



**THE
RED
BOOK**

**2013-
2014**

Academic Procedures
Manual and
Information

WELCOME TO THE SAIS COMMUNITY

The Paul H. Nitze School of Advanced International Studies (SAIS) is one of the nation's leading graduate schools devoted to the study of international relations. A division of The Johns Hopkins University since 1950, SAIS is 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 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 in Bologna should also consult the Bologna-specific regulations maintained by the Bologna Center Registrar.

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

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Section I: JHU Standards

NOTICE OF NONDISCRIMINATORY POLICY

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 Garland Hall 130, 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 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 his/her 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, e-mails, 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 e-mails of a sexual or offensive nature; inappropriate jokes, comments or innuendos of a sexual nature; obscene or harassing telephone calls, e-mails, 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, Allison J. Boyle, Title IX Coordinator and Director for Equity Compliance & Education, Garland Hall 130, 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 for Institutional Equity for the university, Allison J. Boyle, Title IX Coordinator and Director for Equity Compliance & Education, Garland Hall 130, Telephone: 410.516.8075, TTY: Dial 711. ([Table of Contents](#))

SEXUAL VIOLENCE POLICY

The Johns Hopkins University is committed to providing a safe educational and working environment for its faculty, staff, and students. The University is particularly concerned about the increase in reports of sexual offenses occurring on the nation's campuses. The University has adopted this policy addressing sexual violence (The term "sexual violence" as used in this policy includes "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.)—including sexual assault—in order to inform faculty, staff, and students of their rights in the event they are involved in an incident of sexual violence, and of the services available to victims of sexual violence. Members of the University community who are the victims of, or who have knowledge of, an incident of sexual violence occurring on University property, or occurring in the course of a University sponsored activity (including academic, educational, extracurricular, athletic or other programs), or perpetrated by or against a member of the University community, are urged to promptly report the incident to campus authorities identified in this policy.

This policy applies to all members of the University community, including, but not limited to students, faculty and staff, and also applies in certain instances, to 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, applicants for admission to or employment with the University, and former employees of the University). All academic and administrative units of the University (including all schools, divisions, departments and centers) must comply with, and ensure that their policies and procedures comply with, this policy.

“Sexual violence” encompasses sexual assault (see examples below) and is a form of sexual harassment. Sexual harassment, which is a form of discrimination, violates federal and state law and University policy (see 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. A person may be unable to give consent to a sexual act for a number of reasons, including, but not limited to: if he or she is physically or psychologically pressured, forced, threatened, intimidated, unconscious, drunk, or drugged; due an intellectual or other disability or health condition; or by operation of laws governing the age of 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 that one party says “no” to;
- Rape (including “date rape”) or attempted rape;
- Someone touching, fondling, kissing, or making any unwanted contact with your body;
- Someone forcing you to perform oral sex or forcing you to receive oral sex; or
- Sexual assault, sexual battery, or sexual coercion.

Persons who are the victims of sexual violence may pursue internal University disciplinary action against the perpetrator in accordance with the University’s Procedures on Discrimination, Harassment, Sexual Harassment and Sexual Violence Complaints. The University’s disciplinary process may be initiated by bringing a complaint of sexual violence to the attention of a Dean, department chairman or director, supervisor, divisional personnel office, security officer, administrative officer, or the University’s Title IX Coordinator: Allison J. Boyle, Title IX Coordinator and Director for Equity Compliance & Education, Garland Hall 130, Telephone: 410.516.8075, TTY: Dial 711.

A victim of sexual violence should also immediately notify campus security. Campus security will arrange for transportation to the nearest hospital. Victims will be taken to a local hospital designated as a rape treatment center. Persons who are victims of sexual violence will also be advised by campus security of their option to file criminal charges with local police of the jurisdiction where the offense occurred. Campus security and the University’s Title IX Coordinator will provide assistance to a complainant wishing to reach law enforcement authorities. Information on local and state law enforcement units and databases maintained by them is available on the Homewood Campus Safety and Security Web site.

The University will provide counseling to any member of the Hopkins community who is a victim of a sexual violence, and also will provide information about other victim services. Students can seek the assistance of counseling through their divisional counseling offices, and members of the faculty and staff can seek assistance through the Faculty and Staff Assistance Program (FASAP).

A student who is a victim of sexual violence may request a transfer to alternative classes or housing if necessary to allay concerns about security. The University will try to accommodate the request if such classes and housing are reasonably available.

