



**THE  
RED  
BOOK**

**2014-  
2015**

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Academic Procedures  
Manual and  
Information

# WELCOME TO THE SAIS COMMUNITY

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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 a truly global institution with a permanent physical presence on three continents: North America, Europe and Asia, in Washington, D.C., Bologna, Italy, and Nanjing, China.

Degree-seeking SAIS students pursue the two-year Master of Arts (M.A.) degree; the Master of Arts in International Economics and Finance (M.I.E.F.); 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 *The Red Book* apply to all students.

The manual'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 manual may not be available in any other SAIS publication, and students are responsible for familiarizing themselves with its contents. Students studying at SAIS Europe may also consult SAIS Europe-specific regulations maintained by the SAIS Europe 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 email addresses. It is imperative that students 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

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## NOTICE OF NONDISCRIMINATORY POLICY

Each year the university formally reaffirms its commitment to equal opportunity for its faculty, staff and students. As a matter of policy to which it is staunchly committed, the university does not discriminate on the basis of gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status or other legally protected characteristic. The university is committed to providing qualified individuals access to all academic and employment programs, benefits and activities on the basis of demonstrated ability, performance and merit without regard to personal factors that are irrelevant to the program involved.

The university's equal opportunity policy is essential to its mission of excellence in education and research and applies to all academic programs administered by the university, its educational policies, admission policies, scholarship and loan programs and athletic programs. It applies to all employment decisions, including those affecting hiring, promotion, demotion or transfer; recruitment; advertisement of vacancies; layoff and termination; compensation and benefits; and selection for training. Consistent with its obligations under law, it also extends to the maintenance of affirmative action programs for minorities, women, persons with disabilities and veterans.

The university assigns a high priority to the implementation of its equal opportunity policy, and significant university resources are devoted to assuring compliance with all laws prohibiting discrimination in employment and educational programs. Members of the university community are encouraged to contact the [Office of Institutional Equity](#) (OIE) in Wyman Park Building, Suite 515, Homewood campus, 410.516.8075 (TTY 410.516.6225), or the divisional offices of Human Resources regarding any questions or concerns about these matters. ([Table of Contents](#))

## ANTI-HARASSMENT POLICY

### A. Preamble

The Johns Hopkins University is committed to providing its staff, faculty and students the opportunity to pursue excellence in their academic and professional endeavors. This opportunity can exist only when each member of our community is assured an atmosphere of mutual respect. The free and open exchange of ideas is fundamental to the University's purpose. It is not the University's intent in promulgating this policy to inhibit free speech or the free communication of ideas by members of the academic community.

## **B. Policy Against Discriminatory Harassment**

1. The University is committed to maintaining learning and working environments that are free from all forms of harassment and discrimination. Accordingly, harassment based on an individual's gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression (For the purposes of this policy, "gender identity or expression" refers to an individual's having or being perceived as having a gender-related self-identity, self-image, appearance, expression, or behavior, whether or not those gender-related characteristics differ from those associated with the individual's assigned sex at birth.), veteran status, or other legally protected characteristic is prohibited. The University will not tolerate harassment, sexual harassment (including sexual violence) or retaliation in the workplace or educational environment whether committed by faculty, staff, or students, or by visitors to Hopkins while they are on campus. Each member of the community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

2. For purposes of this policy, harassment is defined as:

a) any type of behavior which is based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, that

b) is so severe or pervasive that it interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

3. Harassment when directed at an individual because of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, personal appearance, veteran status, or any other legally protected characteristic may include, but is not limited to: unwanted physical contact; use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, emails, letters, notes or other forms of communication; and, any conduct that may create a hostile working or academic environment.

4. Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexual violence and other behavior of a sexual nature when:

a) submission to such conduct is made implicitly or explicitly a term or condition of an individual's employment or participation in an education program;

b) submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement; or

c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment.

Sexual harassment may include, but is not limited to: unwelcome sexual advances; demands/threats for sexual favors or actions; posting, distributing, or displaying sexual pictures or objects; suggestive gestures, sounds or stares; unwelcome physical contact; sending/forwarding inappropriate emails of a sexual or offensive nature; inappropriate jokes, comments or innuendos of a sexual nature; obscene or harassing telephone calls, emails, letters, notes or other forms of communication; and any conduct of a sexual nature that may create a hostile working or educational environment.

5. Retaliation against an individual who complains of discriminatory harassment under this policy is strictly prohibited. Intentionally making a false accusation of harassment is also prohibited.

### **C. Responsibilities Under this Policy**

The University is committed to enforcement of this policy. Individuals who are found to have violated this policy will be subject to the full range of sanctions, up to and including termination of his/her University affiliation.

1. All individuals are expected to conduct themselves in a manner consistent with this Policy.
2. Staff, faculty and/or students who believe that they have been subject to discriminatory harassment are encouraged to report, as soon as possible, their concerns to the Office of Institutional Equity, their supervisors, divisional human resources or the Office of the Dean of their School.
3. Individuals who witness what they believe may be discriminatory harassment of another are encouraged to report their concerns as soon as possible to the Office of Institutional Equity, their supervisors, divisional human resources or the Office of the Dean of their School.
4. Complainants are assured that reports of harassment will be treated in a confidential manner, within the bounds of the University's legal obligation to respond appropriately to any and all allegations of harassment.
5. Managers, including faculty managers, who receive reports of harassment, should contact human resources or the Office of Institutional Equity for assistance in investigating and resolving the issue.
6. Managers, including faculty managers, are required to implement corrective action where, after completing the investigation, it is determined corrective action is indicated.
7. The University administration is responsible for ensuring the consistent application of this policy.

### **D. Procedures for Discrimination Complaints Brought Within Hopkins**

Inquiries regarding procedures on discrimination complaints may be brought to Caroline Laguerre-Brown, Vice Provost and Chief Diversity Officer for Institutional Equity for the university or Allison J. Boyle, Title IX Coordinator and Director for Equity Compliance & Education, Wyman Park Building, Suite 515, Homewood campus, Telephone: 410.516.8075, TTY: Dial 711. ([Table of Contents](#))

## POLICY AGAINST SEXUAL HARASSMENT

### A. Preamble

The Johns Hopkins University is committed to providing its staff, faculty and students the opportunity to pursue excellence in their academic and professional endeavors. This can only exist when each member of our community is assured an atmosphere of mutual respect, one in which they are judged solely on criteria related to academic or job performance. The university is committed to providing such an environment, free from all forms of harassment and discrimination. Each member of the community is responsible for fostering mutual respect, for being familiar with this policy and for refraining from conduct that violates this policy.

Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexual violence and other behavior of a sexual nature when:

- 1) submission to such conduct is made implicitly or explicitly a term or condition of an individual's employment or participation in an educational program;
- 2) submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement; or
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment.

Fundamental to the University's purpose is the free and open exchange of ideas. It is not, therefore, the University's purpose, in promulgating this policy to inhibit free speech or the free communication of ideas by members of the academic community.

### B. 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 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 the university's equity compliance director. 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.

Complaints of sexual harassment may be brought to Caroline Laguerre-Brown, Vice Provost and Chief Diversity Officer for Institutional Equity for the university or Allison J. Boyle, Title IX Coordinator and Director for Equity Compliance & Education, Wyman Building, Suite 515, Homewood campus, Telephone: 410.516.8075, TTY: Dial 711. ([Table of Contents](#))

## SEXUAL VIOLENCE, SEXUAL ASSAULT, RELATIONSHIP VIOLENCE AND STALKING POLICY

### 1. Purpose of this Policy

The Johns Hopkins University is committed to providing a safe educational and working environment for its students, trainees, faculty, staff and other members of the University community. The University prohibits sexual violence (The term “sexual violence” as used in this Policy includes “sex offenses,” which includes “forcible sex offenses” and “non-forcible sex offenses.” A “forcible sex offense” is any “sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent” and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. A “non-forcible sex offense” means “unlawful, non-forcible sexual intercourse” and includes incest and statutory rape. 34 CFR Part 668, Subpart D, Appendix A.) and sexual assault, (which along with sexual harassment, prohibited by the University’s [Policy Against Sexual Harassment](#), are forms of “sexual misconduct”), domestic violence and dating violence (collectively, “relationship violence”), and stalking. This conduct is disruptive of the learning and working environment of the University’s community members and will not be tolerated by the University. The University is committed to preventing sexual misconduct, relationship violence, and stalking, as well as addressing its effects on the University community. The University has adopted this Policy in order to inform students, trainees, faculty, and staff and other members of the University community of their rights and responsibilities in the event they are or have knowledge of someone involved in an incident of sexual misconduct, relationship violence or stalking and of the services available to victims of sexual misconduct, relationship violence and stalking.

### 2. Scope of this Policy

This Policy applies to all members of the University community, including, but not limited to, students, trainees, faculty and staff, and it covers prohibited conduct that: occurs on campus or other

University property; occurs in connection with JHU programs or activities, including academic, educational, extracurricular, athletic or other programs and activities; or otherwise affects the University community. In certain instances, this Policy applies to third parties (e.g., visitors, volunteers, vendors, and contractors while on University property, participating in a University sponsored activity, or providing services to the University, applicants for admission to or employment with the University, and former affiliates of the University). This Policy applies equally to all regardless of an individual's sex, gender, sexual orientation, gender identity or gender expression. All academic and administrative units of the University (including all schools, divisions, campuses, departments and centers) must comply with, and ensure that their policies and procedures comply with, this Policy.

### **3. Definitions of Consent and Incapacitation**

Sexual activity of any kind requires consent, which is defined as clear and voluntary agreement between participants to engage in the specific act.

- Consent cannot be inferred from the absence of a “no.” A clear “yes,” verbal or otherwise is necessary.
- Consent cannot be obtained from someone who is unconscious, incapacitated (including but not limited to mentally incapacitated), asleep or physically helpless.
- Consent cannot be obtained by pressure, threat, coercion or force of any kind, whether mental or physical. Consent means actually agreeing to the act of intercourse or other sexual activity, rather than merely submitting as a result of force or threat of force.
- Consent cannot be obtained from an individual who is under the legal age of consent.
- Consent must be ongoing throughout a sexual encounter and can be revoked at any time.
- Consent to some sexual acts does not necessarily imply consent to others. Past consent does not necessarily imply ongoing or future consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

As stated above, a person who is incapacitated may not consent. A person is incapacitated when he or she cannot make a rational, reasonable decision because the person lacks the ability to understand his or her decision. A person can become incapacitated as a result of disability, involuntary physical constraint, sleep, or consumption of alcohol or other drugs.

#### **4. Definitions of Prohibited Conduct**

##### Sexual Violence

Sexual violence encompasses sexual assault and is a form of sexual harassment. Sexual harassment, which is a form of discrimination, violates federal and state law and the University's [Policy Against Sexual Harassment](#).

Sexual violence includes physical sexual acts that are performed against a person's will or where a person cannot give consent. Physical resistance need not occur to fulfill the definition of sexual violence. Examples of sexual violence include, but are not limited to:

- Sexual intercourse or other sexual acts in the absence of consent;
- Rape (including "date rape") or attempted rape;
- Touching, fondling, kissing, or making any unwanted sexual contact with another person's body;
- Nonconsensual oral sex; and
- Sexual assault (defined below), sexual battery, or sexual coercion.

##### Sexual Assault

Sexual assault includes non-consensual sexual intercourse and non-consensual sexual contact. Non-consensual sexual intercourse is any act of sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact. Non-consensual sexual contact is any intentional touching of the intimate parts of another person, causing another to touch one's intimate parts, or disrobing or exposure of another without consent. Intimate parts may include genitalia, groin, breast, or buttocks, or clothing covering them, or any other body part that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.

