**Academic Policies**

Much of the material contained in this section gives details pertaining to School-wide (Krieger School of Arts and Sciences and/or Whiting School of Engineering) or University-wide policies. However, there are graduate student issues and policies that are department specific. In those instances, students are referred directly to their department administrator or department handbook for further information.

**Student Enrollment Statuses**

Graduate students in the full-time ASEN degree programs are initially enrolled as full-time and are given a Resident status. Other registration statuses include: Graduate Study Abroad, Nonresident, Leave of Absence, Part-time and Visiting. Prior to a student changing his or her registration status, approval from the student’s degree program and appropriate office(s) must first be secured.

**Degree-Seeking Graduate Students, School of Arts and Sciences**

Graduate students who are full-time students are charged full tuition. The office of the deans must approve any exceptions.

**Degree-Seeking Graduate Students, School of Engineering**

Most graduate students enrolled in research-oriented degree programs (M.S., M.S.E., Ph.D.) in Engineering are full-time students. However, part-time study consistent with residency requirements is common in many engineering departments. Students should consult with individual departments to determine the possibilities for part-time study.

**Visiting (Not Degree-Seeking) and Part-time Graduate Students**

Visiting graduate students (those not candidates for a Johns Hopkins graduate degree) may be enrolled on a full- or part-time basis with the approval of the chair of the department and the dean of their respective school. Visiting graduate students will be limited to two consecutive terms of either full- or part-time study.

Part-time graduate students may be enrolled with the written approval of the chair of a department or director of a degree program and the documented confirmation of the dean. Students will generally not be eligible if they are working primarily on the Homewood campus or working full-time on research for the degree. Part-time graduate students must meet one of the residence requirements before they receive an advanced degree.

International students wishing to change status to part-time must first meet with OISSS to determine eligibility.

**Postdoctoral Appointments**

Postdoctoral fellows are at the university to undertake a research program in cooperation with a member of the faculty. All appointments are arranged through the individual departments.

**Residency Requirements**

Every full-time WSE Master’s student must register as a full-time graduate student for at least two semesters or satisfy an equivalent requirement approved by the appropriate department. (Combined bachelor’s-master’s degree students are exempt, as are those who enter a WSE master’s degree program after two or fewer semesters following completion of a JHU undergraduate degree.)

Every full-time KSAS Master’s student must register for a minimum of two consecutive semesters as a full-time, Resident graduate student.

Every full-time PhD Student (WSE and KSAS) must register for a minimum of two consecutive semesters as a full-time, Resident graduate student.

**Graduate Study Abroad (KSAS)**

The status of Graduate Study Abroad is usually limited to those students in the Humanities Center and the departments of Anthropology and German & Romance Languages and Literatures, who are required as a part of their regular degree program to complete a semester or more of full-time study at a foreign university. While in the case of the History of Art Department study abroad is not a general requirement, many of its graduate students do go abroad to conduct dissertation research. The category of Graduate Study Abroad is considered a full-time status. The use of this category for situations other than those noted above requires the approval of your department chair of the Homewood Graduate Board. **A student on Graduate Study Abroad is required to pay 10% of the full-time tuition rate for each semester abroad.**

Students are encouraged to contact the Student Insurance Coordinator in the Registrar’s Office prior to leaving campus to find out details regarding your health insurance coverage while abroad.

The Graduate Study Abroad Application is available [here](#).

**Graduate Study Abroad (WSE)**

The Graduate Study Abroad status applies to degree-seeking WSE master’s and doctoral students engaged in graduate education at a different institution (coursework and/or research) with departmental/advisor approval. **These students will be required to pay 10 percent of the full-time tuition rate for each semester abroad.**

The remaining 90 percent will be paid for by the Dean’s Office. As this is not a full-time resident status, health insurance benefits are not guaranteed. Graduate Study Abroad students should discuss this with their department/advisor. The Graduate Study Abroad Application is available [here](#).

**Nonresident Status**

Nonresident status is typically reserved for students who have completed all required course work and are working on their thesis or dissertation. The University does not cover the cost of the University issued health insurance for Nonresident students. Though students are not required to carry health insurance, they are eligible to purchase themselves the University-sponsored plan.

