



JOHNS HOPKINS

SCHOOL *of* ADVANCED  
INTERNATIONAL STUDIES

THE  
RED  
BOOK

2020-  
2021

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Student and Academic  
Handbook

# WELCOME

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The Paul H. Nitze School of Advanced International Studies (SAIS) is a premier graduate school devoted to the study of international relations. A division of The Johns Hopkins University since 1950, the school is a truly global institution with a permanent physical presence on three continents: North America, Europe and Asia, in Washington, DC, Bologna, Italy, and Nanjing, China.

The handbook's purpose is twofold: to communicate the standards of The Johns Hopkins University that support and guide student life 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 students. While the policies, procedures and other information contained in *The Red Book* apply to all students, 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 information contained in this handbook may not be available in any other 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 students only through their assigned JHU email addresses. It is imperative that students activate and monitor this account so as not to miss these and other important announcements and messages throughout the year.

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# Section I: JHU Standards

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## EQUAL OPPORTUNITY AND TITLE IX NOTICE FOR STUDENTS, FACULTY, STAFF, AND APPLICANTS

*The University has adopted the following statements concerning equal opportunity and Title IX to provide notice to students, faculty and staff, applicants for employment and admissions, and unions or other professional organizations holding collective bargaining or professional agreements with the University. The below notice must be published in appropriate communications, such as university-wide and divisional websites, handbooks, catalogs and publications.*

As more fully set forth in the University's [Equal Opportunity Statement](#), and in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and other applicable federal, state, and local laws, the Johns Hopkins University does not discriminate on the basis of race, color, national origin, immigration status, ethnicity, age, disability, religion, sex, gender, pregnancy, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, or other legally protected characteristics in admission to, access to, treatment in, or employment in its education programs and activities.

The University's [Sexual Misconduct Policy and Procedures](#) provides information on how to report or file a complaint of sexual misconduct (which includes Title IX sexual harassment and other sexual misconduct, as defined by policy), and the University's prompt and equitable response to such complaints.

The University's [Discrimination and Harassment Policy and Procedures](#) provides information on how to report or file a complaint of discrimination or harassment based on any of the protected statuses listed in the first paragraph above, and the University's prompt and equitable response to such complaints.

Inquiries regarding the University's above policies may be directed to: The Office of Institutional Equity, Wyman Park Building, Suite 515, 3400 North Charles Street, Baltimore, Maryland 21218; Telephone: (410) 516-8075, (TTY): 711, MD Relay; E-mail: [oiie@jhu.edu](mailto:oiie@jhu.edu).

Inquiries regarding the application of Title IX of the Education Amendments of 1972, which precludes the University from sex discrimination (including sexual harassment), and/or its implementing regulations may be specifically directed to the University's Title IX Coordinator:

Joy Gaslevic, Assistant Vice Provost and Title IX Coordinator  
Office of Institutional Equity  
Wyman Park Building, Suite 515  
3400 North Charles Street  
Baltimore, Maryland 21218  
Telephone (410) 516-8075  
(TTY) 711, MD Relay  
E-mail: [titleixcoordinator@jhu.edu](mailto:titleixcoordinator@jhu.edu)

Inquiries regarding the application of Section 504 of the Rehabilitation Act, ADA or other laws that preclude the University from disability discrimination, may be specifically directed to the University's ADA Compliance Officer:



Aaron Hodukavich, Director of ADA Compliance  
Office of Institutional Equity  
Wyman Park Building, Suite 515  
3400 North Charles Street  
Baltimore, Maryland 21218  
Telephone (410) 516-8075  
(TTY) 711, MD Relay  
E-mail: [OIEdisability@jhu.edu](mailto:OIEdisability@jhu.edu)

Complaints regarding Title IX and Section 504 may also be filed externally with the:

U.S. Department of Education  
Office for Civil Rights  
Philadelphia Office  
100 Penn Square East, Suite 515  
Philadelphia, PA 19101  
Telephone (215) 656-8541  
E-mail: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)  
<http://www.ed.gov/oc>

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## STUDENT CONDUCT CODE

Becoming a member of the Johns Hopkins University community is an honor and privilege. Acceptance of membership in the University community carries with it an obligation on the part of each individual to respect the rights of others, to protect the University as a forum for the free expression of ideas, and to obey the law. Students are required to know and abide by the [University Student Conduct Code](#). It is important that you take a few minutes to read, review and know the Code before arriving on campus as your academic success is enhanced when you are member of a respectful, safe and healthy community.

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

We urge individuals who have experienced or witnessed incidents that may violate this code to report them to campus security, the appropriate Director of Student Life or the Assistant Dean for Student Affairs. 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. [\(Table of Contents\)](#)

## ACADEMIC FREEDOM AND PRINCIPLES

Academic freedom protects the right to speak and create, to question and disagree, 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. [\(Table of Contents\)](#)

## PERSONAL RELATIONSHIPS POLICY

The Johns Hopkins University seeks to create and maintain an atmosphere of mutual respect, collegiality, fairness and trust. The [Personal Relationships Policy](#) implements the university's commitment to maintaining the integrity of its educational and working environment. This policy focuses on the conflict of interest that may exist when individuals simultaneously engage in both personal and professional relationships in which one individual has the potential to exert substantial academic or professional influence over the other. ([Table of Contents](#))

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

The Johns Hopkins University recognizes that alcoholism and other drug addiction are illnesses that are not easily resolved by personal effort and may require professional assistance and treatment. Faculty, staff and students with alcohol or other drug problems are encouraged to take advantage of the diagnostic, referral, counseling and preventive services available through the University. Procedures have been developed to assure confidentiality of participation, program files and medical records generated in the course of these services.

Substance or alcohol abuse does not excuse faculty, staff or students from neglect of their employment or academic responsibilities. Individuals whose work or academic performance is impaired as the result of the use or abuse of alcohol or other drugs may be required to participate in an appropriate diagnostic evaluation and treatment plan. Further, use of alcohol or other drugs in situations off campus or removed from University activities that in any way impairs work performance is treated as misconduct on campus. Students are prohibited from engaging in the unlawful possession, use or distribution of alcohol or other drugs on University property or as a part of University activities.

It is the policy of The Johns Hopkins University that the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited on the University's property or as a part of University activities. Individuals who possess, use, manufacture or illegally distribute drugs or controlled dangerous substances are subject to University disciplinary action, as well as possible referral for criminal prosecution. Such disciplinary action of faculty and staff may, in accordance with this policy, range from a minimum of a three day suspension without pay to termination of University employment. Disciplinary action against students may include expulsion from school.

As a condition of employment, each faculty and staff member and student employee must agree to abide by this policy, and to notify the divisional Human Resources Director of any criminal conviction related to drug activity in the workplace (which includes any location where one is in the performance of duties) within five (5) days after such conviction. If the individual is supported by a federal grant or contract, the University will notify the supporting government agency within ten (10) days after receiving notice. ([Table of Contents](#))

## ALCOHOL POLICY

### Washington, DC Campus Alcohol Policy for Events Led by Student Organizations

This policy applies to events led by student organizations and clubs at Washington, DC 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 a 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 regulations.

#### **On Campus Events**

Student organizations should indicate whether and how alcohol will be involved in their event when requesting a room reservation. Requests must be received at least two weeks in advance of the date of the event and approved by the Director of Student life prior to requesting a room. The events reservation system requires the event organizer list the JHU point of contact responsible for ensuring compliance with the school's alcohol policies governing student events determined by the Office of Student Life.

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 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. The school 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 school 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 audience members from outside the school community.

As part of the approval process, the hosting student organization must designate a student member(s) to supervise each event to ensure compliance with the school's student alcohol policies. For events in the Washington, DC campus "big 3" auditoriums, students may also be asked by Student Life 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 school 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 reserved room(s).
- 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 Security.

The Event Supervisor, any member of the security staff, Director of Operations, 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 policies, 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 right 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 security aware of any student-led event where alcohol consumption has been approved. 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 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 the school.

The Student Government Association is responsible for providing training opportunities to the leaders of 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 Assistant Dean for Student Affairs. The Assistant Dean for Student Affairs serves as the responsible school 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, DC or Bologna, Italy (when applicable).
- “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”: Student Government Association which serves as the primary interface between students and the school administration.
- “Student organizations or clubs”: Any number of students who have complied with school’s requirements for registration with the SGA as a student organization.
- “School premises”: buildings or grounds owned or leased by JHU in Washington, DC and Bologna, Italy (when applicable).
- “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).

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## SAIS Europe Alcohol Policy

Where practicable and in compliance with relevant Italian laws, the policy at SAIS Europe will mirror that of the Washington, DC campus as outlined here, with the following differences:

- The Director of Student Life and the Director of Finance and Administration/Vice Director will authorize and enforce the alcohol policies at SAIS Europe. The latter has the discretion to grant written permission for exceptions.
- Students and/or student organizations are prohibited from selling alcoholic beverages of any kind. Only licensed employees of the SAIS Europe Café (Giulio's Bar) are authorized to do so on Johns Hopkins University property.
- The legal drinking age in Italy is 18.  
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## 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 Assistant Dean for Student Affairs, the Director of Student Life at SAIS Europe 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.  
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## 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, states 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

Washington, DC Campus: In case of a major emergency at the Washington, DC campus, dial immediately the countrywide emergency number: 911. The school's emergency 24/7 phone number is 202.663.5808.

SAIS Europe: In case of a major emergency at the Europe campus, dial immediately the unified emergency number: 112 (Equivalent of U.S. 911). The 112 operator will determine whether to route the call to an ambulance, police or firefighters. Gas emergency services can be reached by dialing 800-713-

666 (Bologna only). Subsequently, students should the following school mobile emergency number: 342 092 5312 in order to reach a senior member of the administrative staff. From inside the SAIS Europe campus buildings, the following internal number can also be used on school phones: 4005).

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## Closing Information

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

- JHU email
- Johns Hopkins SAIS Twitter and Facebook
- Radio stations WTOP (FM 103.5) or WASH (FM 97.1)
- TV stations WJLA (channel 7), WRC (channel 4) and WUSA (channel 9)
- [The school's website](#) and [Insider Portal](#)
- [JHUniverse website](#)

Students may call the command center at 202.663.5808 if there is any uncertainty over closings. When classes are canceled due to severe weather, the Library may remain 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 [website](#), [Insider Portal](#), and [SAIS Europe Insider \(BCWeb\)](#). [\(Table of Contents\)](#)

## 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 Washington, DC 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 the school will follow the crisis guidelines defined in The Crisis Response Plan. Additional information is located on the [Insider Portal](#).

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, Alertus, the [RAVE alert system](#), and email.

Students are required to designate an emergency contact person via [SIS Self-Service](#). This is located under the Personal Info tab. Students at SAIS Europe should make sure to add their Italian mobile phone number to the [BCWeb](#) personal profile upon arrival. [\(Table of Contents\)](#)

# Section II: Honor Code and Academic Integrity Policy

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Enrollment requires each student to conduct all activities in accordance with the rules and spirit of the school's Honor Code and Academic Integrity Policy ("Policy"). Students are required to be truthful and exercise integrity and honesty in all of their academic endeavors. ([Table of Contents](#))

## SCOPE

By the act of registering, each student automatically becomes a participant in the honor system. In addition, students accept a statement during registration acknowledging that the student has read and understands the Honor Code obligations.

Students are subject to this policy not only when enrolled in the school's courses, but also when enrolled in courses in other university divisions or schools (interdivisional registration) within Johns Hopkins, in language courses through Georgetown University or when enrolled in exchange programs. Academic misconduct in the context of those "outside" courses will be subject to and resolved under this policy. ([Table of Contents](#))

## RESEARCH MISCONDUCT

Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. For a complete definition, refer to The Johns Hopkins University [Research Integrity Policy](#). This applies to all University faculty, trainees, students, and staff engaged in the proposing, performing, reviewing, or reporting of research, regardless of funding source. Allegations of research misconduct regarding a student should be referred to the Research Integrity Officer for assessment under that Policy, but may also be directed to the department chair or Dean of the responsible unit where the alleged research misconduct occurred. ([Table of Contents](#))

## ACADEMIC MISCONDUCT

Academic misconduct is prohibited by this Policy. Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. This includes a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts, gaining access to materials before they are meant to be available, and helping another individual to gain an unfair academic advantage. Nonexclusive examples of academic misconduct are listed below.

### Cheating

- Committing fraud, deceit or dishonesty in an academic assignment, text, or examination
- Discussing, without permission, a test or exam during its administration
- Giving or accepting unauthorized assistance from others on assignments or in taking tests or examinations. Unauthorized assistance includes sharing oral and copying written information for



assignments or during tests or exams or consulting written or electronic materials not authorized by the faculty member for assignments or during tests or exams.

