

# STUDENT HANDBOOK

ACADEMIC YEAR 2019-2020



JOHNS HOPKINS  
CAREY BUSINESS SCHOOL

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## Our Mission

The Johns Hopkins Carey Business School supports business knowledge development and education through our own initiatives, innovations, and collaborative programs across the Johns Hopkins University. We create and share knowledge that shapes business practices while educating business leaders who will grow economies and societies, and are exemplary citizens.

## Introduction

### **The Johns Hopkins University**

Established in 1876, the Johns Hopkins University was the first American university dedicated to advanced study and scientific research. Today, Johns Hopkins continues as a leader in teaching, research, and community service and is the single largest university recipient of research and development funds from the federal government.

There are 10 divisions within the university.

The Johns Hopkins Carey Business School's faculty, administrative staff, and many of its programs are located in Baltimore, Maryland. Programs are also offered at the Washington, D.C. campus, as well as online.

The Krieger School of Arts and Sciences and the G.W.C. Whiting School of Engineering are based on the Homewood campus in north Baltimore. The School of Education houses its central administration and some programs in the Homewood Campus' Education Building. Additional campus facilities are in Columbia and Montgomery County, Maryland. The School of Medicine, Bloomberg School of Public Health, and School of Nursing occupy a campus in East Baltimore, along with the Johns Hopkins Hospital, a separate but closely allied institution. The Peabody Institute, one of the nation's leading professional schools of music, is also located in Baltimore; the Paul H. Nitze School of Advanced International Studies is in Washington, D.C.; and the Applied Physics Laboratory is in Laurel, Maryland. International academic campuses are located in Nanjing, China; Bologna, Italy; and Singapore.

### **The Johns Hopkins Carey Business School**

The Johns Hopkins Carey Business School brings to the field of business education the intellectual rigor and commitment to excellence that are the hallmarks of the Johns Hopkins University. True to the traditions of the university of which it is a part, the school's approach is original and transformative. It offers a uniquely humanistic and multidisciplinary model of business education and research, tapping the rich resources of faculty and programs from the other great divisions of the university – the Schools of Medicine, Public Health, Nursing, Engineering, Advanced International Studies, Arts and Sciences, and Education.

Nimble, engaging, forward-thinking, and responsive, Carey Business School graduates are not just business leaders but global citizens who understand and respect the interconnectedness of business and society and the potential of innovative thinking and sustainable strategies to change lives, communities – the world – for the better.

Carey Business School students gain a sound education in business functions and fundamentals, and a deep understanding in one or more key sectors critical to economic growth and job creation: health care management, financial businesses, real estate and infrastructure, and risk management.

Through programs that combine extensive theory with a wealth of work-world experience, Carey students learn from nationally recognized researchers and leaders in their fields. Faculty are a dynamic blend of academic experts and practitioners drawn from leading corporate, government, and nonprofit institutions, such as Bank of America, Deloitte & Touche LLP, Fannie Mae, NASDAQ, Northrop Grumman, the U.S. Treasury, Wells Fargo, and the World Wildlife Fund. Carey graduates represent a diverse mix of prominent national and international employers, including Stanley Black & Decker, the U.S. State Department, Ernst & Young, IBM, and NASA.

By linking this focused business education to urgent social issues – e.g., health, security, infrastructure, education, environmental sustainability, population, and poverty – the Johns Hopkins Carey Business School endeavors to improve lives on a global scale, by producing leaders to tackle not only today's most difficult challenges, but those of tomorrow as well.

## **Curriculum**

Current academic programs include the Johns Hopkins Global MBA (full-time), and the Flexible MBA (part-time), designed to accommodate the needs of working professionals.

Also offered are a wide range of dual MBA programs (in collaboration with other Johns Hopkins schools) in areas such as government, biotechnology, medicine, public health, and design leadership (offered in collaboration with Maryland Institute College of Art). Specialized Master of Science degree programs are offered in business analytics and risk management, finance, health care management, information systems, marketing, and real estate and infrastructure, as well as a variety of graduate certificate programs, and non-credit Executive Education courses.

## 2019 - 2020 Academic Calendar

### Summer Semester 2019

**March 1, 2019**

Deadline for 2019-20 Maryland State Scholarships

**March 15, 2019**

Financial Aid priority filing date for academic 2019-20 year for full-time students

**March 25, 2019**

Application for graduation available for summer 2019 semester

**March 25, 2019**

Advanced Registration\* period begins for all summer semester classes

Full-time and Part-time students will be billed for summer tuition on April 15, 2019

**March 26, 2019**

Open Registration\*\* period begins for all summer semester classes

Full-time and Part-time students will be billed for summer tuition on April 15, 2019

**April 15, 2019**

Financial aid priority filing date for 2019-20 academic year-part-time program students

**April 15, 2019**

Full-time and part-time students will be billed for summer 2019 tuition/registrations

**May 28, 2019**

Late registration period for continuing students begins

**May 28, 2019**

Graduate 8-week summer session onsite and online classes begin

**June 14, 2019**

Last day to submit a graduation application for summer 2019 semester

Deadline to submit endowed scholarship application

**July 1, 2019 (tentative)**

Summer 2019 tuition and fees payment is due

**July 4, 2019**

Fourth of July holiday – no onsite classes held

**July 22, 2019**

Graduate 8-week summer session online classes end

**July 25, 2019**

Graduate 8-week summer session onsite classes end

**July 26, 2019**

Make-up day for summer session onsite classes (if needed)

**August 1, 2019 (tentative)**

Graduation Ceremony for Summer 2019 graduates

\*Advanced Registration period available to students who have earned 50% of their degree credits

\*\*Open Registration period available to all active students

**Fall Semester 2019**

**March 1, 2019**

Deadline for 2019-20 Maryland State Scholarships

**March 15, 2019**

Financial Aid priority filing date for 2019-20 academic year for full-time program students

**April 1, 2019**

Application for graduation available for academic year 2019-20

**April 15, 2019**

Financial Aid priority filing date for 2019-20 academic year-part-time program students

**April 22, 2019**

Advanced Registration\* period begins for all fall semester classes

Full-time and Part-time students will be billed for fall tuition on July 2, 2019

**April 23, 2019**

Open Registration\*\* period begins for all fall semester classes

Full-time and Part-time students will be billed for fall tuition on July 2, 2019

**June 14, 2019**

Deadline to submit endowed scholarship application

**July 2, 2019**

Full-time and part-time students will be billed for fall 2019 tuition/registrations

**July 25 –August 12, 2019**

Summer Intensive Program for some newly admitted International students for Baltimore programs

**July 29 – August 14, 2019**

Summer Intensive Program for some newly admitted International students for Washington, DC programs

**August 13, 2019**

Orientation for full-time MS students in Baltimore, MD who attend Summer Intensive

**August 15, 2019**

Orientation for full-time MS students in Washington, D.C. who attend Summer Intensive

**August 19-22, 2019**

Orientation for new Global MBA students

**August 21, 2019**

Orientation for full-time Master of Science students in Washington, D.C. who are not required to attend Summer Intensive

**August 23, 2019**

Orientation for full-time Master of Science students in Baltimore, MD who are not required to attend Summer Intensive

**August 26, 2019**

Late registration period for continuing students begins

**August 26, 2019**

Graduate 8-week Fall I session (onsite and online) classes begin

**August 30, 2019**

Fall 2019 tuition and fees payment is due

**September 2, 2019**

Labor Day holiday - no onsite classes held

**September 20, 2019**

Last day to submit an application for graduation for fall 2019

**October 20, 2019**

Graduate 8-week Fall I session online classes end

**October 21, 2019**

Graduate 8-week Fall II session online classes begin

**October 22, 2019**

Make-up day for Fall I session onsite classes (if needed)

No 16-week classes held

**October 22, 2019**

Graduate 8-week Fall I session onsite classes end

**October 23, 2019**

Graduate 8-week Fall II session onsite classes begin

**November 27– 30, 2019**

Thanksgiving holiday - no onsite classes held

**December 15, 2019**

Graduate 8-week Fall II session online classes end

**December 23, 2019**

Make-up days for Fall II graduate session onsite classes, and 16-week graduate session onsite classes (if needed)

**December 23, 2019**

Fall II graduate session onsite classes and 16-week graduate session onsite classes end

\*Advanced Registration period available to students who have earned 50% of their degree credits

\*\*Open Registration period available to all active students

**Intersession 2020**

**October 28, 2019**

Registration period begins for Intersession classes

Full-time and part-time students will be billed for Intersession 2020 classes as they register

**December 16, 2019**

Late registration period for continuing students begins

**January 2, 2020**

Intersession onsite classes begin

**January 18, 2020**

Make-up day for Intersession (if needed)

**January 18, 2020**

Intersession onsite classes end

**Spring Semester 2020**

**April 1, 2019**

Application for graduation available for academic year 2019-20

**October 28, 2019**

Advanced Registration\* period begins for all spring semester classes

Full-time students will be billed for spring tuition on November 1<sup>st</sup> (tentative)

Part-time students will be billed for spring tuition as they register for classes

**October 29, 2019**

Open Registration\*\* period begins for all spring semester classes  
Full-time students will be billed for spring tuition on November 1<sup>st</sup> (tentative)  
Part-time students will be billed for spring tuition as they register for classes

**November 1, 2019**

Financial aid priority filing date for spring 2019 only

**January 18, 2020**

Orientation for all new students in part-time programs

**January 20, 2020**

Martin Luther King Jr. holiday – no classes held

**January 21, 2020**

Late registration period for continuing students begins

**January 21, 2020**

Graduate 8-week Spring I session (onsite and online) classes begin

**January 31, 2020 (tentative)**

Spring 2020 tuition and fees payment is due

**February 21, 2020**

Last day to submit an application for graduation for spring 2020 semester

**March 16, 2020**

Graduate 8-week Spring I session online classes end

**March 17, 2020**

Graduate 8-week Spring II session online classes begin

**March 17, 2020**

Make-up days for Graduate 8-week Spring I onsite classes (if needed)

**March 17, 2020**

Graduate 8-week Spring I session onsite classes end

**March 18, 2020**

Graduate 8-week Spring II session onsite classes begin

**May 11, 2020**

Graduate 8-week Spring II session online classes end

**May 13, 2020**

Make-up day for Graduate 8-week Spring II session onsite classes (if needed)

**May 13, 2020**

Graduate 8-week Spring II session onsite classes end

**May 19, 2020 (tentative)**

Carey Graduation Ceremony

**May 21, 2020**

University-wide Commencement

\*Advanced Registration period available to students who have earned 50% of their degree credits

\*\*Open Registration period available to all active students

## Academic Advising

Academic Advisors are available to offer support and direction as students navigate their experience at the Carey Business School. By consulting with academic advisors throughout their degree or certificate programs, students can connect to available resources, ease the registration process, ensure conformity to program curricula and regulations, select course work to best meet career or professional goals, and stay on track for timely completion of their academic program(s).

Each student is assigned an academic advisor after confirmed acceptance. Advising may be done in person, by phone, via Skype, or by email.

### **When Students Should Seek Advising**

Students can connect with their assigned advisor at any time. Advisors will typically connect with students at the beginning, midpoint, and endpoint of their academic program.

New students are expected to meet with their assigned advisor for an introductory advising session or orientation session prior to the start of their first semester.

Students on academic probation or suspension are required to meet with an advisor prior to re-registration.

Any student seeking special requests such as grade appeals, general petitions, transfer of credit, academic program withdrawal, or leave of absence\* must first contact his or her academic advisor who can assist with the process.

*\*All students who are absent for more than one calendar year, including students on Leave of Absence, will be required to apply for readmission through the Office of Admissions before being permitted to register.*

## Academic Ethics Policy

### 1. Preamble

The Johns Hopkins University (University or JHU) and the Carey Business School (Carey or School) maintain a reputation for academic excellence and integrity. As members of this community, we hold ourselves to the highest standards of ethical behavior in our endeavor to create knowledge for the world. All members of our community have a personal and professional responsibility to uphold an environment of excellence, respect, integrity, and leadership in our community and in their academic endeavors at Carey and the University.

### 2. Statement of Commitment

Carey expects graduates to be innovative business leaders and exemplary global citizens. The Carey community believes that honesty, integrity, and community responsibility are qualities inherent in an exemplary citizen. The objective of the Academic Ethics Policy (AEP or Policy)

is to create an environment of trust and respect among all members of the Carey academic community and hold Carey students accountable to the highest standards of academic integrity and excellence.

It is the responsibility of every Carey student, faculty member, and staff member to familiarize themselves with the AEP and its procedures. Failure to become acquainted with this information will not excuse any student, faculty, or staff from the responsibility to abide by this Policy.

The AEP requires that each student in any course taken at Carey act with honesty and integrity in all academic activities and that each student endeavor to hold his or her peers to the same standard. The Policy exists to: (1) ensure the highest level of personal and professional conduct by our students, and (2) provide a fair, deliberative, impartial, timely, and efficient process for resolving allegations of academic misconduct.

Upon witnessing an alleged violation of the AEP, a student, faculty member, or staff member must inform the responsible faculty member (if known) and the Executive Director of Student Services of both the alleged violation and the name of the student accused of committing the alleged violation. The report should be in writing, preferably using the reporting form which can be obtained from the Student Services Office ([carey.student@jhu.edu](mailto:carey.student@jhu.edu)) or by visiting the AEP webpage ([carey.jhu.edu/current-students/carey-life/student-services/academic-ethics-policy](http://carey.jhu.edu/current-students/carey-life/student-services/academic-ethics-policy)), unless circumstances are such that an immediate oral report should be made (e.g., during a quiz or final examination). If an oral report is made, it should be followed as promptly as possible with a written report. Each member of the Carey community, as a person of integrity, has a personal obligation to adhere to this requirement. It is only by upholding the AEP that members of the entire Carey community can contribute to the School's ability to maintain its high standards and its reputation. Students aware of a violation who fail to report it may also be found in violation of this Policy. Note, the filing of complaints of academic misconduct that the individual knows to be false is prohibited.

Violations of this Policy are viewed as a serious matter and may result in sanctions and corrective measures as described below.

Carey, in collaboration with students and faculty, offers training and educational opportunities for students to learn about the AEP. Some examples include a virtual tutorial, student and faculty videos, sessions at new student orientations or during the semester, and the student AEP pledge ([carey.jhu.edu/ethics-policy](http://carey.jhu.edu/ethics-policy)). All students are expected to familiarize themselves with the AEP and are required to take the AEP pledge in the Student Information System (SIS) after completing the AEP course in Blackboard. Failure to complete any training will not excuse any student from responsibility to abide by this Policy. The Academic Ethics Board and the Student Services Office are available to answer any inquiries about this Policy at [carey.student@jhu.edu](mailto:carey.student@jhu.edu) or 410-234-9240.

### 3. Scope

The AEP applies to all Carey students.

#### 4. Cross-Divisional Enrollments

Carey students may enroll in courses in one or more other University divisions or schools. Carey students are subject to this policy not only when enrolled in Carey courses, but also when enrolled in courses in other University divisions or schools. Academic misconduct in the context of those "outside" courses will be subject to and resolved under this policy.

#### 5. Non-Academic Misconduct

All issues of non-academic student misconduct will be subject to the University-wide Student Conduct Code (for more on this code, please refer to [studentaffairs.jhu.edu/policies/student-code](http://studentaffairs.jhu.edu/policies/student-code)).

#### 6. Authority

##### ***Carey Academic Ethics Board***

The Carey Academic Ethics Board (AEB) adjudicates alleged violations of the AEP as described below. The Academic Ethics Board comprises Carey students and faculty, and the Executive Director of Student Services (or designee). The faculty representatives are appointed by the Vice Dean for Faculty and Research. Student representatives are selected by the Student Services Office via a nomination and interview process. Those students interested in serving as student Co-Chairs may inform the Student Services Office via this process. Based on a review of the pool of interested students, the Executive Director of Student Services will appoint the student representatives and Co-Chairs for one-year terms. Student representatives may be reappointed for additional terms. The Academic Ethics Board is comprised of at least ten (10) faculty representatives, ten (10) student representatives, and the Executive Director of Student Services (or designee).

Faculty have the authority to resolve certain first-time offenses, as described in Section 8 below.

##### ***Carey Academic Ethics Board Panel***

The Academic Ethics Board Panel is charged with determining, based on a preponderance of the evidence, whether a student's actions constitute a violation of this Policy and, if so, determining (an) appropriate sanction(s) as described below. The Academic Ethics Board Panel is comprised of one (1) student Co-Chair, two (2) additional students, three (3) faculty representatives, and the Executive Director of Student Services (or designee). A majority vote is required for Panel decisions, except that unanimity is required for a sanction of expulsion. The Executive Director of Student Services (or designee) does not have voting rights.

## *Jurisdiction*

The AEB has jurisdiction over the following, without limitation:

- Violations of the Academic Ethics Policy
- Violations may include, but are not limited to, the following:
  - Cheating, plagiarism, unpermitted collaboration, forgery of academic documents, facilitating academic dishonesty, unfair competition, failure to report a violation, or adhere to policies
  - Improper use of intellectual property

## *Removal and Vacancies*

A faculty or student representative may be removed from the Academic Ethics Board or a particular Panel if he or she has not met the expectations required of a Board member. This decision will be made by the Executive Director of Student Services with regard to student representatives and by the Vice Dean for Faculty and Research with regard to faculty representatives. Any vacancies in student representatives, including student Co-Chairs, will be filled by the Executive Director of Student Services and any vacancies in faculty representatives will be filled by the Vice Dean for Faculty and Research.

## 7. Academic Misconduct

Academic misconduct is prohibited by this Policy. Academic misconduct is defined as any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. This includes a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts, gaining access to materials before they are meant to be available, and helping another individual(s) to gain an unfair academic advantage. Nonexclusive examples of academic misconduct are listed below.

### *Cheating*

- fraud, deceit, or dishonesty in an academic assignment, text, or examination
- use or consultation of unauthorized or inappropriate materials (e.g., notes, books, etc.) on assignments, tests, or examinations
- unauthorized discussion of a test or examination during its administration
- copying content on an assignment, test, or examination from another individual(s)
- obtaining a test or examination or the answers to a test or examination before administration of the test or examination (e.g., either an electronic copy or hard copy)
- studying from an old test or examination whose circulation is prohibited by the faculty member
- use or consultation of unauthorized electronic devices or software (e.g., calculators, cellular phones, computers, tablets, etc.) in connection with assignments, tests, or examinations
- use of paper writing services or paper databases

- unauthorized collaboration with another individual(s) on assignments, tests, or examinations
- submission of an assignment, test, or examination for a re-grade after modifying the original content submitted
- permitting another individual(s) to contribute to or complete an assignment, or to contribute to or take a test or examination on the student's behalf
- unauthorized submission of the same or substantially similar work, assignment, test, or examination (e.g., a paper, etc.) to fulfill the requirements of more than one course or different requirements within the same course
- tampering with, disabling, or damaging equipment for testing or evaluation

### *Plagiarism*

- use of material produced by another person without acknowledging its source
- submission of the same or substantially similar work of another person (e.g., an author, a classmate, etc.) without proper attribution and citation
- dual submission of an assignment
- use of the results of another individual's work (e.g., another individual's paper, examination, homework, computer code, lab report, etc.) while representing it as your own
- improper documentation/acknowledgement of quotations, words, ideas, views, or paraphrased passages taken from published or unpublished sources
- wholesale copying of passages from works of others into your homework, essay, term paper, or dissertation without acknowledgment
- paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment

### *Forgery/Falsification/Lying*

- falsification or fabrication of data/information for an assignment, text, or examination, or in an experiment
- citation of nonexistent sources or creation of false information in an assignment
- attributing to a source ideas or information that is not included in the source
- forgery of University or other official documents (e.g., letters, transcripts, etc.)
- impersonating a faculty or staff member
- request for special consideration from faculty members or university officials based upon false information or deception
- fabrication of a reason (e.g., medical emergency, etc.) for needing an extension on or for missing an assignment, test, or examination
- claiming falsely to have completed and/or turned in an assignment, test, or examination
- falsely reporting an academic ethics policy violation by another student
- failing to identify yourself honestly in the context of an academic obligation
- providing false or misleading information to a faculty member or any other University official

### *Facilitating Academic Dishonesty*

- intentionally or knowingly aiding another student to commit an Academic Ethics Policy violation
- allowing another student(s) to copy from one's own assignment, test, or examination
- making available copies of course materials whose circulation is prohibited (e.g., old assignments, texts, or examinations, etc.)
- completing an assignment or taking a test or examination for another student(s)
- sharing paper mill/answer bank websites or information with another student(s)
- any improper use of intellectual property (including unauthorized class recordings)

### *Unfair Competition*

- intentionally damaging the academic efforts of another student(s)
- stealing another student's academic materials (e.g., books, notes, assignments, etc.)
- denying another student needed University resources (e.g., hiding library materials, stealing lab equipment, etc.)

### *Failing to Report Alleged Violation*

- failing to report any known or suspected violation of the AEP

### *Failing to Follow Applicable Policies, Procedures, Rules*

- failing to follow applicable JHU, divisional/school, program, course, and/or faculty policies, procedures, and rules regarding academic ethics

## 8. Faculty-Student Resolution of First-Time Offenses

If a student is suspected of academic misconduct, the faculty member responsible for the course in which the misconduct allegedly occurred must, if feasible, promptly review the facts of the case with the student. If the faculty member believes that academic misconduct has occurred, the faculty member must first contact the Executive Director of Student Services ([carey.student@jhu.edu](mailto:carey.student@jhu.edu)) to determine whether the offense is a first or subsequent offense. If a first offense, the faculty member may choose to resolve the case directly with the student in accordance with this section (i.e., the faculty member and student may reach an agreement on the resolution of the alleged misconduct; note that neither the faculty member nor the student are obligated to resolve a complaint under this section). A faculty member may not resolve a second or subsequent offense directly with the student. The maximum sanction that can be imposed by a faculty member in a resolution of a first offense is a zero on the assignment. The faculty member must submit all relevant information regarding any agreement reached with the student to the Executive Director of Student Services. If such an agreement is reached, the Student Services Office will promptly provide the student with a letter outlining the resolution that includes the charges, a summary of the evidence, the findings, and the sanctions agreed upon.

In addition, the faculty member shall notify the Executive Director of Student Services when:

- The faculty member cannot reach an agreement with the student (e.g., the student denies cheating or does not agree with the proposed sanction, etc.)
- The reported violation is a second or subsequent offense for the same student
- The faculty member prefers to refer the case to the Executive Director of Student Services for resolution
- In the case of a first offense, the faculty member believes that the sanction warranted is greater than zero on the assignment

In such instances, the case will proceed to the next phase of resolution as outlined in Section 9 below.

## 9. Hearings

The Executive Director of Student Services (or designee) may dismiss a case for a lack of sufficient information or if the alleged conduct does not fall within conduct prohibited by this Policy. Absent these circumstances, the case will be resolved per the proceedings described below.

### ***First-Time Offenses Not Informally Resolved Between a Faculty Member and Student - Administrative Hearing or Academic Ethics Board Panel Hearing***

In the case of a first offense that is not resolved between the faculty member and student, the Executive Director of Student Services (or designee) shall investigate and recommend one of two options: Administrative Hearing or Academic Ethics Board Panel Hearing. The gathering of case information may include meetings with or requests for statements from the student and witnesses, and review of any related information. In making this recommendation, the Executive Director of Student Services shall also consider the nature of the alleged misconduct and potential sanctions, prior academic misconduct history of the student (if any), and other relevant information and factors.

### ***Second and Subsequent Offenses***

Second and subsequent offenses must be heard by the Academic Ethics Board. For a second or subsequent violation, as a general matter, the only sanctions that may be imposed are suspension or expulsion, provided that the Academic Ethics Board has discretion to impose a lesser sanction in the rare instances when warranted by the facts and circumstances of a particular case.

### ***Administrative Hearing (For First-Time Offenses Only)***

An Administrative Hearing involves a meeting between the Executive Director of Student Services (or designee, who serves as a "hearing administrator") and the student. The Executive Director of Student Services (or designee) may also meet with witnesses and others involved, and obtain and review relevant evidence.

The Executive Director of Student Services (or designee) will review the allegations and evidence with the student and give the respondent an opportunity to respond.

The Executive Director of Student Services (or designee) will then determine based on preponderance of the evidence whether the student is responsible for the alleged Policy violation(s), and, if so, issue (an) appropriate sanction(s).

### *Academic Ethics Board Panel Hearing*

The Academic Ethics Board Panel Hearing is a closed proceeding, meaning that no one other than the Panel members and necessary faculty and staff members may be present (along with, if applicable, the student or witnesses). The student and witnesses called to the hearing will be present in the hearing room only when making a statement or being questioned by the Panel. The student is strongly advised to be present and present his/her case. If the student does not appear for a hearing, the hearing will be conducted as scheduled in his/her absence and a determination made that may result in dismissal or other sanctions.

In general, hearings will proceed as follows, although the Academic Ethics Board Panel has discretion to alter the order or manner in which it hears or receives evidence, and to impose time limits on any stage of the process:

- introductions
- summary of reported charges
- opening statement from the Panel indicating the context, charge(s), and evidence
- opening statement from the student
- questioning of the student by the Panel
- questioning of the witnesses, if any, by the Panel
- closing statement from the student

### *Witnesses*

The Executive Director of Student Services (or designee) or the Academic Ethics Board Panel may request the presence of any witness with relevant information about a case. The student may also request the Panel to hear from witnesses with relevant information. Absent exceptional circumstances, the student should inform the Executive Director of Student Services (or designee) in writing at least three (3) business days in advance of any meeting or hearing of the names of the witnesses and to what they will attest. The Executive Director of Student Services (or designee) or Panel may determine whether and if and the extent to which witnesses will be permitted to participate or questioned in any meeting or hearing, including whether their testimony is relevant.

## 10. General Procedures

In connection with the resolution of alleged Policy violations, a student shall:

- be notified in writing of the allegations in advance of any meeting or hearing;
- be notified in writing of the charges, and the date, time, and location of the hearing, and the identity of the hearing administrator and members of the Academic Ethics Board who may sit on the hearing committee in advance of the hearing;

- have the opportunity to review in advance of any meeting or hearing any relevant information to be considered by any faculty member, hearing administrator, or Panel consistent with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and to protect other confidential information;
- be notified in writing of the outcome of any hearing, namely the findings, determination of responsibility, and any sanctions; and be notified in writing of the outcome of any appeal.

The student has the right for a fair and timely hearing in accordance with the AEP. A student may raise the potential conflict of interest about any University personnel or student participating in the resolution process. A student may also decline to participate in the resolution process. The School may, however, continue the process without the student's participation.

Communications under this Policy will be conducted with students primarily through their official University email address, and students are expected to check their official University email on a regular basis.

#### 11. Evidentiary Standard

A "preponderance of the evidence" standard will be used to determine responsibility for alleged violations of this Policy. A "preponderance of the evidence" standard is an evidentiary standard that means "more likely than not." This standard is met if the proposition is more likely to be true than not true.

#### 12. Appeals

Except in the case of a resolution for first-time offenses with a faculty member, the student may appeal the hearing administrator's or Academic Ethics Board Panel's finding of responsibility and/or sanction(s). A student may file any appeal within five (5) business days of the date of the notice of outcome solely on one or more of the following grounds:

- procedural error that could have materially affected the determination of responsibility or sanction(s);
- new information that was not available at the time of the hearing and that could reasonably have affected the determination of responsibility or sanction(s); and
- excessiveness of the sanction(s).

Any appeal must be filed in writing to the Dean via the Vice Dean for Education (email or hard copy). An appeal will involve a review of the file; the appeal does not involve another hearing. The Dean may consult with appropriate University personnel and the Academic Ethics Board Panel in reviewing an appeal. On review of the appeal, the Dean may:

- affirm the decision of the Panel;
- enter a revised determination of responsibility and/or revise the sanction(s); or

- remand the matter to the hearing administrator or Panel to reconsider the determination of responsibility and/or sanction(s); or
- convene a new Panel to consider the case.

The Dean will simultaneously send the appeal determination, with the reasons therefor, to the Vice Dean for Education and to the student. The decision of the Dean is final. No further appeals are permitted.

### 13. Sanctions

The Academic Ethics Board Panel may impose one or more sanctions (which may include one or more corrective and educational measures that the Panel deems appropriate and commensurate with the Policy violation). In doing so, the Panel may consider:

- the specific academic misconduct at issue;
- the student's academic misconduct history; and
- other appropriate factors.

This section lists some of the sanctions that may be imposed upon students for violations of the AEP. Carey reserves the right, in its discretion, to impose more stringent or different sanctions than those listed below depending on the facts and circumstances of a particular case. Sanctions for academic misconduct under this Policy are generally cumulative in nature.

A student found in violation of the AEP in a course may not avoid the Policy and any potential sanctions by withdrawing from a course.

The following is a non-exhaustive list of possible sanctions and what these sanctions typically mean. The specific conditions imposed under each sanction (e.g., the terms of a suspension, etc.) will depend on the specific facts and circumstances of each case:

#### *Formal Warning*

The student is notified in writing that his or her actions constitute a violation of the AEP, and may be subject to other actions (e.g., re-taking an examination or failure in a course).

#### *Academic*

These sanctions may include but are not limited to grade adjustments, including failure on any work within the course or failure in the course itself, requiring extra credit to be completed, or re-submission of an assignment, or re-taking a test or examination. This may include a notation on the student's official Carey academic transcript. For example, if the sanction is an "F" for the course, "F due to Academic Dishonesty" may be permanently noted on the student's official Carey transcript.

### *Transcript Notations*

Academic misconduct may be noted on a student's academic transcript.

### *Corrective or Educational Measures*

The student may, for example, be required to write and submit a reflection paper as an opportunity to learn and reflect and/or be required to engage in other corrective or educational measures.

### *Probation*

The student is notified that further violations of the AEP within the stated period of time will result in the student being considered for immediate suspension or other appropriate disciplinary action. If at the end of the specified time period no further violations have occurred, the student is removed from probationary status.

### *Suspension*

The student is suspended from the University for a specified period of time. A permanent notation of the suspension will be displayed on the student's University records and academic transcript. The conferring of an academic degree may be deferred for the duration of the suspension. A student must request in writing and then receive written permission from the Executive Director of Student Services (or designee) prior to re-enrollment or re-application. Academic work completed at another institution while on suspension will not be recognized for credit transfer.

### *Expulsion*

The student is expelled from the University. Expulsion means the permanent removal of the student from the University. Expulsion includes a forfeiture of all rights and degrees not actually conferred at the time of the expulsion, permanent notation of the expulsion on the student's University records and academic transcript, withdrawal from all courses according to divisional policies, and the forfeiture of tuition and fees. Any student expelled from the University is prohibited future re-application to the University.

## 14. Records

A case file concerning a student will be retained for the duration of the student's enrollment at Carey plus seven (7) years from the date that the student graduates or otherwise leaves the University.

## 15. Amendments to the Academic Ethics Policy

Significant amendments to the AEP must be approved by the Vice Dean for Faculty and Research, the Vice Dean for Education, the Dean, and a faculty vote (vote passing with simple majority). Minor amendments to the AEP may be made by the Vice Dean for Faculty and Research or the Vice Dean for Education with notification to the Dean.

## Academic Progress

*Beginning Fall 2019, the minimum GPA for good academic standing and graduation will change from 3.00 GPA to 2.85 GPA.*

Graduate students at the Carey Business School must have a minimum 2.85 grade point average to graduate and must maintain at least a 2.85 cumulative grade point average (2.85 on a 4.00 scale) to remain in good academic standing. Students receive credit for courses in which they receive grades lower than a B, except the F grade which does not earn any credits. Students need to repeat any required course in which they receive an F (please refer to *Repeating a Course* under the *Grading Policy* for further details).

Graduate students will be placed on academic probation if their cumulative grade point average falls below 2.85. Grades will be reviewed for academic progress at the end of each semester or for full-time programs at the end of each term. Students whose cumulative GPA falls below 2.85 must meet with their advisors to discuss resources such as tutoring or workshops so that they can raise their GPA to assure continued progress toward graduation. A Probation Hold will be placed on the student record for any student with a cumulative GPA below 2.85. Students will be removed from academic probation when their cumulative grade point average reaches 2.85.

If enrolled in a full-time program, students on academic probation who do not raise their cumulative grade point average to 2.85 by the completion of the following semester, or following term if enrolled in a one-year program, may be suspended. After a period of one semester, academically suspended students are required to meet with their academic advisors and may then submit a written petition for reinstatement on a probationary basis.

A student will be dismissed a) when it is not possible for a student to attain the required 2.85 GPA within the school's academic policies, and/or b) when a student fails the same course a second time. Students cannot re-apply to the same academic program from which they were dismissed; however, they can apply to a different academic program, though they are not guaranteed admission.

*Note: These policies are for determining satisfactory academic progress. Please review the Financial Aid section of this handbook to determine the standards for satisfactory progress for eligibility to receive or continue to receive financial assistance.*

## Academic Standards

Johns Hopkins University and the Carey Business School expect the highest academic standards from its students. The awarding of degrees and certificates is based upon satisfactory completion of all degree/certificate requirements with student performance that meets the expectations of the faculty, as well as compliance with University and School regulations. The Academic Board of the Carey Business School reviews all student applications for graduation and makes recommendations for degree/certificate conferral to the president of the University.

The university does not guarantee the awarding of a degree or certificate to students enrolled in any academic program. Any breach of academic standards may result in disciplinary actions against the student(s) involved. Please see the *Academic Ethics Policy* section for an overview of procedures.

## Admissions

Students seeking admission to a degree or certificate program must submit an online application and all required application documents outlined on the Carey Admissions website at <https://carey.jhu.edu/programs/how-to-apply>, as well as the non-refundable application fee. Materials submitted as part of the application process will not be returned to the applicant. If an applicant does not waive his/her rights to the recommendation letter submitted on their behalf, he/she may request one single copy of each letter be emailed to the student (one time request only). OR, the student can send a self-addressed, postage pre-paid envelope to the Admissions Office to request a single copy.

