

ACADEMIC AND STUDENT POLICIES

General Registration Policy

Only students who have been admitted to a program (or as a Graduate Special Student) may register for courses. Students are encouraged to register for courses as early as possible during each registration period since a course may close or be canceled due to low enrollment before the end of registration. Students may not sit in on a class without being officially registered for that class, nor should they contact instructors to request permission to register for or attend a closed course. Students who fail to complete their registration and sit in on a class will not receive a grade or credit for attending the class.

Registration begins several months before each semester. Students who have been admitted to a program may register for courses online using the SIS Self-Service website.

When students initially register for courses each semester, they will be charged tuition fees and a **non-refundable** \$175 registration fee. Following their initial course registration, students may register for additional courses without being subject to any additional course registration fees.

Registrations are processed as they are received. If a selected course is full, a student may be placed in an alternate course or on a waitlist (if applicable). Additional information regarding registration may be found in the online course schedule, <https://sis.jhu.edu/classes/>.

Note: Students should use their student JHED ID number to register for courses. All outstanding debts to Johns Hopkins University must be paid in full in order to register for courses.

For additional registration and enrollment related policies, please visit:

- Adding a Course (<https://education.jhu.edu/student-resources/office-of-the-registrar/registration-and-enrollment/adding-a-course/>)
- Auditing a Course (<https://education.jhu.edu/student-resources/office-of-the-registrar/registration-and-enrollment/auditing-a-course/>)
- Course Load (<https://education.jhu.edu/student-resources/office-of-the-registrar/registration-and-enrollment/course-load/>)
- Dropping/Withdrawing from a Course (<https://education.jhu.edu/student-resources/office-of-the-registrar/registration-and-enrollment/droppingwithdrawing-from-a-course/>)
- Wait Lists (<https://education.jhu.edu/student-resources/office-of-the-registrar/registration-and-enrollment/waitlists/>)
- Interdivisional Registration (<https://education.jhu.edu/student-resources/office-of-the-registrar/registration-and-enrollment/interdivisional-registration/>)

Leave of Absence Policy

A student may be placed on a leave of absence for personal or other reasons, including health, family obligations, or military service.

The approval of the Vice Dean for Academic Affairs (or designee) is required before a leave of absence is granted for a specific period not to exceed one year. A request for a leave of absence is not automatically granted. Decisions will be made on a case-by-case basis.

How to Submit a Request

A student seeking to be placed on a leave of absence, extend a leave of absence, or be reinstated following a leave of absence must submit the request in writing using either the Leave of Absence Request form (<https://education.jhu.edu/wp-content/uploads/2018/05/SOELeaveofAbsenceRequestForm-01.23.2020.pdf>) or Approval for Reinstatement Following a Leave of Absence form (<https://education.jhu.edu/student-resources/office-of-the-registrar/forms-and-petitions/>), along with any supporting materials, to their faculty advisor.

The faculty advisor will forward the request form, indicating their recommendation, to the Vice Dean for Academic Affairs (or designee), who will make the final decision whether or not to approve the request and notify the Office of the Registrar of the decision.

The Office of the Registrar in turn will notify the student and the appropriate parties indicated on the request form, including, if the request is approved, the Financial Aid and Student Accounts offices and if applicable, the Office of International Services.

For students in receipt of federal financial aid, the Financial Aid Office will recalculate the eligibility for federal Title IV student financial assistance for the student, if applicable. Federal aid recipients who are considering going on a leave of absence should consult with the Financial Aid Office in advance to discuss the financial aid implications.

When Your Courses Have Already Started

Students must submit the request to be placed on a leave of absence (or extend a leave of absence) at least two weeks prior to the start of the semester in which the leave of absence will take effect. Students cannot be placed on a leave of absence during a semester in which they have matriculated and the course(s) they are enrolled in have already started.