- Having books, notes, papers or other extraneous matter that are not specifically authorized on the student's desk during a test or exam
- Taking tests or exams out of the exam room without the faculty member or proctor's permission, or without prior approval for accommodations for students with disabilities, and taking longer than the allotted time to complete a test or exam
- Using or consulting unauthorized or inappropriate materials (such as notes, books or other materials or sources) for assignments, tests or exams
- Using or consulting unauthorized electronic equipment or software (such as calculators, cellular phones, computers, tablets, etc.) in connection with an assignment, test, exam or in or outside of a testing or exam room unless authorized by the faculty member. If a cell phone, computer or tablet is allowed in the testing or exam room, the device is not allowed to be accessed out of the room during the test or exam.
- Obtaining a copy of a test or an examination or its answers prior to its administration; unless permitted by the faculty member, earlier exam versions may not be circulated or used for preparation purposes.
- Using paper writing services or paper databases
- Collaborating with another individual on assignments, tests or exams without permission
- Submitting an assignment, test or exam for a re-grade after modifying the original content submitted
- Permitting another individual to contribute to or complete an assignment or take a test or exam on the student's behalf
- Submitting the same or substantially similar work, assignment, test or exam to fulfill the requirements of more than one course or different requirements within the same course without the faculty member's permission
- Tampering with, disabling or damaging equipment for testing or evaluation
- Receiving unauthorized English language assistance on any exams, including take-home exams. Students may, however, receive assistance with grammar or technical writing through the English Language Studies Program or the Writing Center on assigned papers. Students must notify their faculty members if they received any grammar or technical writing assistance on their papers.

## Plagiarism

- Presenting someone else's ideas or words as your own.
- Using material produced by another person without acknowledging its source
- Using another person's ideas or words without giving appropriate credit or documentation
- Using the results of another individual's work (such as another individual's paper, exam, homework, etc.) while representing it as your own
- Failing to document/acknowledge quotations, words, ideas, views, or paraphrased passages taken from published or unpublished sources
- Copying passages from works of others into your homework, essay, term paper, or dissertation without acknowledgement
- Paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgement

## Forgery/Falsification/Lying

- Falsifying or fabricating data/information for papers, assignments, tests or exams
- Citing nonexistent sources or creating false information in an assignment
- Attributing ideas or information to a source that are not included in the source
- Forging University or other official documents (such as letters, transcripts, etc.)
- Falsely representing degree completion or academic status
- Impersonating a faculty or staff member
- Requesting special consideration from faculty members or University officials based upon false information or deception
- Fabricating a reason (such as a medical emergency, etc.) for needing an extension or for missing an assignment, test or examination
- Falsely claiming to have completed and/or turned in an assignment, test or exam
- Falsely reporting an academic ethics violation by another student
- Failing to identify oneself honestly in the context of an academic obligation
- Providing false or misleading information to a faculty member or any other University official

## Facilitating Academic Dishonesty

- Intentionally or knowingly aiding another student to commit an academic ethics violation
- Allowing another student to copy from one's own assignment, test, or examination
- Making available copies of course materials whose circulation is prohibited (such as old assignments, texts or examinations, etc.)
- Completing an assignment or taking a test or examination for another student
- Sharing paper mill/answer bank websites or information with other students
- Intentionally damaging the academic efforts of another student
- Stealing another student's academic materials (such as books, notes, assignments, etc.)
- Denying another student needed University resources (such as hiding library materials, stealing lab equipment, etc.)

## Failing to Report Alleged Violation

- Failing to report any known or suspected violation of the Policy

## Failing to Follow Applicable Policies, Procedures, Rules

- Failing to follow applicable JHU, divisional/school, program, course, and/or faculty policies, procedures, or rules regarding academic ethics. ([Table of Contents](#))

## REPORTING KNOWN OR SUSPECTED VIOLATIONS OF THE HONOR CODE

Students, faculty, and staff are required to promptly report known or suspected violations of the Policy.

Known or suspected violations of the Policy must be reported to the Assistant Deans for Student or Academic Affairs or the Director of Student Life or Faculty Liaison at SAIS Europe. Any reported violations will be addressed in accordance with the procedures below.

## Procedures for First-Time Offenses

- If a faculty member suspects a student of a violation or receives a report of a known or suspected violation, the faculty member responsible for the course in which the misconduct

allegedly occurred must first promptly review with the student the facts of the case. If the faculty member believes that misconduct has occurred, the faculty member must consult with the Assistant Dean for Academic Affairs, who also acts as the Chief Integrity Officer [CIO]. The CIO determines whether the offense is a first offense for that student.

- If a first offense, the faculty member may resolve the case directly with the student, including reaching an agreement with the student on an appropriate resolution (such as a rewrite of the paper or a reduction of the overall grade of the paper, assignment or exam). If such an agreement is reached, the faculty member must promptly provide the student with a letter or email outlining the resolution with the charges, summary of the evidence, the findings, and the sanctions and simultaneously send a copy of the letter or email to the CIO.
- The case will proceed to the Honor Board Hearing if:
  - it is the student's first offense, but the faculty member supports a sanction greater than failure in the course
  - the faculty member is unable to reach a resolution with the student or believes the nature of the violation necessitates a Hearing
  - it is the student's second or subsequent offense

The faculty member must promptly notify the CIO in writing of the alleged violations, evidence, including potential witnesses, and other pertinent details about the case. ([Table of Contents](#))

## HONOR BOARD HEARINGS

- An Honor Board Hearing will be convened in a timely manner by the Assistant Dean for Academic Affairs at the Washington, DC campus or the Director of Student Life or Faculty Liaison at SAIS Europe, who will appoint faculty and staff to sit on the board. The Honor Board will normally include an academic dean or their designee at the Washington, DC Campus or the Director or their designee at SAIS Europe. The Honor Board Hearing will generally consist of four to six faculty or staff members.
- The Assistant Dean for Student or Academic Affairs at the Washington, DC campus or the Director of Student Life at SAIS Europe will contact the student in writing prior to the hearing, detail the charges and evidence, meet with the student before the Honor Board Hearing, chair the Honor Board Hearing, and present the outcome to both the student and the Dean.
- The student has the right to hear all evidence against them and to present evidence in their defense. Students are not permitted to bring an advocate or supporter to the hearing.
- The Honor Board determines, based on the preponderance of evidence, whether the student's actions constitute a violation of this Policy. A "preponderance of evidence" standard is an evidentiary standard that means "more likely than not." This standard is met if the proposition is more likely to be true than not true.
- If the Honor Board determines that the student's actions constitute a violation of the Policy, the Honor Board determines the sanctions. The Dean is notified of the sanctions and all other relevant information about the case and the hearing.
- The Honor Board shall make its determination of responsibility and recommended sanctions based on majority agreement. ([Table of Contents](#))

## SANCTIONS

- Possible sanctions against students include without limitation a formal warning, reduction of or failing grade, probation, suspension, or expulsion. The school reserves the right, in its discretion, to impose more stringent or different sanctions depending on the facts and circumstances of a particular case.
- Regardless of the judgment, an Honor Board is empowered to advise the faculty member associated with the case that an exam or assignment may have been compromised. The Honor Board may advise the faculty member that some remedial action, such as downgrading the importance of the exam or assignment, may be appropriate. ([Table of Contents](#))

## APPEALS

Except in the case of a resolution for first time offenses with a faculty member, the student may appeal an Honor Board's outcome to the Dean. The student must file a written appeal within five (5) days of the date of the notice of outcome strictly based on one or more of the following grounds:

- There was a procedural error that could have materially affected the determination of responsibility or sanction(s)
- New information is provided that was not available at the time of the hearing that could reasonably have affected the determination of the outcome
- In cases of expulsion, reviews whether the sanction is excessive

The Dean will review the appeal, consult with the chair of the Honor Board and make a final decision. There is no additional appeal allowed after this process. ([Table of Contents](#))

## RECORD RETENTION

All case files concerning a student will be retained for seven (7) years from the date that the student graduates or otherwise leaves the university. ([Table of Contents](#))

# Section III: Contact Information

## ACADEMIC AND ADMINISTRATIVE OFFICES

Nitze Building: 1740 Massachusetts Avenue, NW Washington, DC  
 Rome Building: 1619 Massachusetts Avenue, NW Washington, DC  
 Bernstein-Offit Building (BOB): 1717 Massachusetts Avenue, NW Washington, DC  
 SAIS Europe Main Building: Via Beniamino Andreatta 3, 40126 Bologna  
 SAIS Europe Building (Language Center): Via Zanolini 15, 40126 Bologna

## DEANS

Dean	Eliot Cohen, Nitze 2 <sup>nd</sup> floor
Vice Dean for Education and Academic Affairs	Filipe Campante, Nitze 2 <sup>nd</sup> floor
Vice Dean for Faculty Affairs and International Research Cooperation	Andrew Mertha, Nitze 4 <sup>th</sup> floor
Senior Associate Dean of Finance and Administration	Gamze Zeytinci, Nitze 2 <sup>nd</sup> floor
Associate Dean for Development and Alumni Relations	William Roth, Nitze 2 <sup>nd</sup> floor
Assistant Dean for Academic Affairs	Julie Micek, Nitze 4 <sup>th</sup> floor
Assistant Dean for Global Enrollment and Recruitment	Sidney Jackson, Nitze 3 <sup>rd</sup> floor
Assistant Dean for Student Affairs	Noemi Crespo Rice, Nitze 3 <sup>rd</sup> floor

## CAMPUS DIRECTORS

Director of SAIS Europe	Michael Plummer, Beniamino Andreatta 3 <sup>rd</sup> floor
American Co-Director of the Hopkins-Nanjing Center	Adam K. Webb

## DIRECTORY

SUBJECT	Washington, DC Campus	SAIS Europe
Academic advising (MA)	Office of Academic Advising	Office of Academic Advising (DC)
Academic technology	Office of Distance Learning	ICT Director/Library
Advanced standing	Office of Academic Advising	Manager of Academic Advising
Advisors (change of)	Registrar	Registrar
BA/MA Program	Admissions/Office of Academic Advising	Office of Academic Advising (DC)
Bidding	Registrar	Registrar
Boren Fellowship (NSEP)	Director of Student Life	Director of Student Life (DC)
Change of degree status	Office of Academic Advising	Registrar
Conduct Code	Director of Student Life	Director of Student Life
Course load exceptions	Office of Academic Advising	Office of Academic Advising (DC)
Diplomas	Registrar	Registrar
Disabilities	Director of Student Life	Director of Student Life
Dual-degree program advising	Office of Academic Advising	Office of Academic Advising (DC)
Financial aid	Financial Aid	Admissions/Registrar
Fulbright grants	Director of Student Life	Development Office

Grades	Registrar	Registrar
Graduation ceremony	Director of Operations and Technology	Director of Student Life
Graduation requirements	Office of Academic Advising/Registrar	Office of Academic Advising (DC)/ Registrar
Healthcare/Insurance	Student Services Administration	Director of Student Life
Honor Code	Assistant Dean for Academic Affairs	Director of Student Life
Housing resources	Student Services Administration	Director of Student Life
ID cards (JCards)	Information & Technology Services	ICT Office
Independent study and extension of Independent study	Faculty approval, then Registrar	Faculty approval, then Registrar
Interdivisional Registration (IDR)	Office of Academic Advising	Office of Academic Advising (DC)
Internship and career information	Career Services	Career Services
Language proficiency questions	Language Studies	Language Studies
Leave of absence, withdrawal or campus change	Office of Academic Advising	Office of Academic Advising (DC)
Lockers	Registrar	Registrar
MA oral exams for honors	Registrar	Registrar (DC)
MAGP administrative support	Assistant Director of Degree Programs (MAGP)	---
MAGR administrative support	---	MAGR Program Coordinator
MAIA support and cooperative support	---	Registrar
MIEF academic advising and administrative support	Assistant Director of Degree Programs (MIEF)	---
MIPP administrative support	Manager of Graduate Services	---
Online Degrees	Office of Distance Learning	---
PhD administrative support and program admission	Manager of Graduate Services	---
Registration for classes at other JHU divisions (IDR)	Office of Academic Advising	Office of Academic Advising (DC)
Reserving rooms for student club events	Events Manager	Director of Student Life
Shuttle	Director of Security	n/a
Student accounts	Student Accounts Manager	Business Office
Summer Programs	Office of Summer Programs	Office of Summer Programs (DC)
Transcripts	Registrar	Registrar
Veterans Affairs	Registrar	Registrar (DC)
Wireless services	Information & Technology Services	ICT
Visas	Office of International Services	Admissions (Italian Visas); Student Life (US Visas)
Temporary Resident Permit (Europe)	---	Director of Student Life

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# Section IV: Degree Requirements

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In order to earn their degrees, students must fulfill the requirements below. Students are responsible for knowing, understanding, and completing all degree requirements, including the required courses, credits, and meeting minimum academic standards. If a student is unclear about any degree requirement, the student is responsible for seeking clarification from the appropriate point of contact. Students can review their progress with their academic program or administrative advisor at any time. Students must follow the degree requirements in place at the time they enter their degree program.

