

# ADMISSION

## General Admission Policy

Johns Hopkins University is committed to equal opportunity for its faculty, staff, and students. To that end, the University does not discriminate on the basis of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristic. The University is committed to providing qualified individuals access to all academic and employment programs, benefits and activities based on demonstrated ability, performance, and merit without regard to personal factors irrelevant to the program involved.

Admission decisions are based on a holistic evaluation of the quality of the applicant's prior academic degrees and record, the essay/statement of purpose, letters of recommendation from professors or others familiar with the applicant's academic work, where required -performance in aptitude and achievement tests, relevant work experience, preparation in the proposed field of study, the appropriateness of the applicant's goals to the graduate program, and for some programs the compatibility of the applicant's research interests with those of the program faculty and the School.

Students must apply online to be admitted to a School of Education degree or certificate program. At a minimum, the application requirements will include:

- A completed online application form and payment of the \$80 application fee (unless otherwise waived).
- An essay/statement of purpose (instructions and length will vary by program).
- A CV or résumé.
- Signed letters of recommendation (number determined by individual program).
- Official transcripts from all post-secondary institutions attended.

## Official Transcripts

Official transcript(s) from prior undergraduate and graduate (if applicable) institutions are required.

- An official transcript is defined as a transcript received directly from the issuing institution (whether on paper and still in the envelope or a certified electronic copy) that is appropriately signed/authenticated.
- Official transcripts from all post-secondary institutions are required, not only from the institutions that conferred the degree(s). Transcripts must reflect all coursework taken from every post-secondary institution attended, even if you transferred, withdrew, did not graduate, or the coursework appears on other transcripts.
- College seniors in their final academic year should submit current official transcripts from all previous colleges or universities attended directly after completing the online application, followed by a final official transcript showing the award of the baccalaureate degree before the first semester or term enrolled at the School of Education.

## Admissions Policy

To qualify for admission, applicants must meet the below-listed criteria.

- For Master's and graduate certificate programs, applicants for admission must present official transcript evidence of receipt of a

four-year baccalaureate degree (or equivalent) from a regionally-accredited institution of higher education.

- For doctoral programs, applicants must present official transcript evidence of receipt of a four-year bachelor's degree (or its equivalent) and a master's degree of appropriate length from a regionally-accredited higher education institution.
- SOE's admissions policy stipulates that evidence of an earned bachelor's degree or higher-level degree is required from an institution of good standing and comparable to a degree from Johns Hopkins University, both in the distribution of academic subject matter and scholarship achievement.
- JHU SOE has the authority to determine whether another institution is of comparable or acceptable standing; in general, national or regional accreditation for U.S. institutions and authorization by a national higher education authority for international institutions is considered acceptable.
- All applicants with degrees in-progress during the application review period are required, if admitted, to complete and confer their degree before the start of their first semester enrolled. Applicants who fail to submit a proof of final degree conferral before the start of the program will be administratively withdrawn from the program.
- For both undergraduate and graduate degrees, the applicant must have earned a minimum cumulative grade point average (GPA) of 3.0 (on a 4.0 scale) in all previous undergraduate and graduate studies (including for incomplete programs of study and programs still in progress).

Note: In exceptional circumstances, the School of Education may consider admitting an applicant whose GPA falls below a 3.0 GPA. Applicants with a sub-3.0 GPA must demonstrate other qualities that suggest they can succeed in a given academic program.

Official records of undergraduate and, where applicable, graduate transcripts must be mailed or delivered through the issuing institution's electronic transcript delivery service to the Office of Admissions. At the same time, other application materials—the essay, CV/ résumé, and signed letters of recommendation—can be uploaded electronically into the online application.

Mailing address:

Johns Hopkins School of Education  
Office of Admissions  
5801 Smith Avenue  
McAuley Building, 5th Floor  
Baltimore, MD 21209

Electronic Delivery from issuing institutions & testing providers:  
Email: [soe.admissions@jhu.edu](mailto:soe.admissions@jhu.edu) ([soe.admissions@jhu.edu](mailto:soe.admissions@jhu.edu))

The Office of Admissions will not accept documentation such as grade reports, student advising reports, screenshots of student accounts, or any other document not released by the Registrar as a substitute for an official, authenticated transcript.