Johns Hopkins Carey Business School  
Office of Admissions  
100 International Drive  
Baltimore, MD 21202

Admission requirements (e.g., standardized test scores) vary by program. Applicants are encouraged to contact the Office of Admissions or visit [carey.jhu.edu/admissions](https://carey.jhu.edu/admissions) to determine specific admission criteria, suitability of prior degrees, or certification requirements for their desired programs of study. Students who provide fraudulent or misleading information by omitting relevant details during the admission process, or falsifying information will face disciplinary action to include withdrawal of the application. If fraudulent or misleading information is discovered after admission and enrollment, admission may be revoked and students removed from classes/dismissed from the program without a refund for tuition paid.

Applicants interested in admission to the Johns Hopkins Carey Business School may apply to only one master's program and/or certificate at a time and cannot file multiple applications concurrently to Carey. Once a decision has been made and released, if interested, applicants can file additional applications to other programs at Carey. If denied admission, applicants cannot apply again to the same program for the same enrollment term. Denied applicants are not eligible to reapply until the next start period for that particular program. Full-time programs begin once a year in August; part-time programs begin in fall and spring and select part-time programs begin in the summer.

For full-time programs, the Carey Business School reviews applicants by round (i.e. round 1, 2, and 3). Application deadlines and Carey decision dates are clearly indicated online at [carey.jhu.edu/admissions/deadlines](https://carey.jhu.edu/admissions/deadlines). Part-time programs at Carey use a rolling admissions process and files are reviewed upon receipt prior to the stated deadline. Application review times vary and are dependent upon the date and time an applicant completes the application file with all required documents. To expedite the process, applicants should utilize an E-transcript service to have official copies of undergraduate and/or graduate transcripts (or course-by-course evaluations for international students) sent before or at the time of submission of their application. E-transcript options include Scrip-Safe ([scrip-safe.com](https://scrip-safe.com)),

Docufide ([parchment.com/u/auth/login](http://parchment.com/u/auth/login)), or the National Student Clearinghouse ([studentclearinghouse.org](http://studentclearinghouse.org)). Paper transcripts will only be accepted for applicants coming from institutions that do not offer an E-transcript option. Please visit [carey.jhu.edu/programs/how-to-apply/](http://carey.jhu.edu/programs/how-to-apply/) for more details.

Academic records (transcripts, diplomas, and degree certificates) for degrees earned from non-U.S. institutions must be evaluated by an authorized credential evaluation agency (WES, ECE, or IERF). Applicants who earned credits at a non-U.S. institution without earning a degree should submit an official English translation of the transcript from the institution where those credits were earned in lieu of a course-by-course evaluation. See the *International Credential Evaluation* section of this catalog.

All applications to the Carey Business School should be submitted online at [carey.jhu.edu/admissions/application-process](http://carey.jhu.edu/admissions/application-process). Paper applications are no longer accepted. Electronic documents are required and will expedite the process. If hard copy documents must be sent, mail to:

Johns Hopkins Carey Business School, Office of Admissions  
100 International Drive, Baltimore, MD 21202

To be eligible for federal financial aid, federal regulations require that students be accepted unconditionally into a 15-credit (or more) degree or certificate program, and maintain an enrollment status of at least half-time each semester. Note that conditionally admitted students who are taking the prerequisite credits necessary for full admission to their program may be considered for limited federal loan assistance for one or two semesters depending on the number of prerequisites required. Loans may not exceed tuition charges for the specific number of required credits, registration or course fees, and a book allowance.

## **Master's Programs**

Applicants must submit an application for admission, the non-refundable application fee, and all other required supporting documentation (such as letters of recommendation, essay and optional resume), along with official transcripts from all post-secondary colleges or universities attended. Materials submitted to Admissions will not be returned to the applicant. Applicants to graduate degree programs must hold a bachelor's degree from an accredited college with a minimum cumulative grade point average of 3.00 on a 4.00 scale. Academic records from non-U.S. institutions must be evaluated by an authorized credential evaluation agency (see list in the *International Credential Evaluation* section of this catalog for suggested agencies). Additionally, the admission process may include an interview. Some programs may require an in-person interview while other programs will allow for Skype interviews or interview videos uploaded with the application.

Additional materials are required for international student admission. Please see the *International Student Admission Policy* section for details.

## Certificate Programs

Applicants to graduate certificate programs must hold a bachelor's degree from an accredited college or university recognized by the U.S. Department of Education with a minimum cumulative grade point average of 3.00 on a 4.00 scale. Additional application requirements vary by certificate program. Students have three years to complete the certificate.

## Graduate Degree Requirements

Once admitted to a graduate degree program in the Carey Business School, students must complete all coursework at Johns Hopkins University, except with prior written approval from an advisor. **For more information, see the *Transfer of Graduate Credits* section of this catalog.** Exceptions are rare, but will be considered on a case-by-case basis.

Graduate students enrolled in master's programs have six years to complete their degree. For information regarding specific degree requirements for each graduate program, please refer to the detailed program descriptions online at [carey.jhu.edu/programs](http://carey.jhu.edu/programs).

## State-Specific Authorization for Online Courses

State authorization is subject to change according to the states in which the Johns Hopkins Carey Business School is authorized to recruit for online programs. Currently, the Carey Business School is authorized to recruit in most states for online programs. Applicants should, however, contact [carey.admissions@jhu.edu](mailto:carey.admissions@jhu.edu) if there are questions regarding a particular state.

## Verification of Credentials

Accuracy is expected in all documents provided by all applicants. Applicants must not make inaccurate statements, fabricated credentials, or material omissions on their applications, during the interview, nor submit any false materials related to or in connection with seeking admission. Violation of this requirement will result in the application being rejected or withdrawn from consideration.

It is the policy of the Carey Business School to verify all documents and credentials in support of an application. Carey Business School staff and university officials reserve the right to verify the authenticity of any information submitted or provided during the admission process. Essays and letters of recommendation may be traced back to their origin in order to establish authenticity.

If a violation is discovered during the application process an applicant will be withdrawn from admission consideration. If a violation is discovered after an applicant has been admitted, the offer will be rescinded and the student is no longer eligible for enrollment—even if the student has already enrolled and is currently making progress in an academic degree or certificate program. A degree or certificate conferred by the Johns Hopkins Carey

Business School may also be rescinded if admission to the School was previously offered based upon falsified or inaccurate information. The application fee is nonrefundable.

## International Student Admission Policy

### **Demonstration of English Language Proficiency by Non-native Speaking Applicants**

As one measure of potential for academic success while a student in the Carey Business School, international applicants must demonstrate proficiency in both written and spoken English.

To demonstrate proficiency, applicants must submit either official TOEFL (Test of English as a Foreign Language) scores, official PTE (Pearson Test of English) scores, or official IELTS (International English Language Testing System) scores if the undergraduate degree has not been earned from an accredited institution in the United States (or Canada). The preferred minimum TOEFL requirement is 600 (paper-based), 250 (computer-based), or 100 (internet-based). The TOEFL code for the Johns Hopkins Carey Business School is 0834. The preferred IELTS score is 7.0. The preferred PTE score is 70. Applicants will generally be required to provide additional evidence of English proficiency in their applications.

The admissions committee may determine that enrollment in business English courses is necessary for some students who are otherwise highly qualified. These students will be offered conditional admission and will be required to enroll in these non-credit courses concurrent with their regular academic courses until they qualify for a waiver by reaching a certain level of proficiency. For more information on these courses, please visit [carey.jhu.edu/current-students/international-students/english-language-program](http://carey.jhu.edu/current-students/international-students/english-language-program).

### **F-1 Visa Applicants**

An international applicant requiring a student (F-1) visa to attend school must obtain admission to a degree program well in advance of the start of the semester. The Carey Business School does not issue I-20 forms for provisional acceptance to a degree program, nor does it issue an I-20 for any certificate programs. I-20s are issued, however, for conditional admissions, as well as for Master's degree programs. The application and other required admission deadlines for international students who require a student (F-1) visa and who plan to attend the Carey Business School are April 1st for the fall semester and October 15th for the spring semester.

International applicants needing an F-1 visa are strongly encouraged not to wait until the final deadlines to apply. If applications and other required documents are not received on or before these deadlines, the application will be considered at the start of the next semester. For program application deadline dates, visit [carey.jhu.edu/admissions/deadlines](http://carey.jhu.edu/admissions/deadlines).

After receipt of the acceptance letter from the Carey Business School and payment of the non-refundable enrollment deposit, international students will be sent an email from the Office of International Services (OIS) with information on the steps required to receive an I-20 form. The email will be sent to the address listed in the student's application. This message will be sent in early March or, if accepted later, within two weeks of payment of the enrollment fee. If the information is not received, please contact OIS at [ois@jhu.edu](mailto:ois@jhu.edu).

Before an I-20 is issued, the international student is required to submit financial documentation to OIS via iHopkins, per the instructions. I-20 forms will not be issued until the student has accepted the offer of admission, the enrollment fee has been paid, and all required documents have been uploaded to iHopkins.

An overview of the process and the documentation required can be found online at [ois.jhu.edu/Immigration and Visas/For New Students and Scholars/For Students](https://ois.jhu.edu/Immigration%20and%20Visas/For%20New%20Students%20and%20Scholars/For%20Students)

Specific figures on the estimated expenses and the amount of funding required in order to be issued an I-20 can be found here:

[ois.jhu.edu/Immigration and Visas/For New Students and Scholars/For Students /Carey Expenses.pdf](https://ois.jhu.edu/Immigration%20and%20Visas/For%20New%20Students%20and%20Scholars/For%20Students/Carey%20Expenses.pdf)

International applicants who hold visa types other than an F-1 visa and wish to enroll as part-time graduate special (non-degree) students should follow the application directions in this section. International graduate students attending other institutions in student (F-1) status during the regular academic year are also welcome to enroll as graduate special (non-degree) students during the summer. For more information, contact the Office of Admissions at 410-234-9220 or [carey.admissions@jhu.edu](mailto:carey.admissions@jhu.edu), or OIS at 667-208-7001 or [ois@jhu.edu](mailto:ois@jhu.edu).

*Note: Financial aid is not available for international students.*

## **International Credential Evaluation**

Applicants who hold degrees from non-U.S. institutions (with the exception of Canada) must have their academic records evaluated by an authorized credential evaluation agency (see list of approved agencies below) before they can be considered for admission to a degree or certificate program. For degrees earned at non-U.S. institutions, an official course-by-course evaluation assessing the degree, the overall grade point average, and the courses taken, should be submitted. Final official course-by-course credential evaluations must be the equivalency of a U.S. degree and from a regionally-accredited university or college in the United States. Please do not send official foreign transcripts. Credential evaluations are used to assess a student's coursework against the U.S. grading system and to evaluate courses for possible transfer credit. In addition to submitting official academic records to the Carey Business School, applicants should make arrangements with an authorized credential

evaluation agency for an evaluation of the degree, an assessment of the overall grade point average, and a course-by-course evaluation.

Fees and required documentation for evaluations may vary. Applicants are encouraged to contact the agency directly for additional information. The following agencies are authorized:

World Education Services, Inc.  
P.O. Box 5087  
Bowling Green  
Station  
New York, New York 10274-  
5087 Telephone: 202-331-2925  
Fax: 212-739-6100  
Email:  
[info@wes.org](mailto:info@wes.org)  
Website: [wes.org](http://wes.org)

Educational Credential Evaluators, Inc.  
P.O. Box 514070  
Milwaukee, WI  
53203-3470  
Telephone: 414-  
289-3400 Email:  
[eval@ece.org](mailto:eval@ece.org)  
Website: [ece.org](http://ece.org)

International Education Research Foundation  
P.O. Box 3665  
Culver City, CA  
90231 Telephone:  
310-258-9451  
Email:  
[info@ierf.org](mailto:info@ierf.org)  
Website: [ierf.org](http://ierf.org)

## Changing Degree Program

Degree- and certificate-seeking students in the Carey Business School who wish to change to another degree or certificate program within the school must submit a new application to the new program. A new application is required for applicants seeking to change to a new degree program. Students may only request to change into a new program during the open admission cycle for that program. Students are not automatically admitted to the desired program; their requests must be approved by Admissions. If selected for admission into the new degree program, students must formally withdraw from the first program through their advisor.

*Note: Financial aid recipients must notify the Financial Aid office when changing or adding a degree or certificate program. Students in F-1 status must notify the Office of International Services for a new I-20 to reflect the change in program. Students using VA benefits must notify the VA Certifying Official in the Registrar's Office when changing or adding a degree or certificate.*

## **Second Degree Option**

Current Carey Business School Students may pursue a second degree in a number of academic programs. Current Master of Science (MS) students at Carey who wish to obtain a second MS degree at Carey must complete a minimum of 24 credits in as few as two semesters. Current MS students who wish to obtain an MBA degree as the Second Degree Option must complete a minimum of 36 credits in as few as three semesters. Current MBA students who wish to obtain a Master of Science degree must complete a minimum of 18 credits in as few as two semesters.

### **Admissions requirements for the second degree:**

- Completion of Second Degree Option application (application fee is waived)
- New personal essay (maximum 500 words)
- 1 letter of recommendation
- Updated resume
- Carey Business School transcript
- Program plan completed with the academic advisor of the desired second degree program
- Admissions interview requirement is waived for current Carey students

Students cannot begin work on their second degree credits until they have graduated with their first degree. Students cannot earn a second degree in an area of concentration for their first degree.

*Note: Any current student who was conditionally admitted to Carey must complete their conditional requirements as noted in their admission letter (such as submission of final transcripts with degree conferred or credential evaluation showing equivalency of a U.S. bachelor's degree).*

## **Adding a Certificate**

Students who are currently enrolled in a degree program at the Carey Business School and wish to add a certificate must submit a written request to the Office of Admissions. Please view the *Graduate Programs* section to determine specific requirements. Full-time students must submit the application to add a certificate during the first semester of enrollment in the Carey Business School degree program. Students in part-time programs must submit within the first year of study (no more than academic year or 3 semesters after their start date).

MS in Finance and MBA students may add either the Graduate Certificate in Financial Management or the Graduate Certificate in Investments, but not both.

*Note: Financial aid recipients must notify the Financial Aid office when changing or adding a degree or certificate program. Those in F-1 status must notify the International Services office for a new I-20 to reflect the change in program. Students using VA benefits must notify the VA Certifying Official in the Registrar's Office when changing or adding a degree or certificate.*

## **Inactive/Deactivated Certificate or Degree Applications**

If it has been longer than one year since a student was admitted and the student did not enroll at the Carey Business School during that time, a new application and all supporting documents must be submitted.

### **Admission to Other Schools of the University**

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

### **Deferring Admission**

Admitted students must accept the offer of admission and pay the non-refundable enrollment deposit prior to requesting deferral. Once the offer of admission has been accepted and the enrollment fee has been paid, students must submit a written deferral request to [carey.admissions@jhu.edu](mailto:carey.admissions@jhu.edu) and a deferral request form will be sent back to the student. Once the completed form has been received and processed, the deferral approval will be emailed back to the student. The offer of admission is only valid for a maximum of one year. Scholarships are not deferrable – all scholarship recipients will be reconsidered for a scholarship for the next year.

### **Conditional Admission**

An applicant may be admitted on a conditional basis pending the completion of clearly defined conditions stated in their offer of admission letter. These conditions may include: official transcripts with degree conferred, official credential evaluation with degree conferred, the completion of MBA Math or other requirements.

To successfully complete the condition, the applicant must fulfill the required condition within the time frame stated in the offer of admission.

Upon successfully meeting all of the conditions, students are notified by email that they are fully admitted to the program to which they have applied. Applicants who do not successfully meet all of the specified conditions within the stated time frame are notified in writing and cannot graduate from the Carey Business School.

*Note: Applicants who have been conditionally admitted are not eligible for financial aid.*

## Alumni

The Carey Business School alumni network is one of the largest alumni networks within Johns Hopkins University and is composed of an extraordinary group of individuals committed to making an impact in their professions and communities. This commitment is a thread that ties the 215,000 alumni of Johns Hopkins University together, an incredible resource for current students.

The Office of Development and Alumni Relations strengthens the alumni bond with cultural, social, and networking opportunities that connect alumni with one another and with current students. An array of opportunities exists for students and alumni to engage with the Carey Business School community, including industry events, mentorship and other volunteer opportunities, and student organization activities. The Office of Development and Alumni Relations continues to identify and develop engagement opportunities with the support and guidance of the Dean's Alumni Advisory Board, comprised of 25 alumni leaders from around the globe. By sharing the Carey Business School experience with colleagues, friends, and prospective students, and staying in touch with professors and classmates, students play an integral role in growing the Carey family. To take advantage of everything the Carey Business School alumni network has to offer, please visit [carey.jhu.edu/alumni-friends/](https://carey.jhu.edu/alumni-friends/).

Students may only spend a few years at Carey, but they are alumni for life. From tools like GoHopOnline (an online networking platform for the Johns Hopkins community) to the eight regional alumni clubs, there are a variety of ways to stay connected and be involved. The strength of the Carey Business School and the Johns Hopkins University network is driven by engaged, passionate alumni who are invested in its future success.

The Office of Development and Alumni Relations welcomes all alumni to pursue lifelong engagement with the Carey Business School. Please contact [carey.alumni@jhu.edu](mailto:carey.alumni@jhu.edu) with any questions, comments, or ideas.

## Athletic Facilities

Students are encouraged to look for athletic and exercise facility options in their respective residential communities or close to campus if interested. Below is one option available.

### **Ralph S. O'Connor Athletic Facility - Homewood Campus**

Carey students may join the O'Connor Recreation Center for a fee of **\$192/year**. Students may opt for the \$96/6-month minimum membership to enroll.

Faculty, staff, and non-Homewood students of the university and spouses (with affiliate) are eligible to join. Services include climbing wall, swimming pool, basketball courts, squash courts, personal training, and much more. More information is available at 410-516-4434 or [studentaffairs.jhu.edu/recreation](https://studentaffairs.jhu.edu/recreation).

## Attendance and Inclement Weather Policy

Participation in lectures, discussions, and other activities is an essential part of the instructional process. Students are expected to attend class; those who are compelled to miss class meetings must inform their instructors of the reasons for absences prior to the class meeting. Faculty members often include classroom participation and attendance in student grading and evaluation. Instructors will clearly communicate expectations and grading policy in the course syllabus. Students who expect to miss several class sessions for personal, professional, or other reasons are encouraged to meet with their academic advisors to consider alternative courses prior to registration. For religious observances, please see the section below.

In order to maintain the academic integrity of our programs, it is important that any class session that is missed due to weather, instructor illness or other emergency is made up, and that any missed material is covered. However, faculty members have considerable latitude over how the class sessions will be made up and have two options from which to choose.

They may:

- Plan and schedule a virtual class session
- Re-schedule the class period to a designated make-up day  
(Designated make-up days are scheduled at the end of each 8-week term or semester. Please see the *Academic Calendar*)

Whenever a class session is cancelled, each faculty member may choose the appropriate make-up alternative for that particular class. The faculty member must notify the students in the class and the Office of Education about which option will be used to make up the class period.

This policy is designed to address those situations when a single class day has been cancelled. Weather emergencies or other events that result in multiple-day cancellations will be handled on a case-by-case basis. Please call the University Weather Emergency Line at 410-516-7781 or 1-800-548-9004 or visit [jhu.edu/alert](http://jhu.edu/alert) for more information.

### Religious Observances

A reasonable religious academic accommodation is a change in the academic environment or in the way academics, tasks, or responsibilities are customarily done that enables a student to participate in his/her religious practice or belief without undue hardship on the conduct of Johns Hopkins University's operation.

Students who need religious accommodations should refer to the University-wide Religious Accommodations Policy located at [oie.jhu.edu/religious-accommodations](http://oie.jhu.edu/religious-accommodations).

## Examinations

A student who needs to miss an examination must notify the instructor in advance. The faculty member will decide if and how the student will make up the missed examination.

## Blackboard®

The Carey Business School uses Blackboard as its course management system, which provides the opportunity to integrate technology into the teaching and learning process.

Faculty members manage their own course content within their Blackboard course websites. Enrolled students can access course documents and assignments, and can communicate with instructors and students through the Blackboard course site.

Students enrolled in onsite courses may contact the Blackboard helpdesk by phone at 866-669-6138 or by visiting [help.edusupportcenter.com/shplite/jhucarey/home](http://help.edusupportcenter.com/shplite/jhucarey/home).

Students enrolled in online courses may contact the Personal Support Center by phone at 844-306-1790, or by email at [carey@personalsupportcenter.com](mailto:carey@personalsupportcenter.com).

### Carey Blackboard Course Site Availability

Blackboard course sites will remain open to students for 30 days after the term end date. To access a course site after the 30-day period has ended, students must submit a request in writing to the instructor. The instructor reserves the right to grant or deny requests.

## Business Cards for Students

Current Carey students enrolled in a degree or certificate program may order official Johns Hopkins Carey Business School cards through the Student Services Office. Students may not place an order for business cards before the start of their program. All business cards have the Johns Hopkins University and Carey Business School name in official typeset. Ordering business cards from another vendor using the Johns Hopkins University or Carey Business School name and/or logo is not permitted. Information about ordering student business cards is available at [carey.jhu.edu/current-students/carey-life/student-services/student-business-cards](http://carey.jhu.edu/current-students/carey-life/student-services/student-business-cards).

## Career Development Office

The Career Development Office (CDO) at the Johns Hopkins Carey Business School partners with internal and external stakeholders to empower students to realize their full potential and go on to secure meaningful, fulfilling careers that make a difference in the world.

Our Baltimore, MD, and Washington, D.C., teams include career coaching and employer relations professionals from diverse backgrounds and industries. Resources and events offer opportunities for the following:

- Personal interests, values, skills, and exploration assessments
- Value proposition development
- Branded resume and cover letter creation
- Networking opportunities with students, staff, alumni, and employers
- Job search management
- Interview confidence building
- Career transition guidance

All students have access to Handshake, the JHU-wide career database, after successful enrollment in classes. Students can log onto Handshake at [jhu.joinhandshake.com/login](https://jhu.joinhandshake.com/login) using their JHED ID and password to:

- a. Review and complete the “My Profile” and “Career Interests” sections
- b. Join a Carey Network in “Career Interests” to receive relevant information
- c. Discover and RSVP to attend information sessions, workshops, and other events
- d. Browse and apply to job postings
- e. Book an appointment with a career coach

When attending CDO events, students should adhere to appropriate technology etiquette, professional etiquette, dress code, and lateness/cancellation policies. All participants are strongly encouraged to shut off their cell phones and to refrain from using laptops and other mobile devices during CDO programs, unless requested to do so. The dress code for all employer/alumni/external constituent events is business professional (wearing a business suit), unless otherwise specified. Event cancellation policy: CDO asks students to cancel their RSVP at least 48 hours prior to an event if they are no longer able to attend.

Participation in future CDO events is at risk if policies are not followed. Students should arrive early for all events as they begin on time. Doors will close at the start of the event and reopen when the event is finished. Students can call 410-234-9270 or email [careerdevelopment@jhu.edu](mailto:careerdevelopment@jhu.edu) with any questions.

The Career Navigator, CDO’s online resource library, compliments the team’s coaching and programming. Carey students and alumni have access to online career planning tools, resources, and webinars to support their career development and job search efforts at [carey.jhu.edu/current-students/carey-life/career-development/career-navigator](https://carey.jhu.edu/current-students/carey-life/career-development/career-navigator).

Students have access to a proprietary resume refinement tool, VMock, a career development platform that combines the power of data science, machine learning, and natural language processing to create personalized, instant, and actionable feedback and benchmarking for students on their resumes. VMock can be found at [vmock.com/JHUCarey](http://vmock.com/JHUCarey). The Career Development Office can be found on Twitter at [twitter.com/JHUCareyCareer](https://twitter.com/JHUCareyCareer) and Facebook at [facebook.com/jhucarey.careerdevelopment](https://facebook.com/jhucarey.careerdevelopment). Students can also find career-related information on the CDO blog at [carey.jhu.edu/carey-the-torch](http://carey.jhu.edu/carey-the-torch).

## Computing Services

Johns Hopkins students have free access to Office 365. Software from Adobe, Microsoft and other manufacturers are available at a discounted price. To take advantage of this and other offers, visit [jhu.onthehub.com](http://jhu.onthehub.com) (JHED ID and credentials will be necessary to complete the order).

Johns Hopkins also offers free Anti-Virus protection to its faculty, staff, and students. Students can download the latest version of Microsoft System Center Endpoint Protection (for Windows, Mac or Linux) at [it.johnshopkins.edu/antivirus](http://it.johnshopkins.edu/antivirus) (JHED ID and credentials are required).

The Johns Hopkins University Computer Purchase Program aims to provide the best possible technical support environment for students by promoting the purchase of recommended systems. If you are in the market for a new computer, including Apple, Dell, and HP, please visit [studentaffairs.jhu.edu/computing/hopkins-technology-store](http://studentaffairs.jhu.edu/computing/hopkins-technology-store).

*Note: This program is offered through Homewood Student Affairs and support is located on the Homewood campus.*

Limited computer support is available at each center and for password issues, through the Main Help Desk phone number 410-516-HELP (4357). There are also Frequently Asked Questions available at [it.johnshopkins.edu/help](http://it.johnshopkins.edu/help).

## Course Schedule

The course schedule is available online at [sis.jhu.edu/classes](http://sis.jhu.edu/classes).

*Course information posted to this website is subject to change without advanced notice.*

## Disability Support Services (DSS)

Johns Hopkins University and the Carey Business School are committed to making all academic programs, support services, and facilities accessible to persons with disabilities. To request accommodations, please contact Carey Disability Support Services (DSS). Students are encouraged to submit their registration form and documentation as early as possible in order to avoid any possible delay in receiving accommodations.

For information on policies and procedures, contact DSS by email at [carey.disability@jhu.edu](mailto:carey.disability@jhu.edu), by phone at 410-234-9243, or visit [carey.jhu.edu/current-students/carey-life/academic-support/disability-support-services](http://carey.jhu.edu/current-students/carey-life/academic-support/disability-support-services).

## Email Activation

The Carey Business School communicates with students via their JHU email account, so it is recommended that students create an account as soon as possible. To activate a JHU email account, a JHED account must be created first. The JHED account is the Login ID and password students use for all online services at Johns Hopkins University. To set up both a JHED and a JHU email account, please go to the Johns Hopkins Portal Website at [my.jhu.edu](http://my.jhu.edu).

### To Create a JHED Account

- Click on “First Time JHED User” in the box on the top left of the page.
- Enter your JHED LID in the Login ID (LID) box.
- Follow the prompts to verify your identity using the last 5 digits of your social security number. If you do not have a social security number, please refer to the section below.
- **Don’t have a Social Security Number?** If you do not have a social security number, a temporary replacement number has been issued to you. This number is not a U.S. Government issued social security number, should not be used as such, and is only active within Johns Hopkins University. To locate your temporary replacement number, please refer to the email from [carey.registration@jhu.edu](mailto:carey.registration@jhu.edu) titled “Johns Hopkins Government ID” you received a few days after you paid your deposit. You will need the last 5 digits of this number to authenticate the JHED LID. If you obtain a U.S. Government issued social security number while you are a student, you must submit documentation to the Registrar’s Office at [carey.registration@jhu.edu](mailto:carey.registration@jhu.edu).
- Create a password (minimum of 8 characters with at least 2 alpha and 2 numeric characters).

*Note: Passwords expire after 180 days. You will be prompted to reset your password upon logging in as well as prior to the expiration date.*

Johns Hopkins has teamed up with Microsoft to provide Exchange Online (formerly Office 365) email account for Carey students. All students must activate a JHU email account in order to register for classes. The University sends all correspondences including billing statements and universal announcements to the students’ JHU email accounts, so it is important for students to activate and monitor this email. Redirecting or forwarding automatically your JHU emails to another personal account is not recommended.

*Note: Employees of the Johns Hopkins University or Medical Institutions should already have an established email account and do not need to follow the steps outlined below.*

## **To Create an Exchange Online (Formerly Office 365) Account**

- The first time you access your Johns Hopkins Exchange Online email account, you must go through the University enterprise portal at [my.jhu.edu](http://my.jhu.edu).
- The first time you log in to the portal, you will need to agree to the Johns Hopkins Exchange Online Terms of Service in order to set up the account for use.
- The initial password for your Exchange Online email account is MMDD99999, where MMDD are the month and day of your birthday and 99999 is the last five digits of your U.S. social security number (or your assigned temporary replacement number if you are an international student).
- Your email should now be established. It may take an hour for your “Email Alert” to be removed from your record. You can access email at [my.jhu.edu](http://my.jhu.edu).

## **To Create an Email Alias**

An email alias is a shorter, more user-friendly email address that you may use to send and receive mail to the account of your choice. You can use the alias to deliver mail to your Exchange Online account or any non-Hopkins email service such as Gmail or Yahoo. To create an alias, simply follow these steps:

- Log into the Johns Hopkins Portal website at [my.jhu.edu](http://my.jhu.edu).
- Click on the “myJHED” tab at the top of the page.
- Click on the Email Alias link under Applications and follow instructions. More information is available at [it.johnshopkins.edu/services/email/Office365/changeAliasRouting.html](http://it.johnshopkins.edu/services/email/Office365/changeAliasRouting.html)

### **Important Information:**

- When creating an alias for your JHU email address, you are presented with the option to forward that alias to another email address. This will **not** forward official emails from the school.

More information can be found at [it.johnshopkins.edu/services/email/office365](http://it.johnshopkins.edu/services/email/office365).

## **English Language Program**

The English Language Program (ELP) promotes the value of communicative competence for both academic achievement and professional success. The ELP helps students develop their English communication skills and understanding of American business settings. Classes, workshops, and individual tutoring are interactive, student-driven, and in

relation to market demands. There is an emphasis on nuances of expression, critical thinking, and intercultural communication skills to serve students in their learning, development, and overall confidence.

*Business English for Graduates I, II, III and IV* are available at the Baltimore, MD and Washington, D.C. campuses. Classes focus on using spoken and written English for both business and academic purposes.

### **English Language Requirement**

For students who are admitted to Carey with an ELP (English Language Program) requirement, enrollment in *Business English for Graduates* courses is required for four terms or until a waiver is granted based on student proficiency.

## **Financial Aid**

The Carey Business School offers financial support that includes federal loans, state scholarships, and school-based scholarships. In general, consideration for financial aid is restricted to students who have been fully and unconditionally accepted into a degree or approved certificate program, enroll half-time or more each semester, and maintain satisfactory academic progress. Students admitted in midterm will become eligible for aid for the next semester. Note that provisionally admitted students who are taking the prerequisite credits necessary for unconditional admission to their program may be considered for limited federal loan assistance for one or two semesters depending on the number of prerequisites required.

### **Federal Aid Enrollment Requirement**

The academic year consists of the summer, fall, and spring semesters. The Fall I and Fall II terms together comprise the “fall semester”. Likewise, the Spring I and Spring II terms together comprise the “spring semester.” For the purposes of most financial aid programs, students must maintain at least half-time enrollment in the semester. Half-time enrollment for graduate students is at least 4.5 credits per semester (which is 3 two-credit course) for the fall and spring semester, and at least 3 credits in the summer term. Students who enroll in the January intersession will have those credits added to their spring semester credits to determine their enrollment status.

Financial aid is available only for courses that are required of the degree program and for which students will receive credit toward completion of their program. Courses taken merely for personal reasons or simply so a student can remain enrolled at least half time are not eligible for federal financial aid. Audited courses do not count toward the credits required for financial aid eligibility.

Deferment of student loan repayment is available for students enrolled at least half-time and in a degree-seeking program. The Registrar’s Office certifies loan deferment forms.

Students who only need one or two courses to graduate and will enroll less than half-time will go into their grace period as of the date they cease attending at least half-time.

### **Satisfactory Academic Progress (SAP) Policy for Financial Aid**

Students must maintain satisfactory academic progress and credit compliance (half-time enrollment in required courses per semester in which aid is received) to continue to be eligible for financial aid. Satisfactory Academic Progress (SAP) is reviewed after each semester. Please refer to the policy, *Satisfactory Academic Progress Requirements for Financial Aid Recipients*, available at [carey.jhu.edu/current-students/financial-aid/policies/academic-progress](http://carey.jhu.edu/current-students/financial-aid/policies/academic-progress).

### **Federal Aid Eligibility Requirements**

Most financial aid available is in the form of federal student loans. For information on the types of financial aid available, please refer to [carey.jhu.edu/current-students/financial-aid/types-of-assistance](http://carey.jhu.edu/current-students/financial-aid/types-of-assistance). In addition, to receive federal aid, students must be U.S. citizens or eligible non-citizens, have registered with the Selective Service between the ages of 18 and 26 if male, not owe refunds on federal grants or be in default on federal educational loans, have a valid social security number, and be fully admitted prior to the first day of classes for the semester in which they receive aid.

International students are encouraged to investigate the possibility of aid through their government or outside agencies. For additional information on scholarships for international students, please visit [carey.jhu.edu/current-students/financial-aid/types-of-assistance/private-scholarships](http://carey.jhu.edu/current-students/financial-aid/types-of-assistance/private-scholarships).

To be considered for financial aid, a student must file the Free Application for Federal Student Aid (FAFSA) using school code E02145. Students enrolled in a part-time program should also complete the Supplemental Information Form. Both forms may be accessed online at [carey.jhu.edu/current-students/financial-aid/forms-resources](http://carey.jhu.edu/current-students/financial-aid/forms-resources).

Students need to reapply for aid each year by completing the next academic year's Renewal FAFSA and Supplemental Information Form, if a part-time student. U.S. Citizens and eligible non-citizens who want to be considered for school-based scholarships must submit the FAFSA. International students must submit an email to [carey.finaid@jhu.edu](mailto:carey.finaid@jhu.edu) expressing their interest in applying. There is no separate application form or essay for the school-based scholarships.

The priority filing date to apply for financial aid each year is April 15<sup>th</sup> (March 15<sup>th</sup> for full-time programs). For spring-only applicants, the priority filing date to apply for financial aid is November 1st. Students can apply for financial aid at any time during the academic year (at least two weeks prior to the end of classes). However, the application process can take time, and only those who apply by the priority filing date can be assured that their financial aid awards will be ready for the start of classes.

Maryland residents who wish to be considered for Maryland state scholarships must complete a FAFSA prior to March 1<sup>st</sup>.

