

Student Handbook

2009–2010

JOHNS
HOPKINS

CAREY
BUSINESS SCHOOL

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ACADEMIC YEAR CALENDAR 2009-2010

Summer Semester 2009

<i>April 1</i>	Financial aid priority filing date for 2009 summer semester
<i>April 1– May 1</i>	Registration period for 2009 summer semester
<i>May 29</i>	Last day to submit graduation application for 2009 summer semester
<i>June 1</i>	2009 Summer session I begins
<i>July 1</i>	Last day for students to submit incomplete work from 2009 spring semester and May session
<i>July 3* and 4</i>	Fourth of July holiday; no classes held *School closed on Friday, July 3, since 4th of July falls on a Saturday
<i>July 11</i>	Summer session I ends
<i>July 13</i>	Summer session II begins
<i>August 22</i>	2009 Summer session II ends
<i>October 5</i>	Last day for students to submit incomplete work from the 2009 summer semester

Fall Semester 2009

<i>June 1</i>	Financial aid priority filing date for 2009 fall semester.
<i>June 1</i>	Deadline for Maryland State Workforce Shortage Student Assistance Grants application
<i>*July 6– August 25</i>	Registration period for 2009 fall semester
<i>July 1</i>	Deadline for 2009–10 school-based scholarships
<i>August 26</i>	2009 fall semester classes begin
<i>September 7</i>	Labor Day; no classes held

<i>August 28</i>	Last day to submit graduation application for 2009 fall semester
<i>November 25–29</i>	Thanksgiving holiday; no classes held
<i>December 1–7</i>	Final examination period for 15-week classes
<i>December 7</i>	Last day of 2009 fall semester
<i>February 11</i>	Last day for students to submit incomplete work from 2009 fall semester and 2010 January Intersession

January Intersession 2010

Carey Business School no longer holds January Intersession classes

Spring Semester 2010

<i>November 2– January 24</i>	Registration period for 2010 spring semester
<i>November 1</i>	Financial aid priority filing date for 2010 spring semester
<i>January 4</i>	Last day to submit graduation application for 2010 spring semester
<i>January 25</i>	2010 spring semester classes begin
<i>March 1</i>	Deadline for 2010–2011 Maryland State Scholarships
<i>April 1</i>	Financial aid priority filing date for 2010 summer semester
<i>May 22</i>	Last day of 2010 spring semester
<i>May 24</i>	Carey Business School Graduation – Meyerhoff
<i>May 27</i>	University-wide Commencement

May Session 2010

Carey Business School no longer holds May Intersession classes

INTRODUCTION

THE JOHNS HOPKINS UNIVERSITY

Established in 1876, Johns Hopkins University was the first American university dedicated to advanced study and scientific research. Today, 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 Krieger School of Arts and Sciences and the G.W.C. Whiting School of Engineering are based on the Homewood campus in northern Baltimore. The Carey Business School's faculty, administrative staff, and many of its programs are located in Baltimore. Programs are also offered at campus locations in Columbia, Montgomery County, and Washington, DC. The School of Education houses its central administration and some programs on the Homewood Campus' Education Building. Additionally, it has campus facilities in Columbia and Montgomery County. The School of Medicine, School of Public Health, and School of Nursing are on a separate 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, DC; and the Applied Physics Laboratory is in Laurel, Maryland. Academic facilities overseas are in Nanjing, China; and Bologna, Italy.

THE 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, and Arts and Sciences. By linking business education to urgent social issues—health, education, environmental sustainability, population, poverty—the Johns Hopkins Carey Business School endeavors to improve lives on a global scale. The school's fulltime MBA program will launch in 2010. Current offerings include a wide range of MBA programs in areas such as organization development, medical services management, life sciences, nursing, government, communication, biotechnology, public health, and information systems; specialized master of science degree programs in finance, information systems, marketing, and real estate; a bachelor's degree completion program in business; and a variety of graduate certificate programs.

ADVANCING BUSINESS EDUCATION AT JOHNS HOPKINS

Johns Hopkins has been educating business leaders since 1916. Encouraging sound business practices and good public administration is a tradition that started when Daniel Coit Gilman, Hopkins' first president, invited Henry L. Gantt-class of 1880- to present his revolutionary ideas about management to members of the Baltimore business community.

In January 2007, William Polk Carey, Johns Hopkins trustee emeritus and chairman of W.P. Carey & Co., a New York City real estate investment firm, presented the university, through the W. P. Carey Foundation, with a generous gift to support the creation of the Johns Hopkins Carey Business School.

The school is named for William Carey's great-great-great grandfather, James Carey of Loudon, an 18th and 19th century Baltimore shipper, a member of Baltimore's first city council, chairman of the Bank of Maryland, and relative of university founder Johns Hopkins.

A NEW GENERATION OF BUSINESS LEADERS

Carey Business students are a new generation of business leaders equipped with both specialized skills and cross-disciplinary knowledge.

Through programs that combine extensive theory with a wealth of work-world experience, they learn from nationally recognized researchers and leaders in their fields.

Carey Business faculty are a dynamic blend of academic experts and practitioners drawn from leading corporate, government, and nonprofit institutions, such as Bank of America, Fannie Mae, NASDAQ, Northrop Grumman, and the World Wildlife Fund. Carey students represent a diverse mix of prominent national and international employers, including Black & Decker, the U.S. State Department, Ernst & Young, IBM, and NASA.

A Carey Business education features joint or dual degrees through interdisciplinary relationships with other world-renowned schools at Johns Hopkins, including Medicine, Public Health, Nursing, Engineering, and Arts and Sciences. Because Carey Business graduates are so highly skilled in multiple disciplines, they are widely sought after by corporations, government agencies, nonprofits, and health care systems internationally, and move quickly into leadership positions.

ACCREDITATION

The Johns Hopkins University is accredited by the Middle States Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104-2680; 215-662-5606

The Johns Hopkins University Carey Business School, a premier humanistic learning community, develops global business leaders and transforms organizations, communities, and society through discovery, education, entrepreneurship, and engagement.

COMMITTED TO TEACHING, RESEARCH,
AND COMMUNITY SERVICE



ADMISSION, REGISTRATION, AND FINANCES

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ADMISSION

Students seeking admission to a degree or certificate program must submit an online application including: an essay, resume, two letters of recommendation, official transcripts from all post-secondary institutions attended, and an application fee. Admission requirements (e.g., standardized test scores and letters of recommendation) vary by program, so applicants are encouraged to contact the Office of Admissions or go online at www.carey.jhu.edu to determine specific admission criteria, suitability of prior degrees, or certification requirements for their desired program of study. Students who provide fraudulent or incomplete information during the admission process will be dismissed.

The Carey Business School has a rolling admission policy, and applications are accepted and processed throughout the year. Applicants should allow approximately four to six weeks for completion of the entire admission process (from submission of complete application packet to the admission decision). To expedite the process, applicants should have official copies of undergraduate and/or graduate transcripts (and/or course-by-course evaluations for international students) sent at the time of submission of their application (or before). To be considered “official,” transcripts must be received by the admissions office in the institution’s sealed envelope.

Academic records (transcripts, diplomas, and degree certificates) for degrees earned from non-U.S. institutions must be evaluated by an authorized credential evaluation agency (not the Office of Admissions). The course-by-course evaluation conferring the degree should be submitted in lieu of transcripts for degrees earned at non-U.S. institutions. However, 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 handbook (page 10).

All applications to the Carey Business School should be submitted using the online application system, which can be accessed from the Carey Business School website at carey.jhu.edu/admissions/apply-now.html. Paper applications are no longer accepted. Application mate-

rials (including all relevant supporting documentation) should be mailed separately to:

Johns Hopkins University
Carey Business School
Office of Admissions
6740 Alexander Bell Drive, Suite 150
Columbia, MD 21046-2100

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 provisionally 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. No funds are available for repeated courses.

BACHELOR’S PROGRAMS

An applicant for admission to an undergraduate program must hold a high school degree or an equivalent and have earned at least 60 transferable college-level credits from a regionally accredited institution.