The University reserves the right to independently discipline any member of the student body, staff or faculty who has committed an offense of sexual violence or other assault whether or not the victim is a member of the University community and whether or not criminal charges are pending.

Disciplinary actions against students accused of sexual violence will be processed by the appropriate student affairs office of the School or campus attended by the accused student in accordance with the University's Procedures on Discrimination, Harassment, Sexual Harassment and Sexual Violence Complaints and established disciplinary procedures pertaining to the School in which the student is enrolled. Disciplinary actions against staff members will be governed by the University Procedures and procedures set out in the University's personnel policies. Disciplinary actions against members of the faculty will be processed by the offices of Dean of the appropriate academic division according to the University Procedures and procedures established by that division.

Both a complainant and the person accused of a sexual violence will be afforded the same opportunity to have others present during a University disciplinary proceeding. Attorneys, however, will not be permitted to personally participate in University disciplinary proceedings. In cases alleging a sex offense, both the complainant and the accused will be informed of the disciplinary board or panel's final determination with respect to the alleged sex offense and any sanctions imposed against the accused (see definition of sex offenses). The University will, upon written request, disclose to the alleged victim of any crime of violence (The term "crime of violence" means: "(a) an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense." Section 16 of Title 18, United States Code.) or a non-forcible sex offense (see definition of a non-forcible sex offense), the report on the results of any disciplinary proceeding conducted by the University against a complainant who is the alleged perpetrator of such crime or offense with respect to such crime or offense.

The disciplinary measures which may be imposed for a sexual violence offense will vary according to the severity of the conduct, and may include expulsion of a student from the University and termination of the employment of a member of the staff or faculty. ([Table of Contents](#))

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

These University Procedures on Discrimination, Harassment, Sexual Harassment and Sexual Violence Complaints (The term "sexual violence" as used in these procedures includes "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.) apply to complaints of discrimination and harassment filed under the University's [Non-Discrimination Policy](#), [Anti-Harassment Policy](#), [Policy Against Sexual Harassment](#) and [Sexual Violence Policy](#). All academic and administrative units of the University (including all schools, divisions, departments and centers) must comply with, and ensure that their policies and procedures comply with, these procedures.

I. Discrimination and Harassment Complaints Brought Within the University

The University is prepared to receive and resolve complaints of discrimination and harassment under the policies listed above that are brought to the attention of any University administrative officer by members of the University community. The University encourages any individual who has a complaint of discrimination or harassment where the following protected class categories are implicated: race, color, national origin/ethnicity, age, disability, religion/creed, sex/gender, pregnancy, veteran status, marital status, sexual orientation, gender identity/expression, and/or genetic information, to bring the matter to the immediate attention of the Vice Provost for Institutional Equity (the Vice Provost), or her designee, the Director for Equity Compliance & Education, who also services as the University's Title IX Coordinator (the Director/Title IX Coordinator). Supervisors, department heads, directors, deans, or Human Resources personnel or others who receive complaints of discrimination or harassment should refer the matter to the Vice Provost or the Director immediately. Additionally, inquiries regarding procedures on discrimination or harassment complaints may be directed to the Vice Provost or the Director. Questions, concerns, or complaints related to Title IX may be directed to Caroline Laguerre-Brown, Vice Provost and Chief Diversity Officer for Institutional Equity for the university, Allison J. Boyle, Title IX Coordinator and Director for Equity Compliance & Education, Garland Hall 130, Telephone: 410.516.8075, TTY: Dial 711. Office of Institutional Equity - Anonymous Sexual Harassment Hotline Telephone: 410.516.4001; Toll Free: 1.800.516.4001.

In cases involving potential criminal conduct, including in cases of sexual violence, a complainant may also file a complaint with campus security. Please call Lt. Mark E. Long, Investigations Section, Homewood Campus Safety and Security, at: 410.516.6629.

In addition to filing a complaint internally, with the University, members of the University community may also file a complaint with the appropriate local, state or federal governmental agency (described further in this document) and if applicable, may file a criminal complaint with applicable law enforcement units, as in cases of sexual violence (including sexual assault). Information on local and state law enforcement units and databases maintained by them is available on the Web site of [Homewood Campus Safety and Security](#). The University's Director/Title IX Coordinator and campus security will provide assistance to a complainant wishing to reach law enforcement authorities.