Students must demonstrate financial need as calculated by federal methodology to be considered eligible for institutional need-based scholarships. In addition to other documentation, students selected for verification will also have to provide signed copies of their most recent federal tax return transcripts and those of spouses (if applicable), including all schedules filed and W-2 forms.

### **Financial Aid Disbursements**

Financial aid awards disburse to the student account on the first day of the semester in the fall and spring for students whose financial aid files are complete and awarded. Aid disburses on July 1<sup>st</sup> in the summer semester. When aid from all sources exceeds the tuition and fees charged by the School, the Student Accounts Office will process a refund of any credit balance remaining on the student's account. Students whose aid awards exceed the cost of tuition and fees may request book vouchers for use at the School's bookstores three weeks prior to the start of class. Requests should be in writing via email and include the estimated cost of the books from MBS Direct.

The Carey Business School reserves the right to ask for documentation necessary to determine aid eligibility.

Documents submitted as part of aid applications become the property of the Carey Business School and cannot be returned. Applications for federal aid cannot be processed if the relevant tax returns have not been filed in accordance with IRS code. Federal regulations require that the School report suspected cases of fraud or misrepresentation to the appropriate federal, state, and local authorities. Gift aid (scholarships and grants) may be taxable to the extent that it exceeds the federally allowable costs of tuition, fees, and required books and supplies, or is dedicated to other costs, such as living expenses. Federal grants may be taxable if, together with other gift assistance, they exceed the allowable costs.

In compliance with the Higher Education Amendments of 1998, students receiving Title IV aid who drop below half-time status or withdraw completely may have their aid returned to the government according to a federal formula. Aid proceeds which have been previously refunded to the student for living expenses may have to be repaid immediately as well. For more information, please refer to the financial aid website at [carey.jhu.edu/current-students/financial-aid/policies/title-iv-funds](http://carey.jhu.edu/current-students/financial-aid/policies/title-iv-funds).

Since such changes in academic status may also affect students' future eligibility for aid, it is recommended that Title IV aid recipients who contemplate withdrawing or reducing their status below half-time first consult the financial aid office.

Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. Walk-in Hours are 9:30 a.m. to 4:00 p.m. every Tuesday.

Financial Aid Office  
Johns Hopkins Carey Business School  
100 International Drive, 5<sup>th</sup> Floor  
Baltimore, MD 21202  
410-234-4733  
[carey.finaid@jhu.edu](mailto:carey.finaid@jhu.edu)

For information on your bill, making payment, credit balance refunds, or payment plans, please contact the Student Accounts Office directly at:

Student Accounts Office  
Johns Hopkins Carey Business School  
100 International Drive, 6<sup>th</sup> Floor  
Baltimore, MD 21202  
410-234-4755  
[carey.studentaccounts@jhu.edu](mailto:carey.studentaccounts@jhu.edu)

*Note: Financial Aid recipients are advised to register for all their classes for the semester (both terms) prior to the beginning of the semester. For example, please register for both Fall I and Fall II classes prior to the beginning of the fall semester.*

## Grading Policy

At Carey, we are committed to fostering a learning environment and assessing academic performance based on merit.

**Core & Foundation Courses:** A maximum of 25% of students may be awarded an A or A-; the grade point average should not exceed 3.30.

A class is considered “Foundation” or “Core” if the course is listed as such, regardless of the percentage of students taking the course as an elective.

**Elective Courses:** A maximum of 35% of students may be awarded an A or A-; the grade point average should not exceed 3.40.

The grading system used for official grades for all Carey Business School courses is as follows:

- ‘A+’ is not awarded at any level.
- ‘A’ is reserved for those who demonstrate extraordinarily excellent performance as determined by the instructor.
- ‘A-’ is awarded for excellent performance.
- ‘B+’ and ‘B’ are awarded for good performance in a course.
- ‘B-’, ‘C+’, ‘C’, and ‘C-’ are awarded at the graduate level.

- 'D+', 'D', and 'D-' are not awarded at the graduate level.
- 'F' indicates the student's failure to satisfactorily complete the course work. If laboratory work is part of a course in which an 'F' is received, both the lecture and laboratory work must be repeated unless the instructor in the course indicates otherwise. If the course is not required for graduation, it need not be repeated; the grade, however, remains on the transcript and is calculated into the grade point average.
- 'I' (Incomplete) indicates the instructor is not prepared to give a final grade for the course because of some justifiable delay in the student's completion of specific course work. An Incomplete-Grade Form must be filed with the Office of the Registrar within 5 business days of the last scheduled class meeting. A final grade is submitted to the Registrar's Office by the instructor after grading the student's completed work, provided it is done within the agreed time frame. In the event that the work is not completed within the agreed time frame and no grade is reported four weeks after the start of the following semester, a grade of 'F' replaces the 'I' on the student's transcript.
- 'P' indicates successful completion of course work. No quality points assigned.
- 'R' indicates that a course has been repeated. When a course is repeated, both the original and repeated course grades appear on the academic record; however, only the repeated course grade is used in calculating the grade point average. Course credit can be applied toward degree requirements only once, even if a course is repeated. Both the original and repeated course are indicated with an 'R' on the academic record.
- 'W' (Withdrawal) indicates an official withdrawal approved by the Registrar's Office. It is not assigned by the instructor. If a student wishes to withdraw from a course, an add/drop form must be submitted by the deadline in the Withdrawal Schedule.
- 'X' indicates the grade has not yet been submitted by the instructor.

No notation on an official report may be changed except to correct an error or replace an 'I' (Incomplete) grade.

Carey courses may not be audited.

For severe weather-related incidents, hospitalization, etc., a student should present documentation to their advisor to determine that the absence is qualified. The advisor in turn will then contact the instructor who will be responsible for working with the student to make-up any missed coursework. If the qualified student is unable to continue due to prolonged impact, the student should then contact their advisor for further assistance.

**Note:** A cumulative GPA below 2.85 would make a student ineligible for graduation. Our Academic Advisors work with students whose GPA falls below this level to develop a plan to maintain good academic standing.

## Grade Point Average

Both semester and cumulative grade point averages are noted on a student's academic record. To calculate grade point average (GPA), multiply the number of credits for each course by the quality points associated with the grades received in each course; add up quality points; then add up credits and divide quality points by the number of credits. The quality points used for all official grades at the Carey Business School are listed in the following table.

Grade	Quality Points
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+*	1.30
D*	1.00
D-*	0.70
F	0.00
*D+, 'D', and 'D-' are not awarded at any level.	

## Grade Appeals

Students wishing to appeal a grade must contact their academic advisor within two weeks of the grade having been assigned by the instructor.

The student's academic advisor will guide the student through the appeal process. After consulting with the academic advisor and receiving a grade appeal form, students will have two weeks to file the grade appeal with the advisor. Appeals must be submitted no later than four weeks from the date the grade was assigned by the instructor. To be successful, a student must show that 1) there was a clerical error; or 2) that criteria different from those in the syllabus were used to award grades; or 3) the instructor used an arbitrary or inconsistent standard. Examples of arbitrary standards could include differences in political or ethical positions of the instructor and student(s). The student must demonstrate that an accommodation was not reached with the instructor of record, and clearly delineate which appeal criteria are the basis of the petition.

If there is no successful resolution, the appeal will be forwarded to the Chair of the Grade Appeal Committee (GAC). The GAC will investigate and make a determination of the remedy, if warranted. The remedy will be communicated to the Vice Dean for Education, who will inform all parties of the decision.

A student may appeal the decision of GAC to the Dean of the Carey Business School. The Dean has final authority on the appropriate remedy.

### **Receiving Your Grades**

Online: Currently enrolled students can access their semester grades and access/print an official grade report using [sis.jhu.edu/sswf](https://sis.jhu.edu/sswf).

Students who need additional assistance should email the Office of the Registrar at [carey.registration@jhu.edu](mailto:carey.registration@jhu.edu).

### **Repeating a Course**

A graduate student may improve his or her cumulative GPA by repeating a maximum of three courses (not to exceed 6 credits) in which the student received a grade of C, C- or F. Although both courses will remain on the student's permanent record, the last grade received will be the grade used to determine credit toward a degree and GPA. The first and second attempt will be recorded with both the grade earned and the symbol R to denote it has been repeated. The repeat must be in the same course and must be taken at the Johns Hopkins Carey Business School.

The repeat will not change notations regarding academic standing or academic discipline in the student's official record for the semester containing the first or second attempt. No course can be repeated more than once.

*Note: For federal financial aid recipients, students may only receive federal aid for repeating a course in which an F grade was received.*

## **Graduation**

The Johns Hopkins University confers degrees at the end of the summer, fall, and spring semesters. The University Commencement and divisional graduation ceremonies are held in May. The Carey Business School also holds a graduation ceremony in August for summer graduates. The May graduation program will include the names of those students who applied to graduate by the deadlines for the 2019-2020 academic year.

A student who expects to receive more than one degree or certificate must complete a separate graduation application for each degree and/or certificate. Applicants are required to apply by the deadline and within the same academic semester they complete their degree requirements. The Graduation Application is available online using SIS at [sis.jhu.edu/sswf](https://sis.jhu.edu/sswf). Students in dual and joint degree/certificate programs must apply for graduation from both degree/certificate programs. Late applications for the spring semester may need to wait until the following academic year depending on the time the application is submitted. Students planning to graduate should complete all coursework before the semester ends and should not request or receive the grade of 'I' (Incomplete) during their final term.

## **Deadlines for submitting the graduation application form for Academic Year 2019-2020**

August completion:	June 14, 2019
December completion:	September 20, 2019
May completion:	February 21, 2020

Students who have submitted the Application for Graduation receive an automated application confirmation which is emailed to their JHU email address. Applicant names are placed on the tentative graduation list for the semester in which they anticipate completing their degree requirements. The graduation application is the first step of the degree audit process. To be eligible to graduate, all students must complete the requirements of their Academic Program of Study. For Master candidates, credits may be no older than 6 years; for Graduate Certificate candidates, credits may be no older than 3 years.

The Carey Business School Academic Board meets three times each year to review candidates for graduation. Students completing all requirements at the end of summer session are reviewed by the Academic Board in August; those finishing at the end of the fall semester are reviewed in December; and those finishing at the end of spring semester are reviewed in May.

Graduation ceremony information is sent via JHU email in early March for the May ceremonies. Information is sent in late June for the August ceremony. To receive their diplomas, students must pay all student accounts in full. Additionally, any outstanding charges of misconduct and violations of academic integrity must be settled before a diploma will be released. Johns Hopkins University diplomas indicate the degree (e.g., Master of Business Administration, Master of Science - Finance) without identifying the student's concentration. Students who apply on time and complete their studies in the summer and spring will have the choice of attending the Carey ceremonies and receiving their diplomas that day, or having their diplomas mailed. Students who apply on time and complete their studies in the fall will have their diplomas mailed. Diplomas will be mailed to the diploma address listed in SIS approximately 2-3 weeks after the conferral date. Students in certificate programs will receive their certificates by mail.

*Note: Receiving a diploma at an international address can take up to an additional eight weeks, as it is mailed via International Airmail with no tracking number. In order to have it mailed via FedEx, contact the Registrar's Office at 410-234-9250 or [carey.graduation@jhu.edu](mailto:carey.graduation@jhu.edu).*

## **Grievance Policy**

The grievance policy for the Johns Hopkins Carey Business School (CBS or School) is established for current students and former students within one year of the date of graduation, withdrawal or dismissal (each, a "grievant"). The Dean of the Carey Business School serves as the final reviewer and adjudicator of grievances and may

initially delegate grievances and other related issues to an Ad Hoc Committee to provide further facts and recommendations for the Dean's final decision.

## **1. Introduction**

A grievant may initiate a grievance for an adverse action or failure to act, or for a violation of University or School policy. Typically, a complaint or dispute is brought to the attention of the faculty member, staff member, or Associate/Vice Dean and is resolved through discussion and mutual agreement between the parties involved. In many instances, grievances are resolved informally without implementing the formal grievance procedure. Any student who wishes to seek resolution of a grievance through the informal process is encouraged to contact his/her academic advisor for the informal grievance procedure. This is an available but optional way to potentially resolve a grievance without a formal process. A formal process exists in the event that mutual agreement cannot be reached through discussion and informal procedures. The formal procedure is not meant to supplement attempts at resolving grievances or other complaints through informal means. When at all possible, complaints and disputes should be settled at the lowest possible level through informal discussion, though there are no circumstances under which a grievance must be settled informally.

The procedures presented here are to be applied only after every effort has been made to settle disputes informally. Whether settled informally or formally, the grievance procedure should move expeditiously without sacrificing the integrity of the process. Nothing in this document should be construed to impinge upon the responsibilities of any office and/or regularly constituted body of the University. Moreover, no action may be taken with respect to a grievance that would conflict with or modify any policy approved by the Board of Trustees of the University, any policy of the University or CBS, or any federal, state, or local law or regulation, or any contract to which the University is a party.

In the case of a formal grievance, written communication (including all details and supporting documents) should be sent to:

Johns Hopkins Carey Business School, Office of the Dean  
Suite 1202, 100 International Drive, Baltimore, MD 21202.

In the sole case of a formal grievance against the Dean, written communication (including all details and supporting documents) should be sent to:

Office of the Provost, 265 Garland Hall,  
3400 N. Charles Street, Baltimore, MD 21218.

## **2. Definitions**

A *grievance* is a complaint that alleges a person has been adversely affected in his/her professional or educational activities within CBS as a result of an arbitrary or capricious

act, or failure to act, or a violation of a University or School procedure by a faculty member, staff supervisor, or other administrator or administrative body.

A *grievant* is a person defined in the first paragraph above who brings a grievance pursuant to this procedure.

An *Ad Hoc Committee*, may be selected by the Dean may be selected to hear any grievance if the Dean requires additional insights to aid in reaching a decision. The Ad Hoc Committee shall consist of at least one member of the advising staff, one member of the Management Council other than the Dean, and one faculty member. Additional staff, faculty, or other subject matter experts from the School or University may be added at the Dean's discretion. The members of the Committee shall be made known to the grievant. If the grievant believes that any member of the Ad Hoc Committee has a conflict of interest, he or she may make a request to the Dean that the individual not participate.

Any such request should include a description of the alleged conflict. The decision of the Dean as to membership of the Ad Hoc Committee is final.

### **3. Limits on Scope of Policy**

Complaints alleging discrimination or harassment on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, or veteran status are to be referred to the University's Office of Institutional Equity, and are not addressed by this procedure.

Disputes that are purely personal in nature and do not involve professional or educational activities are not addressed by this procedure.

A complaint pertaining to issues within the purview of any other committee or administrator or policy or procedure of the University or CBS are not addressed by this procedure, unless the complaint arises from a committee's or administrator's alleged failure to act on or comply with a properly issued directive by the or administrator pursuant to a policy or procedure of the University or CBS.

Disputes involving grades or other evaluation of academic work (excluding probation decisions) may be addressed by this procedure only if the applicable official evaluation procedure is alleged by the grievant to have been conducted in an arbitrary or capricious manner.

Grievances that are subject to the procedures outlined in the Johns Hopkins Personnel Policy Manual are not addressed by this procedure.

### **4. Procedures**

- a. In the event that informal discussion fails to resolve a dispute, the grievant may initiate formal grievance procedures. The formal grievance must be submitted to the Office of the Dean in writing, signed and dated by the grievant. The statement should include (1) a factual description of the complaint or dispute

resulting in the grievance; (2) the name of the person(s) against whom the grievance is initiated; (3) a brief description of all informal attempts at resolution; and (4) any other information that the grievant believes to be relevant or helpful. The grievant should attach to the written complaint a copy of any relevant documentation in his/her possession.

- b. All grievances will be handled as confidentially as possible. The grievant is cautioned that initiation of a grievance is a serious matter and must not be undertaken in bad faith or over trivial matters. If a grievance is found to have been maliciously motivated or based on false evidence, the Dean may take appropriate disciplinary action against those responsible. If the grievance, however incorrect or unsupportable, is initiated in good faith, no disciplinary action will be taken against the grievant and appropriate measures will be taken to protect the grievant from retaliation. A grievant may formally withdraw their grievance in writing to the Office of the Dean, however the University or the School may still pursue the matter in its own interests.
- c. Upon receipt of the written grievance, if there is a grievable issue, the Dean will review the matter and consider whether informal attempts at resolution should be initiated or reinitiated. If the Dean finds that attempts at informal resolution have been exhausted and/or are unlikely to lead to resolution, the Dean will act directly on the grievance or establish an Ad Hoc Committee to provide an initial review, fact finding, or recommendation to resolve the matter. If the Dean establishes an Ad Hoc Committee to review the grievance, the Ad Hoc Committee will assemble all relevant documentation and facts. The Ad Hoc Committee will notify the person(s) against whom the grievance is filed, and will provide them a copy of the grievant statement. The Ad Hoc Committee will assemble all relevant documentation and facts. It may interview and take statements from witnesses, request information in writing from the grievant and respondent(s), convene a hearing, and/or invite the grievant, respondent and/or other witnesses to come before the Ad Hoc Committee. On the basis of the assembled information, the Ad Hoc Committee will attempt to identify a resolution of the grievance in a manner appropriate to the circumstances and report to the Dean.
- d. The Dean must receive a summary of the Ad Hoc Committee's findings (with any dissention indicated) and have an opportunity to consult with the Ad Hoc Committee.
- e. The Dean will issue a written determination of the grievance to the grievant within thirty days (30) of the recommendation of the Ad Hoc Committee or for cases in which the Dean acts directly without an Ad Hoc Committee, within thirty (30) days of the date of receipt of the grievant's complaint.
- f. The decision of the Dean (or Provost in the case of a grievance against the Dean), will be the final University action in this matter.

This policy may be updated at any time and the current policy will be posted at [carey.jhu.edu/students/student-resources/university-and-school-policies/](https://carey.jhu.edu/students/student-resources/university-and-school-policies/).

## Housing

### Baltimore, MD Housing Options

The Carey Business School has joined other Johns Hopkins University schools in partnering with Off Campus Partners to create a new Off-Campus Housing Listing Service and Website to better serve the needs of our Baltimore students. The website allows students, staff, and faculty to view listings on a user name/password protected site. The site provides tools to filter properties by neighborhoods, pricing, and much more.

There is also a roommate section and message board to post requests for roommates as well as a section for furniture for sale. The service also includes educational components designed to help students become good citizens of the Baltimore community. To start a housing search, please visit [carey.jhu.edu/current-students/carey-life/student-services/housing](https://carey.jhu.edu/current-students/carey-life/student-services/housing).

Please contact Off Campus Partners at [info@offcampuspartners.com](mailto:info@offcampuspartners.com) or call 877-895-1234 with any questions.

### Washington, D.C., Housing Options

Many resources are available in Washington, D.C. to help with the search for suitable accommodations. There are many distinct neighborhoods for those interested in living near the Carey Business School's Washington D.C. Center.

Housing options in Washington, D.C. can be researched by visiting [dchousingsearch.org/index.html](https://dchousingsearch.org/index.html) and tools and resources for finding DC housing can be accessed here: [dchousingsearch.org/Resources.html](https://dchousingsearch.org/Resources.html). Neighborhoods within a 20 minute walking distance from the Carey Business School include DuPont Circle, Thomas Circle, Logan Circle, Adams Morgan, Foggy Bottom, and West End. For more detailed information regarding housing options in DC, please review our DC Student Housing Guide found at [carey.jhu.edu/current-students/carey-life/student-services/housing](https://carey.jhu.edu/current-students/carey-life/student-services/housing).

**We strongly recommend that students do not sign a lease before visiting the property. We also strongly recommend that students purchase renters insurance.**

## Immunization Law

According to Washington, D.C., Immunization Law 3-20, students under the age of 26 who attend classes in Washington, D.C., must have vaccinations for Measles, Mumps, Rubella (MMR) and Tetanus/Diphtheria. Students must submit the Carey Business School Immunization Form, to be signed and completed by a healthcare provider, once they register for classes at the Washington D.C. Center. No other outside immunization

forms or medical records will be accepted in place of this form. The immunization form is provided to all students when admitted to the Carey Business School.

Students who may have already submitted proof of immunizations for another school or program within JHU are also required to submit the form to the Registrar's Office at the Carey Business School, as these forms are not transferable across schools or programs.

An immunization alert will be placed on a student's account if the completed immunization form is not submitted to the Registrar's Office. This alert will block registration once the class in D.C. begins, but will be removed once the forms have been submitted and reviewed. The immunization form can be found in the Carey Business School student portal or at

[carey.jhu.edu/uploads/documents/Immunization\\_Form2017.pdf](http://carey.jhu.edu/uploads/documents/Immunization_Form2017.pdf)

Completed immunization forms can be scanned and emailed to the Registrar's Office at [carey.registration@jhu.edu](mailto:carey.registration@jhu.edu) or faxed to the Registrar's Office at 410-800-4096.

In order to safeguard the health and well-being of the entire Carey community, we encourage all students to obtain vaccinations for Chickenpox; Meningitis; Measles, Mumps, Rubella (MMR); and Tetanus/Diphtheria.

## Inspection of Academic Records

While enrolled, a Johns Hopkins Carey Business School student can request an appointment to inspect his/her academic record. A written request with an original signature must be submitted to the Registrar's Office in writing. Faxed requests will not be honored. Mail the request to:

Johns Hopkins Carey Business School  
Office of the Registrar, 5<sup>th</sup> floor  
100 International Drive  
Baltimore, MD 21202

Requests to inspect and/or receive copies of documents (other than transcripts from previous institutions and confidential letters of recommendation) maintained in a student's academic record may be submitted under the provisions of the Family Educational Rights and Privacy Act of 1974 (commonly known as FERPA), as amended. Additional information and copies of this policy can be obtained by calling the Registrar's Office at 410-234-9250 or by reviewing [www.jhu.edu/assets/uploads/2017/01/ferpa.pdf](http://www.jhu.edu/assets/uploads/2017/01/ferpa.pdf).

## Johns Hopkins Student Assistance Program (JHSAP)

Being a student can sometimes be difficult. Balancing the demands of school, family, and work can be overwhelming at times. Managing even small life events can be more challenging when our time and energy is heavily committed. As a result, students frequently experience significant amounts of stress during their professional education.

Extra support and coping skills can be helpful in these situations.

Johns Hopkins University and the Carey Business School are committed to assisting in these challenging times. The Johns Hopkins Student Assistance Program (JHSAP) provides support to students dealing with pressures and problems they encounter during their academic careers. Services are complimentary and confidential.

JHSAP is a life management resource that can help students identify and manage challenging issues in healthy ways. Some common concerns are:

- Marriage and family
- Depression
- Interpersonal relationships
- Life transitions
- School and work troubles
- Adapting to a new environment
- Stress and anxiety
- Eating disorders
- Academic performance
- Grief and mourning

Getting help is free, convenient, and confidential. Just call the number listed below. Crisis counseling is always available to ensure that students can get the assistance they need when they need it. In most cases, JHSAP will schedule an appointment for the student to come in and speak with a JHSAP counselor.

The goal of JHSAP is to get to know the student, understand what's going on, and to talk about how the student can move forward in a healthy way. To do this, JHSAP offers the following services:

- Counseling for assistance with problems of daily living
- Consultation that supports academic and/or professional development
- Immediate support and management for crisis situations
- Identification and assessment of a mental health problem
- Referral to appropriate and accessible services and resources

## Confidentiality

All counseling sessions, except as required by law, are confidential. No one will know the student is using the program, unless the student either chooses to verbally discuss participation in the program, or signs a release of information requesting that the program share information with another party. JHSAP carefully follows State and Federal guidelines pertaining to confidentiality whereby if we become aware of harm to self or others, a duty to warn and/or protect may be applicable.

## Eligibility and Cost

Services are offered to all active, for-credit students of the Carey Business School. Student eligibility is confirmed by checking JHED. There is no cost to students for using the program, and there is no limit on the number of times the student may access services. Each time a student contacts the program, a counselor will listen to and assess concerns and will work with the student to develop a plan to address the concerns. If longer-term assistance is appropriate, the student may be referred outside of the program for additional support; this can be through the student's health plan or community resources. In these circumstances, there may be fees associated with the other services and resources to which the student is referred.

## Contact Us

For more information or to schedule an appointment, call 443-287-7000 or toll-free 866-764-2317. Please visit JHSAP's website at [jhsap.org](http://jhsap.org) for more information.

## J-Card

The J-Card is the official identification and access card for students, faculty, and staff of the Homewood divisions of the Johns Hopkins University, including the Johns Hopkins Carey Business School.

All students are required to present a government issued ID to receive a J-Card (ex: Passport, Driver's License, State ID). Students should follow the guidelines outlined by their respective academic program during orientation to receive a J-Card. J-Card photos will be taken onsite at the Harbor East location or the Washington, D.C. Center. J-Cards will be available for pick up 24 hours after pictures are taken.

All students are required to have their J-Card on them at all times, and must present them to security in order to gain access to the building each time they enter. If a student loses, misplaces or damages his/her J-Card, the student must request a replacement (a replacement fee of \$20 will be assessed). Payment is accepted by credit card or checks only. If you have any questions, please email Campus Operations at [carey.operations@jhu.edu](mailto:carey.operations@jhu.edu).

## Leave of Absence

A Leave of Absence (LOA) may be granted to Johns Hopkins Carey Business School students in good academic standing (see *Academic Progress and/or Satisfactory Academic Progress* sections in this handbook for further details) in appropriate circumstances following review of the student's application from the LOA Committee. Students may apply for up to one calendar year of leave when medical conditions, compulsory military service, financial difficulty, or, personal or family hardships prevent them from continuing their graduate studies. To be approved for a LOA, students must complete the [Application for Student Leave of Absence](#)

and provide proper documentation. International students must submit the application prior to leaving the country to avoid any issues with their visa status.

Leaves should be timed, whenever possible, to come at the end of a term, preferably at the end of a full academic year. During the leave period, a student may not pursue any study at the University. Neither coursework completed at another institution of higher education, nor coursework completed at any division of Johns Hopkins, while on LOA may be used toward completion of the student's academic program requirements. The period of time that a student is on an approved LOA is not counted toward the time of completion of the requirements of his or her academic program of study. When on an approved LOA the student is not enrolled or registered for the period of leave and therefore is not permitted to use University services or facilities.

All students who are absent for more than one calendar year and who did not obtain an approved LOA will be required to apply for readmission through the Office of Admissions before being considered for re-enrollment. The duration of an unapproved absence is applied toward the maximum time students have to complete their degree requirements.

The Johns Hopkins Carey Business School also reserves the right to place a student on an Involuntary LOA in certain circumstances. Please see *Involuntary Leave of Absence and Condition of Enrollment Policy* in the *University and Carey Business School Policy* section of this handbook.

## **1. Process for Requesting a Leave of Absence**

To apply for a Leave of Absence (LOA), students must complete the [Application for Student Leave of Absence](#).

International students must ensure that they have discussed their plans with the Office of International Services and have obtained appropriate approval.

Upon completion of all steps, the form must be submitted to the student's Academic Advisor. Proper documentation addressing one of the permitted reasons a student would qualify for a LOA must accompany the application, as indicated below:

- Medical Condition: a letter from a medical provider
- Military Service: a letter or verification from the Armed Forces
- Personal or Family Hardship: a personal letter
- Financial Difficulty: a personal letter

The student's Academic Advisor will then submit the application to the LOA Committee for review and decision. Students will be notified of a final decision by the Registrar's Office. It is highly recommended that students enrolled in the University's student health benefits plan contact the Student Services Office as early as possible to obtain information on how the LOA will affect their enrollment plan.

The LOA Committee includes the Director of Academic Advising, the Registrar, the Executive Director of Student Services, the Director of Financial Aid, and the Director of Programs (or designees).

## 2. Process for Returning from a Leave of Absence

When returning from a Leave of Absence, the student must complete and submit to their Academic Advisor the [Application for Student Leave of Absence](#) before being permitted to enroll or register for classes. The form must be accompanied by documentation (from one of the sources below) that explains what progress has taken place in the student's absence that would enable him/her to be successful upon return.

- Medical Condition: a letter from a medical provider
- Military Service: a letter or verification from the Armed Forces
- Personal or Family Hardship: a personal letter

In addition, students applying to return to study should refer to the following timeline:

Semester of Return	Earliest Submission	Latest Submission
Fall 1 or 2	March 15	August 1
Intersession	October 15	December 1
Spring 1 or 2	October 15	January 1
Summer	March 15	May 1

The student's Academic Advisor will then submit the application to the LOA Committee for review and decision. Students will be notified of a final decision by the Registrar's Office.

If the student does not return to the academic program immediately after the approved leave, and the student does not promptly obtain an extension of his or her LOA and is not placed on an Involuntary LOA, his or her student record is made inactive. In order to return to academic work at a later time, the student must formally reapply for admission through the Office of Admissions.

## 3. Leave of Absence Refund Policy

- If a LOA is approved before the start of a semester, a full refund is provided to the student's account.
- If a LOA is approved after the first day of classes, the standard Refund Policy will apply to all courses dropped in the specified term (please see *Refund Policy* in *Appendix D* Schedules and Charts).
- No other fees are eligible for refund.

- To request an exception to the refund schedule, students must submit a General Petition Form to the Registrar's Office. This form is available online at [carey.jhu.edu/uploads/documents/PETFORM2017.pdf](http://carey.jhu.edu/uploads/documents/PETFORM2017.pdf).
- Petitions must be accompanied by documentation of the circumstances leading to the request. Students who experience severe medical conditions, compulsory military service, or personal or family hardships will be considered for 100% tuition refund. The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who take a leave of absence prior to completing 60% of a payment period or term. Please review the policy regarding federal aid (Title IV Funds) here: [carey.jhu.edu/current-students/financial-aid/policies/title-iv-funds](http://carey.jhu.edu/current-students/financial-aid/policies/title-iv-funds). Requests will be reviewed on a case-by-case basis, and refund amounts (if awarded) will be decided by the Registrar and the Financial Aid Office.

#### 4. Appeal

The student may appeal the reinstatement decision in writing to the Vice Dean for Education within five (5) business days of the date of the notice of the decision. The student may not remain on campus during this time. The appeal may be filed on the sole grounds of:

- New information is available
- Incorrect facts were used to determine the decision
- Procedural impropriety

The student should provide documentation to support his or her appeal.

## Library Resources and Services

### Business Research Guide

From the Sheridan Libraries' website [library.jhu.edu](http://library.jhu.edu), click on "Research Guides", and type "Business" in the search bar, or go to [guides.library.jhu.edu/business](http://guides.library.jhu.edu/business) for a handy guide to locating key business information resources that are available through the Sheridan Libraries for academic research.

### Databases

Access the library's designated links to valuable databases for company or industry information, reports, data, statistics and articles through the Business Research Guide or the "Articles and Databases" link on the library's website at [library.jhu.edu](http://library.jhu.edu). Additional, installed resources exist at the campus libraries.

### Bloomberg Terminals

Designated terminals at the JHU campuses provide access to Bloomberg's interactive financial information service for real-time and historical business and economic data and news. Refer to

the Bloomberg guide, [guides.library.jhu.edu/bloomberg](https://guides.library.jhu.edu/bloomberg), for details before creating an account.

### **Access to Electronic Resources from Off-Campus Locations**

Use your JHED ID and password to access secured, electronic resources via the library's links. In some cases, additional steps may be necessary to create personal accounts, using your JHU e-mail address. Access to specialized, installed databases is available only within the JHU libraries.

### **RefWorks and Citing Sources**

Visit [guides.library.jhu.edu/citing](https://guides.library.jhu.edu/citing) to access resources that provide examples of proper format for citations. View the RefWorks guide, [guides.library.jhu.edu/refworks](https://guides.library.jhu.edu/refworks), before using RefWorks to manage and annotate references, create bibliographies in a particular citation style, and properly footnote a paper.

### **JHU ID Card and Books**

Bring your JHU ID card to enter JHU libraries, use copiers or printers, and check out print books requested through the *Catalyst* or *Borrow Direct* catalogs. Catalyst's Advanced Search [catalyst.library.jhu.edu/advanced](https://catalyst.library.jhu.edu/advanced) best identifies the JHU libraries' films and print and electronic books.

Retrieve print JHU library books personally or request weekday delivery to a JHU library. Home delivery is possible for students who reside outside of the Baltimore/Washington region ([guides.library.jhu.edu/find/online](https://guides.library.jhu.edu/find/online)).

Renew JHU book loans through the "My Account" link.

Click on the "Services" link on the library's homepage for more information on borrowing services and policies.

### **Document Delivery**

Need books or journal articles that are unavailable through JHU resources or Borrow Direct? Get articles delivered electronically, or borrow books from other U.S. libraries through the Interlibrary Loan (ILL) service. Click on the "Interlibrary Services" link under "Get Materials" at [library.jhu.edu](https://library.jhu.edu) to log into your ILL account and place or track requests. Use the Express portion of your ILL account to request scanned chapters from the Milton S. Eisenhower Library's print books.

### **Course Reserve Readings**

If your instructor utilized the library's Reserves service, you can access available electronic course readings 24/7 via a designated link within your course in Blackboard. Refer to the E-Reserves link under "Services" at [library.jhu.edu](https://library.jhu.edu), or to the campus librarians, to identify whether print books have been placed on reserve at a particular library for a course.

## Individual and Group Consultations or Assistance

Contact your librarian in person, or via e-mail or phone, for individual or group consultations or assistance in selecting credible sources, designing successful searches, and effectively using the databases.

Library Locations	Phone	Email
Harbor East	410-234-9286	<a href="mailto:businesslib@lists.johnshopkins.edu">businesslib@lists.johnshopkins.edu</a>
Homewood (Eisenhower Library)	410-516-8335	<a href="mailto:ask@jhu.libanswers.com">ask@jhu.libanswers.com</a>
Columbia	410-516-9709	<a href="mailto:askdc.library.jhu.edu">askdc.library.jhu.edu</a>
Washington D.C., 1717 Mass. Ave	202-452-0714	<a href="mailto:askdc.library.jhu.edu">askdc.library.jhu.edu</a>

## Lockers

A limited number of lockers are available for use at the Baltimore, MD Harbor East and Washington, D.C. locations. Lockers are available on a first-come, first-served basis. Therefore, there is a preference given to those who share lockers. Please visit the front desk to complete an application for use of a locker for the academic year. Lockers can also be shared with another student. Students will be notified via email once their application has been processed. Students must use the combination lock supplied by the Carey Business School; any unidentified locks will be removed. Please note that lockers are subject to be searched by Carey Business School administration at any time.

