

# ACADEMIC POLICIES AND RESOURCES

## Academic Policies and Resources

The academic policies and resources outlined below are relevant to students in the School of Advanced International Studies. Students should also familiarize themselves with university policies and statements (<https://www.jhu.edu/university-policies/>).

The university reserves the right to make changes prior to, or during the 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.

### Academic Calendar

The academic calendars for the Washington, DC, SAIS Europe, and Hopkins-Nanjing Center campuses are located on the website (<https://sais.jhu.edu/current-students/>) and on my.JH (<https://my.jh.edu/html/unauthenticated.html>). Students in the fully online MASE and MAGR degrees follow a separate academic calendar. The university academic calendar is located on the Office of the University Registrar's website (<https://registrar.jhu.edu/academic-calendar/>). (Back to top) (p. 1)

### Advanced Standing

Advanced standing counts toward the total credits needed for the degree but does not fulfill specific degree requirements. Even with advanced standing, MAIR students must still enroll in full-time status (p. 3) for at least three fall/spring semesters (at least two fall/spring semesters for students who completed the HNC Certificate). (Back to top) (p. 1)

#### Previous Graduate Degree (MAIR)

MAIR and 80-credit DIA students who previously completed a relevant graduate degree at another institution may petition for advanced standing. The number of credits (8 or 16) of advanced standing depends on the number of credits and semesters of comparable coursework completed in the previous degree, as well as its relevance to the MAIR. Advanced standing is awarded only for completed degrees, not individual graduate courses. To request advanced standing, students must complete the Advanced Standing Request (<https://saisdc.wufoo.com/forms/r125zzjw11ywa2r/>) with 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. (Back to top) (p. 1)

#### Dual-Degree (p. 4) (MAIR)

MAIR students in a dual-degree program automatically receive 16 credits of advanced standing.

#### HNC Certificate (MAIR and MAIA)

MAIR and MAIA students who completed the Hopkins-Nanjing Center (HNC) Certificate receive advanced standing of 24-32 credits depending on the number of courses completed at the HNC. (Back to top) (p. 1)

#### Cooperative Degree (MAIA) (p. 4)

MAIA students participating in an approved cooperative degree automatically receive 32 credits of advanced standing. (Back to top) (p. 1)

### Advising

Students 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.

At both the Washington, DC campus and SAIS Europe, students are encouraged to seek out faculty who share research interests and expertise for advising in fields where the student hopes to focus their studies. Faculty can give general advice on courses of interest, outside opportunities, and potential career outcomes. The faculty advisor-student relationship implies mutual responsibility. Faculty 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 an advisor if necessary. (Back to top) (p. 1)

### Attendance

Students must be registered for-credit or audit (p. 1) to attend a course (in-person, virtual, or online). Students may not attend a course on an unofficial or ad hoc basis for all or part of the semester and students must be officially registered for the course for-credit to earn a letter grade and/or use the course toward degree requirements.

Students are expected to attend all class meetings of their enrolled courses (except for fully online asynchronous courses, where synchronous live meetings may be optional). If a student is unable to attend a required class meeting, the student should notify the instructor in advance. Notifying faculty prior to an absence is a 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.

If a student must miss a class due to an outside extenuating circumstance, such as a medical issue, the student must contact the Office of Student Life. The student must provide documentation concerning the reason for the absence. A prolonged absence may necessitate a student's withdrawal from a course or courses. Absences related to a religious observance (p. 12) will be handled according to the appropriate guidelines.

Students who do not attend any class meetings during the first two weeks of the semester may be administratively removed or required to defer enrollment to a future term. (Back to top) (p. 1)

### Auditing Courses

If a for-credit course has not reached its enrollment limit and the instructor allows it, a student may request to audit. Instructors are not required to accept auditors. Non-credit language courses may not be audited. The registration of students taking the course for credit will be given priority over students wishing to audit.

A student's minimum obligation when auditing a course is to attend all class meetings. Instructors may require additional obligations, such as the completion of academic assignments. These should be noted at the

time the audit request is submitted. Students may not audit a course if there is a time conflict with one of their other registered courses.

No 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 or withdraws, a Withdrawal from an Audit "W/AU" may appear on the transcript.

Students at the Washington, DC campus who wish to audit a course must submit the Audit Request (<https://saidsdc.wufoo.com/forms/mn55rie0jv0v57/>) no later than the end of the second week of classes.

Students at SAIS Europe who wish to audit a course must obtain the audit form from the BCWeb, have it signed by the course professor, and submit it to the SAIS Europe Registrar's Office by the end of the third week of classes.

Generally, full-time students can audit a maximum of one course per semester. In exceptional circumstances, students may audit multiple courses up to the permitted enrollment limits (p. 3).

MIEF, MASCI, MAGR (onsite), MEPP, part-time DIA, and part-time MIPP students may audit up to two courses during the fall/spring semesters of their enrollment at no additional charge (with a maximum of one audit per semester). DIA and MIPP students must be enrolled in at least one for-credit course to be eligible to audit a course during that term at no additional charge.

MAIR students may not audit any Core courses. Part-time MAIR students will be subject to additional tuition charges if they audit a course(s).

Non-degree and certificate students who wish to audit courses must register and pay tuition for the course.

Students on probation (p. 10) must have permission from the Office of Academic Advising to audit.

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

Changing a course from audit to credit or vice versa may alter a student's time status and students should be aware of the tuition and refund implications of any potential change. (Back to top) (p. 1)

### Changing Credit to Audit

With instructor approval, students may change a course from credit to audit through the third week of the semester. Not all requests to change from credit to audit are approved and students taking a course for-credit are given registration priority over students over students wishing to audit. (Back to top) (p. 1)

### Changing Audit to Credit

With instructor approval and subject to enrollment limits, students may change a course from audit to credit. The intention to do this should be discussed with the professor when initially registering for the audit.

The student must submit an Audit-to-Credit Request (<https://saidsdc.wufoo.com/forms/q5g9xnd0co1a5l/>) (Washington) or a Change to Credit Form (on the BCWeb) 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. (Back to top) (p. 1)

## BA/MAIR Program

The five-year accelerated BA/MAIR 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/MAIR 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). The BA/MAIR must be completed in five consecutive years without interruption between the BA and MAIR. Leaves of absence and deferrals are not permitted. Upon completion of the MAIR requirements, BA/MAIR students receive the MAIR at the end of the fifth year. BA/MAIR students may not graduate from the MAIR with fewer than four full-time semesters or with fewer than 64 credits from MAIR coursework. BA/MAIR students are not eligible for Advanced Standing or to pursue a dual-degree.