In receiving and resolving complaints of discrimination and harassment, the University will strive to protect, to the greatest extent possible, the confidentiality of persons reporting or accused of

discrimination or harassment, 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. The University, however, cannot guarantee complete confidentiality where it would conflict with the University's legal obligation investigate a complaint or take steps to deter further discrimination or harassment, or with its duty to comply with other legal obligations (e.g., responding to a subpoena). These legal obligations extend to complaints received anonymously as well. Individuals may wish to discuss possible claims of discrimination or harassment and whether to proceed with a complaint with a counselor, therapist or member of the clergy, who may, in certain circumstances, be permitted by law to assure greater confidentiality. Complainants should also note that a confidentiality request may limit the University's ability to respond to the complaint.

II. Discrimination Complaints Filed With Government Agencies

Present or former University faculty members, staff members, 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. Agencies receiving such complaints notify the University that a charge has been filed and commence an investigation. The most likely agencies from which such complaints may emanate include the Equal Employment Opportunity Commission, the Office of Federal Contract Compliance Programs of the Department of Labor, the Maryland Commission on Human Relations, the Baltimore Community Relations Commission, the D.C. Department of Human Rights, and the Office for Civil Rights of the Department of Education (OCR). OCR is the division of the federal government charged with enforcing compliance with Title IX, and questions, concerns or complaints related to Title IX may be directed to [OCR](#). These complaints may allege that the University has violated laws prohibiting discrimination or harassment on the basis of gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sex, sexual orientation, veteran status or other legally protected characteristics. The prompt investigation of complaints of discrimination must be given priority, as they place the University, its officers, agents, employees and students at considerable legal risk.

Notification of a discrimination complaint may be mailed by a government agency to any University department; accordingly, it is imperative that department heads and directors be aware of their responsibility to contact immediately the Vice Provost for Institutional Equity, or the Director for Equity Compliance & Education, Garland Hall 130, Homewood Campus, 410.516. 8075, or the Office of the General Counsel, Garland Hall 113, 410.516-8128 if a discrimination complaint is received.

III. Procedures Applicable to Complaints of Discrimination and Harassment Brought Within the University

Inherent in the University's [Non-Discrimination Policy](#), [Anti-Harassment Policy](#), [Policy Against Sexual Harassment](#) and [Sexual Violence Policy](#) is the obligation to make every effort to achieve a prompt, equitable and impartial 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 or harassment

occurred). Complaint resolution is the shared responsibility of the Office of Institutional Equity, the offices of Human Resources and the department or program within which the charge arose, and in cases of sexual violence (including sexual assault), the campus law enforcement officers. In this effort, cooperation is required of all persons responsible. Importantly, there should be no oral or written response to the complaint or to inquiries from the media without coordination with the Office of the General Counsel and the appropriate office of communications/media relations.

A complaint may be resolved informally or formally. 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 (including sexual assault), regardless of whether participation is voluntary. A complainant may end an informal process at any time for any reason and begin the formal stage of the complaint process.

If formal proceedings other than those conducted by the Office of Institutional Equity are initiated against a respondent (e.g., a conduct board hearing), those proceedings are conducted by the relevant academic or administrative unit; however, the investigation of the complaint is coordinated by the Director/Title IX Coordinator who works with appropriate unit representatives during the investigation. An investigation conducted by the Office of Institutional Equity generally consists of two main phases: (a) a preliminary assessment of the complaint; and (b) the issuance of factual findings and a recommendation. The first phase, which usually takes up to sixty (60) days from the date of filing the complaint, involves extensive interviews with the complainant, respondent, witnesses and other relevant parties, in addition to gathering relevant documentation, if any. After this preliminary assessment phase of the investigation, the Director/Title IX Coordinator or a designee conducts a thorough assessment of the facts and, usually within ninety (90) days of the date of filing the complaint, issues the factual findings and a recommendation for resolution of the complaint to the appropriate administrative official at the school, division or department. If an individual school's conduct board hearing is involved, then board members will also receive a copy of the factual findings and recommendation(s). While every effort is made to adhere to these general time frames, these may vary depending on the complexity of the investigation and the severity and extent of the alleged discrimination or harassment.

For complaints of sexual violence (including sexual assault), investigations are generally conducted by the relevant campus security officials in consultation with the Director/Title IX Coordinator, with input from the relevant academic or administrative unit. The Director/Title IX Coordinator remains involved, receives regular updates, and offers guidance throughout the entire investigation, including during the drafting and issuance of the factual findings and recommendations.