## Office of Experiential Learning

The Office of Experiential Learning (OEL) provides programs, services and resources that promote applied learning opportunities beyond the classroom. OEL hosts the following academic courses and co-curricular programs:

- Global Immersion Course
- Leadership Development Expeditions
- National Society for Leadership Success
- Beta Gamma Sigma
- Community Consulting Lab
- Case Competitions
- Carey Volunteer Corps

- Student Organizations
- Student Advocacy Council

To learn more about these programs and courses, contact us at [studentventures@jhu.edu](mailto:studentventures@jhu.edu)

OEL's mission is *to provide all students with experiential-based curricular and co-curricular opportunities that promote personal growth, professional development and global citizenship as part of their Carey experience.*

## Office of International Services

The Office of International Services (OIS) serves international students (specifically those in F-1 status, but also those in other non-immigrant status) at Johns Hopkins on issues related to immigration regulations. The role of OIS is to issue documents required for students to obtain the visa, and help them to maintain their status once they have arrived. OIS also assists with travel, employment authorizations, change of status, and cross-cultural awareness as well as financial concerns, health matters, housing, and other issues that may arise during a student's stay.

OIS at Carey is part of a larger organization under the umbrella of the Provost's Office at the Homewood campus, which incorporates all five International Services offices across the Johns Hopkins University. As a part of this umbrella, OIS at Carey is able to share resources, knowledge, and services. Students are not restricted to working with the office at their home campus – for instance, Carey students can visit the Homewood or Washington, D.C. office for travel signatures or advice if this is more convenient for them than visiting the Harbor East office.

For more information, please refer to the OIS website at [ois.jhu.edu](http://ois.jhu.edu).

Johns Hopkins Carey Business School  
Office of International Services  
100 International Drive  
Baltimore, MD 21202  
667-208-7001  
[ois@jhu.edu](mailto:ois@jhu.edu)

Regular updates regarding visa-related matters and other items of interest to international students (and other official information) will be sent periodically to your official Johns Hopkins email address.

### **International Student Services for Newly Admitted Students**

After receiving the acceptance letter from the Carey Business School and payment of the enrollment fee, international students who identify in Slate as expecting to attend in F-1 status will be sent an email from OIS with information on the steps required to receive an I-

20 form. This email will be sent to the address listed in the student's application in Slate. If the information is not received, please contact OIS at [ois@jhu.edu](mailto:ois@jhu.edu).

Before an I-20 is issued, the international student is required to submit financial documentation to OIS via iHopkins, per the instructions sent by email. I-20 forms will not be issued until the student has accepted the offer of admission, the enrollment fee has been paid, and all required documents have been uploaded to iHopkins.

An overview of the process and the documentation required can be found online at [ois.jhu.edu/Immigration\\_and\\_Visas/For\\_New\\_Students\\_and\\_Scholars/For\\_Students](https://ois.jhu.edu/Immigration_and_Visas/For_New_Students_and_Scholars/For_Students).

Specific figures on the estimated expenses and the amount of funding required in order to be issued an I-20 for the Carey Business School can be found at the page listed above.

Please note that all I-20 forms issued to Carey students will have a Baltimore address listed in the 'School Information' section on page 1, regardless of whether they plan to attend classes in Baltimore or Washington D.C. This is the administrative address, and will have no effect on your visa application or campus assignment.

After arriving in Baltimore or Washington D.C., students must check in with OIS. This can be completed online at:

[ois.jhu.edu/Immigration\\_and\\_Visas/For\\_New\\_Students\\_and\\_Scholars/CheckIn\\_Process](https://ois.jhu.edu/Immigration_and_Visas/For_New_Students_and_Scholars/CheckIn_Process).

Please note that check in is only one part of the process to activate your SEVIS record. The second part is for OIS to register your record, which normally happens after the end of the add-drop period for classes. If you have a special situation that requires your record to be activated earlier than that, such as transferring your driver's license from another state in the U.S., please contact us at [ois@jhu.edu](mailto:ois@jhu.edu) after completing the online check in.

Orientations for new full-time Carey students will be held in August. These dates can be found at [carey.jhu.edu/current-students/carey-life/first-steps-new-students/new-student-checklist/#Orientation](https://carey.jhu.edu/current-students/carey-life/first-steps-new-students/new-student-checklist/#Orientation).

Please note that OIS is here to serve all international students, regardless of what campus they are affiliated with. Students are welcome to visit, email, or call any of the five OIS offices for assistance. OIS office information can be found at [ois.jhu.edu](https://ois.jhu.edu).

For more information on the requirements to maintain F-1 visa status, please refer to the OIS website page on "Maintaining F-1 Status":

[ois.jhu.edu/Immigration\\_and\\_Visas/F1\\_Student/Maintaining\\_F1\\_Status](https://ois.jhu.edu/Immigration_and_Visas/F1_Student/Maintaining_F1_Status).

Regular updates regarding visa-related matters and other items of interest to international students (and other official information) will be emailed periodically to the student's official Johns Hopkins email address. Be sure to read emails from OIS to ensure you don't miss important information.

## **F-1 Employment**

Employment for students in F-1 status is limited. On-campus employment (at any campus of the Johns Hopkins University) is allowed immediately upon arrival in the United States. Any employment off-campus must wait until the student has completed at least one academic year, or two semesters in F-1 status, either at Carey or another school. The most common form of off-campus employment is Curricular Practical Training (CPT). Students may request CPT authorization for paid internships approved by the Academic Advising team. Only part-time CPT (20 hours per week or less) will be approved during the fall and spring semesters, while classes are in session.

Full-time CPT may be approved during the summer or winter breaks. CPT is required for paid positions and highly recommended for unpaid positions.

Optional Practical Training (OPT) is one year of work authorization available to F-1 students, and is generally used after completion of their program of study. Further information on F-1 employment authorization can be found on the OIS website: [ois.jhu.edu/Immigration\\_and\\_Visas/F1\\_Student/F-1\\_Training\\_and\\_Employment](https://ois.jhu.edu/Immigration_and_Visas/F1_Student/F-1_Training_and_Employment).

Contact OIS by email at [ois@jhu.edu](mailto:ois@jhu.edu) or phone at 667-208-7001.

## **Orientation**

Orientation is an introduction to Johns Hopkins University Carey Business School, and student's graduate degree program. At Orientation, students learn about the tools and resources available to them as students and future alumni. Orientation is designed to be informative, interactive, and engaging, while setting the expectations for one's time as a graduate student. Orientation is required for all new students. Full-time students attend orientation in person in August.

Part-time students are required to complete New Student Orientation (NSO), an online, asynchronous course in Blackboard. In addition to orienting new Carey students to the School and program, it equips students with tips and tools needed to succeed in the online course environment and throughout their time at Carey.

## **Parking**

### **Baltimore, MD Harbor East Campus**

Parking is available for Carey students on the 5th level of the Legg Mason Tower garage. The garage is located underneath the building. Please pull into the garage and take a ticket. Park on level P5 and take the elevator up to the rear Lobby, exit to the street, and then enter the Carey Business School's entrance. To re-enter the garage after class, leave the front entrance of the school and enter the parking facility lobby by using the purchased chaser ticket. When leaving the garage, submit the original ticket and then the chaser ticket. For part-time students,

discounted parking tickets are available for purchase on the 2nd floor at the OPS/IT window Monday-Thursday from 5:00 p.m. – 7:45 p.m., and on Saturday from 10:00 a.m. – 2:00 p.m. during the first two weeks of the term. Discounted parking vouchers are valid Monday through Thursday from 5:00 p.m. – 11 p.m. and Saturday from 7:00 a.m. – 7:00 p.m. Students can only purchase discounted parking tickets by credit card; there are no refunds and tickets do not expire. For full-time day students, a discounted monthly parking pass is available directly from the garage for \$84.00. Monthly discounted parking is subject to availability as determined by Towne Parke. Please visit [towneparkpermit.com/parkers/ParisWeb-Welcome.php](http://towneparkpermit.com/parkers/ParisWeb-Welcome.php) for more information.

### **Washington D.C. Center**

The center is conveniently located near three Metro stops. On the red line the Dupont Circle stop (south exit) is located approximately two blocks from the center and the Farragut North stop is located five blocks from the center. The Farragut West stop (orange, silver, and blue lines) is also located five blocks from the center. Please visit [wmata.com](http://wmata.com) for more information.

Parking is available at two convenient locations during the week:

1. Colonial Parking garage located underneath 1625 Massachusetts Ave, NW (site #540). The hours are Monday- Friday, 7:00 a.m. – 7:00 p.m. After these hours it is not possible to enter the garage; however, it is possible to access the garage and exit until the front doors of the building lock (at 9:30 p.m. Mondays-Thursdays and at 5:30 p.m. on Fridays). The cost is \$20.00 for all-day access and \$8.00 for access after 4:30 p.m. There is also an all-day early bird special for those arriving before 8:30 a.m. for \$13.00. Payment is required upon entry and the garage accepts cash or credit cards for daily parking. These fees are good for one entry only and if students exit and re-enter the garage, they will be required to pay again. Monthly parking passes are available to students at this garage for \$278.95/month. Student can order a monthly parking pass online at [ecolonial.com](http://ecolonial.com) or call 202-295-8100 (credit card only). Please note that the garage is a double stall garage and if students park in front of another car, they will be required to leave their keys with the garage attendant. All keys must be retrieved from the attendant before 7:00 p.m. **This garage is closed on weekends so students who have Saturday classes will not be able to park here.**
2. Colonial Parking garage located at 1616 P Street (site # 372). The hours are Monday-Thursday 7:00 a.m.-11:00 p.m., Friday 7:00 a.m.-12:00 a.m., and Saturday 8:00 a.m.-12:00 a.m. You must exit by closing time. The cost is \$21.00 for all day access and \$15.00 for access after 5:00 p.m. or on Saturdays.

Additional Saturday parking is available at the following locations:

1. Penn parking garage located at 1717 Rhode Island Ave (under St. Matthews Cathedral). The garage is open from 7:00 a.m. – 7:00 p.m. and parking is \$5.00 all day. The rate is also \$5.00 after 4:00 p.m. on weekdays.
2. The Federal parking garage at 1717 offers a \$7.00 student rate from 4:00p.m.-11:00p.m. Monday-Friday as well as from 7:00a.m.-6:00p.m. on Saturdays. A Jcard is required for this rate. This garage is only open to monthly parkers before 4:00p.m. Monday-Friday.

Limited metered street parking may be available – please read all street signs carefully to ensure that parking is permitted and if there is a cost involved.

*Prices listed above are in effect at time of publication and are subject to change. For additional information, please visit [carey.jhu.edu/about/campuses](http://carey.jhu.edu/about/campuses).*

## Registration

Students are encouraged to register as early as possible during each registration period because a section may close before the end of registration. Please note that all outstanding debts to Johns Hopkins University must be paid in full in order to register for the following semester.

Students may not sit in on a class without being officially registered for that class. Auditing is not allowed at the Carey Business School.

Students may only register for classes during terms in which they have been formally admitted.

Online courses are reserved for students admitted to online programs or programs that require a combination of online and onsite coursework.

## Registration Options

The Registrar's Office is available Monday through Friday, 8:30 a.m. - 4:30 p.m.

Students may register using one of several convenient methods:

- **Online via SIS:** Online registration is available at [sis.jhu.edu/sswf](http://sis.jhu.edu/sswf) to students who are fully admitted and current in their program of study. During registration periods, SIS is available 24 hours a day, 7 days a week.
- **Online Add/Drop Form:** This form is located at [carey.jhu.edu/current-students/registrar/course-add-drop/add-drop-form](http://carey.jhu.edu/current-students/registrar/course-add-drop/add-drop-form) and may be completed

online. When submitted, this form is sent directly to the Registrar's Office for review and processing when registration in SIS is not available.

- **By Mail:** The Add/Drop form (PDF format) can be obtained from the Registrar's Office web page, under *Commonly Requested Forms*: [carey.jhu.edu/current-students/registrar/forms-transcripts](http://carey.jhu.edu/current-students/registrar/forms-transcripts).

Mail to:  
Johns Hopkins Carey Business School  
Office of the Registrar  
International Drive  
Baltimore, MD 21202

- **By Fax:** The Add/Drop form (PDF format) can be obtained from the Registrar's Office web page, under *Commonly Requested Forms*: [carey.jhu.edu/current-students/registrar/forms-transcripts](http://carey.jhu.edu/current-students/registrar/forms-transcripts). The fax number is 410-800-4096.
- **By Email:** The Add/Drop form (PDF format) can be obtained from the Registrar's Office web page, under *Commonly Requested Forms*: [carey.jhu.edu/current-students/registrar/forms-transcripts](http://carey.jhu.edu/current-students/registrar/forms-transcripts). The email address is [carey.registration@jhu.edu](mailto:carey.registration@jhu.edu).
- **In Person:** The Add/Drop form can be obtained and completed at the Student Service counter located on the 5<sup>th</sup> floor at the Johns Hopkins Carey Business School, 100 International Drive, Baltimore, MD 21202.

*Note: Financial Aid recipients and students using VA benefits are advised to register for all their classes for the semester (both terms) prior to the beginning of the semester. For example, please register for both Fall I and Fall II classes prior to the beginning of the fall semester.*

## Waitlists

Students attempting to register for a course that is full (is at its enrollment limit), may be placed on the waitlist by going to [sis.jhu.edu/sswf](http://sis.jhu.edu/sswf). Please note that students may be placed on the waitlist for only one section of a particular course. Students will be contacted via their JHU email address only if an opening occurs prior to the first class meeting of the course. Waitlisting for a course is not an official registration; therefore, no payment is required until a seat in the class is confirmed. Students may not attend classes for sections in which they are waitlisted.

## Adding a Course

Students who have already registered may add a new course, provided that the course has not met for the first time and is not closed. Students may not add courses after the first class meeting. Students may add courses by using one of the registration options mentioned above.

Payment options for adding a course are the same as for initial registration. (Johns Hopkins

employees must submit a tuition remission application to Student Accounts, for each added course.)

Prior to the second class meeting, when dropping one course and adding another, 100 percent of the tuition from the dropped course may be applied to the tuition of the added course. After the second class meeting, the appropriate refund may be applied (see **Refund Schedule**).

## Dropping a Course

Students may drop a course without financial penalty up to the date of the second class meeting by going to [sis.jhu.edu/sswf](http://sis.jhu.edu/sswf). Once the second class begins, students who drop a course receive a pro-rated tuition refund. Tuition refunds are calculated from the date of receipt of the add/drop form in the Registrar's Office (see **Refund Schedule**). Students dropping a course after the first class meeting should notify the instructor of their decision.

*Note: Financial aid recipients will have their aid award adjusted according to credits registered.*

*Students dropping to less than half-time status may have their aid canceled and will be responsible for any debit balance created. Students using VA benefits should contact the VA Certifying Official in the Registrar's Office when adding or dropping a course.*

## Withdrawing from a Course

To withdraw from a course, students must submit an official add/drop form. Students may not withdraw from courses using SIS. Notice to the instructor of intent to withdraw is not sufficient, nor are telephone withdrawals accepted. The last date to withdraw from a class without academic penalty (without receiving the grade of F) is listed on the **Course Withdrawal Schedule** below. Students who withdraw after the deadline or stop attending class at any time without properly submitting an official add/drop form receive an 'F' (Failure) for the course. Tuition refunds are calculated from the date of receipt of the add/drop form in the Registrar's Office. International students on an F-1 visa are advised to contact the Office of International Services at 667-208-7001 before withdrawing from or dropping a course.

*Note: Federal aid recipients who withdraw from all coursework in a semester may have aid returned to the federal government according to federal "Return of Title IV funds" regulations, a copy of which can be obtained from the Office of Financial Aid. Aid recipients who withdraw from some courses in the semester but not all their courses may have their aid awards adjusted to the reduced cost of attendance. Students who drop to less than half-time status prior to beginning the class may have their federal aid canceled, even if some portions have already been refunded to them for living expenses. Students will receive a bill from the school for the balance due. Withdrawing from classes may also impact future aid eligibility. Financial Aid recipients are advised to consult with their academic advisor and the financial aid staff prior to withdrawing from classes. Students using VA benefits should contact the VA Certifying Official immediately.*

### 2019-2020 Course Withdrawal Schedule

	<b>January intersession</b>	<b>Courses that meet 8 class sessions (including Online courses)</b>
No notation on transcript if student drops course	prior to the 3 <sup>rd</sup> class session	prior to the 3 <sup>rd</sup> class session (Before 11:59 p.m. Eastern Time on the 14 <sup>th</sup> day)
Withdrawn (“W”) noted on transcript if student withdraws from course	from the 3 <sup>rd</sup> and prior to the 4 <sup>th</sup> class session	from the 3 <sup>rd</sup> and prior to the 4 <sup>th</sup> class session (After 12:00am Eastern Time on the 15 <sup>th</sup> day and before 11:59 p.m. Eastern Time on the 22 <sup>nd</sup> day)
Student may not withdraw from a course	once the 4 <sup>th</sup> session begins	once the 4 <sup>th</sup> session begins (After 12:00 a.m. Eastern Time on the 21 <sup>st</sup> day)

## Incomplete Grades

An ‘I’ (Incomplete) grade is used when the instructor is not prepared to give a final grade for the course because of some justifiable delay in the student’s completion of specific course work. A final grade is submitted to the Registrar’s Office by the instructor after grading the student’s completed work, provided it is done within the agreed time frame, as specified in the contract between the instructor and the student. Both the instructor and the student complete the contract and submit it to the Registrar’s office within 5 business days of the last scheduled class meeting. In the event that the work is not completed within the agreed time frame, or no grade is reported within four weeks after the start of the following semester, a grade of ‘F’ replaces the ‘I’ on the student’s transcript.

## Course Load

Full-time students may not enroll in more than 16 credits total per semester (Global MBA students register for 18 credits in the first spring term).

Part-time students may not enroll in more than 10 credits total per semester, unless approved by an academic advisor.

### **For graduate level students (fall and spring semesters)**

Not registered – 0 credits

Less than ½-time – 1 to 4 credits

Half-time – 5 to 6 credits

¾-time – 7 to 8 credits

Full-time – 9 or more credits

### **For graduate level students (summer only)**

Not registered – 0 credits

Less than ½-time – 1 to 2 credits

Half-time – 3 to 4 credits

$\frac{3}{4}$ -time – 5 credits

Full-time – 6 or more credits

## Independent Study Requests

Matriculated students who wish to study a topic or area not represented in the curriculum may complete an independent study request form. Students may only complete an independent project on a topic that does not duplicate either a course offered at Carey, or coursework transferred from another college or university.

Students must request guidelines and proposal forms from their academic advisor and may not register for the independent study until their proposals are approved in writing by their academic advisor, faculty sponsor, and academic program director. Proposal forms must be submitted by the following deadlines; April 1<sup>st</sup> for Summer semester, May 1<sup>st</sup> for Fall semester, November 1<sup>st</sup> for Spring semester. Students may not take more than one independent study.

## Interdivisional Registration

During the fall and spring terms, degree-seeking graduate students at the Carey Business School may register for courses in another school at Johns Hopkins by submitting a Carey Business School registration form. Students admitted to full-time programs may enroll in courses at other divisions without additional tuition charges during fall and spring semesters, but will be responsible for any additional fees. Students admitted to part-time programs pay the per-credit tuition rate of the school offering the course and any additional fees required.

Conversely, students from other divisions in the university (except the Schools of Arts and Sciences, and Engineering) may request to enroll in courses offered by the Carey Business School by submitting their registration request to their registrar for processing. Students in full-time Arts and Sciences and Engineering programs should use the Interdivisional Registration Form, available from the Homewood Registrar's Office, which requires permission of their academic advisor and the appropriate school program director or advisor. Courses must be taken for a grade. Carey Business School students have priority in registering for Carey Business School courses. Students from other JHU divisions who request to take Carey courses will have their enrollments processed at least 2 weeks prior to the start of the semester. All interdivisional students must abide by these policies, procedures, and deadlines. All published prerequisites for the course must be met prior to enrollment.

Undergraduate students from other divisions in the university are not allowed to enroll in graduate-level courses at the Carey Business School.

During the summer session, students do not follow the interdivisional registration procedures noted above. Students from other Johns Hopkins divisions in full-time programs that are not in session who want to enroll in Carey Business School summer courses have to be admitted as

a Carey non-degree seeking student. Those students should then follow the registration procedures outlined in the Registration section. For more information, contact the Registrar's Office at [carey.registration@jhu.edu](mailto:carey.registration@jhu.edu).

Interdivisional registration is not available during the summer for Carey Business School Students. Carey students who would like to take classes at other Johns Hopkins divisions during the summer should contact the Registrar's Office of the other division to confirm enrollment requirements. Students will be responsible for the tuition and fees for summer interdivisional courses.

*Note: Financial Aid recipients and students using VA benefits should inform the Office of Financial Aid of any interdivisional registration.*

## Refunds

### Part-Time Students

Students who officially withdraw during an academic term will receive tuition refunds based on the refund schedule provided below. Refunds apply only to the tuition portion of a student's charges and are calculated from the date that the school receives an official add/drop form.

Federal aid recipients who withdraw from all coursework may have aid returned to the federal government according to federal "Return of Title IV funds" regulations.

Those partially withdrawing may have their aid awards adjusted to the reduced cost of attendance. Students who drop to less than half-time prior to commencing the courses that require half-time attendance will have their federal aid canceled, even if some portions have already been refunded to them for living expenses. Students receive a bill from the school for any remaining balance due.

If a course is canceled by the school, the tuition is refunded in full. All other refunds approved in the Registrar's Office will be in accordance with the refund schedule. A refund may take 4 to 6 weeks to process. Students will receive refunds according to their original method of payment.

### Full-Time Students

Students who officially withdraw prior to an academic term will receive a full tuition refund, excluding Health Insurance and other non-refundable fees.

A full-time student who is academically suspended or receives an honor code violation, and required to leave Carey for a semester or permanently, will not receive a refund for tuition charged at the time of the suspension, during the semester. A prorated portion of the tuition will be applied to future semesters based on the refund schedule for academically suspended students. If a student fails to return or is dismissed permanently, no refund will

be given. In instances where a student is receiving federal financial aid, the aid will be recalculated and refunded to the federal government. The student is still responsible for the entirety of the tuition.

In order to receive the degree for the full-time student’s program of study, the student must pay the entire published cost of the tuition, regardless of the number of terms needed to complete the degree.

**2019-2020 Refund Schedule**

<b>Refund</b>	<b>January Intersession</b>	<b>Courses that meet 8 sessions</b>	<b>Online courses – 8 week session</b>
100%	From the day of registration to the beginning of the 2 <sup>nd</sup> class session for onsite courses, or prior to the 8 <sup>th</sup> day of the session for online courses (before 11:59 p.m. Eastern Time on the 7 <sup>th</sup> day).		
70%	from the 2 <sup>nd</sup> class session and prior to the 3 <sup>rd</sup> class session	from the 2 <sup>nd</sup> class session and prior to the 3 <sup>rd</sup> class session	from the 8 <sup>th</sup> day of the session and prior to the 15 <sup>th</sup> day of the session (Before 11:59 p.m. Eastern Time on the 14 <sup>th</sup> day)
50%	from the 3 <sup>rd</sup> class session and prior to the 4 <sup>th</sup> class session	from the 3 <sup>rd</sup> class session and prior to the 4 <sup>th</sup> class session	from the 15 <sup>th</sup> day of the session and prior to the 22 <sup>nd</sup> day of the session (Before 11:59 p.m. Eastern Time on the 21 <sup>st</sup> day)
0%	once the 4 <sup>th</sup> class begins there is no refund	once the 4 <sup>th</sup> class begins there is no refund	once the 22 <sup>nd</sup> day of the session begins, there is no refund

## Student Accounts

For general inquiries about student accounts, specifically receipt of payments, refunds, online tuition payments, financial holds, 1098-T forms, collections, company billing, and more, please call the Student Accounts Office (SAO) at 410-234-4755, fax 443-769-1236, or email [carey.studentaccounts@jhu.edu](mailto:carey.studentaccounts@jhu.edu).

## Payment Options

For students in full-time programs:

- Pay online with an electronic check
- Pay with a check by mail
- Pay with a check at our Harbor East campus

- Pay with a sponsor contract
- Pay via wire transfer
- Enroll in the annual payment plan

For students in part-time programs:

- Pay online with an electronic check or credit card
- Pay with a check by mail
- Pay with a check at our Harbor East campus
- Pay with an employer contract
- Pay by Johns Hopkins University tuition remission (available to University employees and only covers tuition)
- Pay via wire transfer
- Enroll in the monthly payment plan

Students with approved financial aid should elect to be electronically billed and will be responsible for any charges not covered by their award. All students should refer to **Schedule A** at [carey.jhu.edu/current-students/carey-life/student-accounts/schedule-a](http://carey.jhu.edu/current-students/carey-life/student-accounts/schedule-a) for billing periods and payment due dates. A late payment fee of \$250 will be assessed if payment is not received by the due date. Students who choose the monthly payment plan option may use **Schedule B** as a payment guide. Students can refer to Schedule B at [carey.jhu.edu/current-students/carey-life/student-accounts/schedule-b](http://carey.jhu.edu/current-students/carey-life/student-accounts/schedule-b). **Schedules A and B** can also be found in the **Appendix** at the end of this catalog.

Financial aid awards will be disbursed to the student account on the first day of class if the student's file is complete. Excluding financial aid, payments from students seeking to register may be kept and applied against prior obligations to the university. Delinquent accounts turned over to the collection agency will be assessed an additional 25% of the outstanding debt.

## Student Financial Hold

Students with outstanding balances will receive financial holds. A financial hold prohibits students from registering for future courses and receiving services until the balance is paid in full. Students with a financial hold may also be prohibited from participating in Carey-sponsored events, activities, or excursions.

Paper or electronic ACH checks that are returned by the bank will incur a \$35 returned check fee. Thus, the student's account will be placed on financial hold, and the student may be removed from any registered courses. Grades, transcripts, and diplomas may be withheld, and the student will be prevented from registering for future courses until payment is received.

## Pay Online

The fastest way to have a payment credited to an account is to pay via SIS Self-Service. Students should go to SIS Self-Service at [sis.jhu.edu/sswf](https://sis.jhu.edu/sswf) to view their student account and to make payment online. Students in part-time programs can make payments in Self-Service by using a credit card (Visa/MasterCard/Discover/American Express) or electronic check. Full-time students can only use the electronic check option when paying tuition online.

## Pay With a Check by Mail

Checks for tuition and fees should be made payable to Johns Hopkins University and should reference the student's Hopkins ID. Payments should be mailed to the Student Accounts Shared Services Team.

Payments can be mailed to the following address:

JHU Third Party Payer & Payment Processing Team (TPP Team)  
Johns Hopkins University Garland Hall, B33  
3400 N. Charles Street  
Baltimore, MD 21218

Paying by check authorizes the school to electronically debit the account. Once the transaction has been completed, the actual check will be destroyed and discarded.

## Pay in Person

Pay with a check at our Baltimore campus Monday through Friday between 9:00 a.m. – 4:30 p.m.:

Johns Hopkins Carey Business School  
Office of Student Accounts  
100 International Drive, 6th Floor  
Baltimore, MD 21202

## Monthly Payment Plan

Students have an option to defer tuition by enrolling in the monthly payment plan. To enroll, contact Tuition Management Systems (TMS) by phone at 1-888- 713-7238 or visit their website at [careyjhu.afford.com](https://careyjhu.afford.com) to sign up online.

Students in part-time programs have to choose the monthly plan by term, and students in full-time programs have to choose the annual plan. Payment plans are semester-specific and cannot be used to pay past due balances from previous semesters. Book charges cannot be included in the payment plan.

To enroll in the payment plan, students should have their Hopkins ID and the full amount of tuition, fees, and healthcare insurance premium (if applicable) ready. Intersession courses can be included in the spring semester payment plan.

There is an enrollment fee of \$55 per semester for the part-time program payment plan and \$75 per academic year for the full-time program payment plan.

If payment has not been made in accordance with the payment schedule, TMS has the right to assess a \$40 late payment fee and/or terminate the agreement.

In addition, if a student is no longer eligible to participate in the monthly payment plan, a \$50 termination fee will be charged to the student account by SAO and the student will not be allowed to receive any future services until the account is paid in full.

## Employer/Sponsor Contract

Students with outside organizations sponsoring their tuition and fees are required to submit official documentation and complete a brief acknowledgement section in SIS Self-Service. The Johns Hopkins University Third Party Payer (TPP) Team coordinates the sponsor billing process. The TPP team prepares and sends invoices for qualified tuition, and manages all correspondence regarding sponsor contracts.

For detailed instructions and information, visit the TPP website at [studentaffairs.jhu.edu/third-party](http://studentaffairs.jhu.edu/third-party). This website includes information on how to upload the required documentation, FAQs, and contact information for their office.

## Johns Hopkins Tuition Remission

JHU employees participating in the tuition remission benefit plan should note the following:

- Tuition remission covers tuition costs for part-time courses **only**. Fees are not covered.
- A completed tuition remission application for each course must be submitted to SAO.
- The application(s) can be emailed to [carey.studentaccounts@jhu.edu](mailto:carey.studentaccounts@jhu.edu).

If the remission does not cover the entire cost of tuition, the student is required to pay the remaining balance in full. For more information, or to apply for tuition remission, visit the JHU Tuition Assistance website at [benefits.jhu.edu/tuition](http://benefits.jhu.edu/tuition) or contact SAO at [carey.studentaccounts@jhu.edu](mailto:carey.studentaccounts@jhu.edu).

## Electronic Billing

Students are required to have a current Johns Hopkins University email address and a valid Johns Hopkins Enterprise Directory (JHED). Notification of outstanding tuition balances will be sent electronically to the student's email account. Billing statements are available on the second Thursday of each month, if activity has occurred since the last billing cycle. Students are required

to make payment upon notification of the bill or if there is an outstanding balance. Paper statements are no longer mailed to students.

For the current billing periods and due dates, see **Schedule A** in the **Appendix** at the end of this catalog, or visit the Student Accounts website at [carey.jhu.edu/current-students/carey-life/student-accounts](http://carey.jhu.edu/current-students/carey-life/student-accounts).

## Wire Transfer Information

Students may choose to wire payment directly to Johns Hopkins University or use Western Union services. Information for wire payment types are provided below.

To wire payment directly to JHU, students must include their Hopkins ID number and/or other identifying information with the wire transfer. Once the wire transfer is completed, the student should notify SAO of the payment amount and date of remittance by emailing [carey.studentaccounts@jhu.edu](mailto:carey.studentaccounts@jhu.edu).

### For U.S. and international students ONLY

Bank Name and Address:

M&T Bank

One M&T Plaza

Buffalo, NY 14203

Account Type: Checking

Account Name: Johns Hopkins University

Swift Code: MANTUS33INT

Transit/Routing/ABA number: 022000046

Account number: 970370230

CHIPS ABA number: 0555

### For U.S. sponsor payments ONLY

Bank Name and Address:

M&T Bank

One M&T Plaza

Buffalo, NY 14203

Account Name: Johns Hopkins University

Transit/routing/ABA number: 022000046

Account number: 09000522

DUNS number: 01910777

Cage Code: 5L406

### **For International sponsor payments ONLY**

Bank Name and Address:

M&T Bank

One M&T Plaza

Buffalo, NY 14203

Account Name: Johns Hopkins University

Swift Code: MANTUS33INT

Transit/Routing/ABA number: 022000046

IBAN number: N/A

Account number: 09000522

CHIPS ABA number: 0555

## **Western Union for International Payments**

JHU has contracted with Western Union Business Solutions to assist with processing wire payments from international students. This payment option allows students to pay their student account balance to the university in the currency of their choice and provides a simple and secure method for initiating payments electronically. We encourage all international students to choose this cost-effective and efficient method of payment.

Student should log into SIS Self-Service at [sis.jhu.edu/sswf](https://sis.jhu.edu/sswf) or visit Western Union Global Pay at <https://student.globalpay.wu.com/geo-buyer/johnshopkins#!> to begin the wire transfer process. Students logging into SIS should go to the Billing tab, select the Summary option, and choose the "Pay by International Wire Transfer" link.

## **Student Conduct Code**

The fundamental purpose of the Johns Hopkins University's (the "University" or "JHU") regulation of student conduct is to promote and to protect the health, safety, welfare, property, and rights of all members of the University community as well as to promote the orderly operation of the University and to safeguard its property and facilities. As members of the

University community, students accept certain responsibilities which support the educational mission and create an environment in which all students are afforded the same opportunity to succeed academically.

This Johns Hopkins University Student Conduct Code (this “Code”) applies to all students, including without limitation undergraduate and graduate students, and student groups and organizations, whether recognized by the University or not. Johns Hopkins Carey Business School complies with, and ensures that the policies and procedures comply with, this Code. For more on this code, please refer to <https://studentaffairs.jhu.edu/policies/student-code>.

## Student Organizations

Student organizations exist to enhance the quality of life at the Carey Business School. Active participation in an organization is a great way to meet other students, network with industry experts and employers, and develop critical leadership and professional skills. Each year’s organizations are shaped by the academic and social interests of current students.

Organizations and events are available to students on both campuses in Baltimore, MD and Washington, D.C. Visit B-Involved, our online platform for student organizations and events, at [jhucarey.campuslabs.com/engage](http://jhucarey.campuslabs.com/engage). Students can also email [carey.activities@jhu.edu](mailto:carey.activities@jhu.edu) for more information.

The active student organizations are listed below and categorized under the four focus areas of the Student Engagement Office:

### **Industry Professional Organizations:**

- Finance Organization
- Marketing Association
- Finance Discussion Group
- Private Equity & FinTech
- Health Care Business Association
- Hopkins Biotech Network
- Information Systems
- Pan Asian Career Association
- Real Estate and Investment Association
- Risk Management Club

### **Diversity and Inclusion Organizations:**

- Black, Hispanic, and Indian Association
- Women in Business @ Carey

- Chinese Student Scholars Association
- Out for Business LGBT Student Association
- Veteran Student Network

**Innovation and Impact Organizations:**

- Consulting Club
- Community Volunteer Club
- Design for America
- Innovation Factory
- Net Impact

## Student Health Benefits Plan (SHBP)

All students enrolled in full-time programs (with the exception of the MBA/MPH program), and all F-1 visa status students are required to maintain adequate health insurance coverage to provide protection against unexpected accidents and illnesses. Full-time programs and F-1 students are automatically enrolled in the Student Health Benefits Plan (SHBP).