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## Master of Arts (MA)

- Earn 64 credits from MA coursework with a minimum cumulative GPA of 2.67.
- Fulfill [International Economics concentration](#) requirements with a combined GPA of 2.67
- Fulfill the Quantitative Reasoning requirement
- Fulfill concentration requirements for international policy or regional area(s) including an appropriate [capstone\(s\)](#). Policy and regional concentration requirements are detailed in the [university catalogue](#) and may be modified from year to year.
- Pass two appropriate [Core courses or exams](#)<sup>1</sup>
- Pass an appropriate [language proficiency examination](#)
- Fulfill the [full-time enrollment requirement](#) of three full-time fall/spring semesters with at least one full-time semester enrolled at the Washington, DC campus.
- Pass the [English exam](#), if applicable

## Master of Arts in International Affairs (MAIA)

- Earn 64 credits from MAIA coursework with a minimum overall GPA of 2.67. Students from cooperative programs or the HNC Certificate complete 32 credits at SAIS Europe provided they have fulfilled the required number of credits at their other institution.
- Fulfill the International Economics requirement
- Write and defend a thesis of 15,000-20,000 words for 8 credits with a grade of B- or higher OR complete two additional elective courses (8 credits) in lieu of the thesis. Students who choose to complete the two additional electives are required to prepare one major research paper or mini-thesis during their MAIA studies. Students who choose to write and defend a thesis are

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<sup>1</sup> European and Eurasian Studies concentrators who began their degree prior to fall 2020 may complete 3 comprehensive exams in lieu of Core requirements.

required to take a 4-week research design course and present a MAIA research seminar on the thesis topic.

- Pass an appropriate language proficiency examination

### Master of Arts in Global Policy (MAGP)

- Earn 41 credits from MAGP coursework with a minimum overall GPA of 2.67
- Fulfill the cohort course requirements
- Fulfill the elective course requirements
- Pass three on-campus residencies
- Complete the application seminar requirement
- Pass the program [capstone](#)

### Master of Arts in Global Risk (MAGR)

#### Onsite

- Earn 50 credits from MAGR coursework with a minimum overall GPA of 2.67
- Fulfill the cohort course requirements
- Fulfill the elective course requirements
- Pass the program [capstone project](#)
- Fulfill English language requirements, if applicable

#### Online

- Earn 50 credits from MAGR coursework with a minimum overall GPA of 2.67
- Complete two onsite residencies
- Pass the program [capstone project](#)

### Master of Arts in Sustainable Energy (MASE)

- Earn 40 credits from MASE coursework with a minimum overall GPA of 2.67
- Complete two onsite residencies
- Pass the program [capstone project](#)
- Fulfill English language requirements, if applicable

### Master of Arts in European Public Policy (MEPP)

- Earn 40 credits from MEPP coursework with a minimum overall GPA of 2.67



- Fulfill the cohort course requirements
- Fulfill the elective course requirements
- Pass the program [capstone project](#)
- Fulfill English language requirements, if applicable

### Master of Arts in International Economics and Finance (MIEF)

- Earn 56 credits from 14 MIEF courses and two credits worth of intersession skills workshops with a minimum overall GPA of 2.67
- Fulfill the cohort course requirements
- Complete coursework in quantitative methods
- Fulfill the elective course requirements
- Complete a program [capstone](#)

### Master of International Public Policy (MIPP)

- Earn 32 credits from MIPP coursework with a minimum overall GPA of 2.67
- Complete Affiliation requirements, if applicable
- Pass English exam or two English courses, if applicable

### Doctor of Philosophy (PhD)

- 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 competencies/proficiencies
- Pass English exam, 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
- Complete digital dissertation binding ([ETD](#))

- Receive approval of the Doctor of Philosophy Board

### Doctor of International Affairs (DIA)

- Earn 80 credits of coursework with a minimum overall GPA 3.33. Credits reduced to 48 for students with a previous relevant master's degree.
- Students in the 48 credit track complete 8 credits of research methodology, 24 credits of coursework of their choosing (with affiliation options) and 16 credits of thesis during non-resident final year.
- Students in the 80 credit track must complete all requirements for the MA degree (including 8 credits of research methodology) followed by 16 credits of thesis during the non-resident final year.
- Complete DIA Methods I and DIA Methods II (8 credits).
- Prepare and defend doctoral prospectus.
- Prepare and defend doctoral thesis.
- Pass the [English exam](#), if applicable.

# Section V: Academic Policies and Resources

## ACADEMIC CALENDAR

The academic calendars for all campuses are located off the [website](#) and in the [Insider Portal](#). ([Table of Contents](#))

### Key Deadlines

November 1	To request a change between full and part-time status for the spring 2021
	To request attendance at SAIS Europe for spring 2021 on space-available basis
	To request leave of absence for spring 2021
February 1	For non-U.S. SAIS Europe students to apply for a second-year fellowship
February 15	To submit FAFSA (Free Application for Federal Student Aid) application (priority deadline for need-based consideration)
	To register for May 2021 graduation or to walk in graduation
March 30	To submit a Summer Programs 2021 fellowship application
April 15	For first-year Washington, DC campus students and U.S. SAIS Europe students to apply for a second-year fellowship
May 31	To request a change between full and part-time status for the fall 2021
	To request leave of absence for fall 2021
	To request attendance at SAIS Europe for fall 2021 on space-available basis

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## ADVANCED STANDING (MA and MAIA)

Advanced standing credits count toward the total credits needed for the degree, but do not fulfill specific degree requirements. Students who receive advanced standing must still fulfill the [full-time enrollment requirement](#). ([Table of Contents](#))

### Previous Graduate Degree

MA students who have completed a relevant graduate degree at another institution may petition for advanced standing (8 or 16 credits). The number of credits earned through advanced standing varies based on the number of credits and semesters of comparable coursework in the previously completed degree, as well as its relevance to the MA. Advanced standing is awarded only for completed degrees, not individual graduate 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 the end of their second semester of study. Determination of advanced standing is made by the Office of Academic Advising and not all requests are approved. ([Table of Contents](#))

## Semester Exchange and Dual-Degree

MA students who participate in a [semester exchange](#) or [dual-degree program](#) receive 16 credits of advanced standing. Two-year MAIA students participating in a semester exchange receive 16 credits of advanced standing. ([Table of Contents](#))

## HNC Certificate

MA and MAIA students who completed the HNC certificate receive advanced standing of 24-32 credits depending on the number of courses completed at the HNC. ([Table of Contents](#))

## Cooperative Degree (MAIA)

MAIA students participating in an approved [cooperative degree](#) receive 32 credits of advanced standing. ([Table of Contents](#))

## ADVISING

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

At SAIS Europe, students are matched as closely as possible with full-time faculty for academic advising purposes. In general, each full-time faculty is responsible for advising for a few areas of concentration. As all full-time faculty are involved in curriculum planning, they are generally familiar with the full range of courses offered.

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 arrangements for meeting with their advisor if necessary. Students can also receive advising on their concentrations or affiliations from their Program Director. The faculty of the International Economics Program are also available to provide advice to all students on economics courses and specializations. Regardless of the faculty advisor to which they have been assigned, students are also free to consult with other faculty as available.

In addition to faculty, students may receive advising from professional advisors assigned to their degree programs. Professional advisors provide guidance on degree requirements, academic regulations, course planning, and can point to resources for students with academic difficulties. Advisors are available year-round for individual advising appointments, which can be in-person, over the phone or via Zoom/Skype.

Additional information can be found on [Academic Advising and Planning](#) section in the Insider Portal. ([Table of Contents](#))

## ATTENDANCE

Students are expected to attend all class meetings of their enrolled courses with the exception of fully online asynchronous courses, where synchronous live meetings may be optional. In the case that a student is unable to attend a required class meeting, the student should notify the faculty member in advance. Notifying a faculty member prior to an absence is a minimum courtesy and does not absolve the student of any negative consequences or grade deductions from missing a class, assignment, due date, or exam. Students should consult the syllabus and instructor for specific course attendance policies.

In the case that a student must miss a class due to an outside extenuating circumstances, such as a medical issue, the student must contact the Office of Student Life. The student may be asked to provide documentation concerning the reason for the absence. A prolonged absence may necessitate a student's withdrawal from a course or courses. If the absence is related to a [religious observances](#) will be handled according to the appropriate guidelines.

Students who do not attend courses during the first two weeks of the semester may be required to defer enrollment to a future term or take a [leave of absence](#).

Students may not attend a course for which they are not registered, either for-credit or as an approved auditor.

## AUDITING COURSES

With instructor permission, a student may audit a course. Courses that go to bid or are closed may not be audited, unless specifically indicated by the professor ahead of time. Instructors are not required to accept an auditor. No course credit or letter grade is earned for an audited course, but the course is indicated on the transcript with "AU" notation. If a student fails to meet the audit requirements, a Withdrawal from an Audit "W/AU" may appear on the transcript.

A student's minimum obligation for auditing a course is to attend all class sessions. Instructors may also require additional academic obligations. These should be noted at the time the audit request is submitted.

Students at the Washington, DC campus who wish to audit a course must obtain the instructor's permission submit the [Audit Request](#) form to the Registrar's Office no later than the end of the third week of classes.

Students at SAIS Europe who wish to audit a course sign up with the Audit Registration form on the [BCWeb](#) during the first two weeks of classes. Late audit registration may be accepted up to the end of week three. At the end of the semester, students who wish to retain the audited course on their transcript must ask the instructor to sign an Audit Confirmation form to attest to their regular attendance. The form must be returned to the Registrar by the last day of class.

Full-time students can audit multiple courses but cannot exceed the permitted [enrollment limits](#).

MA students may not audit a required [International Economics concentration](#) course.

Students on [probation](#) must have permission from the Office of Academic Advising to audit a class.

Part-time MA students will be subject to additional tuition charges if they audit a course(s). In fall 2020, this tuition may be waived if the audit is required for enrollment in a practicum or multi-semester course.

MIEF, MAGR (onsite), part-time DIA, and part-time MIPP students are permitted to audit two courses during their degree enrollment at no additional charge (with a maximum of one audit per semester). DIA and MIPP 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 and certificate students who wish to audit courses must register and pay tuition for the courses.

MAGP, MASE, and MAGR (online) students are not permitted to audit courses.

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

Changing a course from audit to credit or vice versa may alter a student's enrollment status (full-time/part-time) and students should be aware of the tuition and refund implications. ([Table of Contents](#))

### Changing Credit to Audit

With instructor approval, students may change a course from credit to audit through the third week of the semester. ([Table of Contents](#))

### Changing Audit to Credit

Students who wish to change the status of a course from audit to credit may do so with instructor approval (subject to the [course load](#) restrictions). The intention to do this should be discussed with the professor when initially registering for the audit.

The student should submit a Change to Credit form (Washington) or a Change to Credit form (Europe) signed by the instructor to the Registrar's Office no later than the end of the tenth week of the semester. Once changed from audit to credit status, the course status cannot be reversed. ([Table of Contents](#))

## BA/MA PROGRAM

The five-year accelerated BA/MA Program with Johns Hopkins University Krieger School of Arts & Sciences on the Homewood Campus in Baltimore, MD, includes three years of undergraduate study and two years of study at SAIS.

BA/MA students enroll at SAIS (either the Washington, DC campus, SAIS Europe or the Hopkins Nanjing Center) in what would have been the undergraduate senior year. Pending successful completion of coursework, the BA 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). Upon completion of the remaining MA requirements, BA/MA students receive the MA at the end of the fifth year. BA/MA students may not

graduate from the MA in fewer than four semesters and may not reduce the number of courses and credits required to graduate.

BA/MA students pay graduate tuition during their fourth and fifth years of study, although Homewood financial aid applies during the fourth year. Financial assistance for the fifth year is determined by the school and is not guaranteed. ([Table of Contents](#))

## BIDDING

Instructors may limit enrollment in their classes. Limits are noted in [SIS Self-Service](#). A bidding system is used at both the Washington, DC campus and SAIS Europe when classes exceed their limits. Students are allocated points when they matriculate. All MA, MAIA, Diploma, and MIPP Europe students receive 1,000 points for their first semester and 100 additional points after each successfully completed full-time semester (approximately 16 credits). Once students are approved for dual-degree status or advanced standing of 16 credits, they receive an additional 100 points. Washington MIPP students receive 1,100 points in total upon entry. PhD students receive 1,300 points in total upon entry. DIA students on the 48-credit track receive 1,100 points in total upon entry. DIA students on the 80-credit track receive 1,300 points in total upon entry. MAGR (onsite) and MEPP students receive 500 points. Any student studying at the school under a formal student exchange program at the Washington, DC campus, Nanjing Student Scholars, and full-time Certificate will receive 325 points. Students in the MAGP, MIEF, MASE and MAGR (online) programs and students from other divisions of Johns Hopkins do not receive bid points and do not take part in the bidding system.