BA/MAIR students pay graduate tuition during their fourth and fifth years of study, although the undergraduate financial aid applies during the fourth year. Financial assistance for the fifth year is determined by the school and is not guaranteed. (Back to top) (p. 1)

## Change of Campus

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

If the degree allows it, continuing students may request to change campuses using the Campus Change Request (<https://saidsdc.wufoo.com/forms/q1yz60fq1bfrayk/>). Campus change requests must be submitted by November 1 for upcoming spring semester and May 31 for the upcoming fall semester and are reviewed by the Office of Academic Advising. Not all campus change requests are approved.

DIA students who are approved for a campus change during the coursework stage will maintain that same campus affiliation throughout the thesis stage. (Back to top) (p. 1)

## Change of Degree

Students may not be enrolled in more than one SAIS degree concurrently or enrolled in a full-time SAIS degree and active in another JHU degree simultaneously. Students who wish to change degrees (e.g.: from MIPP to MAIR, MAIR to MAIA, etc.) must complete a Change of Degree Inquiry (<https://saidsdc.wufoo.com/forms/q1nqm2ph1nu6d7k/>). In some cases, a student may be required to submit a full application through the Office of Admissions. Changing degrees could impact a student's financial aid and timeline to completion. Not all degree change requests are approved.

If the change of degree is approved, the Office of Academic Affairs will determine how many credits and requirements completed in the previous degree will be applied to the new degree. Some degree programs may not accept credits previously completed as part of another SAIS degree.

At SAIS Europe, the first deadline to apply to change from the MAIR to the MAIA program with full privileges (thesis application and option to apply to cooperative degree programs) is the fall add/drop deadline. The final deadline to apply to change from the MAIA to the MAIR is February 1. If changing to the MAIA at this point, the thesis is not a possibility, and students cannot pursue a cooperative degree program.

For certain cooperative degree programs, SAIS Europe students can switch to the one-year Diploma program at the end of their year at SAIS. More details are available on the MAIA degree requirements document on the BCWeb. (Back to top) (p. 1)

## Continuous Enrollment, Leave of Absence, and Reinstatement

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. If a student does not enroll and is not on an approved leave of absence, the student will be administratively removed from the school and must be reinstated prior to enrolling in courses in any future semester. Not all reinstatement requests are approved and in cases where a considerable time has passed since the student's last enrollment in courses, the student may be asked to reapply to the degree through the Office of Admissions. (Back to top) (p. 1)

### Leave of Absence

The university leave of absence policy (<https://policies.jhu.edu/TBIXLPii/>) outlines the process by which a student may request a voluntary leave of absence or be placed on a required leave of absence, as well as the implications of the leave of absence. For voluntary leaves of absence, students are required to submit documentation that substantiates the leave of absence.

SAIS does not approve voluntary leave of absence requests to pursue an internship, job, or professional opportunities. (Back to top) (p. 1)

### Reinstatement

If an administratively removed or voluntarily withdrawn (p. 13) student wishes to resume their studies, they must be reinstated prior to enrolling in any future semester. The student must submit a reinstatement request that explains the causes for the interruption in enrollment and how those have been remediated. The Office of Academic Advising will review the request and the student's 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 as their previous studies. If a student wishes to resume their studies in a different degree program, the student must follow the Change of Degree (p. 2) process.

Students who change degrees (p. 2) to earn a graduate certificate can request reinstatement into the original degree, but may only use the courses and credits from the certificate toward degree requirements. Previously completed courses from the degree not used toward graduate certificate requirements are ineligible.

Reinstatement does not lengthen the time limit (p. 11) to degree completion.

Students who did not successfully complete at least one semester of study are not eligible for reinstatement and must reapply to the school through the Office of Admissions. (Back to top) (p. 1)

## Credit Hours, Full-time/Part-time Status, and Full-time Enrollment Requirements

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.

For every hour of lecture or seminar per week, a student is generally required to complete at least 2 additional hours of independent student effort (reading, writing, problem sets, assignments, etc.) 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 requires a combined 12 hours per week over the half-semester length of the course.

### Full-Time/Part-Time Status

Each degree specifies whether it must be completed in full-time status, part-time status, or if it can be completed in either format. Full-time and part-time status is determined by the number of credits enrolled each semester.

The MAIR, MAIA, MAGP, MASCI, MIEF, MAGR (onsite), MEPP, Diploma, and PhD degrees are considered full-time. The MASCI, MIEF, MAGR (onsite), and MEPP programs require full-time enrollment for the duration of the program. The MIPP and 48-credit track DIA may be completed full-time or part-time. The MASE and MAGR (online) and 32-credit track DIA must be completed part-time following the set curriculum sequence.

For MAIR, MAIA, 2-year MIEF, MIPP, Diploma, and DIA students, enrollment in 12 or more credits is considered full-time. For MAIR and MAIA students, enrollment in 8-10 credits plus an audit requires payment of full-time tuition. Students approved for part-time status in these degrees typically enroll in 8 credits per semester, except in the case that there are fewer than 8 credits remaining to earn the degree. All requests to enroll in fewer than 8 credits must be approved by the Office of Academic Advising. (Back to top) (p. 1)

### Full-Time Enrollment Requirements

MAIR students must enroll full-time in their first semester and must complete a minimum of three fall/spring semesters in full-time status. MAIR students who completed the HNC Certificate must complete a minimum of two fall/spring semesters in full-time status. 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 (p. 11).

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 enroll full-time in their first semester, complete a minimum of three fall/spring semesters in full-time status, and must complete all pre-thesis 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 or fourth year and is the time when a student completes the research, writes, and then defends the dissertation. A student may advance to the dissertation stage earlier upon completion of all pre-dissertation requirements. PhD students should consult the PhD program about course load.

Staff members who are admitted to the MAIR during their employment must spend at least two consecutive semesters in full-time status. SAIS staff members who are admitted to the MIPP during their employment may be enrolled part-time throughout their enrollment. (Back to top) (p. 1)

### Full-time/Part-time Change Requests

Most SAIS degrees require a specific time status (full-time or part-time) for the duration of the program with no option to change. If a degree allows it, students may request a change in status from full-time to part-time or vice versa for a semester with the Time Status Change Request (<https://saisdc.wufoo.com/forms/q1ar6yfi0lriyvr/>). Not all status change requests are approved. Students who are approved a change in time status for one semester must still meet their degree's full-time enrollment requirements, if applicable. International students in the United States on an F-1 or J-1 visa may be in part-time status only during their final semester of study and/or on an approved reduced course load.