##### Dating Violence

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

## Domestic Violence

Domestic violence means “abuse” occurring between:

- current or former spouses or cohabitants;
- persons who have a child in common; or
- persons currently or formerly involved in a dating relationship,

where “abuse” means any of the following acts:

- an act that causes serious bodily harm;
- an act that places a person eligible for relief in fear of imminent serious bodily harm;
- assault in any degree;
- rape or sexual offense or attempted rape or sexual offense in any degree;
- false imprisonment; or
- stalking.

## Stalking

Stalking means a malicious course of conduct that includes approaching or pursuing another where the person intends to place or knows or reasonably should have known the conduct would place another in reasonable fear:

- of serious bodily injury;
- of an assault in any degree;
- of rape or sexual offense or attempted rape or sexual offense in any degree;
- of false imprisonment;
- of death; or
- that a third person likely will suffer any of the acts listed above.

## **5. Reporting Sexual Misconduct, Relationship Violence and Stalking**

Members of the University community who are the victims of or who have knowledge of an incident of sexual misconduct, relationship violence or stalking prohibited by this Policy are urged to promptly

report the incident to the University's Office of Institutional Equity's ("OIE") Director-Title IX Coordinator (contact information below) or another responsible employee identified in the University's [Procedures on Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Stalking](#). The University's responsible employees include academic administrators, supervisors, department heads or chairs, directors, deans, student affairs staff, faculty, human resources personnel, campus security officers, student resident advisors, and athletic coaches. Persons who are the victims of sexual misconduct, relationship violence or stalking may pursue internal University disciplinary action against the perpetrator in accordance with the University's [Procedures on Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Stalking](#) by bringing a complaint to any responsible employee. All responsible employees must promptly refer complaints to the Director-Title IX Coordinator. Allison J. Boyle, JD, MPH, The Johns Hopkins University, Office of Institutional Equity, Wyman Park Building, Suite 515, 3400 North Charles Street, Baltimore, MD, 21218, Telephone: 410.516.8075, (TTY Dial 711), Facsimile: 410.516.5300. A victim of sexual violence, sexual assault, relationship violence or stalking is encouraged to immediately notify campus security. For campus security contact information, please see [Appendix A](#).

Important Note re Confidentiality: As discussed in depth in the University's [Procedures on Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Stalking](#), responsible employees are required to notify the Title IX coordinator whenever they receive a report of discrimination, harassment, sexual misconduct, relationship violence, or stalking. If a student, trainee, faculty or staff member desires to keep the details of an incident of discrimination, harassment, sexual misconduct, relationship violence or stalking confidential, he or she should speak with individuals who have a legal obligation to keep communications confidential. When seeking advice and support, persons who are concerned about confidentiality should discuss their concerns about confidentiality with the person with whom they are speaking. Unless there is an imminent threat to health or safety, or other basis for disclosure pursuant to law, confidentiality applies when persons seek services from the list of confidential resources in [Appendix B](#).

Student health centers operated by the University have a professional practice of maintaining confidentiality with respect to patient communications; however, under Maryland law medical providers are not afforded the same legal protections with respect to privileged communications as the counseling and religious resources listed in [Appendix B](#). Individuals should be aware that information shared with student health centers and the counseling and religious resources listed in [Appendix B](#) does not constitute a report or complaint filed with the University, i.e., for the purpose of instituting an investigation or disciplinary proceedings.

## **6. Filing a Criminal Complaint with Law Enforcement Authorities**

Victims of sexual violence, sexual assault, relationship violence and stalking will be advised by campus security and/or the Director-Title IX Coordinator of their option to file criminal charges with local police of the jurisdiction where the offense occurred. Campus security and/or the Director-Title IX Coordinator will provide assistance to a victim wishing to reach law enforcement authorities. Contact

information for local law enforcement authorities is available at [Appendix A](#). Further information on filing a criminal complaint with law enforcement authorities is provided in the University's [Procedures on Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Stalking](#).

## **7. Counseling, Medical and Immigration Resources**

The University will provide counseling to any member of the Hopkins community who is a victim of a sexual misconduct, relationship violence or stalking, and will provide information about other campus and community-based victim services. Counseling may be obtained whether or not an individual elects to file a complaint. Contact information for campus-based counseling, medical and immigration resources is available in Appendices B and C and on the JHU Sexual Assault Response and Prevention Website.

## **8. Medical Treatment and Preservation of Evidence**

Victims of sexual violence, sexual assault and relationship violence are strongly encouraged to seek immediate medical attention in order to treat injuries, test for and treat sexually transmitted diseases, test for pregnancy, and access emergency contraception, if desired. Additionally, rape treatment centers can perform a rape evidence collection procedure and test for "date-rape" drugs. A medical exam at a rape treatment center is an important way for a health provider to properly collect and preserve evidence that may be necessary to establish proof of criminal sexual violence, sexual assault, or relationship violence, or in obtaining a civil no-contact order or protection or peace order.

If possible, a victim should not shower, bathe, wash, douche, brush hair, drink, eat, or change clothes or bedding before going to the hospital or seeking medical attention. If the victim decides to change clothes, he or she should not wash the clothes worn during the assault and should bring them to the hospital or medical facility. These steps are important to help preserve evidence for possible use in legal actions to prove a crime has occurred or is occurring, or requests for a civil no-contact order or protection or peace order. Because evidence dissipates quickly, victims who wish to preserve evidence are encouraged to seek medical attention as soon as possible after the incident, usually within 48 hours.

At the victim's request, campus security will arrange for transportation to the nearest hospital. Victims of sexual violence and sexual assault in Baltimore City will be taken to Baltimore City's designated rape treatment center: Mercy Hospital, 345 St. Paul Place Baltimore, MD 21202, 410.332.9000. Mercy Hospital is equipped with the State Police Sexual Assault Evidence Collection Kit and has medical staff trained to assist victims of sexual violence and sexual assault with physical examination, evidence collection, and assistance with pursuing a complaint with the Baltimore City Police, if a victim so desires. For additional medical centers equipped with forensic services in the Baltimore and Washington, DC metro areas, please see [Appendix D](#) or visit the [JHU Sexual Assault Response and Prevention Website](#). Victims in other cities should contact the closest local hospital and inquire about the nearest hospital equipped with medical forensic services. In circumstances of sexual

violence or sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and sexually transmitted disease.

Victims of sexual violence, sexual assault, relationship violence, and stalking are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, which would be useful to University investigators, hearing boards and law enforcement authorities.

Although the University strongly encourages all members of its community to report violations of this Policy to law enforcement authorities, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with law enforcement authorities. The University's Title IX Coordinator or Campus Security will assist any victim with notifying local law enforcement authorities if they so desire.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, disciplinary proceedings, possible prosecution, or obtaining protective or peace orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with campus security or law enforcement authorities to preserve evidence in the event that the victim changes her or his mind at a later date.

## **9. Investigation and Resolution Procedures**

The University may independently discipline students, trainees, staff and faculty who have committed an offense of sexual misconduct, relationship violence or stalking whether or not the victim is a member of the University community and whether or not criminal charges are pending. The University's [Procedures on Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Stalking](#) provide detailed information on the availability of interim accommodations, the investigation and resolution of complaints of sexual misconduct, relationship violence and stalking, including the procedural rights afforded to the victim and accused, confidentiality, notification rights, and possible sanctions, or disciplinary or protective measures.

## **10. Education and Training**

### Primary and Ongoing Prevention and Awareness Programs

The University has education programs to promote prevention and awareness of sexual harassment, sexual violence and sexual assault for students and employees. The University has also made substantial progress toward developing and will be implementing enhanced orientation training for new students and employees, as well as enhanced ongoing prevention and awareness campaigns for students and employees that address relationship violence and stalking in addition to sexual harassment, sexual violence and sexual assault. For information regarding training programs, including online training, contact the [Office of Institutional Equity](#).

## Bystander Intervention Training (BIT) Programs

The University's education also includes safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual violence, sexual assault, relationship violence and stalking against a person other than such individual. BIT programs help students identify situations of concern, and provide knowledge and tools to encourage safe and successful interventions. To schedule a BIT program for a student group, contact Alyse Campbell at 410.516.5133 or [acampb39@jhu.edu](mailto:acampb39@jhu.edu). ([Table of Contents](#))

## PROCEDURES ON DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT AND SEXUAL VIOLENCE COMPLAINTS

### **1. Purpose and Scope of Procedures**

The Johns Hopkins University is committed to providing the members of its community with an environment free from discrimination and harassment, including sexual harassment, sexual violence (The term "sexual violence" as used in these Procedures includes "sex offenses," which includes "forcible sex offenses" and "non-forcible sex offenses." A "forcible sex offense" is any "sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent" and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. A "non-forcible sex offense" means "unlawful, non-forcible sexual intercourse" and includes incest and statutory rape. 34 CFR Part 668, Subpart D, Appendix A.) and sexual assault (collectively, "sexual misconduct"); domestic violence and dating violence (collectively, "relationship violence"); and stalking. The University will not tolerate discrimination, harassment, sexual misconduct, relationship violence and stalking. The University is prepared to receive, investigate and resolve complaints of discrimination, harassment, sexual misconduct, relationship violence and stalking that are brought by members of the University community to the attention of a responsible employee, as identified in these Procedures.

Members of the University community, including students, trainees, faculty and staff, and certain third parties (e.g., visitors, volunteers, vendors, and contractors while on University property, participating in a University sponsored activity, or providing services to the University, or applicants for admission to or employment with the University, or former affiliates of the University) may bring complaints of violations of the University's [Anti-Harassment Policy](#), [Policy Against Sexual Harassment](#) and [Sexual Violence, Sexual Assault, Relationship Violence and Stalking Policy](#) under these Procedures.

All academic and administrative units of the University, including all divisions, schools, campuses, departments and centers, must comply with, and ensure that their policies and procedures comply with, these Procedures. To the extent there is any inconsistency between written unit procedures and these Procedures, these Procedures control.

## 2. Overview of Office of Institutional Equity and University Policy

### Office of Institutional Equity

The [University's Office of Institutional Equity](#) ("OIE") ensures compliance with federal, state and local equal opportunity laws; investigates discrimination, harassment, sexual misconduct, relationship violence and stalking complaints; and provides prevention and awareness training for students, trainees, faculty and staff.

OIE is overseen by the Vice Provost for Institutional Equity (the "Vice Provost") who is the University's lead administrator on equal opportunity.

OIE's Director for Equity Compliance & Education and Title IX Coordinator (the "Director-Title IX Coordinator") conducts, oversees or coordinates the investigation of discrimination, harassment, sexual misconduct, relationship violence and stalking complaints received from members of the University community, and shares responsibility with the division or unit within which the complaint arose to resolve complaints.

### University Policies

The University's [Policy Against Sexual Harassment](#) and [Sexual Violence, Sexual Assault, Relationship Violence and Stalking Policy](#) define and prohibit sexual misconduct in keeping with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et. seq. ("Title IX"). Title IX prohibits discrimination on the basis of sex, including sexual misconduct, in any federally funded education program or activity. The University's [Sexual Violence, Sexual Assault, Relationship Violence and Stalking Policy](#) also defines and prohibits relationship violence and stalking, whether based on a legally protected class or not.

The University's [Anti-Harassment Policy](#) defines and prohibits discrimination and harassment based on other legally protected classes identified in relevant local, state and federal laws, including sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, and veteran status.

The Director-Title IX Coordinator provides information to members of the University community, including the complainant and the respondent, regarding their rights under the foregoing policies, these Procedures, and Title IX, including information regarding the University's investigation and disciplinary processes, the availability of interim measures, the availability of medical, counseling and other resources, and the ability to file a complaint with law enforcement authorities.

