

Administrative Regulations and Registration

Undergraduates should consult the Undergraduate Handbook for additional information about administrative regulations.

Categories of Students

Undergraduate (Prebaccalaureate)

Usually undergraduate students are full-time students and are charged full tuition. The office of the deans must approve any exceptions.

A few special students (those not candidates for a Johns Hopkins baccalaureate degree) may be enrolled on a full- or part-time basis with the approval of the assistant dean of academic advising (Arts & Sciences) or associate dean for academic affairs (Engineering).

Graduate (Predoctoral), School of Arts and Sciences

Graduate students are also full-time students and are charged full tuition. The office of the deans must approve any exceptions other than those listed below.

A few special or visiting graduate students (those not candidates for a Johns Hopkins advanced degree) may be enrolled on a full- or part-time basis with the approval of the chair of the department and the dean. Special graduate students will be limited to two consecutive terms of either full- or part-time study.

A few part-time graduate students may be enrolled with the written approval of the chair of a department or director of a degree program and the documented confirmation of the dean. Students will generally not be eligible if they are working primarily on the Homewood campus or working full-time on research for the degree. Part-time graduate students must meet one of the residence requirements listed below before they receive an advanced degree.

Graduate (Predoctoral), School of Engineering

Most graduate students enrolled in the research-oriented degree programs (M.S.E., Ph.D.) in Engineering are full-time students. However, part-time study consistent with residency requirements is common in many engineering departments. Students should consult with individual departments to determine the possibilities for part-time study.

Concurrent Bachelor's/Master's (Predoctoral), School of Arts and Sciences and School of Engineering

Concurrent students are also full-time students and are charged full tuition. This category is reserved

only for current Hopkins full-time undergraduate students who are accepted into a concurrent graduate program. Concurrent students become full-time graduate students upon completion of their undergraduate degree requirements. Students must be accepted into a concurrent program no later than their junior year. See page 51 for a listing of departments that offer a concurrent program.

Postdoctoral Appointments

Postdoctoral fellows are at the university to undertake a research program in cooperation with a member of the faculty. All appointments are arranged through the individual departments.

Registration

All students must complete registration at the beginning of each term in accordance with instruction issued by the registrar before they can attend classes or use university facilities. Detailed instructions about registration will be mailed to all students before the registration period each term. If the student has not received this information at least two weeks before the start of classes for any fall or spring term, perhaps because of a change of address or status in the university, the Registrar's Office should be contacted immediately.

Students who for any reason do not complete their registration until after the prescribed registration period will be required to pay a late registration service fee before that registration will be finalized by the registrar. The fee is \$150 for registrations completed from the first day of classes through the end of the first week of classes, \$200 for registration completed during the second week of classes; and \$300 for registration completed after the second week. The undergraduate student will not be allowed to register later than the fourth week of classes in a fall or spring term or the first week of classes in January Intersession, except with the permission of the assistant dean of academic advising (Arts & Sciences) or the associate dean for academic affairs (Engineering). Graduate students must obtain permission from the chair of their department.

Students will not be allowed to register if there are unpaid bills from a previous term such as tuition, rent, library fines, or campus parking fines. The student is required to pay tuition or make financial arrangements with the business management office before registering for a given term.

Changes in Registration

After completing registration a student can add or drop a course or change its time by accessing Online Registrar Service (<https://registration.jhu.edu>) or in person at the Registrar's Office. There is no fee for changing a completed registration. The Student Handbook lists the situations that require the approval of the undergraduate's adviser or the dean. Adding a course after the first two weeks of classes requires the signature of the instructor and a signature from the Office of Academic Advising (Arts and Sciences) or the Office of Engineering Advising (Engineering). Graduate students must have their change forms approved by the chair of their department.

A student is considered to have withdrawn if all registered courses are dropped. The student should then follow the procedures outlined under Withdrawal (see page 31).

Veterans

Johns Hopkins is approved by the Maryland Higher Education Commission for the training of veterans and the widows and children of deceased veterans under the provisions of the various federal laws pertaining to veterans' educational benefits. Information about veterans' benefits and enrollment procedures may be obtained at the Office of the Registrar, 75 Garland Hall, 410-516-7071.

Students eligible for veterans' benefits register and pay their university bills in the same manner as nonveteran students. Reimbursement is made by the Department of Veteran Affairs on a monthly basis. The amount of reimbursement is governed by the student's Program and number of dependents and is based on the following table:

12 credits per term:	full-time
9-11 credits per term:	three-quarter time
6-8 credits per term:	one-half time
1-5 credits per term:	one-quarter time

In all of the above cases, payments cover only a portion of assigned fees.