Changing time status will affect a student's tuition and financial aid and students are encouraged to inquire about these implications prior to submitting the request. (Back to top) (p. 1)

### Overloads

Full-time MAIR, MAIA, MASCI, MEPP, MIPP, DIA, and Diploma students typically enroll in 16 credits each fall and spring semester. First-semester MAIR students are not permitted to enroll in more than 16 credits. Students who have a cumulative GPA of at least 3.33 **and** have completed language proficiency (if required for the degree) are eligible to enroll in more than 16 credits in a semester. Students who do not meet both criteria may request an exception from the Office of Academic Advising to exceed 16 credits by converting an audit to credit (p. 1) before the end of the tenth week of the semester. Not all requests are approved.

MIEF students who wish to take courses in addition to the standard curriculum must start any additional course as an audit (p. 1) and may convert the audit to credit with permission of the instructor **and** the MIEF faculty program director by the 10th week of the semester. (Back to top (p. 1))

### Enrollment Limits

A student may enroll in a maximum of 20 credits per semester except for approved Accelerated MIEF students taking MIEF Skills Courses.

Students may enroll in a maximum of six courses total per semester, inclusive of for-credit courses, audited courses, and non-credit language courses. Students enrolled in two-credit courses may request an exception to the six-course limit from the Office of Academic Advising. Non-credit professional skills courses, language placement tests, and proficiency exams do not factor into the enrollment limit.

The summer term has lower enrollment limits given its truncated timeline. (Back to top) (p. 1)

## Dual-Degree, Cooperative Degree, and Semester Exchange

The school maintains formal partnerships with other world class institutions to allow students to earn another credential or participate in a short-term exchange. (Back to top) (p. 1)

### Dual-Degree (MAIR)

Students who wish to pursue a dual-degree must be admitted to both schools prior to starting the MAIR or be admitted to the other school during their first year of the MAIR (or by the end of their third semester in the case of INSEAD). Students applying for the dual-degree follow the standard admissions process at the other school and the other school has sole determination on whether the student is admitted. Incoming students may indicate dual-degree enrollment prior to starting SAIS via the Office of Admissions. Continuing students who intend to pursue a dual-degree must submit a Dual-Degree Request (<https://saisdc.wufoo.com/forms/zu6pahn02xungn/>). Students must provide a timeline for degree completion and indicate which semesters they intend to enroll at SAIS and which semesters they will be enrolled at the other school. When students are enrolled at the other institution, they may not enroll in SAIS courses and are not charged SAIS tuition nor receive SAIS financial aid. Courses from the dual-degree institution are not counted toward any SAIS degree requirements. Only courses taken at SAIS may be used to fulfill MAIR degree requirements.

Dual-degree students receive 16 credits of Advanced Standing (p. 1). Within the remaining 48 credits, the student must complete all degree requirements and must fulfill the full-time enrollment requirement (p. 3) of three fall/spring semesters.

Students in dual-degree programs must complete the requirements of both institutions before receiving either degree, except for INSEAD and BSPH, where students receive that degree upon completion of that program regardless of their status in the MAIR.

With permission of the Office of Academic Advising, students may request 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. To be approved, students must demonstrate the relevance of the other degree to the MAIR and detail the 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.

DIA students in the 80-credit track, students in the BA/MAIR program, and in the HNC CertMAIR program are ineligible to pursue a dual-degree. (Back to top) (p. 1)

### Dual-DEGREE (MIEF)

The MIEF degree maintains a dual-degree partnership with NUS Singapore Lee Kuan Yew School of Public Policy (<https://lkyspp.nus.edu.sg/graduate-programmes/master-in-international-affairs-mia/double-degree/>). Students must be admitted separately to each school through the standard admissions process and students do not receive any Advanced Standing in the MIEF as a result of participating. Students receive a degree from each school upon completion of both programs. Courses from the dual-degree institution are not counted toward any SAIS degree requirements. When students are enrolled at the other institution,



they may not enroll in SAIS courses and are not charged SAIS tuition nor receive SAIS financial aid. (Back to top) (p. 1)

### Cooperative Degree (MAIA)

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 (<https://sais.jhu.edu/academics/degree-programs/master-degrees/master-arts-international-affairs/maia-cooperative-degree/>) in order to earn a Master's degree at the other institution. Interested students must submit a separate application to those programs. Except for the *Laurea Magistrale* in Economics at the University of Bologna, an approved M.Sc. at SOAS University of London, the Hopkins-Nanjing Center, and the degrees at Tel Aviv University and McGill University, students who choose to attend the second year at a cooperative program will not receive the MAIA, but instead receive the Diploma upon successful completion of the requirements. In that case, they must submit a Degree Change Request (<https://saisdc.wufoo.com/forms/q1nqm2ph1nu6d7k/>).

For programs where both degrees are awarded, students must submit a Cooperative Program Leave Form (on the BCWeb) by the appropriate deadline. (Back to top) (p. 1)

### Semester Exchange (MAIR and MAIA)

Students in the MAIR or two-year MAIA may apply to spend an exchange semester at National University of Singapore Lee Kuan Yew School of Public Policy, Sciences Po (Paris), or Hertie School of Governance (Berlin). All exchanges take place in the fall semester (typically during the student's third semester of study) and applications are due in the preceding February. There are a limited number of exchange spaces available, and the application process can be competitive. During the exchange semester, the student maintains their enrollment at SAIS, earns 16 credits toward the degree, pays SAIS full-time tuition, and receives SAIS financial aid and scholarships, if applicable.

Students must enroll in the equivalent of 16 credits of non-language courses at the exchange institution. Courses taken during the exchange do not fulfill specific degree requirements or factor into GPA. The courses at the exchange institution must be approved 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. Participation in the semester exchange counts toward the MAIR full-time enrollment requirement (p. 3) of three fall/spring semesters.