Academic records (transcripts, diplomas, and degree certificates) from non-U.S. institutions must be evaluated by an authorized credential evaluation agency and sent to the Office of Admissions in place of transcripts. A course-by-course evaluation is required for all post-secondary credentials (undergraduate and graduate, if applicable) for academic coursework completed outside the United States and Canada (see International Student Admission Policy).

*Note: This does not pertain to students from the United States and Canada spending a semester or year abroad, often referred to as "study abroad."*

### Supplemental Materials

Applicants should consult the Admissions section of the SOE website and individual program webpages to determine specific admission Criteria, suitability of prior qualifications, or certification requirements for individual programs. Examples of supplemental materials may include:

- Third letter of recommendation: A third letter of recommendation can also be included in the recommendation section of the online application.
- Academic writing sample: This should be uploaded with the online application if required.
- Standardized tests: If required, all test scores must be official scores sent directly from the test administrator to the Office of Admissions and must be received by the stated applicant deadlines.

### Official Score Reports and Time Limitations of Standardized Tests

Applicants for admission must have the respective testing agency - Educational Testing Service or the International English Language Testing System (IELTS) - provides the Office of Admissions with official score reports being considered for admission. Candidates are responsible for verifying the identification of the correct JHU School upon selecting the electronic delivery of the official examination score report.

Graduate Record Examinations must have been taken within five years of the start of the desired admission term, and the English language proficiency exam - Test of English as a Foreign Language (TOEFL) or the IELTS proficiency exam - must have been taken within two years of the start of the desired admission term to be considered valid scores for admission consideration.

For the GRE, TOEFL, or other tests administered by Educational Testing Services (ETS), the assigned institution code for the School of Education is as follows:

- GRE Institution code 5470
- TOEFL Institution code 8585

The School of Education's other testing provider institution codes include:

- CLEP Institution Code 3928
- Praxis Institution Code 5332
- SAT Institution Code 3926
- ACT Institution Code 8804

### Revocation of Admission

If Johns Hopkins University receives false, fraudulent, deceitful, or misrepresented information that is material to student admissions as part of the application process, the student is subject to sanctions. These sanctions can include denial or revocation of admission and revocation of credits or degree(s) earned at Johns Hopkins University. Johns Hopkins University will notate the imposed sanctions on the student's transcript and may notify other institutions where a student is or seeks to enroll of the imposed sanctions.

The School of Education reserves the right to rescind any offer of admission if any discrepancies are found between uploaded and official academic records and test scores or if altered or forged documents are submitted. All official transcripts from previous institutions (whether a degree has been earned or not) must be listed on the online application

form and submitted in an official format to the Office of Admissions. Additionally, if any essay, personal statement, or supplemental materials contain plagiarized information, the School of Education will rescind any admission offer.

### Admissions Records Maintenance and Disposal

All admissions documents, including academic records sent from other institutions and graduate admission exams, become the property of the Office of Admissions and part of the applicant's official university file. These documents will not be returned to the applicant. Admission credentials are retained for only one year. They are subsequently destroyed if applicants do not register for courses within the period for which the offer of admission is valid, have been denied admission, do not respond to requests for additional information, or fail to submit complete applications.

### Admissions Deadlines

Only complete applications will be eligible for review. An application is considered complete when all required application materials are received by the Office of Admissions on or before the designated, posted deadline.

The applicant must ensure that all materials are in the Office of Admission by the appropriate deadline. The Office of Admissions will make every attempt to notify applicants of missing documents, however applicants are responsible to ensure all required documents are received by the Office of Admission and the application file is complete. **The Admissions Committee(s) reserve the right to request additional information from an applicant**, including an interview. Submitted applications and documents become the property of Johns Hopkins University and will not be returned.

The Office of Admissions reserves the right to deny any application that arrives after the deadline. Should any deadline fall on a weekend or official holiday, the in-office deadline will be the next business day.

Applicants should consult the Admissions, Deadlines & Requirements (<https://education.jhu.edu/admissions/admission-deadlines-requirements/>) section of the website to determine specific deadlines for applying. Where listed rolling admission means completed applications are reviewed until approximately three weeks before the program's start date. Applications will be accepted until programs reach capacity. If a program reaches full capacity, a notice will be posted on the admissions and individual program pages. Applicants applying for federal financial aid or scholarship consideration are recommended to submit a completed application by April. Applicants who apply late in an admissions cycle should realize that admission and institutional financial assistance depend on the availability of space and funds.

