

# STUDY ABROAD POLICIES

## Study Abroad Policies

The Johns Hopkins University views international education as an integral component of its academic mission. Not only does the university actively encourage enrollment of a diverse international and multicultural student body, but it strives to provide students with educational opportunities throughout the world. More than 33% of Johns Hopkins undergraduates study abroad.

For undergraduates in the Krieger School of Arts and Sciences and the Whiting School of Engineering, Johns Hopkins University offers a wide variety of international opportunities including departmentally sponsored intersession and summer programs, semester-based programs, and full-year programs at major universities in Europe, Africa, Latin America, Asia, Oceania, and the Middle East.

JHU accepts credit for coursework taken abroad toward major and minor requirements, as well as toward general graduation requirements. The vast majority of students who study abroad graduate on time. What is more, upon successful completion of a program abroad, students may choose to build upon their international experience in graduate or professional school. The advisors in Pre-Professional Advising and the Life Design Lab work with students to maximize the benefits of a program abroad.

Visit the Global Education Office website here (<https://studyabroad.jhu.edu/>) or call (410) 516-8400 for more information.

## Study Abroad Programs

Hopkins offers students two options for study abroad: departmental programs and approved external programs. Some programs managed by Hopkins and most programs managed by third-party providers offer the highest level of on-site support. Exchange programs and direct enrollment programs at foreign universities are well suited to more independent students who have prior experience living abroad. We encourage students to consider their personal background and comfort levels when choosing a study abroad option.

### Johns Hopkins Departmental Programs

Many academic departments sponsor study abroad programs that directly support major and minor requirements. Whenever possible, qualified students in these majors are encouraged to participate in departmental programs. Some Hopkins programs offer direct course equivalencies or elective credits in the sponsoring department. Hopkins departmental programs vary with regard to the level of support that students receive while abroad. Grades in courses from these programs will post on students' Hopkins transcript and be included in students' Hopkins grade point average only if the courses are taught by Hopkins faculty or if the curriculum has Hopkins faculty oversight. For courses that do not meet this criteria, the grades will not post on the Hopkins transcript or be included in the Hopkins grade point average.

Johns Hopkins Departmental Programs include the following categories:

- BA/MA programs abroad
- Semester and year programs managed by Hopkins or external organizations
- Johns Hopkins exchange programs

- Johns Hopkins Summer Programs Abroad
- Johns Hopkins Intersession Programs Abroad

## Approved External Programs

The Global Education Office and its Faculty Advisory Committee have vetted universities and specialized programs that offer courses in specific areas, disciplines, or locations where departmental programs may not be feasible.

Major/minor credits must be pre-approved by the Hopkins Director of Undergraduate Studies (DUS) for students' majors or minors prior to participation. Grades from the programs will not post on the Hopkins transcript or be included in the Hopkins grade point average.

Approved External Study Abroad Programs include the following categories:

- Direct enrollment in a university abroad
  - Students may transfer credit from approved colleges and universities throughout the world. Where possible, students are strongly encouraged to apply to study at international universities through a third-party provider for guaranteed housing and emergency support. Students take regularly scheduled courses with national and international students.
- Third-Party provider programs
  - These specialized programs provide study abroad opportunities for language acquisition, field experience, research, and disciplinary courses— often in less common locations. Third-party providers offer additional support services, including assistance with applications, visas, travel arranging, housing, course registration, emergencies, and onsite support. Students who wish to study at a university abroad are strongly encouraged to apply through a third-party provider.

## Non-Approved Programs

Johns Hopkins does not encourage students to participate in non-approved/unvetted programs. Students with sound academic rationales for participation in an unvetted program are required to petition for approval. Note that non-US academic institutions must be degree-granting and recognized and authorized to issue academic records by the appropriate national (or regional) bodies in their home countries. In addition to academic standards, the review committee will vet the program to ensure it meets standards for health, safety, and emergency support.

## Eligibility

Students are required to meet with a study abroad advisor prior to applying to study abroad. All study abroad programs must be approved by the Global Education Office prior to participation in order to receive credit toward Hopkins degree requirements.

Eligibility for study abroad can vary by program type. Students must meet the minimum eligibility requirements of both Johns Hopkins University and the program abroad.

