (Table of Contents)

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 students present information as their own, including written papers, examinations, oral presentations and 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](#), which defines fraudulent abuses of strict standards of scholarship by faculty, students and staff.

Taking Examinations and Writing Papers

SAIS students may not give or accept unauthorized assistance from others in taking examinations and writing papers. Unauthorized assistance includes sharing oral and written information during exams or consulting written or electronic materials not authorized by the instructor. Each student is expected to exercise discretion in the course of an exam. 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 exam 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 exam. 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 Studies Program. Students should indicate this assistance on the work 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" (*The Allyn & Bacon Handbook*). JHU sets forth the following guidelines:

- Students should document any idea that is derived from another and any fact that is important to their analysis and is not common knowledge by citing the author, title, edition and page reference of the work in which they appear. Ideas and facts derived from Internet sources are to be held to the same standard. Familiar or non-controversial facts need not be annotated: e.g., Herman Melville, a native New Yorker, published many works of fiction, including *Moby Dick* in 1851, and published several volumes of poetry.
- 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.
- 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 the student can digest rather than just repeat what was heard.
- Students 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 style manual. Recommended sources are The Chicago Manual of Style and the MLA Handbook.

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 accept a statement during registration acknowledging an understanding of the Honor Code obligations.

Rules and procedures for the SAIS Washington, D.C., campus:

- 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.
- An Honor Code Board will be convened by the Associate Deans. They will co-chair this board and select the appropriate faculty to sit on the board.
- All matters dealing with Honor Code cases are strictly confidential. The accused have the right to hear all the evidence against them and to present evidence in their defense.
- As regards the accused, an Honor Code 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 SAIS 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 Code 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.
- Regardless of the judgment on the guilt or innocence of the accused, an Honor Code Board is empowered by a two-thirds majority vote to advise the faculty member concerned that the exam in question may have been compromised. In this case, the Honor Code Board may advise the faculty member that some remedial action, such as downgrading the importance of the exam, may be appropriate.
- 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 SAIS Dean. This information may be forwarded only when an Honor Code Board has voted unanimously

to recommend punishment. Agreement to total confidentiality about all proceedings is an explicit condition of membership on an Honor Code Board.

- The SAIS 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.
- All cases should be dealt with as soon as possible after being reported to protect the rights of everyone involved and to ensure a fair and speedy resolution of the case. ([Table of Contents](#))

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student’s education record and prohibits JHU from disclosing information from those records without the written consent of the student. The university fully complies with all [FERPA regulations](#). ([Table of Contents](#))

SEXUAL HARASSMENT

The Johns Hopkins 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, JHU 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 believe either that they have become the victim of sexual harassment or that they have witnessed sexual harassment should discuss their concerns with any member of the [Sexual Harassment Prevention and Resolution Program](#). 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, JHU 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, JHU will institute disciplinary proceedings against the offending individual, which may result in a range of sanctions, including termination of university affiliation. ([Table of Contents](#))

ALCOHOL AND DRUGS

In keeping with its basic mission, The Johns Hopkins University recognizes that its primary response to issues of alcohol and drug abuse must be through educational programs as well as intervention and treatment efforts. In addition to providing appropriate educational programs throughout the year, each division of JHU 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 by students whose judgment is impaired due to alcohol or drug abuse. ([Table of Contents](#))

POSSESSION OF FIREARMS ON UNIVERSITY PREMISES

The possession, wearing, carrying, transporting or use of a firearm or pellet weapon is strictly forbidden on the Johns Hopkins University premises. This prohibition 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 assigned in accordance with applicable university procedures by the divisional Student Affairs Officer,

Dean or Director or the Vice President for Human Resources. The only valid exceptions to this policy, including permissions for law enforcement officers and for persons acting under the supervision of authorized university personnel, must be obtained in advance of entering SAIS property. Questions regarding this policy should be addressed to the appropriate security officer. ([Table of Contents](#))

EMERGENCIES

Closing Information

In the event of severe weather conditions that necessitate canceling classes before opening hours, announcements will be made on:

- Radio stations WTOP (FM 103.5) or WASH (FM 97.1)
- TV stations WJLA (channel 7), WRC (channel 4) and WUSA (channel 9)
- JHU Weather Hotline at 1.800.548.9004
- [JHUniverse Web site](#)

Students should call the Nitze Building guard's desk at 202.663.5600 if there is any uncertainty over closings. When classes are canceled due to severe weather, the library is closed. ([Table of Contents](#))

Crisis Response Plan

[The Crisis Response Plan](#) is intended to respond to a variety of potential crises affecting faculty, students, administrative personnel, visitors and/or property at SAIS' Washington, D.C. campus, the SAIS/JHU Bologna Center and the Hopkins-Nanjing Center, including (but not limited to):

- Weather emergencies
- Catastrophic or other significant life threatening events
- Criminal Events
- Utility and/or Structural Events

The plan provides guidelines for action in the event of certain crisis events. In all instances, it is anticipated that SAIS will follow the crisis guidelines defined in this document.