Both the complainant and the respondent are afforded equal procedural rights during the investigation and any hearing that may follow, including an equal opportunity to present relevant

witnesses and evidence during the investigation (whether conducted by the Office of Institutional Equity or an individual school). In cases where an individual school's academic or administrative unit holds a hearing, both 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. If an individual school's academic or administrative unit's procedures afford an opportunity to bring parents or other individuals to a hearing to provide personal support, such right shall be afforded equally to both the complainant and the respondent. Similarly, if unit procedures allow an appeal with respect to findings and/or sanctions, such right to appeal shall be available equally to the complainant and the respondent. In cases of sexual harassment (including sexual violence and sexual assault), subject to the University's obligations under FERPA, both the complainant and the respondent will be notified in writing of the outcome of the complaint and the outcome of the appeal (if one is provided by the relevant unit's procedures), where "outcome" means whether sexual harassment was found to have occurred; provided, that in cases alleging a sex offense (definition of "sex offenses), 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. The University will, upon written request, disclose to the alleged victim of any crime of violence (The term "crime of violence" means: "(a) an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense." Section 16 of Title 18, United States Code.) or a non-forcible sex offense (see definition of a non-forcible sex offense), the report on the results of any disciplinary proceeding conducted by the University 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.

The University will take steps to prevent the recurrence of any discrimination or harassment, including sexual harassment and sexual violence, and to correct its discriminatory effects on the complainant and others, as necessary. Note that local, state, and federal law and University policy prohibit any form of retaliation against a person who files or bears witness to a discrimination or harassment complaint. These procedures apply to complaints and investigations of retaliation. Complainants are urged to contact the Office of Institutional Equity promptly, with any concerns or claims regarding retaliation and the University will take steps to address such retaliation.

STUDENT COMPLAINTS OF DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT AND SEXUAL VIOLENCE

The University prohibits discrimination or harassment on the basis of race, creed, national origin, ethnicity, color, age, sex (including sexual harassment and sexual violence), sexual orientation, gender, gender identity or expression, religion, disability, veteran status, marital status, pregnancy, and/or genetic information. The Johns Hopkins University is prepared to receive and resolve claims of discriminatory treatment under its Notice of Non-Discriminatory Policy, Anti-Harassment Policy, Policy Against Sexual Harassment and Sexual Violence Policy that are brought to the attention of any university academic or administrative officer. These complaints will be investigated and resolved in accordance with the JHU Procedures on Discrimination, Harassment, Sexual Harassment and Sexual Violence Complaints and the SAIS Student Conduct Code. For further information regarding the University Procedures, please contact the JHU Office of Institutional Equity, 130 Garland Hall, 3400 N. Charles St., Baltimore, MD 21218, 410.516.8075, TTY: 410.516.6225. In cases of complaints, such as sexual harassment or sexual violence, OIE assists in the investigation and resolution phases of these complaints. It exercises a main investigatory role and SAIS conducts the hearing under these procedures using the information gathered by OIE. When warranted, a representative of OIE participates in these procedures. Both the complainant and the respondent are afforded equal procedural rights during the investigation and resolution of complaints of discrimination and harassment.

In addition to the contacts and resources listed in the policies and procedures above, students are encouraged to bring complaints of discrimination and harassment to the immediate attention of the SAIS Chief Student Affairs Officer, the Director of Student Life, the director of the program in which the student is enrolled, other SAIS deans, heads of departments, campus security or the University's Title IX Coordinator. This includes students who believe they have been a victim of sexual abuse, sexual assault or sexual violence committed by a member of the University community, including another student or faculty or staff member.

The Director for Equity Compliance & Education/Title IX Coordinator in the Office of Institutional Equity (<http://web.jhu.edu/administration/jhuoie/compliance.html>) may be contacted at:

Allison J. Boyle, JD, MPH; The Johns Hopkins University; Garland Hall, Suite 130; 3400 North Charles Street; Baltimore, MD 21218; Telephone: 410.516.8075; Electronic Mail: aboyle7@jhu.edu; TTY: 410.516.6225; Facsimile: 410.516.5300; Office of Institutional Equity - Anonymous Sexual Harassment Hotline; Telephone: 410.516.4001; Toll Free: 1.800.516.4001