## Johns Hopkins Eligibility Requirements

- Term GPA of 3.00 or higher the semester of application.
- Students must complete their last semester prior to graduation in residence at the Homewood Campus.
- Students must be in good academic, disciplinary, and financial standing with the university.

- **Disciplinary Standing:** Students currently on university probation as a result of Student Conduct Code violations may apply for study abroad, but must have completed their probationary period prior to the start of their program abroad. Students with disciplinary sanctions more severe than university probation (e.g. Deferred Suspension, Suspension, or Expulsion) are not eligible to apply for nor participate in study abroad during the pending sanction. If a university disciplinary sanction occurs between the time of acceptance to and the start of a program abroad, Johns Hopkins will review the disciplinary action and may decide to withdraw the student from their program abroad.
- **Financial Standing:** Students with a financial hold at the time of registration for their program abroad must be cleared by the Student Accounts Office. Registration and dispersal of financial aid may be affected if financial holds are not lifted prior to the start of a student's program abroad.
- **Leave of Absence:** Students may not apply for study abroad while on any type of Leave of Absence. Students must be enrolled in residence at the Homewood Campus the semester prior to studying abroad. Study abroad may not be deferred due to a Leave of Absence, and students will be required to reapply for study abroad upon their return from a Leave of Absence.

## Program Eligibility Requirements

Many programs have additional eligibility requirements. In some cases those requirements will be more stringent than the Hopkins eligibility requirements.

The program-specific eligibility requirements might include:

- Language proficiency requirements: if required, students must demonstrate language proficiency at the college level, either through courses taken at a U.S. college or university, or through university-administered placement exams
- Cumulative GPA of 3.0 or higher (e. g. Oxford requires a minimum cumulative GPA of 3.7)
- One year or more of college-level education
- Course prerequisites: students must have met course prerequisites, as determined by the program or host institution

## Credit and Residency Requirements for Study Abroad (Students Who Enter JHU from High School)

For the purposes of fulfilling university residency requirements, up to 30 credits from study abroad courses are considered "in-residence" and may be included in the 100-credit JHU residency requirement. A student may be awarded a full year of credit toward their undergraduate degree from courses taken on Hopkins Departmental Programs, or up to 30 credits from courses taken on Hopkins Approved External Programs toward their undergraduate degree. Students who earn more than 30 credits on Hopkins Departmental Programs may apply these additional credits towards the standard 12-credit transfer credit limit with a 42-credit transfer credit maximum for all study abroad and domestic courses combined. Students abroad will be held to the same course load guidelines that apply to course loads and credit overloads in the full-time undergraduate programs in Arts and Sciences and Engineering.

Students may enroll in study abroad in a combination of semester and/or summer/intersession programs abroad, but students may not enroll in three consecutive fall/spring semesters abroad.

Students may participate in summer and intersession programs abroad any term after matriculation and prior to graduation.

Students who enter the university from high school must have completed at least three semesters of undergraduate coursework in Arts and Sciences and/or Engineering at Hopkins prior to enrolling in a semester/academic year program abroad. This means a student may study abroad for a semester, or academic year, beginning with the second semester of their sophomore year through the fall semester of their senior year. An exception to this policy is the Hopkins Oxford St. Anne's College program which offers a full year abroad for sophomore students.

## Credit and Residency Requirements for Study Abroad (Transfer Students)

A student may be awarded a full year of credit toward their undergraduate degree from courses taken on Hopkins Departmental Programs, or up to 30 credits from courses taken on Hopkins Approved External Programs. All transfer students must complete at least four full-time semesters in residence at JHU. With the exception of courses taught on Johns Hopkins SAIS Campuses abroad, study abroad programs offered during fall and spring semesters do not count towards this four-semester requirement. Transfer students must be in residence for at least two of their final four semesters, including the final semester prior to graduation.

Students who enter the university as transfer students must complete at least 60 credits at JHU. The only study abroad programs that count toward these 60 credits are courses taught by JHU faculty abroad during summer and intersession or courses taught on one of the Johns Hopkins SAIS Campuses abroad.

Transfer students must have completed at least two semesters of undergraduate coursework in Arts and Sciences and/or Engineering at Hopkins prior to enrolling in a semester/academic year program abroad. Transfer students may participate in summer and intersession programs abroad any term after matriculation and prior to graduation.