Graduate students whose courses do not carry credit hours will be certified on an equivalent basis. To be reimbursed the student must comply with the following procedures:

Initial Enrollment

Once admitted to the university, the student must obtain an Application for Program of Education or Training (VA Form 22-1990) from either the Department of Veterans Affairs or the university. The completed application, along with a certified copy of the DD-214, copy 4, is sent to the Veterans Desk, Office

of the Registrar, 75 Garland Hall, The Johns Hopkins University, Baltimore, Maryland 21218.

The student who is transferring from another university or college will need to obtain a Request for Change of Place of Training (VA Form 22-1995) from either the Department of Veterans Affairs or the university. The completed form should be sent to the Veterans Desk at the university.

Re-enrollment

Students who received veterans' benefits at the university the preceding semester and plan to enroll with no change of objective should inform the Registrar's Office at the time of registration that they want to be recertified under the provisions of their original VA Form 22-1990.

Students receiving veterans' benefits must take courses that lead toward the exact objective (usually a specific degree) on the original VA application. Otherwise, they must submit a Request for Change of Program (VA Form 22-1995). Students utilizing veterans' benefits must let the registrar know immediately of any change in their program or status that might affect the amount of their monthly payment from the VA. If they fail to do so, the Department of Veterans Affairs will seek reimbursement from the student for any overpayment.

Standards of Progress

Continuation of VA payments depends on the student's meeting the university's academic standards for all students. (See Academic Information for Undergraduates, page 40.) The student must also meet any standards of progress which may be established by VA regulations.

Residence Requirements

(For undergraduate residence requirements, see Credit and Residence Requirements, page 41.)

To receive a full-time master's degree in the School of Engineering, a student must be a full-time graduate student for at least two consecutive semesters or satisfy an equivalent requirement approved by the appropriate department. Students who begin working toward an advanced degree before receiving the baccalaureate degree may count their full-time residence toward both degrees. This applies to students who accept the baccalaureate degree before the master's degree as well as those who accept both degrees at the same time.

To receive the doctoral degree in the School of Arts and Sciences or the School of Engineering, a student must be a full-time graduate student for at least two consecutive semesters.

(For information on graduate study abroad status and predoctoral nonresident status, see Academic Information for Graduate Students, page 48.)

Withdrawal

A student who wants to withdraw from all courses must file a written notice and follow the procedure specified by the university. Before doing so, undergraduates should consult their faculty advisers and their academic advisers. Students who withdraw after the final date for withdrawing from a course will receive failures for their incomplete courses. Graduate students should consult the chair of their department.

Enrolled students receiving federal student aid who withdraw from school shall obtain a pro-rated refund, which must first be applied to all federal student loans and grants. The refund extends to all university charges if the student withdraws at any point up to 60 percent of the first enrollment period.

All other students withdrawing of their own accord will be made refunds of tuition payments as per federal policy (see www.jhu.edu/finaid for updates):

Tuition

Refund	Fall 2005	Spring 2006
90 percent	Sept 8–Sept 19	Jan 30–Feb 8
50 percent	Sept 20–Oct 3	Feb 9–Feb 23
25 percent	Oct 4–Nov 1	Feb 24–Mar 23
no refund	after Nov 1	after Mar 23

These percentages will be calculated from the date the student submits a written statement of withdrawal.

No refund will be granted to students suspended or dismissed for disciplinary reasons. The university reserves the right to exclude at any time a student whose academic standing or general conduct is considered unsatisfactory.

Leave of Absence

Any undergraduate student may be placed on leave of absence for personal reasons. The school specific office of academic advising may grant approval for a term leave of absence for an undergraduate student in Arts and Sciences/Engineering; graduate students need the approval of their department chair and the Graduate Board. A term leave of absence is given for a specified period of time, normally not to exceed two years. There is no fee for a term leave of absence: the period is simply an approved interruption of the degree program.

See pages 48-49, Academic Information for Graduate Students, for information regarding graduate student leaves of absence and nonresident status.

Readmission

The departure of students from the university without a term leave of absence or nonresident status will be considered as withdrawal. The dean will have to readmit them formally before they can return. Readmitted students will not have to pay another matriculation fee.

The residence requirements listed earlier in this section must be satisfied following readmission. The dean may reduce these requirements for undergraduates if the total of full-time residence is at least four semesters and if 60 credits are completed.

Concurrent Bachelor's/Master's (Predoctoral)

Students in either the School of Arts and Sciences or the School of Engineering must be accepted into a concurrent program no later than the first semester of their senior year (some departments set an earlier application deadline).

School of Arts and Sciences

Concurrent students are also full-time students and are charged full tuition. This category is reserved only for current JHU full-time undergraduate students that are accepted into a concurrent graduate program. Concurrent students become full-time graduate students upon completion of their undergraduate degree requirements. See page 51 for a listing of departments that offer a concurrent program.

