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.

SAIS degree-seeking students pursue the Master of Arts (M.A.), Master of Arts in International Affairs (M.A.I.A.), Master of Arts in Global Policy (G.P.P.), Master of Arts in International Economics and Finance (M.I.E.F.), Master of International Public Policy (M.I.P.P.) and Doctor of Philosophy (Ph.D.). Students may also pursue the SAIS Diploma, certificates, exchanges or may enroll in non-degree courses. The policies, procedures and other information contained in The Red Book apply to all students. Please note that some policies and procedures will differ based on the individual campus, degree or student status. All students are advised to read this guide carefully.

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

NOTICE OF NONDISCRIMINATORY POLICY

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

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

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

ANTI-HARASSMENT POLICY

A. Preamble

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

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

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

   a) any type of behavior which is based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, that
   
   b) is so severe or pervasive that it interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

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

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

   a) submission to such conduct is made implicitly or explicitly a term or condition of an individual’s employment or participation in an education program;
   
   b) submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement; or
   
   c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or educational environment.
Sexual harassment may include, but is not limited to: unwelcome sexual advances; demands/threats for sexual favors or actions; posting, distributing, or displaying sexual pictures or objects; suggestive gestures, sounds or stares; unwelcome physical contact; sending/forwarding inappropriate emails of a sexual or offensive nature; inappropriate jokes, comments or innuendos of a sexual nature; obscene or harassing telephone calls, emails, letters, notes or other forms of communication; and any conduct of a sexual nature that may create a hostile working or educational environment.

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

C. Responsibilities Under this Policy

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

1. All individuals are expected to conduct themselves in a manner consistent with this Policy.

2. Staff, faculty and/or students who believe that they have been subject to discriminatory harassment are encouraged to report, as soon as possible, their concerns to the Office of Institutional Equity, their supervisors, divisional human resources or the Office of the Dean of their School.

3. Individuals who witness what they believe may be discriminatory harassment of another are encouraged to report their concerns as soon as possible to the Office of Institutional Equity, their supervisors, divisional human resources or the Office of the Dean of their School.

4. Complainants are assured that reports of harassment will be treated in a confidential manner, within the bounds of the University's legal obligation to respond appropriately to any and all allegations of harassment.

5. Managers, including faculty managers, who receive reports of harassment, should contact human resources or the Office of Institutional Equity for assistance in investigating and resolving the issue.

6. Managers, including faculty managers, are required to implement corrective action where, after completing the investigation, it is determined corrective action is indicated.

7. The University administration is responsible for ensuring the consistent application of this policy.

D. Procedures for Discrimination Complaints Brought Within Hopkins

Inquiries regarding procedures on discrimination complaints may be brought to Caroline Laguerre-Brown, Vice Provost and Chief Diversity Officer for Institutional Equity for the university or Allison J. Boyle, Title IX Coordinator and Director for Equity Compliance & Education, Wyman Park Building, Suite 515, Homewood campus, Telephone: 410.516.8075, TTY: Dial 711.
SEXUAL MISCONDUCT POLICY AND PROCEDURES

Effective August 19, 2015, the policies and procedures on the following website, http://sexualassault.jhu.edu/policies-laws, apply to cases of sexual misconduct, which includes sexual harassment, sexual assault, relationship violence, and stalking. Complaints of sexual misconduct are processed pursuant to The Johns Hopkins University Sexual Misconduct Policy and Procedures. Questions regarding this Policy and these Procedures and any questions concerning Title IX should be referred to the University’s Title IX Coordinator: Allison J. Boyle, The Johns Hopkins University, Office of Institutional Equity, Wyman Park Building, Suite 515, 3400 North Charles Street, Baltimore, MD 21218, Telephone: 410.516.8075, TTY: Dial 711, email titleixcoordinator@jhu.edu. (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, the Director of Student Life or the Director of Student and Academic Affairs in SAIS Europe. 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]

Alcohol Policy for Events Led by Student Organizations

This policy applies to events led by student organizations and clubs at the Washington campus. The policy is intended to provide clear, consistent and constructive guidelines for the consumption and serving of alcoholic beverages. Events in which alcohol is sold or money is exchanged (e.g. Happy Hours) are covered under separate policy superseding this one. In every instance where consumption
is permitted, the individuals and organizations involved are responsible for compliance with applicable local, state and federal laws, this policy, and other applicable SAIS regulations.

On Campus Events (on SAIS premises)

Student organizations should indicate whether and how alcohol will be involved in their event when requesting a room reservation on the Student Club/Group Event Request form. Requests must be received at least one to two weeks in advance of the date of the event.

Events may not involve fees for participation when alcohol is being served. This includes charging for food, admission or registration, collecting suggested donations or any direct means of collecting money to fund the event or any aspect of the event. The only exceptions are for the Friday SAIS Happy Hours and other hallmark special events sponsored by the Student Government Association, for which a District of Columbia Class "F" license has been obtained. SAIS does not obtain licenses for other types of student-led events.

Only beer and/or wine may be consumed. In very limited cases students may request permission from the Director of Student Life to serve other kinds of alcohol when it is specifically related to the cultural nature of the event.

The Director of Student Life will review event requests involving alcohol to determine approval or denial. Consideration may be based on the following criteria, which are not exhaustive:

- Value of the event to the SAIS community and the extent to which this value would be diminished without involving alcohol.
- Size and scope of the event relative to the number of responsible students in attendance (see information on Event Supervisors).
- Location of the event and expected proportion of non-SAIS audience members

As part of the approval process, the hosting student organization must designate a student member(s) to supervise each event. For events in the SAIS “big 3” auditoriums, students may also be asked to designate a staff or faculty Event Supervisor. This Event Supervisor must be present at all times and must confirm in advance their responsibility for the management of the event in accordance with the laws of the District of Columbia, and the stated SAIS policies, including but not limited to the following:

- Taking adequate measures to confirm that those who are consuming alcohol are over 21 years old.
- Ensuring consumption is limited to no more than one drink per person at a time.
• Ensuring no one who is already intoxicated or appears to be intoxicated is drinking alcohol. The Director of Student Life will make available a Responsible Service document to provide information on the signs of intoxication and ability to metabolize drinks.

• Limiting alcohol consumption to the room(s) reserved in Astra and/or SharePoint for the event.

• Ensuring participants leave the event safely. This may include securing reliable transportation or escorts for participants who appear intoxicated.

• Ensuring any remaining alcohol is packed up and stored upon exit.

• Reporting any concerns during the event to the Director of Student Life or to SAIS Security.

The Event Supervisor, SAIS Security or Director of Student Life has the authority to terminate the event and/or distribution or consumption of alcohol at any time and may remove from an event anyone who violates or attempts to violate the above policies.

In addition to the above polices, the following rules apply:

• No alcohol may be brought in and consumed by individuals unless the host or student organization has received prior permission, in writing, from the Director of Student Life. If permission is granted, the “bring-your-own-beverage” system will apply to beer and wine only, brought unopened in the containers they were sold in (e.g. no flasks, squeeze bottles or other containers allowed) and consumed by those who are over 21 years of age. Up to one bottle of wine or one six-pack of beer may be brought in per person, to be shared with others, unless otherwise approved by the Director of Student Life. The Director of Student Life reserves the rights to require that all alcohol be brought to one central location at the event and that it be served one drink at a time to those who have shown a valid government-issued photo ID.

• The student event supervisor and/or Director of Student Life will make SAIS Security aware of any student-led event where alcohol consumption has been approved via the SharePoint Events Form (due Tuesday of the week prior to the event at 12 noon). The Security department is responsible for determining the appropriate security arrangements, if necessary, for each event. Student organizations will be notified if they are expected to cover any costs for these services.

• The host must make non-alcoholic beverages and food available in reasonable proximity at or to the event.
• Publicity for events at which alcoholic beverages are permitted to be served should not encourage overindulgence in alcohol or promote alcohol abuse. Alcohol should not be the main focus of the advertisements.

Hosts, Event Supervisors, or participants that fail to follow any of these policies may face the following consequences following the event:

• Loss of the privilege of serving alcohol at their events or serving as Event Supervisors
• Loss of the privilege of hosting events
• Loss of status as a SAIS student organization
• Disciplinary action through the Student Conduct Code Procedure as described in this handbook
• Additional criminal or civil sanctions and liability may apply outside of SAIS

The Student Government Association is responsible for providing training opportunities to the leaders of SAIS student organizations each semester, and for recommending changes or additions to this policy to the Director of Student Life. Appeals of the decisions of the Director of Student Life should be directed to the Chief Student Affairs Officer (CSAO). The CSAO serves as the responsible SAIS official for overall administration of the alcohol policy for student-led events and the disciplinary process for student violations of the alcohol policy.