When a student participates in a semester exchange, it is the student's responsibility to manage all necessary administrative steps related to their study at the other institution. This includes visa compliance and immigration matters, course enrollment, and compliance with all relevant student life policies. (Back to top) (p. 1)

## Examinations and Other Assessments

There is great variety in the structure of assessments at the school. Exams 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 or other assessment method for their course. In Washington, D.C. final exam dates are most often indicated in the course syllabus and can also be found on my.JH (<https://my.jh.edu/portal/web/jhupub/>). At SAIS Europe the Registrar sets up the final exam schedule in agreement with the professors and the schedule is usually announced mid-way through the semester.

All assessments are given under the Honor Code (<https://e-catalogue.jhu.edu/advanced-international-studies/policies-resources/academic-integrity/>). Students may be required 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 in class or may be required to complete take-home exams or papers. The Honor Code applies to these options as well.

Students must notify the instructor and Office of Student Life immediately if there is a medical situation or other extenuating circumstance that will prevent them from taking a scheduled exam. Students must also provide substantiating documentation to the Office of Student Life. Students who do not take a required scheduled exam without advance permission will receive a failing grade for that assessment. (Back to top) (p. 1)

## External Courses

Except as described below, individual courses taken outside of SAIS may not be used toward degree requirements. (Back to top) (p. 1)

### Interdivisional Registration (IDR)

Students may request to enroll in courses at other divisions of Johns Hopkins University by submitting an Interdivisional Registration (<https://saisdc.wufoo.com/forms/z1w4nxcf09x0jmo/>) request. Only pre-approved, graduate-level courses may be applied toward the student's degree.

MAIR, MIEF, and 80-credit DIA students may apply up to two graduate-level courses (8 credits). All other DIA, MIPP, MAIA and Diploma students may apply one graduate-level course (4 credits). PhD students may take an unlimited number of courses at other campuses while in pre-dissertation status. With the exception of required ROTC courses, MAGP, MAGR (onsite and online), MASCI, MASE, and MEPP students may not take any courses at other divisions. (Back to top) (p. 1)

### Georgetown University Language Courses

Full-time MAIR, 80-credit DIA, and PhD students may request to enroll in the following language classes at Georgetown University during the fall and spring semester for no extra tuition: Advanced French, Advanced German, Hebrew, Advanced Italian, Portuguese, Turkish, and Ukrainian. A course taken at Georgetown University will appear on a student's JHU transcript with a letter grade, but does not factor into total credits or cumulative GPA. More information on the language registration process can be found on my.JH (<https://my.jh.edu/portal/web/jhupub/>). Students should be mindful of the differing academic calendars at each school. Students enrolled in Georgetown language courses are bound by the SAIS Honor Code and additionally must comply to all relevant Georgetown academic and student conduct codes and policies. (Back to top) (p. 1)

### University of Bologna

A limited number of students at SAIS Europe (with an adequate level of Italian when required) may take a course for credit in one of the many *laurea magistrale* programs of the Department of Political Science of the University of Bologna. This must be approved by an academic advisor or program director. The SAIS Europe Registrar coordinates the application process and announces details at the start of the academic year.

Courses taken at the University of Bologna are counted at SAIS as for-credit Independent Study courses and it is only possible to take one such course over the degree program (if eligible). (Back to top) (p. 1)

## Grades

Students may view their grades in SIS Self-Service (<https://sis.jhu.edu/sswf/>). The following grades and symbols are used on SAIS transcripts:

Grade	Performance	GPA Points
A	Outstanding	4.0
A-	Excellent	3.67
B+	Very Good	3.33
B	Good	3.0
B-	Pass	2.67
C+	Low Pass	2.33
C	Minimal Pass	2.0
D	Failure (also used when an Incomplete or missing grade has not been resolved by the deadline)	0
F	Failure for Honor Code Violation as determined by Honor Board	0.0
S	Satisfactory completion of an offering	N/A
X	Grade not yet submitted	N/A
MR	Missing Roster	N/A
I	Incomplete	N/A
W	Withdrawal	N/A
AU	Audit	N/A
W/AU	Withdrawal from an audit	N/A
HP	High Pass for Pre-Term	N/A
P	Pass for Pre-Term, Language Proficiency Exam Component, or Professional Skills Course	N/A
NP	No Pass for Professional Skills Course	N/A

The highest letter grade is A. The lowest passing letter grade is C. Grades of D, F, and NP are considered failing. Faculty cannot assign an F grade. An F grade can only be posted on a transcript as a result of an Honor Board hearing.

Final grades for all for-credit 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.

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.

The grades of P (pass) and NP (no pass) are used for Non-Credit Professional Skills courses.

MAGP residencies are graded with an S grade.

Non-credit MAIR capstones are graded with an S grade.

Grade point average is available in SIS Self-Service (<https://sis.jhu.edu/sswf/>). Class rank is available in mid-July for each spring 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. (Back to top) (p. 1)

### Grades of Incomplete

If a student who has continuously attended class and completed all but a final assignment or exam is unable to finish by the end of the semester due to outside extenuating circumstances, the student may request an incomplete grade. A student's inability to finish work prior to the stated deadlines does not alone justify an incomplete. Incomplete grades should only be granted based on external factors beyond a student's control, such as illness or an unanticipated emergency. The instructor has the discretion not to grant an incomplete and students may be required to submit documentation to the Office of Student Life to substantiate the incomplete grade request.

To request an incomplete grade, the student must initiate the process via SIS Self-Service (<https://sis.jhu.edu/sswf/>). The student will specify all remaining assignments and deadlines by which the assignments will be completed (not to exceed 90 days beyond the end of the semester the course was taught). The instructor will approve, amend, or reject the request. At the deadline, the incomplete grade will convert to the default grade entered by the instructor (in most cases, a failing grade of D) if no other final letter grade has been submitted.

The Office of Academic Advising, in consultation with the instructor, may approve the extension of an incomplete beyond 90 days if there is documented justification, such as medical reasons. Regardless of any 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 in a semester will be placed on probation (p. 10) and will be subject to a reduced course load for the upcoming semester. Students with more than two incomplete grades will be placed on academic suspension. (Back to top) (p. 1)

### 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/or 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 (p. 10). Failing grades of D or F in a for-credit course are calculated into the GPA. A failing grade of NP is not calculated into the GPA.

A failing grade of F placed by the Honor Board as a result of 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 it is unresolved and no other final grade is specified by the instructor.