### Admissions Review Process & Timeframe for Notification of Decision

The Office of Admissions receives and processes all applications for admission to School of Education programs and works closely with applicants and the programs areas to verify the status of an application. The length of the application review process and timeframe for receiving an admission decision varies from program to program.

Some programs review and make recommendations on a rolling basis; others meet regularly to review applications and make decisions based on a set schedule. The Office of Admissions cannot provide a specific timeframe between submission and receipt of decision for applicants.

## Determination of Admissibility

Admission decisions are made after a full review of the materials in the completed application. Programs consider grade point average and, for some programs, standardized test scores. The application review process also considers individual learners' professional experience and other distinctive characteristics.

Qualified applicants may also be contacted to schedule a personal or group admission interview. Students who are found to have provided fraudulent or incomplete information during the admission process may be disqualified or have any offer of admission rescinded.

## Admission Decision Notification & Responding to Offers of Admission

Admitted applicants can expect to receive a notification of their decision by email. Applicants will be required to accept or decline the offer of admission using the School of Education's online application portal. The School of Education offers admission with the expectation that students will enroll in courses in the semester for which they are admitted, unless a deferral is granted (see below).

## Admissions Deferral Requests

Requests for deferred admission will be considered by a program only after an admission offer has been made and accepted and an enrollment deposit paid (if required by the program). If a deferral is granted, the applicant may not apply to any other School of Education program. A student who requests and is approved to defer admission is considered under an obligation to enroll and attend the academic program the following year. Admitted students may request to defer admission into a program for up to two semesters or one year from their admission semester.

The following SOE programs do not offer admission deferral:

- Doctor of Education Online (EdD)
- Doctor of Philosophy in Education (PhD)
- MEd Teaching Professionals, TeachingWell
- MS Education Policy
- MS Educational Studies/TFA-TNTP
- MS Education/ International Teaching and Global Leadership cohort
- Graduate Special Students/Non-Degree Seeking

To request a deferral of admission, complete the Deferral Request Form located on the SOE Admissions website. Admitted students cannot defer admission once they have registered for a course in the School of Education. Financial aid and tuition support (e.g., awards) are not automatically deferred. Please contact the Financial Aid Office before requesting a deferral.

*Note: Newly admitted students who have registered (matriculated) for a course and intend to withdraw from courses (s) in their first semester should contact the Office of the Registrar - see also Withdrawing from a Course.*

*Note: Veterans applying for readmission following inactivation/deactivation of a previous admission decision cannot be denied entrance for reasons relating to their service.*

## Health Insurance

It is highly recommended that all SOE students maintain adequate health insurance coverage to provide protection against unexpected accidents and illnesses.

University policy requires all full-time students enrolled in residential degree programs to maintain adequate health insurance coverage. International Students with an F1/J1 visa status are required to purchase the student health benefits plan and are not eligible to waive out of coverage. Please visit the AHP website (<https://jhusoe.myahpcare.com/>), call 855-423-1678, or email [JHUStudentBenefits@jhu.edu](mailto:JHUStudentBenefits@jhu.edu) with any questions.

## Student Health Benefits Waiver Process

If you have private insurance coverage comparable to the university plan, you may be eligible to submit a waiver request form via the Academic Health Plans website (<https://jhu.mycare26.com/>) during the open-enrollment period from July to September. Please be aware that a waiver request form **must be submitted each academic year** regardless of if your insurance information has changed.

## Pre-Entrance Health Forms

**Mandatory Pre-Entrance Health forms (For campus-based, residential programs only)**

If you are a new student enrolling in one of the following degree programs fall 2023 or later, you are required to complete the Pre-Entrance Health Form.

- Doctor of Philosophy in Education
- Master of Education for Teaching Professionals, TeachingWell Cohort
- Master of Science in Counseling, Clinical Mental Health Counseling
- Master of Science in Counseling, School Counseling
- Master of Science in Education/International Teaching and Global Leadership Cohort
- Master of Science in Special Education, Mild-to-Moderate Disabilities
- Master of Science in Special Education, Severe Disabilities, Autism or ABA
- Post-Master's Certificate Clinical Mental Health Counseling
- MEd for Teaching Professionals, TeachingWell (Starting Summer 2024)

Please visit the Student Health & Wellness Center website (<https://studentaffairs.jhu.edu/student-health/incoming-students/>) for more information regarding the pre-entrance health requirements.