Applicants must submit an application for admission, the application fee, and all other required supporting documentation (such as resume or essay), along with official transcripts from all post-secondary colleges or universities attended. Academic records from non-U.S. institutions must be evaluated by an authorized credential evaluation agencies (see list in the International Credential Evaluation section of this handbook for suggested agencies). Additionally, the admission process may include an interview.

A student accepted into an undergraduate program must enroll in at least one course per year to maintain active student status. Those who need to stop out for a year or more and who wish to retain active student status must submit a letter to the Carey Business School Office of Admissions within one year of their last completed course at the Carey Business School.

Students who do not request that they maintain active status will be changed to inactive status one year after their last completed course at the Carey Business School. Students whose status is inactive will not be permitted to register for courses until they contact an undergraduate adviser at the Carey Business School about the readmission process.

For more information about admission to undergraduate programs, please contact the undergraduate advising office at 410-516-4234.

MASTER'S PROGRAMS

Master's degree program applicants must hold a bachelor's degree from a regionally accredited college or university. Admission to graduate programs generally requires that a student has earned a cumulative grade point average of at least 3.0 (on a 4.0 scale) during his/her undergraduate program or at least a 3.0 grade point average (on a 4.0 scale) in the last half of his/her undergraduate program. While grade point average is among the important factors considered in all admission decisions, other criteria are also considered by individual programs.

Application requirements can vary by program, and may include other supporting documentation such as letters of recommendation, a current professional resume, essay, and standardized test scores. For information regarding specific admission requirements for each degree program, please refer to the website. An interview may also be required before admission.

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 or master's degree from a regionally accredited college or university with a minimum cumulative grade point average of 3.0 (on a 4.0 scale), or have a minimum 3.0 grade point average (on a 4.0 scale) in the last half of their undergraduate program. Additional application requirements vary by certificate program, so please refer to the website for details.

Note: To be eligible for federal financial aid, graduate certificate programs must include a minimum of 15 or more credits in a nine-month or shorter time frame.

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 adviser. Exceptions are rare, but will be considered on a case by case basis. Graduate students enrolled in master's programs have five or six years to complete their degree, depending on the program. See the Graduation section (page 35) for details. For information regarding specific degree requirements for each graduate program, please refer to the detailed program descriptions online.

TRANSFER OF CREDITS

Transfer of Undergraduate Credit

Undergraduate degree applicants may transfer credits for courses taken at regionally accredited institutions of higher education when a grade of C or above has been earned. The academic adviser will determine whether transfer credits are appropriate to the student's program.

A maximum of 60 credits may be transferred into an undergraduate degree program in the Carey Business School, including credits by examination. A maximum of six upper-level credit requirements (included in the 60-credit maximum) may be transferred into degree program majors and concentrations. Prospective students should request a preliminary transfer evaluation by calling an undergraduate adviser at 410-516-9742 prior to submitting an application. Please note that the undergraduate programs at the Carey Business School do not award life experience credits.

COMMUNITY COLLEGE TRANSFER STUDENTS

Undergraduate programs at the Carey Business School have special agreements for the transfer of degree programs with several area community colleges. Students transferring from community colleges should contact an adviser at their community college or the undergraduate advising office. The school has articulation agreements with Anne Arundel Community College, Howard Community College, Montgomery College, Prince George's Community College, the Community College of Baltimore County, and Harford Community College.

TRANSFER OF GRADUATE CREDIT

The maximum number of credits earned at another regionally accredited college or university that may be transferred into a graduate degree program in the Carey Business School varies by program but in no case exceeds six credits. Any request for transfer or waiver of courses must be submitted within the first two semesters from the date of admission.

A matriculated graduate student in the Carey Business School who, under extraordinary circumstances, wishes to take a course offered by another institution to satisfy Carey Business School degree requirements, must obtain written approval in advance from his/her program director, or academic adviser. Approval is granted only in exceptional cases.

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 to both undergraduate and graduate programs** must submit official TOEFL (Test of English as a Foreign Language) scores if English is not their native language. **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.] **In addition**, applicants to certain graduate programs may be required to provide additional evidence of English proficiency, including:

- a telephone or in-person interview with an admission committee member
- a writing sample certified to be the applicant's own work
- a writing examination administered by the Carey Business School
- additional workshop(s) or course(s) in written or spoken English upon enrollment in the Carey Business School

The admissions committee will determine and request the additional evidence of English proficiency required for admission to the given graduate program. The committee may grant a waiver from the TOEFL requirement if the applicant has demonstrated by other means sufficient proficiency in spoken and written English for success in the program and in the profession (e.g., the non-native-English-speaking applicant has earned a degree from a college or university where English is the language of instruction). An applicant may file a TOEFL waiver request form when submitting his/her application to the Office of Admissions. The TOEFL waiver form can be found online at <http://onestop.jhu.edu/carey/media/files/admission/TOEFLWAIVERFORM.pdf>.

F-1 Visa Applicants

An international applicant requiring a student (F-1) visa to attend school must obtain full admission to a degree program well in advance of the start of the semester. The Carey Business School does not issue certificates of eligibility (Form I-20) for provisional or conditional acceptance to a degree program, nor does it issue an I-20 for any certificate programs. The application and other required admission documents must be received by the Office of Admissions on or before the deadline listed below. If applications and other required documents are not received on or before the deadline, the application will be considered at the start of the next semester.

Following are the deadlines, by semester, for international students who require a student (F-1) visa and who plan to attend the Carey Business School.

Deadlines for applications and other required documents:

Fall Semester	May 1
Spring Semester	October 15

Please do not send bank statements or other financial documentation for the I-20 with the initial application materials because they must be current when the I-20 is issued. The International Services office will request the financial documents after the student receives the full acceptance letter.

International applicants who hold visa types other than an F-1 visa and who 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 on student (F-1) visas 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 1-410-516-4234 or carey.info@jhu.edu. Please note that financial aid is not available for international students.

International Credential Evaluation

Applicants who hold degrees from non-U.S. institutions must have their academic records evaluated by an authorized credential evaluation agency (such as those listed that follow) before they can be considered for admission to a degree/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. Please do not send official foreign transcripts. Credential evaluation is 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.

Applicants who have earned credits at a non-U.S. institution without earning a degree should submit an official English translation of the transcript from the institution with their application in lieu of a course-by-course evaluation.

Send materials to:

Johns Hopkins University
Carey Business school
Office of Admissions
6740 Alexander Bell Drive, Suite 110
Columbia, MD 21046-2100

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

The following are authorized agencies:

World Education Service, Inc.
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Telephone: (202) 331-2925
Fax: (212) 739-6100
Email: info@wes.org
Website: www.wes.org

International Consultants of Delaware, Inc.
P.O. Box 8629
Philadelphia, PA 19101-8629
Telephone: (215) 222-8454 ext. 510
Fax: (215) 349-0026
Email: icd@icdel.com
Website: www.icdel.com

World Educational Credential Evaluators
P.O. Box 341468
Tampa, FL 33694-1468
Telephone: (813) 962-6506
Email: wecewellington@erols.com
Website: users.erols.com/wecewellington/

International Student Services

Upon receipt of the acceptance letter from the Carey Business School, the international student who needs to obtain a student (F-1) visa is required to contact the International Services office at carey.intl@jhu.edu or 410-516-9740 to request a certificate of eligibility (Form I-20). The I-20 is not automatically sent with the acceptance letter.

Before an I-20 is issued, the international student is required to send financial documentation and a notarized affidavit of support to:

International Services
Johns Hopkins University
10 North Charles Street
Baltimore, MD 21201

Information on the required amount of funds, types of acceptable financial documentation, and forms may be found online at onestop.jhu.edu/carey/international/obtaining-an-I-20-for-f-1-status/.

After arrival at Johns Hopkins, all new Carey Business F-1 students are required to attend an F-1 student orientation. The date for this will be sent with the I-20. Students will bring passports, I-94 cards, and I-20s to the orientation. Students who do not attend orientation will not be registered in SEVIS (the U.S. Citizenship & Immigration Services' tracking system) as maintaining F-1 status so it is imperative that students attend the F-1 orientation and bring the proper documents.