The Senior Associate Dean of Finance and Administration may grant written permission for exceptions to the above listed policies according to discretion.

Definitions:

• “SAIS”: The Paul H. Nitze School of Advanced International Studies (SAIS) in Washington, D.C.
• “Student”: Any currently enrolled person, full-time or part-time, or on continuous enrollment, pursuing graduate or professional studies, whether or not in pursuit of a degree or of any form of certificate of completion
• “SGA”: SAIS Student Government Association which serves as the primary interface between students and the SAIS administration
• “Student organizations or clubs”: Any number of students who have complied with SAIS requirements for registration with the SGA as a student organization
• “SAIS premises”: buildings or grounds owned or leased by SAIS in Washington, DC
• “Student-led events”: events and activities initiated and run primarily by a student or student organization, and not a University department, faculty member, or employee

• “Hosts” of a University-sponsored activity are the student organization(s) or University department(s), faculty member(s)

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 these complaints (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). 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”) or designee; (2) a student; or (3) a member of the SAIS faculty or staff. The CSAO or designee 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 designee; options are discussed, and the complainant decides whether to pursue the complaint. If the complainant decides to do so, the process continues through the following steps:

• The CSAO and the Director of Student Life (“Director”) determine whether there is sufficient cause under the Conduct Code for charges to be initiated against the accused student or student organization. If charges are initiated, the CSAO will provide written notification to the respondent(s) of the charges, specifying the Conduct Code provision(s) that are at issue.

• The CSAO and/or the Director meet with the accused student or student organization and other individuals involved in the case as warranted.

• The CSAO has discretion to suspend a student on an interim basis when his or her behavior poses an immediate and substantial risk to the normal operation of the institution, or to the safety of himself or herself or others, or to the property of the University or of others. The interim suspension shall continue until the completion
of disciplinary proceedings or until the behavior giving rise to the suspension is resolved.

- When warranted, the CSAO and/or the Director work with the complainant(s) and respondent(s) to identify witnesses and to assemble information relevant to the case. The complainant(s) and the respondent(s) are given the opportunity to review this information.

- The CSAO and the Director evaluate whether the case should be resolved informally, referred to the Student Conduct Board (“Board”) or set for formal mediation (see below for exception for cases of discrimination and harassment, including sexual harassment and sexual violence).

- For cases to be heard by the Board, the CSAO or Director is responsible for notifying the complainant(s) and respondent(s) of the hearing date and time with at least three days’ notice.

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

When a complaint is initiated by a student, faculty or staff member, the CSAO or designee 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 University officials (faculty or staff). The CSAO will serve as an observer on the Board, but shall not be a voting member. At SAIS Europe, the Board is comprised of the Director of SAIS Europe, the faculty liaison and a senior faculty member. The Director of Student and Academic Affairs 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 Student Conduct Code affords all students involved in the University conduct process the right to an advisor. An advisor can be a friend, family member, faculty member, attorney or anyone a student chooses. Regardless of who a student chooses to advise him/her, the advisor cannot speak for a student in the hearing unless authorized by the hearing body. Students will need to complete and submit the Role of Advisor form to the Office of Student Life two class days prior to their hearing in order for an advisor to be present at 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.

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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APPEALS PROCESS

Please note that information on this page is in reference to the University's student conduct process. An appeal may be requested on any first-level decision, provided that one or more of the reasons for appeal listed is relevant to the case. On appeal, the burden of proof rests with the student to show clearly that a fundamental due process error has occurred during the first-level hearing process that would substantially impact the outcome of the hearing. The appellate body varies depending on the initial hearing body and is outlined below.

1. Appellate Officers
   a) Recommended decisions of other hearing officers appointed by the Chief Student Affairs Officer may be appealed to the Chief Student Affairs Officer (or designee, including a panel).
   b) Recommended decisions of the Chief Student Affairs Officer may be appealed to the Dean (or designee).

2. Appeal Requests
   a) A written request shall be submitted to the Director of Student Life within five (5) class days after the student is notified of the initial hearing decision.
   b) The request shall state the reason(s) for appeal (see Section 3. below), the supporting facts and the recommended way to correct the error.

3. Appeals are not opportunities for full rehearsings of cases already decided. Appeal considerations are limited to:
   a) Due process errors involving violations of a charged student’s fundamental due process rights that substantially affected the outcome of the initial hearing.
   b) Demonstrated prejudice against any party by the person presiding over the hearing. Such prejudice must be evidenced by a conflict of interest, bias, pressure, or influence that precluded a fair and impartial hearing.
   c) Newly discovered, relevant information that was not reasonably available at the time of the original hearing and that would have substantially affected the outcome of the original hearing.
   d) A sanction that is extraordinarily disproportionate to the violation committed.
e) The preponderance of the evidence presented at the hearing does not support the finding with regard to responsibility. Appeals based on this consideration will be limited solely to a review of the record of the first-level hearing, except newly discovered evidence.

4. Appellate Review

a) Will involve an initial file review by the appellate officer. The appellate officer may make a determination based solely on this review. The outcome of the file review may become the official decision regarding appellate decisions.

b) If the appellate officer determines a need for additional information, that officer may request written materials and/or an appeal hearing with the charged student organization.

c) If deemed necessary, an appeal hearing will be scheduled within ten (10) class days of receiving the written request for appeal.

d) If deemed necessary, an appeal hearing will involve hearing the charged student and any witnesses called by the student; the appellate officer may determine whether there is a need to call any further witnesses or gather additional information.

e) The charged student organization will be afforded the opportunity to bring an advisor to the appellate hearing.

f) All hearings will be fair and impartial. The charged student may submit a written challenge to the impartiality of any appellate officer to the Office of Student of Student Life. Decisions on challenges shall be final and not subject to appeal.

g) If the charged student fails to appear at the scheduled appeal hearing (after proper notice) or otherwise fails to cooperate with the Student Conduct Code process, the hearing may still be held in their absence.

5. Appellate Recommendations and Decisions

a) The appellate officer may recommend to affirm, modify or reverse the first-level decision; or order that a new hearing be held.

b) All appellate recommendations are transmitted to the Chief Student Affairs Officer. The Chief Student Affairs Officer (or designee) has the right to affirm, modify, or reverse the recommended decision and enter a final decision, or to order a new hearing.

c) All final decisions are communicated in writing within fifteen (15) class days of an appellate hearing. This time period may be extended if necessary for consideration of the record on appeal.
d) Except in the case of an interim disciplinary action, the charged student organization’s status will remain unchanged until appellate process is final. (Table of Contents)

HONOR CODE

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

SAIS has adopted the University’s Policy on Integrity in Research, which defines fraudulent abuses of strict standards of scholarship by faculty, students and staff. (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, notes, papers and other extraneous matter that is not specifically authorized. Tests may not be taken out of the exam room without the professor’s or proctor’s permission or without prior approval for accommodations for students with disabilities and must be completed within the allotted time. Notes, books or other sources should be put away and may not be consulted unless specifically authorized by the faculty member or proctor 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, 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. No English language or other assistance is permitted on take-home exams.

In Washington, faculty may use Turnitin, an anti-plagiarism software, to review a student’s paper. In some cases, faculty will allow students to take advantage of Turnitin prior to submitting their final assignment. Access to Turnitin is granted by the Manager of Academic Technology.

In Europe, all students are given a Turnitin account at the beginning of the academic year and login information is sent by email to each student’s JHU email account. The ICT Director will scan papers upon request for faculty who wish to verify originality.
Plagiarism is defined as “the presentation of someone else’s ideas or words as your own” (The Allyn & Bacon Handbook). JHU sets forth the following guidelines:

- Students should document any idea that is derived from another and any fact that is important to their analysis and is not common knowledge by citing the author, title, edition and page reference of the work in which they appear. Ideas and facts derived from Internet sources are to be held to the same standard. Familiar or non-controversial facts need not be annotated: e.g., Herman Melville, a native New Yorker, published many works of fiction, including Moby Dick in 1851, and published several volumes of poetry.