School of Engineering

The registration status of Whiting School of Engineering students who have been admitted into a concurrent bachelor's/master's degree program will switch from undergraduate to graduate once they obtain clearance from their respective departments and either: (1) complete the requirements for a bachelor's degree, or (2) complete eight semesters of full-time study, whichever comes first. As soon as this occurs, a student is guaranteed health insurance benefits and becomes eligible for a partial tuition waiver and research and teaching assistantships (the graduate program determines the student's level of support).

Graduation

Degrees completed during the preceding academic year are conferred and diplomas presented at the annual commencement ceremonies each spring. Students who complete degree requirements and who have been formally recommended for the degree by the faculty body or department will receive an Interim Certificate from the Registrar's

Office. This will serve as documentation before commencement.

A graduate student who completes the doctoral requirements in the first eight weeks of the fall semester and who is recommended for the degree by the Graduate Board at its November meeting is entitled to a tuition remission for that semester. Requirements are considered fulfilled when the student's dissertation is submitted to the library, and when the department chair submits an appropriate report and certification.

Each student expecting to graduate in May will receive a final bill from the university on May 1. No student will be graduated until the financial account with the university is completely clear.

The university does not guarantee the award of a degree or a certificate of satisfactory completion of any course of study or training program to students enrolled in any instructional or training program. The award of degrees and certificates of satisfactory completion is conditioned upon (1) the satisfaction of all current degree and instructional requirements at the time of such award, (2) compliance with university and divisional regulations, and (3) performance in meeting the bona fide expectations of faculty. No member of the faculty is obliged to provide a student or graduate with an evaluation or letter of recommendation which does not accurately reflect that faculty member's true opinion and evaluation of that student's or former student's academic performance and conduct.

Transcripts

Students who want transcripts of their academic records at Johns Hopkins or who want them forwarded elsewhere should submit a written request to the Office of the Registrar three to five days before the transcript is needed. Partial transcripts of a student's record will not be issued.

Transcripts are normally issued only at the request of the student or with his/her consent. The only exception to this policy is the issuance of transcripts to offices and departments in the university.

Official transcripts of work at other institutions that the student has presented for admission or evaluation of credit become the property of the university and cannot be copied or reissued. If a transcript of this work is needed, the student must get it directly from the institution concerned.

Accreditation

The Johns Hopkins University is accredited by The Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104-2680; 215-662-5606.

Graduation Rates

In compliance with the federal Student Right-to-Know Act of 1990 (Public Law 101-542, Sec. 668.46), the Johns Hopkins University provides the following information to prospective and currently enrolled undergraduates in the Schools of Arts and Sciences and Engineering:

Entering Freshman Class, September 1998: 982

returning as sophomores	95%
graduating within 4 years	84%
graduating within 5 years	90%
graduating within 6 years	91%

Transfer Trends

As of fall 2004, transferring students who had been enrolled in 2003–2004:

freshmen	2
sophomores	12
juniors	17
seniors	0

Questions about these data should be addressed to the coordinator of institutional research, 205 Garland Hall, 410-516-8094.

University Policies for Students

Policy on Alcohol and Drugs

The university, in keeping with its basic mission, recognizes that its primary response to issues of alcohol and drug abuse must be through educational programs, as well as through intervention and treatment efforts. In addition to providing appropriate educational programs throughout the year, each division of the university will include such programs as part of its orientation for new students. The university further recognizes that alcoholism and drug addiction are illnesses that are not easily resolvable by personal effort and may require professional assistance and/or treatment. Participation in such programs may be required of a student as a condition of continued enrollment. The university will adhere to strict policies of confidentiality for all participants in drug/alcohol abuse rehabilitation programs as described in university and federal regulations covering confidentiality of student health records.

Maryland and the District of Columbia laws prohibit the possession of consumption of alcoholic beverages by persons under the age of 21. The possession, use, or distribution of illegal drugs as defined by federal, state, and local statutes is prohibited.

Students are expected to obey the law. Individuals who violate the law, in addition to being subject to criminal penalties, may be subject to university disciplinary measures. The university will not excuse acts of misconduct committed by students whose judgment is impaired due to alcohol or drug abuse.

Policy on 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 also extends to any person who may have acquired a government-issued permit or license. Violation of this regulation will result in disciplinary action and sanction up to and including expulsion, in the case of students, or termination of employment, in the case of employees. Disciplinary action for violations of this regulation will be the responsibility of the vice president for human resources, as may be appropriate, 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.