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

If a failing grade is received for a Pre#Term course, the course will be dropped from the student's record and will not appear on the transcript. (Back to top) (p. 1)

### Grade Disputes

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 the 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. (Back to top) (p. 1)

### Grade Appeals

Disagreement or dissatisfaction with an instructor's evaluation of a student's academic work is not sufficient basis for a grade appeal. Students may not submit a grade 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:

- Clerical errors and miscalculations
- Discrepancy with grading criteria explicitly stated in the syllabus

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, demonstrate with specific reasons and examples the justification for the appeal, and show that there was an attempt to reach an outcome with the instructor prior to submitting the appeal. The Office of Academic Affairs will determine if a grade appeal request meets the appeal criteria. If it meets the criteria, 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.

Complaints alleging discrimination or harassment on the basis of a protected characteristic ([https://jhu-gme-advocate.symplicity.com/public\\_report/index.php/pid762313/](https://jhu-gme-advocate.symplicity.com/public_report/index.php/pid762313/)) are not governed by this grade appeal process. Complaints of this nature should be referred to the University's Office of Institutional Equity (<https://oie.jhu.edu/discrimination-and-harassment/discrimination-and-harassment-faqs/>). (Back to top) (p. 1)

## Graduation

To graduate, students must complete all academic requirements, including any non-credit requirements, for the degree.

Students must complete an online Application to Graduate in SIS Self-Service (<https://sis.jhu.edu/sswf/>) by the relevant deadline to be eligible 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 to ensure they are on track. (Back to top) (p. 1)

### Graduation with Honors or Distinction

The top 10 percent of the graduating MAIR, MAGP, MASCI, MIPP, and MIEF students, as established by GPA upon completion of degree requirements, are designated as "Graduating with Honors." This notation is posted on the student's transcript following the conferral of the degree.

PhD and DIA candidates are eligible for 'distinction' based on a superior quality of their dissertation as determined by their individual dissertation/thesis committees and/or the PhD or DIA programs.

The Christian A. Herter Award is given to the member of the graduating MAIR class with the highest GPA during the first three semesters. (Back to top) (p. 1)

### Graduation Ceremony Eligibility

All three SAIS campuses hold ceremonies at the end of the academic year and students are eligible to participate at the ceremony at the appropriate campus for their degree. Students may participate in only one graduation ceremony for each completed degree. 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 at the end of spring may be granted exceptions to participate if they meet the criteria below:

- MAIR students may walk if they have two or fewer outstanding courses or non-credit 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.
- MASCI students may walk if they have completed all required courses except for the capstone.
- MIEF students may walk if they have completed all but one of their required courses.
- MIPP students may walk if they have completed all but one of their required courses.
- DIA students may walk if they have completed all course requirements and if their doctoral thesis has been successfully defended. DIA students must also have their thesis approved for digital binding by the Homewood Library. NOTE: 80-credit DIA students only participate in the commencement ceremony when graduating with the DIA.
- PhD students may walk if they have been approved for degree conferral by the JHU Doctor of Philosophy Board (DPB). In order to be recommended for conferral to the DPB, PhD students must have their dissertation approved for digital 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 SAIS Europe. Students who are not on track to fulfill all degree requirements at the end of spring may be granted exceptions to participate if they meet the criteria below:

- MAIA students (2-year) may walk if they have two or fewer outstanding courses or non-credit requirements. Cooperative MAIA may walk if they have completed all but one course or non-credit requirements.
- MAGR (on campus) students may walk if they have completed all required courses except the capstone requirement

- MEPP students may walk if they have completed all required courses except the summer capstone project. (Back to top) (p. 1)

## Hopkins-Nanjing Center

For policies, procedures, and key dates applicable to the Hopkins-Nanjing Center, students should consult the HNC Academic Handbook and academic staff in Nanjing. (Back to top) (p. 1)

## Independent Study Courses

Students interested in a subject not covered in an existing course may register for an independent study. An independent study must be supervised by a full-time faculty member and an instructor may decline a student's independent study request. An independent study must be registered in advance of completion. An independent study must be registered for two or four credits, assigned a letter grade, and is subject to the same time status and billing policies as a taught-for-credit course.

With the independent study registration request, the student must also submit a syllabus developed in conjunction with the supervising instructor. 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. The coursework in an independent study should be equivalent to the work required in a standard two- or four-credit course.

Students are permitted to count a maximum of 4 credits of independent study toward the MAIR, MAIA, MAGR (in-person), MEPP, MIEF, MIPP, 80-credit DIA, or Diploma. Taking an approved course for credit at the University of Bologna counts as an independent study.

32-credit and 48-credit DIA students, non-degree, certificate, exchange students, and students in online degrees are not eligible to register an independent study.

Work experience or internships may not be registered as an independent study course. (Back to top) (p. 1)

## 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 (<https://homewoodirb.jhu.edu/>) and the Office for Human Research Protections website (<http://www.hhs.gov/ohrp/>) 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. (Back to top) (p. 1)

## Internships and Practical Training

The school does not award academic credit for internships or practical training.

An internship experience may serve as the basis for a non-credit research report to fulfill the MAIR capstone, but the capstone is fulfilled by the successful completion of the research report, not the internship itself.

Some organizations outside of Johns Hopkins University may require that a student completing an internship or unpaid practical training have this recorded on the student's transcript. In this case, the student must submit the request at the beginning of the practical training/internship, and it must be signed by an official supervising the practical training/internship. Upon completion of the practical training/internship, the student may use the Practical Training Completion (<https://saisdc.wufoo.com/forms/qsqgkj1b7csmn/>) form to receive an "S" grade on the transcript.

International students with F-1 or J-1 visas must obtain work authorization prior to participating in any internship or unpaid practical training. Every student who receives CPT is registered for the course SA.999.999 Practicum in International Relations (0 credits) and can receive an S grade for this course by submitting the Practical Training Completion (<https://saisdc.wufoo.com/forms/qsqgkj1b7csmn/>) form. (Back to top) (p. 1)

## Language Requirements

All MAIR, MAIA, Diploma, 80-credit DIA, and PhD students must pass exams to demonstrate proficiency in a non-native language. Non-native English speakers may use English as their proficiency language, unless otherwise specified by their degree.

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

Students enrolled in degree programs at the Washington, DC campus that do not have language proficiency requirements are only permitted to enroll in language courses with program permission on a space-available basis and, with the exception of full-time MIPP and full-time 48-credit DIA students, must pay additional tuition for these courses. Some degree programs may prohibit students from enrolling in language courses.

MAIR students who have completed the HNC Certificate with a target language of Chinese within the past two years are automatically granted proficiency in Chinese language. Students who completed the HNC Certificate with a target language of English must demonstrate proficiency in a non-native language by passing exams.