Students are billed each fall and spring for the premium on their SIS Student Account. Coverage for new students begins on the first day of orientation and ends the following summer. Coverage for returning students begins on August 14, 2019 and ends the following summer. No refunds are issued once enrolled in the Student Health Benefits Plan after September 15, 2019. Students enrolled in the Student Health Benefits Plan may add a spouse/ child to their policy at an additional cost.

**If current coverage is ending**

Currently enrolled full-time/ part-time students whose existing health insurance coverage is ending can enroll in the University’s Student Health Benefits Plan before the published enrollment date by submitting a copy of the termination letter from the current insurance carrier to the Student Services Office at [carey.student@jhu.edu](mailto:carey.student@jhu.edu). New coverage is available beginning the 15th of each month and continues until the next regular enrollment date.

**Insurance Waiver Process**

All students enrolled in full-time programs (except the MBA/ MPH program), and all F-1 visa status students must purchase the University’s Student Health Benefits Plan and are not permitted to waive coverage. Only students who are already enrolled in a U.S.-based insurance plan through their employer or family may request a waiver of the University’s health plan coverage. Students who do qualify for a waiver can log in to SIS at [sis.jhu.edu/sswf](https://sis.jhu.edu/sswf) and

complete a waiver request. The deadline to waive coverage is September 15, 2019. Students will not be permitted to waive coverage after this deadline. It is the student's responsibility to waive coverage if eligible.

## Student Information System

Student Information System (often referred to as SIS) is Johns Hopkins' university-wide, web-based student information system. Applicants to the Carey Business School can apply online and receive regular application status communications. Current students can use any web-browser to get 24/7 access to information about financial aid, class schedule, grades, and billing. Access the Student Information System at [sis.jhu.edu/sswf](https://sis.jhu.edu/sswf).

## Student Success Center

The Carey Business School's Student Success Center (SSC) supports students' achievement of their academic goals by creating an accessible, responsive, and student-centered environment for learners to become active, independent, and confident. The SSC supports the development of academic and business skills and strategies, personal responsibility, and integrity. It provides free online and campus-based individual and group tutoring appointments with trained and certified peer and professional tutors on writing, presentations and math-based courses. The SSC also offers academic primer and U.S. informational sessions that are designed and taught by Carey faculty. Academic primer sessions provide students with basic knowledge needed to succeed in universally difficult courses, like statistics and accounting. U.S. informational sessions help students understand the legal system, media, and law in the U.S. The SSC serves all students currently enrolled in Carey courses.

For more information about the SSC and its policies, to make an appointment, or to take advantage of its many resources, visit [carey.jhu.edu/ssc](https://carey.jhu.edu/ssc).

## Summer Intensive

The Summer Intensive is a unique, two-week acculturation program specifically designed for international students entering the Carey Business School. The program is intentionally designed to include experiential activities that challenge students to think critically and creatively, communicate clearly, work independently and on a team. Students are provided the opportunity to reflect on their learning and plan their personal, professional, and academic development. Throughout the program, students will build social and inter-cultural knowledge while engaging in many individual and team projects and activities.

Various opportunities to interact with peers and experience American culture are offered to familiarize students with the city and culture they will live in. Some of the activities that students enjoyed in 2017 included a Major League baseball game, a trolley ride around the nation's capital (Washington, D.C.) and a crab feast (Baltimore, MD). Additional information is available online at [carey.jhu.edu/summerintensive](https://carey.jhu.edu/summerintensive).

## Textbook Information

Carey Business School textbooks are available for purchase through MBS Direct. Call MBS Direct at 800-325-3252, or access the Carey Business School MBS Direct website at [bookstore.mbsdirect.net/jhu-carey.htm](http://bookstore.mbsdirect.net/jhu-carey.htm).

*Note: When purchasing or renting books from vendors other than MBS Direct, the school is not responsible for refunds if courses are cancelled or the instructor changes the text.*

## Transcripts and Verifications

A transcript is an official document containing a record of all the coursework taken by a student each term with his/her final grades, grade point average for the term, cumulative grade point average, and the degree received, if applicable. The official transcript is available in paper or electronic format. All transcripts are official.

The following policies apply regarding transcripts:

- Photocopies of transcripts from other educational institutions are not available. These documents are submitted specifically for consideration of admission. Students must request transcripts from previously attended colleges and universities directly.
- A Johns Hopkins University transcript will not be released without signed authorization from the student. Also, transcripts and grades are not issued to a student if there is an outstanding financial obligation to the university.
- Transcripts will not be sent by fax.

## Transcript Ordering Options

Students may request transcripts using one of several convenient methods:

### Online

Visit the National Student Clearinghouse at [studentclearinghouse.org](http://studentclearinghouse.org). The transcript will be Blue Ribbon Certified (a secure electronic alternative to the traditional paper transcript) in a PDF format delivered via email. The service fee per electronic address is \$4.00. A traditional paper transcript may also be requested using this method. The service fee per paper address is \$2.25.

*Note: Electronic transcripts sent to the recipient are considered OFFICIAL upon delivery.*

### In person

Bring a completed transcript request form with your photo identification to the Registrar's Office, located at 100 International Drive, 5th Floor, Baltimore, MD 21202. The office is open Monday through Friday, 8:30 a.m. – 4:00 p.m.

## **By Mail**

Send a transcript request form with photo identification to:

Johns Hopkins Carey Business School  
Registrar's Office  
100 International Drive  
Baltimore, MD 21202

## **By Fax**

Send a transcript request form and a copy of your photo identification to 410-800-4096.

## **By Email**

Email a signed transcript request form with a copy of your photo identification to [carey.transcript@jhu.edu](mailto:carey.transcript@jhu.edu).

Students may request up to five transcripts in one order. If a student would like to order more than five copies in one order, there is a \$5.00 per copy fee associated.

The transcript request form can be found at [carey.jhu.edu/uploads/documents/TRANSCRIPT\\_REQUEST\\_FORM\\_2017.pdf](http://carey.jhu.edu/uploads/documents/TRANSCRIPT_REQUEST_FORM_2017.pdf).

## **Processing Time**

Please allow 3–5 business days for processing. Transcripts of coursework completed prior to 2000 may require additional processing time. All requests for transcripts must include the following information:

- Name under which the student was registered
- Student's/Graduate's date of birth
- Dates of attendance and/or graduation year
- Number of transcripts requested
- Mailing or email address (or addresses) or contact telephone number or email address
- Signature
- Photocopy of picture identification with signature

## **Cost**

Up to five transcripts per request are provided at no charge unless same-day service is required. No more than 10 free transcripts may be requested within a 30 day period. Any additional transcripts ordered will be \$5.00 each. Same-day service is available at a cost of

\$10.00 per transcript. Requests for same-day service must be made in-person weekdays between 8:30 a.m. – 4:00 p.m. and can be processed at the Harbor East location only. Orders must be paid for using a credit card. Cash or checks are not accepted.

### **Rush Processing Requests**

Students who require immediate service, and cannot come in-person, should visit [studentclearinghouse.org](http://studentclearinghouse.org) and select Rush Processing - FedEx Delivery for paper transcript requests, or Rush Processing - Electronic to receive a PDF version sent to the email indicated in your request. Selecting Rush Processing guarantees that the order will be processed within 1 business day. For more information contact the Registrar's Office at 410-234-9250 or [carey.transcript@jhu.edu](mailto:carey.transcript@jhu.edu).

### **Verification of Enrollment or Degree Requests**

An Enrollment Verification serves as documentation that a student is currently enrolled, and/or has been enrolled for a particular semester(s) as a full-time, half-time, or less than half-time student. This document can also serve as proof of having earned a degree or certificate. This document will be authenticated with the raised-seal appearing with the name Johns Hopkins Carey Business School. Johns Hopkins University is a participating school submitting enrollment and degree data to the National Student Clearinghouse which provides enrollment verifications and deferments for financial aid students to lending organizations and NSLDS (National Student Loan Data System)\*.

#### **To request a verification of enrollment or degree:**

Students may request a verification of enrollment or degree using one of several convenient methods. Please allow 3–5 business days for processing.

- **In person:**

Registrar's Office, 5<sup>th</sup> Floor  
100 International Drive, Baltimore, MD 21202  
Monday through Friday, 8:30 a.m. – 4:00 p.m.

- **By Mail:** Send a signed Request for Verification Services form with a copy of your photo identification to:

Johns Hopkins Carey Business School  
Registrar's Office  
100 International Drive  
Baltimore, MD 21202

- **By Fax:** Fax a signed Request for Verification Services form with a copy of your photo identification to 410-800-4096

- **By Email:** Email a signed Request for Verification Services form with a copy of your photo identification to [carey.transcript@jhu.edu](mailto:carey.transcript@jhu.edu).

- **Online:** Current students may access their self-service account in the Student Information System, [sis.jhu.edu/sswf](https://sis.jhu.edu/sswf) and request a verification of enrollment.\*

*\*Students enrolled as non-degree may not request verifications through the online process.*

## **Processing Time**

Please allow 3–5 business days for processing. Verification of degrees earned or coursework completed prior to 2000 may require additional processing time.

All requests for enrollment or degree verification must include the following information:

- Name under which the student was registered
- Student's/Graduate's date of birth
- Dates of attendance and/or graduation year
- Number of verifications requested
- Mailing, email address (or addresses), or contact telephone number
- Signature
- Photocopy of photo identification with signature

## **Cost**

Up to five verifications per request are provided at no charge unless same-day service is required. No more than 10 free verifications may be requested within a 30 day period. Any additional verifications ordered will be \$5.00 each.

Same-day service is available at a cost of \$10 per verification. Requests for same-day service must be made in-person weekdays between 8:30 am – 4:00 pm and can be processed at the Harbor East location only. Orders must be paid for using a credit card. Cash or checks are not accepted.

## **Rush Processing Requests**

Students who need immediate service, and cannot come in-person, should contact the Registrar's Office directly at 410- 234-9250 or [carey.transcript@jhu.edu](mailto:carey.transcript@jhu.edu).

## **Transfer of Graduate Credit (available to part-time students only)**

### **Transfer with Replacement**

The maximum number of credits earned at another regionally accredited college or university that may be transferred with replacement into a graduate degree program in the Carey Business School in no case can exceed four credits or two classes. Any request for transfer credit must be submitted within the first semester. Coursework must be completed within the

last 5 years and the student must have a “B+” or better in the completed coursework. Faculty Course Leads make the final decision on course equivalencies, but student should start the process with their academic advisor. The *Waiver Exam* policy is separate from the *Transfer of Graduate Credit* policy. See the *Waiver Exam* policy for more information.

Full-time degree programs at the Carey Business School do not allow transfer credits.

### **Transfer from another JHU School**

The maximum number of credits earned at another school within Johns Hopkins University that may be transferred into a graduate degree program in the Carey Business School in no case can exceed four credits or two classes as long as each course transferred counts toward one two-credit course. Academic Program Directors make the final decision on how transfer credits will be applied to specific degree requirements, but students should start the process with their academic advisor. Dual degree students may not apply transfer credits from other divisions of Johns Hopkins towards completion of their Carey degree. All credits earned towards the Carey portion of a dual degree must be earned in the Carey Business School.

Students in full-time academic programs at other Johns Hopkins University divisions may take classes at the Carey Business School as a graduate level, non-degree seeking student. These interdivisional requests for enrollment will be processed the week before the semester starts to allow degree-seeking students ample time to register for classes.

Only six credits earned as a non-degree student may be counted toward an MBA, MS or Graduate Certificate from the Carey Business School.

## **Transportation**

### **Baltimore, MD**

The Carey Business School’s Baltimore center is in Baltimore’s Harbor East neighborhood at 100 International Drive, Baltimore, MD 21202.

#### **MTA Local Bus & Rail Service**

There are many different ways to travel into and throughout downtown Baltimore. Below are some links and information about the best way to get around downtown. The Maryland Transit Administration (MTA) manages public transit in the greater Baltimore region and has a range of options. Monthly MTA passes can be purchased at the Johns Hopkins University Homewood campus. More information is available at [studentaffairs.jhu.edu/studentemployment/student-information/handbook/transportation-services](http://studentaffairs.jhu.edu/studentemployment/student-information/handbook/transportation-services).

## **Charm City Circulator**

The Charm City Circulator is a free shuttle service with routes throughout the city. For routes and stops, visit [charmcitycirculator.com/content/about](http://charmcitycirculator.com/content/about). The orange and green routes, as well as the Harbor Connector water shuttle, stop in Harbor East.

The Light Rail operates from Hunt Valley through downtown and ends at BWI or Glen Burnie. The Metro Subway runs between Owings Mills and Johns Hopkins Hospital, with stops in the downtown area. Local buses serve the city and surrounding counties, while commuter buses are express lines that run from Laurel, Columbia, Bel Air, and Havre de Grace to downtown Baltimore. The MARC is a commuter rail system with three lines that offer service from Washington, D.C., to Frederick, Baltimore, and Perryville, Maryland with stops in between. For more information, visit [mta.maryland.gov](http://mta.maryland.gov) or call 410-539-5000.

## **JHU Shuttle**

Johns Hopkins University operates a shuttle between the Homewood campus and the Carey Business School Monday through Friday. The Carey Business School shuttle has a morning run, two mid-day runs, a late afternoon run, and a late evening run. Specific shuttle times and shuttle stop locations are also available at [ts.jhu.edu/Shuttles](http://ts.jhu.edu/Shuttles). The shuttle runs without stops between the Carey Business School and Mason Hall at the Homewood Campus.

## **Baltimore Collegetown Shuttle Bus**

Johns Hopkins is also part of a consortium of schools in the Baltimore area that participate in the Baltimore Collegetown website and shuttle service. The closest shuttle stop to the Carey Business School in Harbor East is the Inner Harbor stop. More information is available at [baltimorecollegetown.org/shuttle](http://baltimorecollegetown.org/shuttle). More information about getting around downtown Baltimore can be found at [godowntownbaltimore.com/getting-around/index.aspx](http://godowntownbaltimore.com/getting-around/index.aspx).

## **Washington, D.C.**

The Carey Business School's Washington D.C. Center is located at 1625 Massachusetts Avenue, NW, Washington, D.C., 20036, with offices and space on the 3<sup>rd</sup> and 8<sup>th</sup> floors of 1717 Massachusetts Ave, NW, Washington, D.C., 20036. Mass transit is the easiest means of getting around the city and the Carey Washington D.C. Center is conveniently located near two subway stops: DuPont Circle and Farragut West.

Washington Metropolitan Area Transit Authority ([wmata.com](http://wmata.com)) manages public transportation in the Washington, D.C., region. Bus and rail service is extensive throughout the Washington, D.C., region. The Carey Washington D.C. Center is accessible from two Metrorail stops: DuPont Circle (south exit) on the red line (two blocks away) and Farragut West on the blue and orange lines (five blocks away).

## Tuition and Fees

	Tuition	Application Fee	Matriculation Fee
Global MBA	\$61,000*	\$100	\$500
Flexible MBA Programs	\$1,410 per credit	\$100	\$250
MBA/MA in Design Leadership	\$99,500**	\$100	\$500
Full-time MS Programs	\$71,600***	\$100	\$500
2nd Degree MBA to MS	\$28,000	N/A	\$250
2nd Degree MS to MBA	\$54,500	N/A	\$250
2nd Degree MS to MS	\$35,700	N/A	\$250
Part-time MS Programs	\$1,410 per credit	\$100	\$250
Certificate Programs	\$1,410 per credit	\$100	\$250
Business of Health Care Graduate Certificate (online)	\$1,410 per credit	\$100	\$250
Summer Intensive	\$2,900	No other fees	

\* For one year of a two-year program

\*\* For entire 23-month program

\*\*\* For entire 12-month program

Prior to the first day of the summer, fall, and spring semesters, students may select from a number of payment options (refer to the *Student Accounts* section for details). Students who have just begun the aid application process may not check “financial aid” in lieu of payment at the time of registration.

Registration cannot be processed unless accompanied by appropriate payment or selection of an available payment option.

All fees are nonrefundable:

Late Registration Fee -\$250

Late Payment Fee - \$250

Returned Check Fee - \$35

Payment Plan Termination Fee - \$50

Delinquent Account Collection Fee - 25% of the outstanding debt

## Tuition Refund Policy for Dropped or Cancelled Courses

Students who become eligible to receive a refund as a result of a dropped or cancelled course will be issued a refund to the original method of payment. The following exceptions apply:

- Wire transfer or Western Union payments will be refunded in the form of a check, unless otherwise requested.
- Institutional aid awards will be evaluated accordingly for dropped or cancelled courses.
- Financial aid awards will be evaluated for a student refund according to financial aid eligibility requirements.
- JHU employee tuition remission will receive a remission benefit reversal of 100%. Tuition remission does not cover tuition costs from courses not completed. (Please see [benefits.jhu.edu/tuition/reimbursement.cfm](https://benefits.jhu.edu/tuition/reimbursement.cfm) for more information.)

## University and Carey Business School Policies

### The Johns Hopkins University Anti-Discrimination and Sexual Misconduct Policies and Procedures

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's equal opportunity, anti-harassment, and sexual misconduct policies apply to prohibit discrimination in all academic programs administered by the University, its educational policies, admission policies, scholarship and loan programs and athletic programs. These policies apply to all employment decisions as well. Every member of the Johns Hopkins University community is entitled to equal access to the abundant educational and employment opportunities available.

The Office of Institutional Equity (OIE) coordinates ongoing efforts to make the campus accessible and to make JHU programs available to everyone. OIE is charged with ensuring compliance with federal, state and local laws related to affirmative action and equal opportunity; investigates discrimination complaints, including sexual misconduct; provides harassment prevention and disability services training; and serves as a central resource for faculty, staff and students with disabilities. Complaints of discrimination and harassment based on any legally protected characteristic (including, but not limited to, sexual misconduct complaints) may be brought to OIE:

3400 N. Charles Street/Wyman Park Building, Suite 515  
Baltimore, MD 21218  
TTY: Dial 711, MD Relay Phone:  
410-516-8075  
Fax: 410.516.5300

Email: [OIE@jhu.edu](mailto:OIE@jhu.edu)

For sexual misconduct and other Title IX matters, you may also contact Joy K. Gaslevic, JD, OIE Assistant Vice Provost & Title IX Coordinator, directly at (410) 516-8075 or [titleixcoordinator@jhu.edu](mailto:titleixcoordinator@jhu.edu).

OIE online complaint filing options may also be accessed as follows:

For complaints of sexual misconduct -  
[sexualassault.jhu.edu/file-complaint/complaint-form.html](https://sexualassault.jhu.edu/file-complaint/complaint-form.html)

For complaints of discrimination and harassment -  
[oie.jhu.edu/discrimination-and-harassment/complaint-form](https://oie.jhu.edu/discrimination-and-harassment/complaint-form)

For links to important University non-discrimination policies, procedures, codes, statements and principles -  
[oie.jhu.edu/policies-and-laws/jhu-policies/index.html](https://oie.jhu.edu/policies-and-laws/jhu-policies/index.html)

The following important non-discrimination statement, policies and procedures can also be accessed through the direct links below:

**University Statement on Equal Opportunity -**  
[oie.jhu.edu/discrimination-and-harassment/equal-opportunity-statement.html](https://oie.jhu.edu/discrimination-and-harassment/equal-opportunity-statement.html)

**The Johns Hopkins University Sexual Misconduct Policy and Procedures -**  
[sexualassault.jhu.edu/policies-laws](https://sexualassault.jhu.edu/policies-laws)

**The General Anti-Harassment Policy -**  
<https://oie.jhu.edu/discrimination-and-harassment/general-anti-harassment-policy.html>

**Harassment & Discrimination Complaint Procedures -**  
[oie.jhu.edu/discrimination-and-harassment/harassment-and-discrimination-complaint-procedures/](https://oie.jhu.edu/discrimination-and-harassment/harassment-and-discrimination-complaint-procedures/)

## Statement of Diversity and Inclusion

Johns Hopkins University is a community committed to the values of diversity and inclusion. At the Carey Business School, we firmly believe that excellence is best promoted by creating a community that demonstrates respect for each other, embraces individual differences, and provides opportunities for each individual to maximize his or her potential. We actively seek to ensure that many different opinions and beliefs, communicated in a respectful manner, are part of and enrich our professional, educational, and personal experience. Every member of our community will be responsible for creating a welcoming environment for all. For more information, please visit [oie.jhu.edu/diversity](https://oie.jhu.edu/diversity).

## Accommodations for Nursing Mothers

In keeping with the Fair Labor Standards Act, all students who breastfeed their child (referred to as “nursing mothers”) will be provided access to a private area.

The area provided will be made available when needed by the student. To reserve a private area please send your name, JHED ID, and date needed to:

For Harbor East room reservations, please contact [carey.operations@jhu.edu](mailto:carey.operations@jhu.edu).

For Washington D.C. reservations, please contact [carey\\_dcoperations@jhu.edu](mailto:carey_dcoperations@jhu.edu).

## Private Area for Prayer/Meditation

For Harbor East, please contact [carey.operations@jhu.edu](mailto:carey.operations@jhu.edu).

For Washington D.C., please contact [carey\\_dcoperations@jhu.edu](mailto:carey_dcoperations@jhu.edu).

## Policy on Film and Photography Rights

The Johns Hopkins University reserves the right from time to time to film or take photographs of faculty, staff, and students engaged in teaching, research, clinical practices, and other activities, as well as casual and portrait photography or film. These photographs and films will be used in such publications as catalogs, posters, advertisements, recruitment and development materials, as well as on the university’s website, for various videos, or for distribution to local, state, or national media for promotional purposes. Classes will be photographed only with the permission of the faculty member.

Such photographs and film – including digital media – which will be kept in the files and archives of The Johns Hopkins University, will remain available for use by the university without time limitations or restrictions. Faculty, students, and staff are made aware by virtue of this policy that the university reserves the right to alter photography and film for creative purposes. Faculty, students, and staff who do not want their photographs used in the manner(s) described in this policy statement should contact the Office of Communications and Public Affairs via e-mail at [cpa@jhu.edu](mailto:cpa@jhu.edu).

Faculty and students are advised that persons in public places are deemed by law to have no expectation of privacy and are subject to being photographed by third parties. The Johns Hopkins University has no control over the use of photographs or film taken by third parties, including without limitation the news media covering university activities. This policy is online at [pages.jh.edu/news\\_info/policy/photography.html](http://pages.jh.edu/news_info/policy/photography.html).

## Policy on Alcohol and Drug Abuse and Drug-Free Environment

The Johns Hopkins University recognizes that alcoholism and other drug addictions are illnesses that are not easily resolved by personal effort and may require professional assistance and treatment. Faculty, staff, and students with alcohol or other drug problems

are encouraged to take advantage of the diagnostic, referral, counseling, and preventive services available throughout the University. Procedures have been developed to assure confidentiality of participation, program files, and medical records generated in the course of these services.

Substance or alcohol abuse does not excuse faculty, staff, or students from fulfilling their employment or academic responsibilities. Individuals whose work or academic performance is impaired as the result of the use or abuse of alcohol or other drugs may be required to participate in an appropriate diagnostic evaluation and treatment plan. Further, use of alcohol or other drugs in situations off campus or removed from University activities that in any way impairs work performance is treated as misconduct on campus. Students are prohibited from engaging in the unlawful possession, use, or distribution of alcohol or other drugs on University property or as a part of University activities.

It is the policy of Johns Hopkins University that the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on the University property or as a part of University activities. Individuals who possess, use, manufacture, or illegally distribute drugs or controlled dangerous substances are subject to University disciplinary action, as well as possible referral for criminal prosecution. Such disciplinary action of faculty and staff may, in accordance with the University policy on alcohol abuse and maintenance of a drug-free workplace, range from a minimum of a three-day suspension without pay to termination of University employment. Disciplinary action against a student may include expulsion from School.

As a condition of employment, each faculty and staff member and student employee must agree to abide by the University's Drug-Free Workplace Policy, and to notify the divisional human resources director of any criminal conviction related to drug activity in the workplace (which includes any location where one is in the performance of duties) within five days after such conviction. If the individual is supported by a federal grant or contract, the University will notify the supporting government agency within 10 days after the notice is received. This policy can be viewed at [hrnt.jhu.edu/pol-man/appendices/sectionE.cfm](http://hrnt.jhu.edu/pol-man/appendices/sectionE.cfm).

## Privacy Rights of Students (FERPA)

Notice is hereby given that the Carey Business School of the Johns Hopkins University complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380), as amended, and regulations promulgated there under. Eligible students, as defined in the regulations, have the right: (1) to inspect and review their education records, as defined in the regulations; (2) to request the amendment of their education records if they are inaccurate, misleading, or otherwise in violation of the student's rights; (3) to consent to the disclosures of personally identifiable information in their education records except to the extent permitted by law, regulation, or University policy; and (4) to file a complaint with the U.S. Department of Education if the University has failed to comply with the requirements of law or regulation.

The University's policy on Family Educational Rights and Privacy is published periodically in the Johns Hopkins Gazette. The policy is available online at [jhu.edu/assets/uploads/2017/01/ferpa.pdf](http://jhu.edu/assets/uploads/2017/01/ferpa.pdf).

### **Retention of Records**

The academic record includes all documents related to an individual student such as application for admission, letters of recommendation, etc., as well as the record of academic performance commonly referred to as the transcript.

- Retention of student records is dependent on an individual's student status within the Carey Business School.
- Records for individuals who are denied admission are retained for a period of one year.
- Records for students who are admitted to a program but do not register for courses are retained for a period of one year.
- Records for students who are admitted to a program, enroll, but do not complete the program and do not graduate are retained for six years after the last term of enrollment.
- Records for students who are admitted to a program and graduate from that program are retained permanently.

Transcript records are archived permanently in the Registrar's Office. Documentation pertaining to registration is held only for a period of five years. If any questions should arise regarding documentation of enrollment in a course beyond that five-year period, it will be the student's responsibility to produce proper documentation to support any claim for a change to their record.

### **General Requirements**

The following requirements apply to paper and electronic records:

- **Authorization.** Only individuals with a "need to know" are authorized to access the student SSN. These individuals are to receive appropriate online privacy training and sign a confidentiality statement prior to receiving the student SSN.
- **Document Handling and Storage.** Documents containing the student SSN are not to be distributed to or viewed by unauthorized individuals. Such documents are to be stored in secured cabinets and locations. In high traffic areas, such documents are not to be left on desks or other visible areas.
- **Disposal.** The student SSN stored in either documentary or electronic formats is to be destroyed (e.g., shredding papers, wiping electronic files, etc.) prior to disposal.
- **Current and Future Records.** JHU will insert in all student records in the new information systems (SIS and HopkinsOne) new primary identifiers. Until those numbers are available it is acceptable to use the last four digits of the student SSN as a secondary identifier.

- **Historical Records.** The student SSN is included in archived databases and in imaged documents. Such historical records cannot be altered. All records and files containing student SSN data are to be considered sensitive information and must be handled and stored accordingly.
- **Acceptable Release to Third Parties.** JHU may release a student SSN to third parties as allowed by law, when authorization is granted by the individual student, when the Office of the General Counsel has approved the release (e.g., subpoenas) or when the authorized third party is acting as JHU's agent and when appropriate security is guaranteed by the agreement (e.g., National Student Loan Clearinghouse, financial institutions providing student loans or other financial services to students, and student-designated entities receiving a student academic transcript).

### **Requirements for Electronic Data**

"SSN Data" include any aggregation or collection of JHU student SSN stored, processed or transmitted in an electronic format. Examples of these include: enterprise databases, small databases such as MS Access, Web pages, email, spreadsheets, and tables or lists in word processing documents.

1. **Student SSN Transmission by Email, Instant Messaging, Etc.** SSN Data may not be transmitted (e.g., email, instant messaging) to parties outside JHU without appropriate security controls. Generally, such controls include encryption and authentication of recipients (e.g., password protection of files). Great care is to be taken to ensure that emails are sent only to intended recipients.
2. **Student SSN Transmission by Fax.** A student SSN may not be faxed except as required by law or as part of an essential administrative process (e.g., financial aid, tax reporting, and transcripts). In such cases, reasonable and appropriate security controls must be established and maintained to protect confidentiality (e.g., verifying fax numbers; cover sheets; marking documents as confidential; including sender phone number).
3. **Storage of Student SSN Data.** JHU student administration databases and datasets may not store or otherwise maintain a student SSN, except as required for government reporting or other specific business purposes. Carey Business School leadership is responsible for:
  - a. maintaining an up-to-date inventory of SSN databases and datasets
  - b. minimizing the use of SSN (including use of substitutes such as partial SSN and the Hopkins unique Identifier)
  - c. documenting security controls and risk remediation
  - d. **Administrative Research with SSN Data.** Electronic data maintained for institutional research, enrollment planning, and University planning are considered to be administrative research data for the purposes of this policy.

Administrative research databases or datasets may continue to store or otherwise maintain student SSN so long as divisional leadership is responsible for:

- i. maintaining an up-to-date inventory of SSN databases and datasets
  - ii. minimizing the use of SSN (including use of substitutes such as partial SSN and the Hopkins unique Identifier)
  - iii. documenting security controls and risk remediation
4. Academic Research with SSN Data. Research databases that include student SSN as a data element must be disclosed by the investigator to the appropriate institutional review board. Researchers are responsible for:
- a. maintaining an up-to-date inventory of SSN databases and datasets
  - b. minimizing the use of SSN (including use of substitutes such as partial SSN and the Hopkins unique identifier)
  - c. documenting security controls and risk remediation

#### **References:**

University Policy on Family Educational Rights and Privacy Johns Hopkins Information Technology Policies Social Security Number Privacy Act, Sec. 14-3401 of the Maryland Commercial Law Code

#### **Software Use Guidelines**

Whether you buy software from an outside vendor or from Information Technology at Johns Hopkins (IT@JH), you acquire a license to use it. You do not own it. You acquire the license either from the company that owns the copyrights, or by visiting [it.johnshopkins.edu/restricted/about/contactus](http://it.johnshopkins.edu/restricted/about/contactus). IT@JH has made arrangements with the company to distribute a set number of copies.

IT@JH makes software available to JHU departments through various bulk purchases and site license agreements. In most cases, departments that purchase software from IT@ JH via bulk purchases and/or site license agreements are able to place a copy of that software on one machine that is owned by the university. However, software agreements vary, and patrons should adhere to the terms and conditions specified by each individual license.

Restrictions on the use of software are far from uniform. You should carefully examine each piece of software and the accompanying documentation. Unless it is explicitly permitted, you do not have the right to make copies of software for others, or receive and use copies of software from others. The university reserves the right to refuse to defend any faculty, student, or staff member who engages in any alleged infringement activity. In other words, you are responsible for ensuring the appropriate use of any software in your possession. As a consequence of this policy, IT@JH employees are forbidden to install software for which

ownership cannot be clearly demonstrated.

If you have any questions about the distribution of a software product, contact [IT@JH](mailto:IT@JH), the software developer or publisher, or the Office of the General Counsel at 410-516-8128.

## **Student Social Security Number Protection and Use**

In 2003, Johns Hopkins University (JHU) issued to its faculty and staff specific guidance for the protection and use of the student's social security number (SSN).

This policy statement clarifies and extends that prior guidance. University-wide implementation of this policy, which applies to the entire JHU community, is guided by the following objectives and needs:

- Broaden awareness about the confidential, protected nature of the student SSN.
- Reduce reliance on the student SSN for identification purposes.
- Establish consistent University-wide and divisional student SSN protection and use policies and practices.
- Increase student confidence surrounding handling of their SSN. This policy can be found at [pages.jh.edu/news\\_info/policy/ssnuse.html](http://pages.jh.edu/news_info/policy/ssnuse.html).

## **IN ADDITION TO THE JOHNS HOPKINS UNIVERSITY POLICIES LISTED PREVIOUSLY, ALL STUDENTS ARE REQUIRED TO ABIDE BY THE FOLLOWING CAREY BUSINESS SCHOOL POLICIES:**

### **Involuntary Leave of Absence and Condition of Enrollment Policy**

The University is committed to fostering a learning environment that supports students throughout their time at the University and at the Carey Business School. This policy is not intended to be disciplinary in nature, and is designed to allow the University to respond to certain student behavior and/or communications of concern.

Occasionally, students may experience a disruption in their academic journey due to physical, mental or emotional health difficulties that may necessitate a Leave of Absence. If a student declines to take a Leave of Absence voluntarily, the Involuntary LOA Committee may nevertheless convene and determine if a mandatory Involuntary LOA should be invoked.

The Involuntary LOA Committee has the authority to place a student on an Involuntary Leave of Absence based on behavior and/or communication that the Involuntary LOA Committee reasonably believes:

- May harm or threatens harm to the health or safety of the student or others;
- May cause or threatens to cause significant damage to the property or resources of the University;

- Evidences chronic and/or serious drug or alcohol abuse; and or
- Disrupts the functioning of the University community.

If a student with a disability known to the University exhibits the above behavior or communication, before placing the student on a mandatory leave of absence, the University will do an individualized assessment to determine if there are reasonable accommodations that would permit the student to continue their academic journey at Carey without taking a LOA.

The Executive Director of the Student Services Office will call upon the Involuntary LOA Committee to review the request. The Involuntary LOA Committee will include, as needed, the Director of Academic Advising, the Registrar, the Director of Financial Aid, the Director of Programs, and/or other Johns Hopkins representatives such as a Johns Hopkins Student Assistance Program representative (or designees), and be chaired by the Executive Director of Student Services (or designee). The Involuntary LOA Committee could consult with the Office of General Council (OGC) as needed.