In the case of an emergency, it is essential that the university can quickly and easily notify students, faculty, and staff. Notifications of emergency situations will be made via the [JHUniverse Web site](#) and email. As a supplement, the university utilizes a text-messaging based (SMS) emergency notification system. This system will allow university officials to communicate with students, faculty, and staff very rapidly via cell-phone text messages in the case of an emergency. Participation in this system is completely voluntary. To sign up go to [Johns Hopkins Emergency Alerts](#).

Section II: Academic Policies

ACADEMIC AND ADMINISTRATIVE OFFICES

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 Affairs	Amir Pasic

*All Dean's offices are located in the Nitze Building, 2nd floor

ADMINISTRATIVE OFFICE LOCATIONS	
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
International Student and Scholar Services	Nitze 404, 404A
Language Studies	Rome 3rd Floor
Student Life	Nitze 202
Registrar	Nitze 301
Summer, Non-Degree and Pre-Term	Nitze 403

FREQUENTLY ASKED QUESTIONS	
SUBJECT	CONTACT
Academic advising (general)	Academic Affairs
Advanced standing	Associate Dean for Student Affairs
Advisers (change of)	Registrar
Bidding	Registrar
Boren Fellowship (NSEP)	Associate Director for Student Life
Change of degree status	Associate Dean for Student Affairs
Course-load exceptions	Academic 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	Academic Affairs and Registrar
Health insurance	Associate Director for Student Life
Honor Code	Associate Dean for Academic or Student Affairs
Housing issues	Associate Director for Student Life
ID cards (JCards)	Business Office

Immigration advising for international students	International Student and Scholar Services
Independent study	Professor approval on appropriate form, then Registrar
Internship and career information	Career Services
Joint-degree program advising	Academic Affairs
Language proficiency questions	Language Studies
Leave of absence, withdrawal or campus change (i.e., Bologna, Italy, or Nanjing, China)	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 Adviser
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

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ACADEMIC CALENDAR FOR 2008–09

The Academic Calendar for 2008–09 is located on the [Registrar’s section of the SAIS Website](#). ([Table of Contents](#))

ADVANCED STANDING

M.A. students who have completed a graduate degree at another institution may petition for advanced standing at SAIS. If awarded advanced standing, the number of courses required is reduced from 16 to 12 for completed graduate degrees of 2 years or more. For completed graduate degrees of less than two years, the number of courses required is reduced from 16 to 14. Students with advanced standing must meet all graduation requirements within those 12 or 14 courses.

Consideration for advanced standing 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 the other degree to the student’s concentration at SAIS and supply a copy of the transcript proving completion of the degree. ([Table of Contents](#))

ADVISERS

Every effort is made to assign each M.A. student to a faculty adviser with expertise in the student’s concentration. A student who wishes to change advisers should contact the Registrar’s Office.

The adviser-student relationship implies mutual responsibility. Faculty advisers have assigned office hours and are frequently available at other times. Students are responsible for knowing these hours and taking the initiative to make alternative arrangements for meeting with their adviser if necessary. The faculty of the International Economics Program are also available to provide advice on economics courses and specializations.

Through the Office of Academic Affairs or saisadvising@jhu.edu, students can receive general advice and support. ([Table of Contents](#))

AUDITING A COURSE

A student's minimum obligation for auditing a course is to attend all class sessions. Students who intend to have an audit recorded on their SAIS transcript 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 notes the requirements for auditing the class on this form, which must be submitted to the Registrar's Office. No course credit or letter grade is earned for an audited course, indicated on the transcript with "AU". If a student fails to meet the audit requirements, a Withdrawal from an Audit (W/AU) appears on the 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.

Students who wish to audit SAIS Summer Programs courses must register and pay for audits.

Language courses may not be audited during the fall and spring semesters; with permission, they may be audited during the summer.

Classes that meet or exceed their enrollment limits may not be audited.

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 policies in the section entitled "[Course Load and Full-time/Part-time Definitions for M.A. and M.I.P.P. Students](#)") by asking the professor to sign the Change to Credit Form no later than the last day of class within that term. This form is available in the Registrar's Office and must be submitted according to the deadlines located on the Academic Calendar. 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 credit status, the course status cannot be reversed. ([Table of Contents](#))

BIDDING SYSTEM

To help students gain entry to oversubscribed classes, the SAISbids system is used at both the Washington, D.C., and Bologna, Italy, campuses. Students are allocated points when they matriculate at SAIS. M.A. students receive 1,000 points for their first semester and 100 additional points after each successfully completed semester. M.I.P.P. students receive 1,100 points and Ph.D. students 1,300 points. Torcuato Di Tella University students studying at SAIS receive 325 points.