## International Student Admission Policy

### Demonstration of English Language Proficiency

Non-U.S. citizens from countries where English is not the official language are required to submit one of the following standardized tests as part of the admissions application process. A waiver for the English language proficiency requirement may be granted for some applicants who meet specific criteria. Please reference the Waiver section below for more information.

**Accepted English Language Proficiency Tests**  
TOEFL Internet-Based Test (iBT) or TOEFL iBT Special Home Edition

- JHU SOE will only accept scores sent electronically and directly from ETS, the testing provider. Please request your official test scores to Institution Code: 8585
- If you wish to send us TOEFL "MyBest Scores," we will accept them. However, all TOEFL scores we receive will be made available to the program reviewing your application. The program to which you are applying may decide how they wish to evaluate the scores provided.
- **Minimum Score iBT overall:** 100

**IELTS Academic or the IELTS Academic Indicator Online Test** (<https://www.ieltsindicator.com/>)

- Only the IELTS Academic Test is accepted.
- All applicants submit IELTS scores directly to the School of Education Office of Admissions.
- We accept official scores submitted either electronically by the IELTS test center via the E-Delivery service, or official score reports may be mailed to the Office of Admissions.
  - When requesting scores from IELTS, please contact the center where you took the test. Please specify the IELTS, Account Name: Johns Hopkins University School of Education in your request.
- **Minimum Overall Band Score:** 7

For more information on English Language Proficiency Testing, please visit the International Student Admissions (<https://education.jhu.edu/admissions/international-students-admissions/>) section of the SOE website.

### English Language Testing Waiver Request Form

The English language proficiency requirement may be waived if the applicant meets at least one of these criteria:

- Is a citizen or permanent resident of the United States or a citizen of the United Kingdom, Ireland, Australia, New Zealand, or Canada (except Quebec).
- Applicants who are citizens of India, Pakistan, the Philippines, Hong Kong, Singapore, etc., are not exempt from the requirement.
- At the time you enroll at Johns Hopkins School of Education, you will have studied in full-time status for at least two academic years in the United States, the United Kingdom, Ireland, Australia, or New Zealand, or with English language instruction in Canada or South Africa. Even if English was the language of instruction at your school, you are not exempt from the requirement if you did not study in one of these countries.

If you qualify for a waiver, you can locate the waiver form in the online application. You will be required to upload a short paragraph explaining the criteria met; you must also submit a transcript that shows you attended college in one of the approved locations and that your academic program was at least two years in length.

### International Credential Evaluation

International applicants must hold, or be in the process of obtaining, the equivalent of a 120 credit U.S. baccalaureate degree (four years) from the equivalent of a regionally-accredited institution to be eligible for admission to Johns Hopkins School of Education masters or graduate certificate programs. The determination of degree equivalency to U.S. degrees is at the discretion of the Johns Hopkins School of Education.

Applicants who hold qualifying degrees or have earned credits from institutions outside the United States or English-speaking Canada must have their academic records evaluated by an accredited independent credential evaluation agency before being considered for admission to a degree program.

It is the applicant's responsibility to provide the necessary paperwork and payment to an approved evaluation service and request that an official copy of the report be sent to Johns Hopkins School of Education Office of Admission directly from the evaluation agency. When selecting the type of evaluation, please select the course by course evaluation option.

### Approved International Credential Evaluation Agencies

For international or internationally-educated applicants seeking to obtain a credential evaluation for academic transcripts and degrees, the Johns Hopkins School of Education approves the use of any National Association of Credential Evaluation Services (NACES) approved service.

The course by course evaluation allows the School of Education faculty committee reviewers to properly understand your academic success and original transcripts confirm the authenticity of the applicant's degree.

Below is a shortlist of NACES approved agencies. For a complete listing of approved agencies, please visit the NACES website. Note: Applicants are not required to send additional, separate authentic institutional transcripts to the School of Education in addition to those required to be sent to the credential service.