Before leaving the United States for any reason, the I-20 must be signed by an International Services staff member in order for the student to re-enter the country. It is imperative to schedule an appointment with International Services four weeks prior to your departure date.

In order to maintain F-1 visa status as a student at Johns Hopkins, students must adhere to the regulations set by the U.S. Citizenship and Immigration Services (USCIS). Failure to abide by any of the regulations could result in students being considered out of status by the USCIS. Students on an F-1 visa must pursue a full course of study at the school listed on the currently valid Form I-20 during every academic session or semester except during official school breaks. Full-time status/full course of study is defined at the Carey Business School as enrolled in minimally nine credits each fall and nine credits each spring semester for graduate study and minimally 12 credits each fall and 12 credits each spring semester for undergraduate study. Summer courses are not considered when calculating full-time status. In order to comply with USCIS regulations, a newly enrolled F-1 student can only begin his/her program in the fall or spring semester.

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

Assisting students on F-1 visas is central to the support for international students provided by the International Services office. The office can also assist students who hold other nonimmigrant

visas and direct them to the appropriate resources or government offices. If students are unclear about the type of visa they should obtain, they should visit the USCIS website at www.uscis.gov for additional information, or contact International Services at 410-516-9740 or carey.intl@jhu.edu with any questions.

All current international students on F-1 visas sponsored by the Carey Business School are automatically subscribed to the International Services listserv upon the first semester of enrollment. Regular updates are sent regarding visa-related matters and other items of interest to international students.

CHANGING MAJOR OR DEGREE PROGRAM

Degree- or certificate-seeking students in the Carey Business School who wish to change to another degree or certificate program within the school while still in the application process must submit requests in writing to the Office of Admissions. Students who have already been admitted to a degree or certificate program must submit another formal application and all other required materials (excluding transcripts and fees) to the Office of Admissions.

Students are not automatically admitted to the new programs; their requests must be approved by the appropriate academic program and decisions are communicated directly to students four to six weeks after the request.

Note: Financial aid recipients must notify the financial aid office when changing or adding a degree or certificate program.

ADDING A CERTIFICATE OR DEGREE PROGRAM

Graduate Students

Students who have completed a certificate program and wish to pursue a degree or a second certificate must submit another formal admission application for the new program to the Office of Admissions. See the following note for fee and transcript requirements.

Students who have completed a degree program and wish to pursue another degree or a certificate must submit another formal admission application for the new program to the Office of Admissions.

Note: Students who have earned a degree from the Carey Business School are not required to submit an additional application fee or transcript. Students who have completed a certificate program within the past year are not required to submit an additional application fee with their new application. However, if it has been more than one year since completion of a certificate program, the application fee must be included with the student's application.

Students who are currently enrolled in a degree program at the Carey Business School and wish to add a certificate, must submit requests in writing to the Office of Admissions. Name, Student ID number, current degree program, and the certificate name must be included. No application, application fee, or additional materials are required.

A student who is currently enrolled in a certificate program at the Carey Business School and wishes to add a degree program must submit a formal admission application and all supporting documents for the new program to the Office of Admissions. No application fee or transcripts are required.

INACTIVE/DEACTIVATED CERTIFICATE OR DEGREE APPLICATIONS

If it has been longer than a year since a student was admitted and the student did not enroll at the Carey Business School during that time, the student will be required to submit another application, all supporting documents, and the application fee to:

Johns Hopkins University
Carey Business School
Office of Admissions
6740 Alexander Bell Drive, Suite 110
Columbia, MD 21046-2100

Online web address is app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=JHU-CAREY

ADMISSION TO OTHER SCHOOLS OF THE UNIVERSITY

Carey Business School students who wish to transfer to one of the other schools in the university (such as Engineering, Public Health, or Education) 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 of Hopkins. Admission to the Carey Business School establishes no claim or priority for admission to any other school in the university.

PROVISIONAL ADMISSION

An applicant may be admitted on a provisional basis pending fulfillment of clearly defined conditions that are stated to the applicant in writing. Such conditions may include successful completion of specific courses that relate to the academic area that the applicant wishes to pursue; attainment of specified minimum scores on standardized tests, such as the Graduate Management Admissions Test (GMAT); writing samples; letters of recommendation; and/or a review of the applicant's resume.

A graduate student admitted on a provisional basis may be required to complete up to ten credits to fulfill conditions for full admission. Credits earned under a provisional admission plan may be applied to a certificate or degree program only if permitted by the program to which the applicant seeks admission. To successfully complete a provisional admission plan, the applicant must complete the required courses with grades of B or better. (A grade of B- is not acceptable.) Please note that graduate students must have a cumulative grade point average of at least 3.0 (on a 4.0 scale) to maintain eligibility for financial aid and to receive approval for graduation.

Upon successfully completing the conditions for admission, students must notify their academic adviser. After verification, students are informed in writing that they are fully admitted to the program to which they have applied. Applicants who do not fulfill the conditions specified will not be admitted to degree or certificate programs, nor may they enroll in the Carey Business School and are so informed in writing.

ACADEMIC ADVISING

By consulting with academic advisers throughout their degree or certificate programs, students can ease the registration process, ensure conformity to program curricula and regulations, select course work to best meet professional goals, and stay on track for timely completion of their academic program. Academic advisers are assigned to each student upon admission to an undergraduate or graduate program. Advising may be done in person, by phone, or by email.

When to seek advising:

- Prospective graduate students may speak with advisers prior to submitting applications for degree programs and must do so to set up a program of study prior to acceptance.
- New students are expected to seek advising prior to registering for their first class.
- Non-degree students should consult advisers prior to applying and/or registering, especially to receive approval to enroll in undergraduate or advanced-level graduate courses.

- Matriculated students who have not registered for a course in more than a year should reassess the remaining curriculum requirements for their academic program prior to registering for additional classes.
- To plan courses in their concentration, students should schedule appointments with advisers prior to registering for advanced-level graduate coursework.
- Undergraduate or graduate students on academic probation or suspension are required to meet with an adviser prior to re-registration.
- To register for graduate-level courses (.500-level), undergraduates must obtain an adviser's signature.
- Undergraduates in degree programs must schedule appointments with advisers at the 75- and 105-credit mark in their curriculum and before registering for their capstone project.

REGISTRATION

Students are encouraged to register as early as possible during each registration period because a course 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.

Students may not sit in on a class without being officially registered for that class. Students who fail to complete their registration and sit in on a class may be subject to Student Code of Conduct proceedings.

REGISTRATION ELIGIBILITY

Students may register for courses only as indicated in the following table. Please note that some courses are limited to students matriculated in certain degree programs; see course descriptions for restrictions.

Level of Course	Undergraduate students	Applicants to graduate degree programs and graduate special student	Admitted graduate degree- or certificate-seeking students
.300 - .499	eligible*	eligible***	eligible***
.500 - .599	not eligible**	eligible	eligible
.600 - .699	not eligible	with adviser permission	eligible
.700 - .899	not eligible	not eligible	eligible

* Must have completed at least 60 credits and have a 2.0 CUM-GPA or greater.

** Except matriculated undergraduate students who have at least 60 credits, a 3.0 CUM-GPA or greater, appropriate academic background in the subject area, and adviser's approval.

*** Graduate students are eligible to take .300 to .499-level courses, but they will receive undergraduate credit.

Registration Options

Students may register using one of several convenient methods. Details of registration dates are provided on page 15.

Registration begins several months before each semester. Students may access the ISIS System at <https://isis.jhu.edu>. Students electing to register online should refer to the instructions available at <http://onestop.jhu.edu/careyregistration>. When registering online, via mail, or fax, students may choose to pay then or be electronically billed (refer to the Student Accounts section, page 19, of this handbook for details). Registration materials may also be brought to any campus center or to the Registrar's Office in Columbia.

Registrations are processed as they are received. If a selected course is full, the student is placed in an alternate course if noted on the registration form.

Wait Lists

Student attempting to register for a course that is full (has met its enrollment limit), may be placed on the waitlist by going to <https://isis.jhu.edu>. Students may also contact the Registrar's Office at 410-516-9816 to be placed on a wait list. Students placed on a wait list for any course will be contacted in the order in which they were placed on the list. Please note that students may wait list for only one section of a particular course. Contact will be made only if an opening occurs prior to the first class meeting of the course via the students JHU email address only. Students may not participate in a class unless officially registered for it. Wait listing for a course is not an official registration.