### **3. Filing a Complaint with the University**

#### Complaints of Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Stalking

Complaints of discrimination or harassment may be brought to the Vice Provost or the Director-Title IX Coordinator where the following protected classes are implicated: sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristic. Complaints of sexual misconduct, relationship violence and stalking may also be brought to the Vice Provost or the Director-Title IX Coordinator. Information on filing a complaint with OIE can be found on the [JHU Sexual Assault Response and Prevention website](#).

Vice Provost and Chief Diversity Officer for Institutional Equity, Caroline Laguerre-Brown, JD, The Johns Hopkins University, Wyman Park Building, Suite 515, 3400 North Charles Street, Baltimore, MD 21218, Telephone: 410.516.8075, [clbrown@jhu.edu](mailto:clbrown@jhu.edu)

Director, Equity Compliance and Education-Title IX Coordinator, Allison J. Boyle, JD, MPH, The Johns Hopkins University, Wyman Park Building, Suite 515, 3400 North Charles Street Baltimore, MD 21218, Telephone: 410.516.8075, [aboyle7@jhu.edu](mailto:aboyle7@jhu.edu)

Office of Institutional Equity - Anonymous Sexual Harassment Hotline, Telephone: 410.516.4001, Toll Free Telephone: 1.800.516.4001

In addition to the Vice Provost or Director-Title IX Coordinator, complaints of sexual misconduct, relationship violence and stalking may also be brought by students to their divisional student affairs dean, director or officer, and by faculty and staff to their divisional or unit human resources director. For a list of who to contact in each school's Student Affairs Office, see [Appendix A](#).

#### Complaints Involving Criminal Conduct

In cases involving potential criminal conduct, including in cases of sexual misconduct, relationship violence and stalking, a complainant may also bring a complaint to campus security. For campus security contact information, please see [Appendix B](#).

#### Responsible Employees

Individuals should be aware that University "responsible employees" who receive or become aware of complaints of discrimination, harassment, sexual misconduct, relationship violence, or stalking are required to and must bring the matter to the immediate attention of the Vice Provost or Director-Title IX Coordinator. A "responsible employee" is a University employee who has the authority to redress sexual misconduct, who has the duty to report incidents of sexual misconduct or other student misconduct to the Director-Title IX Coordinator, or who a student could reasonably believe has this authority or duty. University responsible employees include academic administrators, supervisors, department heads or chairs, directors, deans, student affairs staff, faculty, human

resources personnel, campus security officers, student resident advisors, and athletic coaches. A responsible employee must report to the Director-Title IX Coordinator all relevant details about the alleged discrimination, harassment, sexual misconduct, relationship violence or stalking shared by the complainant and that the University will need to determine what happened, including the names of the complainant and respondent, any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

#### Written Notification of Rights

A complainant who reports to the University that he or she has been a victim of sexual misconduct, relationship violence or stalking, whether the offense occurred on or off campus, will be provided with a written explanation of his or her rights and options under these Procedures, campus and community based medical, counseling and other resources, the availability of interim accommodations, and options to pursue the University's disciplinary process and/or a criminal complaint with law enforcement authorities.

#### **4. Filing a Criminal Complaint with Law Enforcement Authorities**

In addition to being a violation of University policy, incidents of sexual misconduct, relationship violence and stalking may also constitute a crime. Thus, in cases involving potential criminal conduct, individuals may file a complaint with law enforcement authorities. Individuals are encouraged to report incidents of potential criminal conduct to law enforcement authorities or campus security officers who can assist with contacting law enforcement authorities.

Reporting to law enforcement authorities does not preclude an individual from proceeding with a complaint under University policy. Because the standards for a violation of criminal law are different from the standards for a violation of University policy, criminal investigations and proceedings are not determinative of whether a violation of University policy has occurred. In other words, conduct may violate University policy even if law enforcement agencies or local prosecutors decline to prosecute. Complaints of sexual misconduct, relationship violence and stalking, and related University processes, may occur prior to, concurrent with, or following civil or criminal proceedings.

The University has campus security officers who are specially trained to work with individuals reporting sexual misconduct, relationship violence and stalking. Upon request, campus security, the Director-Title IX Coordinator, and any student affairs dean, director or officer will provide assistance to an individual wishing to contact law enforcement authorities, including those seeking to obtain orders of protection, civil no-contact orders, restraining orders, or similar lawful orders issued by a criminal or civil court. Contact information for local law enforcement authorities is available at [Appendix B](#). Individuals also have the right to decline to report incidents to law enforcement authorities.

## 5. Confidentiality and Confidential Resources

### Confidentiality

Whether or not confidentiality is specifically requested, the University will in receiving and resolving complaints of discrimination, harassment, sexual misconduct, relationship violence, and stalking strive to protect, to the greatest extent possible, the confidentiality of persons reporting or accused of discrimination, harassment, sexual misconduct, relationship violence or stalking and related information, by being as discrete as possible in its investigations; and minimizing, to the extent practicable, the number of individuals involved in the resolution process. All members of the University community who are involved in a matter relating to a complaint are expected to maintain the confidentiality of information obtained through and pursuant to the complaint and related investigation and resolution in a manner consistent with the foregoing.

If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or remain anonymous, or requests that no investigation into a particular incident be conducted or disciplinary action be taken, the University must weigh that request against the University's legal obligation to provide a safe, non-discriminatory environment for all members of the University community, including the complainant, along with its other legal obligations, including but not limited to compliance with any court orders, governmental investigations and proceedings, and litigation requests related to the complaint (e.g., responding to a subpoena to produce information or documentation for a criminal or civil proceeding related to the same incident reported to the University). These legal obligations extend to complaints received anonymously (i.e., the individual does not disclose his or her identity). The University therefore cannot guarantee confidentiality where it would conflict with its legal obligations and there may be times when the University needs to take action, such as investigating a complaint or action to deter further discrimination or harassment, even in cases in which a complainant has requested confidentiality.

The Director-Title IX Coordinator is responsible for evaluating requests for confidentiality. If it is determined that the University cannot maintain a complainant's confidentiality, the Director-Title IX Coordinator will inform the complainant prior to starting an investigation. A complainant requesting confidentiality must understand that the University's ability to respond to the complaint, meaningfully investigate the incident, and pursue disciplinary action against the respondent may be limited. The University will however take all reasonable steps to investigate and respond to the complaint consistent with any such requests that have been honored.

Individuals should be aware that pursuant to the University's Timely Warning Policy, the Vice President of Johns Hopkins Corporate Security or a designee ("Corporate Security") will timely warn the affected campus community of crimes that are reportable under federal law and represent a serious or continuing threat to the community. Even when a timely warning is not required under the Timely Warning Policy, Corporate Security may at any time elect to issue a timely warning or otherwise advise the affected campus community of any incident where doing so is in the best interest of campus security. The timely warning or security notification may include, but will not

necessarily be limited to, a succinct statement of the incident, including the date, time, location and nature of the crime, a physical description of the suspect(s), a photo or composite drawing of the suspect(s), and additional relevant information about the crime(s). The timely warnings or security notifications will normally be disseminated via email to the University-supplied electronic mail account issued to the appropriate group of students and employees. Depending on the circumstances, Corporate Security could also utilize one or more of the following modes of communication to transmit the warning: Corporate Security and other JHU websites, security alerts, security information bulletins, security blotters, sirens or public address systems, and bull horns. Additionally, the University reports crimes as required by federal law in its Campus Crime Blotter and Annual Security Report, available online on the [Campus Safety and Security website](#). To the extent permissible by law, personally identifiable information about complainants will not be included in any timely warning or security notification, or in any publicly available recordkeeping, including the reporting and disclosure of crime statistics in the Annual Security Report.

### Confidential Resources

If a student, trainee, faculty or staff member desires to keep the details of an incident of discrimination, harassment, sexual misconduct, relationship violence or stalking confidential, he or she should speak with individuals who have a legal obligation to keep communications confidential. When seeking advice and support, persons who are concerned about confidentiality should discuss their concerns about confidentiality with the person with whom they are speaking. Unless there is an imminent threat to health or safety, or other basis for disclosure pursuant to law, confidentiality applies when persons seek services from the list of confidential resources in [Appendix C](#).

Student health centers operated by the University have a professional practice of maintaining confidentiality with respect to patient communications; however, under Maryland law medical providers are not afforded the same legal protections with respect to privileged communications as the counseling and religious resources listed in [Appendix C](#). Individuals should be aware that information shared with student health centers and the counseling and religious resources listed in [Appendix C](#) does not constitute a report or complaint filed with the University, i.e., for the purpose of instituting an investigation or disciplinary proceedings.

## **6. Procedures Applicable to Complaints Brought Within the University**

### Standards of Investigation, Resolution and Evidence

Inherent in the University's [Anti-Harassment Policy](#), [Policy Against Sexual Harassment](#) and [Sexual Violence, Sexual Assault, Relationship Violence and Stalking Policy](#) is the University's obligation to make every effort to achieve a prompt, equitable and impartial investigation and resolution of complaints brought under these policies using a preponderance of the evidence standard (i.e., it is more likely than not that prohibited discrimination, harassment, sexual misconduct, relationship violence or stalking occurred).

### Interim Accommodations

Pending the outcome of an investigation, the University may implement interim accommodations to address any safety or security concern, if requested by a complainant or respondent or if otherwise deemed appropriate or to protect the integrity of the investigation, subject to the reasonable availability of such accommodations and based on available facts and circumstances. Interim accommodations include, but are not limited to, the placement of the respondent on academic or administrative leave or suspension, no-contact orders, transfer to an alternate work or lab location, academic program adjustments, reassignment of housing and other interim accommodations to academic, living, transportation or working situations. Interim accommodations are available regardless of whether the complainant chooses to report the crime to campus security or law enforcement authorities or pursue a complaint through the University's disciplinary process. Interim accommodations are coordinated through the Director-Title IX Coordinator. The University will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations.

### Investigation of Complaints

All responsible employees must promptly refer complaints of discrimination, harassment, sexual misconduct, relationship violence and stalking to the Director-Title IX Coordinator. The Director-Title IX Coordinator will assess whether the allegations support the basis for an investigation under JHU policy. If supported, the Director-Title IX Coordinator will conduct, oversee or coordinate the University's investigation of complaints of discrimination, harassment, sexual misconduct, relationship violence and stalking. No employee is authorized to investigate or resolve a complaint without the involvement of the Director-Title IX Coordinator. The Director-Title IX Coordinator works with appropriate divisional or unit representatives during the investigation. In investigating complaints involving students or trainees, OIE works with the appropriate divisional student affairs dean, director or officer. In investigating complaints involving faculty and staff, OIE works with the appropriate human resources office and/or academic administrator. In cases that involve potential criminal conduct, such as sexual misconduct, relationship violence and stalking, the appropriate campus security officers are involved in the investigation of complaints.

An investigation conducted by OIE generally consists of two main phases: (a) fact-gathering to enable assessment of the complaint; and (b) the issuance of factual findings and a recommendation. The first phase involves extensive interviews by the Director-Title IX Coordinator or a designee with the complainant, respondent, witnesses and other relevant parties, in addition to gathering relevant documentation, if any. After this phase of the investigation, the Director-Title IX Coordinator or a designee conducts a thorough review of the facts and issues the factual findings and a recommendation for resolution of the complaint to the appropriate administrative official at the division or unit. If a divisional conduct board hearing is involved, then board members will also receive a copy of the factual findings and recommendation.

For complaints of sexual assault, relationship violence, and stalking regardless of whether the complainant or respondent is a student, or faculty or staff member, and for complaints of sexual misconduct in which the complainant or respondent is a student, the first phase of the investigation discussed above generally takes up to twenty (20) days from the date of filing the complaint, and the second phase of the investigation discussed above generally takes up to thirty (30) days from the date of filing the complaint. In these cases, the unit process to determine whether a violation has occurred and to determine appropriate sanctions and remedies will generally be completed within sixty (60) days from the date of filing the complaint, with any appeals resolved reasonably soon thereafter. While every effort is made to adhere to these general time frames, these may vary depending on the complexity of the investigation, the ability to obtain necessary evidence, the severity and extent of the alleged prohibited conduct and other factors. In addition, the University may delay its investigation during the evidence-gathering phase of a law enforcement investigation of the same underlying incident.