World Education Services (<https://www.wes.org/>) (WES)  
 Educational Credential Evaluators (<https://www.ece.org/>) (ECE)  
 Educational Perspectives (<https://www.edperspective.org/>)  
 Foundation for International Services (<https://www.fis-web.com/>)  
 International Education Evaluations (IEE)  
 SpanTran (<https://spantran.com/web/contact/>)

### Degrees from Canada

Degrees or credits earned at a Canadian higher education institution do not require international course-by-course evaluation if (1) the transcript is in English and (2) the institution is a member of Universities Canada (formerly the Association of Universities and Colleges of Canada (AUCC) or other accrediting body recognized by the United States Department of Education. If you received a degree from a college or university in English-speaking Canada, please have your institution submit transcripts directly to the Johns Hopkins School of Education Office of Admission. Evaluation reports may be sent electronically from the evaluation service to: [soe.admissions@jhu.edu](mailto:soe.admissions@jhu.edu) or by mail to the address below:

Mailing address:  
 Johns Hopkins School of Education  
 Office of Admissions  
 5801 Smith Avenue  
 McAuley Building, 5th Floor  
 Baltimore, MD 21209

### Admissions Policy & Three Year Bachelor's Degrees

The Johns Hopkins University School of Education's admission policy requires that an applicant have a bachelor's degree from a regionally accredited college or university or equivalent as determined by a regional accrediting agency. These accrediting agencies define bachelor's degrees in the U.S. require four years to complete with 120-semester credits. Applicants who have completed accelerated degree programs in less than four years but have earned the equivalent of 120 U.S. semester credits may apply.



Prospective students who have earned a bachelor's degree three years in length and under the equivalent of 120 U.S. semester credits should consult with the Office of Admissions before starting or submitting an online application.

If the School of Education's Office of Admissions receives a transcript or course-by-course evaluation that indicates that an applicant's degree (in progress or completed) is not equivalent to a four-year U.S. bachelor's degree, an applicant will be notified and may have their application inactivated or withdrawn.

The Johns Hopkins School of Education does not currently offer undergraduate courses for applicants to enroll in a fourth year of undergraduate study or bridge program, nor can our Admissions representatives advise applicants with three-year degrees on pathways to completing additional course credits to meet this requirement. We recommend that prospective students in this situation speak to an academic advisor at their bachelor-degree granting institution to determine the best pathway to achieving this outcome.

## Admissions Policy for International Students Requiring a Student (F-1) Visa

An international applicant requiring a student (F-1) visa to attend school must obtain full admission to a degree program well before the start of the semester. The School of Education does not issue certificates of eligibility (Form I-20) for:

1. program that is designated as part-time enrollment only
2. a fully online program
3. any certificate programs
4. a program with residency or co-operative requirements

The application and other required admission documents must be received by the Office of Admissions on or before the posted application deadlines. If applications and other required documents are not received by the Office of Admissions on or before the deadline, the application will automatically be considered for the next available semester. F-1 students must prove that they can afford all tuition and expenses for the academic year to receive their I-20 documents.

Upon receipt of an acceptance package from the School of Education, the international student who needs to obtain a student (F-1) visa is required to contact the Office of International Services (<https://ois.jhu.edu/>) at 667-208-7001 or [ois@jhu.edu](mailto:ois@jhu.edu) to request a certificate of eligibility (Form I-20). The I-20 is not automatically sent with the acceptance package. Before an I-20 is issued, the international student is required to send financial documentation and a notarized affidavit of support to:

Johns Hopkins School of Education  
Office of Admissions  
5801 Smith Avenue  
McAuley Building, 5th Floor  
Baltimore, MD 21209

To maintain F-1 visa status, students must adhere to the regulations set by the U.S. Citizenship and Immigration Services (USCIS). Failure to abide by any of the regulations could result in students being considered "out-of-status" by USCIS.

Upon arrival at Johns Hopkins, international students on an F-1 visa must visit the OIS and bring passports, I-94 cards, and I-20s. Before leaving the United States for any reason, the I-20 must be signed by an OIS

staff member for the student to re-enter the country. It is imperative to schedule an appointment with the OIS four weeks before departure.

Students on an F-1 visa must pursue a full-time course of study in a residential program at the school listed on the currently valid Form I-20 during every academic session or semester, except during official school breaks. Full-time status/entire course of study is defined by the School of Education as being enrolled in minimally nine credits each fall and nine credits each spring semester for graduate study and as being enrolled in minimally 12 credits each fall and 12 credits each spring semester for undergraduate study.

Summer semester courses are not considered when calculating full-time F-1 visa status, although credit earned during summer semester courses may be applied toward a student's degree.

To comply with USCIS regulations, all F-1 students must register for the full course load at the beginning of each fall and each spring semester. Other regulations are outlined in the international student's letter and I-20 Form.