For specific information and details on language examinations, consult the Language Studies Program office or view the Language section on my.JH (<https://my.jh.edu/portal/web/jhupub/>). (Back to top) (p. 1)

## English Examination for Non-Native English Speakers

Non-native English speakers in the MAIR, MAIA, MIPP, MEPP, MAGR (onsite), DIA, PhD, and Diploma must take an English language test prior to their first term classes to determine whether they need further training in English 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 a waiver from the English diagnostic exam. To be waived, a student 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 diagnostic exam is given. Being waived from the English diagnostic exam does not qualify a student for the English proficiency exam.

Non-native English speakers enrolled in the MAIR, MAIA, MIPP, DIA, and PhD degrees who do not pass the English exam at the beginning of their program will be required to take English language courses during their first year of study. English language courses must be continued until the student has passed English for Academic Purposes II.

Non-native English speakers enrolled in the MIPP degree who do not pass the English language exam may fulfill this requirement by passing the English for Academic Purposes II.

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

Non-native English speakers enrolled in the MAGR (onsite) or MEPP degrees 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. (Back to top) (p. 1)

## 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 same standards, Honor Code, and academic policies as degree students. (Back to top) (p. 1)

### Graduate Certificate

Non-degree students can complete a series of four courses (16 credits) to earn a graduate certificate (<https://sais.jhu.edu/academics/diploma-certificate-and-non-degree-programs/four-course-certificates/>). Students can complete the certificate part-time by taking one or two courses per semester or pursue an accelerated certificate by enrolling in 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.

Degree-seeking students may not earn a graduate certificate with courses being used toward their degree requirements. A student in a degree program may request to change degrees (p. 2) to earn a graduate

certificate based on previously completed and/or currently enrolled courses. Students who change degrees to earn a graduate certificate can request reinstatement (p. 3) into the original degree but may only use the courses and credits from the certificate toward degree requirements. Previously completed courses from the degree program not used toward graduate certificate requirements are no longer eligible.

### Individual Courses

Non-degree students may enroll in a maximum of two for-credit or audited courses per semester and a maximum of four courses overall. Non-degree students do not have access to Global Careers resources or the university's health insurance plan. (Back to top) (p. 1)

### Student Services

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. 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 enrolled in individual courses do not have access to student services, including career services.

Accelerated certificate students must comply with university health insurance requirements. (Back to top) (p. 1)

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

Admission to a graduate certificate or enrolling in non-degree courses does not imply admission to a degree program. If a student is later admitted to the MAIR, two-year MAIA, or 80-credit track DIA, the student may request to apply up to 16 total credits from non-degree and graduate certificate coursework. For the MIPP, PhD, 32-credit and 48-credit DIA track and Diploma programs, a student may request to apply up to 8 total credits. A Request to Apply Non-degree Courses (<https://saisdc.wufoo.com/forms/mds70m51ghsqp4/>) form must be submitted to in order to transfer the credits to a degree record. The grades from approved courses will be factored in degree GPA. Certificate and non-degree courses may only be applied to a degree if completed within 10 years of the start of the degree.

MAIR and 80-credit DIA students who receive 16 or more credits of Advanced Standing (p. 1) are ineligible to apply non-degree or certificate courses to their degree. MAIR or 80-credit DIA students who receive 8 credits of Advanced Standing may apply a maximum of 8 credits of non-degree coursework. (Back to top) (p. 1)

## Online Degree Programs

The Master of Arts in Sustainable Energy (MASE) and the Master of Arts in Global Risk (MAGR online) are fully online cohort-based, 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, some online programs require brief onsite residencies.

Students enrolled in an online degree may not enroll in any courses taught outside of their degree, apply for advanced standing (p. 1), or apply certificate and non-degree courses (p. 9) toward their degree. (Back to top) (p. 1)

## PhD Program

PhD students should refer to the PhD Manual for additional information on requirements and policies. (Back to top) (p. 1)

## Practicum Courses

SAIS offers one-semester and two-semester practicum courses, in which students work on projects with outside clients in addition to completing course requirements.

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. (Back to top) (p. 1)

## Probation and Dismissal

When a student does not meet minimum academic standards, the student is placed on probation and, in the case of severe or continued poor academic performance, may be face academic suspension or academic dismissal from the school. (Back to top) (p. 1)

### Academic Probation

At the end of each semester, the Office of Academic Affairs reviews all grades to ensure that students are meeting minimum academic standards. While academic probation is not recorded on the student's official record, it is an indication that the student is not making satisfactory academic progress toward fulfilling degree requirements.

Master's level students will be placed on probation 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 has 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)

Doctoral students will be placed on probation 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 3.33
- The student has a semester GPA below 3.33 (including summer)
- The student receives any C/C+ grade (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)
- The student misses required progress reporting deadlines and/or submits incomplete or unacceptable reports
- The student fails to meet established benchmarks on time as detailed in their program manuals

Students on probation will have a registration hold placed their student record. This hold prevents a student from making any registration changes or accepting waitlist offers. Students are required to meet with their program's administrative advisor to discuss their probationary

status and develop a plan for future success in order to have this hold lifted.

Students on probation may not overload (p. 3) and are not permitted to audit (p. 1) any courses. Students on academic probation because of two or more incomplete or missing grades may not enroll in more than 12 credits in the following fall/spring semester and may be subject to a further reduced course load or academic suspension.

Students who receive an NP grade in a Professional Skills Course (p. 11) are not subject to academic probation, but did not successfully complete the course and MAIR students will be required to enroll in a replacement course(s) to fulfill the Professional Skills requirement.

Students on academic probation may have their involvement in extracurricular activities restricted, including membership and leadership roles in organizations or academic program events.

A student is no longer on probation when the student completes their next enrolled semester and does not meet any of the probation criteria. (Back to top) (p. 1)

### Academic Suspension

In addition to academic probation, students who fail to make expected progress on their degree requirements may be placed on academic suspension. During academic suspension, students are not permitted to enroll in courses. Academic suspension may affect a student's visa status and CPT/OPT eligibility and students on an F-1/J-1 visa should consult OIS with any questions.

Students may be placed on academic suspension if, after one semester of academic probation, they do not demonstrate academic improvement. This could include receiving additional failing, incomplete, missing or C/C+ grades or failing to raise their cumulative GPA. In rare cases, students may be placed on academic suspension without first being placed on academic probation.

