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 on the basis of demonstrated ability, performance and merit without regard to personal factors that are 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.

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

- A completed online application form and payment of $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 properly 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 prior to matriculation at the School of Education.

Admissions Policy

To qualify for admissions, 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 its 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 institution of higher education.
- The regulations of SOE’s admissions policy stipulate that a bachelor’s degree or higher-level degree must be from an institution of acceptable standing and comparable to a degree from Johns Hopkins University, both in distribution of academic subject matter and in scholarship achievement.

JHU SOE has the authority to determine whether another institution is of comparable or acceptable standing; in general, national regional accreditation for U.S. institutions and authorization by a national higher education authority for international institutions are considered acceptable.

- 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 for 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, provided they demonstrate other qualities that suggest they have the ability to 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, while 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
2800 N. Charles Street
Baltimore, MD 21218

Electronic Delivery from issuing institutions & testing providers:
Email: 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 lieu of transcripts. A course-by-course evaluation is required for all post-secondary credentials (undergraduate and graduate, if applicable) for academic coursework completed outside of 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 include:

- Third letter of recommendation: A third letter of recommendation can also be included on the recommendation section of the online application.
- Academic writing sample: If required, this should also be uploaded with the online application.
- 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) - provide the Office of Admissions with official score reports to be considered for admission. Candidates are responsible to verify the identification of the correct JHU School upon selection of score routing.

- Graduate Record Examinations must have been taken within five years of the start of the desired admission term, and 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

**Falsification & Accuracy of Application Materials**

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 records are submitted. All official transcripts from previous institutions (whether a degree has been earned or not) are required to 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 other supplemental materials contains plagiarized information, the School of Education will rescind any admission offer. If this information is discovered after matriculation at the institution, disciplinary action may be taken up to and including dismissal from the School.

**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. It is the responsibility of the applicant to ensure that all materials are in the Office of Admission by the appropriate deadline.

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 section of the website to determine specific deadlines for the submission of an application. Where listed, rolling admission means that completed applications are reviewed on an ongoing basis up until the program start date, not after a set deadline. 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.

**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 to verify the status of an application. Each program determines its own process for reviewing completed applications. 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. Because there is no one standard process programs use to review applications and establish timeframes, the Office of Admissions cannot provide a specific timeframe between submission and receipt of decision for applicants.

**Determination of Admissibility**

Admission to the School of Education is determined at the individual academic program level. 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 takes into consideration professional experience and other distinctive characteristics of individual learners. 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 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 offer of admission has been made and accepted and an enrollment deposit paid (if required by 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 the semester for which they were admitted.

The following SOE programs do not offer admission deferral:

- Doctor of Education Online (EdD)
- Doctor of Philosophy in Education (PhD)
- MS Education Policy
- MS Educational Studies/TFA-TNTP
- MS Educational Studies/Urban Teachers
- 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 who subsequently wish to withdraw from the course(s) they have enrolled in and re-enroll in the program at a later date 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 for School of Education Students

The School of Education offers full- and part-time certificate and degree-seeking students health, dental and vision insurance coverage. It is university policy that all full-time students maintain adequate health insurance coverage to provide protection against unexpected accidents and illnesses. All students enrolled in full-time programs and currently without health insurance coverage should enroll in the Johns Hopkins University Student Health Benefit plan. (Note: Full-time students with pre-existing health insurance coverage can choose not to enroll in the university plan.) International Students with an F-1 or J-1 Visa status are required to purchase the university plan and will be automatically enrolled.

The university plan is administered by Wellfleet (https://wellfleetstudent.com/), which has contracted with Cigna’s network of providers. The annual coverage period is August 15, 2021, to August 14, 2022. Please note that this is an annual plan with only one enrollment period. (Note: Students admitted into the Master of Science in Education/Urban Teachers collaboration program have a different enrollment deadline and coverage period from other SOE students.)

Students can enroll in the plan via the SIS Self-Service website (look for the “Personal Info” tab and then select “Health Insurance”). Coverage will automatically renew for the spring once a student enrolls in spring semester courses. Students are billed for the premium on their SIS student account and are subject to the payment guidelines of the Office of Student Accounts unless other payment arrangements have been made. Coverage for eligible dependents is available at an additional cost.

Plan Details

For more detailed information about the Johns Hopkins University Student Health Benefit plan, please visit http://education.jhu.edu/student-resources/office-of-the-registrar/tuition-costs-and-benefits-information/health-insurance-information/ or https://benefits.jhu.edu/health-and-life/student_health/overview.cfm on the JHU benefits site.

To locate the nearest hospital or health care provider who is part of the Cigna PPO Network, visit the Cigna website at http://www.cigna.com/ or contact Wellfleet at (877) 657-5044 or https://wellfleetstudent.com/.