Once students submit a request for joint-degree status and that request is approved, they receive an additional 100 points.

Students may use their points to bid for entry into oversubscribed classes. Those who bid the highest number of points gain entry and are charged that number of points. Students who do not gain entry retain their bid points. Registered students who do not bid are treated as bidding zero points. If two or more students have the same bid at enrollment cutoff, a lottery determines which 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.

Two rounds of bidding are held for courses that are oversubscribed. The first round takes place prior to the first class and involves the foundation economics classes and a limited number of other classes. Bidding for all other classes that are oversubscribed at the end of the online drop/add period takes place after the first week of classes. Students should have substitutes 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 page](#). Students are responsible for viewing that Web page and taking the required action.

M.A. students in their final two semesters need not bid on limited enrollment classes offered by programs in which they are primary concentrators unless there are more primary concentrators registered than spaces available. In that rare situation, these concentrators must bid against each other. 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 section of the SAIS Web site](#). ([Table of Contents](#))

CHANGE OF CONCENTRATION

Upon admission to SAIS, areas of concentration for M.A. students are recorded by the Registrar's Office. Students who desire to change their concentration 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 Coordinators 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 they must obtain the signatures of Program Directors in both concentrations. The form must be submitted to the Registrar's Office. If a student changes concentrations, current requirements for that concentration must be followed. ([Table of Contents](#))

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

Sixteen non-language courses are required for graduation with the SAIS M.A. degree. This requirement is reduced to 12 for joint degree students and students with advanced standing with graduate degrees of two or more years duration. This requirement is reduced to 14 for students with advanced standing with graduate degrees of less than two years duration. Three courses constitute a full-time load—one of the three 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, D.C., and Bologna 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 are not taking a language course (post-proficiency language courses can be taken along with the five courses). These students must also have a minimum grade point average (GPA) of B+ (3.33). Students in both Washington and Bologna may not take more than five non-language courses for credit per semester. ([Table of Contents](#))

COURSES AT OTHER CAMPUSES

M.A. students may, with approval of their adviser and the Director of Academic Affairs, take the equivalent of up to two courses toward their SAIS degree at other divisions of JHU or in the M.B.A. program at the University of Maryland's Robert H. Smith School of Business. M.I.P.P. students may take up to one class by following the same procedures.

Ph.D. students may take an unlimited number of courses at other campuses while in pre-dissertation status. ([Table of Contents](#))

DEADLINES

<p>November 1</p>	<p>Deadline to register for graduation (Application to Graduate Form)</p> <p>Request to attend Bologna Center for spring semester on space-available basis (Campus Change Request Form)</p> <p>Notification of intent to return from leave of absence for spring semester (Return From Leave of Absence Form)</p> <p>Request a leave of absence for spring semester (Leave of Absence Request Form)</p>
<p>January 15</p>	<p>Request to attend Bologna Center for the following fall (Campus Change Request Form)</p> <p>Notification of intent to return from leave of absence for fall semester (Return From Leave of Absence Form)</p>
<p>February 15</p>	<p>Application deadline for financial aid for following academic year</p>
<p>February 28</p>	<p>Deadline for notifying the Registrar’s Office of change between full and part-time status</p> <p>Deadline for non-American Bologna students to indicate attendance at SAIS in Washington in the fall (process completed through the Bologna Center)</p> <p>Request a leave of absence for fall semester (Leave of Absence Request Form)</p>
<p>March 28</p>	<p>Application for fellowships for Summer Programs courses</p>
<p>April 25</p>	<p>Application for Summer Programs courses</p>
<p>June 12</p>	<p>Last day to fulfill degree requirements for graduation in current year</p>

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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 résumé and an addressed envelope well in advance of the date due. ([Table of Contents](#))

DISABILITIES

In accordance with the Americans With Disabilities Act (ADA), The Johns Hopkins University provides students with disabilities special accommodations during their time at SAIS. Students with documented disabilities who require an academic adjustment, auxiliary or other similar accommodation should submit the [Student Request for Accommodations Form](#) to the Associate Director for Student Life. A comprehensive evaluation of a specific disability from a qualified diagnostician must accompany this form. For more information, visit the [Disabilities Services section of the SAIS Web site](#). ([Table of Contents](#))

DROP/ADD/WITHDRAW

Students may change their courses any time during SAIS's online registration and online drop/add period in the first week of classes. Dropped courses will not appear on a student's transcript. During the second week of classes, drop/adds may be made in person at the Registrar's Office. Only exceptional drop/adds may be made in person at the Registrar's Office during the third and fourth weeks of classes. If a student has missed two or more classes they 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 the student's transcript. The "W" grade does not affect a student's GPA. The Drop/Add Form and Withdrawal Form are available at the Registrar's Office. If a student's status (full-time or part-time) is affected by changing courses, the student should be aware of the [Refund Policy](#). ([Table of Contents](#))