Students who are unable to complete the current semester in which they are enrolled must drop/withdraw from all courses in accordance with the School of Education's dropping and withdrawing from a course (<https://education.jhu.edu/student-resources/office-of-the-registrar/registration-and-enrollment/droppingwithdrawing-from-a-course/>) policy.

If the deadline has passed to withdraw from courses in which the student is currently enrolled, the student will need to file a General Petition Form (<https://education.jhu.edu/student-resources/office-of-the-registrar/forms-and-petitions/>) to appeal to be withdrawn from those courses.

Please note that appeals to withdraw from courses after the deadline has passed will only be granted in exceptional circumstances, such as a family emergency.

The same documentation used to support the leave of absence request should be submitted to the Office of the Registrar as part of this general petition.

Please note that federal aid recipients who withdraw from all coursework will have their federal aid canceled and will be responsible for any debit balance created.

Tuition & Fees

There is no fee for a leave of absence. The period of leave is considered an approved interruption of the degree program and will not count toward the maximum time allowed for degree completion. Students placed on a leave of absence are still required to meet all tuition/fee and financial aid obligations.

Registration

A leave of absence presupposes no registration during the period of leave granted. Students placed on a leave of absence are not permitted to register for or attend classes, use school or university services, or maintain employment with a student status while their leave is in effect.

Time Limit

The maximum time allowed for each period of leave granted is one year. A student whose initial leave of absence period is about to expire has the option to request a leave of absence extension, subject to the approval of the Vice Dean (or designee). Except in exceptional circumstances, the maximum time allowed for students to be placed on consecutive leaves of absence will not exceed two years.

Please note that students in the EdD program will be granted a maximum of two leaves of absence, irrespective of the length of each period of leave and whether cumulatively the total period of leave falls below the two-year limit.

Students who fail to matriculate or obtain approval for an extension following the expiration of a leave of absence will be administratively withdrawn from the program by the Office of the Registrar.

Please note that veterans applying for readmission following inactivation/deactivation of a previous admission decision cannot be denied entrance for reasons relating to their service.

Refund Policy

STUDENTS WHO OFFICIALLY DROP OR WITHDRAW FROM A COURSE WILL RECEIVE TUITION REFUNDS BASED ON THE REFUND SCHEDULES BELOW.

Refunds (<https://education.jhu.edu/student-resources/student-accounts/refund-policies/>) apply only to the tuition portion of a student's charges and are calculated from the date the drop occurs (if done online before the course has begun) or the date that the Office of the Registrar receives an official Add/Drop Form (<https://education.jhu.edu/student-resources/office-of-the-registrar/forms-and-petitions/>) (after the course has begun).

Students will not receive refunds for registration and other non-tuition fees.

Refunds are not granted to students suspended or dismissed for disciplinary reasons.

Federal aid recipients who withdraw from all coursework will have aid returned to the federal government according to federal Return of Title IV funds regulations. Those students partially withdrawing will have their aid awards adjusted to the reduced cost of attendance. Students who drop to less than half-time will have their federal aid canceled, even portions which may have been refunded to them for living expenses, and will receive a bill from the School for the balance due.

If a course is canceled by the Johns Hopkins School of Education, the tuition will be refunded in full, and the registration fee will be refunded if that course was the only course for which the student registered. All refunds will be approved by the Office of the Registrar in accordance with the refund schedules.

A refund may take four to six weeks to process. Students will receive refunds according to the method of payment they originally used to pay their tuition.

**Refund Schedules
SOE (on-site courses)**

Session	100%	80%	70%	50%	0%
• 15 or more class sessions	Until the start of classes	From 1st class meeting and prior to 3rd class meeting	From 3rd class meeting and prior to 4th class meeting	From 4th class meeting and prior to 7th class meeting	From 7th class meeting and beyond
• 10-14 class session:classes	Until the start of classes	From 1st class meeting and prior to 2nd class meeting	From 2nd class meeting and prior to 3rd class meeting	From 3rd class meeting and prior to 5th class meeting	From 5th class meeting and beyond
• 4-9 class sessions	Until the start of classes		From 1st class meeting and prior to 2nd class meeting.	From 2nd class meeting and prior to 3rd class meeting	From 3rd class meeting and beyond
Short courses (2-3 class sessions)	Until the start of classes				From the 1st class meeting and beyond