Adding a Course

To add a course, students must submit an official add/drop form. Students may also add courses using the online registration system. The same payment options for registration also apply for adding a course. (Johns Hopkins employees must submit a tuition remission application for each added course.)

Students who have already registered may add new courses, provided that the course(s) has not met for the first time and is not already closed. Students also may add alternate format courses (e.g., mini-courses or those that meet for one or two weeks) anytime before the first class meeting, provided the course is not closed. Students may not add courses after the first class meeting.

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 first two weeks of the semester or the second class meeting, a student who wishes to drop an eight or 15-session course and add an alternate format course may apply the appropriate refund from the dropped course to the tuition of the added course.

Auditing Courses

Students who register as auditors pay full course tuition. Regular attendance is expected, and the course is recorded on the student's transcript. Auditors are not required to complete quizzes, examinations, and other assigned work and do not receive academic credit for the course. Audited courses do not count toward the credits required for financial aid eligibility. Not all courses are open to auditors. Potential auditors should verify in advance that a course is available for auditing.

Students enrolled for credit who wish to change to auditor status must submit official add/drop forms (dropping the class for credit and adding the same class for audit) before the appropriate deadline each term, as noted in the withdrawal/audit policy chart on page 15. For the last day to change to auditor status for alternate format classes, consult the withdrawal/audit calendar, or call 1-800-GO-TO-JHU (1-800-468-6548).

Dropping or Withdrawing from a Course

Dropping Courses

Students may drop a course without financial penalty up to the date of the first class by going to <https://isis.jhu.edu>. Once classes begin, 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). Financial aid recipients will have their aid award adjusted according to credits registered. Students dropping to less than half-time status will have their aid canceled and will be responsible for any debit balance created. The facsimile add/drop form may be used.

Withdrawing from Courses

To withdraw from a course, students must submit official add/drop forms. Students may not withdraw from courses using the online registration system. Notice to the instructor of intent to withdraw is not sufficient, nor are telephone

REGISTRATION START AND END DATES	
Registration Dates For Academic Year 2009–2010	
Semester	Begin and End Dates
Summer Registration	April 1 - May 31, 2009
Summer Session I	June 1 - July 11, 2009
Summer Session II	July 13 - August 22, 2009
Fall/January Intersession Registration	July 6 - August 25, 2009
Fall Start and End Dates	August 26 - December 14, 2009
Spring Registration	November 2, 2009 - January 24, 2010
Spring Start and End Dates	January 25 - May 8, 2010
<i>Note: Students may register late for any course provided that it has not had its first meeting and the course is not already full.</i>	

WITHDRAWAL/AUDIT* POLICY				
Transcript Notation	January intersession	Courses that meet 8 class sessions	Courses that meet 10–14 class sessions	Courses that meet 15 or more class sessions
No notation if course is dropped	prior to the 3rd class meeting	prior to the 2nd class meeting	prior to the 3rd class meeting	prior to the 4th class meeting
No notation if course is dropped	from the 3rd to the 5th class meeting	from the 2nd to the 3rd	from the 3rd to the 6th class meeting	from the 4th to the 8th class meeting
May not withdraw or change to audit	once the 6th class begins	once the 4th class begins	once the 7th class begins	once the 9th class begins

withdrawals accepted. The last dates to withdraw without academic penalty (without receiving the grade of F) are listed in the withdrawal/audit calendar of this handbook. Call 1-800-GO-TO-JHU for the last date to withdraw or change to auditor status for other alternate format courses.

Students who withdraw after the dates listed on page 15 or stop attending class at any time without properly submitting an official add/drop form receive an F (Failure) grade for the course. Tuition refunds are calculated from the date of receipt of the add/drop form in the Registrar's Office. Please note that the registration fee is non-refundable. Financial aid recipients will have their aid award adjusted according to credits registered. International students on an F-1 visa are advised to contact International Services at 410-516-9740 before withdrawing or dropping a course.

Course Load

A student who is employed full time is encouraged to take only one or two courses each semester, and must consult an adviser before registering for three or more courses. Courses numbered .500 and above require an average of three hours of outside preparation for each class hour. Full-time graduate students are those who enroll for

nine or more credits each semester. Part-time graduate students are those who enroll for less than nine credits each semester.

Interdivisional Registration

During the fall and spring terms, degree-seeking students at the Carey Business School may register for courses in another school at Johns Hopkins by submitting an interdivisional registration form, with all appropriate approval signatures from the host school and the Carey Business School, along with the regular registration form. Students pay the per-credit rate of the school offering the course. Special students are not permitted to register interdivisionally.

Conversely, students from other divisions (except the Schools of Arts and Sciences and Engineering) of the university may take courses offered by the Carey Business School by completing the interdivisional registration form, including all appropriate signatures from their home school and from the Carey Business School, and submitting it to their own registrar for processing. Students in full-time Arts and Sciences and Engineering programs should use the Supplemental Registration Form, available from the Homewood Registrar's Office, which requires

permission of their academic adviser and the appropriate school program director or adviser. This form needs to be submitted to their own school's registrar. Note that Carey Business School students have priority in registering for Carey Business School courses. All Interdivisional students must abide by these policies, procedures, and deadlines. All published prerequisites for the course must be met prior to enrollment. During the summer session, students do not follow the interdivisional registration procedures noted above. Students from other Johns Hopkins divisions who want to enroll in Carey Business School summer courses should follow the registration procedures outlined in the Registration section. For more information, contact the Registrar's Office at 410-516-9816.

Refunds

Students who officially withdraw during an academic term will receive tuition refunds based on the refund schedule. 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. Refunds are not applicable to registration and other non-tuition fees and are not granted to students suspended or dismissed for disciplinary reasons.

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, a copy of which can be obtained at the Registrar's Office. 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 will receive a bill from the school for the balance due.

If a course is canceled by the school, the tuition is refunded in full, and the registration fee is refunded if that course was the only course for which the student registered. All refunds will be approved in the Registrar's Office in accordance with the refund schedule. A refund may take four to six weeks to process. Students will receive refunds according to the method of payment.

Immunization Law for New and Continuing Students under the age of 26

According to Washington, DC, Immunization Law 3-20, students under the age of 26 who attend classes in Washington, DC, must get vaccinations for Measles, Mumps, Rubella (MMR)

REFUND SCHEDULE FOR ACADEMIC YEAR 2009–2010

Note: Registration fees are nonrefundable

Refund	January Intersession	Courses that meet 8 class sessions	Courses that meet 10-14 class sessions	Courses that meet 15 or more class sessions
100%	From the day of registration prior to the beginning of the first class meeting			
80%	from the 1st class meeting and prior to the beginning of the 2nd class	not applicable	from the 1st class meeting and prior to the 2nd class meeting	from the 1st class meeting and prior to the 3rd class meeting
70%	from the 2nd class meeting and prior to the 3rd class meeting	from the 1st class meeting and prior to the 2nd class meeting	from the 2nd class meeting and prior to the 3rd class meeting	from the 3rd class meeting and prior to the 4th class meeting
50%	from the 3rd class meeting and prior to the 5th class meeting	from the 2nd class meeting and prior to the 3rd class meeting	from the 3rd class meeting and prior to the 5th class meeting	from the 4th class meeting and prior to the 7th class meeting
0%	once the 5th class begins there is no refund	once the 3rd class begins there is no refund	once the 5th class begins there is no refund	once the 7th class begins there is no refund
Exceptions to the refund policy:	Students may receive an exception to the refund policy for extraordinary circumstances beyond their control, provided that the request is made during the same semester in which the course is taken and that the circumstances can be documented. Maximum refunds under such circumstances will be equal to one refund level higher than the student received. Students who experience severe medical problems, a death in their immediate family, or are called into active duty may receive a 100 percent refund. All petitions including supporting documentation should be submitted in writing to: Registrar, Carey Business School, Johns Hopkins University, 6740 Alexander Bell Drive, Suite 150, Columbia, MD 21046.			

and Tetanus/Diphtheria. Students will need to submit proof of immunizations once registered for classes at the Washington DC Center. A Registration Hold will be placed on accounts if completed immunization forms are not submitted by the registration period for a students sec-

ond semester at the university. Download the immunization form at onestop.jhu.edu/carey/media/files/immunization.pdf. Completed immunization forms can be faxed to the Registrar's Office at 410-516-9738.