### Resolution of Complaints

Complaints are resolved, adjudicated and sanctions, if any, administered in accordance with divisional or unit disciplinary procedures or personnel policies as explained below.

Disciplinary actions against students and trainees will be processed by the appropriate student affairs dean, director or officer in accordance with these Procedures and the code of conduct and disciplinary procedures pertaining to the division in which the student is enrolled. Disciplinary actions against staff members will be governed by these Procedures and the procedures in the University's personnel policies. Disciplinary actions against members of the faculty will be processed by the offices of dean of the appropriate division according to these Procedures and the disciplinary procedures established by that division.

A complaint may be resolved informally or formally in accordance with applicable disciplinary procedures. If mediation or other informal mechanisms of resolution are used to resolve complaints of discrimination or harassment, these informal mechanisms may be used only on a voluntary basis, and for complaints of sexual harassment, in the presence of a trained counselor, trained mediator, or other appropriate administrative or staff member. Mediation and other informal mechanisms may not be used to resolve complaints of sexual violence, sexual assault, relationship violence or stalking. A complainant may end an informal process at any time for any reason and initiate a formal complaint process. If formal proceedings are initiated against a respondent (e.g., a divisional conduct board hearing), those proceedings are conducted by the relevant academic or administrative unit in accordance with applicable disciplinary procedures, subject to the provisions of these Procedures.

Students, trainees, faculty and staff should be familiar with their divisional or unit codes of conduct and disciplinary procedures, which provide information on the informal and formal processes for the resolution of complaints in each division or unit, and may contact the Director-Title IX Coordinator or a dean or unit head for information regarding their respective divisional or unit procedures.

### Procedural Rights

For complaints of sexual assault, relationship violence, and stalking regardless of whether the complainant or respondent is a student, or faculty or staff member, and for complaints of sexual misconduct in which the complainant or respondent is a student, the complainant and the respondent are afforded equal procedural rights during the investigation and any hearing that may follow, including the following.

The complainant and respondent must have an equal opportunity to present relevant witnesses and evidence during the investigation and hearing.

If a hearing is held, the complainant and the respondent will be afforded similar and timely access to any information used in connection with that hearing, consistent with the University's obligations under FERPA (Family Educational Rights and Privacy Act) and other laws protecting privileged and confidential information.

The complainant and respondent are entitled to the equal opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The advisor may counsel and provide support to the party during a meeting or proceeding, but may not participate or speak on the party's behalf. The advisor may make written submission on the party's behalf.

To the extent divisional or unit procedures afford an opportunity to bring additional persons (such as parents) to a meeting or proceeding to provide personal support, such right shall be afforded equally to both the complainant and the respondent.

If divisional or unit procedures allow an appeal with respect to procedural errors, findings or sanctions, such right to appeal shall be available equally to the complainant and respondent.

### Special Procedures

Notwithstanding the normal procedures in divisional or unit policies, for complaints of sexual assault, relationship violence, and stalking regardless of whether the complainant or respondent is a student, or faculty or staff member, and for complaints of sexual misconduct in which the complainant or respondent is a student, divisions and units will employ the following special provisions:

*Testimony.* If divisional or unit procedures allow one party to be present for the entirety of a hearing, both parties shall be provided this right equally. When requested, a division or unit shall make arrangements so that the complainant and the respondent do not have to be present in the same room at the same time.

*Questioning.* If the divisional or unit procedures utilize a hearing, only the board may ask questions of the parties and of any witnesses. Both parties have the opportunity to put forth questions of the other party and of witnesses by submitting questions to the board in written format. The board may, in its sole discretion, revise or not ask any or all submitted questions.

*Information Regarding Romantic or Sexual History.* No decision maker will consider the romantic or sexual history of either the respondent or the complainant in cases involving allegations of sexual misconduct, except for testimony offered by the respondent or the complainant about the parties' shared sexual history. If such information is offered, the other party has the right to respond. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

*Students on Board.* If the divisional or unit procedures normally include the participation of one or more students on a conduct board, those students will be replaced by University employees or faculty for cases involving sexual violence or relationship violence.

#### Sanctions, Accommodations, Disciplinary and Protective Measures, and Remedies for the School Community

The sanctions, accommodations, protective or disciplinary measures, and remedies for the University community which may be imposed following a final determination of a University investigation or disciplinary proceeding for discrimination, harassment, sexual misconduct, relationship violence or stalking will vary according to the facts and circumstances, including the severity of the conduct, the needs of the complainant, and the effect of the conduct on the University community. The sanctions may include one or more of disciplinary warnings, no-contact orders, loss of privileges, mandatory training, mandatory counseling, probation, suspension, expulsion of a student or trainee, and demotion and termination of the employment of a staff or faculty member.

#### Notification of Outcomes

In cases of sexual misconduct, relationship violence, and stalking, both the complainant and the respondent will be notified of the outcome of the complaint in writing simultaneously. In all such cases, this notice will include (a) whether it was found that the alleged conduct occurred, (b) any sanctions imposed on the respondent that directly relate to the complainant (Sanctions that directly relate to the complainant include, but are not limited to, requiring that the respondent stay away from the complainant until both parties graduate, prohibiting the respondent from attending school for a period of time, or transferring the respondent to another residence hall, other classes, or another school.), and (c) any steps taken to eliminate a hostile environment and prevent recurrence. Additionally, the complainant should be notified of (d) any individual remedies offered or provided to him or her, and the respondent should be notified of (e) any remaining sanctions imposed on him or her. Additionally, in cases alleging a sex offense (see prior definition of sex offenses), relationship violence, or stalking, the complainant will be notified of all sanctions imposed against the respondent. In all cases, the notice will also include information on the procedures for the complainant and respondent to appeal the results of the disciplinary proceeding (if such rights exist under the relevant divisional or unit procedures). Subsequent simultaneous written notice will also be provided if there is any change to the results that occurs prior to the time that such results become final, when such results become final, and the outcome of an appeal, if any.

The University will, upon written request, disclose to the alleged victim of any crime of violence (The term “crime of violence,” in this context, means: the commission or attempt of any of the following offenses: arson, assault offenses, burglary, criminal homicide, destruction/damage/vandalism of property, kidnapping /abduction, robbery, and forcible sex offenses.) or a non-forcible sex offense (The term “non-forcible sex offense,” in this context, means statutory rape or incest.), the final results of any disciplinary proceeding conducted by the University. If the University determines that the respondent committed a crime of violence or non-forcible sex offense, it may disclose the final results of its disciplinary process to anyone, so long as it does not disclose the name of any other student.

#### Training for Officials

The University’s investigations and any ensuing disciplinary proceedings are conducted by officials who have received training related to those responsibilities. The University has made substantial progress towards developing and will be implementing comprehensive enhanced training materials on issues related to sexual misconduct (including sexual assault), relationship violence and stalking, and conducting an investigation and hearing process in a manner that protects the safety of complainants and promotes accountability.

#### Prevention

The University will take steps to prevent the recurrence of any discrimination, harassment, sexual misconduct, relationship violence and stalking and to correct the discriminatory effects on the complainant and other members of the University community as necessary.

#### Prohibition on Retaliation

Local, state, and federal laws and University policy prohibit any form of retaliation against a person who files or bears witness to a discrimination, harassment, sexual misconduct, relationship violence or stalking complaint made in good faith. No officer, employee, or agent of the University shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under University policy, procedures or the law. These Procedures apply to complaints and investigations of retaliation, and complainants are urged to promptly contact OIE with any concerns or claims regarding retaliation. The University will take steps to promptly and equitably address such retaliation.

Questions Regarding Procedures and Title IX may be directed to the Director-Title IX Coordinator.

### **7. Discrimination Complaints Filed With Government Agencies**

Present or former University faculty members, staff members, trainees, students, or applicants to University education programs or employment who believe that they have been discriminated against or harassed may file a charge of discrimination or harassment with various local, state and federal U.S. government agencies. These agencies include the following: Equal Employment Opportunity Commission ([EEOC](#)); Office for Civil Rights of the Department of Education ([OCR](#)); the

Office of Federal Contract Compliance Programs of the Department of Labor (OFCCP); the Maryland Commission on Human Relations; the Baltimore Community Relations Commission; and the D.C. Department of Human Rights. Agencies receiving such complaints notify the University that a charge has been filed and commence an investigation. Filing a complaint with the University is not a prerequisite to filing a criminal complaint with law enforcement authorities or a complaint of discrimination or harassment with a governmental agency, and seeking assistance from the University in no way precludes filing these complaints. ([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. The University will not tolerate violent acts on its campuses, at off-campus locations administered by the university, or in its programs, whether by students, faculty, staff or visitors. 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 violates the University's Sexual Violence Policy, including, but not limited to, conduct that constitutes sexual abuse, assault or rape of another person
- Conduct that violates the University's Policy Against Sexual Harassment, including, but not limited to 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 (see Firearms section)
- Unauthorized distribution, possession or use of any controlled substance such as, but not limited to, illegal drugs (see Alcohol and Drugs section)
- 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 (see Alcohol and Drugs section)
- 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

SAIS urges individuals who have experienced or witnessed incidents that may violate this code to report them to campus security, the Chief Student Affairs Officer or the Director of Student Life. The university will not permit retaliation against anyone who, in good faith, brings a complaint or serves as a witness in the investigation of a complaint. ([Table of Contents](#))

### Student Conduct Code Procedure

The following procedures apply to matters arising under the Student Conduct Code ("Conduct Code"). The Conduct Code applies to SAIS students and student organizations and sets forth conduct requirements. These procedures do not apply to academic ethics matters, grade disputes and other academic issues; those matters are covered by separate policies. Also, complaints alleging violation of certain school or University policies, which provide procedures for handling matters within the purview of such policies, will be referred to the appropriate office for handling (e.g., complaints of discrimination or harassment, including sexual harassment and sexual violence, in violation of the University's policies on nondiscrimination, sexual harassment and sexual violence will be referred to the Office of Institutional Equity; see

JHU Procedures on Discrimination, Harassment, Sexual Harassment and Sexual Violence Complaints). Some acts of misconduct may implicate criminal or other laws. SAIS' policy is to cooperate with law enforcement authorities. SAIS disciplinary proceedings are conducted independently from any criminal or other legal proceedings arising out of the incidents giving rise to the charges of misconduct.

Complaints asserting Conduct Code violations may be initiated by: (1) The Chief Student Affairs Officer ("CSAO"); (2) a student; or (3) a member of the SAIS faculty or staff. The CSAO has responsibility for administering matters initiated under the Conduct Code.

For complaints initiated by anyone other than the CSAO, as a preliminary step, the complaint process and timelines are explained to the complainant by the CSAO or her designee; options are discussed, and the complainant decides whether to pursue the complaint. If the complainant decides to do so, the process continues through the following steps:

- The CSAO and the Director of Student Life ("Director") determine whether there is sufficient cause under the Conduct Code for charges to be initiated against the accused student or student organization. If charges are initiated, the CSAO will provide written notification to the respondent(s) of the charges, specifying the Conduct Code provision(s) that are at issue.
- The CSAO and/or the Director meet with the accused student or student organization and other individuals involved in the case as warranted.
- The CSAO has discretion to suspend a student on an interim basis when his or her behavior poses an immediate and substantial risk to the normal operation of the institution, or to the safety of himself or herself or others, or to the property of the University or of others. The interim suspension shall continue until the completion of disciplinary proceedings or until the behavior giving rise to the suspension is resolved.
- When warranted, the CSAO and/or the Director work with the complainant(s) and respondent(s) to identify witnesses and to assemble information relevant to the case. The complainant(s) and the respondent(s) are given the opportunity to review this information.
- The CSAO and the Director evaluate whether the case should be resolved informally, referred to the Student Conduct Board ("Board") or set for formal mediation (see below for exception for cases of discrimination and harassment, including sexual harassment and sexual violence).
- For cases to be heard by the Board, the CSAO or Director is responsible for notifying the complainant(s) and respondent(s) of the hearing date and time with at least three days' notice.