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.

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.

At the Washington, DC campus, one round of bidding takes place prior to the start of the semester. Any changes to the bidding schedule will be communicated to students prior to the start of the subsequent semester via their student email accounts.

At SAIS Europe, usually only one round of bidding is held at the beginning of the second week of classes, depending on the courses involved.

For the Washington, DC campus, information on oversubscribed courses and bidding deadlines is posted by the Office of the Registrar on the [Insider Portal](#). Students are responsible for viewing that webpage and taking the required action. At SAIS Europe, students are informed by email from the Registrar's Office and information is also posted on the [SAIS Europe Insider Portal \(BCWeb\)](#).

MA students in their final two semesters do not need to 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.

Where entry into a class is determined by bidding, at least one MIPP student and one DIA student who bid more than zero points will be accepted. MIPP and doctoral students at the Washington, DC campus who affiliate with a program may receive additional bidding privileges and will receive automatic entry into any required introductory courses. Additionally, some programs may elect to provide limited priority access to MIPP and doctoral students, but no priority access will be available for economics courses. MIPP 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 by the registrars at each campus. ([Table of Contents](#))

## CAPSTONE REQUIREMENT

All MA, MAGP, MAGR (onsite and online), MASE, MEPP, and MIEF students must complete a capstone to graduate. This is an integrative project or experience and requires an assessment.

MA students complete a capstone within their international policy/regional concentration(s). Capstone options vary by concentration and are determined by the program director. 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. If students have multiple policy/regional concentrations, they must complete the capstone requirements for each. Some concentrations allow the [MA Oral Exam to compete for honors](#) as a capstone option.

MAGP students work on a research project with guidance from a faculty member. Each student will write a policy brief with recommendations addressing the policy area of concern. Each student will also present their findings to an expert panel, and the greater school community. This residency takes place outside of the United States and serves as a capstone to the program.

MAGR (onsite) students, with approval of the program director, complete a capstone by participating in either a client or research project at the end of the spring semester and into the summer term. MAGR (online) students will be in residence to initiate and complete a risk analysis project, working within a team of classmates under direct faculty supervision. The project will combine a conceptual area and a region of the world.

MASE students complete a capstone that focuses solving an important problem of practical importance in the field of sustainable energy. Where appropriate, the capstone project can be done in collaboration with a client organization from private, government, or civil society sectors. The capstone project begins with a residency led by a faculty advisor midway toward the degree. During the last semester of the degree, the student prepares a report, a PPT deck, an in-person presentation, and an executive



summary. The capstone culminates in a closing session in Washington, DC with student presentations, panels, and detailed feedback from the faculty.

MEPP students complete a capstone by participating in the EU Simulation Exercise followed by an internship or research paper in their second summer semester.

MIEF students complete a capstone individually or in teams of two and apply the knowledge, skills and tools they have learned in the MIEF program to address an international economics issue impacting the public, private or nonprofit sector. ([Table of Contents](#))

## CHANGE OF CAMPUS

Students enroll in three locations: Washington, DC, SAIS Europe in Bologna, Italy and the Hopkins-Nanjing Center in Nanjing, China. Some degree programs are affiliated with a particular location and other degrees may be completed at multiple location. The location dictates which courses students may enroll, the academic calendar, billing, financial aid, and other associated policies.

If permitted by their degree, a student may request to change campuses using the [Campus Change Request](#) form. Campus change requests must be submitted by the deadlines on the academic calendar and are reviewed by the Office of Admissions (for incoming students) or Office of Academic Affairs (continuing students). Not all campus change requests are approved. ([Table of Contents](#))

## CHANGE OF CONCENTRATION OR AFFILIATION

Upon admission, MA and 80 credit track DIA students' policy/regional concentrations are recorded by the Registrar's Office. Students may not change their concentration to Strategic Studies or International Development after the deadline established by the Admissions Office.

Students who wish to change their concentration or add an additional international policy/regional concentration must complete the [Change of Concentration Request](#) form. Students may change or add concentrations at any point during their studies, but concentration changes that would extend a student's program past the normal timeframe for degree completion will not be approved.

If a student changes or adds a concentration, the concentration requirements in place at the time of the change must be followed.

Concentration changes cannot be made during [bidding](#) and must be requested prior to the deadlines set by the Registrar's Office at each campus.

MIPP students have the option of declaring an affiliation, but if so, must do so prior to the first week of classes. Students who wish to change their affiliation must contact the Manager of Graduate Services. Students can drop an affiliation at any time prior to graduation. Students without an affiliation are considered general International Public Policy.

48 credit track DIA students have the option of declaring an affiliation, but must do so prior to the first week of classes. Students who wish to change their affiliation must contact the Manager of Graduate Services. Students can drop an affiliation at any time prior to graduation. Students without an affiliation are considered general International Affairs. ([Table of Contents](#))

## CHANGE OF DEGREE

Students who wish to change degree programs (e.g.: from MIPP to MA, MA to MAIA, etc.) must complete a [Change of Degree Inquiry](#) form. After discussing the academic and financial aid implications, the student may be required to submit an application to the new degree. The student must be officially accepted into the new degree to make the change. At the time of acceptance, the Office of Academic Affairs will determine how credits and requirements completed in the previous degree will be applied to the new degree. Not all degree changes are approved and some degree programs may not accept credits previously completed as part of another degree.

Two year-MAIA students who wish to pursue a [Cooperative Degree](#) submit a [Change of Degree](#) prior to starting their cooperative program. ([Table of Contents](#))

## CLASS RECORDING POLICY

The school 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 in the [Insider Portal](#). Such recordings may solely be used 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. Students found in violation of this policy may be subject to disciplinary action.

Per the Americans with Disabilities Act, a student who requires class recordings as a [reasonable accommodation for a disability](#) must be pre-approved through the Office of Student Life. The restrictions above also apply in such cases. ([Table of Contents](#))

## CONTINUOUS ENROLLMENT

Degree-seeking students with credits remaining are expected to enroll each semester required by their degree until completion or be on an [approved leave of absence](#). When a student does not maintain continuous enrollment and is not on an approved leave of absence, the student will be withdrawn and must be [reinstated](#) prior to enrolling in any future semester.

## CORE REQUIREMENTS (MA)

MA students must fulfill two Core requirements\* from these subjects:

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

Students can fulfill a Core requirement by passing a Core course or by passing a non-credit Core exam. Certain concentrations specify one of the two Core requirements that must be fulfilled and have deadlines by when a specific core requirement must be completed. Students should check their [concentration curriculum](#).

*\*European and Eurasian Studies concentrators who started in fall 2019 or prior are required to pass three comprehensive exams in lieu of the two core requirements: Modern European History and Ideas, European Political Economies, and Europe and the World Since 1945 (or Russian Eurasian equivalent exam) unless they opted into the new EES curriculum. European and Eurasian Studies concentrators who started the MA in fall 2020 must fulfill two Core requirements. ([Table of Contents](#))*

## Core Examinations

Core exams are given four times a year at the Washington, DC campus in August/September, December, January/February and May. In some cases, two versions of the exam are offered. Consult the Washington Core Exam Schedule on the [Insider Portal](#) for the most current information on the dates of exam offerings and the versions offered. At SAIS Europe, core exams are offered three times a year at the beginning fall semester and at the end of each semester. Core exams cannot be rescheduled or taken at alternative times since they are offered multiple times during a student's tenure. Students need to make sure to be available during the scheduled exams times.

Students may not take a Core examination in the semester in which they plan to graduate. If Core requirements are not completed before the start of a student's final semester, the student no longer has the option of completing the exam and must enroll in the Core course(s) for credit. Although students are required to complete any Core exams prior to their final semester, they are strongly encouraged to fulfill both Core requirements by the beginning of their third semester. HNC students who are approved to complete their degree in two semesters of study should consult with the Office of Academic Advising on their Core requirements deadlines.

Core exams are graded with a High Pass (HP) or Pass (P) and their completion will appear on the student's transcript. The failure of a Core exam is not recorded, but students are only permitted two attempts at each Core exam.

Students enrolled in Core exams in Washington are given access to self-study materials on Blackboard. Students at SAIS Europe have access to Core exam material on the [BCWeb](#). Students can also prepare for a Core exam by auditing the equivalent Core course. While auditing a Core course might help a student prepare for a Core exam, auditing alone does not fulfill the Core requirement. ([Table of Contents](#))

## CREDIT HOURS AND TIME STATUS (FULL-TIME/PART-TIME)

Every unit of credit is understood to represent a specified number of hours of student effort per week on the part of the average student.

One credit usually corresponds to 1 hour of lecture or seminar per week. Each hour of lecture or seminar is generally expected to require at least 2 additional hours of independent student effort (reading, writing, problem sets, assignments) for successful completion of the course. For a 4-credit course, the expectation is a combined 12 hours of instructional time and independent student effort per week. A 2-credit course also requires a combined 12 hours per week over the half-semester length of the course.

Each degree specifies whether it must be completed in full-time status, part-time status, or if it can be completed in either format. Some degrees require a [minimum number of semesters with full-time enrollment](#).

For MA, MAIA, MIPP, Diploma, and DIA students, enrollment in 12 credits or above is considered full-time enrollment. Enrollment in fewer than 12 credits is considered part-time enrollment. For MA and MAIA students, enrollment in 8-10 credits plus an [audit](#) requires payment of full-time tuition. In fall 2020, this tuition may be waived if the audit is required for enrollment in a practicum or multi-semester course.

## Changing Enrollment Statuses

If permitted within their degree program, students may request a change in status (from full-time to part-time or vice versa) with the [Status Change](#) form. Not all status change requests are approved. Students who change status must still meet the [full-time enrollment requirement](#), if applicable. International students in the United States on an F-1 or J-1 visa may be in part-time status only their final semester of study. ([Table of Contents](#))

## Enrollment Limits

Students may not enroll in more than 20 credits per semester.

Students may not enroll in more than a total of six courses per semester, including for-credit courses, non-credit language courses and audits. Students enrolled in two-credit courses or post-proficiency language courses may request an exception to the six course limit from the Office of Academic Affairs. ([Table of Contents](#))

## Overloads

Full-time MA, MAIA, MIPP, and DIA students typically enroll in 16 credits each fall and spring semester. Students who have both a cumulative GPA of 3.33 or above **and** have completed language proficiency (if required for the degree) are eligible to enroll in more than 16 credits in a semester without permission from the Office of Academic Advising.

Students who do not meet both criteria may request permission from the Office of Academic Advising to exceed 16 credits by [converting an audit to credit](#) before the end of the tenth week of the semester. Not all requests are approved.

First-semester MA students are not permitted to enroll in more than 16 credits. ([Table of Contents](#))

## DISABILITIES AND ACCOMMODATION

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 seeking accommodations must submit the Student Request for Accommodation of Disability Form (available on the [Insider Portal](#)). Documentation must be from a qualified professional, such as a physician. It is the student's responsibility to provide or pay for the cost of this documentation. The documentation, depending on the type of disability, must be recent and no more than three years old. Please consult the [JHU Documentation Guidelines for Individuals with Disabilities](#) or contact the Office of Student Life for further specification. Johns Hopkins University reserves the right to request or require more current or updated documentation. Documentation may be submitted to us at any time; however, students should leave a margin of at least three weeks prior to the intended start of the accommodation in order to provide adequate time for review and processing of the request.

Student Life will inform the student of the status of his or her request within five business days from the intended beginning of the accommodation. Accommodations take effect upon approval and apply to the remainder of the time for which a student is registered and enrolled.

The Johns Hopkins University Executive Director of Student Disability Services reviews student documentation and reserves the right to determine the most effective and timely accommodations after consultation with the student. There are detailed procedures for use of the services and accommodations. ([Table of Contents](#))

## DUAL-DEGREE (MA) AND COOPERATIVE DEGREE PROGRAMS (MAIA)

### Dual-Degree

The school has formal partnerships for dual-degree programs with other world class institutions. MA students who wish to pursue a dual-degree must be admitted to both institutions prior to starting or be admitted to the other school during their first year. Students admitted to the other school during their second year will not be considered dual-degree students, with the exception of students admitted to INSEAD, who remain eligible for dual-degree status through the end of their third semester of study.