TUITION AND FEES

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

Students who have just begun the aid application process may not check "financial aid" in lieu of payment at the time of registration. Students wishing to receive financial aid must pay for courses at the time of registration if they have not completed all required documentation.

Tuition for each course (including laboratory or computer fees) is included in the course listings.

AY 2009–2010 Course Fees*

Graduate Business Programs

\$890 per credit for graduate-level courses (all campuses)

Undergraduate Programs

\$700 per credit for .100- to .400-level courses at all locations

** For fees related to graduate certificates, cohort programs, and specific courses, refer to program descriptions and course schedule.*

Registration Fee

A \$60 nonrefundable fee per semester is required for registration. The registration fee is not covered by the Johns Hopkins University employee tuition remission plan.

Late Registration Fee

Students registering for the first time during a given term on or after the day of the first class meeting will be charged the \$100 late fee in addition to the registration fee of \$60.

Late Payment Fee

A late payment fee of \$100 will be assessed if payment for tuition and fees is not received by the specified due date listed on the monthly electronic bills.

Returned Check Fee

A \$35 returned check fee will be assessed on all paper and electronic Automated Clearing House (ACH) check payments that are returned by the bank.

Payment Plan Collection Fee

Students who are terminated from the Monthly Payment Plan will be charged a \$50 termination fee by Johns Hopkins University.

Laboratory Fees

Laboratory fees are included in tuition fees in certain courses (noted in the online course schedule listing).

Graduation Fees

A fee of \$150 for all undergraduate and graduate degree candidates and \$75 for all certificate candidates is required. The fee must be submitted with the Application for Graduation.

The application must be submitted by the appropriate deadline. The deadline to submit the application and fee for the summer term is May 29, August 28 for fall term, and January 4 for spring term. (Any application submitted after that date may be assessed a late processing fee of \$40 in addition to the regular graduation fee.)

STUDENT ACCOUNTS

Questions Concerning Your Student Account

For general inquiries about student accounts, specifically receipt of payments, refunds, online tuition payments, financial holds, 1098T, collections, company billing, etc., call 1-800-GO-TO-JHU (1-800-468-6548), fax 410-516-9721, or email carey.studentaccounts@jhu.edu

Payment Options

To pay for tuition and associated fees, students can use one of the following payment options:

- Pay online with an electronic check or credit card.
- Pay with a check by mail.
- Pay with cash, check or credit card at one of the campus locations.
- Enroll in the monthly payment plan.
- Pay with an employer contract.
- Take advantage of Johns Hopkins University tuition remission if you are a university employee (Johns Hopkins University tuition remission covers tuition costs only).
- Pay via electronic billing.

Students with approved financial aid should elect to be electronically billed for any charges not covered by their award. See Schedule A for billing periods and payment due dates. A late payment fee of \$100 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. Schedule A and Schedule B can be found online at onestop.jhu.edu/carey/payment.

Students with outstanding balances will be prohibited from registering and receiving services for future courses until the balance is paid in full. Payments from students seeking to register may be kept and applied against prior obligations to the university. Delinquent accounts turned over to our collection agency will be assessed an additional 25 percent of the outstanding debt.

Pay Your Account Online

The fastest way to have your tuition payment credited to your JHU student account is to pay via ISIS Self Service. Payments can be made in Self Service by using your credit card (Visa, MasterCard, Discover or American Express) or an electronic check. You must log into ISIS Self Service using your Johns Hopkins Enterprise

Directory (JHED) Logon ID (LID) and password. Learn more about JHED.

To make payments online or view your student account, go to <https://isis.jhu.edu/sswf/>.

If you submit a paper or electronic ACH check that is returned by the bank, you will be charged a \$35 returned check fee, placed on financial hold, and may be removed from courses for which you are currently registered. Grades may be withheld, and you will be prevented from registering for future courses until payment is secured.

Pay With A Check By Mail

Checks for tuition and fees should be made payable to Johns Hopkins University and include your Hopkins ID number. Payments can be mailed to the lock box address at:

Johns Hopkins University
Office of Student Accounts
P.O. Box 64572
Baltimore, MD 21264-4572

Paying by check authorizes the school to electronically debit your account. Once the transaction has been completed, the actual check will be destroyed, and checks will not be returned.

If you submit a paper or electronic ACH check that is returned by the bank, you will be charged a \$35 returned check fee, placed on financial hold, and may be removed from courses for which you are currently registered. Grades may be withheld, and you will be prevented from registering for future courses until payment is secured. Payments from students seeking to register may be kept and applied against prior obligations to the university.

Pay In Person

Pay with cash, credit card, or check at these locations:

- Columbia Center (6740 Alexander Bell Drive, Columbia, MD, 21046); first floor, information desk
- Montgomery County Campus (9601 Medical Center Drive, Rockville, MD 20850); Go to the main reception desk in the center building for directions.
- Washington DC Center (1625 Massachusetts Avenue, NW, Washington, DC 20036); front desk
- Downtown Baltimore Center (10 North Charles Street, Baltimore, MD 21201)

You may submit all forms of payment at any school location. The university accepts four major cards: MasterCard, Visa, Discover, or American Express. Credit card payments are not processed immediately. When you pay with a credit card, a staff member will verify that the credit card information on the payment form is complete and forward payment to the Student Accounts Office in Columbia to be processed at a later date.

If you submit a credit card that is declined, you will be placed on financial hold and may be removed from courses for which you are currently registered. Payments from students seeking to register may be kept and applied against prior obligations to the university. Grades may be withheld, and you will be prevented from registering for future courses until payment is received.

Monthly Payment Plan

You have the option of deferring your tuition payment by enrolling in the monthly payment plan each semester. To enroll:

- Contact Tuition Management Systems (TMS) by phone at 1-800-722-4867 or visit their website at www.afford.com/jhucbed.

- Identify yourself as a Johns Hopkins University Carey Business School student when contacting Tuition Management Systems (TMS).
- Know your Hopkins ID before calling. This can be found on the ISIS Self Service home page.
- Know the amount of tuition and fees to be budgeted with the monthly payment plan (January courses should be included in the Fall payment plan).

Please be aware of the following:

- Payment plans are semester-specific and cannot be used to pay past due balances from previous semesters.
- Book charges are excluded from the payment plan.
- A nominal enrollment fee of \$45 is payable each semester.
- See Schedule B for open enrollment and payment due dates for the current payment plan.

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

Schedule A: Billing Cycles – March 2009 through May 2010		
Charges and Payments Applied to Your Student Account Between the Following Dates	Appear on Your Electronic Bill Presented Online	Statement Due Date
March 12, 2009 – April 8, 2009	April 9, 2009	April 16, 2009
April 9, 2009 – May 13, 2009	May 14, 2009	May 21, 2009
May 14, 2009 – June 10, 2009	June 11, 2009	June 18, 2009
June 11, 2009 – July 8, 2009	July 9, 2009	July 16, 2009
July 9, 2009 - August 12, 2009	August 13, 2009	August 21, 2009
August 13, 2009 - September 9, 2009	September 10, 2009	September 18, 2009
September 10, 2009 - October 7, 2009	October 8, 2009	October 18, 2009
October 8, 2009 - November 11, 2009	November 12, 2009	November 20, 2009
November 12, 2009 - December 9, 2009	December 10, 2009	December 18, 2009
December 10, 2009 - January 13, 2010	January 14, 2010	January 22, 2010
January 14, 2010 - February 10, 2010	February 11, 2010	February 19, 2010
February 11, 2010 - March 10, 2010	March 11, 2010	March 19, 2010
March 11, 2010 - April 7, 2010	April 8, 2010	April 16, 2010
April 8, 2010 - May 12, 2010	May 13, 2010	May 21, 2010

Schedule B: AY 09/10 Payment Plan

Semester	Payment Plan Enrollment Start Date	Payment Plan Enrollment End Date	First Payment Due	Payment Plan Options
Summer 2009	April 1, 2009	June 1, 2009	June 1, 2009	Two installments due the 1st of each month. First payment due June 1; remaining balance due on July 1.
Fall 2009 and Intersession 2010	July 6, 2009	Sept. 1, 2009	Sept 1, 2009	Four installments due the 1st of each month. First payment due Sept.1; remaining balance due on the 1st of Oct., Nov., and Dec.
Spring 2010	Nov. 2, 2009	Feb. 1, 2010	Feb. 1, 2010	Four installments due the 1st of each month. First payment due Feb.1; remaining balance due on the 1st of March, April, and May.