## Study Abroad in Home Country/Country of Citizenship

International students are encouraged to take full advantage of study abroad opportunities by pursuing studies outside the United States and their home countries. Johns Hopkins will not approve semester or academic year study abroad at locations where students have completed secondary education or where they have lived and/or worked within eight years of matriculation at Johns Hopkins. Students who wish to take courses at universities in their home countries during the fall or spring semesters will be asked to submit a petition for an exception to this policy. Students must present a strong academic rationale for the program.

International students may take courses in their home countries during intersession or summer for transfer credit. There is a two-step process involved with transferring the credits to JHU from an institution within a student's home country.

1. Register the home country study with Global Education Office.

2. Follow the Transfer Credit process for the appropriate school:

- Krieger School of Arts & Sciences (<https://advising.jhu.edu/transfer-courses/current-ksas-undergraduates/>)
- Whiting School of Engineering (<https://engineering.jhu.edu/advising/advising-questions/>)

## Academic Policies

### Matriculation Status

All students on study abroad programs who have completed the mandatory procedures established by Johns Hopkins prior to departure remain enrolled as full-time, matriculated students. This official status is recorded as off-campus matriculated.

### Expectation of Program Completion

Students are required to remain on their programs abroad until their designated “end of the program” as determined by the host institution. The “end of the program” includes mandatory activities, final examinations and revisions that may fall on or after the final day of classes. Students who experience an emergency abroad should follow the directions on the Global Education Office (<https://studyabroad.jhu.edu/>).

Students who need to leave a program abroad prior to the “end of the program” for non-emergency reasons must petition and receive approval from the JHU Global Education Office prior to requesting early departure from the host institution. Students must notify the Global Education Office as soon as they are aware of the need to leave a program early. Petitions will not be accepted after the middle of term at the host institution. Once approved by JHU, students are subject to the rules, regulations and protocols governing early departure as defined by the program or host institution.

Students should be aware that final grades and/or credit from the program or host institution may be affected by early departure.

### Credits Required for a Semester/Academic Year Abroad

Students are required to enroll in the equivalent of 15 credits per semester while abroad. Students who wish to take fewer than 15 credits, or more than 18.5 (KSAS) credits or 19.5 (WSE) credits, in a semester must submit a petition for approval through the Global Education Office.

### Credit for Courses Taken Abroad

For the purposes of fulfilling university residency requirements, up to 30 credits from study abroad courses are considered “in-residence” and may be included in the 100-credit JHU residency requirement. A student may be awarded a full year of credit from Hopkins Departmental Programs courses, or up to 30 credits from study abroad courses taken on Hopkins Approved External Programs toward their undergraduate degree. Students who earn more than 30 credits on Hopkins Departmental Programs may apply these additional credits towards the standard 12-credit transfer credit limit with a 42-credit transfer credit maximum from all study abroad and domestic courses combined. Students abroad will be held to the same maximum course load guidelines that apply to course loads and credit overloads on the Homewood Campus.

As part of the Hopkins application process, students are required to have pre-approval for transfer of credit for all overseas course work prior to studying abroad. Pre-approval of transfer credits toward major and/or minor requirements is granted by the Director of Undergraduate Studies (DUS) in the student’s academic department(s). Pre-approval of transfer credit toward distribution requirements is granted by the Director of Global Education. Final approval of credit and transfer of courses occurs after students have returned to Hopkins. Transfer of credit for courses taken abroad follows the External Credit Policies (<https://e-catalogue.jhu.edu/ksas-wse/undergraduate-policies/academic-policies/>

) detailed in this catalogue under Undergraduate Academic Policies.

Courses must be completed with a grade equivalent of C or better to be eligible for transfer of credit toward a Hopkins degree. Transcripts from the program abroad should be sent to the Office of Study Abroad for credit evaluation and determination of transfer credit. Students will be notified when their official program transcript has been received.

Students should save electronic copies of syllabi, course descriptions, reading lists, assignments, papers, and examinations. Students may need to submit these to the Global Education Office and/or the DUS for their major(s) and/or minor(s) in order to complete the credit evaluation, and the awarding of transfer credit.