Students with three or more incomplete or missing grades are placed on academic suspension for the following semester. Students who do not resolve all incomplete or missing grades prior to the end of the suspension semester (fall or spring) will be academically dismissed.

Students enrolled in an online degree who fail a course are, at a minimum, placed on academic suspension until the next semester the course is offered, but may be academically dismissed if the failed course is in their first semester of study.

### Academic Dismissal

Dismissal is determined by the Office of Academic Affairs in consultation with the student's degree program.

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

Students enrolled in an online degree who receive a failing grade in their first semester may be dismissed without first being placed on probation or academic suspension.

A master's level student may be dismissed if one or more of the following occurs while on academic probation:

- The student receives a failing grade (including in a non-credit language course)
- The student earns a semester GPA below 2.67

- The student maintains a cumulative GPA below 2.67\*
- The student receives more than one incomplete grade or missing grade (including in non-credit language courses)

\*Accelerated MIEF students who are placed on probation as a result of grades in the summer semester will be given a target cumulative GPA the student must meet at the end of the fall semester. If the student does not meet this target, the student will be academically dismissed.

A doctoral student may be dismissed if one or more of the following occurs while on academic probation:

- The student receives a failing grade (including in a non-credit language course)
- The student earns a semester GPA below 3.33
- The student maintains a cumulative GPA below 3.33
- The student receives more than one incomplete grade or missing grade (including in non-credit language courses)
- The student misses progress reporting deadlines and/or does not correct or complete previously submitted reports deemed unacceptable after receiving explanations for any deficiencies.

A doctoral student may be dismissed without being placed on probation first for one or more of these reasons:

- Not advancing to candidacy according to the established deadlines:
  - PhD: by the beginning of the fourth year
  - DIA (full-time 48-credit or part-time 32-credit tracks): by June 15 at the end of their first year
  - DIA (part-time 48-credit or full-time 80-credit tracks): by June 15 of the end of their second year

All degree requirements except the dissertation/thesis must be completed in order to advance to candidacy. This includes all comprehensive exams and the second-year paper (for PhD only) and coursework (all doctoral students) with the final step being approval of their prospectus by the faculty advisor.

- Not successfully defending the dissertation/thesis by the established deadline:
  - PhD dissertation within nine years
  - DIA thesis:
    - Within two years for 32-credit and full-time 48-credit tracks
    - Within three years for part-time 48-credit and the full-time 80-credit tracks

NOTE: there are limited, but not guaranteed, extension possibilities (p. 11) as detailed in the DIA Thesis Syllabus.

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## Dismissal For Non-Academic Reasons

Aside from academic dismissals, students may also be dismissed from SAIS for violations of the Student Conduct Code, Title IX violations, financial reasons, and/or other non-academic reasons following the procedures outlined under those policies. (Back to top) (p. 1)

## Professional Skills Courses

SAIS offers a robust selection of non-credit professional skills courses (PSCs) at the Washington, DC campus, SAIS Europe campus, and online. While MAIR students are required to complete two PSCs as a degree requirement, PSCs are open to all degree-seeking students at the school. Professional skills courses are graded on a P/NP basis.

At the Washington, DC campus students register for PSCs through SIS Self-Service (<https://sis.jhu.edu/sswf/>). At SAIS Europe, students enroll through Handshake or BCWeb. Registration is conducted on a first-come, first-served basis. Some courses may require an application. Professional skills courses meet on a limited basis at varying dates throughout the semester and registration does not follow the standard add/drop schedule.

Students registered for a PSC who wish to drop must do so at least 7 days before the first meeting or they will receive an NP grade. Withdrawals at any time closer to the start of the course or during the course require documentation of any extenuating circumstances (family emergency, health conditions, or job interview, etc.) (Back to top) (p. 1)

## Program Extensions, Time Limit to Degree, and Credit Expiration

Students who wish to extend their enrollment beyond the standard timeline for degree completion must receive permission from the Office of Academic Affairs (in consultation with the student's academic program). 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 for a student to pursue electives or other courses not required for the degree. 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 (<https://ois.jhu.edu/>) on any visa requirements or other implications related to the extension.

If a student interrupts their studies or withdraws from the school and is later approved for reinstatement (p. 3), credits from courses taken more than 10 years prior to the reinstatement may no longer be used toward the degree.

Johns Hopkins University requires that all PhD students complete their degree within nine years.

DIA students must complete their degree within two or three years:

- Two years for 32-credit and full-time 48-credit tracks
- Three years for part-time 48-credit and 80-credit tracks

There are limited, but not guaranteed, extension possibilities as detailed in the DIA Thesis Syllabus. Each extension must be requested separately and none is guaranteed. (Back to top) (p. 1)

## Registration for Courses

In most degree programs, students register themselves for courses through SIS Self-Service (<https://sis.jhu.edu/sswf/>). The MAGP, MAGR (onsite and online), MASE, MASCI, MEPP programs will register their students for all required courses. The MIEF program will register students for their first semester courses. Students in the MASCI, MAGR (onsite), and MEPP programs register themselves for electives using SIS Self-Service (<https://sis.jhu.edu/sswf/>). Non-degree students registering in fall or spring should follow the procedures stated on the non-degree section of the website (<https://saiss.jhu.edu/academics/degree->

programs/diploma-certificate-and-non-degree-programs/individual-courses-washington/). Audit (p. 1) registration does not take place through SIS-Self Service.

Class schedules, course syllabi, and course evaluations to assist with course selection are available on my.JH (<https://my.jh.edu/portal/web/jhupub/>), SIS Self-Service (<https://sis.jhu.edu/sswf/>), and the BCWeb.

Students must be officially registered in SIS for a course in order to attend (p. 1) class sessions and to earn a letter grade and/or use a course toward degree requirements. (Back to top) (p. 1).

### Add/Drop and Withdrawing from Courses

For the fall and spring semesters, students may add or drop courses in SIS Self-Service (<https://sis.jhu.edu/sswf/>) through the end of the second week of the semester. During add/drop, courses that are dropped are fully removed from a student's transcript. During the third week of the semester, exceptional drops may only be made with instructor permission.

From the fourth through the tenth week of classes, students may withdraw from a course. When a student withdraws from a course, a "W" grade will be placed on the student's transcript. The "W" grade does not factor into a student's GPA.

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, exceptional drops may only be made with instructor permission. During the third week, a student may withdraw from the 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 (full-time or part-time) is affected by dropping or 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 (<https://ois.jhu.edu/>) 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.