- Any crucial term and any phrase, sentence or longer passage derived from a text other than the student’s own should be enclosed in quotation marks or typed as a separate, indented paragraph and identified in the text or in a footnote.

- When a student paraphrases someone else’s analysis or follows someone else’s line of reasoning, including arguments that the student may only have heard and not seen in print, the student should acknowledge that fact in the text or in a footnote. The diction and phrasing should not duplicate or closely parallel the language of the source, but should show the student can digest rather than just repeat what was heard.

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

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

Reporting Breaches of the Honor Code

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

• Suspected violations of the Honor Code may be reported to either the CSAO, the Associate Dean for Academic and Faculty Affairs, or the Director of Student and Academic Affairs in SAIS Europe, who will initiate the proceedings for adjudication of the allegation.

• An Honor Code Board will be convened by the Associate Dean for Academic and Faculty Affairs and CSAO in Washington or the Director and faculty liaison at the SAIS Europe campus. 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 to 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.

ADAEademic FREEDOM AND PRINCIPLES

Academic freedom protects the right to speak and create, to question and dissent, to participate in debate on and off campus, and to invite others to do the same, all without fear of restraint or penalty. The Statement of Academic Freedom and Principles is designed to afford members of the community the broadest possible scope for unencumbered expression, investigation, analysis, and discourse. Indeed, among the measures of an academic community is its success in creating a culture of active discussion and debate, one where its members open themselves to the views of others, even when those views are provocative or unfamiliar.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a U.S. 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.

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) or the equivalent resources at the SAIS Europe campus. Participation in alcohol and drug educational programs may be required of a student as a condition of continued enrollment. Students are encouraged to take advantage of these services.

The university will adhere to strict policies of confidentiality for all participants in drug/alcohol abuse rehabilitation programs as described in university and federal regulations covering confidentiality of student health records.
Maryland and District of Columbia laws prohibit the possession or consumption of alcoholic beverages by persons under age 21. The possession, use or distribution of illegal drugs is prohibited, as defined by federal, state and local statutes.

Students are expected to obey the law. Individuals who violate the law on university property or as a part of university activities, in addition to being subject to criminal penalties, may be subject to university disciplinary measures including expulsion. Drug and alcohol-related violations must be reported to the main campus and are subject to the SAIS Student Conduct Code Procedure. The university will not excuse acts of misconduct or neglect of academic responsibilities by students whose judgment is impaired due to alcohol or drug abuse. (Table of Contents)

**POSSESSION OF FIREARMS ON UNIVERSITY PREMISES**

The possession, wearing, carrying, transporting, or use of a firearm or pellet weapon is strictly forbidden on university premises. This prohibition extends to any person who may have acquired a government-issued permit or license. Violation of this regulation will result in disciplinary action and sanctions up to and including expulsion, in the case of students, or termination of employment, in the case of faculty/staff. Disciplinary action for violations of this regulation will be the responsibility of the CSAO, the Director of Student and Academic Affairs at the Europe campus 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)

**CAMPAIGN ACTIVITY**

The Johns Hopkins University is committed to the free and open expression of ideas and provides Campaign Activity Guidelines. The university encourages members of the JHU community—faculty, staff and students—to be engaged civically and to participate in the electoral process at all levels: local, state and federal. Federal law, however, provides that a tax-exempt organization like JHU may not itself “participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office.” [Section 501(c)(3) of the Internal Revenue Code]. A violation, whether intentional or unintentional, could have serious ramifications for the university. (Table of Contents)
EMERGENCIES

SAIS Washington: In case of a major emergency at the Washington campus, dial immediately the country-wide emergency number: 911. The Washington campus emergency 24/7 phone number is 202.663.7796.

SAIS Europe: In case of a major emergency at the Europe campus, dial immediately the country-wide emergency number: 112. For MAJOR emergencies after school hours, contact the following school mobile emergency number: 346.52.95.178 in order to reach a senior member of the administrative staff (from inside Europe campus buildings, the following internal number can also be used on school phones: 4005). Other emergency services can be reached by dialing following:

- Police 113
- Ambulance 118
- Fire 115
- Gas 800-250.101 (Bologna only)

Closing Information

In the event of severe weather conditions that necessitate canceling Washington 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 website and Insider Portal Page
- JHUniverse website

Students should call the Nitze Building guard’s desk at 202.663.5600 and press ‘S’ if there is any uncertainty over closings. When classes are canceled due to severe weather, the Library generally remains open on a reduced schedule as long as the Nitze Building is open.

SAIS Europe students will be contacted through their JHU email account. The information will also be posted on the SAIS website and Insider Portal page. (Table of Contents)
Crisis Response Plan

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

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

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

In the case of an emergency, it is essential that the university can quickly and easily notify students, faculty, and staff. Notifications of emergency situations will be made via the JHUniverse website and email. As a supplement, the university utilizes a text-messaging based (SMS) emergency notification system. This system will allow university officials to communicate with students, faculty, and staff very rapidly via cell-phone text messages in the case of an emergency. Participation in this system is voluntary. To subscribe to Johns Hopkins Emergency Alerts text messages, go to http://my.jh.edu and sign in using a JHED ID and password. Click “myProfile” icon in the upper left-hand side of the page, then click on the “Edit” link under “Emergency Alerts” on the right.

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

## ACADEMIC AND ADMINISTRATIVE OFFICES

SAIS Washington Nitze Building: 1740 Massachusetts Avenue  
SAIS Washington Rome Building: 1619 Massachusetts Avenue  
SAIS Washington Bernstein-Offit Building (BOB): 1717 Massachusetts Avenue  
SAIS Europe Main Building: Via Belmeloro, 11  
SAIS Europe Building: Via Zanolini, 15

### SAIS DEANS*

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<th>Position</th>
<th>Name</th>
<th>Office</th>
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<tbody>
<tr>
<td>Dean</td>
<td>Vali Nasr</td>
<td>Nitze 2nd floor</td>
</tr>
<tr>
<td>Senior Associate Dean for Operations and Finance</td>
<td>Myron Kunka</td>
<td>Nitze 2nd floor</td>
</tr>
<tr>
<td>Associate Dean for Academic and Faculty Affairs</td>
<td>Peter Lewis</td>
<td>Nitze 4th floor</td>
</tr>
<tr>
<td>Associate Dean for Development and Alumni Affairs</td>
<td>Kimberle Morton</td>
<td>BOB 5th floor</td>
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### SAIS Campus Directors

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<tr>
<td>Director of SAIS Europe</td>
<td>Michael Plummer</td>
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<tr>
<td>American Co-Director of the Hopkins-Nanjing Center</td>
<td>Cornelius Kubler</td>
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<td>ADMINISTRATIVE OFFICE LOCATIONS</td>
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ACADEMIC CALENDARS FOR 2015–16

The Academic Calendars for 2015–16 are located off the Office of the Registrar’s website and in the Insider Portal. [Table of Contents]

ADVANCED STANDING

M.A. students who have completed a relevant graduate degree at another institution may petition for advanced standing at SAIS. If awarded advanced standing, the number of courses required is reduced from 16 (64 credits) to 12 (48 credits) for completed graduate degrees of two years or more. For completed graduate degrees of less than two years, the number of courses required is reduced from 16 (64 credits) to 14 (56 credits). Students with advanced standing must meet all graduation requirements within those 14 or 12 courses (56 or 48 credits).

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

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

ADVISORS

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

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

Washington students can receive general advice and support through administrative advisors. For more information go to the Academic Advising and Planning section of the SAIS Insider Portal page or
email saisadvising@jhu.edu. Europe students can receive general advising through the Director of Student and Academic Affairs. (Table of Contents)

AUDITING A COURSE

A student’s minimum obligation for auditing a course is to attend all class sessions. Certain professors may require additional obligations.

Students in Washington who intend to have an audit recorded on their SAIS transcript must obtain the professor’s signature on an Audit form located on the Insider Portal under forms, preferably early in the course, but not later than the end of the fourth 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 in Europe who intend to have an audit recorded on their SAIS transcript must sign-up on the BCWeb during the first two weeks of classes. The audit will subsequently be added to the student’s record in ISIS. At the end of the semester, students who attend regularly and wish to retain the audited course on their transcript must ask the professor to sign an Audit Confirmation form. The form must be returned to the Registrar by the last day of class.

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

Non-degree students who wish to audit SAIS courses must register and pay for audits.