EXAMINATIONS

All examinations at SAIS are given under the [Honor Code](#). Blue books are available at the front desks of SAIS's Nitze and Rome buildings; students are expected to write their exams in these books unless the instructor tells them otherwise. 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. The Honor Code applies to these options as well. ([Table of Contents](#))

Core Examinations

All M.A. candidates at SAIS must pass either an examination or a class in at least two of these four core subjects:

- American Foreign Policy Since World War II
- Comparative National Systems
- Evolution of the International System
- Theories of International Relations

M.A. students are expected to pass the two required core exams by the beginning of their third semester and no later than 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 core deadlines. Students should check their program requirements carefully in planning which core exams to take. No M.A. candidate is permitted to take the oral exam until core requirements have been met.

Core exams are generally given four times a year—in September, December, January and April/May. In some cases, two versions of the exam are offered. Consult the [Registrar's section of the SAIS Web site](#) for the most current 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 section of the Web site](#).

The failure of a core exam is not officially recorded when no course credit is involved. Although students are required to complete core exams prior to their fourth and/or final semester, they are strongly encouraged to fulfill both core requirements by the beginning of their third semester. Students who fail to pass or fulfill a core exam requirement by the beginning of their final semester will be required to register for the core course for credit.

Core exams that are not taken for credit are also graded. Passing grades of B- and higher 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 then replaces the lower grade on the transcript. Students who fail a core exam twice will be required to take the core course for credit. In that situation, the only recorded grade will be the grade received in the class. ([Table of Contents](#))

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. Instructors determine the type of exam and whether there will be a final exam in their course. Final written exams are usually three hours in length, although this varies from course to course. The final exam schedule is listed with the schedule of classes, which is available on the [Registrar's section of the SAIS Web site](#). Examinations are given in the same room as the regular class meeting unless otherwise specified.

If students find they have more than two exams in a 24-hour period, they may petition the Registrar for an alternative schedule no later than three weeks prior to the exam date. ([Table of Contents](#))

Language Qualification Examinations

All SAIS degree students, with the exception of M.I.P. students, need to take and pass language proficiency examinations in one of the languages taught at SAIS as part of their graduation requirements. International M.A. students whose native language is not English may use English as their proficiency language provided their concentration does not require a specific language for proficiency.

Students are not required to take language classes at SAIS in order to pass the language proficiency exam if they have gained the necessary proficiency elsewhere. However, it is advisable to contact the appropriate language coordinator to determine a reasonable plan of study in preparation for fulfillment of the language requirement. Regional concentrations require specific languages to meet their language graduation requirements.

In addition to the TOEFL or IELTS exams required for admission, all international students need to take an English placement exam prior to the start of language classes to determine whether they need further training to succeed in their studies at SAIS. An international student who studied at least the last three full years of high school in a U.S. accredited high school may request an exemption for the first-semester English placement exam requirement. To be exempted, students must provide a letter from their school stating the number of years/semesters they attended the school as well as the name of the school's accreditation agency. Graduates of American schools abroad also need to

provide this information. Check the [Admissions section of the SAIS Web site](#) for a list of SAIS-recognized accreditation agencies. Students who have attended a school affiliated with the British system and who have passed their British A-level exams can use these test results to demonstrate having studied high school courses in English and as grounds for exemption from the first semester English placement exam requirement.

Non-exempt International M.A. and Ph.D. students who do not pass the first semester English placement exam will be required to take ESL classes at SAIS and may be asked to reduce the number of non-language courses taken per semester. Those ESL classes must be continued until the student has either passed the English proficiency exam, or passed the advanced-high level of English in the skills that were not previously passed at that level. Non-exempt International M.I.P.P. students who do not pass the first semester English placement exam may fulfill this requirement by taking and passing two semesters of English as a Second Language (ESL) instruction at SAIS.

For specific information and details on language qualification examinations, visit the Language Studies Program office or view the [Language Studies Web site](#). ([Table of Contents](#))

Master of Arts Oral Examinations

The SAIS oral exam is the capstone of the two-year M.A. program. It tests students' knowledge of international economics and their chosen functional or regional concentration. They are held in December and May and are scheduled by the SAIS 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.

Two examiners administer the oral exam: a full- or part-time professor from the student's functional or regional program, and an international economist from the SAIS faculty or from the local academic, government or policy community. If a student is pursuing a third concentration, three examiners will administer the oral exam.

The exam lasts approximately 50 minutes. The first 15 to 20 minutes of the oral exam are devoted to a discussion on a topic chosen by the student that integrates knowledge from the student's regional or functional program and international economics. The discussion is based on a short (not to exceed one page) description of this topic written by the student in advance and provided to each examiner at the beginning of the exam along with a brief (up to five-minute) introduction by the student.