- The complainant(s) and respondent(s) are responsible for notifying their witnesses of any hearing date/time and for bringing all relevant evidence to the hearing.

When a complaint is initiated by a student, faculty or staff member, the CSAO has discretion to attempt to resolve the matter informally. If an informal resolution is pursued, the process will be facilitated by the CSAO or her designee, most frequently the Director. Resolution of a complaint informally requires the agreement of the complainant(s), the respondent(s) and the CSAO or her designee with regard to the disposition of the complaint (which may include imposition of one or more of the sanctions listed below). If no agreement is reached or the CSAO so determines based on the facts and misconduct alleged, formal proceedings may be pursued. If informal mechanisms of resolution or mediation are used to resolve complaints of discrimination or harassment, these informal mechanisms or mediation may be used only on a voluntary basis, and for complaints of sexual harassment, in the presence of a trained counselor, trained mediator, or other appropriate administrative or staff member. Informal mechanisms and mediation may not be used to resolve complaints of sexual violence (including sexual assault), regardless of whether participation is voluntary. A complainant may end an informal process or mediation at any time for any reason and begin the formal Board hearing process.

There are two formal mechanisms for resolution of Conduct Code complaints: (1) a Board hearing; or, (2) via mediation through the [University's Mediation Service](#).

The Board is comprised of three Associate Deans. If for any reason an associate dean is unable to serve, the remaining Board members will choose a substitute member from among the faculty or senior staff of SAIS. The CSAO will serve as an observer on the Board, but shall not be a voting member. The evidence considered by the Board may be reviewed by the complainant and the respondent prior to the hearing. During the hearing, the Board:

- Reads the charge to the respondent and asks the respondent to indicate whether s/he is responsible or not responsible for the misconduct in question;
- Asks for a full statement from both the complainant and respondent describing the incident and giving relevant background;
- Hears statements from witnesses; and
- Questions the complainant, respondent and witnesses.

The complainant and respondent have the opportunity to respond to all statements and information presented to the Board. In most cases, the respondent will be present when the complainant presents his or her statement and is questioned by members of the Board. However, the Board may, in its discretion, direct that the complainant appear outside the presence of the respondent.

The complainant and respondent may bring another individual to provide personal support. Legal counsel representing any participant is not permitted in the hearing.

In private session, the Board makes a determination of the responsibility or non-responsibility of the respondent for the misconduct charged. The Board will also determine a sanction when there has been a finding of responsibility. The Board's proceedings are closed. The Board will provide a written determination to the CSAO. The Board may impose any sanction or combination of sanctions, up to and including expulsion, for any violation of the Conduct Code. In imposing sanctions, the nature and circumstances of the offense, the student's prior record and other factors deemed pertinent may be considered. Sanctions may be noted in a disciplinary file in the Office of Student Life. Sanctions include:

- Disciplinary Warning – a student is notified that continuation or repetition of conduct in violation of the Conduct Code will be cause for more serious disciplinary action.
- Disciplinary Probation – a student is notified that s/he is no longer in good conduct standing and that further violation of the Conduct Code during the probation will likely result in disciplinary suspension or expulsion. Students on probation may be ineligible to represent SAIS in student organizations, including the Student Government Association.
- Disciplinary Suspension – a student is suspended from SAIS for a specified length of time. Suspension extends to academic course work and privileges as well as co-curricular activities.
- Expulsion – the individual's status as a student is terminated.
- Transcript Notations – after informal or formal proceedings, the Board may order the entry of a notation explaining disciplinary action on the transcript of a student found responsible for misconduct.
- In addition to or in place of the sanctions above, the following sanctions may also be applied: restitution; fines; compensatory services; restitution services; rehabilitative and/or educational activities, including counseling; and/or exclusion from specific aspects of community life such as participation in student activities, commencement exercises, etc.

The respondent will be informed in writing by the CSAO about the outcome of the Board hearing. The complainant will also be informed, but only to the extent consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the confidential nature of student information. In cases of sexual harassment (including sexual violence and sexual assault), subject to the requirements of FERPA, both the complainant and the respondent will be notified in writing of the outcome of the complaint and the outcome of the appeal, where "outcome" means whether sexual harassment was found to have occurred; provided, that in cases alleging a sex offense, the final determination with respect to the alleged sex offense and any sanctions imposed against the respondent will be shared with the complainant.

This notice will be provided to the complainant and the respondent in the same manner and in the same time frame. Further, the Associate Dean will, upon written request, disclose to the alleged victim of any crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the preceding sentence (see JHU Procedures on Discrimination, Harassment, Sexual Harassment and Sexual Violence Complaints for definitions of crimes of violence and non-forcible sex offenses).

The respondent may submit a written appeal of any determination of responsibility and/or sanctions within seven working days to the Dean of SAIS. A request for appeal must be based on procedural error that had a significant, substantive effect on the outcome of the proceedings, or on newly discovered evidence that was not available at the time of the hearing. When the appeal is based on new evidence, the case may be referred back to the Board for further consideration and recommendations to the Dean, or the Dean has discretion to enter a decision without referral to the Board. After review of any information submitted in support of the appeal and any recommendation of the Board, the Dean shall make a decision in the case, and notify the respondent. The Dean's decision is final and not appealable. In cases of alleged violations of the University's Policy Against Sexual Harassment or Sexual Violence Policy, these rights of appeal shall be available equally to both the respondent and the complainant.

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## 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. [\(Table of Contents\)](#)

### 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](#). ([Table of Contents](#))

### 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 CSAO 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](#))

## ALCOHOL AND DRUG ABUSE AND A DRUG-FREE ENVIRONMENT

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. To that end, the University provides appropriate programs and efforts throughout the year. The brochure “Maintaining a Drug-Free Environment: The Hopkins Commitment” is available to all students, faculty and staff of The Johns Hopkins University, and copies are available on request from the offices of the Faculty and Staff Assistance Program.

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 available through the [Johns Hopkins Student Assistance Program \(JHSAP\)](#). Participation in alcohol and drug educational programs may be required of a student as a condition of continued enrollment. Students are encouraged to take advantage of these services.

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 is prohibited, as defined by federal, state and local statutes.

Students are expected to obey the law. Individuals who violate the law on university property or as a part of university activities, in addition to being subject to criminal penalties, may be subject to university disciplinary measures including expulsion. Drug and alcohol-related violations must be reported to the main campus and are subject to the SAIS Student Conduct Code Procedure. The university will not excuse acts of misconduct or neglect of academic responsibilities 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 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 faculty/staff. Disciplinary action for violations of this regulation will be the responsibility of the CSAO or the vice president for human resources, 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 chief campus 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
- [SAIS Web site](#) and [Insider Page](#)
- [JHUniverse Web site](#)

Students should call the Nitze Building guard's desk at 202.663.5600 and press '5' if there is any uncertainty over closings. When classes are canceled due to severe weather, the Library generally remains open on a reduced schedule as long as the Nitze Building is open. ([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 the SAIS Washington, D.C. campus, the SAIS Europe campus 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 The Crisis Response Plan.

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 voluntary. To subscribe to Johns Hopkins Emergency Alerts text messages, go to <http://my.jh.edu> and sign in using a JHED ID and password. Click "myProfile" icon in the upper left-hand side of the page, then click on the "Edit" link under "Emergency Alerts" on the right.

Students are also encouraged to designate an emergency contact person via [ISIS Self-Service](#). This is located under the Personal Info tab. ([Table of Contents](#))

# Section II: Academic Policies

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## ACADEMIC AND ADMINISTRATIVE OFFICES

Nitze Building: 1740 Massachusetts Avenue  
Rome Building: 1619 Massachusetts Avenue  
Bernstein-Offit Building (BOB): 1717 Massachusetts Avenue

SAIS DEANS*	
Dean	Vali Nasr
Senior Associate Dean for Operations and Finance	Myron Kunka
Associate Dean for Academic Affairs	John Harrington
Associate Dean for Executive Education and Strategic Initiatives	Melissa Trotta
Interim Associate Dean for Development	Ashley Rogers

*\*Dean's offices are located in the Nitze Building, 2<sup>rd</sup> floor*

ADMINISTRATIVE OFFICE LOCATIONS	
Academic Affairs	Nitze 415
Academic Technology	Nitze 414B
Admissions	Nitze 317
Business Office	Nitze 311

<b>ADMINISTRATIVE OFFICE LOCATIONS</b>	
Career Services	Nitze 212
Financial Aid	Nitze 314
Information & Technology Services	Nitze 418 and Rome 505
International Services	BOB 331/325
Language Studies	Rome 3rd Floor
Library	Nitze 600
M.I.E.F. Services	BOB 717
M.I.P.P. Services	Nitze 307
Ph.D. Services	Nitze 413
Registrar	Nitze 301
Student Life	Nitze 504
Summer, Non-Degree and Pre-Term	Nitze 403

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FREQUENTLY ASKED QUESTIONS	
SUBJECT	CONTACT
Academic advising (general)	Academic Affairs/Student Life
Academic technology	Manager of Academic Technology
Advanced standing	Director of Academic Affairs
Advisors (change of)	Registrar
B.A./M.A. Program	Director of Student Life
Bidding	Registrar
Boren Fellowship (NSEP)	Director of Student Life
Change of degree status	Director of Academic Affairs
Conduct Code	Director of Student Life
Course-load exceptions	Academic Advising (general)
Diplomas	Registrar
Disabilities	Director of Student Life
Dual-degree program advising	Manager of Graduate Services
Financial aid	Financial Aid
Fulbright Grants	Director of Student Life
Grades	Registrar
Graduation ceremony	Sr. Special Events Coordinator
Graduation requirements	Academic Affairs and Registrar
Healthcare/Insurance	Director of Student Life
Honor Code	Chief Student Affairs Officer or Associate Dean for Academic Affairs
Housing resources	Director of Student Life
ID cards (JCards)	Information & Technology Services
Immigration advising for international students	International Services

FREQUENTLY ASKED QUESTIONS	
SUBJECT	CONTACT
Independent study and Extension of Independent Study	Professor approval, then Registrar (form)
Interdivisional Registration (IDR)	Manager of Graduate Services
Internship and career information	Career Services
Language proficiency questions	Language Studies
Leave of absence, withdrawal or campus change (i.e., Washington, D.C., Bologna, Italy, or Nanjing, China)	Director of Academic Affairs
Lockers	Registrar
M.A. oral exams (to compete for honors)	Registrar
M.I.E.F. administrative support	M.I.E.F. Graduate Degree Manager
M.I.P.P. administrative support	Director of Executive Degree Programs
Ph.D. administrative support	Manager of Graduate Services
Ph.D. program admission	Admissions Manager of Graduate Services
Registration for classes at other JHU divisions and University of Maryland	Manager of Graduate Services
Reserving rooms for student events	Director of Student Life Office of Career Services (career clubs)
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 2014–15

The Academic Calendar for 2014–15 is located off the [Calendar](#) tab of the SAIS Web site.  
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### 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 (64 credits) to 12 (48 credits) for completed graduate degrees of two years or more. For completed graduate degrees of less than two years, the number of courses required is reduced from 16 (64 credits) to 14 (56 credits). Students with advanced standing must meet all graduation requirements within those 14 or 12 courses (56 or 48 credits).