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

Classes that exceed their enrollment limits may not be audited, unless specifically indicated by the professor ahead of time.

During the fall and spring semesters, those who wish to change the status of a course from audit to credit may do so with prior approval from the professor (subject to policies in the section entitled “Course Load and Full-time/Part-time Definitions”). This should be discussed with the professor.
ahead of time. The student will need to have the professor sign an Official Change to Credit form (Washington) or a Change to Credit form (Europe) and must submit the form to the Registrar’s Office no later than the last day of class within that term. The professor’s approval will depend on the student’s regular class attendance and a prior agreement to fulfill all the course requirements. Once changed from audit to credit status or vice versa, the course status cannot be reversed.

B.A./M.A. PROGRAM

The five-year accelerated B.A./M.A. Program with Johns Hopkins University Krieger School of Arts and Sciences on the Homewood Campus in Baltimore, Md., includes three years of undergraduate study and two years of study at SAIS. Students apply to the program during the second semester of their undergraduate sophomore year. Applications are reviewed by a joint selection committee of representatives from SAIS and JHU Homewood; candidates may also be interviewed. A limited number of successful candidates are accepted to spend their first year of SAIS study at SAIS Europe or at the Hopkins-Nanjing 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. SAIS Europe tuition and expenses are in Euro currency. Financial assistance for the fifth year is determined by SAIS and is not guaranteed.

BIDDING SYSTEM

Professors may limit enrollment in their classes. Limits are noted in ISIS. A bidding system is used at both SAIS Washington and Europe campuses when classes exceed their limits. Students are allocated points when they matriculate at SAIS. All M.A., M.A.I.A., Diploma and M.I.P.P. Europe students receive 1,000 points for their first semester and 100 additional points after each successfully completed full-time semester (approximately 16 credits). Washington M.I.P.P. students receive 1,100 points in total upon entry. Ph.D. students receive 1,300 points in total upon entry. Any student studying at SAIS under a formal student exchange program in Washington will receive 325 points. G.P.P. and M.I.E.F. students do not receive bid points and do not take part in the bidding system.

Once students are approved for dual-degree status or advanced standing of 16 credits, 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.

In Washington, two rounds of bidding are held for courses that are oversubscribed. The first round takes place prior to the first class and involves the foundation economics classes and a limited number of other classes. Bidding for all other classes that are oversubscribed takes place after the first week of classes. Students should have substitutes selected for classes that may involve bidding. Students should attempt to attend part or all of the first class of the semester for both their first choice and alternate classes.

In Europe, usually only one round of bidding is held during or at the end of end of the two-week drop/add period, depending on the courses involved.

In Washington, information on oversubscribed courses and bidding deadlines is posted on the Registrar’s website. Students are responsible for viewing that webpage and taking the required action. In Europe, students are informed by email from the Registrar’s Office.

M.A. students in their final two semesters need not bid on limited enrollment classes offered by programs in which they are primary concentrators unless there are more primary concentrators registered than spaces available. In that rare situation, these concentrators must bid against each other.

At least one M.I.P.P. student who bids will be accepted into a limited enrollment course where entry to the class is determined by bidding. 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 Registrar’s website for each campus. (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 websites. (Table of Contents)

**CHANGE OF CONCENTRATION OR AFFILIATION**

Upon admission to SAIS, areas of concentration for M.A. students are recorded by the Registrar’s Office. Students who desire to change their concentration must complete the Change of Concentration Request form. If a student changes concentrations, current requirements for that concentration must be followed. Concentration changes cannot be made during bidding and must be changed prior to the deadline set by the Registrar’s Office, no later than two weeks before the online registration deadline. Students cannot change their concentration to International Development as students must be accepted into this concentration during the admissions process.

M.I.P.P. students who want to change their affiliation must contact the Manager of Executive Degree Programs. (Table of Contents)

**CHANGE OF DEGREE**

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

CLASS RECORDING POLICY

SAIS recognizes that students may wish to record classes and lectures to support their learning. Students wishing to use audio or video devices to record classroom lectures, discussions or presentations must obtain written permission from the class instructor through the Permission to Record Class Lecture(s) form. Such recordings are to be used solely for the purposes of individual study. They may not be reproduced, shared with individuals not enrolled in the class, or uploaded to publicly accessible web environments. This policy seeks to protect the intellectual and privacy rights of both instructors and students, and takes into account the relevant legislation concerning data protection and copyright issues. As per the Americans with Disabilities Act, a student who requires class recordings as a reasonable accommodation for a disability must be preapproved through the Office of Student Life (see Disabilities section). The restrictions above also apply in such cases. Students found in violation of this policy may be subject to disciplinary action. (Table of Contents)

COURSE LOAD AND FULL-TIME/PART-TIME DEFINITIONS

Sixteen non-language courses (64 credits) are required for graduation with the SAIS M.A. degree. This requirement is reduced to 12 (48 credits) for dual-degree students and students with advanced standing with graduate degrees of two or more years duration. This requirement is reduced to 14 (56 credits) for students with advanced standing with graduate degrees of less than two years duration. Three courses (12 credits) are considered a full-time load. If one of the three is an audit, a student will pay full-time tuition (8-10 credits plus an audit is considered full-time). The normal course load is four courses (16 credits) and a language class until language proficiency is met. M.A. students must spend a minimum of three fall or spring semesters in full-time residency.

Fourteen non-language courses and a thesis of approximately 20,000 words (64 credits) are required for graduation with the two-year M.A.I.A. M.A.I.A. students taking three or more courses (12 credits), are considered full-time.

Eight non-language courses (32 credits) are required for graduation with the M.I.P.P. degree. M.I.P.P. students taking three or more courses (12 credits), are considered full-time. M.I.P.P. students taking less than 12 credits are considered to be enrolled part-time. M.I.P.P. students must be full-time each fall and spring semester unless they are in their final fall or spring semester and have less than 12 credits remaining to complete the degree. M.I.P.P. students in their final fall or spring semester must enroll in the minimum number of credits required to complete the degree. For exception, see Auditing a Course section.
The G.P.P. is a 16-month program and requires 41 credits for degree completion. G.P.P. students are enrolled full-time in Modules I, II and V and three-quarters-time in Modules III and IV.

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

Eight non-language courses (32 credits) are required for graduation with the Diploma. Students taking three or more courses (12 credits), are considered full-time.

M.A., M.I.P.P., M.A.I.A. and Diploma students at both the SAIS Washington and Europe campuses generally take four non-language courses (16 credits) per semester. Students must obtain permission from academic advising in Washington or the Director of Student and Academic Affairs in Europe to take five non-language courses (18 or 20 credits) in a semester if they are 1) taking a language, 2) have past failing grades or 3) have current Incomplete grades. For all other students permission is granted as long as they have met the language requirement for graduation and are not taking a language course (In Washington, post-proficiency two-hour language courses can be taken along with the five courses.). Students must also have a minimum grade point average (GPA) of B+ (3.33). Students may not take more than five non-language courses for credit per semester or the equivalent 20 credits. A student cannot be registered for or audit more than a total of six courses per semester—including languages. Exceptions may be made for students taking two-credit courses. (Table of Contents)

COURSES AT OTHER CAMPUSES (INTERDIVISIONAL REGISTRATION/IDR)

M.A. students may, with approval of Manager of Graduate Services and the appropriate faculty member, take the equivalent of up to two courses (8 credits) toward their SAIS degree at other divisions of JHU. M.I.P.P., M.A.I.A. and Diploma students may take up to one course (4 credits) by following the same procedures. Ph.D. students may take an unlimited number of courses at other campuses while in pre-dissertation status. M.I.E.F. students may take limited IDR courses with program approval, but they may not be counted toward credit. Due to the design structure of the G.P.P. degree, only G.P.P. courses can be applied toward the degree.