Online degree programs follow a modified academic calendar and students in these programs are automatically registered for courses. Students who withdraw from an online degree course between the second and fourth week will receive a "W" grade. Students who remain in the course after the fourth week no longer be permitted to withdraw and will receive a final letter grade. Students in an online degree program who withdraw from a course will be placed on academic pause and required to resume their studies with a subsequent cohort.

The summer term follows a modified add/drop and withdrawal schedule due to its truncated timeline. (Back to top) (p. 1)

## 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. If students have any additional

questions or concerns, they should contact the Office of Student Life. (Back to top) (p. 1)

## 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 (<https://sais.jhu.edu/student-right-know/>). University-wide Higher Education Act Disclosures/"student right to know" information is available in the Johns Hopkins University Academic Catalogue (<https://e-catalogue.jhu.edu/university-wide-policies-information/higher-education-act-disclosures/>). (Back to top) (p. 1)

## Summer Term and Pre-Term

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

Students in other degrees are not required to register in the summer term but may choose to enroll in courses. Students register through SIS Self-Service (<https://sis.jhu.edu/sswf/>) through May and subsequently via the appropriate process outlined on the Office of Summer Programs section of the website (<https://sais.jhu.edu/academics/summer-programs/>). A maximum of two courses (8 credits) may be taken during a summer term. Courses taken in the summer term are for-credit, receive letter grades, count toward a student's degree requirements and GPA, and appear on the transcript. Summer term courses require additional tuition and are not covered by the standard academic year financial aid and scholarships. (p. 13)

Summer term registration does not count toward the full-time enrollment requirement (p. 3) of three fall/spring semesters for MAIR and 80-credit DIA students.

Pre-Term (<https://sais.jhu.edu/academics/pre-term/>) courses are non-credit and their grades do not factor into GPA. However, successful completion of courses in Pre-Term can fulfill degree requirements and satisfy prerequisites. MAIR and 80-credit DIA students who pass Pre-Term Statistics will have fulfilled the Data Analytics requirement. (Back to top) (p. 1)

## Textbooks

The school does not operate a bookstore on campus. Students at the Washington, DC campus can order and sell their textbooks online via the Johns Hopkins Campus Store (<https://www.bkstr.com/johnshopkinsstore/home/>). Students may also use other online sites to purchase textbooks.

SAIS Europe does not have a campus bookstore and students use online vendors to purchase textbooks. (Back to top) (p. 1)

## Transcripts and Enrollment Verification

Unofficial transcripts are available to all students through SIS Self-Service (<https://sis.jhu.edu/sswf/>). Students and alumni may order official transcripts via the National Student Clearinghouse (<https://www.studentclearinghouse.org/>).

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



Europe. Those who need an official hard copy sent to other locations may request a transcript through the Washington, DC campus.

A student may request a letter verifying their enrollment and/or degree status. Students at the Washington, DC campus must complete the Enrollment/Degree Verification Request (<https://saisdc.wufoo.com/forms/zavsyjtj19qax47/>). Students at SAIS Europe may request a certificate regarding their student status (for loans, social security, health insurance, military service, etc.) from the SAIS Europe Registrar's office. Students must make requests two or three days in advance of the required date. (Back to top) (p. 1)

## Tuition, Financial Aid, and Refunds

Tuition is based on the student's degree program and campus of study. Tuition information and due dates can be found on the Billing, Tuition, and Aid (<https://mediahost.sais-jhu.edu/saismedia/media/portal/billing-tuition/program-due-dates.html>) website.

Outstanding balances should be settled prior to registration and students with outstanding debts may be prevented from registering or making 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. Graduating students should pay all financial obligations to the university prior to commencement. Diplomas will be withheld for students with unpaid tuition and fees, unreturned library books, unpaid library fines, or incomplete financial aid exit interviews. (Back to top) (p. 1)

### Financial Aid Requirements

#### Federal Aid

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 more information, view the Student Satisfactory Progress (SAP) Policy for Federal Aid (<https://sais.jhu.edu/admissions/tuition-and-aid/financing-your-education/financial-aid-policies/>). All required financial aid documents should be completed and submitted to the Office of Financial Aid by their respective due dates. (Back to top) (p. 1)

#### 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 is tied to a degree, field of study, a particular academic year, or a specific campus. If students change any of these factors, they may lose the institutional aid. (Back to top) (p. 1)

### Refund Policy

The refund schedules are located on the Billing, Tuition, and Aid (<https://mediahost.sais-jhu.edu/saismedia/media/portal/billing-tuition/program-due-dates.html>) website. Refund schedules vary by degree. Refund amounts can vary based on when the refund is requested.

A refund is administered if there is a change in status (p. 3) from full-time to part-time study, a reduction of part-time study, or if a student withdraws from the degree (p. 13) during the refund period. If a student with institutional aid drops below full-time status (p. 3) the fellowship is automatically rescinded and the refund policy goes into effect.

Students may receive an exception to the refund policy only for documented extenuating circumstances, such as medical issues. Petitions by students at the Washington, DC campus should be submitted to SEAM (<https://support.sis.jhu.edu/case-home/>). SAIS Europe students should contact the Director of Finance and Administration at SAIS Europe. Supporting medical documentation, if any, should be submitted to the appropriate Office of Student Life.

Students who are dismissed due to an Honor Code violation will not be refunded any fees and will not be refunded any tuition if the violation takes place after the refund period. (Back to top) (p. 1)

### Office of Summer Programs and Pre-Term

The refund policy and deadlines for summer programs are available on the website (<https://sais.jhu.edu/academics/summer-programs/tuition-and-financial-aid-summer-programs/>).

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

Pre-Term (<https://sais.jhu.edu/academics/pre-term/>) refund policies are found on the program websites (<https://sais.jhu.edu/academics/pre-term/>) for the Washington, DC campus and SAIS Europe. (Back to top) (p. 1)

## Withdrawing from SAIS

A student who wishes to voluntarily withdraw from the school must complete a Request to Withdraw from SAIS (<https://saisdc.wufoo.com/forms/q1qoiw7n0pzu2h3/>). Students should only submit this request if they no longer intend to pursue any degree. If eligible, a refund will be made per the refund policy. If a student later wishes to return, the student must follow the reinstatement (p. 3) guidelines and is bound by the time limit (p. 11) to degree restrictions. (Back to top) (p. 1)