Assisting students with F-1 visas is central to the support for international students provided by OIS. The office can also help students who hold other nonimmigrant visas and direct them to the appropriate resources or government offices. If students are unclear about the type of visa they should obtain, they should visit the USCIS website (<https://www.uscis.gov/>) for additional information or contact OIS at 667-208-7001 or [ois@jhu.edu](mailto:ois@jhu.edu) with any questions.

All current international students on F-1 visas sponsored by the School of Education are automatically subscribed to the International Service listserv upon the first semester of enrollment. Regular updates are sent regarding visa-related matters and other items of interest to international students.

*Note: Federal financial aid is not available for international students.*

*Note: For summer semester admissions, international applicants may be considered for full-time graduate degree programs only. Applications for part-time degree programs beginning in the summer will not be considered.*

## International Graduate Special Students (Non-Degree)

International applicants who hold visas other than an F-1 visa and wish to enroll as part-time Graduate Special Students (Non-Degree) should follow the application directions outlined under Graduate Special Students (Non-Degree). International graduate students attending other institutions on student (F-1) visas during the regular academic year are also welcome to enroll as Graduate Special Students (Non-Degree) during the summer.

## Graduate Special Students (Non-Degree)

Post-baccalaureate students who wish to take graduate-level credit courses (.500-level and above) but are not interested in earning a degree or certificate may enroll as Graduate Special Students (Non-Degree). Potential Graduate Special Student (Non-Degree) applicants should review the Admissions website and speak to a representative from the Office of Admissions (1-877-548-7631) before applying.

*Note: Certain degree program courses are not available for students enrolled as Graduate Special students. Applicants are encouraged to confirm their eligibility and availability of their desired courses before applying for Non-Degree status. The Doctor of Education and Doctor of Philosophy degree programs do not permit Graduate Special students to enroll in doctoral-level courses. Prospective Graduate Special student (Non-Degree) applicants*

*should speak with the Office of Admissions (1-877-548-7631) before applying and review the information located on the Admissions website.*

## Restrictions for Graduate, Non-Degree Status Students

Students enrolled in the Graduate Special Student (Non-Degree Program status) are not eligible for Federal Financial Aid and do not qualify as matriculated or enrolled in an academic program for loan deferment/forbearance programs.

- Students enrolled in the Graduate Special Student (Non-Degree Program status) are not eligible to use their Veteran's benefits.
- Students enrolled in the Graduate Special Student (Non-Degree Program status) are not eligible to participate in the JHU Student Health Insurance Program.
- Students that have been previously academically dismissed or dismissed for student conduct violations from any SOE program may not reapply under Graduate Special Student [Non-Degree Program status].
- Grad Special student non-degree admission does not guarantee later admission as a degree student.
- A candidate may not submit a degree and non-degree application for the same entry term.
- Per federal regulations, international applicants seeking an immigrant study visa are not eligible for admission under the Graduate Special Student Program status.

## Requirements

Graduate Special Students (Non-Degree) must meet all prerequisites for course registration and are subject to School of Education academic standards. Graduate Special Students (Non-Degree) must possess a four-year bachelor's or its equivalent and a graduate degree from an accredited college or university and have earned a minimum cumulative grade point average of at least 3.0 (on a 4.0 scale) in all previous undergraduate and graduate studies (including incomplete programs of study and for programs still in progress). Applicants wishing to register for courses above the .500-level must receive approval from the academic area of emphasis to which the course belongs. Some courses are restricted to degree-seeking students only. Graduate Special Student (Non-Degree) applicants must submit:

- An application online
- A \$25 application fee
- Official transcripts from all accredited post-secondary institutions attended.

Graduate Special Student (Non-Degree) applicants will receive an admission decision via email.

## Graduate Special Students (Non-Degree) Seeking to Apply to a Full Degree/Certificate Program

Graduate Special Students (Non-Degree) who subsequently wish to enroll in a School of Education degree or certificate program must submit a new application and all required supporting materials (see General Admission Policy). Prior admission as a Graduate Special Student (Non-Degree) does not guarantee subsequent admission to a School of Education degree or certificate program. Any application of credits earned as a Graduate Special Student (Non-Degree) toward a degree or certificate is subject to approval by the program to which the applicant is seeking admission. The number of credits earned by a Graduate Special Student (Non-Degree) that may be applied toward a School of Education degree or certificate varies by program, but in no case shall exceed nine credits.

Graduate Special Students (Non-Degree) who do not intend to pursue or apply credits toward a degree or certificate program may register for courses totaling more than nine credits, but in no circumstances can these additional credits be applied toward a School of Education degree or certificate program.