Students with an adequate level of Italian may take a course for credit in one of the many laurea specialistica programs of the Facoltà di Scienze Politiche of the University of Bologna. This must be approved by a student’s academic advisor and a program director. Those who wish to take advantage of this option should be aware of the differences in the class schedules and examination systems. Interested students must go directly to the Facoltà di Scienze Politiche, Strada Maggiore 45, and inquire about the course offerings. The permission of the professor teaching the course must be obtained. Some professors will use the SAIS Europe grading system, but others may use the Italian scale (0 – 30 e lode, with 18 being the minimum passing grade). In that case, grades will be converted to the SAIS Europe system using a standard conversion table (see Registrar). University of Bologna courses count as an independent study. (Table of Contents)
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DISABILITIES

Johns Hopkins University is committed to providing an accessible and welcoming learning environment for students with disabilities under the Americans with Disabilities Act of 1990 and its 2008 Amendments, as well as Section 504 of the Rehabilitation Act of 1973. The Johns Hopkins University Disability Services collaborates with students, faculty and staff to provide equitable, inclusive and sustainable learning environments that promote academic success for all. Johns Hopkins University is committed to making academic programs, support services and facilities accessible. Students with documented disabilities who require an academic adjustment, auxiliary or other similar accommodation should submit the Student Request for Accommodations form to the Director of Student Life in Washington or to the Director of Student and Academic Affairs at the Europe campus 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.

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 is adding or dropping a course during the third and fourth weeks of classes, s/he must obtain written permission from the faculty members via the Add/Drop/Withdraw (Washington) or Add, Drop, Withdraw (Europe). From the fifth to eighth week of classes, students may withdraw from a course using the same form. Withdrawing from a course means that a “W” will be placed on the student’s transcript. The “W” grade does not affect a student’s GPA. If a student’s status (full-time or part-time) is affected by changing courses, the student should be aware of the Refund Policy.

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

G.P.P. students taking electives must select the electives prior to the first weekend of classes.
M.I.E.F. students who take electives in the fall semester only have one week to drop/add, but will follow the regular spring drop/add schedule. (Table of Contents)

DUAL-DEGREE AND COOPERATIVE 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 additional graduate program, other than INSEAD, during their second year will not be considered dual-degree students.

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) and students must still complete the minimum residency requirement of three full-time fall or spring semesters at SAIS.

Ad-hoc dual-degree arrangements with SAIS must conform to the expectations established by the formal dual-degree programs and should be confirmed in writing. Students should also be able to demonstrate the international relevance and other specific curricular and/or programmatic strengths of the institution being proposed. These considerations should be linked to the student’s career objective.

Students who leave SAIS to pursue the second degree through the formal dual-degree process are automatically placed on 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 or visit the SAIS Insider Portal under Academic Advising and Planning.

Students at SAIS Europe who are interested in a Cooperative Degree Program should contact the Europe campus Registrar or Admissions Office. (Table of Contents)
ECONOMICS REQUIREMENTS FOR M.A. STUDENTS

M.A. students matriculating as of fall 2015 must have a minimum grade point average (GPA) of 2.67 in the four required economics courses (Microeconomics, Macroeconomics, International Trade Theory, International Monetary Theory) or they must retake a course(s) until the average is obtained. If any of these courses are waived by a waiver exam or Pre-Term, the student must substitute an economics elective course(s) in its place. The highest grades in economics elective courses will be used to compute the GPA. (Table of Contents)

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 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 course in at least two of these four core subjects*:

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

M.A. students are expected to pass two core exams/courses in addition to their concentration requirements. If the core requirements are not completed by the start of the final semester, a student must enroll in the course(s) for credit. Certain programs require specific core exams be completed earlier than the beginning of the final 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 given four times a year at the Washington campus in September, December, January/February and April/May. In some cases, two versions of the exam are offered. Consult the Washington Core Exam Schedule for the most current information on the dates of exam offerings and the versions offered. At the Europe campus, core exams are offered three times a year at the beginning fall semester and at the end of each semester.
The failure of a core exam is not officially recorded when no course credit is involved. Although students are required to complete core exams prior to their fourth and/or final semester, they are strongly encouraged to fulfill both core requirements by the beginning of their third semester. Students who fail to pass or fulfill a core exam requirement by the beginning of their final semester will be required to register for the core course for credit. If students do not pass or complete core requirements at that time, they must register for the course for credit the following semester and are responsible for paying the course tuition.

Students may fulfill the core requirement by taking and passing a core course, auditing the course and passing the exam or through self-study and passing the exam. Core exams that are not taken for credit are graded with a High Pass (HP) or Pass (P) and will appear on the student’s transcript, but will not be applied toward GPA calculations. Students have the option of taking the exam a second time for a higher grade that then replaces the lower grade on the transcript. In all cases, the highest grade received for a core exam will remain on the transcript. Students who fail a core exam twice will be required to take the core course for credit. In that situation, the only recorded grade will be the grade received in the class.

*All M.A. European and Eurasian Studies students are required to pass three comprehensive exams in lieu of the two core exams: Modern European History and Ideas, European Political Economies, and Europe and the World Since 1945 (or Russian Eurasian equivalent exam).*

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#### 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. In Washington, examinations are given in the same room as the regular class meeting unless otherwise specified. In Europe, examinations are usually held in the auditorium.

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 G.P.P., M.I.E.F. and 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, who have graduated in the past two years, are exempt from taking the Chinese proficiency exam if using Chinese toward their language proficiency; however, native Chinese speakers must pass proficiency in a second language to meet graduation requirements.
Students are not required to take language classes at SAIS in order to pass the language proficiency exam if they have gained the necessary proficiency elsewhere. However, it is advisable to contact the appropriate language coordinator to determine a reasonable plan of study in preparation for fulfillment of the language requirement. Students may enroll in only one language course per semester. Exceptions to this are made on a case-by-case basis by Academic Advising in Washington and by the Language Program Director in Europe. Regional concentrations require specific languages to meet their language graduation requirements.

In addition to the TOEFL, IELTS or Cambridge exams required for admission, all non-native English speakers, except for M.I.E.F. students, need to take an English language or placement exam prior to the start of language classes in order to determine whether they need further training to succeed in their studies at SAIS. For the purpose of this document, a native-English speaker is a person who meets at least two of the following criteria:

- English is the main language of communication between the individual and his/her caregiver (such as a mother or father)
- English is an official language in the community where the individual grew up (prior to high school)
- English is the language of instruction in the high school the individual attended

At the Washington campus, an international student who studied at least the last three full years of high school in a U.S. accredited high school may request an exemption for the first-semester English placement exam or assessment requirement. To be exempted, students must provide a letter from their school stating the number of years/semesters they attended the school as well as the name of the school’s accreditation agency. Graduates of American schools abroad also need to provide this information. Students who have attended a school affiliated with the British system and who have passed their British A-level exams can use these test results to demonstrate having studied high school courses in English and as grounds for exemption from the initial English placement exam requirement. Documentation must be provided before the placement exam is given. Exchange students will also be required to take the English placement exam. Those who do not pass are encouraged to take English language classes.

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

Non-native English speakers enrolled in the M.A. and Ph.D. program who do not pass the initial English exam at the beginning of their first semester, 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, if English is not the chosen language of proficiency, passed all the advanced-high level English courses.

Non-native English speakers enrolled in the M.I.P.P. program, who do not pass the first semester English language or placement exam, may fulfill this requirement by taking and passing two semesters of English language instruction at SAIS or by passing the English proficiency exam.

Non-native English speakers enrolled in the M.A.I.A. degree must pass the English proficiency exam.

Non-native English speakers enrolled in the Diploma may either pass the English proficiency exam or successfully complete two semesters of advanced-high level English courses.

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

Master of Arts Oral Examination (to compete for honors—if eligible)

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

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

The initial topic of discussion will be chosen by the student and should attempt to involve an issue from their regional or functional area that also incorporates economic concepts. A short description of this topic (not to exceed one page or 350 words) must be written in advance of the oral exam and provided to each examiner at the beginning of the exam. The student is not allowed to hold a copy of this summary or any other materials during the exam. The examiners may ask for a brief two- or three-minute introduction to the topic at the beginning of the exam. The two examiners will use the remainder of the exam to ask the student questions; there should be a mostly balanced flow of questions from both examiners. The discussion will seek to apply broader concepts to real-world situations in an interdisciplinary and conversational manner. Economics questions draw primarily on the application of concepts covered in foundation economics courses, but can also cover issues from the student’s electives. Students should consult their regional or functional programs for details on potential discussion topics.
Each examiner provides a grade for the oral exam. The exam is graded on a four-point scale: 4-Excellent; 3-Very Good; 2-Good; 1-Pass; 0-Fail. Examiners grade separately and the grade is averaged. If a student averages a 0 grade and fails, s/he must meet the requirement of an approved capstone option from his or her concentration. If students are unable to meet another capstone option, they must be retested and pass the Oral in order to graduate.