Equal Opportunity/Nondiscrimination Policy

Johns Hopkins University is committed to recruiting, supporting, and fostering a diverse community of outstanding faculty, staff, and students. As such, Johns Hopkins does not discriminate on the basis of gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristic in any student program or activity administered by the university or with regard to admission or employment. Defense Department discrimination in ROTC programs on the basis of sexual orientation conflicts with this university policy. The university continues its ROTC program, but encourages a change in the Defense Department Policy.

Questions regarding access to programs following Title VI, Title IX, and Section 504 should be referred to the Office of Equal Opportunity and Affirmative Action Programs, 130 Garland Hall, Homewood campus, 410-516-8075/410-516-6225 (TTY).

Policy on the Reserve Office Training Corps

Present Department of Defense policy governing participation in university-based ROTC programs discriminates on the basis of sexual orientation. Such discrimination is inconsistent with Johns Hopkins University nondiscrimination policy. Because ROTC is a valuable component of the university that provides an opportunity for many students to afford a Hopkins education, to train for a career, and to become positive forces in the military, the university, after careful study, has continued its ROTC program but encourages a change in federal policy that brings it into conformity with the university's policy.

Policy on the Privacy Rights of Students

The Johns Hopkins University complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380), as amended, and regulations

promulgated thereunder. Eligible students, as defined in the regulations, have the following rights: (1) to inspect and review their education records, as defined in the regulations; (2) to request the amendment of their education violation of the student's rights; (3) to consent to the disclosures of personally identifiable information in their education records except to the extent permitted by law, regulation, or university policy; and (4) to file a complaint with the United States Department of Education if the university has failed to comply with the requirements of law or regulation. Copies of the university's policy on Family Educational Rights and Privacy are available from the Registrar's Office.

Annual Security Report

In accordance with the Crime Awareness and Campus Security Act of 1990 (P.L. 102-26), as amended, and regulations promulgated thereunder, the university issues an Annual Security Report, which describes the security services at each of the university's divisions and reports crime statistics for each of the campuses. The report is published in the university's Gazette; copies are available from the University's Security Department, 14 Shriver Hall, 410-516-4600.

Policy on Sexual Harassment

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

Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other behavior of a sexual nature when (1) submission to such conduct is made implicitly or explicitly a term or condition of an individual's employment or participation in an educational program; (2) submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement; (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

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

Policy

The university will not tolerate sexual harassment—a form of discrimination, a violation of federal and state law, and a serious violation of university policy. In accordance with its educational mission, the university works to educate its community regarding sexual harassment.

The university encourages individuals to report incidents of sexual harassment and provides a variety of avenues, both formal and informal, by which individuals can report complaints of sexual harassment.

The university encourages reporting of all perceived incidents of sexual harassment, regardless of who the alleged offender may be. Individuals who either believe they have become the victim of sexual harassment or have witnessed sexual harassment should discuss their concerns with any member of the Sexual Harassment Prevention and Resolution System. Complainants are assured that problems of this nature will be treated in a confidential manner, subject to the university's legal obligation to respond appropriately to any and all allegations of sexual harassment.

The university prohibits acts of reprisal against anyone involved in lodging a complaint of sexual harassment. Conversely, the university considers filing intentionally false reports of sexual harassment a violation of this policy.

The university will promptly respond to all complaints of sexual harassment. When necessary, the university will institute disciplinary proceedings against the offending individual, which may result in a range of sanctions, up to and including termination of university affiliation.

Complaints of sexual harassment may be brought to Susan Boswell, dean of student life, Shriver Hall, 410-516-8208; Ray Gillian, associate provost & director of

equal opportunity & affirmative action programs; or the associate director for compliance & conflict resolution, Garland Hall, Suite 130, 410-516-8075, sexual harassment hotline: 410-516-4001, TTY: 410-516-6225.

Photography and Film Rights Policy

The Johns Hopkins University reserves the right from time to time to film or take photographs of faculty, staff, and students engaged in teaching, research, clinical practices, and other activities, as well as casual and portrait photography or film. These photographs and films will be used in such publications as catalogs, posters, advertisements, recruitment and development materials, as well as on the university's Web site, for various videos, or for distribution to local, state, or national media for promotional purposes. Classes will be photographed only with the permission of the faculty member.

Such photographs and film-including digital media which will be kept in the files and archive The Johns Hopkins University, will remain available for use by the university without time limitations or restrictions. Faculty, students, and staff are made aware by virtue of this policy that the university reserves the right to alter photography and film for creative purposes. Faculty, students, and staff who do not want their photographs used in the manner(s) described in this policy statement should contact the Office of Communications and Public Affairs.

Faculty and students are advised that persons in public places are deemed by law to have no expectation of privacy and are subject to being photographed by third parties. The Johns Hopkins University has no control over the use of photographs or film taken by third parties, including without limitation the news media covering university activities.