The two examiners use the remainder of the exam to question the student, with a balanced flow of questions from both examiners. The discussion is policy oriented and interdisciplinary in nature and conversational in tone. Economics questions draw primarily on the application of concepts covered in foundation economics courses, but can also cover issues from the student's electives. Students should consult their regional or functional programs for details on potential discussion topics.

A tentative schedule of the oral exams is posted in April. Students may not request specific faculty members for their oral examination nor can they request a specific day or time for the exam. Students need to be available during the dates set aside for oral exams. Any unavoidable conflicts should be discussed with the Registrar's Office early in the semester.

Students finishing their coursework during summer session can arrange to take their oral exam at that time, or they can schedule the oral exam for the following December. Students are responsible for notifying the Registrar of their intent to take the M.A. oral exam 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 exam during the appropriate semester.

Oral exams are graded "Pass With Distinction," "Pass" or "Failure." Any M.A. candidate who fails an oral exam 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 exam may request to take a three-hour written exam 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 exam or its written alternative a third time. There is no provision for a fourth attempt. ([Table of Contents](#))

FINANCIAL AID ACADEMIC REQUIREMENTS

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

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 of or the entire SAIS fellowship award. ([Table of Contents](#))

GRADES

Students may obtain their grades using the Integrated Student Information System or [ISIS](#). The highest grade given at SAIS is A. The lowest passing grade is B-. A grade of C and below is failing. The following grades and symbols are used on SAIS transcripts:

Grade	Description	GPA Points	Credits Earned?
A	Excellent	4.00	Yes
A-	Very good	3.67	Yes
B+	Good	3.33	Yes
B	Passing	3.00	Yes
B-	Minimal pass	2.67	Yes
C	Failure (also used when an Incomplete grade has not been made up by the deadline)	0.00	No
F	Administrative failure (result of an Honor Code violation or when unfulfilled financial or academic obligations exist on non-degree student records)	0.00	No
S	Satisfactory completion of a non-credit course	n/a	No
MT	Multi-term course	n/a	No
X	Missing grade (not yet submitted)	n/a	No
MR	Missing from roster	n/a	No
I	Incomplete	n/a	No
W	Withdrawal	n/a	No
W/AU	Withdrawal from an audit	n/a	No
AU	Audit	n/a	No

Grade point average and rank in class are available in mid-July for each graduating class. This information does not appear on the student's transcript, but it is kept on file and provided upon request to the student and to prospective employers or universities where the student is seeking admission. Grades in language classes are not included in the GPA. ([Table of Contents](#))

Failing Grades

A failing grade (C or lower) cannot be removed from a student's SAIS transcript. If the course is retaken, it appears a second time on the transcript with a new grade. The failing grade is also figured into the GPA. 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- are required to meet with the Director of Academic Affairs.

A failing grade 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, resulting from a violation of the Honor Code, cannot be removed.

A non-degree student who receives a failing grade will not be eligible to take additional coursework at SAIS. 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. ([Table of Contents](#))

Grades of Incomplete

A grade of I (Incomplete) may be given by a professor at the end of the semester. Students should submit all required work by the end of the eighth week of the following semester. Summer does not constitute a semester. Summer 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 automatically becomes a failing grade or C on the last day of class of the following semester if a grade has not been submitted by that time.

Students and faculty both receive notices in late October and March from the Registrar's Office reminding them of Incomplete grades and deadlines. If the instructor has not received a student's work by the last day of class in that semester, 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 if they need to meet the total course requirement for their degree program.

The instructor has authority to shorten or extend this deadline and has the discretion not to grant an Incomplete. 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 his or her transcript from a previous semester unless the student has taken 16 other courses and does not need the Incomplete course to graduate. ([Table of Contents](#))

GRADUATION

To be eligible for graduation, students must complete the [Application to Graduate](#). The application must be submitted online by October 31 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 Johns Hopkins University's absolute deadline for a student to complete requirements in order to be considered a graduate in 2009 is June 12. 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 12 for students who have not completed requirements by that date. Those who complete their degree requirements in December do not receive their diplomas until the following May. The information in this paragraph is university policy. No exceptions will be made for students enrolled at SAIS's Washington, D.C., campus.

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

A fee is assessed in advance for replacement diplomas that need to be specially ordered.