## **1. Involuntary Leave of Absence Procedure**

When the Involuntary LOA Committee becomes aware, by whatever means, of the potential need for action, the following procedures may be initiated:

- a) The Involuntary LOA Committee will contact the student and describe the issues of concern. If this discussion alleviates concerns appropriately, no further action is needed. Alternatively, procedures outlined below may also be initiated.
- b) The Involuntary LOA Committee may mandate a mental health or physical evaluation of the student. After consulting with others charged with oversight of the student's academic program and the Director of the Student Assistance Program, the LOA Committee may take one of the following actions:
  - o Permit the student to remain at the University, and specify the conditions under which the student is allowed to remain at the University.
  - o If a Leave of Absence is indicated, and the student is in agreement and willing to take a Leave of Absence, the Involuntary LOA Committee will provide the student with written notification outlining the steps required for re-entry into the academic program and also noting other pertinent information regarding the student's status while on leave.
  - o If a Leave of Absence is indicated and the student is not willing to take a Leave of Absence, the student may be placed on an Involuntary Leave of Absence.
- c) In urgent situations, the Involuntary LOA Committee may initiate an Involuntary Leave of Absence immediately.

## **2. Process for Returning from an Involuntary Leave of Absence**

A student seeking reinstatement after an Involuntary Leave of Absence will undergo a “fitness for return” evaluation by the Johns Hopkins Student Assistance Program (JHSAP) and/or the appropriate health service (University or Occupational Health Services). The Involuntary LOA Committee will review all relevant documents and recommendations to determine the student’s readiness for reinstatement. The Involuntary LOA Committee may impose conditions under which the student will be allowed to return to and remain at the University (as described in Section 1B). The Involuntary LOA Committee will provide written notice to the student of such conditions and will notify the student as to the decision regarding reinstatement. If a student is cleared for reinstatement, the student’s Academic Advisor will work with the student to ensure a smooth return.

## **3. Appealing Denial of Reinstatement**

In the event that a student’s request for reinstatement is denied on grounds of health or safety, the student may appeal the reinstatement decision in writing to the Vice Dean for Education within five (5) business days of the date of the notice of the decision. The student may not remain on campus during this time. The appeal may be filed on the sole grounds of:

- New information is available
- Incorrect facts were used to determine the decision
- Procedural impropriety

The student should provide documentation to support his or her appeal.

## **4. Confidentiality**

All records related to student leaves of absence and conditions placed on continuing enrollment will be maintained in accordance with applicable law and policy.

## **Program Continuity and Completion**

A student must be continuously enrolled in his or her program. Any student not enrolling and successfully completing courses at the Carey Business School for a period of one year or more must petition to restart their program. In addition, a student must complete all program requirements within six years of starting their first course at the Carey Business School. Any student not completing their program within six years must petition for an extension.

## **Recording and Non-class Use of Class Materials**

Unless explicitly allowed by the instructor, course materials, class lectures and discussions, and examinations are created for and expected to be used by class participants only.

The recording and rebroadcasting of such materials, by any means, is forbidden.

Violations are subject to sanctions under the Academic Ethics Policy (AEP).

## Unaccompanied Children Policy

In order to promote a strong learning environment and the safety of the children of Carey students, Carey students may not bring children, ages 0-17 years, to the Carey campuses

without adult supervision. Children may not attend classes with a Carey student unless pre-arranged by an instructor for curriculum purposes. Children must be supervised at all times, and maintain a quiet and respectful presence that does not interfere with the learning environment. The Carey Business School is not responsible for the welfare of unsupervised children, and any child left unsupervised or whose behavior does not meet the above expectations will be asked to leave the campus with his/her related Carey student and/or caregiver.

## Veterans Assistance

Johns Hopkins is approved by the Maryland Higher Education Commission for training veterans and their beneficiaries under provisions of the various federal laws pertaining to veterans' educational benefits.

Information about veterans' benefits and enrollment procedures may be obtained from the Department of Veterans Affairs at [benefits.va.gov/benefits](https://benefits.va.gov/benefits).

Students eligible for veterans' educational benefits register and pay their University bills in the same manner as non-veteran students. Reimbursement is made by the Department of Veterans Affairs. The amount of reimbursement is determined by the veteran's tuition costs and benefit eligibility.

## Initial Enrollment

1. The veteran applies for his or her VA education benefits through [www.va.gov/education/how-to-apply](https://www.va.gov/education/how-to-apply).
2. The veteran must apply and be admitted to one of the for-credit programs of the Johns Hopkins Carey Business School [carey.jhu.edu/admissions](https://carey.jhu.edu/admissions).
3. Once the VA education benefits application is processed, a copy of the Certificate of Eligibility (COE) or screenshot of Education Enrollment Status must be provided to the certifying official at Johns Hopkins Carey Business School at the following address:

Johns Hopkins Carey Business School Registrar's  
Office: VA School Certifying Official 100 International  
Drive, 5th Floor  
Baltimore, MD 21202

It may also be emailed to [carey.veteran@jhu.edu](mailto:carey.veteran@jhu.edu) or faxed to 410-800-4096.

4. Once the COE is received, the certifying official confirms acceptance and enrollment for the JHU program. Students must request to be certified prior to every semester they wish to receive benefits. Using the VA-ONCE system for payment disbursement, enrollment data is provided for payment according to the requirements of the Department of Veteran Affairs. If you have any questions regarding payment, contact the VA at 1-888-442-4551.

*Note: Regular, semester-long courses; i.e., courses meeting regularly for the entire length of the semester, will be certified as one certification with the Department of Veterans Affairs. Any course that meets for a compressed period, for example, fall 1 term vs. the entire fall semester, is required by the Department of Veterans Affairs to be certified separately and generally has a different time status assigned that could affect benefits. Contact the School Certifying Official in the Registrar's Office at [carey.veteran@jhu.edu](mailto:carey.veteran@jhu.edu) with any questions about these types of certifications.*

## Transfers

When transferring from another college or university, the veteran must obtain a Request for Change of Program or Place of Training (VA Form 22-1995) from the Department of Veterans Affairs by logging into the online application as mentioned above. A copy of the completed form must also be submitted to the School Certifying Official.

## Re-Enrollment

A student who received veteran's benefits while attending the University during the preceding fall or spring semester and who plans to re-enroll with no change of objective needs only to advise the certifying official in the Registrar's Office when submitting registration materials that re-certification under the provisions of the original VA form 22-1990 is desired.

Students receiving veteran's benefits must pursue a program of courses that leads to the exact objective (normally a degree or certificate) indicated on the original VA application. Any change in program or objective requires the student to submit a Request for Change of Program (VA Form 22-1995) to the VA.

Veterans are required to immediately advise the certifying official in the Office of the Registrar at 410-234-9250 or [carey.veteran@jhu.edu](mailto:carey.veteran@jhu.edu) regarding any change in their program or status that might affect the amount of their monthly payment from the VA. Failure to do so causes the Department of Veterans Affairs to seek restitution from the veteran of a resulting overpayment of benefits.

## Department of Veterans Affairs

- Web Automated Verification of Enrollment [gibill.va.gov/wave/index.do](http://gibill.va.gov/wave/index.do)
- Montgomery G.I. Bill [benefits.va.gov/gibill/montgomery\\_bill.asp](http://benefits.va.gov/gibill/montgomery_bill.asp)
- Enrollment Verification Line 877-823-2378
- Direct Deposit Helpline 877-838-2778
- Ch. 35 Dependents and Survivors Eligibility 800-827-1000

## Student Veterans Network

The purpose of the Carey Student Veterans Organization is to foster a community focused on providing support and advocacy for students of the Carey Business School who are Active Duty, Veterans of the Armed Forces for the United States, or are family members of Veterans.

## Yellow Ribbon Benefits

Carey Business School participates in the Yellow Ribbon program. For the academic year 2018-2019, Carey supported 25 scholarships in the amount of up to \$5,000 each. The VA matches the award with an additional amount, up to \$5,000. For more information on the Yellow Ribbon program, contact the School Certifying Official at 410-234-9250.

## Waiver Exams (available to part-time students only)

The Carey Business School anticipates that students will complete all required coursework and credits needed for completion of the degree (or certificate) at Johns Hopkins University. Part-time students who enter Carey with professional work experience and prior completed course work at the undergraduate level in the following areas: **Statistical Analysis** or **Accounting & Financial Reporting** may request a course waiver.

Part-time students seeking a course waiver must have a B+ or better in the undergraduate course and pass a waiver exam offered at the Carey Business School within the first semester of study at Carey. A maximum of 4 credits may be waived with the aforementioned criteria. Students who seek to take a waiver exam must notify their academic advisor. All determinations regarding the grade for the exam (pass or fail) are final and not eligible for appeal. Students who pass the waiver examination must complete the equivalent number of credits in an advanced course. This policy is separate from the *Transfer of Credit* policy.

If a student has completed a professional exam (CPA, CFA, et cetera), please consult with the assigned Academic Advisor to receive more information regarding waiver with replacement.

## Eligibility, Exam Format and Student Preparation

Students have the option of either completing the courses or waiving the course by passing the waiver exam. Waiver exams may be taken only once.

For more information, students should contact their academic advisor for assistance through the process.

## Registering and Scheduling an Exam

Waiver exams are administered in an online Blackboard format two times a year – in January and in August. Students must complete registration three weeks prior to the start of the semester and will have one week to complete the exam.

To register, students must submit an Add/Drop form to their academic advisor, and submit a payment of \$100 (fee subject to change without notice) per exam. Any questions pertaining to registration for waiver exams should be directed to the Academic Advising Office at 410-234-9320. Students who are paying with JHU tuition remission should contact their Human Resources Office for clarification regarding the pass/fail policy.

Please note the following:

- Waiver exams are to be taken prior to the semester in which registration occurs.
- Waiver exam course sites are available for a full week, three weeks before the start of the semester.
- Waiver exams are administered through the online Blackboard format.
- Students must complete the New Student Orientation (NSO) before receiving access to the waiver exam Blackboard site.
- Registration for waiver exams does not carry over to the next semester. Semesters are defined as: August (fall) and January (spring).

## Degrees and Certificates

The Carey Business School offers a wide array of degree and certificate programs that are listed on the following pages. The listing provides information about each program, from admission requirements to concentration areas. Please consult the school's website [carey.jhu.edu/academics](http://carey.jhu.edu/academics) for the most current information about each program. Click on a degree or certificate in the following list to view the description in this catalog.

### Graduate Programs

<b>Full-Time Programs</b>	<b>No. of Credits</b>
<a href="#"><u>Global Master of Business Administration</u></a>	54
<a href="#"><u>Master of Science in Business Analytics and Risk Management</u></a>	36
<a href="#"><u>Master of Science in Finance</u></a>	36
<a href="#"><u>Master of Science in Health Care Management</u></a>	36
<a href="#"><u>Master of Science in Information Systems</u></a>	36
<a href="#"><u>Master of Science in Marketing</u></a>	36
<a href="#"><u>Master of Science in Real Estate and Infrastructure</u></a>	36
<b>Part-Time Programs</b>	
<a href="#"><u>Master of Business Administration (Flexible MBA)**</u></a>	54
<a href="#"><u>Master of Science in Business Analytics and Risk Management*</u></a>	36
<a href="#"><u>Master of Science in Finance**</u></a>	36
<a href="#"><u>Master of Science in Health Care Management**</u></a>	36
<a href="#"><u>Master of Science in Information Systems*</u></a>	36
<a href="#"><u>Master of Science in Marketing**</u></a>	36
<a href="#"><u>Master of Science in Real Estate and Infrastructure*</u></a>	36
<b>Dual Degree Programs</b>	
<a href="#"><u>MBA/JD</u></a>	54
<a href="#"><u>MBA/MD</u></a>	54
<a href="#"><u>MBA/Doctor of Nursing Practice</u></a>	66
<a href="#"><u>MBA/Master of Public Health</u></a>	127
<a href="#"><u>MBA/MA in Communication</u></a>	60
<a href="#"><u>MBA/MA in Design Leadership</u></a>	66
<a href="#"><u>MBA/MA in Government</u></a>	60
<a href="#"><u>MBA/MS in Applied Economics</u></a>	66
<a href="#"><u>MBA/MS in Biotechnology</u></a>	77
<a href="#"><u>MBA/MS in Nursing Health Systems Management</u></a>	65

## Graduate Certificate Programs

<a href="#">Business of Health Care*</a>	12
<a href="#">Financial Management**</a>	16
<a href="#">Investments**</a>	16
<a href="#">Financial Management or Investments and MS in Applied Economics**</a>	16

*\* These degrees and certificates are no longer being offered. All degree requirements will be honored under the curriculum and academic year admitted. Following is information for students who are completing the program.*

*\*\*These degrees and certificates can be completed both onsite and online.*

*Note: students who are receiving federal financial aid must maintain satisfactory progress by advancing 12 credits per year toward their degree. Graduate and post-master's certificate programs of less than 15 credits do not qualify for financial aid.*

## FULL-TIME PROGRAMS

### Global Master of Business Administration

The Global MBA, a full-time, two-year, cohort program, encompasses all aspects of business knowledge and skills in an innovative, interdisciplinary curriculum. The program is designed for people from diverse academic and professional backgrounds who possess strong analytical and quantitative aptitude.

#### **The key tenets of the Global MBA program are:**

**EXPERIENTIAL.** Students in the MBA will have the opportunity to learn by doing. While key business fundamentals are taught in a more traditional classroom environment, the project work at the core of the program helps students bridge theory with reality and get a sense of how complex issues are solved in the real world.

**ENTREPRENEURIAL.** Innovation and creativity are hallmarks of the program. There is great emphasis on creating new approaches and solutions to critical business and social issues.

**INTERNATIONAL.** The program recognizes that nearly all business is now international business and brings together students from around the world to think about, discuss, and work on some of the world's major issues.

**INTERDISCIPLINARY.** The program takes advantage of the many outstanding departments and divisions within Johns Hopkins University to create a learning environment that brings together scholars, teachers and researchers from many different disciplines. This interdisciplinary approach provides insights and perspectives that are not possible otherwise.

## PROGRAM REQUIREMENTS

This unique program consists of a curriculum that is interdisciplinary, as well as two experiential learning projects, including Innovation for Humanity, an international consulting project, as well as a Flexible Experiential Learning course. Second-year elective courses offer students the opportunity to specialize in an industry vertical, such as Health Care Management and/or an academic discipline such as Marketing. The program requires 54 credits and is completed in two years, which cannot be accelerated. Course waivers are not granted in this program.

## CURRICULUM

All courses are 2 credits unless otherwise noted.

### **Business Foundations (32 credits)**

BU.910.610 Accounting Foundations

BU.913.610 Business Analytics

BU.930.633 Business Microeconomics

BU.914.610 Business Statistics

BU.912.610 Competitive Strategy

BU.910.611 Corporate Finance

BU.930.610 Effective Communication  
(1 credit)

BU.932.610 Ethical Leadership

BU.930.631 Experiences in Leadership

BU.930.634 Financial Valuation

BU.940.611 Innovation for Humanity  
(4 credits)

BU.913.611 Judgement and Decision  
Making

BU.930.632 Management and  
Organizational Behavior

BU.911.610 Marketing Management

BU.912.611 Operations Management

BU.001.351 Professional Development for  
Career Success (0 credit)

BU.930.630 Solving Organizational  
Problems (1 credit)

### **Flexible Experiential Learning**

Students are required to choose a second-year experiential course (2 – 4 credits)

### **Concentrations and Professional Specializations:**

GMBA students are required to complete a 12 credit concentration or two 8 credit specializations. A concentration requires a minimum of 12 credits, and a specialization requires a minimum of 8 credits.

In the event that a student declares two concentrations and there are shared courses between the two concentrations, only one course will count twice for concentration requirements.

Detailed course offerings for each concentration and specialization are as follows:

### **Entrepreneurship concentration**

Students choose 4 courses for specialization or 6 courses for concentration from the following:

**Entrepreneurship concentration**  
(continued)

- BU.233.730 Entrepreneurial Finance  
(required for concentration)
- BU.152.710 Entrepreneurial Ventures  
(required for concentration)
- BU.460.730 New Product Development  
(required for concentration)
- BU.152.740 City Lab Toolkit: Business for  
Urban Social Innovation and  
Impact (taken in sequence  
with BU.152.745)
- BU.152.745 City Lab Practicum: Urban  
Neighborhood Project (taken  
in sequence with BU.152.740)
- BU.450.730 Design Leadership
- BU.450.630 Designing Experiments
- BU.150.710 Discovery to Market I (taken in  
sequence with BU.150.715)
- BU.150.715 Discovery to Market II (taken  
in sequence with BU.150.710)
- BU.141.710 Effective Teaming
- BU.300.620 Managing Complex Projects
- BU.121.610 Negotiation
- BU.151.770 Power and Politics

**Financial Businesses concentration**

Students choose 4 courses for  
specialization or 6 courses for  
concentration from the following:

- BU.231.790 Advanced Corporate Finance  
(required for concentration)
- BU.232.701 Investments (required for  
concentration)
- BU.210.650 Advanced Financial  
Accounting

- BU.232.790 Advanced Hedge Fund  
Strategies
- BU.232.750 Advanced Portfolio  
Management
- BU.520.710 Big Data Machine Learning
- BU.232.650 Continuous Time Finance
- BU.231.720 Corporate Governance
- BU.210.680 Cost Measurement and Control
- BU.232.770 Cryptos and Blockchain
- BU.510.650 Data Analytics
- BU.232.710 Derivatives
- BU.233.730 Entrepreneurial Finance
- BU.232.725 Emerging Markets
- BU.230.750 Financial Crisis and Contagion
- BU.220.720 Financial Econometrics
- BU.231.710 Financial Institutions
- BU.230.620 Financial Modeling and  
Valuation
- BU.232.715 Financial Stability
- BU.232.720 Fixed Income
- BU.230.730 Managing Financial Risk
- BU.231.740 Mergers and Acquisitions
- BU.230.710 Quantitative Financial  
Analysis
- BU.232.730 Wealth Management

**Health Care Management concentration**

Students choose 4 courses for  
specialization or 6 courses for  
concentration from the following:

- BU.881.702 Frameworks for Analyzing  
Health Care Markets  
(required for concentration)

**Health Care Management** (continued)

BU.881.703 Health Care Law and Regulation (required for concentration)

BU.881.707 Accounting for Decision Making in Health Care

BU.883.711 Analysis of Health Care Operations

BU.555.710 Applied and Behavioral Economics in Health Care

BU.883.704 Biotechnology and Pharmaceuticals

BU.510.650 Data Analytics

BU.450.630 Designing Experiments

BU.883.702 Emerging Frontiers in Health Technologies and Strategies

BU.881.701 Fundamentals of Health Care Systems

BU.883.705 Health Care Financing and Financial Management

BU.883.706 Health Care Organizations and Management

BU.881.706 Health Innovation and Evaluation

BU.881.705 Health Marketing and Access

BU.890.715 Health Services Improvement I (taken in sequence with BU.890.716)

BU.890.716 Health Services Improvement II (taken in sequence with BU.890.715)

BU.883.703 Medical Devices and Diagnostics

BU.883.708 Negotiation in Health Care Settings

BU.881.704 Providers and Payers

BU.881.711 Research and Policy Seminars in Health

BU.550.620 The U.S. Health Care System: Past, Present, and Future

BU.883.707 The Wire: Business Solutions for Community Health Improvement

**Marketing concentration**

Students choose 4 courses for specialization or 6 courses for concentration from the following:

BU.420.710 Consumer Behavior (required for concentration)

BU.410.601 Marketing Research (required for concentration)

BU.450.710 Marketing Strategy (required for concentration)

BU.420.730 Advanced Behavioral Marketing

BU.430.710 Branding and Marketing Communications

BU.460.710 Business-to-Business Marketing and Channel Strategy

BU.450.760 Customer Analytics

BU.420.720 Customer Relationship Management

BU.450.630 Designing Experiments

BU.460.700 Integrated Digital Marketing

BU.460.730 New Product Development

BU.430.720 Pricing Analysis

BU.450.740 Retail Analytics

BU.430.740 Sales Force Management

**Marketing concentration** (continued)

BU.450.750 Strategic Market Intelligence

**Real Estate and Infrastructure concentration**

Students choose 4 courses for specialization or 6 courses for concentration from the following:

BU.234.610 Real Estate and Infrastructure Finance (required for concentration and taken at the beginning of concentration coursework)

BU.241.610 Real Estate Investment and Development (required for concentration and taken at the beginning of concentration coursework)

BU.241.750 Advanced Valuation and Investment Analysis

BU.241.620 Design and Construction Feasibility

BU.230.640 Development Modeling and Risk Analysis

BU.450.630 Designing Experiments

BU.241.725 Global Perspectives in Real Estate

BU.241.735 Infrastructure Development for Sustainable Cities

BU.241.740 Project Finance and Public-Private Infrastructure Delivery

BU.242.720 Real Estate Capital Market Analysis

BU.152.725 Real Estate Entrepreneurship

BU.242.710 Real Estate Funds and Portfolio Management

BU.242.715 Real Estate and Infrastructure Valuation

BU.242.701 Real Estate Investment Trusts: Analysis and Structuring

BU.132.615 Real Estate Legal Environment

BU.242.601 Real Estate Market Feasibility Study

BU.247.760 Strategic Commercial Leasing

**Non-Concentration Business Electives**

Students may choose general electives to complete the remaining credits for the 54 total credits needed for degree completion.

## Master of Science in Business Analytics and Risk Management

The Master of Science in Business Analytics and Risk Management (BARM) full-time program equips managers to improve decision making processes based on a rigorous treatment of data and information using the management of risk as the underlying guide and framework. This program is designed to teach ways to: quantify multiple dimensions of hard business problems; analyze the structure and data related to those problems; and to create rigorous approaches based on that analysis to respond to problems. In each setting the management of the risks inherent in the business serves as the motivation and guide for the analysis. Coursework provides exposure to a variety of analytical tools along

with many areas of risk management and integrates the concepts to enable managers to make better decisions for themselves and their organizations.

An MS in Business Analytics and Risk Management provides graduates with the tools and knowledge to:

- Convert raw data into useful information
- Use that information to understand complex decision settings
- Create rigorous approaches to problem solving
- Place decision making within the context of risk management
- Protect shareholder value by managing the downside of risk
- Position the organization to better leverage the upside of uncertain outcomes
- Improve decision making at all levels of the organization

## PROGRAM REQUIREMENTS

The program requires 36 credits. Full-time MS BARM students must complete the program in 3 semesters: fall, spring and summer. Course waivers are not granted in this program.

## CURRICULUM

The curriculum for the MS in BARM program includes the following courses. Course sequence and availability of specific electives may vary. Students must consult with an academic advisor to ensure that they take courses in the approved sequence. All courses are 2 credits unless otherwise noted.

### Business Foundations (18 credits)

BU.210.620 Accounting and Financial Reporting

BU.913.610 Business Analytics

BU.120.601 Business Communication

BU.131.601 Business Leadership and Human Values

BU.231.620 Corporate Finance

BU.350.620 Information Systems

BU.410.620 Marketing Management

BU.680.620 Operations Management

BU.510.601 Statistical Analysis

### Functional Core (6 credits)

BU.520.620 Advanced Business Analytics

BU.510.650 Data Analytics

BU.610.625 Simulation and Strategic Options

**Elective Courses (12 credits – at least 4 credits must be from the Quantitative Electives section)**

### Quantitative Electives (4 credits)

Students choose 2 courses from the following:

BU.520.710 Big Data Machine Learning

BU.232.650 Continuous Time Finance

BU.450.760 Customer Analytics

BU.330.780 Data Science and Business Intelligence

BU.520.650 Data Visualization

BU.610.630 Pricing and Insuring Risk

BU.450.740 Retail Analytics

**General Electives (8 credits)**

Students choose 4 courses from the following:

BU.132.601 Business Law

BU.610.730 Contracting: Incentive Design and Analytics

BU.231.720 Corporate Governance

BU.610.705 Crisis Management

BU.330.730 Cybersecurity

BU.520.701 Enterprise Risk Management Frameworks

BU.230.750 Financial Crises and Contagion

BU.610.750 Global Supply Chain Management

BU.300.620 Managing Complex Projects

BU.230.730 Managing Financial Risk

## Master of Science in Finance

The Master of Science in Finance with a STEM-designated concentration in Financial Econometrics helps build the entrepreneurial capacity of students to comprehend global financial markets with its implications on local investment environments.

### The Carey MS in Finance program features:

- Johns Hopkins University world-class faculty and experienced practitioners in the field of finance
- A rigorous quantitative curriculum with emphasis on computational, statistical and econometric techniques and their role in sophisticated financial decision making
- Strong theoretical and practical foundations in the analysis of complex financial instruments, portfolio allocation and risk management, but also in corporate finance, company valuation and corporate governance
- A significant portion of the curriculum devoted to the CFA Institute's Candidate Body of Knowledge, preparing our students to sit for the CFA exams
- STEM designation with OPT eligibility for all full-time students

## PROGRAM REQUIREMENTS

The program requires 36 credits. Full-time MS Finance students must complete the program in three semesters: fall, spring, and summer. Course waivers are not granted in this program.

## CURRICULUM

The curriculum for the MS in Finance program includes the following courses. Course sequence and availability of specific electives may vary. Students must consult with an academic advisor to ensure that they take courses in the approved sequence. All courses are 2 credits unless otherwise noted.

### Business Foundations (14 credits)

BU.210.620 Accounting and Financial Reporting

BU.120.601 Business Communication

BU.131.601 Business Leadership and Human Values

BU.231.620 Corporate Finance

**Business Foundations (Continued)**

BU.220.620 Economics for Decision Making

BU.232.701 Investments

BU.510.601 Statistical Analysis

**Functional Core (14 credits)**

BU.232.610 Computational Finance

BU.232.650 Continuous Time Finance

BU.232.710 Derivatives

BU.232.640 Empirical Finance

BU.232.720 Fixed Income

BU.232.620 Linear Econometrics for Finance

BU.232.630 Non-Linear Econometrics for  
Finance**Elective Courses (8 credits)**

Students choose 4 courses from the  
following:

BU.231.790 Advanced Corporate Finance

BU.210.650 Advanced Financial Accounting

BU.232.790 Advanced Hedge Fund  
StrategiesBU.232.750 Advanced Portfolio  
Management

BU.520.710 Big Data Machine Learning

BU.231.720 Corporate Governance

BU.232.770 Cryptos and Blockchain

BU.232.725 Emerging Markets

BU.233.730 Entrepreneurial Finance

BU.230.750 Financial Crises and Contagion

BU.231.710 Financial Institutions

BU.230.620 Financial Modeling and  
Valuation

BU.232.715 Financial Stability

BU.220.610 The Firm and the  
Macroeconomy

BU.230.730 Managing Financial Risk

BU.231.740 Mergers and Acquisitions

BU.232.730 Wealth Management

## Master of Science in Health Care Management

The Master of Science in Health Care Management (MSHCM) program prepares students to assess and act on opportunities to innovate and improve productivity in the health care sector. The program is unique in its breadth, in recognition of the fact that the health care sector is large and diverse, comprising a variety of actors in multiple industries including the following:

- Providers: clinics, hospitals, health care services companies;
- Payers: public and private insurance, social insurance;
- Innovators: pharmaceutical manufacturers, device makers, software and hardware makers;
- Institutions: regulators, civil service, civil society, advocacy groups, foundations, and funders.

This is the only business school degree program in the world that can harness the resources, reputation, and experience of Johns Hopkins University and its top-ranked schools of Medicine, Nursing, and Public Health.

The MS in Health Care Management program provides students with the most relevant business skills to be effective and efficient leaders who will improve the quality and access to health care at appropriate cost in light of the regulatory, cultural, and ethical context of the relevant health care ecosystem.

The rigorous curriculum of the MS in Health Care Management program at the Johns Hopkins Carey Business School enables students to:

- Apply the most relevant business skills and principles, and make informed decisions based on this knowledge;
- Gain an in-depth understanding of complex health care issues in order to lead and change enterprises;
- Develop the knowledge, confidence, and judgment to anticipate needed changes in a dynamic industry;

## PROGRAM REQUIREMENTS

The program requires 36 credits. Full-time MSHCM students must complete the program in 3 semesters: fall, spring, and summer.

Course waivers are not granted in this program.

## CURRICULUM

The curriculum for the MS in HCM program includes the following courses. Course sequence and availability of specific electives may vary. Students must consult with an academic advisor to ensure that they take courses in the approved sequence. All courses are 2 credits unless otherwise noted.

**All students in the program will take the following required coursework components:**

- BU.881.700 Health Care Overview Bootcamp (non-credit, online)
- BU.120.601 Business Communication (2 credits)
- BU.131.601 Business Leadership and Human Values (2 credits)
- 9 Core Courses (18 credits)
- 5 Elective Courses (10 credits) *a minimum of 3 elective courses must be Health Care Depth courses. With prior approval from the Academic Program Director, a maximum of 2 elective courses may be Non-Health Care Depth courses. Additional elective courses may be taken as overloads.*
- 1 Action-Based Learning Course set (4 credits)

### Core Courses (18 credits)

BU.881.707 Accounting for Decision Making  
in Health Care

BU.883.701 Fundamentals of Health Care  
Operations

BU.881.702 Frameworks for Analyzing  
Health Care Markets

BU.881.703 Health Care Law and Regulation  
BU.883.706 Health Care Organization and  
Management

### **Core Courses (continued)**

BU.881.706 Health Innovation and Evaluation

BU.881.705 Health Marketing and Access

BU.881.704 Providers and Payers

BU.550.620 The U.S. Health Care System: Past, Present, and Future

### **Health Care Depth Electives (10 credits)**

Students choose 5 courses from the following:

BU.555.710 Applied and Behavioral Economics in Health Care

BU.883.704 Biotechnology and Pharmaceuticals

BU.150.710/5 Discovery to Market I and II

BU.883.702 Emerging Frontiers in Health Technologies and Strategies

BU.881.701 Fundamentals of Health Care Systems

BU.883.705 Health Care Financing and Financial Management

BU.883.703 Medical Devices and Diagnostics

BU.883.708 Negotiation in Health Care Settings

BU.881.711 Research and Policy Seminars in Health

BU.883.707 The Wire: Business Solutions for Community Health Improvement

### **Action-Based Learning (4 credits, students choose one course set)**

BU.890.713/4 Health Care Strategy Consulting Practicum I and II

BU.890.717/8 Commercializing Biomedical Innovations I and II

BU.890.711/2 Health Policy Design and Implementation I and II

BU.890.715/6 Health Services Improvement I and II

In addition to the elective courses listed above, MSHCM students can select up to 2 non-health care courses (maximum 4 credits) as part of the 10 elective credits. These courses must be approved by the Academic Program Director. Students should contact their advisor for more information.

## **Master of Science in Information Systems**

Information systems and technologies are revolutionizing the way we live and work. The rapid pace of technological advances requires a new generation of talented and tech-savvy business leaders who possess a framework of foundational knowledge to anticipate change and recognize opportunities for true business value from adapting new technologies. The Master of Science in Information Systems (MSIS) program prepares students to lead IT initiatives aimed at organizational success, providing secure infrastructure platforms and breakthrough strategic advantage.

The MSIS program is designed for:

- IS professionals who want to advance into leadership roles in their organizations or start their own business or consultancy.
- Business professionals who want to leverage their expertise in functional areas, recognizing that advances in IT are changing every part of an organization.
- Recent graduates who want to learn how information and related technologies can be decisive factors for organizations to succeed in the global marketplace.

The MSIS curriculum reflects the latest IS research and industry best practices.

The program bridges technology and business: big data, predictive analytics, cloud strategy, cybersecurity, telecommunications, mobile platforms, enterprise architecture, decision models, supply chains, and project management. The MSIS core spans the foundational breadth of IS, from hands-on experience with web services to high-level IS strategy. Elective courses provide students the flexibility to specialize the program to address personal and career objectives.

## PROGRAM REQUIREMENTS

The program requires 36 credits. Full-time MSIS students must complete the program in three semesters: fall, spring, and summer. Course waivers are not granted.

## CURRICULUM

The curriculum for the MSIS program includes the following courses. Course sequence and availability of specific electives may vary. Students must consult with an academic advisor to ensure that they take courses in the approved sequence. All courses are 2 credits unless otherwise noted.

### Business Foundations (12 credits)

BU.120.601 Business Communication

BU.131.601 Business Leadership and Human Values

BU.520.601 Business Analytics

BU.350.620 Information Systems

BU.680.620 Operations Management

BU.510.601 Statistical Analysis

### Functional Core (12 credits)

BU.330.790 Applied IS Architecture

BU.300.700 Developing Internet Systems and Services

BU.350.710 IT and Global Sourcing Strategy

BU.330.740 Large Scale Computing with Hadoop

BU.300.620 Managing Complex Projects

BU.330.705 Data Networks: Infrastructures & Emerging Technologies

### Elective Courses (12 credits)

Students choose 6 courses from the following:

BU.210.620 Accounting and Financial Reporting

BU.520.620 Advanced Business Analytics

BU.330.750 AI: Principles and Business Applications

BU.360.701 Competitive Intelligence

<b>Elective Courses</b> (continued)	BU.883.702 Emerging Frontiers in Health Technologies and Strategies
BU.610.705 Crisis Management	
BU.330.730 Cybersecurity	BU.152.710 Entrepreneurial Ventures
BU.510.650 Data Analytics	BU.610.750 Global Supply Chain Management
BU.330.780 Data Science and Business Intelligence	BU.142.620 Leadership in Organizations
BU.330.770 Database Management	BU.610.625 Simulation and Strategic Options
BU.330.760 Deep Learning and Unstructured Data	

In addition to the elective courses listed above, MSIS students can select up to 2 courses (maximum 4 credits) from any area as part of the 12 elective credits. These courses must be approved by an academic advisor. The advisor-approved electives provide flexibility for students in tailoring their MSIS program.

## Master of Science in Marketing

The Master of Science in Marketing (MSM) program is deeply committed to the enhancement and facilitation of each student's career by combining a world-class education with highly valuable and practical experience. The MSM curriculum incorporates the latest knowledge and technology in the field. Course offerings provide students with a thorough foundation in marketing theory, analysis, and practical applications. The course sequence maximizes student learning by progressing logically from foundation and core theory to specific practice. The program focuses on the application of marketing theory, current and future trends, and state-of-the-art techniques required by marketing professionals for success in the global market.

### PROGRAM REQUIREMENTS

The program requires 36 credits. Full-time MSM students must complete the program in 3 semesters: fall, spring, and summer. Course waivers are not granted in this program.