These students are also encouraged to report the incident to campus authorities promptly. A victim of a sexual violence on University property should immediately notify campus security, who will arrange for transportation to the nearest hospital designated as a rape treatment center. The Director of Student Life provides referrals to support services, including counseling, and explains the internal SAIS disciplinary process for sexual violence complaints for those who wish to consider

initiating a complaint under the Student Conduct Code (see Student Conduct Code Complaint Process section). Campus security will also advise students of their option to file criminal charges with local police of the jurisdiction where the act of sexual violence occurred, and will provide assistance to a complainant who wishes to reach law enforcement authorities. A student who is a victim of sexual violence may request a transfer to alternate classes or housing if necessary to allay concerns about security. SAIS will try to accommodate this request to the extent such classes or housing are reasonably available.

Upon receipt of a complaint, the JHU Office of Institutional Equity (OIE) should be contacted immediately so that an investigation into the facts and circumstances may begin. OIE will coordinate the investigation and resolution of the complaint with affected parties and will prepare appropriate documentation pertinent to the complaint in accordance with the JHU Procedures on Discrimination, Harassment, Sexual Harassment and Sexual Violence Complaints. For complaints of sexual violence (including sexual assault), investigations are generally conducted by the relevant campus security officials in consultation with the Title IX Coordinator, with input from the relevant academic or administrative unit. The Title IX Coordinator remains involved, receives regular updates, and offers guidance throughout the entire investigation, including during the drafting and issuance of the factual findings and recommendations. ([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 3 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.

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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](#).

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

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. ([Table of Contents](#))

Crisis Response Plan

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

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

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

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 Development	Lori Cwalina
Associate Dean for Executive Education and Strategic Initiatives	Melissa Trotta
Assistant Dean for Student Life	Bonnie Wilson

**Dean's offices are located in the Nitze Building, 2nd floor
Dean Wilson is located in Nitze 503*

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

ADMINISTRATIVE OFFICE LOCATIONS

Business Office	Nitze 311
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.P.P. Services	Nitze 307
Ph.D. Services	Nitze 414A
Registrar	Nitze 301
Student Life	Nitze 504
Summer, Non-Degree and Pre-Term	Nitze 403 (Table of Contents)

FREQUENTLY ASKED QUESTIONS	
SUBJECT	CONTACT
Academic advising (general)	Academic Affairs/Student Life
Academic technology	Manager of Academic Technology
Advanced standing	Director of Academic Affairs
Advisers (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)
Internship and career information	Career Services
Language proficiency questions	Language Studies
Leave of absence, withdrawal or campus change (i.e., Bologna, Italy, or Nanjing, China)	Director of Academic Affairs
Lockers	Registrar
M.A. oral exams (to compete for honors)	Registrar
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 2013–14

The Academic Calendar for 2013–14 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 given only for relevant graduate degrees completed, not individual courses. The student should complete the [Advanced Standing Request](#) form and upload a copy of the transcript proving completion of the degree. Students who receive advanced standing must still complete the residency requirement of three full-time semesters. ([Table of Contents](#))

ADVISERS

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

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

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

Students can audit up to two non-language courses per semester, unless this results in a total registration of more than six courses. An exception can be made if a student is only taking three courses for credit in a term, then s/he can audit up to three additional courses. If auditing a course brings the student to full-time enrollment, the student will be responsible for paying full tuition. Part-time M.I.P.P. students are permitted to audit 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 Summer Programs courses must register and pay for audits.

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

Classes that exceed their enrollment limits may not be audited.

During the fall and spring semesters, those who wish to change the status of a course from audit to credit may do so (subject to policies in the section entitled "[Course Load and Full-time/Part-time Definitions for M.A. and M.I.P.P. Students](#)") by asking the professor to sign the [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 agreement to fulfill all the course requirements. Once changed from audit status to credit status, 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 the Bologna Center.

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. Bologna Center 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

To help students gain entry to oversubscribed classes, the [SAISbids](#) system is used at both the Washington, D.C., and Bologna, Italy, campuses. Students are allocated points when they matriculate at SAIS. M.A. students receive 1,000 points for their first semester and 100 additional points after each successfully completed semester. M.I.P.P. students receive 1,100 points and Ph.D. students receive 1,300 points. Any student studying at SAIS under a formal student exchange program will receive 325 points.

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 at the end of the online drop/add period takes place after the first week of classes. Students should have substitutes selected for classes that may involve bidding. Students should attempt to attend part or all of the first class of the semester for both their first choice and alternate classes.