### Transfer of Credits from International Institutions without Pre-Approval

Students who pursue coursework at an international institution without pre-approval may request these credits be transferred after completion. However, these credits will be reviewed, and if acceptable, will be processed as transfer credit, not study abroad credit. Therefore, these credits are subject to the 12 credit transfer maximum.

### Grades and Transcripts

Courses taken through off-campus programs are entered onto the official Hopkins transcript along with the name of the host institution and the location of the off-campus program.

Hopkins must receive an official transcript, faculty grade report, or the equivalent official evaluation to transfer courses, credits, and/or grades from off-campus programs. Students must take courses for letter or numeric grades at the host institution to be eligible for transfer of credit toward the Hopkins degree. Students will not be eligible to receive credit for courses taken pass/fail on off-campus programs. Students must receive the equivalent of a C (satisfactory) or higher in order to transfer credit from off-campus programs.

### Grades from Hopkins Departmental Programs (Select Semester and Year Programs Abroad, Hopkins Summer Abroad and Hopkins Intersession Abroad):

**\*\*\*Effective Spring 2023: This applies only to courses taught by Hopkins faculty or where the curriculum has Hopkins faculty oversight.\*\*\***

- Courses and credits will appear on the JHU transcript as AS/EN/HA with JHU course numbers.
- Grades for courses taught by JHU faculty abroad will post to the JHU transcript and factor into the term and cumulative GPA. They will also appear on the degree audit.
- Grades from courses taken at another institution abroad will be converted to U.S. grade equivalents based on JHU grade conversions in order to determine that a grade of C or better was earned.
- Courses with the HA prefix (HA.xxx.xxx) will be issued letter grades based on the grade conversion. In some cases, an S/U grade may be awarded in lieu of a letter grade, should the academic department determine that this is more appropriate. These grades will post to the JHU transcript and factor into the term and cumulative GPA and will also appear on the degree audit. This is applicable only to the first 30 credits earned through Hopkins Departmental Programs.
- Grades for courses with an AS or EN prefix (EN.xxx.xxx) taken at another institution abroad will be issued the administrative letter grade of SA, which will not post on the JHU transcript; and hence, no grade is calculated in to the term or cumulative GPA. The SA grade

will appear on the degree audit. This is applicable to the first 30 credits earned through Hopkins Departmental Programs.

- For programs where more than 30 credits are awarded, the additional credits will be issued an administrative grade of TR and these credits apply towards the student's limit of 12 transfer credits.

**\*\*\*Effective Spring 2023: Grades from Hopkins Approved Programs (and Hopkins Departmental Semester/Year Programs where courses are not taught or overseen by Hopkins faculty):**

- Courses and credits will appear on the JHU transcript as AS/EN/TR courses with generic department and level designations (e.g. TR.100.300) or a direct equivalency to a JHU course (e.g. AS.020.305).
- Grades from the other institution will be converted to U.S. grade equivalents based on JHU grade conversion in order to determine that a grade of C or better was earned.
- The administrative grade of SA will be issued to each course and it will not post on the JHU transcript; and hence, no grade is calculated into the term or cumulative GPA. The SA grade will appear on the degree audit.
- The maximum number of credits that can be earned in a Hopkins Approved Program is 30.

## Housing Policy

Johns Hopkins University vets and approves study abroad programs based on academic quality, cultural immersion, and health/safety practices. Housing is an integral aspect of the abroad experience in that it promotes language and communication skills and provides opportunities for personal growth. In addition, housing organized by program sponsors provides an additional layer of safety and security.

For these reasons, JHU requires the use of program-established housing in homestays, residences, dormitories, or program-provided apartments by all Hopkins students on approved study abroad programs. Furthermore, JHU strongly encourages students to participate in a homestay experience if that option is available. Students who want to arrange independent housing abroad should set up an appointment to meet with a Study Abroad Advisor to discuss options and petition for approval.

## Study Abroad at Locations Under U.S. Department of State/CDC Level 3 or 4 Travel Advisories

The U.S. Department of State (DOS) and Centers for Disease Control & Prevention (CDC) issue a Travel Advisory for each country of the world. Travel Advisories follow a consistent format and use plain language to help U.S. citizens find and use important security information. Travel Advisories apply up to four standard levels of advice, describe the risks, and provide clear actions U.S. citizens should take to help ensure their health and safety abroad.

