

# ACADEMIC STRUCTURE

## Academic Structure

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## Advisors / Terms

Each student accepted into a degree program or certificate is assigned an academic advisor, who is available for consultation regarding the student's program of study. A student advisor's name and email address are provided on the admissions decision letter. Advising is available year-round. Consultation takes place by phone, email, Internet, or in person by appointment. Please see the program sections in this catalog for specific program advisor information.

Courses in all programs are offered in the summer, fall, and spring terms. The summer term formats:

- one full semester (12 weeks) and
- two accelerated six-week formats.

The fall and spring term formats:

- one full semester (14 weeks) and
- two accelerated seven-week formats for regular classes depending on the program.

The spring semester includes a three-week intersession. Courses run from the beginning of January to the end of the month. Similarly, the summer term includes a May intensive schedule available in select programs. These intensive semester formats allow students to complete special-interest courses, such as travel courses, as well as regular courses offered in a compressed format.

## Course Numbering System

Advanced Academic Programs courses are numbered in the following form:

420.601.51 (Example)

- 420 indicates the program—in this case, Environmental Sciences and Policy;
- 601 indicates the course number—in this example, Geological Foundations of Environmental Science; and
- 51 indicates the section number and location where the course is offered—i.e.,

- sections 01 to 09 are offered at the Homewood campus in Baltimore;
- sections 51 to 59 are offered at the Washington, DC Center;
- sections 81 to 89 are offered online; and
- section 91/92 indicates an international or off-site course.

## Course Credit

Effective summer 2016, all Advanced Academic Programs graduate-level courses are assigned credits. In addition, graduate-level students may receive letter grades (A, B, etc.) or P (passing). Prior to May 2016, credit hours were not assigned to graduate-level courses unless taken by an undergraduate student. No GPA is calculated. A transcript guide is available upon request that features grade points needed to calculate grade-point averages. The AAP Registration Office will not calculate grade-point averages for students or third parties.

## Course Cancellations

The University reserves the right, in its sole discretion, to change instructors or cancel courses with insufficient enrollment.

## Enrollment/Degree Verification

Enrollment verification provides proof of enrollment for a student's financial lender, insurance company, sponsor, etc. Enrollment verification can be obtained through SIS. Please expand the registration menu and choose the last option listed on the menu. Verification may also be placed through the National Student Clearinghouse. If you have any questions regarding enrollment verification, please contact the Homewood Registrar's Office by phone at 410-516-8080 or [ASENverify@jhu.edu](mailto:ASENverify@jhu.edu).

## Transcripts

The transcript is part of the student's permanent record at the University. No grade may be changed except to correct an error or to replace an incomplete with a grade. Active students can request a transcript through SIS. Please expand the registration menu and choose the last option to request a transcript. If you need assistance, please contact the Homewood Registrar's Office by phone at 410-516-8080 or visit [jhu.edu/registrar](https://studentaffairs.jhu.edu/registrar/) (<https://studentaffairs.jhu.edu/registrar/>).

## Second Master's Degree

After receiving a master's degree from Advanced Academic Programs, students may continue in a second program if prerequisites for that program are fulfilled. To receive a second master's degree from Advanced Academic Programs, all course requirements for the second program must be satisfied. The student may count up to three courses taken as part of the first degree toward requirements of the second degree. However, the relevant program committee must approve the course(s) as appropriate to the plan of study, and the course(s) must satisfy the requirements of the second degree. The course(s) also must fall within the five-year limit for the second degree (i.e., the second degree must be completed within five years, counting from the beginning of the first course accepted toward the second degree).

To apply for a second master's degree, the student must submit a new Advanced Academic Programs application form, an application fee (waived if previous master's degree was earned within the past year), and any additional admissions materials required by the second degree program.