SOE (online courses)

Session	100%	80%	70%	50%	0%
• 15 week courses	Prior to the class start date	From 1st week of class prior to 3rd week of class	From 2nd week of class prior to 4th week of class	From 4th week of class prior to 7th week of class	Once 7th week of class begins, there is no refund
• 10-14 week courses	Prior to the class start date	From 1st week of class to prior to 2nd week of class	From 2nd week of class prior to 3rd week of class	From 3rd week of class prior to 5th week of class	Once 5th week of class begins, there is no refund
• 4-9 week classes	Prior to the class start date		From 1st week of class to prior to 2nd week of class	From 2nd week of class prior to 3rd week of class	Once 3rd week of class begins, there is no refund
Short courses (2-3 class sessions)	Prior to the class start date				From the 1st calendar day of the class

EXCEPTIONS TO THE REFUND POLICY

Students may receive an exception to the refund policy for extraordinary circumstances beyond their control, such as medical problems, a death in their immediate family, or going on active duty, provided that the request is made within thirty calendar days of the end of the term and that the circumstances can be documented. Maximum refunds under such circumstances will usually be equal to one refund level

higher than the student received. All petitions, including supporting documentation, should be submitted using the General Petition Form. (<https://education.jhu.edu/student-resources/office-of-the-registrar/forms-and-petitions/>)

Attendance & Participation

Participation in lectures, discussions, exams, and other activities is an essential part of the instructional process.

Students are expected to attend class regularly. Those who are compelled to miss class meetings should inform their instructors of the reasons for absences.

Faculty Expectations

Faculty often include classroom participation and attendance in student grading and evaluation. In such cases, the instructor will clearly communicate attendance and participation expectations and how this is weighted in terms of grading in the course syllabus. Students who expect to miss several class sessions for personal, professional, religious, or other reasons should meet with their faculty adviser to consider alternative courses prior to registration.

Exams

A student who must miss an examination should notify their instructor. If the absence is justifiable, the instructor may permit a deferred examination.

Withdrawing from a Program

If a student wishes to withdraw from a program, they should first consult with a faculty adviser.

If a student decides to withdraw from a program, they must complete the Withdrawal from a Program Form (<https://education.jhu.edu/student-resources/office-of-the-registrar/forms-and-petitions/>) and submit it to the Office of the Registrar. Depending on the date of the withdrawal (see withdrawal/audit calendar (<https://education.jhu.edu/student-resources/office-of-the-registrar/registration-and-enrollment/dropping-withdrawing-from-a-course/>)), the student may be responsible for all coursework, tuition, and fees for the current semester, if enrolled in courses.

Submitting the Withdrawal from a Program Form to the Office of the Registrar will trigger the following sequence:

- **Student is Withdrawn:** The student will be withdrawn from the program.
- **Current Courses:** If the student wishes to withdraw from their current courses, they must indicate that on the Withdrawal from a Program Form and it must be within the permitted time schedule (please see the withdrawal/audit calendar (<https://education.jhu.edu/student-resources/office-of-the-registrar/registration-and-enrollment/dropping-withdrawing-from-a-course/>)). In cases where a student withdraws from a program after the deadline to receive a WD notation on their transcript, they will not be withdrawn from their current coursework. Rather, they will receive the final grade earned for those courses in which they were enrolled as of the date of withdrawal from the School of Education.
- **Refund:** A refund will be processed, if applicable.
- **Future Courses:** The student's registration for the next semester will be cancelled, if applicable.

A student who formally withdraws from a program but who subsequently wishes to be reinstated must reapply using the regular application process.

Please note that students who wish to switch programs rather than withdraw from the University entirely should refer to the School of Education's policy on Changing Programs.