Students who wish to pursue a dual-degree must submit a [Dual-Degree Request](#) form. If approved, the student receives 16 credits of [advanced standing](#). Within the remaining 48 credits, the student must still complete all degree requirements and complete the [full-time enrollment requirement](#). Students are placed on a leave of absence when they are enrolled at the other institution.

Students in dual-degree programs must complete the requirements of both institutions before receiving either degree. The only exception is INSEAD, where students receive that degree upon completion of that program regardless of their status in the MA.

In the final semester of study, dual-degree students must submit an Application to Graduate in [SIS Self-Service](#) to ensure that all requirements have been completed. ([Table of Contents](#))

### Ad Hoc Dual-Degree

With permission of the Office of Academic Advising, students may pursue an ad hoc dual-degree with a non-partner institution. Ad-hoc dual-degree arrangements must be confirmed in writing and the non-partner institution must reduce the credits required for its degree by the equivalent of one full-time semester.

Students should also be able to demonstrate the international relevance and other specific curricular and programmatic strengths of the institution being proposed. These considerations should be linked to the student's career objective and to the mission of the school. ([Table of Contents](#))

## Cooperative Degree

Students enrolled in the MAIA at SAIS Europe may apply to spend a second year of study at one of the [SAIS Europe Cooperative Degree programs](#) in order to earn a Master's degree at the other institution. Interested students are required to submit a separate application to those programs. MAIA students must submit a [Change of Degree](#) inquiry through the Insider Portal. Except for the *Laurea Magistrale* in Economics at the University of Bologna and an approved M.Sc. at SOAS University of London, students who choose to attend the second year at a partner program will not receive the MAIA, but can receive the one-year Diploma upon successful completion of the requirements. ([Table of Contents](#))

## EXAMINATIONS

(For information on Core examinations, see [CORE REQUIREMENTS](#). For information on language examinations, see [LANGUAGE REQUIREMENT](#). For information on the MA Oral Exam for Honors, see [MASTERS OF ARTS ORAL EXAMINATION](#).)

All examinations 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 Honor Code (on the [Insider Portal](#)) or may be required to complete take-home exams or papers. The Honor Code applies to these options as well. Students who fail to take a required scheduled exam will receive a failing grade for that assessment. Students must provide official medical documentation to the Office of Student Life for any missed exams and must notify the professor immediately if there is a medical situation. ([Table of Contents](#))

## Final Course Examinations

There is great variety in the structure of final examinations at the school. 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. ([Table of Contents](#))

## EXCHANGE PROGRAMS (MA)

The School has exchange partnerships with National University of Singapore Lee Kuan Yew School of Public Policy, Sciences Po (Paris), Tsinghua University (Beijing), and Hertie School of Governance (Berlin). Typically, MA students take part in an exchange program in their third semester (fall of the second year). Students enroll in the equivalent of 16 credits of non-language courses at the exchange institution and receive 16 credits of [advanced standing](#) after successful completion of the exchange. The courses at the exchange institution must be approved in advance by the Office of Academic Advising and students must submit an official transcript to the Office of Academic Advising upon completion of the exchange semester. Individual courses taken during the exchange do not fulfill specific MA degree requirements or factor into GPA. Students who participate in the exchange must still fulfill the [full-time enrollment](#)

[requirement](#). Applications for the exchange are available in December and are due in early February. ([Table of Contents](#))

## EXTERNAL COURSES

(For exchange programs, see [EXCHANGE PROGRAMS](#). For Dual-Degree Programs, see [DUAL-DEGREE AND COOPERATIVE DEGREE PROGRAMS](#).)

### Interdivisional Registration (IDR)

With approval of Office of Academic Advising and the appropriate faculty member, students may be permitted to take courses at other divisions of Johns Hopkins University to apply to their degrees or as extra unapplied electives. MA students may take up to two courses (8 credits). DIA, MIPP, MAIA and Diploma students may take up to one course (4 credits). PhD students may take an unlimited number of courses at other campuses while in pre-dissertation status. MIEF students may take up to two courses (8 credits) as electives with program approval. MAGP, MAGR (onsite and online), and MASE students may not take any courses at other divisions.

Additional IDR guidelines are posted in the Insider Portal in the [Academic Services](#) section. ([Table of Contents](#))

### Georgetown University Language Courses

Full-time students are able to enroll in the following language classes at Georgetown University for no extra tuition: Advanced Arabic, Advanced German, Hebrew, Advanced Italian, Polish, Turkish and Ukrainian. Students may enroll in courses at Georgetown in Hebrew, Polish, Turkish, or Ukrainian, but may not use these languages toward the [language requirement](#). The course(s) taken at Georgetown University will appear on a student's JHU transcript with a final grade(s). ([Table of Contents](#))

### University of Bologna

Students at SAIS Europe (with an adequate level of Italian when required) 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. Interested students must go directly to the Facoltà di Scienze Politiche, Strada Maggiore 45, to inquire about the course offerings and 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](#))

## FINANCIAL AID ACADEMIC REQUIREMENTS

### Federal Aid

In order to receive and maintain U.S. federal aid, students must be enrolled at least half-time while maintaining satisfactory academic progress with a minimum cumulative GPA of 2.67. For federal aid, full-time is defined as three or more courses (12 credits); three-quarter time is defined as two and a half

courses (10 credits); and half-time is defined as two courses (8 credits). Language courses are not included in this calculation and carry no credit value. For more information, view the [Student Satisfactory Progress \(SAP\) Policy for Federal Aid](#). All required financial aid documents should be completed and submitted to the Office of Financial Aid by their respective due dates. ([Table of Contents](#))

### Institutional Aid (Fellowships and Scholarships)

Students must maintain full-time status (12 or more credits) and a minimum GPA of 3.4 to receive institutional aid. Non-U.S. students who are attending SAIS Europe in their first year must submit applications for second-year institutional aid to the SAIS Europe 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 institutional aid applications must be submitted to the Office of Financial Aid in Washington, DC in April. Students need to be aware that institutional aid 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 institutional aid. ([Table of Contents](#))

## FULL-TIME ENROLLMENT REQUIREMENT

The MA, MAIA, MAGP, MIEF, MAGR (onsite), MEPP, Diploma, and PhD programs are all considered full-time programs.

The MIEF, MAGR (onsite) and MEPP programs require full-time enrollment for the duration of the program.

MA students must spend a minimum of three fall/spring semesters in full-time status. With the exception of approved situations in fall 2020, MA students must enroll full-time in their first semester. After completing the full-time enrollment requirement, students must finish any remaining coursework in no more than two additional fall/spring semesters unless approved for a [program extension](#). MA students who completed the HNC Certificate must spend a minimum of two fall/spring semesters in full-time status.

MAGP students are enrolled full-time in Modules I, II and IV and three-quarters-time in Modules III and V.

MAIA students completing two years at SAIS Europe must spend a minimum of three fall/spring semesters in full-time status. Students in MAIA cooperative programs must spend a minimum of two fall/spring semesters in full-time status.

Diploma students must spend a minimum of two fall/spring semesters in full-time status.

DIA students in the 80 credit track must complete a minimum of three fall/spring semesters in full-time status and must complete all pre-dissertation requirements before the third year.

PhD pre-dissertation students must be present on-campus and working full-time toward fulfilling the requirements of the degree. A pre-dissertation student must engage in a program of courses, seminars, and/or independent study approved by the faculty advisor, while remaining on track with the timeline for completing the degree. Dissertation status usually begins in the third year for SAIS MAs and in the fourth year for non-SAIS MAs and is the time when a student completes the dissertation research and writes and defends the dissertation. A student may advance to the dissertation stage earlier upon



completion of all pre-dissertation requirements. PhD students should consult the Manager of Graduate Services about course load.

Staff members who are admitted to the MA during their employment must spend two consecutive semesters in full-time status. SAIS staff members who are admitted to the MIPP during their employee may be enrolled part-time throughout their enrollment. ([Table of Contents](#))

## GRADES

Students may view their grades in [SIS Self-Service](#). The following grades and symbols are used on SAIS transcripts:

Grade	Description	GPA Value	Credit earned
A	Outstanding	4.0	Yes
A-	Excellent	3.67	Yes
B+	Very good	3.33	Yes
B	Good	3.0	Yes
B-	Pass	2.67	Yes
C+	Low pass	2.33	Yes
C	Minimal pass	2.0	Yes
D	Failure (also used when an Incomplete grade has not been resolved by the deadline)	0.0	No
F	Administrative failure (result of an Honor Code violation or when unfulfilled financial or academic obligations exist on non-degree student records)	0.0	No
S	Satisfactory completion of an offering	n/a	No
MT	Multi-term course	n/a	No
EX	Extension granted	n/a	No
X	Grade not yet submitted	n/a	No
MR	Missing roster	n/a	No
I	Incomplete	n/a	No
W	Withdrawal	n/a	No
W/AU	Withdrawal from an audit	n/a	No
AU	Audit	n/a	No
HP	High Pass for Pre-Term, Core exams, and Spring/Summer 2020 courses (if applicable)	n/a	No
P	Pass for Pre-Term, Core exams, EES Comprehensive Exams and Spring/Summer 2020 courses (if applicable)	n/a	No
NP	No pass for Spring/Summer 2020 courses (if applicable)	n/a	No

The highest letter grade is A. The lowest passing letter grade is C. Letter grades of D or F are considered failing.

Non-credit language courses receive letter grades, but these grades do not factor into GPA.

The grades of HP (equivalent to A or A-) and P (B+, B, B-, C+, or C) are passing grades for [Pre-Term](#) courses and [Core exams](#). A grade of P is used for students who pass a European and Eurasian (EES) comprehensive exams. There is no HP used for EES comprehensive exams.

MAGP residencies are graded with an S grade.

Final grades for all course attempts are recorded on the transcript and factored into GPA. If a student repeats a previously failed course, grades from both attempts will appear on the transcript and factored into cumulative GPA.

Grade point average is available in [SIS 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.

Some concentrations may set a minimum grade of a B- for prerequisite or required courses. Students who do not meet this minimum grade requirement must retake the course to meet the concentration requirements. ([Table of Contents](#))

### Grades of Incomplete

If a student is unable to complete a course by the end of the semester due to outside extenuating circumstances, the student may request an incomplete grade from the instructor. The instructor has the discretion not to grant an incomplete. A student's inability to finish work prior to the stated deadlines does not alone justify an Incomplete. Incomplete grades should be only be granted based on external factors beyond a student's control.

To obtain an incomplete, a student must submit a signed incomplete contract (found in the [Insider Portal](#) under Forms if at the Washington, DC campus or on the [BCWeb within Forms on the Registrar's page](#) if at SAIS Europe). The instructor should specify all remaining assignments and deadlines by which the assignments must be completed (not to exceed 90 days beyond the end of the semester the course was taught). The instructor should also indicate a default final grade if the coursework is not completed. If no default grade is indicated, a failing grade of D will be used.

The Office of Academic Advising in consultation with the instructor may approve the extension of an incomplete beyond 90 if there are extenuating circumstances, such as medical reasons. Appropriate documentation must be submitted to the Director of Student Life at the relevant campus. Regardless of approved extensions, any incomplete or missing grade that remains unresolved after two years will default to a failing grade of D.

Students with two or more incomplete and/or missing grades overall will be placed on [probation](#) and will be subject to a reduced course load or may be placed on [involuntary leave](#). ([Table of Contents](#))

### Failing Grades

Grades of D, F, and NP are considered failing grades. A failure results in the student not earning credit for the course and the course cannot be used toward requirements. A failing grade in a for-credit course or a non-credit language course automatically results in the student being placed on [probation](#). Failing grades of D or F are calculated into the GPA. A failing grade of NP is not calculated into the GPA.

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

An [incomplete grade or missing grade](#) will default to a failing grade (D) after 90 days if no other final grade is specified.

A non-degree student who receives a failing grade will not be eligible to take additional coursework. A student may choose to appeal this decision to the Office of Non-Degree and Certificate Programs. 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.

If a failing grade is received for a Pre-Term course or on a [Core exam](#), the course or exam will be dropped from the student's record and will not appear on the transcript. ([Table of Contents](#))

## Grade Appeals

Disagreement or dissatisfaction with an instructor's evaluation of a student's academic work is not sufficient basis for a grade appeal. Evaluating a student's academic performance in a course is solely the instructor's responsibility and instructors are granted considerable discretion in determining and assigning grades.

If a student does not agree with a grade an instructor has assigned, the student should contact the instructor to discuss the discrepancy. Instructors may change a final grade after it has been posted at their discretion. Students may not submit an appeal until after they have met with the instructor to discuss the discrepancy.