Students should visit the "pay bills" page on the **Onestop** website for contact information on enrolling in the plan.

In addition, if you are no longer eligible to participate in the monthly payment plan, a \$50 termination fee will be charged to your student account by the Carey Business School.

Employer Contract

If your employer will pay for all or part of your tuition, please note the following:

- You must submit a purchase order or contract from your employer authorizing the school to bill them directly for tuition and any associated fees.
- If the contract does not cover the entire cost of tuition and fees, you are required to pay the remaining balance.
- You can choose to receive an electronic bill or enroll in the monthly payment plan to cover any additional costs for tuition and associated fees.
- A faxed copy of your employer contract is acceptable. Fax to (410) 516-9721.
- If your employer pays you directly for tuition expenses, you are required to pay tuition and fees directly to the Carey Business School and seek reimbursement from your employer. (You may enroll in the monthly payment plan or choose to be electronically billed.)

Johns Hopkins Remission

If you are a Johns Hopkins University employee participating in the tuition remission benefit plan, please note the following:

- Tuition remission covers tuition costs **ONLY**. Fees are not covered.
- A completed tuition remission application for each course must be submitted to the Office of Student Accounts.

- The application(s) can be faxed to 410-516-9721 or mailed to:

Johns Hopkins University
Office of Student Accounts
6740 Alexander Bell Drive, Suite 110
Columbia, MD 21046

- If the remission does not cover the entire cost of tuition, you are required to pay the remaining balance at the time of registration.
- You can select the monthly payment plan to pay for tuition not covered by the tuition remission benefit or choose to be electronically billed.

If you have additional questions about tuition remission, read the Payment FAQs, found online at onestop.jhu.edu/carey/payment, contact Student Accounts at 1-800-468-6548, or send an email to the Office of Student Accounts at carey.studentaccounts@jhu.edu.

Electronic Billing

You are required to have a current Johns Hopkins University email address and a valid Johns Hopkins Enterprise Directory (JHED) Logon ID (LID) and password. (To locate your JHED LID, read the instructions at onestop.jhu.edu/carey/student-services/email.)

Notification of outstanding tuition balances will be sent electronically to your Johns Hopkins University email account. Billing statements are emailed the second Wednesday of each month if activity has occurred since the last billing cycle. Students are required to make payment upon notification of this bill. Balances not paid by the due date will be assessed a \$100 late payment fee. Paper statements are no longer mailed to students.

Students can update their email addresses by calling 1-800-GO-TO-JHU or sending an email to carey.registration@jhu.edu

For our current billing periods and due dates, see Schedule A online at onestop.jhu.edu/carey/payment.

For students wishing to view and/or pay their student account or monthly bill online visit isis.jhu.edu/sswf/.

FINANCIAL AID

The Carey Business School offers financial support that includes federal grants and low-interest loans, state and school-based scholarships and grants, and awards. 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, advance by 12 credits each year, complete all courses for which aid was awarded, and maintain a 3.0 GPA (graduate students) or a 2.0 GPA (undergraduate students). Financial aid is available only for courses that are required of the 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 availability. Only those certificate programs that are 15 credits or longer are eligible for financial aid.

Important Financial Aid Dates

June 1	Financial aid priority filing date for fall 2009 semester Application deadline for Maryland State Workforce Shortage Student Assistance Grants Deadline for 2009–2010 Dean's Undergraduate Scholarships
July 1	Application deadline for 2009–2010 Carey Business School scholarships
Nov. 1	Financial aid priority filing date for spring 2010 semester
March 1	Application deadline for 2010–2011 Maryland State scholarship
April 1	Financial aid priority-filing date for 2010–2011

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; never been convicted of an offense involving possession or sale of illegal drugs; and be admitted prior to the first day of classes for the semester in which they receive aid. Students admitted in midterm will become eligible for aid for the next semester.

Also available are alternative private educational loans that can be used by students who are enrolled less than half time, who have not yet applied for admission, who have been conditionally or provisionally admitted, and to non-citizens enrolled at least half-time as well. International students are encouraged to investigate the possibility of aid through their government or outside agencies before applying for these loans, which require a citizen co-signer. 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. These loans may not exceed tuition charges for the specific required credits, registration or course fees, and a book allowance less any direct tuition payments. No funds will be available for repeated courses.

The academic year consists of the summer, fall, and spring semesters. 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. Academic progress is reviewed each year after the spring semester.

Loss of aid eligibility due to non-compliance with satisfactory academic progress policy may be appealed in writing to the Financial Aid Office, including presentation of evidence substantiating the reason for failing to achieve academic progress.

Federal regulations identify the special circumstances that can be taken into consideration in an appeal. The appeal statement will identify what measures the student has taken, or will take, to rectify the situation. The student will be notified of the decision in writing. All decisions are final.

Satisfactory academic progress may be re-established if the student subsequently completes one semester or more (at least half-time in a term) and achieves the required cumulative grade point average. Full details may be found in the brochure "Satisfactory Academic Progress Requirements for Financial Aid Recipients," available at www.onestop.jhu.edu/carey/financial.

Students must demonstrate financial need as calculated by federal methodology to be considered eligible for all need-based aid, including government subsidized direct loans. For purposes of federal loan eligibility, undergraduates must have completed at least 30 credits to qualify for a sophomore-level loan, and at least 60 credits to qualify for upperclassman loan limits.

Unsubsidized direct loans, which are not need-based, are available to students who are ineligible or only partially eligible for the subsidized version.

Deferment of student loan repayment is available for students enrolled at least half-time (6 credits each semester for undergraduates; 4.5 credits for graduate students). The Office of the Registrar certifies loan deferment forms. Students who only need one course to graduate and will enroll less than half-time will go into their grace period as of the date they ceased attending half-time. Deferment is also available for several other reasons, such as for service as a volunteer under the Peace Corps Act or the Domestic Volunteer Service Act of 1973. To receive a paper copy of deferment terms, contact the Financial Aid Office at 410-516-9808.

To be considered for financial aid, a student must file the Free Application for Federal Student Aid (FAFSA) using the official code of E00475 and complete the Application for Financial Aid. Both forms are available online at www.onestop.jhu.edu/carey/financial. Students must reapply for aid each year by completing the next academic year's Application for Financial Aid and filing a Renewal FAFSA.

Students selected for verification will also have to provide signed copies of their most recent federal tax returns and those of parents or spouses, where applicable, including all schedules filed and W-2 forms. School-based scholarship

applicants also must complete the School-based Scholarship Application and write an essay. Students must be fully admitted prior to the first day of classes for the semester in which they receive aid. Students admitted in midterm will become eligible for aid for the next semester.

Gift aid (scholarships and grants) is 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. Students whose aid award exceeds 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. When aid from all sources exceeds the tuition and fees charged by the school, the student may request a refund of any credit balance remaining after aid has been disbursed by calling the Student Accounts Office at 410-516-9722.

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.

In compliance with the Higher Education Amendments of 1998, students receiving Title IV aid who drop below half-time status or withdraw completely will 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. Since such changes in academic status will 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.