Information on oversubscribed courses and bidding deadlines is posted on the [Registrar's 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 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 prior to their third semester 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 vice versa, must complete a [Change of Degree Request](#) form. Additional documentation or a shortened application process may be required. ([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, taken for credit or audit, constitute a full-time load—one of the three may be a language class. The normal course load is four courses and a language class until language proficiency is met. M.A. students must spend a minimum of three fall or spring semesters in full-time residency.

Eight non-language, credit courses (32 credits) are required for graduation with the M.I.P.P. degree. M.I.P.P. students taking three or more courses, language included, are considered full-time. M.I.P.P. students taking less than three courses, language included, are considered part-time. Part-time M.I.P.P. students must be enrolled in a minimum of two, for credit courses per semester (fall or spring), unless they are in their final semester. For exception, see [Auditing a Course](#) section.

Students in both Washington, D.C., and Bologna generally take four non-language courses per semester. Students must obtain permission from academic advising to take five non-language courses for credit 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 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 in both Washington and Bologna may not take more than five non-language courses for credit per semester. A student cannot be registered for or audit more than a total of six courses per semester. ([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 toward their SAIS degree at other divisions of JHU or in the M.B.A. program at the University of Maryland's Robert H. Smith School of Business. M.I.P.P. students may take up to one class by following the same procedures.

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

DEADLINES

<p>November 1</p>	<p>Deadline to register for December 2013 graduation</p> <p>Deadline for notifying the Registrar’s Office of a change between full and part-time status for the spring 2014 semester</p> <p>Request to attend Bologna Center for spring 2014 semester on space-available basis (Change of Campus Request Form)</p> <p>Notification of intent to return from leave of absence for spring 2014 semester (Return From Leave of Absence Request Form)</p> <p>Request a leave of absence for spring 2014 semester (Leave of Absence Request Form)</p>
<p>January 31</p>	<p>Request to attend Bologna Center for the following fall 2014 (Campus Change Request Form)</p> <p>Notification of intent to return from leave of absence for fall 2014 semester (Return From Leave of Absence Form)</p>
<p>February 15</p>	<p>Application deadline for financial aid for following academic year 2014-15</p> <p>Deadline to register for May 2014 graduation or to walk in graduation</p>
<p>March 28</p>	<p>Application for fellowships for Summer Programs 2014 courses</p>
<p>May 30</p>	<p>Deadline for notifying the Registrar’s Office of a change between full and part-time status for the fall 2014 semester</p> <p>Deadline for non-American Bologna students to indicate attendance at SAIS in Washington in fall 2014 (process completed through the Bologna Center)</p> <p>Request a leave of absence for fall 2014 semester (Leave of Absence Request Form)</p>
<p>July 15</p>	<p>Deadline to register for summer 2014 graduation</p>

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DISABILITIES

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](#). ([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 (for example, the SAIS/Wharton School of the University of

Pennsylvania M.A.-M.B.A. Program) and should be confirmed in writing. Students should also be able to demonstrate the international relevance and other specific curricular and/or programmatic strengths of the institution being proposed. These considerations should be linked to the student's career objective.

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

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. ([Table of Contents](#))

**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. ([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. 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 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 should not be taking more than eight hours of language instruction per semester. Regional concentrations require specific languages to meet their language graduation requirements.

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

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 students 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 functional or regional program, and an international economist from the SAIS faculty or from the local academic, government or policy community. If a student is pursuing a third concentration, three examiners will administer the oral exam.

The 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 and making satisfactory academic progress, and must have a minimum GPA of 2.67. For federal aid, full-time is defined as three or more courses for credit and does not include language

courses. Half-time is defined as two courses for credit and does not include language courses. 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 (for institutional fellowships, this is defined as three or more courses—including language courses) and a minimum GPA of 3.25 to receive and maintain fellowship aid at SAIS. SAIS applications must be submitted to the Office of Financial Aid by February 15. ([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

Grade	Description	GPA Points	Credits Earned
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

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. ([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 or more than one B- are required to meet with the Director of Academic Affairs.

An 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. Students should submit all required work by the end of the eighth week of the following semester. Summer does not constitute a semester. Summer students must submit all required work by the end of the eighth week of the fall semester. After eight weeks into the following semester, no grade higher than a B+ 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.