### Eligibility

All KSAS and WSE full-time program graduate students are eligible for Nonresident Status if they:

- Have completed all coursework and requirements for the graduate degree other than the presentation and defense of the master’s essay or doctoral dissertation.
• Have reached the end of their departmental support period or have exhausted support from grants and cannot be fully supported by the department.

• Work 19.9 hours per week or fewer during the academic year if employed by Johns Hopkins University in any capacity (intersession or summer employment can be full-time, however). If working, students must be on salary (not stipend) and paid hourly. NOTE: Research or teaching assistants expected to work more than 19.9 hours per week do not qualify for Nonresident status.

Tuition
Students on Nonresident status are charged 10% of full-time tuition per semester.

Restrictions
Nonresident students are permitted access to campus, faculty advising and JHU services, however, they are not permitted to enroll in any courses, with one exception under certain and specific circumstances, international students who file for Curricular Practical Training F1 (CPT1) through the Office of International Student & Scholar Services may register for a course entitled “Research and Teaching Practicum” (KSAS) or “Engineering Research Practicum” (WSE).

The maximum amount of time that a student may retain Nonresident Status is four semesters for master’s students and ten semesters for doctoral students. Upon reaching this limit, the student will be required to register for either part-time status (WSE only) or full-time Resident status until degree completion.

Application Procedures
Students are required to complete and sign an Application for Nonresident Status indicating that they meet the requirements as stated above. The form should be signed by the department, the Office of International Student & Scholar Services (if applicable) and either the Graduate Board for doctoral students or the WSE Vice Dean for Education (or designee) for WSE master’s students.

Students should apply for Nonresident status well in advance of the first semester for which it is desired. When requesting a change of status for the current term, such petitions should be submitted no later than the end of the second week of the semester.

Leave of Absence
A Leave of Absence (LOA) is an approved absence from the University during which time students are not charged tuition nor required to register. Time spent on an LOA is regarded as an approved break in study and is not counted toward the total time-to-degree. If a student fails to register without obtaining an approved LOA the student will be considered withdrawn from their degree program.

Students are encouraged to contact the Student Insurance Coordinator in the Registrar’s Office prior to applying for an LOA to find out details regarding health insurance coverage while on LOA.

International students are encouraged to contact OISSS before filing for LOA.

Eligibility
All KSAS and WSE full-time and part-time program graduate students are eligible for LOA if one of the following conditions prevents them from continuing with their graduate studies:

• A documented physical or mental medical condition.

• Compulsory military service.

• Personal or immediate family hardship.

• NOTE: Financial difficulty alone is not a valid reason for requesting an LOA.

LOA Tuition and Financial Support
Students on LOA are not charged tuition for the semesters they are granted the leave; the period of leave is simply regarded as an approved interruption of the degree program; however, the University cannot guarantee that financial support will be available when students resume their studies. After taking an LOA, students must re-apply for tuition assistance, research assistantships, fellowships and/or teaching assistantships. Such matters are left to the discretion of the department. Before applying for a LOA, students should consult their department for information regarding funding opportunities upon return from LOA.

LOA Restrictions
Graduate students may apply for up to four semesters of LOA (not including the summer term) when medical conditions, compulsory military service, or personal or family hardship prevents them from continuing their graduate studies.

Continued approval is based on the reason(s) for the request. Additional information may be requested by the department, the Graduate Board, or the WSE Vice Dean for Education (or designee).

Students on LOA are not to use any University student services or facilities (e.g., computing labs, library, labs, athletic facilities, etc.) and may not be enrolled at another University.

Students on LOA who wish to continue working at Johns Hopkins are not eligible to be paid through the Student Payroll Office and must therefore be hired through the appropriate divisional Human Resources Department.

No progress toward degree completion or coursework can be made while on an LOA.

Application Procedures
To be awarded a LOA, students are required to complete and sign an LOA Application form and to provide a letter stating the reason for their application. The form must be signed by the student’s department, the Office of International Student & Scholar Services (if applicable), and either the Graduate Board for all Homewood doctoral and KSAS master’s students or the WSE Vice Dean for Education (or designee) for all WSE master’s students.

Students wishing to return from an LOA must complete an Application to Return from LOA form.