Graduation Requirements

[Master of Arts](#)

- Fulfill International Economics concentration requirements
- Fulfill concentration requirements for either a functional or regional program
- Pass language proficiency examination
- Pass two core exams (students must pass both exams or take and pass two core classes by the beginning of their final semester)

- Earn passing grades in 16 non-language courses (14 or 12 for students with joint-degree or advanced standing)
- Pass English placement exam, if applicable
- Pass M.A. oral exam

Master of International Public Policy

- Earn passing grades in eight non-language courses
- Pass English placement exam or two ESL courses, if applicable

Doctor of Philosophy

- Complete coursework in research methodology
- Complete coursework relevant to chosen field of study
- Submit annual progress reports
- Pass three written comprehensive exams
- Demonstrate competence in international economics
- Demonstrate language competence (including English, if applicable)
- Write and defend a dissertation prospectus
- Write a dissertation
- Successfully defend the dissertation at an oral exam

Graduation With Honors

Graduating students are selected for honors based on their final GPA. The top 10 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 GPA during the first three semesters.

Graduation Ceremony Eligibility

Students whose [Application to Graduate](#) has been approved may “walk” or participate in the graduation ceremony. M.A. students may walk if they lack only two completed courses; they may not walk if they lack more than two completed courses or two completed courses plus language proficiency. M.I.P.P. students may walk if they have completed all but one of their eight required courses. Courses in which Incomplete or failing grades were received are not considered “completed.” ([Table of Contents](#))

HEALTH INSURANCE

University policy requires that all full-time SAIS students maintain adequate health insurance coverage to provide protection against unexpected accidents and illnesses. Full-time students must purchase the university’s student health insurance or complete a waiver demonstrating health insurance coverage comparable to the JHU plan. The waiver must be submitted to the Business Office. All students will be automatically enrolled in the Aetna Student Health insurance plan unless they submit an approved insurance waiver. ([Table of Contents](#))

IDENTIFICATION CARDS (JCARDS)

Student identification cards (JCards) will be available at Pre-Term or orientation, or students can pick them up at the Business Office, Nitze 311A, during designated hours. Students may use their JCards to gain entry into the school buildings after 6pm and to check out books from the library. JCards are also used to pay for on-campus meals, printing and copying. If a student loses their JCard, they will be charged a replacement fee. ([Table of Contents](#))

INDEPENDENT STUDY

Independent study courses for SAIS credit are required to be approved in advance. To request an independent study, students must use the [Independent Study Form](#) which must be signed by the student, the supervising instructor (a full time faculty member) and the program director. A one-page prospectus must be appended. The student either prepares one long research paper or several

short papers combined with periodic meetings with the faculty supervisor or sits for an examination. Upon completion of the course, to receive credit, the student must again have the form signed by the faculty supervisor and return it to the Registrar. Rules for Incomplete courses apply equally to independent study courses (see section on Grades of Incomplete).

Students are permitted to count one independent study course toward their graduation requirements for 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. ([Table of Contents](#))

INFORMATION & TECHNOLOGY SERVICES

[SAIS Information & Technology Services \(ITS\)](#) offers numerous services to students, including wireless Internet access, e-mail, access to several computer labs and file storage. To utilize these services, students must first activate their accounts.

Johns Hopkins Enterprise Directory Online Services

The Johns Hopkins Enterprise Directory (JHED) is a centralized online source for address, telephone, e-mail and other contact information for students, faculty and staff at JHU institutions. This database is also used for authentication into online applications, such as billing, registration, grade lookup and WebCT, a tool for online teaching. SAIS ITS offers detailed [instructions](#) to help students activate their JHED account.

Johns Hopkins Enterprise Messaging

Each student is provided a Johns Hopkins Enterprise Messaging (JHEM) email account that can be accessed using the student's JHED login ID and password. SAIS uses JHEM for all administrative communication, so students are required to log in to JHED and set up their JHEM email. For more information, visit the [ITS section of the SAIS Web site](#). ([Table of Contents](#))

INSTITUTIONAL REVIEW BOARD

The university's 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. Tools on the [HIRB Web site](#) and the [Office for Human Research Protections Web site](#) can help students determine whether their project is human participant research that requires review and approval by HIRB.

When in doubt, students 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. Final determination as to whether an activity is human participant research lies with HIRB and is made on a case-by-case basis. ([Table of Contents](#))

JOHNS HOPKINS STUDENT ASSISTANCE PROGRAM

[The Johns Hopkins Student Assistance Program](#) (JHSAP) is a professional counseling service that assists students with managing problems of daily living, such as stress, relationships and other demands that might affect their emotional well-being. JHSAP is a resource that can help identify stressful situations and problems and support students in addressing them. JHSAP services focus on problem-solving through short-term counseling. The program is fully sponsored by SAIS and provided to the student at no cost. ([Table of Contents](#))

JOINT-DEGREE PROGRAMS

SAIS students wishing to pursue a joint degree in a formal or approved ad hoc program may do so either by being admitted concurrently to both schools or by being admitted to the second school during their first year at SAIS. Students admitted to an approved joint-degree program during their first year at SAIS are responsible for informing the Registrar. The number of courses required for students in approved joint-degree programs is reduced from 16 to 12. All graduation requirements must be completed within these 12 courses. Students admitted to an additional graduate program during their second year will not be considered joint-degree students.