A student may appeal a final course grade only for one or more of the reasons listed below:

1. Clerical errors and miscalculations
2. Discrepancy with grading criteria explicitly stated in the syllabus
3. Failure to comply with the JHU non-discriminatory policy

The student must submit the appeal in writing to the Office of Academic Affairs within 10 business days of the final grade being posted. The appeal must indicate upon which criteria the grade is being appealed, provide specific reasons and examples for the appeal, and demonstrate an attempt to reach an outcome with the instructor. The Office of Academic Affairs will determine if Grade Appeal meets the appeal criteria and, if approved, the appeal will be reviewed by an academic dean or designee. This is the final review. If the appeal is approved, the academic dean or designee will recommend corrective action, including but not limited to recalculating the grade. ([Table of Contents](#))

## GRADUATION

In order to graduate, students must satisfy all academic requirements. Graduating students must pay all financial obligations to the university prior to commencement. Diplomas and transcripts will be withheld for students with unpaid tuition and fees, unreturned library books, unpaid library fines, or incomplete financial aid exit interviews.

Students must complete an online Application to Graduate in [SIS Self-Service](#) by the relevant deadline to be eligible for a diploma or to walk in the May graduation ceremony. Students are strongly encouraged to periodically review their academic records with their academic program or the Office of Academic Advising prior to the application deadline. ([Table of Contents](#))

## Graduation with Honors (MA) or Distinction (MAGP, MIPP, and MIEF)

Graduating MA students are selected for honors based on their performance on the [MA Oral Exam For Honors](#). The students receiving the highest grades on the oral exam, not to exceed 10 percent of the graduating MA class, are designated as “Graduating with Honors.”

The Christian A. Herter Award is given to the member of the graduating MA class with the highest GPA during the first three semesters.

The top 10 percent of the graduating MAGP, MIPP, and MIEF 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. ([Table of Contents](#))

## Graduation Ceremony Eligibility

The school has one graduation ceremony in Washington each year in May. Students at the Washington, DC campus whose Application to Graduate has been approved may participate in the graduation ceremony. This includes students who have graduated in the previous fall semester and students who are on track to fulfill all degree requirements at the end of the spring semester. Students who are not on track to fulfill all degree requirements may be granted exceptions to participate if they meet the criteria below:

- MA students may walk if they have two or fewer outstanding courses and/or requirements (language proficiency, capstone, etc.).
- MAGP students may walk if they have completed all MAGP degree requirements. Students with two or fewer incomplete courses can participate only with permission from the MAGP Academic Director.
- MIEF students may walk if they have completed all required courses except for the [capstone](#).
- MIPP students may walk if they have completed all but one of their eight required courses.
- DIA students may walk if they have completed all course requirements and if their doctoral thesis has been successfully defended.
- PhD 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, PhD students must be approved for binding by the Homewood Library and approved for recommendation of conferral by the Johns Hopkins SAIS PhD Committee.

Students at SAIS Europe whose Application to Graduate has been approved participate in the graduation ceremony at the Europe campus. MAIA students participate in the ceremony if they are on track to complete all requirements (pending final grades and the thesis defense). MAGR students may walk in the graduation ceremony at SAIS Europe, even though they still need to complete the capstone project the following summer term. ([Table of Contents](#))

## HEALTH INSURANCE

University policy requires that all active degree-seeking SAIS students maintain comprehensive health insurance coverage to provide protection against unexpected accidents and illnesses. Students must purchase the university's student health insurance or complete a waiver demonstrating health insurance coverage comparable to the JHU plan. Waiver forms are available a few priors prior to the start of the semester on the SAIS Insider Portal. The plan must be U.S.-based if studying at the Washington, DC campus. All active degree-seeking students will be automatically enrolled in the university health insurance plan unless their waiver is approved. Students whose waivers have been denied may contact the Office of Student Life to appeal. Degree-seeking students must be enrolled in at least one course to be eligible for the University's health insurance plan. Per Johns Hopkins University policy, students on an F1 or J1 visa in the United States are ineligible to waive out of the student health benefits. For more information, visit the [Student Health Benefits page on the JHU Human Resources website](#). ([Table of Contents](#))

## HOUSING

The school does not have residential facilities and students are responsible for securing their own housing arrangements. The [Off-Campus Housing](#) website may assist students in their housing search in Washington, DC. 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 Washington, DC campus student identification card (JCard) is available for students studying at the Washington, DC campus. Students must submit a photo in advance. Students may use their JCards to gain entry into the school buildings at all times and to check out books from the Library. When the Washington, DC campus buildings are noted as closed, there will be no access for students with JCARDS and visitors without JCards, even if accompanied by faculty or staff with a JCard. JCards, with sufficient funds added can be used to pay for printing and copying. If a student loses their JCard, they will be charged a replacement fee of \$20.

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 the next day (in the afternoon) from the Reception Desk in the Lobby. 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. ([Table of Contents](#))

## INDEPENDENT STUDY

Students interested in a subject not covered by a course may register an Independent Study under supervision of a full-time Johns Hopkins SAIS faculty member. An Independent Study must be registered in advance of completion. An Independent Study must be registered for two or four credits and assigned a letter grade and subject to the [time status](#) and billing policies. An Independent Study must be

supervised by a full-time faculty member and a faculty member may decline a student's independent study request.

To register an independent study, students must use the Independent Study form (found on the [Insider Portal](#) and the [BCWeb](#)). The form must be signed by the student and the supervising full-time faculty member and be approved by the appropriate program director (the program director who oversees the concentration that is most relevant to the topic of the independent study). Students should consult the Office of Academic Advising if they have questions about the appropriate program director.

Along with the registration form, the student must also submit a syllabus developed in conjunction with the supervising faculty member. The syllabus must include a one-page overview of the Independent Study topic, course readings, a description of all deliverables, grading criteria, deadlines for assignments, and a schedule of anticipated meetings with the supervising faculty.

Students are permitted to count one independent study toward the MA, MAIA, MAGR, MIEF, MIPP, DIA, or Diploma. Taking an approved course for credit at the University of Bologna also counts as an independent study.

Non-degree, certificate, and exchange students are not eligible to register an Independent Study.

No academic credit is given for work experience or internships. ([Table of Contents](#))

## INFORMATION & TECHNOLOGY SERVICES

Information & Technology Services (ITS) at the Washington, DC campus and Information and Communications Technology (ICT) at SAIS Europe offer numerous services to students, including wireless Internet access and email. Neither campus has a dedicated computer lab, but students at the Washington, DC campus have access to computers in the library, language training center, and the economics lab; students at SAIS Europe have access to computers in the student lounge. To utilize these services, students must first activate their accounts. ([Table of Contents](#))

### Johns Hopkins Enterprise Directory Online Services

All students receive a Johns Hopkins Enterprise Directory (JHED) ID. The JHED ID is a centralized online source for address, telephone, email and other contact information for students, faculty and staff at JHU institutions. This database is also used for authentication into online applications, such as billing, registration, grade lookup, SharePoint, Blackboard and remote access to library databases. Students must change their password at least every 6 months. Additionally, students must also keep a mobile emergency alert phone number accurate in the MyJHU MyProfile since it will be used as a secondary authentication method for certain Johns Hopkins sites using MyIT Security Alerts. A student's JHED ID expires one year after graduation. ([Table of Contents](#))

### Outlook Live Email Account

Each student is provided an Outlook Live email account. The school uses this email account for all administrative communication. Students are required to check their inboxes regularly. A student's email expires one year after graduation. To convert a student email to an alumni lifetime email address, the

student must contact the IT department at [support@sais.zendesk.com](mailto:support@sais.zendesk.com) within the first 3 months after graduation. ([Table of Contents](#))

## Washington DC Campus Service Desk

The Service Desk (SD) will serve as the single point of contact for end-users who need help with technology issues, including student IT support, classroom technology, scan/copy/printing, JCards and mailroom services. 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 [support@sais.zendesk.com](mailto:support@sais.zendesk.com) or call xHELP (x4357) from any campus phone, including those in the classroom, when requiring technology assistance. The SD also offers a checkout site for technology-related items through an [Equipment Reservation form](#) in SharePoint.

For facilities requests and requests related to the Insider Portal, please contact [support@sais.zendesk.com](mailto:support@sais.zendesk.com). ([Table of Contents](#))

## INSTITUTIONAL REVIEW BOARD

The university's Homewood Institutional Review Board (HIRB) must exempt or approve human participant research 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](#))

## INTERNATIONAL ECONOMICS CONCENTRATION (MA)

MA students are required to complete a concentration in International Economics and must maintain a combined GPA of at least 2.67 in this concentration.

The International Economics concentration consists of:

- Microeconomics
- Macroeconomics
- International Trade Theory
- International Monetary Theory

If a student passes a [waiver exam](#) in one or more of these subjects, the student must take a replacement International Economics course(s) to fulfill the concentration requirement. The replacement course(s)

may be double-counted to fulfill other requirements (policy/regional concentration<sup>2</sup>, specialization, minor, etc.) if eligible, but cannot be used to fulfill the Quantitative Reasoning requirement.

In addition to the other International Economics concentration requirements, students concentrating in International Development must also complete an additional constrained International Economics course.

BA/MA and former Johns Hopkins University undergraduate students may be waived from an International Economics concentration course(s) based on successful completion of previous coursework but must complete a replacement course(s) in order to fulfill the concentration requirements.

MA students who completed the HNC certificate may be eligible to count one Level 2 Economics course as a replacement course if they are waived from a required concentration course. ([Table of Contents](#))

### International Economics Concentration GPA Requirement

Students must achieve a combined GPA of at least 2.67 in their required International Economics concentration courses or they must retake the course(s) until a 2.67 concentration GPA is achieved. In most cases, the concentration GPA will be the average of the grades of Microeconomics, Macroeconomics, International Trade Theory, and International Monetary Theory. MA students who complete Microeconomics in [Pre-Term](#) will have their GPA calculated based on the grades from the International Economics concentration courses completed while enrolled in the MA.

If one or more of the required courses is waived, the highest grade(s) from any eligible replacement International Economics course(s) will be used to compute the International Economics concentration GPA. ([Table of Contents](#))

## INTERSHIPS AND PRACTICAL TRAINING

The school does not award academic credit for internships and practical training. Some organizations outside of Johns Hopkins University may require that a student completing an internship or unpaid practical training have that work recorded on the transcript. In certain cases, a student may use the Practical Training Form located in the [Insider Portal](#) to request an unpaid practical training/internship be registered.

The student must submit the form at the beginning of the practical training/internship. It must be signed by an official supervising the practical training/internship at the host institution. Upon completion of the practical training/internship, the student will request a letter from the sponsor organization stating that the student successfully completed the practical training/internship. The student may also ask the sponsor to complete the Practical Training Completion Form (found on the [Insider Portal](#)). The student must turn in the letter or form to the Registrar's Office, so that the practical training course can be graded as "S" (Satisfactory).

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<sup>2</sup> With the exception of the International Development concentration.



International students with F-1 or J-1 visas must obtain [work authorization](#) prior to participating in any internship or unpaid practical training. ([Table of Contents](#))

## JOHNS HOPKINS STUDENT ASSISTANCE PROGRAM

[The Johns Hopkins Student Assistance Program](#) (JHSAP) is a professional counseling service that assists enrolled students at the Washington, DC campus 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 the university 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 SAIS Europe should contact the Director of Student Life for services available at that campus. ([Table of Contents](#))

## LANGUAGE REQUIREMENT

All MA, MAIA, Diploma, 80-credit DIA, and PhD students must pass exams to demonstrate proficiency in a non-native language taught at Johns Hopkins SAIS. Regional concentrations specify which language(s) may be used to fulfill this requirement. Non-native English speakers may use English as their proficiency language, unless otherwise specified by their regional concentration.

MA students who have completed the HNC certificate students within the past two years are automatically granted proficiency in Chinese language. However, any native Chinese speakers must still pass proficiency exam in a non-native language to meet the language requirement.

Students may enroll in non-credit language classes to acquire the skills needed to pass the language proficiency exam or to learn another language once they have met their language graduation requirement.

Students study only one language per semester. Very few exceptions to this are made on a case-by-case basis by the Office of Academic Advising at the Washington, DC campus or by the Language Program Director at SAIS Europe.

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

### English Examination for Non-Native English Speakers

In addition to the TOEFL, IELTS or Cambridge Proficiency exams required for admission, all non-native English speakers must take an English language exam prior to the start of language classes in order to determine whether they need further training to succeed in their studies. A native-English speaker is defined as a person who meets at least two of the following criteria:

- English is the main language of communication between the individual and the individual's 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 was the language of instruction in the high school the individual attended

At the Washington, DC 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 from the placement exam. 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 English exam requirement. Documentation must be provided before the placement exam is given. Exchange students will also be required to take the English exam. Those who do not pass are required to take English language classes.