For information regarding the vision plan, visit https://benefits.jhu.edu/health-and-life/student_health/vision_plan.cfm; for information regarding the new dental plan, visit https://benefits.jhu.edu/health-and-life/student_health/dental_plan.cfm. Additional resources and cost of coverage information can be found on the JHU benefits website at https://benefits.jhu.edu/health-and-life/student_health/resources_cost.cfm or by contacting JHUSudentBenefits@jhu.edu.

It is the student’s responsibility to be an informed consumer, know how the plan works, benefits, providers, payment responsibility, etc. Please note that Wellfleet is the insurer, while Cigna is the provider. All plan questions should be directed to Wellfleet, not Cigna. For more detailed information about the insurance plan or if your academic program does not begin in the fall, visit Wellfleet at https://wellfleetstudent.com/ or call (877) 657-5044 directly. You may also contact the Office of the Registrar at soe.registration@jhu.edu or 410-516-9816.

ID Cards

A copy of your Insurance ID card will be available to print through SIS at the start of the plan period.

If Your Current Non-JHU Insurance Coverage Is Ending

Currently enrolled students whose existing non-JHU health insurance coverage is ending can enroll in the Johns Hopkins University Student Health Benefit plan due to a qualifying life event before the published enrollment date by submitting a copy of the termination letter from their current insurance carrier to soe.registration@jhu.edu. New coverage is available beginning the 15th of each month and continues until the next regular enrollment date.

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
- IELTS Academic or the IELTS Academic indicator Online Test
- JHU J-Test Online

For more information on English Language Proficiency Testing, please visit the International Student 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, if you did not study in one of these countries you are not exempt from the requirement.

If you qualify for a waiver, you can locate the waiver form in the online application. You will be required to both upload a short paragraph explaining the criteria met, in addition, you must 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 master’s 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 they can be 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 to 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 authenticity of the applicant’s degree.

Below is a short list 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/)
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 or by mail to the address below:

Johns Hopkins School of Education Office of Admissions
2800 N. Charles Street
Baltimore, MD 21218

Admissions Policy Pertaining to 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. as requiring four years to complete, with 120 semester credits earned. 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 that is 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 in advance of the start of the semester. The School of Education does not issue certificates of eligibility (Form I-20) for:

1. a program that is designated as part-time enrollment only
2. a fully online program, or
3. any certificate programs.

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 are required to show proof that they can afford all tuition and expenses for the academic year in order to receive their I-20 status.

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 (OIS, https://ois.jhu.edu/) at 667-208-7001 or 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
2800 N. Charles Street
Baltimore, MD 21218

In order 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 are required to 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 in order for the student to re-enter the country. It is imperative to schedule an appointment with the OIS four weeks prior to the departure date.

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/full 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.

In order to comply with USCIS regulations, all F-1 students are required to register for the full course load at the beginning of each fall and each spring semester. Other regulations are outlined in the letter the international student receives with the Form I-20.

Assisting students on F-1 visas is central to the support for international students provided by OIS. The office can also assist 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 at www.uscis.gov (http://www.uscis.gov) for additional information, or contact OIS at 667-208-7001 or 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 types of visas other than an F-1 visa and who 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 who 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 speak with 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 prior to 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 to qualify for loan deferment/forebearance 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 admission as a degree student.

Candidate may not submit both a degree application 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 the 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 9 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 9 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 further courses 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 for three or more consecutive semesters (one full academic year)
- If you officially withdrew from the School
- Applicants who declined a previous offer admission must submit a new application. The application fee is required

Note: Former School of Education students who were dismissed for academic or disciplinary reasons are not eligible to re-apply or to be considered for readmission to any SOE degree program or non-degree 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. For doctoral programs, the maximum number of transferable graduate credits allowed is 36 credits for the EdD program (42 credits in certain cases) and 12 credits for the PhD program. Graduate-level credits that were earned as part of a bachelor’s degree program cannot be transferred into an SOE graduate program.

In most cases, for graduate certificate or master’s programs, the School of Education will normally only accept transfer credits for courses taken no more than five years prior to 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 adviser or major adviser (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). Approval 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. 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 in which the original offer of admission was granted, s/he must contact the Office of Admissions for further instructions. A change of program may require submission of a new application form and 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 a minimum of 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
2800 N. Charles Street
Baltimore, MD 21218

*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**

Students in the School of Education who wish to transfer to one of the other schools in the university (such as Engineering, Public Health, or the Carey Business School) are required to submit an admission application to that school. Admission to the School of Education establishes no claim or priority for admission to any other school in the University. Documents submitted to the School of Education as part of the application process are not transferable to other schools of the University and remain on file within the School of Education for one year.