Visiting Student Status
In some cases, graduate students from other institutions may participate in a visitation or residency at the Homewood Campus. These students are designated as “Visiting.” Although not candidates for a Johns Hopkins advanced degree, these visiting students may be enrolled on a full- or part-time basis with the approval of the chair of the department and the cognizant dean.
For more information on the application process, interested students are encouraged to contact the department in which they would like to visit.

Withdrawal/Readmittance

The departure of a student from one of the Homewood Schools without prior arrangement of Nonresident status or a Leave of Absence will be deemed a permanent withdrawal from the student’s program. Students who withdraw from their program must be formally readmitted, at the discretion of the department, before they may return to the University. If readmitted, they do not pay a second application fee, but must satisfy the residency requirement for the degree following readmission (even if previously satisfied) and pay all outstanding fees.

Satisfactory Progress

Homewood Schools Graduate Student Academic Review Policy

This policy applies to all full-time WSE doctoral students and master’s students conducting thesis research. Each graduate program is required to publish its own policies and standards with respect to academic standing. At the end of each semester, all full-time Homewood graduate programs are expected to review the academic records of their graduate students to evaluate academic progress.

Once per academic year, all full-time Homewood graduate programs are required to provide a written review to: (a) all doctoral students, and (b) all master’s students conducting thesis research.

Departments are encouraged to include mention of funding continuation, as appropriate. This review must include the opportunity for the student to offer self-evaluation.

Students who fail to attain a program’s minimum level of performance may be placed on academic probation or dismissed using the procedures outlined in the Homewood Schools Policy for Graduate Student Probation, Dismissal, and Funding Withdrawal. In making these decisions, particularly that of dismissal, the program will take into consideration extenuating circumstances beyond the student’s control.

Probation/Dismissal/Withdrawal

Academic Probation

Whenever it is determined that a graduate student has failed to meet minimum academic requirements, that student may be placed on academic probation. This change in status requires a formal letter and a meeting between the student and his/her faculty advisor or the departmental director of graduate studies. The letter should clearly outline the student’s academic shortcomings, indicate the corrective measures necessary to remain in the program and state the length of the student’s probationary period. Any funding ramifications for the student should be included as well. The probationary period must span at least four months and would typically end at the completion of an academic semester.

Within one month following the conclusion of the stated probationary period, the program must inform the student of his/her status based upon whether the student has met the requirements as stated in the probation letter. The options are as follows:

1. remove the student from probation
2. extend the probationary period, or
3. dismiss the student.

Academic Dismissal

Dismissal After Probation

This must be done with a formal letter citing the reason for dismissal and requires a meeting between the student and his/her faculty advisor or the departmental director of graduate studies. Academic dismissal will be noted on the student’s transcript at the request of the program and with the approval of the cognizant Dean. A student may appeal this decision.

Dismissal Without Probation

A student may be dismissed without a formal probation period under three circumstances:

1. if he/she meets the conditions for dismissal based on coursework as stated by the academic program in its department handbook or on its website;
2. if he/she fails an oral or written examination for which successful completion is necessary to continue in the program (as stated in the program’s degree requirements), or if he/she fails to meet any condition resulting from a qualifying or GBO exam; or
3. if he/she is found to have committed academic or research misconduct and expulsion is the outcome of the deliberations as outlined in the Homewood Procedures for Handling Allegations of Misconduct by Full-Time and Part-Time Graduate Students, the KSAS Policy on Integrity in Research or the WSE Procedures for Dealing with Issues of Research Misconduct. Under these circumstances, programs are expected to follow the same procedures for Dismissal After Probation. In addition, students are also subject to immediate dismissal on non-academic grounds in accordance with the Homewood Procedures for Handling Allegations of Misconduct by Full-Time and Part-Time Graduate Students as well as applicable policies at jhu.edu/news_info/policy.

Academic Dismissal Consequences

When a student is dismissed from the University, several consequences follow:

- The Office of the Registrar cancels the student’s registration for the next semester and authorizes a refund of tuition paid for that semester.
- Notation of dismissal may be placed on the student’s transcript at the request of the program and with the approval of the cognizant Dean.
- The Office of Student Financial Services suspends financial aid to the student and work-study aid.
- The Office of International Student and Scholar Services performs duties as required by U.S. federal regulations regarding persons not eligible to study at the University.