Financial Aid Office
Carey Business School
Johns Hopkins University
6740 Alexander Bell Drive, Suite 110
Columbia, MD 21046
410-516-9808
onestop.finaid@jhu.edu

Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

SCHOLARSHIPS, GRANTS, AND AWARDS

Residents of Maryland can be considered for assistance for the next academic year. Most programs require the submission of the FAFSA to the federal processor by March 1 of each year. Workforce Shortage Student Assistance Grants have a June deadline but those who file a FAFSA by March 1 will receive priority based on need. Legislative Scholarships are available to full or part-time students through their Maryland delegates and senators. For more information regarding Maryland State aid and scholarship applications, contact the State Office of Student Financial Assistance at 410-260-4565 or 1-800-974-1024 or visit the Maryland Higher Education Commission (MHEC) website at www.mhec.state.md.us.

A limited number of school-based partial tuition scholarships are available each year. Selection is based primarily on financial need, but scholastic merit is also considered. Carey Business School scholarship applications are available online at www.onestop.jhu.edu/financial from February 1 through June 30. Applications must be completed by the July 1 deadline (June 1 for the Dean's Undergraduate Scholarship). Since need is a factor in the selection process, applicants should file the FAFSA so that results are received prior to June 30. As one application provides consideration for all available funds, it is not necessary for students to apply for specific scholarships. All scholarship award decisions are final, authority resting with the scholarship committee of the Carey Business School.

Students are encouraged to contact other scholarship sources, such as cultural groups and professional organizations.

The following websites provide additional information on financial aid sources:

- Financial Aid Information page (www.finaid.org)
- U.S. Department of Education home page (www.studentaid.ed.gov)
- Student Internet Gateway to the U.S. Government (www.students.gov)

TAX LAW BENEFITS

There are several tax benefits that provide help for those financing the costs of higher education

as listed below. Many have income level caps and there are restrictions on taking advantage of more than one deduction and/or education credit at the same time. Please consult a tax adviser for full information and/or visit the IRS website at www.irs.gov:

- Employer-paid tuition assistance for undergraduate and graduate course work is tax-free up to \$5,250.
- Interest paid on student loans is deductible up to \$2,500 regardless of the age of the loan.
- A Hope Tax Credit—up to \$1,800 credit is available for the first \$2,400 of qualifying educational expenses paid for first- and second-year undergraduate students pursuing degrees or recognized education credentials.
- A Lifetime Learning Credit—up to \$2,000 credit is available for qualifying educational expenses, limited to 20 percent of tuition and required fees paid for any year of postsecondary education. This includes courses taken to acquire or improve job skills, even if the courses are not part of a degree program.
- Students not qualifying for the Hope or Lifetime Learning Credits may be able to deduct up to \$4,000 of qualified tuition and fees paid for by the student, a spouse, or dependents if modified adjusted gross income is not more than \$80,000 if single or \$160,000 if married filing jointly (2008 income cutoff; 2009 limits may differ).

EMPLOYMENT-BASED TUITION BENEFITS

Employment-based tuition benefit programs represent an alternate source of assistance to Carey Business School students. Employers and labor unions often provide educational benefits for their employees as part of a larger benefits package. The assistance may take the form of a contract between the employer and the university or a full or partial tuition reimbursement plan between the employer and the employee. Note that students who participate in employer tuition reimbursement programs should plan to pay all tuition and fees at the time of registration and follow their employer's procedures for requesting reimbursements. Students should contact their employer's human resources office to discuss the availability of tuition assistance. Information on billing or contract procedures may be obtained

from the Student Accounts office at 410-516-9722. Employees receiving tuition assistance may be responsible for taxes on the value of the tuition assistance received and should check with employers for more details.

Johns Hopkins University provides a tuition remission program for full-time employees. For information, contact Training and Education at 443-997-6800.

SCHOOL-WIDE AWARDS

BGE Scholarship

Established in 1998 with a generous gift from the Baltimore Gas and Electric Company, this fund supports students of the Johns Hopkins Carey Business School.

Bloomberg Scholars Program

An alumnus of the Johns Hopkins Whiting School of Engineering and former chairman of the Johns Hopkins University Board of Trustees, the Honorable Michael Bloomberg, mayor of New York City, established the Bloomberg Scholars Program in 1995 to provide full scholarships to students with outstanding academic ability and potential.

Carey Business School Alumni Scholarship

Established in 1986 by the Johns Hopkins Carey Business School with gifts from the annual fund, this scholarship provides support for students with demonstrated financial need.

Carey Business School Grant

Established in 2009, this need-based two-year grant program supports a portion of tuition for continuing students in the Johns Hopkins Carey Business School.

Charles T. and G. Audrey Carter Jr. Scholarship

Established in 1998 by G. Audrey Carter and business alumnus Charles T. Carter, '81, this scholarship supports students of the Johns Hopkins Carey Business School.

Howard E. Cooper Jr. Memorial Scholarship

Mary Cooper Evans established this fund in 1985 in honor of Dr. Howard E. Cooper Jr., professor emeritus and former associate dean of McCoy College, who taught at Johns Hopkins from 1928 until his retirement in 1964. This fund supports students majoring in business.

Dean's Alumni Advisory Board Scholarship

Established in 2009 by the members of the Johns Hopkins Carey Business School's Dean's Alumni

Advisory Board, this scholarship is awarded to an outstanding graduate student in business.

William C. Dulin Scholarship

This scholarship was established in 1987 to honor Dr. William Carter Dulin, former professor of management at the Johns Hopkins Carey Business School. Dr. Dulin was a member of the task force charged with developing the School's first graduate business degree program applicable to the private, public, and nonprofit sectors. This scholarship supports outstanding students studying business management.

Dr. Frederic H. Glade Jr. Scholarship

The Dr. Frederic H. Glade Jr. Scholarship was established by family in 1991 to honor Dr. Glade, who directed the School's former Division of Business and Management from 1969 to 1979.

James G. Green Memorial Scholarship

The James G. Green Memorial Scholarship was established in 2004 by the Green Contracting Company as well as family and friends in honor of the late James G. Green. This fund supports students in the Johns Hopkins Carey Business School who are employed full time.

The Hodson Trust Star Scholarship

Established in 2007 by the Hodson Trust to recognize the service of veterans of the Iraq and Afghanistan conflicts, the scholarship provides financial assistance to eligible Maryland residents who have been deployed in Iraq or Afghanistan after September 11, 2001.

Linda C. Mistler Scholarship

This fund was established in 1998 by Linda C. Mistler, '88, to support students at the Johns Hopkins Carey Business School.

Helen M. and E. Magruder Passano Jr. Scholarship

This scholarship was established in 1997 by Baltimore civic leaders and Johns Hopkins alumni, Helen M. Passano, '78 and E. Magruder "Mac" Passano, '67, '69, to provide support to

students in the Johns Hopkins Carey Business School.

John B. Schneeman Jr. Scholarship

Established in 1986 by the estate of John B. Schneeman, this scholarship provides assistance to students at the Johns Hopkins Carey Business School.

E. William Scriba Scholarship

The E. William Scriba Scholarship was established in 1995 by Elinor and Bill Scriba, '57. This fund provides support for students at the Johns Hopkins Carey Business School.

William H. Thomson Scholarship

This scholarship was established by Dorothy S. Thomson in memory of her husband, William H. Thomson. This fund provides support to outstanding students.

Undergraduate

Carey Alliance Program for Excellence (CAPE) Scholarship Fund

Established in 2009, the fund provides financial assistance to undergraduate students accepted into the CAPE program, and for new and continuing CAPE students who have demonstrated financial need and have fully transferred to the Johns Hopkins Carey Business School.

Dean's Undergraduate Scholarship Fund

Established in 2009, the fund offers undergraduate tuition scholarships to Phi Theta Kappa community college graduates with demonstrated financial need. New and continuing students who demonstrate outstanding commitment to the Phi Theta Kappa hallmarks of leadership, services, scholarship, and fellowship may apply for these competitive awards.

Isaac and Fannie Fox Scholarship

The Isaac and Fannie Fox Scholarship was established in 1998 by Lillian Bernice Fox, '61 in memory of her parents. This fund supports undergraduate students at the Johns Hopkins Carey Business School.

Lillian Bernice Fox Scholarship

Established in 1997 by Lillian Bernice Fox, '61, this fund supports undergraduate students at the Johns Hopkins Carey Business School.