Ad hoc joint-degree arrangements with SAIS must conform to the expectations established by the formal joint-degree programs (for example, the SAIS/Wharton School of the University of Pennsylvania M.A.-M.B.A. Program) and should be confirmed in writing. Students should also be able

to demonstrate the international relevance and other specific curricular and/or programmatic strengths of the institution being proposed. These considerations should be linked to the student's career objective.

Students who leave SAIS to pursue the second degree must request a leave of absence from SAIS, even if all SAIS requirements have been completed. Students in all joint-degree programs, formal 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.

Students are responsible for filling out the Application to Graduate and contacting the SAIS Registrar's Office at the beginning of the final semester at the other program to ensure their name is on the SAIS diploma order list and that all SAIS requirements have been completed.

For questions involving joint-degree arrangements, see the Director of Academic Affairs. ([Table of Contents](#))

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, a leave of absence will be granted for no more than two academic years. The appropriate [Leave of Absence Form](#) can be found on the Registrar's section of the SAIS Web site 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.

Students, with permission from the Associate Dean for Student Affairs, may take a leave of absence for up to two years. After more than two years, if they wish to return, they need to petition for reinstatement. In order to complete their degree, students who return from a leave of absence or from withdrawing after more than two years must follow the current degree requirements for that academic term. Under no circumstances may students take more than 10 years to complete their M.A. or M.I.P.P. degree requirements after enrollment as a degree candidate.

The deadline for requesting a leave of absence is February 28 for the fall semester and November 1 for the spring semester. A penalty fee equaling \$1,500 will be assessed after these deadlines. Students may request a waiver of the fee in cases of emergency or for medical reasons and for academic reasons as determined by their program. Alternatively, students may withdraw from the school and request readmission before the application deadline set for the semester they wish to return. They should contact the Admissions Office for information on the reapplication process. Students who withdraw from SAIS and are subsequently readmitted must meet current graduation requirements. Readmitted students need not pay another matriculation fee. Consideration is not given for tuition paid previously for unfinished coursework. (The only exceptions to this policy are

involuntary leaves of absence; see below.) A leave of absence normally begins 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 by submitting the [Return From Leave of Absence Form](#). 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. Students considering changing their enrollment status are encouraged to consult the Office of Financial Aid regarding the impact on any financial aid funds received. International students in F-1 or J-1 visa status must also notify the International Student and Scholar Services Director.

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

Involuntary Leave of Absence

Students may be asked to withdraw or may 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. ([Table of Contents](#))

LIMITED CLASSES

Professors may limit enrollment in their class. Limits are noted in [ISIS](#). 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. ([Table of Contents](#))

LOCKERS

Lockers for full-time SAIS students may be arranged with the Registrar's Office beginning the second week of classes. Locker assignment is on a first-come, first-served basis. Lockers are located in the basement. Students are responsible for providing their own locks and emptying their lockers 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. On June 15 all lockers are opened and cleaned. Lockers are reassigned to current students each year. ([Table of Contents](#))

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. [Applications](#) are available online, and admission is approved on a space-available basis. Admission to part-time/non-degree programs does not imply admission to a degree program at SAIS. 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. programs, credit can be given for up to two courses. A petition form must be submitted to the Registrar's Office in order to receive credit. Credit must be requested within 10 years of when the coursework was completed.

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. A part-time/non-degree student may take core courses, but is not eligible to take core exams aside from the course. ([Table of Contents](#))

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 1 deadline. Program Directors review applicants to their programs and may nominate up to two candidates per year for admission. The Ph.D. Committee makes final decisions on the basis of recommendations from the Program Directors, and applicants are notified of these decisions in early April.

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.

For detailed information regarding Ph.D. requirements and policies, visit the [Ph.D. section of the SAIS Web site](#). ([Table of Contents](#))

PROGRAM REQUIREMENTS

Students in the M.A. program are responsible for ensuring that program requirements for their concentration are satisfied. Students can review their progress with the Registrar, Assistant Registrar or Office of Academic Affairs at any time.

Program requirements are detailed in the brochure and on each program's section of the SAIS Web site and may be modified from year to year. Therefore, the program requirements to be met are the ones listed in the brochure and on the Web site 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. ([Table of Contents](#))

REFUND POLICY

The SAIS refund policy is strongly adhered to and is charted below. The refund is 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
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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 and on [the Web site](#).