Consideration for advanced standing is only given to M.A. students for relevant graduate degrees completed, not individual courses. To obtain advanced standing, students must complete the [Advanced Standing Request](#) form and upload a copy of their transcript proving completion of the degree prior to their final semester of study. Students who receive advanced standing must still complete the residency requirement of three full-time semesters.

HNC Certificate students automatically receive advanced standing of four courses (16 credits). They may also petition for two additional courses (8 credits), taken in English at the Hopkins-Nanjing Center, toward their total course requirements to graduate as long as they are on the approved course list. Students who are not accepted to both the M.A. and the HNC Certificate at the same time, must complete an [Advanced Standing Request](#) form in order to be eligible. ([Table of Contents](#))

### ADVISORS

All degree students are assigned a faculty advisor with expertise in the student's concentration or affiliation. A student who wishes to change advisors should contact the Registrar's Office.

The advisor-student relationship implies mutual responsibility. Faculty advisors 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 advisor if necessary. The faculty of the International Economics Program are also available to provide advice on economics courses and specializations.

Students can receive general advice and support through administrative advisors. For more information go to the [Academic Advising and Planning](#) section of the SAIS Insider Portal page or email [saisadvising@jhu.edu](mailto:saisadvising@jhu.edu). ([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 [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.

Full-time students can audit up to the equivalent of two non-language courses per semester, unless this results in a total registration of more than six full courses. An exception can be made if students are only taking three courses for credit in a term (12 credits), then they can audit up to three additional courses. Part-time M.A. students will be subject to additional tuition charges if they audit a course(s). M.I.E.F. and part-time M.I.P.P. students are permitted to audit the equivalent of two courses during their time at SAIS at no additional charge. M.I.P.P. students must be enrolled in at least one course for a grade in order to audit during that term at no additional charge. The audits will be listed on the transcript.

Non-degree students or students who wish to audit SAIS 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 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 with prior approval from the professor (subject to policies in the section entitled "[Course Load and Full-time/Part-time Definitions for M.A. and M.I.P.P. Students](#)"). The student will need the professor to sign an [Audit to Credit](#) form no later than the last day of class within that term. This form 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 a prior agreement to fulfill all the course requirements. Once changed from audit to credit status or vice versa, the course status cannot be reversed. ([Table of Contents](#))

## B.A./M.A. PROGRAM

The five-year accelerated B.A./M.A. Program with Johns Hopkins University Krieger School of Arts and Sciences on the Homewood Campus in Baltimore, Md., includes three years of undergraduate study and two years of study at SAIS. Students apply to the program during the second semester of their undergraduate sophomore year. Applications are reviewed by a joint selection committee of

representatives from SAIS and JHU Homewood; candidates may also be interviewed. A limited number of successful candidates are accepted to spend their first year of SAIS study at SAIS Europe.

Successful candidates enroll at SAIS in what would have been the undergraduate senior year. The B.A. is awarded at the end of the fourth year of the program, although it is expected that most undergraduate requirements will be completed in three years. B.A./M.A. students receive the M.A. at the end of the fifth year, may not graduate from SAIS in fewer than four semesters and may not reduce the number of courses/credits required to graduate.

B.A./M.A. students pay SAIS tuition during their fourth and fifth years of study, although Homewood financial aid applies during their fourth year. SAIS Europe tuition and expenses are in Euro currency. Financial assistance for the fifth year is determined by SAIS and is not guaranteed.

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## BIDDING SYSTEM

Professors may limit enrollment in their classes. Limits are noted in [ISIS](#). A bidding system is used when classes exceed their limits. To help students gain entry to oversubscribed classes, the [SAISbids](#) system is used at both the SAIS Washington and Europe 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 receive 1,300 points. Any student studying at SAIS under a formal student exchange program will receive 325 points. M.I.E.F. students do not receive bid points and do not take part in SAISbids.

Once students submit a request for dual-degree status or advanced standing 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 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 Insider Portal](#) 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 that bids, will be accepted into a limited enrollment course where entry to the class is determined by bidding. M.I.P.P. students who affiliate with a program may receive additional bidding privileges. They will receive automatic entry into any required introductory courses. Additionally, some programs may elect to provide limited priority access to M.I.P.P. students, but no priority access will be available for economics courses. M.I.P.P. students affiliated with a program that allows priority access will only be eligible in one course in their area of affiliation. Priority access means that the student does not need to bid unless the number of students with priority access is higher than the number of seats available in the class. If the number of students with priority access exceeds the number of available seats in the class, priority students will bid against one another. This bidding benefit will be applicable only to a course within the area of affiliation; it cannot be applied to a cross-listed course.

Each semester special rules are posted on the [Bidding](#) section of the Insider Portal page. ([Table of Contents](#))

## CAPSTONE REQUIREMENT FOR M.A. STUDENTS

All M.A. students are required to complete a capstone in order to graduate. This is an integrative project or experience within the non-economics concentration and requires an assessment. It is at the discretion of program directors to determine what constitutes a capstone. Generally, a capstone should be completed in a student's second year. If the capstone occurred during the first year, the final outcome/product should be submitted in the second year and should be integrative in nature. If students have multiple concentrations in addition to International Economics, they must complete the capstone requirements for all programs. Some programs may choose to allow the M.A. Oral Exam, to compete for honors, as one of the capstone options. For more information, visit the individual program Web sites. ([Table of Contents](#))

## CHANGE OF CONCENTRATION OR AFFILIATION

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 must complete the [Change of Concentration Request](#) form. If a student changes concentrations, current requirements for that concentration must be followed. Concentration changes cannot be made during bidding and must be changed prior to the deadline set by the Registrar's Office, no later than two weeks before the online registration deadline. Students cannot change their concentration to International Development as students must be accepted into this concentration during the admissions process.

M.I.P.P. students who want to change their affiliation, must contact the the Director of Executive Degree Programs. ([Table of Contents](#))

## CHANGE OF DEGREE

Students who want to change their degree from M.A. to M.I.P.P. or M.I.E.F., must complete a [Change of Degree Request](#) form. Additional documentation or a shortened application process may be required. Students requesting a change from the M.A. to M.I.P.P. degree program must also submit a resume, which will be reviewed by the Office of Executive Education. If it is determined that the student meets the all M.I.P.P. requirements, including the minimum of seven years of substantial work experience, the Office of Executive Education will arrange an interview to further evaluate the student's fit for the M.I.P.P. program. Any approved request will require that the student enroll full-time in the M.I.P.P. program for one entire semester, meaning that a student cannot submit a request to switch the M.I.P.P. program and graduate in the same semester. ([Table of Contents](#))

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

Sixteen non-language courses (64 credits) are required for graduation with the SAIS M.A. degree. This requirement is reduced to 12 (48 credits) for dual-degree students and students with advanced standing with graduate degrees of two or more years duration. This requirement is reduced to 14 (56 credits) for students with advanced standing with graduate degrees of less than two years duration. Three courses (12 credits) are considered a full-time load. If one of the three is an audit, a student will pay full-time tuition (8 credits plus an audit in a course equivalent to 4 credits). The normal course load is four courses (16 credits) 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 residency.

Eight non-language courses (32 credits) are required for graduation with the M.I.P.P. degree. M.I.P.P. students taking three or more courses (12 credits), are considered full-time. M.I.P.P. students taking less than 12 credits are considered to be enrolled part-time. Part-time M.I.P.P. students must be

enrolled in a minimum of two courses (8 credits) per semester (fall or spring), unless they are in their final semester. For exception, see section on [Auditing a Course](#).

Fourteen non-language courses (54 credits) are required for graduation with the SAIS M.I.E.F. degree. The M.I.E.F. is an 11-month program that can only be taken full-time.

Students at both the SAIS Washington and Europe campuses generally take four non-language courses (16 credits) per semester. Students must obtain permission from academic advising to take five non-language courses (18 or 20 credits) in a semester if they are 1) taking a language, 2) have past failing grades or 3) have current Incomplete grades. For all other students, no permission is needed as long as they have met the language requirement for graduation and are not taking a language course (post-proficiency two-hour language courses can be taken along with the five courses). Students must also have a minimum grade point average (GPA) of B+ (3.33). Students may not take more than five non-language courses for credit per semester or the equivalent 20 credits. A student cannot be registered for or audit more than a total of six courses per semester—including languages. Exceptions may be made for students taking two-credit courses. [\(Table of Contents\)](#)

## COURSES AT OTHER CAMPUSES

M.A. students may, with approval of Manager of Graduate Services and the appropriate faculty member, take the equivalent of up to two courses (8 credits) 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 (4 credits) 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><b>November 1</b></p>	<p>Deadline to register for December 2014 graduation</p> <p>Deadline to request a change between full and part-time status for the spring 2015 semester (<a href="#">Change of Time-Status Form</a>)</p> <p>Request to attend SAIS Europe for spring 2015 semester on space-available basis (<a href="#">Change of Campus Request Form</a>)</p> <p>Notification of intent to return from leave of absence for spring 2015 semester (<a href="#">Return From Leave of Absence Request Form</a>)</p> <p>Request a leave of absence for spring 2015 semester (<a href="#">Leave of Absence Request Form</a>)</p>
<p><b>January 31</b></p>	<p>Request to attend SAIS Europe for the following fall 2015 (<a href="#">Campus Change Request Form</a>)</p> <p>Notification of intent to return from leave of absence for fall 2015 semester (<a href="#">Return From Leave of Absence Form</a>)</p>
<p><b>February 14</b></p>	<p>Deadline to register for May 2015 graduation or to walk in graduation</p>
<p><b>March 27</b></p>	<p><a href="#">Application</a> deadline for fellowships for Summer Programs 2015 courses</p>
<p><b>April 15</b></p>	<p>Deadline for first-year SAIS DC students to apply for a second-year fellowship</p>
<p><b>May 31</b></p>	<p>Deadline to request a change between full and part-time status for the fall 2015 semester (<a href="#">Change of Time-Status Form</a>)</p> <p>Deadline for non-American SAIS Europe students to indicate attendance at SAIS Washington in fall 2015 (process completed through SAIS Europe)</p> <p>Request a leave of absence for fall 2015 semester (<a href="#">Leave of Absence Request Form</a>)</p>
<p><b>July 15</b></p>	<p>Deadline to register for summer 2015 graduation</p>

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## DISABILITIES

Johns Hopkins University is committed to providing an accessible and welcoming learning environment for students with disabilities under the Americans with Disabilities Act of 1990 and its 2008 Amendments, as well as Section 504 of the Rehabilitation Act of 1973. The Johns Hopkins University Disability Services collaborates with students, faculty and staff to provide equitable, inclusive and sustainable learning environments that promote academic success for all. Johns Hopkins University is committed to making academic programs, support services and facilities accessible. Students with documented disabilities who require an academic adjustment, auxiliary or other similar accommodation should submit the [Student Request for Accommodations](#) form to the Director of Student Life at least three weeks before the accommodations are needed. 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 Insider Portal. ([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/add will reopen after bidding. 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 the [Add/Drop/Withdraw](#) form. From the fifth to seventh week of classes, students may withdraw from a course via the [Add/Drop/Withdraw](#) 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. If a student's status (full-time or part-time) is affected by changing courses, the student should be aware of the [Refund Policy](#).

Students enrolled in two-credit courses during the second half of the semester may drop/add within the first week of these classes only. During the second week, a student may withdraw from that course and a "W" grade will be placed on the student's transcript. After that time, no changes will be allowed. If a student's status is affected by changes in these courses, s/he should be aware of the [Refund Policy](#). If a student's status changes from full-time to part-time due to dropping this course, s/he must be aware there is an approval process required for [Change of Time Status](#) (full-time/part-time).