Readmission Following Dismissal

The terms for readmitting a student who has been dismissed for academic reasons are established by individual departments. The readmission process should be described in the dismissal letter, if deemed appropriate. Students who have been dismissed should discuss the readmission process with their advisor. Procedural instructions for this policy can be found at grad.jhu.edu/student-life/policies/.

Withdrawal

Students wishing to withdraw from the University must file written notice with their Department. A Termination/Withdrawal Report must be generated by the departmental administrator. Graduate students are
encouraged to consult the chair of their department prior to submitting their written notice. Students who have been withdrawn and are then re-admitted to the University must re-satisfy the residency requirement even if that requirement had been fulfilled previously. Once a student withdraws from the University, their student transcript is closed – changes to their academic record will not be permitted.

**Registration**

All students must complete registration at the beginning of each term in accordance with instruction issued by the registrar before they can attend classes or use university facilities. Detailed instructions about registration will be provided to all students before the registration period each term. If the student has not been notified at least two weeks before the start of classes for any fall or spring term, the Registrar's Office should be contacted immediately.

Students who for any reason do not complete their registration until after the prescribed registration period are required to pay a late registration service fee. The fee is $150 for registrations completed from the first day of classes through the end of the first week of classes, $200 for registration completed during the second week of classes, and $300 for registration completed after the second week. Graduate students must obtain permission from the chair of their department to register after the second week of classes.

Students will not be allowed to register if there are unpaid bills from a previous term. The student is required to pay tuition or make financial arrangements with the Student Accounts Office before registering for a given term.

**Grades**

While policies in most departments vary, most graduate students receive letter grades or Pass/Fail grades for their coursework. Students should consult their department chairs and instructors to determine their grading requirements. Registrar deadlines and policies concerning grade changes are as follows:

**Letter Grades (A through F)**

Changing letter grades of “A” through “F” to a “Passing” grade is not permissible at any time.

All other grade change requests (e.g., “B” to “A”) are acceptable within one year only. Change requests beyond one year can only be changed as a result of clerical error, and must be accompanied by a written explanation/justification from the course instructor.

**Incomplete Grades (I)**

The grade of “Incomplete” (denoted by an “I” on the transcript) is reserved for instances in which it is expected that a course’s work will be completed in one semester, but for reasons beyond the student’s control, the work cannot be completed within that timeframe.

Dropping an “Incomplete” grade from the transcript is not permissible at any time.

Changing an “Incomplete” grade to a final grade (“A” through “F”, “Pass”) may be done by the instructor within one year without Dean’s Office approval. After one year, the student must submit an Incomplete Grade Extension Request form to the cognizant dean (the KSAS Dean of Graduate Education or the WSE Vice Dean for Education) for that grade to be eligible to be changed at a later date. The form may be submitted no later than the last day of the second semester following the semester the student initially enrolled in the course.

If the “Incomplete” grade remains after one year and the student does not submit an Incomplete Grade Extension Request form, the “Incomplete” grade becomes permanent and cannot be changed.

If the student successfully submits an Incomplete Grade Extension Request form but then fails to finish the course before the stated extension deadline, the “Incomplete” grade becomes permanent and cannot be changed. Under special circumstances, students may submit multiple Incomplete Grade Extension Request forms for the same course.

**In-Progress Grades (IP)**

Reserved for classes in which it is expected that the assigned work will require more than one semester to be completed, but the class itself will meet for only one semester, such as graduate seminar courses.

Changing an “In-Progress” grade to a final grade (“A” through “F”, “Pass”) is acceptable at any time before the student’s departure with the instructor’s approval.

**Missing Grades (MR, X)**

A “Missing” grade (denoted by an “MR” or an “X” on the transcript) appears if the instructor has not submitted a grade within that timeframe.

An instructor may submit a Grade Change form directly to the Office of the Registrar to change a “Missing” grade to a final grade.

Dropping a “Missing” grade from the transcript is not permissible, nor is changing it to an “Audit.”