Only the top 10 percent of the graduating class may receive honors. If there is a tie on the oral scores to reach the top 10 percent, 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.  

FINANCIAL AID ACADEMIC REQUIREMENTS

Federal Aid

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

Institutional Fellowships

Students must maintain full-time status (12 or more credits) and a minimum GPA of 3.4 to receive and maintain fellowship aid at SAIS. Non-U.S. students who are attending the Europe campus in their first year, must submit applications for second-year fellowships to the Europe campus Registrar’s Office by February 1. Those with an incomplete grade on their record on that date will not be considered for funding, even if an extension has been granted by a professor. All other second-year fellowship applications must be submitted to the Washington Office of Financial Aid by April 15. Students need to be aware that institutional fellowships may be tied to a concentration, a particular academic year or a specific campus. If a student changes any of these factors, they may lose the fellowship.
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 C. A grade of D is failing. The following grades and symbols are used on SAIS transcripts:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>GPA Points</th>
<th>Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>4.00</td>
<td>Yes</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.67</td>
<td>Yes</td>
</tr>
<tr>
<td>B+</td>
<td>Very good</td>
<td>3.33</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
<td>Yes</td>
</tr>
<tr>
<td>B-</td>
<td>Pass</td>
<td>2.67</td>
<td>Yes</td>
</tr>
<tr>
<td>C+</td>
<td>Low pass</td>
<td>2.33</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>Minimal pass</td>
<td>2.0</td>
<td>Yes</td>
</tr>
<tr>
<td>D</td>
<td>Failure (also used when an Incomplete grade has not been made up by the deadline)</td>
<td>0.00</td>
<td>No</td>
</tr>
<tr>
<td>F</td>
<td>Administrative failure (result of an Honor Code violation or when unfulfilled financial or academic obligations exist on non-degree student records)</td>
<td>0.00</td>
<td>No</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory completion of a non-credit offering</td>
<td>n/a</td>
<td>No</td>
</tr>
<tr>
<td>MT</td>
<td>Multi-term course</td>
<td>n/a</td>
<td>No</td>
</tr>
<tr>
<td>EX</td>
<td>Extension granted</td>
<td>n/a</td>
<td>No</td>
</tr>
<tr>
<td>X</td>
<td>Missing grade (not yet submitted)</td>
<td>n/a</td>
<td>No</td>
</tr>
<tr>
<td>MR</td>
<td>Missing from roster</td>
<td>n/a</td>
<td>No</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>n/a</td>
<td>No</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>n/a</td>
<td>No</td>
</tr>
<tr>
<td>W/AU</td>
<td>Withdrawal from an audit</td>
<td>n/a</td>
<td>No</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>n/a</td>
<td>No</td>
</tr>
<tr>
<td>HP</td>
<td>High Pass for Pre-Term or Core Exams</td>
<td>n/a</td>
<td>No</td>
</tr>
<tr>
<td>P</td>
<td>Pass for Pre-Term or Core Exams</td>
<td>n/a</td>
<td>No</td>
</tr>
</tbody>
</table>
The grades of “HP” (A, A-) and “P” (passing below A-) appear on the transcript for courses which are passed in Pre-Term and for core exams. If a failing grade is received for a Pre-Term course or a core exam, the course or exam notation will be dropped from the student’s record and will not appear on the transcript.

Grade point average is available in ISIS Self-Service. Rank in class is available in mid-July for each graduating class. This information does not appear on the student’s transcript, but it is kept on file and provided upon request to the student and to prospective employers or universities where the student is seeking admission. Grades in language classes are not included in the GPA. Students may not retake courses for grade replacement. Some concentrations may set a minimum grade of a B- for either prerequisite or required classes. Students who do not meet this minimum grade requirement must retake the class to meet the concentration requirements. Both grades are averaged into the GPA, but only one will satisfy degree and overall credit requirements for graduation.

Failing Grades and Probation

A failing grade (D or F) cannot be removed from a student’s SAIS transcript (prior to fall 2015 a grade of C is also considered a failing grade). 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.

Students are placed on probation if they receive a failing grade, fall below a 2.67 GPA or receive more than one C+ or C grade in a semester. A student may be dismissed after a second failing grade, a second semester of failing below a 2.67 GPA or an additional semester in which one or more C+/C grades are received. Dismissal is determined by the Office of Academic and Faculty Affairs and the student’s academic program. In some cases, students with a failing grade(s) or a low GPA may be required to take an involuntary leave of absence.

M.I.E.F. students who receive a D grade or two grades of less than a B- in the summer courses, Quant 1, Macroeconomics and Microeconomics, will automatically be placed on academic probation. The director and/or associate director of the program will determine the target grades a student must meet by the end of the fall term. If the student does not meet those targets, then the student will be dismissed from the program. An MIEF student who receives three grades of less than B- prior to the beginning of the spring term will also be subject to the same procedures.

Ph.D. students must maintain a B+ average for all courses and receive no grade below a B-.

An approved incomplete grade will automatically turn into a failing grade (D) 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.
Grades of Incomplete

A grade of I (Incomplete) may be given by a professor at the end of the semester. In order to obtain an official Incomplete, a student must submit the Incomplete form located on the Insider Portal under Forms for Washington and on the BCWeb within Forms on the Registrar’s page for Europe. The form must be signed by the professor and specifies the terms of the agreement which may include specific deadlines for course completion, remaining assignments/assessments due and grade restrictions—if applicable.

Students should submit all required work by the end of the eighth week of the following semester unless the professor has noted otherwise on the Incomplete form. The instructor has authority to shorten or extend this deadline and has the discretion not to grant an Incomplete. Summer does not constitute a semester. Summer students must submit all required work by the end of the eighth week of the fall semester. After eight weeks into the following semester, no grade higher than a B+ may be assigned in a course where an Incomplete has been allowed. The Incomplete automatically becomes a failing grade of D 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 or the Director of Student and Academic Affairs at the Europe campus.

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 D 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 or the Director of Student and Academic Affairs at the Europe campus in order to be cleared to register for a future semester. In cases where extenuating medical circumstances are involved, the Director of Student Life is consulted. Students may be required to reduce their co-curricular involvement. (Table of Contents)

GRADUATION

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

Students must complete an online Application to Graduate, located in ISIS Self-Service, by the relevant deadline to be eligible for a diploma or to walk in the May graduation ceremony.
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 concentration requirements from international policy or regional area(s)
- Fulfill the Quantitative Reasoning requirement
- Pass language proficiency examination
- Pass two core exams or courses (students should pass both exams and/or courses, or the equivalent in the case of European and Eurasian Studies students, by the beginning of their final semester)
- Earn passing grades in 16 non-language courses (64 credits); 14 (56 credits) or 12 (48 credits) for students with dual-degree or advanced standing
- Fulfill the residency requirement of three full-time fall or spring semesters
- Pass English placement exam, if applicable
- Pass program Capstone
- Achieve a minimum overall GPA of 2.67 (students matriculating as of fall 2015)

**Master of Arts in International Affairs**

- Fulfill the International Economics requirements for M.A.I.A. students
- Earn passing grades in 14 non-language courses (56 credits); students from cooperative programs complete six non-language courses (24 credits) at SAIS Europe, provided they have fulfilled the required number of credits at their home institution
- Present an M.A.I.A. research seminar on the thesis subject
- Write and defend a thesis of approximately 20,000 words (8 credits)
- Pass appropriate language proficiency examination
• Achieve a minimum overall GPA of 2.67 (students matriculating as of fall 2015)

Master of Arts in Global Policy

• Fulfill cohort course requirements
• Fulfill elective course requirements
• Pass three on-campus residencies
• Complete the application seminar requirement
• Pass program capstone
• Earn passing grades in 41 credits of G.P.P. coursework
• Achieve a minimum overall GPA of 2.67

Master of Arts in International Economics and Finance

• Fulfill cohort course requirements
• Complete coursework in quantitative methods
• Fulfill track requirements
• Complete economics electives
• Complete a program capstone
• Earn passing grades in 14 non-language M.I.E.F. courses (54 credits)
• Achieve a minimum overall GPA of 2.67

Master of International Public Policy

• Attend the M.I.P.P. mandatory orientation
• Earn passing grades in eight non-language courses (32 credits)
• Complete Affiliation requirements, if applicable
• Pass English placement exam or two English courses, if applicable
• Achieve a minimum overall GPA of 2.67 (students matriculating as of fall 2015)
Diploma

- Earn passing grades in eight non-language courses at the Europe Campus (32 credits)
- Pass language proficiency exams or two semesters of a language
- Achieve a minimum overall GPA of 2.67

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
- Achieve a minimum overall GPA of a 3.33
- 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. 