M.I.E.F. students who take electives in the fall semester only have one week to drop/add, but will follow the regular spring drop/add schedule. ([Table of Contents](#))

## DUAL-DEGREE PROGRAMS

SAIS students wishing to pursue a dual 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. Since INSEAD offers both fall and spring admission, SAIS students admitted to INSEAD prior to the end of their third semester may also participate in the dual-degree program.

Students admitted to an approved dual-degree program during their first year at SAIS are responsible for completing [Dual Degree Request](#) form. The number of courses required for students in approved dual-degree programs is reduced from 16 (64 credits) to 12 (48 credits). All graduation requirements must be completed within these 12 courses (48 credits). Students admitted to an additional graduate program, other than INSEAD, during their second year will not be considered dual-degree students.

Ad-hoc dual-degree arrangements with SAIS must conform to the expectations established by the formal dual-degree programs 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 dual-degree programs, formal or ad hoc, must complete the requirements of both institutions before receiving either degree, with the exception of INSEAD. Those students receive the INSEAD degree upon completion of that program.

Students are responsible for filling out the Application to Graduate, located in ISIS Self-Service, in their 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 dual-degree arrangements, see the Manager of Graduate Services.

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## EXAMINATIONS

All examinations at SAIS are given under the [Honor Code](#). Students are expected to write their exams in blue 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 and must follow the Electronic Testing Policy, 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. M.A. candidates are not permitted to take the M.A. Oral Exam to compete for honors until core requirements have been met. Only unique cases will be considered for exceptions.

Core exams are generally given four times a year—in September, December, January/February and April/May. In some cases, two versions of the exam are offered. Consult the [Core Exam Schedule](#) for the most current information on the dates of exam offerings and the versions offered.

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. If students do not pass or complete core requirements at that time, they must register for the course for credit the following semester and are responsible for paying the course tuition.

Students may fulfill this requirement by taking and passing a core course, auditing the course and passing the exam or through self-study and passing the exam. Core exams that are not taken for credit are graded with a High Pass (HP) or Pass (P) and will appear on the student's transcript, but will not be applied 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. In all cases, the highest grade received for a core exam will remain 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.

*\*All M.A. European and Eurasian Studies students are required to pass three comprehensive exams in lieu of the two core exams: Modern European History and Ideas, European Political Economies, and Europe and the World Since 1945 (or Russian Eurasian equivalent exam). ([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. Examinations are given in the same room as the regular class meeting unless otherwise specified.

If students find they have more than two in-class 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.

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## Language Qualification Examinations

All SAIS degree students, with the exception of M.I.P.P. and M.I.E.F. 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. HNC Certificate students, who have graduated in the past two years, are exempt from taking the Chinese proficiency exam if using Chinese toward their language proficiency; however, native Chinese speakers must pass proficiency in a second language to meet graduation requirements.

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. Students may enroll in only one language course per semester. Exceptions can only be made by Academic Advising. Regional concentrations require specific languages to meet their language graduation requirements.

In addition to the TOEFL or IELTS exams required for admission, all non-native English speakers 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 or assessment 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. 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. Exchange students will also be required to take the English placement exam. Those who do not pass will be encouraged to take English language classes.

SAIS will be offering all non-native English speaking M.I.E.F. students English enhancement courses. All non-native English-speaking students will be required to have a needs assessment. The needs assessment will be offered during the M.I.E.F. summer term. The English enhancement courses will be offered during the fall and spring semesters.

Non-exempt International M.A. and Ph.D. students who do not pass the first semester English placement exam will be required to take English language classes at SAIS and may be asked to reduce the number of non-language courses taken per semester. Those English language classes must be continued until the student has either passed the English proficiency exam, or passed all the advanced-high level English courses. 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 language instruction at SAIS or passing the English proficiency exam.

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 Examination (to compete for honors—if eligible)

The M.A. oral exam tests students' knowledge of international economics and their chosen functional or regional concentration. Exams are held in August, December and May and are scheduled by the SAIS Registrar's Office. Only the top 30 percent of the student body are eligible to compete for honors. The 30 percent cutoff is determined by students' GPAs after their third semester (after the second semester for dual-degree students or those who have advanced standing of one semester). Students with conferral dates of August or December will be selected to compete for honors based on the previous May's GPA cutoff.

Two examiners administer the oral exam: a full- or part-time professor from the student's policy or regional area, 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 initial topic of discussion will be chosen by the student and should attempt to involve an issue from their regional or functional area that also incorporates economic concepts. A short description of this topic (not to exceed one page or 350 words) must be written in advance of the oral exam and provided to each examiner at the beginning of the exam. The student is not allowed to hold a copy of this summary or any other materials during the exam. The examiners may ask for a brief two- or three-minute introduction to the topic at the beginning of the exam. The two examiners will use the remainder of the exam to ask the student questions; there should be a mostly balanced flow of

questions from both examiners. The discussion will seek to apply broader concepts to real-world situations in an interdisciplinary and conversational manner. 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.

Each examiner provides a grade for the oral exam. The exam is graded on a four-point scale: 4-Excellent; 3-Very Good; 2-Good; 1-Pass; 0-Fail. Examiners grade separately and the grade is averaged. If a student averages a 0 grade and fails, s/he must meet the requirement of an approved capstone option from his or her concentration. If students are unable to meet another capstone option, they must be retested and pass the Oral in order to graduate.

Only the top 10 percent of the graduating class may receive honors. If there is a tie on the oral scores to reach the top 10%, the tie is settled using the students' GPAs.

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. ([Table of Contents](#))

## FINANCIAL AID ACADEMIC REQUIREMENTS

### Federal Aid

In order to receive and maintain federal aid at SAIS, students are expected to be enrolled a minimum of half-time while maintaining satisfactory academic progress with a minimum GPA of 2.67. For federal aid, full-time is defined as three or more courses (12 credits); three-quarter time is defined as two and a half courses (10 credits); and half-time is defined as two courses (8 credits). Language courses are not included in this calculation and carry no credit value. For more information, view the [SAIS Student Satisfactory Progress \(SAP\) Policy for Federal Aid](#). All required financial aid documents should be completed and submitted to the Office of Financial Aid by their respective due dates. ([Table of Contents](#))

### Institutional Fellowships

Students must maintain full-time status (12 or more credits) and a minimum GPA of 3.4 to receive and maintain fellowship aid at SAIS. SAIS applications for second-year fellowships must be submitted to the Office of Financial Aid by April 15. Students need to be aware that institutional fellowships may be tied their concentration, a particular academic year or a specific campus. If a student changes any of these factors, they may lose the fellowship. ([Table of Contents](#))

## GRADES

Students may obtain their grades using the Integrated Student Information System, [ISIS](#). The highest grade given at SAIS is A. The lowest passing grade is B-. A grade of C 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
EX	Extension granted	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
HP	High Pass for Pre-Term* or Core Exams	n/a	No
P	Pass for Pre-Term* or Core Exams	n/a	No

\*The grades of “HP” (A, A-) and “P” (B+, B, B-) appear on the transcript for courses which are passed in Pre-Term. If a failing grade is received for a Pre-Term course, the course will be dropped from the student’s record and will not appear on the transcript.

Grade point average is available in ISIS Self-Service. Rank in class is 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. Students may not retake courses for grade replacement. ([Table of Contents](#))

### Failing Grades

A failing grade (C or F) 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 and/or more than one B- are required to meet with the Director of Academic Affairs and/or the equivalent degree-program director and may be placed on academic probation. In some cases, students with a failing grade(s) or a low GPA may be required to take an involuntary leave of absence.

M.I.E.F. students who receive a C grade or two grades of B- in the summer courses, Macroeconomics and Microeconomics, will automatically be placed on academic probation. The director and/or associate director of the program will determine the target grades a student must meet by the end of the fall term. If the student does not meet those targets, then the student will be dismissed from the program. An M.I.E.F. student who receives three B- grades prior to the beginning of the spring term will also be subject to the same procedures.

An approved incomplete grade will automatically turn into a failing grade (C) if a course is not finished by the last day of the following semester—not including the summer term.

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. In order to obtain an official Incomplete, a student must submit the Incomplete form located on the Registrar’s Web site. The form must be signed by the professor and specifies the terms of the agreement which may include specific deadlines for course completion, remaining assignments/assessments due and grade restrictions—if applicable.

Students should submit all required work by the end of the eighth week of the following semester unless the professor has noted otherwise on the Incomplete form. The instructor has authority to shorten or extend this deadline and has the discretion not to grant an Incomplete. 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+ may be assigned in a course where an Incomplete has been allowed. The Incomplete automatically becomes a failing grade of C on the last day of class of the following semester if a grade has not been submitted by that time. 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. If the extension is granted for medical reasons, appropriate documentation should be submitted to the Director of Student Life.

In extenuating circumstances where Incompletes 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. The Incomplete will permanently become a grade of C at that time.

Students will not be allowed to register for additional courses while multiple incomplete or missing grades exist on their record. Alternatively, they may be required to reduce their course load. Students must obtain permission from the Director of Academic Affairs. In cases where extenuating medical circumstances are involved, the Director of Student Life is consulted. Students may be required to reduce their co-curricular involvement. ([Table of Contents](#))

## GRADUATION

In order to graduate, students must satisfy all academic requirements and must clear all library and financial accounts, including full payment of tuition and fees. Diplomas and transcripts will be withheld for students with unpaid tuition and fees.

Students must complete an online Application to Graduate, located in ISIS Self-Service, by the relevant deadline to be eligible for a diploma or to walk in the May graduation ceremony. Students are strongly encouraged to periodically review their academic records with their academic program or academic advising prior to the application deadline.

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 the Quantitative Reasoning requirement
- Fulfill concentration requirements from international policy or regional area(s)
- Pass language proficiency examination
- Pass two core exams (students should pass both exams and/or classes, or the equivalent in the case of European and Eurasian Studies students, by the beginning of their final semester)
- Earn passing grades in 16 non-language courses (64 credits); 14 (56 credits) or 12 (48 credits) for students with dual-degree or advanced standing
- Pass English placement exam, if applicable
- Pass program Capstone

[Master of Arts in International Economics and Finance](#)

- Fulfill cohort course requirements
- Complete coursework in quantitative methods
- Fulfill track requirements
- Complete economics electives
- Complete a program capstone
- Earn passing grades in 14 non-language M.I.E.F. courses (54 credits)

[Master of International Public Policy](#)

- Attend the M.I.P.P. mandatory orientation
- Earn passing grades in eight non-language courses (32 credits)
- Complete Affiliation requirements, if applicable
- Pass English placement exam or two English 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/proficiency (including English, if applicable)
- Write and defend a dissertation prospectus
- Write a dissertation
- Successfully defend the dissertation at an oral exam
- Dissertation binding
- Receive approval of the Doctor of Philosophy Board ([Table of Contents](#))

### Graduation with Honors (M.A.) or Distinction (M.I.P.P.)

Graduating M.A. students are selected for honors based on their performance on the M.A. oral exam. The top 30 percent of graduating M.A. students, as established by their GPA at the end of their third semester (end of second semester for students with advanced standing of one semester), have the option of taking the oral exam in order to compete for honors. The students receiving the highest grade on the oral exam, not to exceed the top 10 percent of the graduating M.A. class, are designated as “Graduating with Honors.” See section on [Master of Arts Oral Examination](#).

The top 10 percent of the graduating M.I.P.P. students, as established by their GPA upon completion of degree requirements, are designated as “Graduating with Distinction.” This notation is posted on the student’s transcript following the conferral of the degree.

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. ([Table of Contents](#))

### 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 and/or requirements; they may not walk if they lack more than two completed courses (i.e., two completed courses plus language proficiency or two completed courses plus a core exam). M.I.E.F. students may walk if they have completed all required courses except for the capstone. M.I.P.P. students may walk if they have completed all but one of their eight required courses. Ph.D. students may walk if they have been approved for degree conferral by the Homewood Doctor of Philosophy Board (DPB). In order to be recommended for conferral to the DPB, Ph.D. students must be approved for binding by the Homewood Library and approved for recommendation of conferral by the SAIS Ph.D. Committee.