**Audit (AU)**

When a graduate student enrolls in a course with “audit” status, he/she must reach an understanding with the instructor as to what is required to earn the “Audit.” If the student does not meet those expectations (e.g., fails to attend class), the instructor must notify the Registrar’s Office in order for the student to be retroactively dropped from the course. The course will not appear on the student’s transcript.

Changing a course registration from “Audit” [student receives no letter grade] to “Credit” [student receives letter grade], or from “Credit” to “Audit” is permissible during the Office of the Registrar’s official add/drop dates. Registration changes beyond this deadline are not permissible.

Changing a final grade (“A” through “F”, “Pass”), “Incomplete” grade, “In-Progress” grade or “Incomplete grade to “Audit” is not permissible at any time.

**Add/Drop**

Prior to the beginning of classes: Returning graduate students may make changes to their registration by mail, in-person, or online through the ISIS system. The ISIS system is available for use up to ten weeks prior to the first day of classes.

First six weeks of classes: Graduate students may add or drop classes online (as long as the electronic Advisor Hold has been released) or
in person at the Office of the Registrar. All in-person adds and drops must have a signature from the faculty advisor or department chair. Any drops within the first six weeks of classes will not be noted on the transcript.

Seventh and eighth week of classes: Graduate students may withdraw from a course with the signatures of the instructor, department chair, and the student’s respective Dean’s Office personnel (either the Graduate Board Coordinator for Krieger School of Arts and Sciences students or the Director of Graduate Academic Affairs for Whiting School of Engineering students). All withdrawals during the seventh and eighth weeks will be noted with a “W” on the student’s transcript.

Detailed instructions for how to add or drop classes online are available on the Registrar’s website. A calendar with specific dates for adding/dropping courses is also available on their website.

Registration Holds
A registration hold will be placed on students who have not obtained clearance from the Office of International Student and Scholar Services (OISSS), Student Accounts, Student Health Insurance or Student Health and Wellness Offices. Students should meet with the office that placed the hold so that the hold can be removed. Students who have an advisor’s hold on their registration must get their advisor’s signature on their registration form and then submit that to the Registrar’s Office in person in order for the hold to be lifted.

Transferring Courses
Whiting School of Engineering Master’s degrees (M.A., M.S., M.S.E)
For WSE master’s students who earned an undergraduate degree outside of the Whiting School of Engineering or the Krieger School of Arts and Sciences, no coursework completed before the undergraduate degree was conferred can be applied to a WSE master’s degree, regardless of whether that course was applied to the undergraduate degree.

WSE master’s students may transfer in up to two courses from another institution which were completed after the undergraduate degree was conferred and not applied to a degree elsewhere. The student must obtain approval from the WSE master’s program to do so. EXCEPTION: WSE master’s students in a department-approved study abroad program can transfer in additional coursework (i.e., beyond two courses), but in total, at least half of the courses/credits applied to the WSE master’s degree must be taken earned at Johns Hopkins. Individual graduate programs reserve the right to enforce stricter policies.

Research and Scientific Writing Courses
Through the Center for Leadership Education graduate students may enroll in writing courses designed to assist with dissertation and grant writing. Students may enroll for this course at no additional charge. The course is offered in the fall and spring semesters however, space is limited. For additional information go to web.jhu.edu/Leadership.

Transcripts
Transcripts may be requested from the Registrar’s Office. A request for one copy is normally processed within two to three working days of receipt of the request. Requests for multiple transcripts require additional time. Standard delivery of transcripts is made by U.S. Mail first-class. Transcripts may also be requested online at iwantmytranscript.com. Partial transcripts of a student’s record will not be issued.

Summer and Intersession Courses
Summer Courses: While most summer courses offered at the Homewood Campus are undergraduate level courses, graduate students may enroll in these courses with permission from their department chair and the course instructor. No financial assistance is available for graduate students who wish to take summer courses. In special cases, graduate students may also take courses at the Peabody Conservatory. In such cases, students should contact the Registrar’s Office for registration instructions.

Graduate students may register for the course Summer Independent Research (990.892) with the approval of their department chair. There is no charge for this course as independent research projects conducted during the summer are not graded and carry no academic weight. An NG (“no grade given”) will appear on the student’s transcript.