## School of Education Alumni Seeking to Enroll as Graduate Special Students (Non-Degree)

Graduate Special Student (Non-Degree) status is well suited for School of Education graduate degree- and certificate-holders who are interested in taking additional courses for personal and professional development, as opposed to pursuing another degree or certificate. School of Education alumni may enroll in other classes by completing the online application. No additional transcripts or application fees are required for this status.

## Reapplication and Readmission Policy

If you meet any of the following criteria, you must apply for readmission to the School of Education:

- If you have not registered or been enrolled continuously in consecutive semesters and have not been granted an approved leave of absence (see continuous enrollment policy).
- If you officially withdrew from the School or have an expired leave of absence.
- Applicants who declined a previous offer of admission must submit a new application. The application fee is required

Note: Former School of Education students dismissed for academic or disciplinary reasons are not eligible to re-apply or be considered for readmission to any SOE degree program or graduate non-degree special status.

## Transfer of Graduate Credits

The maximum number of graduate credits earned at another accredited college or university that may be transferred into a graduate certificate or master's program in the School of Education varies by program, but in no case shall exceed three credits for graduate certificates and six credits for master's degrees. The maximum number of transferable graduate credits allowed for doctoral programs is Thirty-six credits for the EdD program (42 credits in some instances) and 12 credits for the PhD program. Graduate-level credits earned as part of a bachelor's degree program cannot be transferred into an SOE graduate program.

For graduate certificate or master's programs, the School of Education will only accept transfer credits for courses taken no more than five years before a student's acceptance into the program. The final decision regarding whether or not to accept graduate transfer credits, whether earned externally or internally (i.e., via another School of Education or other Johns Hopkins University graduate program), into a School of Education certificate or degree program rests:

- (for applicants) with the respective program, or
- (for enrolled students) with the faculty advisor or major advisor (for doctoral students), and will be decided upon on a case by case basis.
- Only graduate-level credits earned at the grade of "B" or above (or equivalent) may be transferred into a School of Education graduate degree or certificate program.

A matriculated graduate student in the School who, under extraordinary circumstances, wishes to take a course offered by another institution to satisfy School of Education degree requirements must obtain written

approval in advance from the Vice Dean for Academic Affairs (or designee). Permission is granted only in exceptional cases.

## Changing Programs

### Applicants

Applicants to degree or certificate programs who wish to change to another degree or certificate program offered within the School of Education must submit a request in writing to the Office of Admissions at [soe.admissions@jhu.edu](mailto:soe.admissions@jhu.edu). The Office of Admissions will determine if a new application is required.

### Admitted Students

Students who have already been admitted to a degree or certificate program and who wish to change to another degree or certificate program within the same program area must request the change to be approved by the Program Lead or Department Chair. If an admitted student wishes to change to another degree or certificate program outside the program area where the original offer of admission was granted, s/he must contact the Office of Admissions for further instructions. A program change may require submitting a new application form and any additional admissions materials not required as part of the original application (for example, a writing sample may now be required).

Admitted students seeking to change programs are not automatically admitted to a new program; their requests must be approved by the appropriate person(s) and the decision communicated directly to the student. Financial aid recipients must notify the Financial Aid Office when changing a degree or certificate program.

### Adding a Second Master's Degree

Graduates with a School of Education master's degree who subsequently enroll in a second master's program must complete 30 additional credits beyond the first master's program to earn a second master's degree. The second master's program may, however, include specific program requirements that obligate students to take more than the minimum 30 additional credits. (Refer to individual program descriptions for specific credit requirements.) Students should submit an online application. Application requirements (excluding transcripts and fees) such as the essay, CV/résumé, dispositions survey, and signed letters of recommendation can be uploaded electronically using SIS Self-Service or mailed to:

Johns Hopkins School of Education  
Office of Admissions  
5801 Smith Avenue  
McAuley Building, 5th Floor  
Baltimore, MD 21209

*Note: Students may not enroll in (or apply for admission to enroll in) two master's programs concurrently.*

### Admission to Other Schools of the University

Submitted applications and documents become the property of Johns Hopkins University School of Education and will not be returned.

Johns Hopkins School of Education students who wish to transfer to one of the other schools in the university are required to submit an admission application to that school. Documentation submitted to the School of Education will not be forwarded to any other school in the university. Admission to the School of Education establishes no claim or priority for admission to any other school in the university.