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 comprehensive 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 U.S.-based health insurance coverage comparable to the JHU plan. All international students are required to purchase the university’s health insurance plan. All full-time current degree students will be automatically enrolled in the university health insurance plan unless their waiver is approved. Students whose waivers have been denied may contact Student Life to appeal. Students must be enrolled in at least one course on a degree-seeking basis to be eligible for the University’s health insurance plan. Part-time degree-seeking students must contact the Director of Student Life to enroll. For more information, visit the [Healthcare](#) section of the SAIS Web site. ([Table of Contents](#))

## HOUSING

SAIS does not have residential facilities. Students are responsible for securing their own housing arrangements. The [Housing](#) Web site may assist students in their housing search. ([Table of Contents](#))

## IDENTIFICATION CARDS (JCARDS)

Student identification cards (JCards) will be available at Pre-Term or orientation, or students can pick them up with Information Technology Services in Nitze 418, 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., M.I.E.F. or M.I.P.P. program. Non-degree and exchange 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, email, access to several computer labs and file storage. To utilize these services, students must first activate their accounts. ([Table of Contents](#))

### Johns Hopkins Enterprise Directory Online Services

All students receive a Johns Hopkins Enterprise Directory (JHED) ID. The JHED ID is a centralized online source for address, telephone, email 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, SharePoint, Blackboard—a tool for online teaching—and remote access to library databases. ([Table of Contents](#))

### Outlook Live Email Account

Each student is provided an Outlook Live email account. SAIS uses this email account for all administrative communication, so students are required to check their inboxes regularly or configure their JHU email to forward to their preferred email account. ([Table of Contents](#))

### Service Desk

The [Service Desk \(SD\)](#) will serve as the single point of contact for end-users who need help with any technology issues (incidents) and requests including student IT support, classroom technology, mailroom services, special events requiring technology and assistance with SAIS facilities. In order to ensure optimal customer service while executing requests, any necessary coordination with other departments will also be handled by the SD. To contact the SD, email [saishelp@jhu.edu](mailto:saishelp@jhu.edu) or call xHELP (x4357) from any campus phone, including those in the classroom, when requiring technology and facilities assistance. The SD also offers a checkout site for technology-related items through an [Equipment Reservation form](#) in SharePoint. ([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 enrolled students in Washington with managing problems of daily living, such as stress, relationships and other demands that might affect their emotional well-being. JHSAP is a confidential 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. For more information or to schedule an appointment, visit the [JHSAP Web site](#) or call 866.764.2317. ([Table of Contents](#))

## LEAVE OF ABSENCE AND WITHDRAWAL

Students who find it necessary to take a leave of absence from SAIS must complete the [Leave of Absence Request](#) form. Normally a leave of absence is granted for up to one academic year and with an exception can be granted for up to two academic years. Not all leave of absences are granted. Once written permission has been granted, the form is sent to the appropriate administrative offices (Registrar, Financial Aid, Billing, Student Life, International Services, Advising, Academic Program).

If students wish to return after more than two years of non-enrollment, they will need to petition for reinstatement. If reinstated, 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 November 1, for the spring 2015 semester and May 31, for the fall 2015 semester. A penalty fee equaling \$500 will be assessed after these deadlines. Students may request a waiver of the fee in cases of documented emergency or medical reasons or

for academic reasons as determined by their program and the Office of Academic Affairs. 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 the 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 absences. 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 Registrar's Office of their intention to resume the program in the next semester by submitting the [Return from Leave of Absence Request](#) form. Once written permission has been granted, the appropriate administrative offices are notified. The deadline for notification is November 1, for the spring 2015 semester and May 31, for the fall 2015 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 should also consult the Director of the Office of International Services.

If the leave of absence is due to medical reasons, documentation both in support of the leave and of the student's readiness to return, should be submitted to the Director of Student Life. Documentation must be signed by a medical provider on letterhead and must be written in English.

A student who wants to withdraw from all courses must complete the [Withdrawal Request](#) form. This action is considered to be a 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 leave of absence when their physical or mental 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 Academic Affairs and the Chief Student Affairs Officer. SAIS may mandate that students be assessed by the [Johns Hopkins Student Assistance Program](#) regarding their fitness to continue at SAIS. ([Table of Contents](#))

### Involuntary Leave of Absence for Academic Reasons

Students will not be allowed to register for additional courses while multiple incomplete or missing grades exist on their record. Alternatively, they may be required to reduce their course load. Students

may request reinstatement with the Associate Dean for Academic Affairs and the Chief Student Affairs Officer.

SAIS may restrict a student's involvement in extracurricular activities while they are on leave of absence, including membership and leadership roles. ([Table of Contents](#))

## LOCKERS

Lockers for full-time SAIS students may be arranged with the Registrar's Office. Locker assignments are 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 May. 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 [Non-Degree 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 needs permission from the Part-time/Non-Degree Office to sit for core exams.

Part-time/non-degree students are not admitted to limited classes that are likely to exceed their limits and are not eligible to participate in the SAIS bidding process.

Part-time/non-degree students are not eligible to use the Career Services resources, have limited access to student activities and may not obtain student health insurance through the University. ([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 December 15 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 March.

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, refer to the Ph.D. Blackboard site. ([Table of Contents](#))

## PROGRAM REQUIREMENTS

Students are responsible for ensuring that program requirements for their concentration are satisfied. Students can review their progress with their academic program or administrative advisor at any time.

M.A. program requirements are detailed on the Curriculum tab of 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 on the Web site at the time of a student's first enrollment as a degree candidate and are subject to the concentration change rule.

Further information about program requirements can be obtained from the individual programs. ([Table of Contents](#))

## RECORDING A CLASS

SAIS recognizes that students may wish to record classes and lectures to support their learning. Students wishing to use audio or video devices to record classroom lectures, discussions or presentations must obtain written permission from the class instructor. The [Permission to Record Class Lecture\(s\)](#) form is located off the SAIS Insider Portal page.

Such recordings are to be used solely for the purposes of individual study. They may not be reproduced, shared with individuals not enrolled in the class, or uploaded to publicly accessible web environments.

This policy seeks to protect the intellectual and privacy rights of both instructors and students, and takes into account the relevant legislation concerning data protection and copyright issues.

As per the Americans with Disabilities Act, a student who requires class recordings as a reasonable accommodation for a disability must be preapproved through the Office of Student Life. See [Disabilities](#) section. The restrictions above also apply in such cases.

Students found in violation of this policy may be subject to disciplinary action.

## REFUND POLICY

The SAIS refund policy is strongly adhered to and is documented in the subsequent chart. Students may receive an exception to the refund policy for documented extenuating circumstances beyond their control. All petitions, including supporting documentation, should be submitted to the Chief Student Affairs Officer. 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. If a student with SAIS fellowship aid drops below full-time enrollment, the fellowship is automatically rescinded and the institution's refund policy goes into effect. The [M.I.E.F.-specific refund schedule](#) follows a different schedule and is located on the Billing, Tuition and Aid section of the SAIS Web site.

SAIS Refund Schedule

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 located on the [Summer Programs 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 should be settled at that time with the Business Office. Students with outstanding debts, at the time of registration, will not be allowed to register without clearance from the administration. [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 are required to complete a minimum of three fall or spring semesters as a full-time resident at SAIS. Full-time residency is defined as a minimum of three courses (12 credits) per semester. At least one of these full-time semesters must be at SAIS's Washington, D.C., campus. After completing the residency requirement, students must finish their coursework in no more than two additional semesters. SAIS. M.A. students must be in full-time residency during their first year of the program. Exceptions will only be made for extenuating circumstances.

Students who complete the HNC Certificate will be granted one additional semester of SAIS residency toward the M.A. degree and, therefore, only need to be in full-time residency for two semesters. In

addition, SAIS staff members are only required to spend one year in full-time residency if admitted to the M.A. program.

The M.I.E.F. program requires full-time enrollment for the duration of the program. ([Table of Contents](#))

## STUDENT RIGHT TO KNOW

In compliance with Title IV aid and other Federal and State disclosure laws SAIS has listed consumer information for prospective and current students. For more information visit the [SRTK Web site](#). ([Table of Contents](#))

## SUMMER PROGRAMS

SAIS students may enroll in the school's summer courses in Washington and must observe the application deadlines and process of the Office of Summer Programs. Students must submit an online registration form located on the [Summer Programs](#) Web site. 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. Summer courses are worth the same credit as during the regular academic term. They are counted toward a student's GPA and appear on the SAIS transcript. ([Table of Contents](#))

## TEXTBOOKS

SAIS does not operate a bookstore on the Washington campus. Students can order and sell their textbooks online via [MBS Direct](#). The Europe campus has a limited book program which operates as a non-profit service and sells only the books selected by professors as basic texts for their courses. Students may also use other online sites to purchase textbooks. ([Table of Contents](#))

## TRANSCRIPTS

The [Office of the Registrar](#) provides both hard copy and electronic format official transcripts. Unofficial transcripts are available to all students through ISIS. Hard copy official transcripts are provided free of charge for current degree-seeking students and for recent graduates for up to one year following graduation. Part-time/non-degree students may request one hard copy transcript free of charge at the end of each semester for which they are enrolled; additional transcripts are \$5 each. Students and alumni may order hard copy transcripts via the [National Student Clearinghouse](#) while electronic delivery may be requested via [Transcripts on Demand](#). 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 [United States 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, for a SAIS-sponsored program or internship, must obtain special permission from their Program Director and from the Senior Associate Dean for Operations and Finance.

Students traveling on a university-sponsored activity, outside of the country where their campus is located, including those funded by the SAIS Student Internship Fund, are required to review the [Student Travel information](#) on the SAIS Insider Portal page and register their trip in the Johns Hopkins [International Travel Registry](#) (JHITR). Registration in the JHITR facilitates the SAIS administration's ability to assist in cases of emergency, and provides pre-trip advisories relevant to the destination and security alerts during travel times.

Students must also complete the Assumption of Risk and Liability Waiver form before their departure via the Insider Portal page. Sponsoring SAIS academic programs and administrative offices will verify submission of this information before authorizing release of funds. ([Table of Contents](#))

## VISAS AND OTHER IMMIGRATION MATTERS

The SAIS Office of International Services (OIS) 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 OIS 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 OIS 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 OIS Director to ensure compliance with the appropriate regulations. ([Table of Contents](#))

## 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 OIS Director.
- F-1 students must report to the OIS 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 OIS 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. ([Table of Contents](#))

## Immigration Logistics

Responsibility of the student for maintaining legal status in the United States includes:

- 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 OIS Office
- The need to obtain an updated immigration document for a student and/or any dependents when there is a significant change in funding source, 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 OIS 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 [OIS Insider Portal](#) page under International Student Services 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

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## SAIS WEB SITE LINKS

### [Academic Affairs](#)

[Advising](#)

[Course Evaluations & Syllabi](#)

[Summer Programs](#)

[Non-Degree Programs](#)

### [Library](#)

### [Registrar](#)

[Academic Calendar](#)

[Forms](#)

[Register for Classes](#)

[Schedule of Courses](#)

### [Student Life](#)

[Disability Services](#)

[Johns Hopkins Student Assistance Program \(JHSAP\)](#)

## JHU WEB SITE LINKS

[Dissertation Guidelines](#)

[Emergency Weather Information](#)

[Homewood Institutional Review Board Information](#)

[The Johns Hopkins University](#)

## OTHER LINKS

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

[MBS Direct Online Bookstore](#)

[Office for Human Research Protection](#)