The instructor has authority to shorten or extend this deadline and has the discretion not to grant an Incomplete. In order to obtain an official Incomplete, a student must submit the Incomplete form, located on the Registrar's Web site, with the faculty's signature and terms of the agreement which may include alternate deadlines for course completion, remaining assignments/assessments due and grade restrictions—if applicable.

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 order to be cleared to register for a future semester. The Director of Academic Affairs consults with Director of Student Life in cases where extenuating medical circumstances are involved. 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 (beginning with students entering in Fall 2013)
- Fulfill concentration requirements (from International Policy Areas and/or Regions of the World)
- 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 or the equivalent of 64 credits (14 or 12 for students with dual-degree or advanced standing; equivalent to 56 or 48 credits respectively)
- Pass English placement exam, if applicable
- Pass program Capstone

Master of International Public Policy

- Attend the M.I.P.P. mandatory orientation
- Earn passing grades in eight non-language courses or the equivalent of 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 the Master of Arts Oral Examination section of this book for more information.](#)

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; 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.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 Aetna Student Health Plan. All full-time current degree students will be automatically enrolled in the Aetna Student 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. or M.I.P.P. program. Non-degree students are not eligible to pursue independent study coursework.

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

INFORMATION & TECHNOLOGY SERVICES

[SAIS Information & Technology Services \(ITS\)](#) offers numerous services to students, including wireless Internet access, e-mail, access to several computer labs and file storage. To utilize these services, students must first activate their accounts. ([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, e-mail and other contact information for students, faculty and staff at JHU institutions. This database is also used for authentication into online applications, such as billing, registration, grade lookup, 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 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. 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).

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

The deadline for requesting a leave of absence is November 1, for the spring 2014 semester and May 30, for the fall 2014 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. 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 2014 semester and May 30, for the fall 2014 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.

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](#))

LIMITED CLASSES

Professors may limit enrollment in their class. Limits are noted in [ISIS](#). A bidding system for limited classes is used for oversubscribed classes (see section on [Bidding System](#)).

Non-degree students are not admitted to limited classes that are likely to exceed their limits and are not eligible to participate in the SAIS bidding process. ([Table of Contents](#))

LOCKERS

Lockers for full-time SAIS students may be arranged with the Registrar's Office. 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 eligible to use the Career Services resources or to 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 in the M.A. program are responsible for ensuring that program requirements for their concentration are satisfied. Students can review their progress with their academic program or administrative adviser at any time.

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

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.

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

RELIGIOUS OBSERVANCES

Recognizing that SAIS students represent a wide variety of cultural and religious backgrounds, the faculty and administration have adopted a policy of reasonable flexibility regarding the scheduling of mandatory dates. If a religious observance prevents students from being present for an exam, they should discuss the conflict with their professor at least three weeks in advance of the exam (or when the class is first notified of the exam date, if less than three weeks before the exam). Where students are observing a traditional religious fast, professors will attempt to administer their exam either early

in the morning or later in the evening in order to allow the students to eat before taking the exam. This policy will be applied on a case-by-case basis. ([Table of Contents](#))

RESIDENCY REQUIREMENTS

Candidates for the M.A. degree must complete a minimum of three fall or spring semesters as a full-time resident at SAIS which is defined as three courses—non-language and/or language. 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 staff members are required to spend one year in residence full-time if admitted to the M.A. program. All first-year M.A. students enrolled at the Bologna Center are encouraged to remain in residence for the full year. HNC Certificate students must complete a minimum of two semesters as a full-time resident at SAIS. At least one of these full-time semesters must be at the Washington, D.C., campus. ([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 and must observe the application deadlines and process of the Office of Summer Programs. A maximum of two courses may be taken during a summer session. No combination of summer courses may count toward the full-time residency requirement. ([Table of Contents](#))

TEXTBOOKS

SAIS does not operate a bookstore on campus. Students can order and sell their textbooks online via [MBS Direct](#). Students may also use other online sites to purchase textbooks. ([Table of Contents](#))

TRANSCRIPTS

Official transcripts are provided free of charge while degree-seeking students are enrolled at SAIS. Part-time/non-degree students may request one transcript free of charge at the end of each semester for which they are enrolled; additional transcripts are \$5 each. After graduation or

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

TRAVEL BY STUDENTS

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

The [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 you in cases of emergency, and provides you with pre-trip advisories relevant to your destination and security alerts during your travel.

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

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](#)