Undergraduate international travel will not be permitted or funded at any locations with a Level 4 "do not travel" designation. Students with a sound academic rationale may petition for an exemption to the policy for sites advising travelers to "reconsider travel" or "avoid non-essential travel" (e.g. DOS Level 3 or CDC Level 3).

## Financial Structure of Study Abroad Departmental Programs (semester/academic year)

Students studying abroad in semester and/or year JHU departmental or exchange programs are charged Hopkins tuition. In most cases, an

additional fee is assessed to cover services that might include housing, international health insurance, emergency services, and logistical and academic support. Students are billed through the Student Accounts Office.

## Departmental Programs (intersession/summer)

Students studying abroad in a Hopkins faculty-led summer or intersession program are charged the program fee and billed through the Student Accounts Office. Fees vary by program, with some including charges for services such as airfare and/or meals.

## Approved External Programs (semester/academic year)

Students who study abroad through an approved semester/year external program are charged the cost of their program as established by the host university or provider and a study abroad and registration fee equivalent to 12% of Johns Hopkins tuition. Johns Hopkins is responsible for making direct payments to host universities and providers on behalf of students. Fees will be posted to students' Hopkins SIS accounts by the Student Accounts Office.

## Approved Programs (intersession/summer)

Students who study abroad through an approved intersession or summer external program are charged the cost of their program as established by the host institution or provider and a JHU per-credit study abroad fee. The per-credit study abroad fee is based on a per-credit proration of the JHU 12% study abroad fee (12% of Full-Year Tuition/30 credits = per credit study abroad fee). The per-credit fee will be assessed on the number of credits students wish to apply toward their Johns Hopkins degree, not on the number of credits awarded by the host institution or provider.

Johns Hopkins is generally responsible for making direct payments to host universities and providers on behalf of students. Fees are posted to students' Hopkins SIS accounts by the Student Accounts Office.

## Additional Costs Associated with Any Program Type

Students are responsible for all additional costs that are not included in mandatory fees. Additional costs may include: housing, airfare, personal expenses, meals, visas, and other incidental expenses. Some programs may include costs for many of these services as part of their mandatory fees. In those cases Hopkins will include those fees when making direct payment to the provider on behalf of students.

## Billing

Study Abroad fees will be assessed to a student's SIS account by the Student Accounts Office. Johns Hopkins makes payments on students' behalves for tuition and the program deposit.

The Student Accounts Office posts charges in SIS on or about July 1 for the fall semester, December 1 for intersession, December 1 for the spring semester, and May 1 for summer. Payment arrangements may be made through the Student Accounts Office.

The Global Education Office creates a program financial budget worksheet for each student which reflects the estimated cost of attendance for their program, and details which fees will be posted on student's SIS account. The financial budget worksheet should be used to assist students and their parents/guardians in calculating expenses (the cost of attendance) associated with an academic program abroad. Students can find estimated budgets on the specific program pages on the Global Education Office website. Fees are approximate and subject



to change. Students should contact the Global Education Office if an estimated budget is not available on the website.

## Financial Aid

Johns Hopkins extends portability of federal, state and institutional financial aid to Johns Hopkins Departmental Study Abroad Programs and Approved External Study Abroad Programs for the fall semester, spring semester or academic year. Financial aid, including institutional aid may be applied toward the cost of these programs.

For the semester study abroad, the JHU Grant will not increase, even if the study abroad cost is greater than the cost to attend Hopkins. The JHU Grant for the semester study abroad may decrease if the study abroad cost is less than the cost of attendance at Hopkins. Students' financial aid will be credited to their SIS account.

Only loan assistance or study abroad scholarships can cover additional expenses. In most cases, financial aid does not apply to summer and intersession programs. Students may be eligible for external study abroad scholarships.

## Refund Policy

Students with credit balances may request a refund. Refund requests cannot be processed any earlier than 10 days prior to JHU's first day of classes for each semester. Refund information is available at <https://studentaffairs.jhu.edu/student-accounts/refunds/>.

Students should consider study abroad options carefully prior to making a commitment. Students who withdraw from a study abroad program after having committed to either Hopkins or the program provider, are responsible for all non-recoverable costs associated with their program. After receipt of a final billing statement from the student's program, Hopkins will refund recoverable expenses, excluding non-refundable deposits. Recoverable expenses are determined by the program provider in consultation with JHU.