**Graduation Ceremony Eligibility**

Students at the Washington campus, whose Application to Graduate has been approved, may “walk” or participate in the graduation ceremony. M.A. students may walk if they lack only two completed courses and/or requirements; they may not walk if they lack more than two completed courses (i.e., two completed courses plus language proficiency or two completed courses plus a core exam). G.P.P. students may walk if they have completed all G.P.P. degree requirements. M.I.E.F. students may walk if they have completed all required courses except for the capstone. M.I.P.P. students may walk if they have completed all but one of their eight required courses. Ph.D. students may walk if they have been approved for degree conferral by the Homewood Doctor of Philosophy Board (DPB). In order to be recommended for conferral to the DPB, Ph.D. students must be approved for binding by the Homewood Library and approved for recommendation of conferral by the SAIS Ph.D. Committee. Courses in which Incomplete or failing grades were received are not considered “completed.”

Students at the Europe campus whose Application to Graduate has been approved, may “walk” or participate in the graduation ceremony.

**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 health insurance coverage comparable to the JHU plan. The plan must be U.S.-based if studying at the Washington campus. International students are also required to purchase the university’s health insurance plan. All full-time current degree students will be automatically enrolled in the university health insurance plan unless their waiver is approved. Students whose waivers have been denied may contact Office of 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—unless waived. Part-time degree-seeking students must contact the Director of Student Life to enroll. For more information, visit the Healthcare section of the SAIS website.
HOUSING

SAIS does not have residential facilities. Students are responsible for securing their own housing arrangements. The Off-Campus Housing website may assist students in their housing search in Washington, D.C. SAIS Europe uses the services of a housing consultant who will help find students an apartment upon arrival on campus. (Table of Contents)

IDENTIFICATION CARDS (JCARDS)

The SAIS Washington student identification card (JCard) is 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.

The SAIS Europe student identification card is created for all students after registration in the Information and Communications Technology (ICT) Office. The card can be picked up in room 304. The ICT Office takes a digital photograph of all students upon arrival. Photos are used for the student identification card, the internal website (BCWeb) and for the third floor identification board. The ID card is not a legal document, but is required for printing, photocopying and library loans. In addition, the ICT office will take student fingerprints for entry through the main doors at both Belmeloro and Zanolini buildings. The data is encrypted and saved. (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 (Washington) or Independent Study (Europe) 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 Independent Study, to receive credit, the student must again have the form signed by the faculty supervisor and return it to the Registrar. Rules for Incomplete courses apply equally to independent study courses (see section on Grades of Incomplete).

Students are permitted to count one independent study course toward their graduation requirements for the M.A., M.A.I.A., M.I.E.F. M.I.P.P. or Diploma program. Taking an approved course for credit at the University of Bologna also counts as an independent study. Non-degree and exchange students are not eligible to pursue independent study coursework.
No academic credit is given for work experience. A student who holds a job with strong academic content may, however, use job-related research as part of an independent study project with a member of the faculty. Credit for such a project is subject to the general rules for independent study.

**INFORMATION & TECHNOLOGY SERVICES**

SAIS Information & Technology Services (ITS) in Washington and SAIS Information and Communications Technology (ICT) in Europe offer numerous services to students, including wireless Internet access, email, access to several computer labs and file storage. There is no computer lab in Europe, but computers are available in the student lounge. To utilize these services, students must first activate their accounts.

**Johns Hopkins Enterprise Directory Online Services**

All students receive a Johns Hopkins Enterprise Directory (JHED) ID. The JHED ID is a centralized online source for address, telephone, email and other contact information for students, faculty and staff at JHU institutions. This database is also used for authentication into online applications, such as billing, registration, grade lookup, SharePoint, Blackboard—a tool for online teaching—and remote access to library databases.

**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.

**Washington 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.
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 website and the Office for Human Research Protections website 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 website or call 866.764.2317. Students at the Europe campus should contact the Director of Student and Academic Affairs for services available at that campus. [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. A leave of absence is granted for up to one academic year. In extenuating circumstances (cases of documented emergency or medical reasons or pursuance of a related degree), a leave can be granted for up to two academic years. Not all leave of absences are granted. Once written permission has been granted, the form is sent to the appropriate administrative offices for processing (Registrar, Financial Aid, Billing, Student Life, International Services, Advising, Academic Program). If students do not return after their granted leave, they will need to reapply. If reinstated, in order to complete their degree, students must follow the current degree requirements under that academic term.

Under no circumstances may students take more than 10 years to complete their degree requirements for the M.A., M.A.I.A., M.I.P.P. or Diploma after initial enrollment as a degree candidate. Ph.D. students cannot take more than 12 years to complete their degree requirements.
The deadline for requesting a leave of absence is November 2, for the spring 2016 semester and May 31, for the fall 2016 semester. A penalty fee equaling $500 will be assessed after these deadlines. Students may request a waiver of the fee in cases of documented emergency or medical reasons or for academic reasons as determined by their program and the Office of Academic Affairs. Alternatively, students may withdraw from the school and request readmission before the application deadline set for the semester they wish to return. They should contact the Admissions Office for information on the reapplication process. Students who withdraw from SAIS and are subsequently readmitted, must meet the current graduation requirements. Readmitted students need not pay another matriculation fee. Consideration is not given for tuition paid previously for unfinished coursework. The only exceptions to this policy are involuntary leaves of absences. A leave of absence normally begins at the end of a semester, when a student has completed coursework for that semester.

Students on leave of absence must notify the Registrar’s Office of their intention to resume the program in the next semester by submitting the Return from Leave of Absence Request form. Once written permission has been granted, the appropriate administrative offices are notified. The deadline for notification is November 2, for the spring 2016 semester and May 31, for the fall 2016 semester. Students considering changing their enrollment status are encouraged to consult the Office of Financial Aid regarding the impact on any financial aid funds received. International students in F-1 or J-1 visa status should also consult the Director of the Office of International Services.

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

A student who wants to withdraw from all courses must complete the Withdrawal Request form. This action is considered to be a withdrawal from SAIS. If eligible, refund of tuition payments will be made to students withdrawing of their own accord (see section on Refund Policy). [Table of Contents]

Involuntary Leave of Absence

Students may be asked to withdraw or may be placed on an involuntary leave of absence when their physical or mental health or the manifestations of their health render them unfit to continue the course of study. Prior notice and the opportunity to be heard will, under ordinary circumstances, be given before the imposition of an involuntary leave of absence. However, SAIS reserves the right to conclude that, on certain occasions, conditions exist that warrant an immediate leave of absence in order to avert imminent harm to the student or to other persons or property. In such an event, a student on an involuntary leave of absence will be apprised immediately of procedures for appeal and reinstatement by the Associate Dean for Academic and Faculty 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 and Faculty Affairs and the Chief Student Affairs Officer.

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

LOCKERS

In Washington, lockers for full-time SAIS students may be arranged with the Registrar’s Office. In Europe, lockers may be claimed freely by students by purchasing a lock. Locker assignments are on a first-come, first-served basis. Lockers are located in the basement of both campuses. 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)

MEDIA ON CAMPUS

Students in Washington, who want to bring outside media personnel to campus, must first seek permission from the Senior Associate Dean for Operations and Finance or a designee. Violations will be subject to Student Conduct Code procedures. (Table of Contents)

MINORS

M.A. students can pursue a minor in addition to their concentration. Minors are optional and consist of three courses. Some minors may have a cross-listed course that counts toward both the concentration and the minor, which reduces the minor requirements to two, as the third will overlap both programs. If a student concentrates in an Asia or an IR concentration, the cross-listed course must be from the primary area (Conflict Management, Global Theory and History, China, Japan, etc.) and not from the two additional required courses across the other Asia or IR areas. Regional minors may require language study or proficiency. A student cannot minor in International Economics or General IR. Students who are pursuing a minor in a program will not have bidding priority in that program. Students can declare a minor at any point prior to graduation. Students can have only one minor. Student must complete the Request to Add or Change a Minor form in order to be eligible. (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. or two-year M.A.I.A. candidate, credit can be given for up to four courses (16 credits) taken as a non-degree student. For the M.I.P.P., Ph.D. and Diploma programs, credit can be given for up to two courses (8 credits). 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 (16 credits) 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 and Faculty Affairs reviews the petition along with the Office of Academic Affairs. A part-time/non-degree student may take core courses, but needs permission from the Part-time/Non-Degree Office to sit for core exams.