Non-native English speakers enrolled in the MA, DIA, and PhD degrees who do not pass the initial English exam at the beginning of their first semester, will be required to take English language courses and may be asked to reduce the number of non-language courses taken per semester. Those English language courses must be continued until the student has either passed the English proficiency exams, or, if English is not the chosen language of proficiency, pass Advanced English II.

Non-native English speakers enrolled in the MIPP degree, who do not pass the first semester English language or placement exam, may fulfill this requirement by passing the English proficiency exam or successfully completing two semesters of Advanced English courses.

Non-native English speakers enrolled in the MAIA degree must pass the English Proficiency exam.

Non-native English speakers enrolled in the MAGR may either pass the English Proficiency Exam or successfully complete two semesters of advanced English courses.

Non-native English speakers enrolled in the Diploma may either pass the English proficiency exam or successfully complete two semesters of advanced English courses. ([Table of Contents](#))

## LEAVE OF ABSENCE

### Voluntary Leave of Absence

Degree-seeking students with credits remaining are expected to enroll each semester required by their degree until completion. If outside extenuating circumstances (medical reasons, mandatory military service, documented financial hardship, etc.) prevent a student's enrollment in courses, a student may request a leave of absence using the [Leave of Absence Request](#) form. Leaves of absence requests are not approved for professional development or internship opportunities.

If the leave of absence is due to medical reasons, documentation in support of the leave must be submitted to the Director of Student Life at the appropriate campus. In certain cases, medical documentation may be required to return. Documentation must be signed by a medical provider on letterhead and must be written in English.

A leave of absence may be granted for up to one academic year. In extenuating circumstances, with permission of the Office of Academic Affairs, a leave can be granted for up to two years.

Leave of absence requests must be submitted based by November 1, 2020 for the spring 2021 semester and by May 31, 2021 for the fall 2021 semesters. A penalty fee of \$500 will be assessed for requests submitted after these deadlines. Students may request a waiver of the fee based on documented extenuating circumstances through the Office of Academic Affairs.

Students who do not register for a fall or spring semester and are not an approved leave of absence will be assessed a \$500 penalty and must be [reinstated](#) in order to resume in a future semester.

If a student leaves the school during an academic term, the student's last date of attendance—determined as best as possible from the available evidence—will be the effective date of the leave of absence.

Students considering a leave of absence status should 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 Office of International Services (OIS). ([Table of Contents](#))

### Involuntary Leave of Absence

Students may be placed on an involuntary leave of absence or asked to withdraw 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, the school 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 return by the Assistant Dean for Academic Affairs and the Assistant Dean for Student Affairs. The school may mandate that students be assessed by the [Johns Hopkins Student Assistance Program](#) regarding their fitness to continue.

While students are on leave their status is inactive. The school may restrict a student's access to certain services and/or involvement in extracurricular activities, including membership and leadership roles at SAIS. International students studying in the U.S. on a student visa may have to leave the country if they are placed on involuntary leave of absence. They should consult OIS for guidance regarding their visa status. ([Table of Contents](#))

### Involuntary Leave of Absence for Academic Reasons

The Office of Academic Advising may place students on [probation](#) on an Involuntary Leave for Academic Reasons. While on involuntary leave, students will not be permitted to register for additional courses and may be required to address other academic issues. After one semester, students may request to return from the Office of Academic Advising in consultation with the Assistant Dean for Academic Affairs. Students will not be permitted to return if they have not made significant progress addressing the causes for the involuntary leave.

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## Involuntary Leave of Absence for Financial Balances

Students will not be allowed to register for courses if they have an outstanding balance from a previous academic term at Johns Hopkins. If a student fails to clear a balance from any past term by the end of the first week of any subsequent term the student will be placed on involuntary leave of absence. ([Table of Contents](#))

## LOCKERS

At the Washington, DC campus, lockers for full-time students may be arranged with the Registrar's Office. At SAIS Europe, lockers may be claimed freely by full-time students. 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. Students must empty their lockers at the end of May each year. The school claims no responsibility for items left in or above 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](#))

## MAILBOXES

At SAIS Europe all students are assigned a mailbox upon entry and are provided with the key by the ICT Office. The first key is free, but if it is lost or broken during the year, copies cost €10 each. The mailboxes are used for incoming postal mail and also for returning exams and/or papers. They are located at the foot of the stairs going up to the Student Lounge (next to cafeteria/copy center). Students are requested return the key to the Reception Desk prior to departure. The mailboxes will be cleared out after June 15 and contents will be discarded.

Mailboxes are not provided at the Washington, DC campus. ([Table of Contents](#))

## MASTER OF ARTS ORAL EXAMINATION FOR HONORS (MA)

The MA oral exam tests students' knowledge of international economics and their chosen policy or regional concentration. Exams are held in August, December and May and are scheduled by the Office of the Registrar. Only the top 30 percent of the graduating MA class 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 (or adjunct lecturer) from the student's policy/regional concentration and an international economist from the Johns Hopkins SAIS faculty. If a student is pursuing an additional international policy/regional 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, the student 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 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. ([Table of Contents](#))

## MEDIA ON CAMPUS

Students at the Washington, DC campus who want to bring outside media personnel to campus, must request permission by sending an email request to [support@sais.zendesk.com](mailto:support@sais.zendesk.com). Violations will be subject to [University Student Conduct Code procedures](#). Students at SAIS Europe should consult with the Director of Public Affairs. ([Table of Contents](#))

## MINORS (MA)

MA students can pursue an optional minor any policy or regional concentration other than International Relations. A student may not minor in International Economics. Minors require the completion of three courses and some minors may require the completion of a specific course or courses. Regional minors may require language study or proficiency.

A student may double-count one cross-listed course toward both minor and policy/regional concentration requirements. If a student concentrates in an Asia concentration (China Studies, Japan Studies, Korea Studies, South Asia Studies, or Southeast Asia Studies) or an IR concentration (Conflict Management, Global Theory and History, International Law and Organizations or International Political Economy), the double-counted course must be from the primary area and not from the two additional required courses in the other Asia or IR areas.

Students can have only one minor. Students do not receive [bidding](#) priority as a result of pursuing a minor. Students can declare a minor at any point prior to graduation. Students must complete the [Request to Add or Change a Minor](#) form in order to declare the minor. ([Table of Contents](#))

## NON-DEGREE AND GRADUATE CERTIFICATE STUDENTS

Non-degree and graduate certificate students may enroll in courses during the fall, spring and summer terms alongside degree students.

Non-degree and graduate certificate students may enroll in a maximum of four courses overall and must be approved by Office of Academic Affairs to take any additional coursework.

In addition to the policies outlined in this section, non-degree and graduate certificate students will be held to the standards, Honor Code, and academic policies outlined in the Red Book as degree students.

*Graduate Certificate:* Students can complete a series of four courses to earn a graduate certificate. Students can complete the certificate part-time by taking one or two courses per semester or may apply to pursue an accelerated certificate and take four courses in a fall or spring semester. International students on an F-1/J-1 visa must enroll in two courses the summer semester or four courses in a fall/spring semester.

Graduate certificate students participate in the [bidding system](#) and receive a one-time allocation of 325 points.

A student may earn a maximum of one graduate certificate.

A student in a degree program may request to [change degrees](#) to earn a graduate certificate based on previously completed and/or currently enrolled courses. If approved, the student is automatically withdrawn from the degree and must apply for [reinstatement](#) if they wish to continue in a future semester.

*Individual Courses:* Non-degree students may enroll (for credit or audit) in a maximum of two courses per semester and a maximum of four courses overall. Non-degree students may not take [Core exams](#) and do not have access to Career Services resources or the university's health insurance plan.

Non-degree students do not receive bid points and do not participate in bidding. Non-degree students are eligible to enroll in courses only where there is space after degree students enroll. Non-degree students are encouraged to attend course meetings while availability is determined.

Accelerated certificate students must pay a prorated student services fee and purchase the university health insurance for the term that they attend. Accelerated certificate students have access to the same services as degree students, including career coaching, skills courses, career treks, and access to Handshake, the online job search portal. Accelerated certificate students with private insurance comparable to the university plan may be eligible to submit a waiver request. International students with an F1/J1 visa status are not eligible to waive out of coverage.

Part-time certificate students and non-degree students enrolled in individual courses do not pay a student services fee and are not required to purchase the university health insurance. Part-time certificate students will have access to Handshake, the online job search portal, for every term that they are a student. Non-degree students taking individual courses do not have access to any career resources including Handshake. ([Table of Contents](#))

## Applying Certificate and Non-Degree Courses to a Degree

Admission to a certificate or non-degree program does not imply admission to a degree program. If a student is later admitted as an MA, two-year MAIA, or 80 credit track DIA, the student may request to apply up to four courses (16 credits) taken while enrolled in a certificate or non-degree program. For the MIPP, PhD, 48 credit track DIA and Diploma programs, a student may request to apply up to two courses (8 credits). A [Request to Apply Non-degree Courses](#) form must be submitted to in order to transfer the credits to a degree record. Certificate and non-degree courses may only be applied to a degree if completed within 10 years of the start of the degree. ([Table of Contents](#))

## ONLINE DEGREES

The Master of Arts in Sustainable Energy (MASE) and the Master of Arts in Global Risk (MAGR online) are fully online cohort, part-time degree programs with a fixed and sequenced curriculum. Students in these degrees follow separate academic and administrative calendars. In addition to fully online coursework, students participate in on-campus residencies.

Students enrolled in an online degree may not enroll in any courses taught outside of their degree. ([Table of Contents](#))

## PHD PROGRAM

PhD students should refer to the PhD Blackboard site for additional information on requirements and policies.

Current MA students should consult the [website](#) for additional information about the PhD program and admissions process. ([Table of Contents](#))

## PRACTICUM COURSES

Two-semester practicum courses are a year-long commitment. In the fall semester, the practicum is registered as an audit and in the spring semester the practicum is registered for-credit. Students receive a grade at the end of the spring semester based on the coursework completed throughout both semesters. Since the credits for the year-long practicum are associated with the spring semester, students should be mindful of the semester [enrollment limits](#). ([Table of Contents](#))

## PRE-TERM

[Pre-Term](#) courses are non-credit and their [grades](#) do not factor into GPA. However, successful completion of courses in Pre-Term can count toward degree requirements and satisfy prerequisites.

MA students (with the exception of IDEV concentrators) who pass Microeconomics in Pre-Term will have their [International Economics concentration](#) reduced to 12 credits, but still must complete Macroeconomics, International Trade Theory, and International Monetary Theory (or a replacement courses if they pass any waiver exams). IDEV concentrators must still complete 16 credits: Macroeconomics, International Trade Theory, and International Monetary Theory (or a replacement courses if they pass any waiver exams) and a constrained International Economics course.

MA students who pass Statistics for Economics & Business will have fulfilled the Quantitative Reasoning requirement. ([Table of Contents](#))

## PROBATION AND DISMISSAL

When a student does not meet minimum academic standards, the student is placed on probation.

At the end of each semester, the Office of Academic Affairs reviews all grades. Students will be placed on probation for their next enrolled semester when one or more of the following occurs:

- The student receives a failing grade in a course (including a non-credit language course)
- The student has a cumulative GPA below 2.67
- The student earns a semester GPA below 2.67 (including summer)
- The student receives more than one C/C+ grade in the first semester of study (including a non-credit language course)
- The student receives more than one incomplete grade or missing grade in a semester (including in non-credit language courses)

Students placed on probation will be required to meet with the Office of Academic Affairs to discuss their probationary status and to be authorized to register in a future semester.

Students on probation may be required to take an [involuntary leave of absence](#) or a reduced course load.

Students on probation may not enroll in more than 16 credits and one language course and are not permitted to audit a fifth course.

Students with two incomplete or missing grades from a previous semester may not enroll in more than 12 credits in the following semester.

Students with more than two incomplete or missing grades will be placed on [involuntary leave of absence](#) for the following semester. Students will not be permitted to return until they are granted approval from the Office of Academic Advising.

Student involvement in extracurricular activities, including membership and leadership roles in organizations or academic program events will be restricted if a student is on probation.

A student is no longer on probation when the student completes a subsequent semester and does not meet any of the probation criteria.

A student on probation may be dismissed if the student:

- receives any additional failing grade (including in a non-credit language course)
- has a cumulative GPA remains below 2.67 after an additional semester of study
- earns a semester GPA below 2.67 in an additional semester of study
- receives more than one incomplete grade or missing grade (including in non-credit language courses)

Dismissal is determined by the Office of Academic Affairs and the student's academic program.



Students who receive failing grades in 8 credits or more in a semester, including the first semester, may be dismissed without first being placed on probation.