If for any reason study abroad plans change, the Global Education Office should be contacted immediately so that the financial impact of the voluntary withdrawal can be determined.

Students involuntarily withdrawn or dismissed from a program for cause will receive no refund, may not be eligible for credit for coursework completed on the program abroad and are responsible for any costs incurred by early dismissal.

Should Hopkins cancel or suspend a study abroad program, the Global Education Office will work with students to either refund recoverable costs or apply fees toward alternate academic programs. Should a provider cancel or suspend a program after the on-site program has begun, the Global Education Office will work with the student and the provider to obtain refunds and to assist in making the student academically whole to the extent possible under the given conditions.

## Conduct and Ethics

### Conduct

Students are responsible for their own actions, activities and behavior while participating on a program abroad. Serious consideration of health and personal circumstances should be taken in to account by students when applying for or accepting a place on a program abroad.

Students are obligated to be aware of and comply with local laws and customs while abroad. Respect of local customs includes the conscious awareness of cultural attitudes toward alcohol use and sexual behavior.

As representatives of JHU in other countries, we ask that students behave in a manner that is respectful of the rights and well-being of others.

Conduct considered unacceptable to Johns Hopkins University includes, but is not limited to, excessive consumption of alcohol; loud and/or abusive behavior; sexual harassment; criminal conduct of any kind, including the purchase, sale, possession or use of drugs other than prescribed medication for legal medicinal purposes. Students' must notify JHU Global Education Office of any disciplinary or legal issues while abroad.

Students participating in programs abroad are expected to adhere to the Johns Hopkins University Undergraduate Student Code of Conduct (<https://studentaffairs.jhu.edu/policies-guidelines/student-code/>), the policies of the program abroad, and the terms set forth in the Study Abroad Conditions of Participation agreement.

## Violations of the Code of Conduct, Conditions of Participation and Program Policies

Students who are alleged to have violated the Hopkins Undergraduate Student Conduct Code, the policies of the program, and/or standards of academic integrity while abroad will be reported to the program director, and the JHU Director of Global Education. If a violation is determined to have occurred, the program director in collaboration with the JHU Director of Global Education will take appropriate disciplinary action, which may include immediate dismissal from the program.

A student dismissed from a program for cause will receive no refund, may not be eligible for credit for coursework completed on the program abroad, and is responsible for any costs incurred by early dismissal.

Students must maintain both academic and disciplinary eligibility through the designated start of their study abroad program. Students' academic and disciplinary records may be reviewed prior to departure. If records indicate a significant decline in GPA, if a cumulative or term GPA falls below JHU or program requirements, and/or if academic and/or disciplinary sanctions are imposed prior to departure, a student may be involuntarily withdrawn from an approved study abroad program.

## Academic Ethics

All study abroad students are bound by the Johns Hopkins University Code of Academic Ethics both during the application process and while abroad. Students are obliged to refrain from acts which they know, or under circumstances have reason to know, violate the academic integrity of the University. Violations of academic ethics include, but are not limited to: cheating; plagiarism; submitting the same or substantially similar work to satisfy the requirements of more than one course without permission; submitting as one's own the same or substantially similar work of another; knowingly furnishing false information to any agent of the University for inclusion in academic records; falsification, forgery, alteration, destruction or misuse of official University documents or seal. All students must sign a Conditions of Participation agreement to adhere to this policy as part of the application process.

## Institutional Research Board (IRB)

Students whose research will involve human subjects (including research using surveys, focus groups, or interviews) must apply to the Homewood Institutional Review Board (HIRB) (<https://homewoodirb.jhu.edu/>) for either an exemption or approval. IRBs are federally mandated and serve to ensure that researchers take appropriate measures to minimize risks

for participants, inform participants of any risks that may remain, and obtain participant consent.

To obtain permission, a request should be sent via email to the HIRB Office describing the research, including a detailed description of the topic and research methods. If interviews are a part of the research proposal include sample questions and details about how respondent's privacy will be protected. The HIRB Office will contact applicants and inform them if their research is exempt from review or if the proposal will need to undergo the HIRB process. The review process takes two to six weeks.