Intersession Courses: Graduate students are also eligible to enroll in Intersession. Grades are generally given on an P/F scale. Some students use this period to participate in research, independent study or internships. A list of Intersession offerings is published in late November or early December. A special form, available in the Registrar’s Office, is used for Intersession registration. Students should register before winter break. Students who register for research, independent study, or an internship during Intersession must have the approval signature of their faculty sponsor and academic advising office. This opportunity is offered tuition-free.

Course Re-Take Policy
At the discretion of the Homewood graduate program, a graduate student may retake a course, but the grade from the initial effort will remain on the transcript. This applies whether the initial effort occurred while the student was an undergraduate student or a graduate student.

Transcripts are normally issued only at the request of the student or with his/her consent. The only exception to this policy is the issuance of transcripts to offices and departments within the university.

Official transcripts of work at other institutions that the student has presented for admission or evaluation of credit become the property of the university and cannot be copied or reissued. If a transcript of this work is needed, the student must get it directly from the issuing institution.

Graduate Degree General Requirements
Doctor of Philosophy
• A minimum of two consecutive semesters as a full-time, resident graduate student.
• Completion of registration in the semester during which degree requirements are met.
• Certification by a department or program committee that all school*, departmental, program, and/or committee requirements have been fulfilled.
• A dissertation approved by at least two referees appointed by the department or program committee and submitted to the Commercial Binding Office.

Research and Scientific Writing Courses

Graduate and Scientific Writing Courses

Summer and Intersession Courses

Research and Scientific Writing Courses

Graduate Degree General Requirements

Doctor of Philosophy

• A minimum of two consecutive semesters as a full-time, resident graduate student.
• Completion of registration in the semester during which degree requirements are met.
• Certification by a department or program committee that all school*, departmental, program, and/or committee requirements have been fulfilled.
• A dissertation approved by at least two referees appointed by the department or program committee and submitted to the Commercial Binding Office.
• Successful completion of a Graduate Board Oral examination. As determined by the department or program committee, this is classified as either a preliminary or a final examination.

• Though time-to-degree is determined by the department and may not exceed 12 years, continuation in the program will be based/contingent upon satisfactory academic progress after eight years of enrollment.

Krieger School of Arts and Sciences Master’s Degrees (M.A., M.F.A., M.S.)

• A minimum of two consecutive semesters as a full-time, resident graduate student.

• Completion of registration in the semester that during which requirements are met.

• Certification by a department or program committee that all requirements have been fulfilled.

• A thesis approved by at least one referee and submitted to the Commercial Binding Office when the department requires a thesis.

• Meets the requirements of the school’s time-to-degree policy (see grad.jhu.edu/student-life/policies ).

Whiting School of Engineering Master’s Degrees (M.A., M.S., M.S.E., M.S.E.M.)

• Every student must register as a full-time graduate student for at least two semesters or satisfy an equivalent requirement approved by the appropriate department. (Combined bachelor’s-master’s degree students are exempt, as are those who enter a WSE master’s degree program after two or fewer semesters following completion of a JHU undergraduate degree.)

• Every student must be registered in the semester during which degree requirements are met; this includes students who have no courses remaining in which to enroll but must resolve coursework for which an “Incomplete” grade was assigned.

• Every student must provide certification by a department or program committee that all departmental or committee requirements have been fulfilled.

• If the student is submitting a formal essay to the MSE Library to help complete master’s degree requirements, the essay must be approved by at least one reader. (See the Homewood Academic Council Faculty Status table, under “Thesis Supervision of Graduate Students,” to determine who may serve as the reader/advisor. Additional readers, if required by program, need only program approval.)

• All courses applied to the master’s degree must be at the 300-level or higher. At their discretion, individual graduate programs may institute a higher course level as the minimum for their own students.

• Every student must earn the master’s degree within five consecutive academic years (10 semesters). Only semesters during which a student has a university-approved leave of absence are exempt from the 10-semester limit; otherwise, all semesters from the beginning of the student’s graduate studies—whether the student is resident or not—count toward the 10-semester limit.

• Every student must complete training on academic ethics.

• Every student must complete training on the responsible and ethical conduct of research, if applicable. (Please see the WSE Policy on the Responsible Conduct of Research.)