MIEF students who receive a grade of D or two grades of less than B- in the summer courses, Quant I, Macroeconomics and Microeconomics, will automatically be placed on 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. ([Table of Contents](#))

## PROGRAM EXTENSIONS, TIME LIMIT TO DEGREE, AND CREDIT EXPIRATION

Any student who wishes to extend their enrollment beyond the normal timeframe for degree completion must receive permission from the Office of Academic Affairs. Not all requests are approved. Program extensions will not be granted for any student who has completed all requirements and would be eligible to graduate without the extension. Extensions are not granted to complete minors, specializations, or electives. Students who extend their enrollment should be aware of the billing and financial aid implications. International students on an F-1 or J-1 visa should also consult with the Office of International Services.

Students must complete their degree within 10 years of initial enrollment. If a student interrupts their studies or [withdraws from the school](#) and is later approved for [reinstatement](#), credits from courses taken more than 10 years prior to the reinstatement may no longer be used toward the degree. ([Table of Contents](#))

## REFUND POLICY

The refund schedules are located on the [Financial Aid and Billing](#) section in the Insider Portal in the Billing, Tuition, and Aid webpage. Refund schedules vary by degree program. Refund amounts can vary based on when in the semester a refund is requested.

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 their degree](#). If a student with institutional aid drops below full-time enrollment the fellowship is automatically rescinded and the institution's refund policy goes into effect.

Students may receive an exception to the refund policy only for documented extenuating circumstances, such as medical issues. Petitions should be submitted to the Student Accounts Manager at the Washington, DC campus or the Director of Finance and Administration at SAIS Europe. Supporting medical documentation, if any, should be submitted to the appropriate Director of Student Life.

The university reserves the right to make changes prior to, or during the course of a semester, including changing the modality of instruction, modifying the academic calendar, adding or dropping courses or programs, and altering or suspending JHU-provided student housing, services, access to facilities, activities and events or other resources. Any such changes may be applicable to all students, or a specified segment of students, enrolled at the time the change is adopted as well as to students who re-enroll after a period of absence.

Withdrawal due to Honor Code violations is not subject to the refund policy.

### Summer Programs and Pre-Term

Tuition is refundable only when the student submits an Add/Drop form to the Office of Summer Programs during the Add/Drop period, which is up until the Friday of the first week of classes. The application fee and 10% deposit on tuition are non-refundable. Refund amounts will be determined by the date and time the form is submitted according to the schedule listed below.

Up until Monday at 2pm of the second week of classes	90%
Up until Wednesday at 2pm of the second week of classes	50%
After 2pm on Wednesday of the second week of classes	No tuition will be refunded

SAIS Summer Academies follow a separate refund schedule available from the Office of Summer Programs.

[Pre-Term](#) refund policies are found on the program websites for the Washington, DC campus and SAIS Europe. ([Table of Contents](#))

## REGISTRATION FOR COURSES

Degree-seeking students (with the exception of MAGP, MASE, and MAGR [onsite and online]) register for courses through [SIS Self-Service](#) during the published dates on the [academic calendar](#).

Outstanding student balances should be settled with the Student Accounts Office prior to registration. Students with outstanding debts may not be permitted to register or make any registration changes. SAIS reserves the right to deny registration or continued enrollment for any student who has not paid semester tuition and fees in full by the posted due date.

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 [Non-Degree section of the website](#). For summer classes, excluding MAGP, students, current students may register themselves through [SIS Self-Service](#) through May and subsequently via the appropriate forms on the [Office of Summer Programs section of the website](#). The MAGP, MAGR (onsite and online), and MASE administration will register their students for all cohort courses. The MIEF administration will register students to their cohort courses, but MIEF students register themselves for electives. ([Table of Contents](#))

### Add/Drop and Withdrawal from Classes

For the fall and spring semesters, students may add or drop courses in SIS through the end of the second week of the semester. Add/drop is paused during the [bidding](#) period. During the third week of the semester, exceptional add/drops may be made via the Registrar's Office. If a student is adding or dropping a course during the third week of classes, the student must obtain written permission from the faculty members via the Add/Drop/Withdraw form (found on the [Insider Portal](#) and the [BCWeb](#)). During add/drop, dropped courses will not appear on a student's transcript.

From the fourth through the tenth week of classes, students may withdraw from a course using the same form. Withdrawing from a course means that a “W” grade 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 withdrawing from a course(s), the student should be aware of the [refund policy](#). Students on an F-1 or J-1 visa should consult with Office of International Services before taking actions that may change their status from full- to part-time as this could affect their eligibility to remain in the country on a valid visa.

Students enrolled in two-credit courses during the second half of the semester may add/drop 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, the student should be aware of the [refund policy](#). If a student’s status changes from full-time to part-time due to dropping this course, the student must be aware there is an approval process required for [Change of Time Status](#) (full-time/part-time).

MAGP students taking electives must register for classes by communicating their selections to the MAGP administration. Students can change their course selections two weeks prior to the first weekend of classes by notifying the MAGP administration.

MIEF students who take electives in the fall semester only have one week to drop/add but will follow the regular spring drop/add schedule.

MAGR (onsite) students will be automatically registered for cohort courses. For electives, students must register online through [SIS Self-Service](#) by the standard registration deadlines as per the academic calendar. ([Table of Contents](#))

## REINSTATEMENT

If a matriculated degree-seeking student with credits remaining does not enroll in courses in a semester required by their degree program and is not on an approved [leave of absence](#), the student must be reinstated prior to enrolling in any future semester. The student must submit a reinstatement request, including a statement explaining the causes for the interruption in enrollment and how those have been remediated. The Office of Academic Advising will review the student’s request, along with their academic record, to determine if reinstatement will be permitted. Not all reinstatement requests are approved. Reinstated students must follow the degree requirements in place at the time of reinstatement.

Students must submit reinstatement requests no later than four weeks prior to the start of the semester in which they plan to resume their studies.

A student may only be reinstated once and any additional unapproved interruption of studies after reinstatement will result in dismissal.

A student may only be reinstated into the same degree program from their previous studies. If a student wishes to resume their studies in a different degree program, the student must follow the [Change of Degree](#) process.

Reinstatement does not lengthen the [time limit](#) to degree completion. ([Table of Contents](#))

## RELIGIOUS OBSERVANCES

Recognizing that 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](#))

## SPECIALIZATIONS (MA)

MA students may pursue an [optional specialization\(s\)](#). Specializations include Emerging Markets and those within International Economics: Development Microeconomics, Economic Policy, Infrastructure Finance and Policy, International Finance, and Quantitative Methods and Economic Theory.

Courses used to fulfill other degree requirements may be double-counted toward specialization requirements, but a student may not use the same course toward multiple specializations or to fulfill multiple requirements within a specialization.

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## STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) serves as the primary interface between students and the 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 the school. 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, DC 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 MA students, one MAGP student, one MIEF student and one MIPP student.

At SAIS Europe, 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.

The number of SGA members, voting time period, and cabinet positions may vary depending on the current cabinet and cohort sizes. Any changes to SGA membership will be made by the sitting SGA and will be determined by a majority vote. ([Table of Contents](#))

## STUDENT RIGHT TO KNOW

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

## SUMMER TERM

MAGP, MAGR (onsite and online), MASE, MEPP, and MIEF students are required to enroll in degree-specific courses during their summer term.

Students in other degrees are not required to register for courses in the summer semester, but may choose to enroll in summer courses and must observe the application deadlines and procedures of the Office of Summer Programs. A maximum of two courses may be taken during a summer session. Courses taken in the summer term are for-credit, are counted toward a student's GPA, and appear on the transcript.

Summer term registration does not count toward the [full-time enrollment requirement](#). ([Table of Contents](#))

## TEXTBOOKS

The school does not operate a bookstore on campus. Students at the Washington, DC campus can order and sell their textbooks online via [MBS Direct](#). Students may also use other online sites to purchase textbooks.

In order to give students going to Bologna the opportunity to buy textbooks before arrival, professors are asked to provide a list of recommended textbooks for Pre-Term and first semester courses. This information is published on a password-protected webpage and announced by email during the summer by the Head Librarian. Once in Italy, students use Amazon Italia and other online sellers to purchase books.

In some cases, professors will also provide a full syllabus for the course. However, as professors may make minor changes to their syllabi until shortly before the semester begins, please consider them drafts. Students should keep in mind that advising sessions at the beginning of the academic year affect final course selection. The SAIS Europe library keeps all required readings for courses on 4-hour reserve loan, in multiple copies as necessary. ([Table of Contents](#))

## TRANSCRIPTS

Unofficial transcripts are available to all students through [SIS Self-Service](#). Official transcripts are provided free of charge for current degree-seeking students and for graduates for up to one year following graduation. Non-degree students may request one hard copy transcript free of charge at the end of each semester for which they are enrolled. Students and alumni may order transcripts via the National Student Clearinghouse.

MAIA, MAGR (onsite) and Diploma students may order hard copy transcripts directly through the Office of the Registrar at SAIS Europe. MA students who need an official transcript sent to an address in Europe or Africa may request transcripts through SAIS Europe. Those who need an official copy sent to other

locations may request a transcript through the Washington, DC campus. The school reserves the right to deny transcripts to students or alumni with financial holds. ([Table of Contents](#))

## TRAVEL BY STUDENTS

Students often travel internationally for internships and/or to pursue other educational opportunities. 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 Student Internship Fund, are required to complete the International Travel Protocol Packet located under the Student Services tab on the [Insider Portal](#). Students must complete this form at least two weeks prior to departure.

If students receive institutional funding for any travel, sponsoring school 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 enrollment and/or degree. Students at the Washington, DC campus must complete the [Enrollment/Degree Verification Request](#) form. Students at SAIS Europe may request a certificate regarding their student status (for loans, social security, health insurance, military service, etc.) from the Europe Registrar's office. Students must make requests two or three days in advance of the required date. ([Table of Contents](#))

## VISAS AND OTHER IMMIGRATION MATTERS

The Office of International Services (OIS) at the Washington, DC Campus is charged with monitoring legislation, regulations, and policies at the federal, state and local levels that affect international educational exchange, and with interpreting and applying those directives in the school environment in support of The Johns Hopkins University's teaching, research and community service goals.

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

International students are personally responsible for maintaining their immigration status throughout their stay in the United States and are encouraged to seek advice from OIS staff to ensure compliance with the appropriate regulations. ([Table of Contents](#))

## Registration with U.S. Immigration

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

Students are required by immigration law to report to OIS.

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

## Student Responsibilities

Students are responsible for maintaining their legal status in the United States. This includes:

- continuously enrolling in a [full-time status](#) while an F or J student and the conditions under which a reduced course load is permitted with prior authorization from OIS.
- maintaining valid documentation such as I-20/DS-2019, passport, and I-94 record.
- obtaining an updated immigration document for a student and/or any dependents when there is a significant change in funding source, level of study, leave of absence, withdrawal, etc.
- following 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.
- requesting a new immigration document if traveling outside the United States for more than five months.
- making reasonable progress toward the degree and to request any needed extensions before the current student status expires.
- informing OIS of any changes of the residential address within 10 days of the move while in the United States in F or J status.

The [International Student Services](#) section in the Insider Portal has complete information on rights and responsibilities of students in F-1 and J-1 statuses, their employment options and basic tax information. Additional information may be found on the [OIS website](#). ([Table of Contents](#))

## Work Authorization in the United States for International Students (CPT/OPT)

Students on an F-1 or J-1 visa must meet certain criteria in order to receive work authorization from OIS. Prior to pursuing any outside employment, including internships and practical training, international students should consult the guidelines for Curricular Practical Training (CPT) and Optional Practical Training (OPT) on the [International Student Services](#) section of the Insider Portal. Eligibility for CPT and

OPT will be determined by the Office of Academic Advising in conjunction with the Office of International Services. ([Table of Contents](#))

## SAIS Europe

All non-EU/EEA students attending SAIS Europe are required to obtain the temporary residence permit in Bologna. Students who do not comply may have a registration hold placed on their record. Students with a hold will not be able to register for courses or add/drop courses that are currently in their record until the permit is obtained and the hold is removed.

Non-US MA students at SAIS Europe who plan to continue for the second year of the MA at the Washington, DC campus usually apply for the US student visa toward the end of the second semester at SAIS Europe. OIS staff normally travels to SAIS Europe to provide all the relevant information and advice. Students should be aware that they must provide proof of financial means to cover the full cost of attendance at the Washington, DC campus. ([Table of Contents](#))

## WITHDRAWAL FROM A DEGREE

A student who wishes to voluntarily withdraw from a degree program must complete the [Withdrawal Request](#) form. A student should only do this if they have no intention to continue the degree. If eligible, refund of tuition payments will be made per the [Refund Policy](#). If a student later wishes to return, the student must follow the [reinstatement guidelines](#) and is bound by the [time limit to degree](#) restrictions. ([Table of Contents](#))