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

Part-time/non-degree students are not eligible to use the Career Services resources, have limited access to student activities and may not obtain student health insurance through the University. (Table of Contents)

PH.D. PROGRAM

SAIS M.A. students who wish to apply to the Ph.D. program should do so during their second year by the December 15 deadline. Program Directors review applicants to their programs and may nominate up to two candidates per year for admission. The Ph.D. Committee makes final decisions on the basis of recommendations from the Program Directors, and applicants are notified of these decisions in early March.

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

For detailed information regarding Ph.D. requirements and polices, refer to the Ph.D. Blackboard site. (Table of Contents)
PROGRAM REQUIREMENTS

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

M.A. program requirements are detailed on the Curriculum tab of each program’s section of the SAIS website and may be modified from year to year. Therefore, the program requirements to be met are the ones listed on the website at the time of a student’s first enrollment as a degree candidate and are subject to the concentration change rule. If a student changes concentrations, current requirements for the concentration must be followed.

Further information about program requirements can be obtained from the individual programs.

REFUND POLICY

The SAIS refund policy is strongly adhered to and is documented in the subsequent charts. 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 at the Washington campus or the Director of Finance and Administration at the Europe campus. The refund is administered if there is a change in status from full-time to part-time study, a reduction of part-time study 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.

| SAIS M.A., M.A.I.A., M.I.P.P., Ph.D., Diploma and Part-time/Non-Degree Refund Schedule |
|----------------------------------|------------------|
| During first week                | 100% refund      |
| During second week               | 90% refund       |
| During third week                | 80% refund       |
| During fourth week               | 70% refund       |
| During fifth week                | 60% refund       |
| During sixth week                | 50% refund       |
| During seventh week              | 40% refund       |
| During eighth week               | No refund        |
SAIS G.P.P. Refund Schedule per Module

<table>
<thead>
<tr>
<th>Prior to and during first week of the module</th>
<th>100% refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>During second week of module</td>
<td>50% refund</td>
</tr>
<tr>
<td>During third week of module</td>
<td>No refund</td>
</tr>
</tbody>
</table>

The M.I.E.F. refund schedule is located on the Financial Aid and Billing section of the Insider Portal under Refunds.

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 website. (Table of Contents)

REGISTRATION FOR COURSES

For the fall and spring semesters SAIS degree students, with the exception of G.P.P. students, are expected to register online for courses during the published dates of online registration. Student accounts should be settled at that time with the Business Office. Students with outstanding debts, at the time of registration, will not be allowed to register without clearance from the administration. Class schedules, course syllabi and course evaluations to assist with course selection are available online. Non-degree students registering in fall or spring should follow the procedures stated on the Part-Time and Non-Degree section of the SAIS website. For summer classes, excluding G.P.P. students, all students should register via the appropriate forms on the Office of Summer Programs section of the SAIS website. The Office of Executive Education and Strategic Initiatives will register G.P.P. students for all G.P.P. courses. (Table of Contents)

RELIGIOUS OBSERVANCES

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

Candidates for the M.A. degree are considered full-time unless otherwise stated in their letter of acceptance. They are required to complete a minimum of three fall or spring semesters as a full-time resident at SAIS. Full-time residency is defined as a minimum of three courses (12 credits) per semester. At least one of these full-time semesters must be at the Washington campus. After completing the residency requirement, students must finish their coursework in no more than two additional semesters. SAIS M.A. students must be in full-time residency during their first year of the program. Exceptions will only be made for extenuating circumstances.

Students who complete the HNC Certificate will be granted one additional semester of SAIS residency toward the M.A. degree and, therefore, only need to be in full-time residency for two semesters. In addition, SAIS staff members are only required to spend one year in full-time residency if admitted to the M.A. program.

M.I.P.P. students must be in full-time residency (12 or more credits) each fall and spring semester unless they are in their final fall or spring semester and have less than 12 credits remaining to complete the degree.

The M.I.E.F. program requires full-time enrollment for the duration of the program.

G.P.P. students must be enrolled full-time in Modules I, II and V and three-quarters-time in Modules III and IV. (Table of Contents)

SPECIALIZATIONS

M.A. students may pursue specializations. Specializations include International Relations of Asia (AsiaIR), Emerging Markets and those within International Economics: Development Microeconomics, Economic Policy, Infrastructure Finance and Policy, International Finance and Quantitative Methods and Economic Theory. Students can pursue multiple specializations. Requirements are listed on each specialization website. (Table of Contents)

STUDENT GOVERNMENT ASSOCIATION (SGA)

The SAIS Student Government Association (SGA) serves as the primary interface between students and the SAIS administration. The SGA is an advocate between the administration, faculty, alumni and other student groups, and strives to enhance the quality of student life at SAIS. The SGA seeks continuous improvement of key SAIS performance indicators, including career placement, student satisfaction, academic satisfaction and alumni participation, and engages students in social activities and functions.
At the Washington campus, elections are held in early April for the President, Treasurer and Programming Chair who take office the subsequent academic year. Each September an election is held for the remaining seats that include two first-year M.A. students, one G.P.P. student, one M.I.E.F. student and one M.I.P.P. student.

At the Europe campus, the SGA consists of five members. The SGA is elected by the students during the first few weeks of the academic year. All full-time students attending for the entire academic year are eligible to run. Nominations are made at the beginning of the fall semester. Candidates have the opportunity to address the student body prior to elections. The student receiving the highest number of votes is designated as President of the SGA; a Treasurer and other officers are chosen from among the other elected members by the SGA itself.

At the end of the year, two students are elected by their fellow classmates to be on the Washington SGA the subsequent academic year. All members of the class who are continuing to Washington are eligible to run. The student with the most votes will become the Vice President of the SGA in Washington and the other elected candidate will be a member of the SGA. (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 website. (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. Students must submit an online registration form located on the Summer Programs website. A maximum of two courses may be taken during a summer session. No combination of summer courses may count toward the full-time residency requirement. Summer courses are worth the same credit as during the regular academic term. They are counted toward a student’s GPA and appear on the SAIS transcript. G.P.P. students will continue to take G.P.P.-specific courses during their summer term. (Table of Contents)

TEXTBOOKS

SAIS does not operate a bookstore on campus. Washington 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

The Office of the Registrar provides both hard copy and electronic format official transcripts. Unofficial transcripts are available to all students through ISIS. Hard copy official transcripts are provided free of charge for current degree-seeking students and for recent graduates for up to one year following graduation. Part-time/non-degree students may request one hard copy transcript free of charge at the end of each semester for which they are enrolled; additional transcripts are $5 each. Students and alumni may order hard copy transcripts via the National Student Clearinghouse. M.A.I.A. and Diploma students should order hard copy transcripts directly through the Office of the Registrar at the Europe campus. M.A. students who need an official transcript sent to an address in Europe or Africa may request transcripts through the Europe campus. Those who need an official copy sent to other locations may request a transcript through the Washington campus. Electronic delivery may be requested via Transcripts on Demand. SAIS reserves the right to deny transcripts to students or alumni with financial holds. (Table of Contents)

TRAVEL BY STUDENTS

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

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 complete the SAIS International Travel Protocol Packet located under the Student Services tab on the SAIS Insider Portal. Students must complete this form at least two weeks prior to departure.

If students receive institutional funding for any travel, sponsoring SAIS academic programs and administrative offices will verify submission of this information before authorizing release of funds. (Table of Contents)

VERIFICATION OF ENROLLMENT AND DEGREE AND STUDENT STATUS CERTIFICATES

A student may request a letter verifying their date of enrollment and/or degree. Washington students must complete the Enrollment/Degree Verification Request form. Students at the Europe campus may request a statement certifying their student status, which may be necessary for various purposes (loans, social security, health insurance, military service, etc.) and may be obtained from the Europe Registrar’s office. Students need to make requests two or three days in advance of the required date. International Student Identification cards are available in Bologna at C.T.S. Centro Turistico.
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.
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)