Time to Degree (TTD)
The time-to-degree (TTD) limit for degree candidates is typically determined by a specific program. However, Johns Hopkins University’s general policy requires that TTD not exceed twelve years for Ph.D. candidates, and five years for Whiting School and Krieger School terminal master’s candidates. TTD count begins with the first semester of registration as a matriculated student. Time spent on an approved Leave of Absence will not be counted toward the graduate student’s TTD. Students unable to complete degree requirements within the required time limit are required to withdraw from the University. Full TDD policies for the Krieger and Whiting Schools can be found at grad.jhu.edu/student-life/policies.

Co-tutelle de Thèse
It is the University’s current policy that Johns Hopkins will recognize dissertation research and subsequent dissertation submission for the purposes of a degree from Johns Hopkins alone. It will sign no agreement that supports the concept of a student submitting the same work to different universities to receive two distinct degrees.

The University, however, wants to promote international exchange and in this spirit the Graduate Board has agreed to accommodate students with a desire to include faculty from a foreign university to participate in their research and defense process. Upon submission and review of a current curriculum vita, the Graduate Board will allow one advisor to be a faculty member of the foreign university and in certain cases will allow the committee to be expanded to include other faculty from the foreign university as long as the majority represent Johns Hopkins. The university will provide no funds to cover expenses. Funding for travel would be up to the department or the foreign university.

All proposed co-tutelle agreements be submitted to the Graduate Board for review.

Commencement and Degree Conferral
The University Commencement Ceremony is held once per academic year, traditionally in May. Students who have not satisfied all graduation requirements by the deadlines determined by the Graduate Board or the WSE Office of Academic Affairs are not eligible to participate in the graduation ceremony. Students who complete the degree requirements prior to the ceremony in May can request an official statement of completion from the Office of the Registrar or the Homewood Graduate Board Office.

There are three official conferral dates for the University (December, May, August), but only one formal commencement ceremony each year.

Visit the registrar’s graduation website for deadlines and official conferral dates.

The conferral date is printed on diplomas.

Application for Graduation
All graduate students must complete an Application to Graduate in order to generate degree conferral and receive a diploma. The application is distributed by the Office of the Registrar. Students should consult with their Graduate Coordinator, the Homewood Graduate
Board’s website and the WSE Office of Academic Affairs’ website respectively to find out about the current deadlines. The dates of these deadlines change each academic year.

In addition to submitting the general application to graduate, engineering students preparing to graduate from a master’s or doctoral program must complete paperwork indicating the courses they intend to apply to their degree. This paperwork is distributed by each department’s Graduate Coordinator and once completed should be returned to them.

**Degree Completion Deadlines and Information**

The Graduate Board and the WSE Office of Academic Affairs (for WSE master’s students) issues deadlines for submission of theses and essays in the spring semester for the following academic year. These deadlines must be met for a student to be listed as a degree candidate. Students can access the calendar of deadlines on the Homewood Graduate Board’s website, the website of the WSE Office of Academic Affairs, or by contacting their department administrator.

- Students who complete their master’s essay or doctoral dissertation during the summer are not required to register for the summer term.
- Graduate students completing a final degree during the first eight weeks of the fall semester or the first four weeks of the spring semester will generate a tuition reimbursement for that semester to whatever entity covered the cost - the student, the department, the advisor, etc. This applies only to students for whom completion of a master’s project, master’s essay, master’s journal submission or doctoral thesis is the sole remaining degree requirement at the start of the fall semester.
- If a student completes a Tuition Deferral Form indicating an expectation to complete the degree within a specific grace period, no payment is required to register for that semester. If the grace period deadline is not met, however, that semester’s tuition charge will be added to the student’s account.
- Graduate students who complete their degree requirements by the winter deadline listed are not required to register for the spring semester.

**Grades towards Degree Completion**

Grades for courses that are required for graduation must be turned in by the grade-submission deadline. Graduating students who are taking courses at cooperative schools or other divisions of the University must make arrangements with their instructors on the first day of class to have final grades submitted to the host school’s Registrar and then to the Homewood Registrar by the Homewood grade-submission deadline. If such an arrangement cannot be made, students should withdraw from the course.

**Graduation Closes the Graduate Record**

Upon graduation, the graduate’s record is closed. No changes thereafter can be made to the graduate’s transcript.