Non-degree students forfeit their tuition deposit in addition to being subject to the withdrawal refund policy. [\(Table of Contents\)](#)

REGISTRATION FOR COURSES

For the fall and spring semesters, SAIS degree 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. [Class schedules, course syllabi and course evaluations](#) to assist with course selection are available online. Non-degree students registering in fall or spring should follow the procedures stated on the [Part-Time and Non-Degree section of the SAIS Web site](#). For summer classes, all students should register via the appropriate forms on the [Office of Summer Programs section of the SAIS Web site](#). [\(Table of Contents\)](#)

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 students from being present for an exam, they should discuss the conflict with their professor at least three weeks in advance of the exam (or when the class is first notified of the exam date, if less than three weeks before the exam). Where students are observing a traditional religious fast, professors will attempt to administer their exam either early in the morning or later in the evening in order to allow the students to eat before taking the exam. This policy will be applied on a case-by-case basis. [\(Table of Contents\)](#)

RESIDENCY REQUIREMENTS

Candidates for the M.A. degree must complete a minimum of three fall or spring semesters as a full-time resident at SAIS. At least one of these full-time semesters must be at SAIS's Washington, D.C., campus. 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. Under special circumstances, written requests for exception will be considered. ([Table of Contents](#))

SUMMER PROGRAMS

SAIS students may enroll in the school's summer courses and must observe the application deadlines and process of the Office of Summer Programs. A maximum of two courses may be taken during a summer session. No combination of summer courses may count toward the full-time residency requirement. ([Table of Contents](#))

TEXTBOOKS

Students can order and sell their textbooks online via [MBS Direct](#). Any questions regarding textbook ordering should be directed to the SAIS Office for Academic Affairs at acaddeanasst@jhu.edu or 202.663.5628. ([Table of Contents](#))

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; additional transcripts are \$5

each. After graduation or departure from the school, transcripts may be ordered for \$5 each by mailing or faxing the [Transcript Request Form](#) to the Registrar's Office. Alternatively, students can order transcripts electronically via the [National Student Clearinghouse](#). SAIS reserves the right to deny transcripts to students or alumni with financial holds. ([Table of Contents](#))

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. All students contemplating travel are urged to take advantage of available resources to monitor safety conditions in other countries.

[The Department of State](#) (DoS) posts travel and safety advisories and warnings, in addition to visa and medical information.

Students who wish to travel to a country on the DoS Travel Warning list must obtain special permission from their Program Director and from the Associate Dean for Finance and Administration. All SAIS 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 [Student Life section of the SAIS Web site](#). ([Table of Contents](#))

VISAS AND OTHER IMMIGRATION MATTERS

The SAIS 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 with interpreting and applying those directives in the SAIS environment in support of The Johns Hopkins University's teaching, research and community service goals.

The ISSS Director serves as the main resource for information regarding maintenance of a student's legal status in the United States and their employment options. The ISSS Director does not work for the U.S. Citizenship and Immigration Services 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.

International students are personally responsible for maintaining their immigration status throughout their stay in the United States and are encouraged to seek advice from the ISSS Director to ensure compliance with the appropriate regulations.

Registration With Immigration

Students need to understand their responsibility for maintaining their legal status in the United States especially with respect to registration with immigration authorities:

- Students are required by immigration law to report to the ISSS Director.
- F-1 students must report to the ISSS Director no later than 30 days after the program start date listed on the student's I-20 Form.
- J-1 students must report to the ISSS Director within 30 days of the program start date listed on the student's DS-2019 Form.
- Students should report sufficiently in advance of the 30-day deadline to allow the school to complete the initial Student and Exchange Visitor Information System (SEVIS) registration process before the deadline.
- SEVIS records of students who do not register with immigration authorities within the stated timeframe will be automatically invalidated.

Immigration Logistics

Other logistical issues students should be aware of as part of their responsibility for maintaining their legal status in the United States include:

- 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 SAIS's ISSS Office
- 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 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 request a new immigration document if traveling outside the United States for more than five months
- The need to make reasonable progress toward the degree and to request any needed extensions before the current student status expires
- The need to inform the ISSS Director of any changes of the residential address within 10 days of the move while in the United States in F or J status

Visit [the ISSS section of the SAIS Web site](#) for complete information on rights and responsibilities of students in F-1 and J-1 statuses, their employment options and basic tax information. ([Table of Contents](#))

Section III: References and Useful Links

SAIS WEB SITE LINKS

[Academic Affairs](#)

[Advising](#)

[Course Evaluations & Syllabi](#)

[Summer/Non-Degree Programs](#)

[Library](#)

[Registrar](#)

[Academic Calendar](#)

[Register for Classes](#)

[Schedule of Courses](#)

[Forms](#)

[Student Life](#)

[Disability Services](#)

[Graduation Information](#)

JHU WEB SITE LINKS

[Dissertation Guidelines](#)

[Emergency Weather Information](#)

[Homewood Institutional Review Board Information](#)

[The Johns Hopkins University](#)

OTHER LINKS

[MBS Direct Online Bookstore](#)

[Department of State](#)—international travel information

[Office for Human Research Protection](#)