### CURRICULUM

The curriculum for the MSM program includes the following courses. Course sequence and availability of specific electives may vary. Students must consult with an academic advisor to ensure that they take courses in the approved sequence. All courses are 2 credits unless otherwise noted.

#### Business Foundations (12 credits)

BU.210.620 Accounting and Financial Reporting	BU.120.601 Business Communication
	BU.132.601 Business Law

**Business Foundations** (continued)

BU.131.601 Business Leadership and  
Human Values

BU.410.620 Marketing Management

BU.510.601 Statistical Analysis

**Functional Core (6 credits)**

BU.420.710 Consumer Behavior

BU.410.601 Marketing Research

BU.450.710 Marketing Strategy

**Elective Courses (18 credits)**

Students choose 9 courses from the  
following:

BU.420.730 Advanced Behavioral  
Marketing

BU.430.710 Branding and Marketing  
Communications

BU.460.710 Business-to-Business Marketing  
and Channel Strategy

BU.450.760 Customer Analytics

BU.420.720 Customer Relationship  
Management

BU.510.650 Data Analytics

BU.520.601 Business Analytics

BU.450.630 Designing Experiments

BU.460.700 Integrated Digital Marketing

BU.460.730 New Product Development

BU.430.720 Pricing Analysis

BU.450.740 Retail Analytics

BU.430.740 Sales Force Management

BU.450.765 Social Media Analytics

BU.450.750 Strategic Market Intelligence

## Master of Science in Real Estate and Infrastructure

The Edward St. John Real Estate Program offers a Master of Science in Real Estate and Infrastructure (MSREI) degree program that provides students with a comprehensive understanding of real estate finance, investment, development, management, and capital markets.

The full-time MSREI program is guided by a faculty composed of Johns Hopkins professors and of Real Estate practitioners from the region's leading investment, development, planning, law, and architectural firms. A supportive network of alumni and business professionals is available to students throughout their 12-month course of study.

The full-time program is designed for students who are prepared to be challenged by a fast pace and heavy course load. The program is ideal for real estate professionals with fewer than eight years of experience. Foundation, core, and elective courses are offered at the Washington D.C. campus. Elective courses are offered in the day, evening, and on Saturdays. Students may choose to structure their Real Estate and Infrastructure Capstone to provide hands-on industry experience.

### PROGRAM REQUIREMENTS

The MSREI program requires 36 credits. Full-time students must complete the program in 3 semesters: fall, spring, and summer. The core curriculum integrates the study of the major disciplines that influence real estate decisions: market analysis, law, construction, investment analysis, finance, and development.

Throughout the program of study, a series of mandatory field trips and workshops will be scheduled (both during the week and on Saturdays). Workshop sessions include: Excel for Real Estate Professionals, Becoming an Excel Power User, Presentation Skills, Statistics and Finance boot camps, and ARGUS software. Additional information will be available at the beginning of each semester.

Course waivers are not granted in this program.

## CURRICULUM

The curriculum for the MSREI program includes the following courses. Course sequence and availability of specific electives may vary. Students must consult with an academic advisor to ensure that they take courses in the approved sequence. All courses are 2 credits unless otherwise noted.

### **Business Foundations (8 credits)**

BU.120.601 Business Communication

BU.131.601 Business Leadership and  
Human Values

BU.231.620 Corporate Finance

BU.510.601 Statistical Analysis

### **Functional Core (18 credits)**

BU.241.620 Design and Construction  
Feasibility

BU.230.640 Development Modeling and  
Risk Analysis

BU.241.735 Infrastructure Development for  
Sustainable Cities

BU.241.740 Project Finance & Public-  
Private Infrastructure Delivery

BU.234.610 Real Estate and Infrastructure  
Finance

BU.242.720 Real Estate Capital Market  
Analysis

BU.241.610 Real Estate Investment and  
Development

BU.132.615 Real Estate Legal Environment

BU.242.601 Real Estate Market Feasibility  
Study

### **Elective Courses (8 credits)**

Students choose 4 courses from the  
following:

BU.241.750 Advanced Valuation and  
Investment Analysis

BU.241.725 Global Perspectives in Real  
Estate

BU.242.715 Real Estate and Infrastructure  
Valuation

BU.152.725 Real Estate Entrepreneurship

BU.242.710 Real Estate Funds and Portfolio  
Management

BU.242.701 Real Estate Investment Trusts:  
Analysis and Structuring

BU.241.760 Strategic Commercial Leasing

### **Capstone (2 credits)**

BU.245.790 Real Estate and Infrastructure

## PART-TIME PROGRAMS

### Master of Business Administration

The Flexible MBA is designed for people with full-time work experience in private sector, governmental, or public sector organizations. The program emphasizes the latest concepts, practices, and skills that professionals need to be effective managers and leaders in a wide variety of organizations. Applicants to the Flexible MBA have the option of pursuing their degree onsite, online or in a combination of onsite and online.

### PROGRAM REQUIREMENTS

The Flexible MBA curriculum consists of Business Foundations courses, concentration core and elective courses, and non-concentration electives. Students declare a concentration upon entering the program, but may change their concentration by contacting their advisor. In the event that a student declares two concentrations and there are shared courses between the two concentrations, only one course will count twice for concentration requirements.

Concentration areas include:

- Entrepreneurship
- Financial Businesses (Available through online course format)
- Health Care Management (Available through online course format)
- Interdisciplinary Business
- Leading Organizations (Available through online course format)
- Marketing (Available through online course format)
- Real Estate and Infrastructure

Students enrolled in the online-only Flexible MBA program will be required to take three courses with residency which include a several-day onsite component to complete their degree. These onsite courses with residency will be held at the Carey Business School's Harbor East campus in Baltimore, MD.

Course scheduling allows for completion of the program in three years. Students must complete the required 54 graduate credits within six years. A waived course must be replaced with an equivalent number of credits in an advanced course.

### CURRICULUM

The curriculum for the flexible MBA program includes the following courses. Course sequence and availability of specific electives may vary. Students must consult with an academic advisor to ensure that they take courses in the approved sequence. All courses are 2 credits unless otherwise noted.

## **Business Foundations**

BU.210.620 Accounting and Financial Reporting

BU.120.601 Business Communication\*\*

BU.132.601 Business Law

BU.131.601 Business Leadership and Human Values

BU.231.620 Corporate Finance

BU.520.601 Business Analytics

BU.220.620 Economics for Decision Making

BU.350.620 Information Systems

BU.232.701 Investments

BU.142.620 Leadership in Organizations\*\*

BU.410.620 Marketing Management

BU.121.610 Negotiation\*\*

BU.680.620 Operations Management

BU.510.601 Statistical Analysis

BU.220.610 The Firm and the Macroeconomy

*\*\*Designates courses that students enrolled in the online Flexible MBA programs are required to take courses with residency to complete their degree.*

## **Concentration Electives**

*+Designates courses available online.*

### **Entrepreneurship concentration**

Students choose 6 courses from the following:

BU.233.730 Entrepreneurial Finance+  
(required for concentration)

BU.152.710 Entrepreneurial Ventures+  
(required for concentration)

BU.460.730 New Product Development  
(required for concentration)

BU.152.740 City Lab Toolkit: Business for Urban Social Innovation and Impact+

BU.152.745 City Lab Practicum: Urban Neighborhood Project (taken in sequence with BU.152.740)

BU.450.730 Design Leadership

BU.450.630 Designing Experiments

BU.150.710 Discovery to Market I+ (taken in sequence with BU.150.715)

BU.150.715 Discovery to Market II (taken in sequence with BU.150.710)

BU.141.710 Effective Teaming+

BU.300.620 Managing Complex Projects+

BU.151.770 Power and Politics+

### **Financial Businesses concentration**

Concentration available through online course format

*+Designates courses available online.*

Students choose 6 courses from the following:

BU.231.790 Advanced Corporate Finance+  
(required for concentration)

BU.210.650 Advanced Financial Accounting+

BU.232.790 Advanced Hedge Fund Strategies

BU.232.750 Advanced Portfolio Management+

BU.231.720 Corporate Governance+

BU.210.680 Cost Measurement and Control

BU.232.770 Cryptos and Blockchain

BU.510.650 Data Analytics+

**Financial Businesses concentration**  
(continued)

- BU.232.710 Derivatives+
- BU.233.730 Entrepreneurial Finance+
- BU.232.725 Emerging Markets+
- BU.230.750 Financial Crises and Contagion+
- BU.220.720 Financial Econometrics
- BU.231.710 Financial Institutions+
- BU.230.620 Financial Modeling and Valuation+
- BU.232.715 Financial Stability
- BU.232.720 Fixed Income+
- BU.230.730 Managing Financial Risk+
- BU.231.740 Mergers and Acquisitions+
- BU.230.710 Quantitative Financial Analysis+
- BU.232.730 Wealth Management+

**Health Care Management concentration**

Concentration available through online course format

*+Designates courses available online*

Students choose 6 courses from the following:

- BU.881.702 Frameworks for Analyzing Health Markets+  
(required for concentration)
- BU.881.703 Health Care Law and Regulation+  
(required for concentration)
- BU.881.707 Accounting for Decision Making in Health Care+
- BU.883.711 Analysis of Health Care Operations

- BU.555.710 Applied and Behavioral Economics in Health Care
- BU.883.704 Biotechnology and Pharmaceuticals+
- BU.510.650 Data Analytics+
- BU.450.630 Designing Experiments
- BU.883.702 Emerging Frontiers in Health Technologies and Strategies+
- BU.881.701 Fundamentals of Health Care Systems+
- BU.883.705 Health Care Financing and Financial Management+
- BU.883.706 Health Care Organization and Management
- BU.890.713 Health Care Strategy Consulting Practicum I+(taken in sequence with BU.890.714)
- BU.890.714 Health Care Strategy Consulting Practicum II+  
(taken in sequence with BU.890.713)
- BU.881.706 Health Innovation and Evaluation+
- BU.881.705 Health Marketing and Access
- BU.883.703 Medical Devices and Diagnostics+
- BU.883.708 Negotiation in Health Care Settings
- BU.881.704 Providers and Payers+
- BU.550.620 The U.S. Health Care System: Past, Present, and Future+
- BU.883.707 The Wire: Business Solutions for Community Health Improvement+

**Interdisciplinary Business concentration**

Students interested in a greater knowledge across disciplines or in developing a customized program of study may elect the Interdisciplinary Business concentration. Students choose 6 courses from course offerings across the other concentrations. To develop an interdisciplinary business concentration, please consult your academic advisor.

**Leading Organizations concentration**

Concentration available through online course format.

*+Designates courses available online*

Students choose 6 courses from the following:

- BU.141.710 Effective Teaming+  
(required for concentration)
- BU.151.770 Power and Politics+  
(required for concentration )
- BU.152.740 City Lab Toolkit: Business for Urban Social Innovation and Impact+
- BU.152.745 City Lab Practicum: Urban Neighborhood Project (taken in sequence with BU.152.740)
- BU.151.720 Corporate Strategy+
- BU.610.705 Crisis Management+
- BU.450.730 Design Leadership
- BU.450.630 Designing Experiments
- BU.003.903 Global Immersion
- BU.151.620 Global Strategy
- BU.003.893 Leadership Development Expedition
- BU.300.620 Managing Complex Projects+

BU.142.720 Managing in a Diverse and Global World+

BU.142.730 Strategic Human Capital+

BU.152.735 Strategy Consulting Practicum

**Marketing concentration**

Concentration available through online course format

*+Designates courses available online*

Students choose 6 courses from the following:

- BU.420.710 Consumer Behavior+  
(required for concentration )
- BU.410.601 Marketing Research  
(required for concentration)
- BU.450.710 Marketing Strategy+  
(required for concentration )
- BU.420.730 Advanced Behavioral Marketing
- BU.430.710 Branding and Marketing Communications
- BU.460.710 Business-to-Business Marketing and Channel Strategy
- BU.450.760 Customer Analytics
- BU.420.720 Customer Relationship Management+
- BU.450.630 Designing Experiments
- BU.460.700 Integrated Digital Marketing
- BU.460.730 New Product Development
- BU.430.720 Pricing Analysis
- BU.450.740 Retail Analytics
- BU.430.740 Sales Force Management+
- BU.460.700 Social Media Analytics
- BU.450.750 Strategic Market Intelligence+

### **Real Estate and Infrastructure concentration**

*++Required for concentration and taken at the beginning of concentration coursework.*

Students choose 6 courses from the following:

BU.234.610 Real Estate and Infrastructure Finance ++

BU.241.610 Real Estate Investment and Development++

BU.241.750 Advanced Valuation and Investment Analysis

BU.241.620 Design and Construction Feasibility

BU.230.640 Development Modeling and Risk Analysis

BU.450.630 Designing Experiments

BU.241.725 Global Perspectives in Real Estate

BU.241.735 Infrastructure Development for Sustainable Cities

BU.241.740 Project Finance and Public-Private Infrastructure Delivery

BU.242.720 Real Estate Capital Market Analysis

BU.152.725 Real Estate Entrepreneurship

BU.242.710 Real Estate Funds and Portfolio Management

BU.242.715 Real Estate and Infrastructure Valuation

BU.242.701 Real Estate Investment Trusts: Analysis and Structuring

BU.132.615 Real Estate Legal Environment

BU.242.601 Real Estate Market Feasibility Study

BU.247.760 Strategic Commercial Leasing.

### **Non-Concentration Business Electives (12 credits)**

Students may either choose a second concentration to complete their remaining 12 credits or take electives of interest for a total of 12 credits

## **Master of Science in Business Analytics and Risk Management**

*The Master of Science in Business Analytics and Risk Management (formerly Master of Science in Enterprise Risk Management) part-time program is no longer accepting applicants. All degree requirements will be honored under the curriculum and academic year admitted.*

The Master of Science in Business Analytics and Risk Management (MS BARM) program develops managers and leaders with the knowledge and skills to anticipate and manage risks, while leveraging unique opportunities in chaotic environments. This program is designed to teach how to quantify risks and manage processes to change or respond to those risks.

The program also addresses how to lead and manage organizations during periods of dramatic change or crisis. Coursework provides exposure to a variety of areas of risk management and provides tools to integrate the management of a portfolio of risks that an Enterprise will face.

An MS in Business Analytics and Risk Management provides graduates with the tools and knowledge to:

- Develop a thorough understanding of risk
- Protect shareholder value by managing the downside of risk
- Position the organization to better leverage the upside of uncertain outcomes
- Develop plans to protect reputation, information, financial assets, and personnel
- Improve decision making at all levels of the organization

## **PROGRAM REQUIREMENTS**

The program requires 36 credits. Part-time MS BARM students must complete the program within six years. Effective Spring 2018, this program will no longer accept applications.

## **CURRICULUM**

The curriculum for the MS in BARM program includes the following courses. Course sequence and availability of specific electives may vary. Students must consult with an academic advisor to ensure that they take courses in the approved sequence. All courses are 2 credits unless otherwise noted.

### **Business Foundations (18 credits)**

BU.210.620 Accounting and Financial Reporting

BU.120.601 Business Communication

BU.132.601 Business Law

BU.131.601 Business Leadership and Human Values

BU.231.620 Corporate Finance

BU.520.601 Business Analytics

BU.350.620 Information Systems

BU.680.620 Operations Management

BU.510.601 Statistical Analysis

### **Functional Core (6 credits)**

BU.510.650 Data Analytics

BU.520.620 Advanced Business Analytics

BU.610.625 Simulation and Strategic Options

### **Elective Courses (12 credits)**

Students choose 6 courses from the following:

BU.520.710 Big Data Machine Learning

BU.231.720 Corporate Governance

BU.610.705 Crisis Management

BU.330.730 Cybersecurity

BU.330.780 Data Science and Business Intelligence

BU.520.701 Enterprise Risk Management Frameworks

BU.230.750 Financial Crises and Contagion

BU.610.750 Global Supply Chain Management

BU.300.620 Managing Complex Projects

BU.610.630 Pricing and Insuring Risk

BU.610.730 Supply and Service Contracting

## Master of Science in Finance

The Master of Science in Finance (MSF) program prepares students for careers in financial analysis and management. This rigorous quantitative program relies on current technology and financial methodologies to analyze complex problems.

The coursework stresses the application of contemporary theories in a global context to develop financial modeling and analytical skills for value creation, leading to innovative solutions, while placing an emphasis on social responsibility and ethical conduct in finance as a means to sustainable economic growth and shared prosperity.

The Carey Part-Time MS in Finance program features:

- Johns Hopkins University world-class faculty and experienced practitioners in the field of finance
- A rigorous quantitative curriculum with emphasis on analytical techniques and their role in sophisticated risk pricing and investment decision making
- Strong theoretical and practical foundations in the analysis of complex financial instruments, portfolio allocation and risk management, corporate finance, company valuation and corporate governance
- A significant portion of the curriculum devoted to the CFA Institute's Candidate Body of Knowledge, preparing our students to sit for the CFA exams

### PROGRAM REQUIREMENTS

The program requires 36 credits. Part-time students must complete the program within six years. Part-time MSF students have the option of taking courses onsite, online, or a combination of both.

Students enrolled in the online MSF program will be required to take one course with residency, which includes a two-and-a-half-day onsite component to complete their degree. These onsite courses with residency are held at the Carey Business School's Harbor East campus in Baltimore, MD.

### CURRICULUM

The curriculum for the MSF program includes the following courses. Course sequence and availability of specific electives may vary. Students must consult with an academic advisor to ensure that they take courses in the approved sequence. All courses are 2 credits unless otherwise note.

#### **Business Foundations (16 credits)**

*\*\*Designates course that students enrolled in the online MSF program are required to take as the course with residency to complete their degree.*

BU.210.620 Accounting and Financial Reporting

BU.120.601 Business Communication\*\*

BU.131.601 Business Leadership and Human Values

BU.231.620 Corporate Finance

**Business Foundations** (continued)

BU.220.620 Economics for Decision Making

BU.220.610 The Firm and the Macroeconomy

BU.232.701 Investments

BU.510.601 Statistical Analysis

**Functional Core (8 credits)**

BU.232.710 Derivatives

BU.231.710 Financial Institutions

BU.230.620 Financial Modeling and Valuation

BU.232.720 Fixed Income

**Elective Courses (12 credits)**

*+Designates elective courses that are offered online*

Students choose 6 courses from the following:

BU.231.790 Advanced Corporate Finance+

BU.210.650 Advanced Financial Accounting+

BU.232.790 Advanced Hedge Fund Strategies

BU.232.750 Advanced Portfolio Management+

BU.520.710 Big Data Machine Learning

BU.232.650 Continuous Time Finance

BU.231.720 Corporate Governance+

BU.210.680 Cost Measurement and Control

BU.510.650 Data Analytics+

BU.232.725 Emerging Markets+

BU.233.730 Entrepreneurial Finance+

BU.230.750 Financial Crises and Contagion+

BU.220.720 Financial Econometrics

BU.230.730 Managing Financial Risk+

BU.231.740 Mergers and Acquisitions+

BU.230.710 Quantitative Financial Analysis+

BU.232.730 Wealth Management+

## Master of Science in Health Care Management

The Master of Science in Health Care Management (MSHCM) program prepares students to assess and act on opportunities to innovate and improve productivity in the health care sector. The program is unique in its breadth, in recognition of the fact that the health care sector is large and diverse, comprising a variety of actors in multiple industries including the following:

- Providers: clinics, hospitals, health care services companies;
- Payers: public and private insurance, social insurance;
- Innovators: pharmaceutical manufacturers, device makers, software and hardware makers;
- Institutions: regulators, civil service, civil society, advocacy groups, foundations, and funders.

This is the only business school degree program in the world that can harness the resources, reputation, and experience of Johns Hopkins University and its top-ranked schools of Medicine, Nursing, and Public Health.

The MS in Health Care Management program provides students with the most relevant business skills to be effective and efficient leaders who will improve the quality and access to health care at appropriate cost in light of the regulatory, cultural, and ethical context of the relevant health care ecosystem.

The rigorous curriculum of the MS in Health Care Management program at the Johns Hopkins Carey Business School enables students to:

- Apply the most relevant business skills and principles, and make informed decisions based on this knowledge;
- Gain an in-depth understanding of complex health care issues in order to lead and change enterprises;
- Develop the knowledge, confidence, and judgment to anticipate needed changes in a dynamic industry.

## **PROGRAM REQUIREMENTS**

The program requires 36 credits. Part-time students must complete the program within six years. Part-time MSHCM students have the option of taking courses onsite, online, or a combination of both.

Students enrolled in the online MSHCM program will be required to take one course with residency, which includes a two-and-a-half-day onsite component, to complete their degree. These onsite courses with residency are held at the Carey Business School's Harbor East campus in Baltimore, MD.

## **CURRICULUM**

The curriculum for the MSHCM program includes the following courses. Course sequence and availability of specific electives may vary. Students must consult with an academic advisor to ensure that they take courses in the approved sequence. All courses are 2 credits unless otherwise noted.

### **Business Foundations (18 credits)**

*\*\*Designates course that students enrolled in the online MSHCM program are required to take as the courses with residency to complete their degree.*

BU.210.620 Accounting and Financial Reporting

BU.120.601 Business Communication\*\*

BU.131.601 Business Leadership and Human Values

BU.520.601 Business Analytics

BU.220.620 Economics for Decision Making

BU.350.620 Information Systems

**Business Foundations** (continued)

BU.410.620 Marketing Management

BU.680.620 Operations Management

BU.510.601 Statistical Analysis

**Functional Core (6 credits)**

BU.881.702 Frameworks for Analyzing  
Health Care Markets

BU.883.705 Health Care Financing and  
Financial Management

BU.881.703 Health Care Law and  
Regulation

**Elective Courses (12 credits)**

*+Designates elective courses that are offered online*

*\*These courses must be taken in sequence. You  
must speak with your advisor before registering.*

Students choose 6 courses from the  
following:

BU.881.707 Accounting for Decision  
Making in Health Care+

BU.555.710 Applied and Behavioral  
Economics in Health Care

BU.883.704 Biotechnology and  
Pharmaceuticals+

BU.890.713/4 Health Care Strategy  
Consulting Practicum I and  
II\*+

BU.510.650 Data Analytics+

BU.150.710/5 Discovery to Market I and  
II\*+

BU.883.702 Emerging Frontiers in Health  
Technologies and Strategies+

BU.883.701 Fundamentals of Health Care  
Operations+

BU.881.701 Fundamentals of Health Care  
Systems+

BU.883.706 Health Care Organization and  
Management

BU.881.706 Health Innovation and  
Evaluation+

BU.881.705 Health Marketing and Access

BU.883.703 Medical Devices and  
Diagnostics+

BU.883.708 Negotiation in Health Care  
Settings

BU.881.704 Providers and Payers

BU.881.711 Research and Policy Seminars  
in Health

BU.550.620 The U.S. Health Care System:  
Past, Present, and Future

BU.883.707 The Wire: Business Solutions  
for Community Health  
Improvement+

## Master of Science in Information Systems

*The Master of Science in Information Systems part-time program is no longer accepting applicants. All degree requirements will be honored under the curriculum and academic year admitted.*

Information systems and technologies are revolutionizing the way we live and work. The rapid pace of technological advances requires a new generation of talented and tech-savvy business leaders who possess a framework of foundational knowledge to anticipate change and recognize opportunities for true business value from adapting new technologies. The Master of Science in Information Systems (MSIS) program prepares

students to lead IT initiatives aimed at organizational success, providing secure infrastructure platforms and breakthrough strategic advantage.

The MSIS program is designed for:

- IS professionals who want to advance into leadership roles in their organizations or start their own business or consultancy
- Business professionals who want to leverage their expertise in functional areas, recognizing that advances in IT are changing every part of an organization
- Recent graduates who want to learn how information and related technologies can be decisive factors for organizations to succeed in the global marketplace.

The MSIS curriculum reflects the latest IS research and industry best practices.

The program bridges technology and business: big data, predictive analytics, cloud strategy, cybersecurity, telecommunications, mobile platforms, enterprise architecture, decision models, supply chains, and project management. The MSIS core spans the foundational breadth of IS, from hands-on experience with web services to high-level IS strategy. Elective courses provide students the flexibility to specialize the program to address personal and career objectives.

## PROGRAM REQUIREMENTS

The program requires 36 credits. Part-time students must complete the program within six years. Effective Spring 2018, this program will no longer accept applications.

## CURRICULUM

The curriculum for the MSIS program includes the following courses. Course sequence and availability of specific electives may vary. Students must consult with an academic advisor to ensure that they take courses in the approved sequence. All courses are 2 credits unless otherwise noted.

<b>Business Foundations (12 credits)</b>	BU.510.650 Data Analytics
BU.120.601 Business Communication	BU.300.700 Developing Internet Systems and Services
BU.131.601 Business Leadership and Human Values	BU.350.710 IT and Global Sourcing Strategy
BU.520.601 Business Analytics	BU.300.620 Managing Complex Projects
BU.350.620 Information Systems	BU.330.705 Telecom Clouds and Mobile Applications
BU.680.620 Operations Management	
BU.510.601 Statistical Analysis	
<b>Functional Core (12 credits)</b>	<b>Elective Courses (12 credits)</b>
BU.330.790 Applied IS Architecture	Students choose 6 courses from the following:

<b>Elective Courses</b> (continued)	BU.330.780 Data Science and Business Intelligence
BU.210.620 Accounting and Financial Reporting	BU.883.702 Emerging Frontiers in Health Technologies and Strategies
BU.520.620 Advanced Business Analytics	BU.152.710 Entrepreneurial Ventures
BU.360.701 Competitive Intelligence	BU.610.750 Global Supply Chain Management
BU.610.705 Crisis Management	BU.883.701 Health Care Operations
BU.330.730 Cybersecurity	BU.142.620 Leadership in Organization

In addition to the elective courses listed above, MSIS students can select up to 2 courses (maximum 4 credits) from any area as part of the 12 elective credits. These courses must be approved by an academic advisor. The advisor-approved electives provide flexibility for students in tailoring their MSIS program.

## Master of Science in Marketing

The Master of Science in Marketing (MSM) program is deeply committed to the enhancement and facilitation of each student's career by combining a world-class education, with highly valuable practical experience.

The MSM curriculum incorporates the latest knowledge and technology in the field. Course offerings provide students with a thorough foundation in marketing theory, analysis, and practical applications. The course sequence maximizes student learning by progressing logically from foundation and core theory to specific practice. The program focuses on the application of marketing theory, current and future trends, and state-of-the-art techniques required by marketing professionals for success in the global market.

### PROGRAM REQUIREMENTS

The program requires 36 credits. Part-time MSM students must complete the program within six years. Part-time MSM students have the option of taking courses onsite, online, or a combination of both.

Students enrolled in the online MSM program will be required to take one course with residency, which includes a two-and-a-half-day onsite component, to complete their degree. These onsite courses with residency are held at the Carey Business School's Harbor East campus in Baltimore, MD.

### CURRICULUM

The curriculum for the MSM program includes the following courses. Course sequence and availability of specific electives may vary. Students must consult with an academic advisor to ensure that they take courses in the approved sequence. All courses are 2 credits unless otherwise noted.

### **Business Foundations (12 credits)**

*\*\*Designates course that students enrolled in the online MSM program are required to take as the course with residency to complete their degree*

BU.210.620 Accounting and Financial Reporting

BU.120.601 Business Communication\*\*

BU.132.601 Business Law

BU.131.601 Business Leadership and Human Values

BU.410.620 Marketing Management

BU.510.601 Statistical Analysis

### **Functional Core (6 credits)**

BU.420.710 Consumer Behavior

BU.410.601 Marketing Research

BU.450.710 Marketing Strategy

### **Elective Courses (18 credits)**

*+Designates elective courses that are offered online in academic year 2019-2020s)*

Students choose 9 courses from the following:

BU.420.730 Advanced Behavioral Marketing

BU.430.710 Branding and Marketing Communications

BU.460.710 Business-to-Business Marketing and Channel Strategy

BU. 450.760 Customer Analytics

BU.420.720 Customer Relationship Management+

BU.510.650 Data Analytics+

BU.520.601 Business Analytics+

BU.450.630 Designing Experiments

BU.460.700 Integrated Digital Marketing+

BU.460.730 New Product Development

BU.430.720 Pricing Analysis

BU.450.740 Retail Analytics

BU.430.740 Sales Force Management+

BU.450.765 Social Media Analytics

BU.450.750 Strategic Market Intelligence+

## **Master of Science in Real Estate and Infrastructure**

*The Master of Science in Real Estate and Infrastructure part-time program is no longer accepting applicants. All degree requirements will be honored under the curriculum and academic year admitted.*

The Master of Science in Real Estate and Infrastructure (MSREI) part-time program is ideal for mid-career real estate professionals with industry experience. Working with academic and practitioner faculty, students develop the knowledge and skills needed to take advantage of the latest developments in this fast-changing profession. This core curriculum integrates the study of the major disciplines that influence real estate decisions: market analysis, law, investment analysis, finance, and development. The part-time program is offered at the Washington D.C. and Harbor East, Baltimore, MD campuses with classes held in the evenings and on Saturdays.

## PROGRAM REQUIREMENTS

The program requires 36 credits. Part-time MSREI students must complete the program within six years. In the first semester, optional workshops will be scheduled (usually on Saturdays).

Seats are available on a first come, first served basis. Session topics include: Excel for Real Estate Professionals, Becoming an Excel Power User, and ARGUS software. Additional information will be available prior to the beginning of the semester.

## CURRICULUM

The curriculum for the MSREI program includes the following courses. Course sequence and availability of specific electives may vary. Students must consult with an academic advisor to ensure that they take courses in the approved sequence. All courses are 2 credits unless otherwise noted.

### **Business Foundations (8 credits)**

BU.120.601 Business Communication

BU.131.601 Business Leadership and Human Values

BU.231.620 Corporate Finance

BU.510.601 Statistical Analysis

### **Functional Core (18 credits)**

BU.241.620 Design and Construction Feasibility

BU.230.640 Development Modeling and Risk Analysis

BU.241.735 Infrastructure Development for Sustainable Cities

BU.241.740 Project Finance & Public-Private Infrastructure Delivery

BU.234.610 Real Estate and Infrastructure Finance

BU.242.720 Real Estate Capital Market Analysis

BU.241.610 Real Estate Investment and Development

BU.132.615 Real Estate Legal Environment

BU.242.601 Real Estate Market Feasibility Study

### **Elective Courses (8 credits)**

Students choose 4 courses from the following:

BU.241.750 Advanced Valuation and Investment Analysis

BU.241.725 Global Perspectives in Real Estate

BU.242.715 Real Estate and Infrastructure Valuation

BU.152.725 Real Estate Entrepreneurship

BU.242.710 Real Estate Funds and Portfolio Management

BU.242.701 Real Estate Investment Trusts: Analysis and Structuring

BU.241.760 Strategic Commercial Leasing

### **Capstone (2 credits)**

BU.245.790 Real Estate and Infrastructure Capstone

BU.001.900 Continuation of Real Estate and Infrastructure

## Dual Degree Programs

### MBA/JD

The MBA/JD program is a dual degree offered by the University Of Maryland Carey School Of Law and the Johns Hopkins Carey Business School to prepare students for complex challenges in business, industry, commerce, government organizations, and the nonprofit sector. The dual-degree program will provide a unique opportunity to add another dimension to the educational preparation of students who seek management and leadership responsibilities in legal practice, financing and delivery of legal services, development of new legal services, establishing and managing law firms, as well as pursuing a career focused on law and business in national and international organizations and academic institutions. More information is available at <https://carey.jhu.edu/programs/mba/dual-degree/jd-mba>.

### PROGRAM REQUIREMENTS

Students complete 42 credits toward the MBA, which the Johns Hopkins Carey Business School provides, and will accept 12 credits transferred from University of Maryland Carey School of Law to complete the 54-credit degree. Students complete 76 credits which University Of Maryland Carey School Of Law provides toward the JD and will accept 9 credits transferred from Johns Hopkins Carey Business School to complete the 85-credit degree. Dual degree recipients receive both diplomas upon completion of both programs.

### ADMISSION

Applicants need to apply to both programs separately. For more information on University of Maryland Carey School of Law, please visit [law.umaryland.edu/academics/program/dualdegree.html](http://law.umaryland.edu/academics/program/dualdegree.html).

### MBA/MD

The Johns Hopkins dual-degree MBA/MD program is structured as a five year academic program, with students as full-time members of the medical school and the full-time MBA cohort as they progress through the program.

The program is designed to prepare physicians for leadership roles in medicine and in the health care industry. The proposed dual-degree program will give students a unique educational experience through the Genes to Society (GTS) medical school curriculum and Carey's full-time Global MBA program. More information is available at [carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-md](http://carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-md).

## **PROGRAM REQUIREMENTS**

For the Carey MBA program, students are required to complete 54 credits. Up to 12 credits from the MD electives can be applied to program requirements for the MBA electives, subject to review and approval of the MD/MBA Academic Program Committee. Dual degree recipients receive both diplomas upon completion of both programs.

## **ADMISSION**

Students applying to the MD/MBA program will be required to meet the admissions criteria of the JHU School of Medicine and be admitted to the MD program. Once students are accepted by the School of Medicine, they have an opportunity to apply for the MBA/MD program. The applications will be reviewed for business school admission.

## **MBA/Doctor of Nursing Practice**

Students may pursue an MBA/Doctor of Nursing Practice offered through the School of Nursing and the Carey Business School. This area of study puts a nurse in rare company alongside leaders of health care or academic institutions setting a course for the future. Graduates of this program will be prepared to create and lead new models of care delivery for communities locally, across the nation, and around the world.

## **PROGRAM REQUIREMENTS**

The program requires 66 credits, 42 credits (30 credits Flex MBA Business Foundation and 12 credits of electives) for the Flexible MBA. Students have the option of pursuing their degree onsite, online, or in a combination of onsite and online. Course scheduling allows for completion of the MBA portion of the program in 30 months. Students must complete the MBA portion within six years. A waived course must be replaced with an equivalent number of credits in an advanced course. Dual degree recipients receive both diplomas upon completion of both programs.

## **ADMISSION**

Apply through the School of Nursing website. Please visit [nursing.jhu.edu/admissions/apply/index.html](https://nursing.jhu.edu/admissions/apply/index.html).