**Completing Graduation Requirements**

Departmental graduation requirements vary; therefore, students are encouraged to speak with their departmental administrator to learn details of their requirements.

**Graduate Board**

The Homewood Graduate Board is responsible for the administration of policies and procedures for the award Doctor of Philosophy, Ph.D. of the Schools of Arts and Sciences and Engineering, and for Masters degrees in the School of Arts and Sciences.

The Graduate Board oversees:

- Leave of Absences for ASEN PhD Students and KSAS Master’s students
- Non-resident applications for ASEN PhD Students and KSAS Masters’ students
- Graduate Study Abroad for ASEN PhD Students and KSAS Master’s students
- Graduate Board Oral Exams for ASEN Phd Students: With the approval of the department chair, a Graduate Board oral examination may be scheduled at any time during the academic year. Requests for a Graduate Board oral examination must be submitted to the Graduate Board a minimum of three weeks before the exam is to take place. More information can be found at grad.jhu.edu/academics/gradboard/policies/gbo.
- Incomplete Grade Extension for ASEN PhD students and KSAS Master’s students who have reached the one-year time limit on an Incomplete (I) grade.
- Dissertation/Thesis Instructions
  - The student is responsible for obtaining and observing the detailed instructions concerning submission of their dissertation/thesis from their departmental office, the Homewood Graduate Board Office (grad.jhu.edu/academics/gradboard/policies/candidacy/).
- Initial PhD Degree confirmation
- Dissertation submissions
- Recommendations for conferral to the Doctor of Philosophy Board
- Dissertation and Degree Completion Deadlines for the Graduate Board can be found [here](#).

**Doctor of Philosophy Board**

The Doctor of Philosophy Board advises the Provost about University-wide issues pertaining to the Ph.D. It approves new degree programs and sets guidelines and policies that affect all Ph.D. students. The Board respects the strong tradition of local autonomy of the Schools and seeks to enhance the visibility and prominence of Ph.D. education across the University.

**Master’s Degree Completion**

All Whiting School of Engineering master’s students must complete the following steps for the degree to be conferred and to generate a diploma:

- An Application to Graduate must be submitted to the Office of the Registrar (Garland Hall) either online or on paper, depending upon status;
- Department-specific certification forms must be submitted to and approved by the department graduate coordinator, and then those forms must then be submitted to the WSE Office of Academic Affairs by the deadlines listed below;
- If a formal master’s essay is used to complete degree requirements, the student must submit a properly-formatted essay to the MSE Library Commercial Binding Office by 4:00 p.m. on the date listed on the WSE website; the submission receipt (generated by the
library) must be included in paperwork forward to the WSE Office of Academic Affairs.

Visit: http://eng.jhu.edu/wse/page/masters-schedule/ for deadlines and additional policies.

**Dissertation and Thesis/Essay Submission**

**ETD (Electronic Theses and Dissertations)**

An electronic thesis or dissertation (ETD) is a digital version of a dissertation that is available to the public via the Internet. Universities and colleges in the United States and abroad have been moving toward this type of publication for the past decade. In the fall 2013, Johns Hopkins launched its own ETD portal and process.

Effective September 1, 2013 all thesis and dissertation submissions must be through the ETD process and portal. See the ETD page for more information, deadlines, and instructions.

The student is responsible for obtaining and observing the detailed instructions concerning submission of their dissertation/thesis from their departmental office, the Homewood Graduate Board Office (grad.jhu.edu/academics/gradboard/policies/candidacy/) and ETD guidelines http://guides.library.jhu.edu/etd of the Johns Hopkins Libraries and Museums. Students may also contact the ETD coordinator at dissertations@jhu.edu.

After submitting their dissertation to the ETD Submittal Tool http://etd.library.jhu.edu, the library will check the dissertation for proper formatting and either approve it or contact the student to make required changes. After the ETD is approved the student will receive an approval confirmation from the system. Students are required to forward this approval email to homewoodgradboard@jhu.edu with the following items:

- The title of their dissertation typed in the body of the email in title case format with correct spelling and punctuation.
- The degree type and program/department

The degree requirements are not complete unless the final ETD is submitted to the library by the published deadline and the above information is provided by the student to the Graduate Board Office.