## **MBA/Master of Public Health**

This unique, 23-month, full-time program of study will enable students to integrate the philosophies, functions, and competencies of the seemingly disparate fields of public health and business. Students in this program will acquire knowledge and skills in the principles of population-based health as well as finance and management, which will enable them to be effective managers and leaders in health-related agencies and organizations. Graduates will be able to assess the public health needs of a defined

population; develop, analyze, and implement targeted health policies and programs; lead the process of change within one's own organization and community; manage health care organizations to achieve identified goals; and communicate messages to targeted audiences.

More information is available at [carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-master-of-public-health](http://carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-master-of-public-health).

## **PROGRAM REQUIREMENTS**

The program requires 127 credits (MPH and MBA based on School of Public Health credit system). Dual degree recipients receive both diplomas upon completion of both programs.

## **ADMISSION**

Applications for the combined degree program must be obtained from and submitted to the Johns Hopkins Bloomberg School of Public Health and will be reviewed by the admissions committees of both the Johns Hopkins Bloomberg School of Public Health and the Carey Business School. For more information, please visit [jhsph.edu/academics/degree-programs/master-of-public-health/academic-overview/combined-degrees-and-programs.html](http://jhsph.edu/academics/degree-programs/master-of-public-health/academic-overview/combined-degrees-and-programs.html).

## **MBA/MA in Communication**

The Hopkins MBA/MA in Communication prepares managers in public and media relations, advertising, crisis communication, organizational development, and risk communication. It provides managers with the knowledge and skills to solve communication problems in the workplace, use new media to transform existing business practices, reach out to media and clientele, and manage corporate images. This program enables communication professionals to expand their knowledge and skills in business and management, preparing them to lead nonprofit, public sector, or commercial enterprises. Students in these degrees complete both the professional managerial education requirements of the MBA and the advanced disciplinary requirements of a specialized MA in Communication. More information is available at [carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-ma-in-communications](http://carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-ma-in-communications).

## **PROGRAM REQUIREMENTS**

The program requires 60 credits, 42 credits (30 credits Flex MBA Business Foundation and 12 credits of electives) for the MBA. Course scheduling allows for completion of the MBA portion of the program in 30 months. Students must complete the MBA portion within six years. A waived course must be replaced with an equivalent number of credits in an advanced course. Dual degree recipients receive both diplomas upon completion of both programs.

## ADMISSION

Apply to the MBA/MA in Communication through the Johns Hopkins Zanvyl Krieger School of Arts and Sciences. For information, please visit [advanced.jhu.edu/academics/dual-degree-programs/communication-mba](https://advanced.jhu.edu/academics/dual-degree-programs/communication-mba).

## MBA/MA in Design Leadership

The MBA/MA in Design Leadership, in partnership with the Maryland Institute College of Art (MICA), enrolls students who want to be transformative business leaders at the highest levels by developing a next-generation approach to management and problem solving. Students' backgrounds are likely to include business management, marketing, engineering, finance, art and design, architecture, fine arts, and other fields. More information is available at [carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-ma-in-design-leadership](https://carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-ma-in-design-leadership).

## PROGRAM REQUIREMENTS

The MBA/MA in Design Leadership program is a 20 to 23 -month, 66 credit program of study (42 MBA credits and 24 MA credits) that allows students to combine the skill sets of a traditional MBA with the design expertise increasingly needed in today's complex business world. Dual degree recipients receive both diplomas upon completion of both programs.

BU.450.730 Design Leadership does not count toward elective credits within this program.

## ADMISSION

Apply to the MBA/MA in Design Leadership through the Carey Business School. For more information, please visit [carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-ma-in-design-leadership](https://carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-ma-in-design-leadership).

## MBA/MA in Government

The MBA/MA in Government prepares managers to move between the public and private sectors, or work for agencies that span the two. The program combines the public sector management strengths of the MA in Government with the private sector business savvy of the MBA. The MBA/MA in Government bridges the traditional separation of business leadership and public sector management. Advance your knowledge in government and politics, ethics, global economics, financial theory, and management, and set yourself apart from the competition in a career that overlaps public and private sectors. More information is available at [carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-ma-in-government](https://carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-ma-in-government).

## **PROGRAM REQUIREMENTS**

The program requires 60 credits, 42 credits (30 credits Flex MBA Business Foundation and 12 credits of electives) for the MBA. Course scheduling allows for completion of the MBA portion of the program in 30 months. Students must complete the MBA portion within six years. A waived course must be replaced with an equivalent number of credits in an advanced course. Dual degree recipients receive both diplomas upon completion of both programs.

## **ADMISSION**

For more information about the MBA/MA in Government with the Johns Hopkins Zanvyl Krieger School of Arts and Sciences, visit [advanced.jhu.edu/academics/%20dual-degree-programs/government-mba](https://advanced.jhu.edu/academics/%20dual-degree-programs/government-mba).

## **MBA/MS in Applied Economics**

To allow students to better exploit the strong complementary nature between business and economics, the Carey Business School and the Johns Hopkins Zanvyl Krieger School of Arts and Sciences Applied Economics Program have eliminated the overlap between the MS in Applied Economics and the MBA. This enables students to earn both the MS degree and the MBA for fewer courses than if pursued separately.

## **PROGRAM REQUIREMENTS**

The program requires 66 credits, 42 credits (24 credits Flex MBA Business Foundation and 18 credits of electives) for the MBA. Course scheduling allows for completion of the MBA portion of the program in 30 months. Students must complete the MBA portion within six years. A waived course must be replaced with an equivalent number of credits in an advanced course. Dual degree recipients receive both diplomas upon completion of both programs.

## ADMISSION

Apply to the MBA/MS in Applied Economics through the Johns Hopkins Zanvyl Krieger School of Arts and Sciences. For more information, please visit [advanced.jhu.edu/academics/dual-degree-programs/applied-economicsmba](http://advanced.jhu.edu/academics/dual-degree-programs/applied-economicsmba).

## MBA/MS in Biotechnology

The MBA/MS in Biotechnology program teaches fundamental and advanced principles of both business and biotechnology that cover accounting, negotiation, finance, and regulatory and legal matters, as well as biochemistry, biostatistics, and bioinformatics. With a perspective informed both by business and science, students work and learn in a team-oriented cohort. They emerge from the program—offered jointly with the Johns Hopkins Zanvyl Krieger School of Arts and Sciences—possessing the expertise and the confidence to become innovative managers in the biotechnology field. More information is available at [carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-ms-in-biotechnology](http://carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-ms-in-biotechnology).

## PROGRAM REQUIREMENTS

The program requires 60 credits, 42 credits (30 credits Flex MBA Business Foundation and 12 credits of electives) for the MBA. Course scheduling allows for completion of the MBA portion of the program in 30 months. Students must complete the MBA portion within six years. A waived course must be replaced with an equivalent number of credits in an advanced course. Dual degree recipients receive both diplomas upon completion of both programs.

## ADMISSION

Apply to the MBA/MS in Biotechnology through the Johns Hopkins Zanvyl Krieger School of Arts and Sciences. For more information, please visit [advanced.jhu.edu/academics/dual-degree-programs/biotechnology-mba](http://advanced.jhu.edu/academics/dual-degree-programs/biotechnology-mba).

## MBA/MS in Nursing Health Systems Management

Students may pursue an MBA/Master of Science in Nursing Health Systems Management offered through the School of Nursing and the Carey Business School. This area of study provides thoughtful, strong leaders within health systems the ability to blend an understanding of medical, economic, regulatory, and ethical standards to help set organizational policy and priorities within a high-functioning organization.

## PROGRAM REQUIREMENTS

The program requires 65 credits, 42 credits (30 credits Flex MBA Business Foundation and 12 credits of electives) for the Flexible MBA. Students have the option of pursuing their degree onsite, online, or in a combination of onsite and online. Course scheduling allows for completion of the MBA portion of the program in 30 months. Students must complete the MBA portion within six years. A waived course must be replaced with an equivalent number of credits in an advanced course. Dual degree recipients receive both diplomas upon completion of both programs.

## ADMISSION

Apply through the School of Nursing website, please visit [nursing.jhu.edu/admissions/apply/index.html](https://nursing.jhu.edu/admissions/apply/index.html).

## GRADUATE AWARDS AND HONORS

### **Beta Gamma Sigma**

Beta Gamma Sigma is the international honor society serving business programs accredited by AACSB International - The Association to Advance Collegiate Schools of Business. Membership in Beta Gamma Sigma is the highest recognition a business student anywhere in the world can receive in a business program accredited by AACSB International. Carey students in the top 20% of their class receive an invitation for membership.

### **Edward J. Stegman, CPA, Memorial Award**

The Edward J. Stegman, CPA, Memorial Award for Excellence in Business Scholarship is named in memory of Edward J. Stegman, founder of Stegman & Company, who taught Business Economics and Accounting at Johns Hopkins University from 1928 until 1945. Since 1975, over 430 high-achieving graduating students have earned this prestigious award. The Award is currently presented to graduating students with the highest GPA in the full-time MBA program, the full-time MS programs, and the part-time graduate programs

## GRADUATE CERTIFICATE PROGRAMS

### **Graduate Certificate in Business of Health Care (Online only)**

*Note: This certificate program is no longer accepting new applicants or current students who wish to add a certificate.*

The Johns Hopkins Business of Health Care Graduate Certificate, taught in conjunction with the Hopkins Schools of Medicine, Nursing, and Public Health, was designed primarily for two types of students:

- Leaders in medicine and health care who lack formal training in business
- Professionals seeking positions in medicine and health care who lack experience, or have not had formal training in leadership

The Business of Health Care Graduate Certificate provides students with a breadth of information related to health care and medicine from across Johns Hopkins, allowing them to specialize in areas of their choosing based on their electives. Each of the schools allow students who have completed the certificate program to apply credits earned toward specific degree programs. The choice of the program to which the credits may be applied will be driven in part by the electives chosen.

All courses in this program are online.

Course descriptions for courses offered by other schools within the University are available at [sis.jhu.edu/classes](http://sis.jhu.edu/classes). Please refer to the State-specific Information for Online Programs section in the Handbook portion for additional information about online classes. Course waivers are not permitted for this certificate.

## CERTIFICATE REQUIREMENTS

Students are required to complete the Business of Health Care Graduate Certificate within three years. The certificate consists of six courses (12 credits). All courses are two credits.

### REQUIRED COURSES

#### Carey Business School

BU.555.610 Leading Health Care Organizations

BU.550.605 Legal Foundations of Health Care

PH.312.633 Health Management Information Systems  
**OR**

PH.221.646 Health Systems in Low and Middle Income Countries

PH.300.651 Introduction to the U.S. Healthcare System

### ELECTIVE COURSES

#### Carey Business School

BU.550.610 Health Care Financing

PH.317.605 Methods in Quantitative Risk Assessment

PH.309.730 Patient Safety and Medical Errors

### ELECTIVE COURSES

**Bloomberg School of Public Health**  
(one of the following)

PH.309.600 Evaluating Quality Improvement and Patient Safety Programs

PH.309.631 Population Health Informatics

PH.221.722 Quality Assurance Management Methods for Developing Countries

PH.311.615 Quality of Medical Care

PH.221.637 Health Information Systems

NR.110.605 Leadership and Management in Health Care

**Bloomberg School of Public Health**  
(continued)

NR.110.560 Program Evaluation and  
Development in Health Care

**School of Medicine** (one of the following)

ME.600.900 Health Information Systems:  
Design to Deployment

ME.600.901 Health Sciences Informatics,  
Knowledge Engineering and  
Decision Support

ME.600.904 HIT Standards and Systems  
Interoperability

ME.600.902 Leading Change through  
Health IT

**Final Elective** (one of the following)

PH.309.600 Evaluating Quality  
Improvement and Patient  
Safety Programs

BU.550.610 Health Care Financing

PH.221.637 Health Information Systems

ME.600.900 Health Information Systems:  
Design to Deployment

PH.312.633 Health Management  
Information Systems

ME.600.901 Health Sciences Informatics,  
Knowledge Engineering and  
Decision Support

PH.221.646 Health Systems in Low and  
Middle Income Countries

ME.600.904 HIT Standards and Systems  
Interoperability

PH.300.651 Introduction to the U.S.  
Healthcare System

NR.110.605 Leadership and Management  
in Health Care

ME.600.902 Leading Change through  
Health IT

PH.221.707 Management of Health  
Systems in Developing  
Countries II

PH.317.605 Methods in Quantitative Risk  
Assessment

PH.309.730 Patient Safety and Medical  
Errors

PH.309.631 Population Health Informatics

NR.110.560 Program Evaluation and  
Development in Health Care

PH.221.722 Quality Assurance  
Management Methods for  
Developing Countries

PH.311.615 Quality of Medical Care

*Course descriptions for courses offered by other schools within the University are available at [sis.jhu.edu/classes](http://sis.jhu.edu/classes).*

**BU** = Classes offered at Carey Business School

**ME** = Classes offered at the School of Medicine

**NR** = Classes offered at the School of Nursing

**PH** = Classes offered at the School of Public Health

## Graduate Certificate in Financial Management

The financial markets have evolved dramatically in recent decades through the development of new financial instruments and techniques, integration of global markets, and advancements in information technology. The growth of global financial markets and rapid development of advanced analytical tools make the study of finance increasingly vital. In today's fast-paced, uncertain economic environment, financial managers require a sophisticated, global understanding of theory and analytical tools to make the right decision in a particular financial situation.

This certificate program is designed to prepare a student for a career in corporate financial management. This program is designed to give students a broad, thorough, and up-to-date foundation in finance and the practical tools needed to thrive as effective financial managers. The curriculum provides students with a strong foundation in financial theory, as well as technical skills, and a unique opportunity to develop analytical skills and critical thinking abilities by integrating theory into practice.

### CERTIFICATE REQUIREMENTS

Students have the option of taking courses for the certificate onsite, online, or a combination of both. Students are required to complete the Graduate Certificate in Financial Management within three years.

The curriculum for the Graduate Certificate in Financial Management includes the following courses. Course sequence and availability of specific electives may vary. Students must consult with an academic advisor to ensure that they take courses in the approved sequence. The certificate consists of eight courses (16 credits). All courses are two credits. Course waivers are not permitted for this certificate.

#### Required Courses (12 credits)

*+Designates elective courses that are offered online.*

BU.210.620 Accounting and Financial Reporting+

BU.231.620 Corporate Finance+

BU.231.720 Corporate Governance+

BU.230.620 Financial Modeling and Valuation+

BU.232.701 Investments+

BU.510.601 Statistical Analysis+

#### Elective Courses (4 credits)

Choose 2 of the following:

BU.231.790 Advanced Corporate Finance+

BU.210.650 Advanced Financial Accounting+

BU.232.790 Advanced Hedge Fund Strategies

BU.232.750 Advanced Portfolio Management+

BU.520.710 Big Data Machine Learning

BU.232.650 Continuous Time Finance

<b>Elective Courses</b> (continued)	BU.231.710 Financial Institutions+
BU.210.680 Cost Measurement and Control	BU.220.610 The Firm & the Macroeconomy+
BU.510.650 Data Analytics+	BU.232.720 Fixed Income+
BU.232.710 Derivatives+	BU.230.730 Managing Financial Risk+
BU.220.620 Economics for Decision Making+	BU.231.740 Mergers & Acquisitions+
BU.232.725 Emerging Markets+	BU.230.710 Quantitative Financial Analysis+
BU.233.730 Entrepreneurial Finance+	BU.232.730 Wealth Management+
BU.230.750 Financial Crises & Contagion+	
BU.220.720 Financial Econometrics	

*Note: MS in Finance and MBA students may add either the Graduate Certificate in Financial Management or the Graduate Certificate in Investments, but not both.*

## Graduate Certificate in Investments

Mutual funds, trust departments, brokerage firms, and investment bankers require professionally trained financial managers. Today's fast-paced, technology-driven investment environment demands that market participants understand and employ the latest financial tools and techniques.

The Graduate Certificate in Investments is designed to meet the demands of professionals in the rapidly developing field of investments and finance. The curriculum is both rigorous and contemporary, applying modern investment theory to real-world scenarios. Case studies and projects are used at various points of the curriculum. The certificate program is structured to complement preparation for the Chartered Financial Analyst (CFA) examinations.

### CERTIFICATE REQUIREMENTS

Students have the option of taking courses for the certificate onsite, online, or a combination of both. Students are required to complete the Graduate Certificate in Investments within three years.

The curriculum for the Graduate Certificate in Investments includes the following courses. Course sequence and availability of specific electives may vary. Students must consult with an academic advisor to ensure that they take courses in the approved sequence. The certificate consists of eight courses (16 credits). All courses are two credits. Course waivers are not permitted for this certificate.

### Required Courses (12 credits)

+Designates elective courses that are offered online.	BU.210.620 Accounting and Financial Reporting+
---	---

**Required Courses (continued)**

BU.231.620 Corporate Finance+

BU.232.710 Derivatives+

BU.232.720 Fixed Income+

BU.232.701 Investments+

BU.510.601 Statistical Analysis+

**Elective Courses (4 credits)**

Choose 2 of the following:

BU.231.790 Advanced Corporate Finance+

BU.210.650 Advanced Financial  
Accounting+BU.232.790 Advanced Hedge Fund  
StrategiesBU.232.750 Advanced Portfolio  
Management+

BU.520.710 Big Data Machine Learning

BU.232.650 Continuous Time Finance

BU.231.720 Corporate Governance+

BU.210.680 Cost Measurement and Control

BU.510.650 Data Analytics+

BU.220.620 Economics for Decision  
Making+

BU.232.725 Emerging Markets+

BU.233.730 Entrepreneurial Finance+

BU.230.750 Financial Crises &amp; Contagion+

BU.220.720 Financial Econometrics

BU.231.710 Financial Institutions+

BU.230.620 Financial Modeling &  
Valuation+BU.220.610 The Firm & the  
Macroeconomy+

BU.230.730 Managing Financial Risk+

BU.231.740 Mergers &amp; Acquisitions+

BU.230.710 Quantitative Financial  
Analysis+

BU.232.730 Wealth Management+

*Note: MS in Finance and MBA students may add either the Graduate Certificate in Financial Management or the Graduate Certificate in Investments, but not both.*

## Graduate Certificate in Financial Management or Graduate Certificate in Investments and MS in Applied Economics

Students may pursue an MS in Applied Economics and a Graduate Certificate in Financial Management or in Investments, taught in conjunction with the Zanvyl Krieger School of Arts and Sciences. Those interested, including current students of either school, should apply to the Dual MS Degree in Applied Economics/Graduate Certificate in Financial Management or in Investments through Advanced Academic Programs. The Carey Graduate Certificate in Investments accompanies preparation for the Chartered Financial Analyst (CFA) examination, which is preserved in the Dual Diploma program. Interested students should contact [carey.admissions@jhu.edu](mailto:carey.admissions@jhu.edu).

### CERTIFICATE REQUIREMENTS

Students have the opportunity to earn both the MS in Applied Economics and a Graduate Certificate in Financial Management or in Investments for a total of 15 courses, eight at

Arts and Sciences (Applied Economics) and seven at Carey. Additional information regarding the Graduate Certificate and MS requirements is available at <https://carey.jhu.edu/programs/certificate-programs/ms-applied-economics-financial-management-or-investments-certificate>

## FACULTY AND ADMINISTRATION

### CAREY BUSINESS SCHOOL FACULTY

To view our faculty directory, visit [carey.jhu.edu/faculty-research/faculty-directory/](http://carey.jhu.edu/faculty-research/faculty-directory/)

### CAREY BUSINESS SCHOOL ADMINISTRATION

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*Vice Dean for Education*

Valerie Suslow  
*Vice Dean for Faculty and Research*

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*Associate Dean for Finance and Administration*

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*Associate Dean for Development*

D. Jill Green  
*Associate Dean for Admissions and Academic Programs*

Kiera Hynninen  
*Associate Dean for Global Marketing and Communications*

Lasse Mertins  
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Shale D. Stiller  
Morris Tanenbaum  
Adena Wright Testa  
William F. Ward, Jr.  
Calman J. Zamoiski, Jr.

## APPENDIX A

### STUDENT AFFAIRS OFFICES

#### Advanced Academic Programs

Laura Hannon, Executive Director of Student Services  
1717 Massachusetts Ave NW, Suite 104-F, Washington, DC 20036  
Phone: 202-452-0983  
Email: [lhannon@jhu.edu](mailto:lhannon@jhu.edu)

#### Carey Business School

Bobbie Tchopov, Executive Director, Student Services  
Johns Hopkins Carey Business School  
100 International Drive  
Baltimore, MD 21202-1099  
Phone: 410-234-9245  
Email: [bobbie@jhu.edu](mailto:bobbie@jhu.edu)

#### School of Education

Jennifer Eddinger, Interim Student Relations Officer  
6740 Alexander Bell Drive  
Columbia, MD 21046  
Phone: 410-516-9734  
Email: [jeddinge@jhu.edu](mailto:jeddinge@jhu.edu)

#### KSAS and WSE

Smita Ruzicka, PhD  
Dean of Student Life  
Baltimore, MD 21218  
Phone: 410-516-8208  
Email: [sruzick1@jhu.edu](mailto:sruzick1@jhu.edu)

Renee Eastwood  
Director of Graduate and Postdoctoral Academic Affairs  
Krieger School of Arts & Sciences  
614 Wyman Park Building, Johns Hopkins University  
Phone: 410-516-8477  
Email: [rseitz5@jhu.edu](mailto:rseitz5@jhu.edu)

Christine Kavanagh  
Office of Graduate Academic Affairs - Whiting School of Engineering  
Rm 103 Shaffer Hall, Johns Hopkins University  
Phone: 410-516-0764  
Email: [christinekavanagh@jhu.edu](mailto:christinekavanagh@jhu.edu)

### School of Medicine

Tom Koenig, Associate Dean for Student Affairs, Assistant Professor, Department of General Psychiatry

Broadway Research Building (BRB), Room 137  
733 North Broadway, Baltimore, MD 21205-1832  
Phone: 410-955-3419  
Email: [tkoenig@jhmi.edu](mailto:tkoenig@jhmi.edu)

### Carolyn Machamer, Professor

Wood Basic Science Building (WBSB), Room 104  
725 North Wolfe Street, Baltimore, MD 21205  
Phone: 410-955-1809  
Email: [machamer@jhmi.edu](mailto:machamer@jhmi.edu)

### School of Nursing

Jennifer Dotzenrod  
Associate Dean of Enrollment Management and Student Affairs  
525 North Wolfe Street, Baltimore, MD 21205  
Telephone: 410-955-7694  
Email: [dotzenrod@jhu.edu](mailto:dotzenrod@jhu.edu)

### Peabody

Kyley Sommer, Director of Student Affairs  
One East Mount Vernon Place, Unger Lounge Plaza Level, Baltimore, MD 21202  
Telephone: 667-208-6071  
Email: [ksommer@jhu.edu](mailto:ksommer@jhu.edu)

### SAIS

Noemi Crespo Rice, Assistant Dean of Student Affairs  
1740 Massachusetts Avenue, N.W., Suite #: 305 Washington, DC 20036  
Telephone: 202-663-5707  
Electronic Mail: [noemi.crespo@jhu.edu](mailto:noemi.crespo@jhu.edu)

## APPENDIX B

### CAMPUS SECURITY & LOCAL LAW ENFORCEMENT AUTHORITIES

Campus		Agency/Office	Non-Emergency	Emergency
Homewood Campus	<i>Campus</i>	Campus Safety & Security Shriver Hall, 3400 N. Charles St.	410.516.4600	410.516.7777
	<i>Local</i>	Baltimore Police Department	410.396.2455	911
Peabody Campus	<i>Campus</i>	Campus Security Schapiro House Basement	410.234.4605	410.234.4600
	<i>Local</i>	Baltimore Police Department	410.396.2411	911
JHMI East Baltimore Campus	<i>Campus</i>	Corporate Security 550 North Broadway, Suite 503	410.614.3473	410.955.5585
	<i>Local</i>	Baltimore Police Department	410.396.2433	911
Bayview Medical Campus	<i>Local</i>	Baltimore Police Department	410.396.2422	911
Carey Business School (Harbor East)	<i>Campus</i>	Campus Security	410.234.9301	410.234.9300
	<i>Local</i>	Baltimore Police Department	410.396.2411	911
Columbia Center Campus	<i>Campus</i>	Director of Campus Operations	410.516.9700	410.516.9700
	<i>Local</i>	Howard County Police Dept.	410.313.2929	911
Montgomery County Campus	<i>Campus</i>	Campus Security	301.294.7191	301.294.7191
	<i>Local</i>	Montgomery County Police	301.279.8000	911
Applied Physics Center	<i>Campus</i>	Security Services Department	443.778.7575	443.778.7575
	<i>Local</i>	Howard County Police Dept.	410.313.3700	911
Washington D.C. Campus	<i>Campus</i>	Campus Security	202.588.0597	202.663.5808
	<i>Local</i>	Metropolitan Police Dept.	202.737.4404	911
Bologna Campus	<i>Campus</i>	Finance and Administration	39.051.2917.811	39.051.2917.811
	<i>Local</i>	State Police	113	113
Nanjing Campus	<i>Campus</i>	American Co-director	86.25.8359.2436	86.25.8359.2436
	<i>Local</i>	Nanjing Public Security Bureau	84420009	84420009

## APPENDIX C

### CONFIDENTIAL RESOURCES

#### The Johns Hopkins University Counseling Center

*Serves full-time undergraduate and graduate students from KSAS, WSE, and Peabody without charge.*

3003 N. Charles Street, Suite S-200 Baltimore, Maryland 21218  
410.516.8278 [web.jhu.edu/counselingcenter](http://web.jhu.edu/counselingcenter)

#### Johns Hopkins Student Assistance Program (JHSAP)\*

*Serves graduate and professional students, and immediate family members, without charge.*

East Baltimore Campus  
550 North Broadway, Suite 403  
Baltimore, MD 21205  
443.287.7000

Johns Hopkins @ Eastern  
1101 East 33rd Street, Suite C100  
Baltimore, MD 21218  
[jhsap.org](http://jhsap.org)

Washington, DC Center  
Bernstein Offit Building  
1717 Massachusetts Ave.  
Room 614  
Washington, DC 20036

#### UHS University Mental-Health Services

*Serves BSPH, SOM, and SON students, residents, fellows, and trainees and their spouses or domestic partners.*

410.955.1892. Available by telephone 24/7. Press "0" to speak with the on-call psychiatrist in an emergency.

#### Faculty and Staff Assistance Program (FASAP)\*

*Serves faculty and staff, and immediate family members, without charge.*

East Baltimore Campus  
550 North Broadway  
Baltimore, MD 21205  
Telephone: 443.997.7000

Johns Hopkins @ Eastern  
1101 East 33rd Street, Suite C100  
Baltimore, MD 21218

Washington, DC Center  
Bernstein Offit Building  
1717 Massachusetts Ave.  
Room 614  
Washington, DC 20036

\*Other locations include Bayview and Columbia

Website: [hopkinsworklife.org/employee\\_assistance/fasap/](http://hopkinsworklife.org/employee_assistance/fasap/)

#### JHU Sexual Assault Helpline

*Students may talk with an on-call counselor 24/7. 410-516-7333*

#### Sexual Assault Specialist

*Serves as a confidential source for students or helps students navigate reporting.*

Alyse Campbell  
340 North Charles Street AMR 2, Baltimore, MD 21218  
Telephone: 410.516.8396 Email: [acampb39@jhu.edu](mailto:acampb39@jhu.edu)

#### Chaplain, Bunting Meyerhoff Interfaith and Community Service Center

Baltimore, MD 21218  
Telephone: 410.516.1880

## Appendix D Schedules and Charts

### Schedule A: Billing Cycles–April 2019 through May 2020 JHU Carey Business School

The Bill Covers Charges and Payments Applied to Your Student Account Between the Following Dates	Date when the electronic bill is presented on the Web	Statement Due Date**
<b>Summer 2019</b>		
April 11, 2019 - May 8, 2019	May 9, 2019	July 1, 2019
May 9, 2019 - June 12, 2019	June 13, 2019	July 1, 2019
<b>Summer Intensive Fall 2019</b>		
April 11, 2019 - May 8, 2019	July 11, 2019	September 1, 2019
May 9, 2019 - June 12, 2019	July 11, 2019	September 1, 2019
June 13, 2019 - July 10, 2019	July 11, 2019	September 1, 2019
July 11, 2019 - August 14, 2019	August 15, 2019	September 1, 2019
August 15, 2019 - September 11, 2019	September 12, 2019	October 1, 2019
September 12, 2019 - October 9, 2019	October 10, 2019	October 27, 2019
<b>Spring 2020</b>		
October 10, 2019 - November 13, 2019	November 14, 2019	February 1, 2020
November 14, 2019 - December 11, 2019	December 12, 2019	February 1, 2020
December 12, 2019 - January 8, 2020	January 9, 2020	February 1, 2020
January 9, 2020 - February 12, 2020	February 13, 2020	March 1, 2020
February 13, 2020 - March 11, 2020	March 12, 2020	April 1, 2020
March 12, 2020 - April 8, 2020	April 9, 2020	May 1, 2020

**\*\*DUE DATES AS THEY APPEAR ARE SUBJECT TO CHANGE**

**Schedule B: Monthly Payment Plan - 2018/2019 Academic Year**  
**JHU Carey Business School**

<b>Semester</b>	<b>Payment Plan Enrollment Start Date</b>	<b>Payment Plan Enrollment End Date</b>	<b>First Payment Due</b>	<b>Payment Plan Options</b>
<b>Summer 2019</b>	March 25, 2019	June 15, 2019	June 15, 2019	<b>TWO installments</b> due the 15th of each month. First payment due June 15th; remaining balance due on July 15th.
<b>Summer Intensive Fall 2019</b>	April 22, 2019	Sept 15, 2019	Sept 15, 2019	<b>FOUR installments</b> due the 15th of each month. First payment due September 15th; remaining installments due on the 15th of Oct, Nov, and Dec.
<b>Spring 2020</b>	Oct 28, 2019	Feb 15, 2020	Feb 15, 2020	<b>FOUR installments</b> due the 15th of each month. First payment due Feb 15th; remaining installments due on the 15th of March, April, and May.
<b>Annual Plan for Full-time Programs</b>	March 25, 2019		Aug 15, 2019	<b>TEN installments</b> due the 15th of each month. First payment due Aug 15th; remaining installments due on the 15th of Sept, Oct, Nov, Dec, Jan, Feb, Mar, April, and May.
To enroll in a monthly payment plan, contact Tuition Management Systems (TMS) either by phone at 1-888-713-7238 or visit their website at <a href="http://www.afford.com/jhucarey">www.afford.com/jhucarey</a> .				

**2019-2020 Course Withdrawal Schedule Policy**  
**JHU Carey Business School**

	<b>January intersession</b>	<b>Courses that meet 8 class sessions (including Online courses)</b>
No notation on transcript if student drops course	prior to the 3rd class session	prior to the 3rd class session (before 11:59pm Eastern Time on the 14 <sup>th</sup> day)
Withdrawn ("W") noted on transcript if student withdraws from course	prior to the 4th class session	prior to the 4th class session (after 12:00am Eastern Time on the 15 <sup>th</sup> day and before 11:59pm Eastern Time on the 21 <sup>st</sup> day)
Student may not withdraw from a course	once the 4th session begins	once the 4th session begins (after 12:00am Eastern Time on the 22 <sup>nd</sup> day)

**2019-2020 Refund Schedule  
JHU Carey Business School**

Refund	January Intersession	Courses that meet 8 sessions	Online courses – 8 week session
100%	From the day of registration, Onsite courses: prior to the 2 <sup>nd</sup> class session Online courses: prior to the 8 <sup>th</sup> day of the session (before 11:59pm Eastern Time on the 7 <sup>th</sup> day)		
70%	From the 2 <sup>nd</sup> class session and prior to the 3 <sup>rd</sup> class session	From the 2 <sup>nd</sup> class session and prior to the 3 <sup>rd</sup> class session	From the 8 <sup>th</sup> day of the session and prior to the 15 <sup>th</sup> day of the session (before 11:59pm Eastern Time on the 14 <sup>th</sup> day)
50%	From the 3 <sup>rd</sup> class session and prior to the 4 <sup>th</sup> class session	From the 3 <sup>rd</sup> class session and prior to the 4 <sup>th</sup> class session	From the 15 <sup>th</sup> day of the session and prior to the 22 <sup>nd</sup> day of the session (before 11:59pm Eastern Time on the 21 <sup>st</sup> day)
0%	Once the 4 <sup>th</sup> class begins there is no refund	Once the 4 <sup>th</sup> class begins there is no refund	Once the 22 <sup>nd</sup> day of the session begins, there is no refund

Exceptions to the Refund Policy: Students who experience events beyond their control may request an exception to the course refund policy by submitting a General Petition Form to the Registrar’s Office. Petitions must be submitted in the same semester in which the course was taken, and must be accompanied by documentation of the circumstances leading to the request. Students who experience severe medical problems, a death in their immediate family, or who are called into active military duty may receive a 100% refund. Other requests will be reviewed on a case- by- case basis, and refund amounts (if awarded) will be decided by the Registrar. Petitions are reviewed monthly, and notification of the final decision is sent to the student by email. The General Petition Form can be downloaded at [carey.jhu.edu/uploads/documents/PETFORM2017.pdf](http://carey.jhu.edu/uploads/documents/PETFORM2017.pdf) and mailed with supporting documentation to the Registrar’s Office, Johns Hopkins Carey Business School, 100 International Drive, Baltimore, MD 21202, faxed to 410-800- 4096, or emailed to [carey.registration@jhu.edu](mailto:carey.registration@jhu.edu).

**Full-Time Students**

A full-time student who is academically suspended or receives an honor code violation, and required to leave Carey for a semester or permanently, will not receive a refund for tuition charged at the time of the suspension, during a semester. A prorated portion of the tuition will be applied to future semesters based on the refund schedule for academically suspended students. If a student fails to return or is dismissed permanently, no refund will be given. In instances where a student is receiving federal financial aid, the aid will be recalculated and refunded to the federal government. The student is still responsible for the entirety of the tuition.

In order to receive the degree for the full- time students program of study, the student must pay the entire published cost of the tuition regardless of the number of terms needed to complete the degree.



**JOHNS HOPKINS**  
CAREY BUSINESS SCHOOL



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CAREY BUSINESS SCHOOL