Janice K. and Charles S. Friedman and Gertrude and Edmund Kahn Scholarship

Providing support for undergraduate students, this fund was established by the late Janice K.

Friedman, '37, in memory of her husband, Charles S. Friedman, and her parents, Gertrude and Edmund Kahn.

Joseph and Norbert Grunwald Scholarship

The Joseph and Norbert Grunwald Scholarship was established in 1997 by Norbert Grunwald, '49, retired director of the Gruntal Financial Corporation, in memory of his brother Dr. Joseph Grunwald, '43. Until his death in 1997, Dr. Joseph Grunwald served for many years at the Brookings Institution and as president of the Institute of the Americas. This fund supports undergraduate students at the Johns Hopkins Carey Business School.

Real Estate Program

AFIRE Scholarship

The Association of Foreign Investors in Real Estate established this fund in 2004 to support students in the Edward St. John Real Estate Program and promote the study of international real estate.

Allan L. Berman Real Estate Institute Class of 1993 Scholarship

This scholarship was established in 1998 by members of the Allan L. Berman Real Estate Institute (now the Edward St. John Real Estate Program) class of 1993 for students in the Edward St. John Real Estate Program.

Benjamin Edward Carroll Memorial Scholarship

Established in 2004 by Priscilla Carroll in honor of her father, the late Benjamin Edward Carroll, this fund supports an outstanding student in the Edward St. John Real Estate Program.

Cochran, Stephenson & Donkervoet Scholarship

Established in 2000 by the Cochran, Stephenson & Donkervoet Inc. architectural firm, this fund supports students pursuing the Master of Science in Real Estate in the Edward St. John Real Estate Program, to encourage study in the senior housing field.

Aaron and Fannye Cohen Scholarship

David Cohen, former chairman of the Real Estate Advisory Board, and his wife Susan established the Aaron and Fannye Cohen Scholarship in 2000 in honor of their parents. This fund supports students in the Edward St. John Real Estate Program.

Paul Lee Cordish Scholarship

John P. Kyle, former chairman of the School's Real Estate Advisory Board, established this scholarship in 1998 in honor of his mentor and Johns Hopkins graduate, Paul Lee Cordish. The fund supports a student in the Edward St. John Real Estate Program.

CoreNet Global Mid-Atlantic Chapter Scholarship

This fund was established in 1998 by NACORE, the International Association of Corporate Real Estate Executives, to support students in the Edward St. John Real Estate Program.

CREW – Baltimore and CREW – Suburban Maryland Scholarships

This scholarship was established in 2001 by Commercial Real Estate Women Inc. (CREW), a professional organization for women active in commercial real estate. This fund supports students who live or work in Baltimore or Suburban Maryland and are pursuing a Master of Science in Real Estate who exemplify CREW's mission to encourage the advancement of women in the profession.

Edward St. John Real Estate Roundtable Scholarship

Established in 1997 by the Real Estate Roundtable, the alumni chapter of the Edward St. John Real Estate Program, this fund supports students in the Master of Science in Real Estate program.

M. Shawn Krantz and Joseph D. Shaw Scholarship

Established in 2004 by M. Shawn Krantz and Joseph D. Shaw, this fund supports a student in the Edward St. John Real Estate Program who has excelled in the study of the field of income-producing real estate finance and/or real estate investments.

Maryland Chapter of the Appraisal Institute Scholarship

The Maryland Chapter of the Appraisal Institute established this fund in 2004 to support students in the Edward St. John Real Estate Program and promote the study of valuation in Real Estate.

Opus Scholarship for the Advanced Study of Real Estate

This scholarship was established in 2004 by Opus East LLP and received additional support from the Opus Foundation. This fund supports students studying real estate development in the Edward St. John Real Estate Program.

Claudia F. Pleasants Scholarship

Established in 1997 by Claudia F. Pleasants, '95, this fund provides support for an outstanding student in the Edward St. John Real Estate Program.

Willard G. Rouse III Scholarship

The Willard G. Rouse III Scholarship was established in 2004 by Clayton Emory, past chair of the School's Real Estate Advisory Board, in honor of the late Mr. Willard G. Rouse III, a Baltimore native and visionary real estate developer. This fund supports an outstanding student in the Edward St. John Real Estate Program.

G. Edward Todd Scholarship

This scholarship was established in 1998 by James W. Todd in honor of his father, G. Edward Todd, '33. This fund supports an outstanding student in the Edward St. John Real Estate Program.

Leadership Development Program

Alma D. Hunt/VCM Scholarship

The Alma D. Hunt/VCM Scholarship was established in 1999 by an anonymous donor in honor of Alma D. Hunt, a woman whose humble life and generous spirit were underscored by her compassionate concern to put others first. The scholarship provides tuition assistance to students enrolled in the Leadership Development Program.

Leadership Development Program Scholarship

The Leadership Development Program Scholarship was established by alumni in 1993 in memory of fellow classmate John T. "Bo" Berry. This scholarship provides assistance to graduate students in the Leadership Development Program.

VETERANS ASSISTANCE

Johns Hopkins is approved by the Maryland Higher Education Commission for training veterans and the widows and children of deceased veterans 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 http://vabenefits.vba.va.gov/vonapp/about_vonapp.asp or from the Office of the Registrar, Carey Business School, 6740 Alexander Bell Drive, Suite 110, Columbia, Maryland 21046; 410-516-9816.

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 on a monthly basis. The amount of reimbursement is determined by the veteran's course load and the number of dependents and is based on the following:

- Full time: 12 credits per term-undergraduate; 9 credits per term-graduate.
- Three-quarter time: 9 to 11 credits per term-undergraduate; 7 to 8 credits per term-graduate.
- Half time: 6 to 8 credits per term-undergraduate; 5 to 6 credits per term-graduate.
- Quarter time: 1 to 5 credits per term-undergraduate; 1 to 4 credits per term-graduate.

Note: This time scale applies only to regular, semester-long courses; i.e., courses meeting regularly for the entire length of the semester. Any course that meets for a compressed period, for example, January intersession, is required by the Department of Veterans Affairs to be certified separately and generally have a different time status assigned that could affect benefits. Contact the VA Certification Officer in the Office of the Registrar at 410-516-9816 with any questions about these types of courses.

To obtain reimbursement, a veteran must comply with the following procedures:

Initial Enrollment

1. The veteran must first apply and be admitted to one of the schools of the university.
2. He or she then obtains an Application for Program of Education of Training (VA Form 22-1990) from the Department of Veterans Affairs. Forms are available at http://vabenefits.vba.va.gov/vonapp/about_vonapp.asp.

VONAPP stands for Veterans On Line Application. Once logged in you will find links to various veterans forms required to apply for Veterans Benefits.

3. After completing the application, the veteran sends it, along with a certified copy of the DD214, Copy 4, to the following address:

Veteran's Certification Officer
Office of the Registrar
Carey Business School
6740 Alexander Bell Drive, Suite 110
Columbia, Maryland 21046

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 and submit the completed form to the Veteran's Certification Officer.

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 Office of the Registrar 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 submission of a Request for Change of Program (VA Form 22-1995).

Veterans are required immediately to advise the certifying official in the Office of the Registrar (contact phone number: 410-516-9816) 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.

Students from Other Institutions

Students attending other colleges and universities who enroll for the summer session at Johns

Hopkins should request that a letter be sent from the primary institution to the Department of Veterans Affairs stating that the courses and credits at Johns Hopkins are accepted toward the student's degree.

Standards of Progress

Continuation of VA payments is dependent on the veteran meeting the academic standards established by the university for all students,

veterans, and non-veterans alike. The veteran also must meet any standards of progress that are or may be established by VA regulations. In the event that the student fails to meet these standards, the benefits are suspended until the VA completes a review of the student's progress toward his/her objective and determines that the benefits may be resumed.

ACADEMIC POLICIES

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GRADING SYSTEM

The grading scale used for official grades for all Carey Business School students—graduate, undergraduate and non-degree—is listed in the table below. Please note that the grades of D+, D, and D- pertain only to undergraduate coursework. The grade of A+ is not assigned at any level.

All students must possess acceptable written command of the English language; faculty will consider writing quality when assigning grades and make referrals for those needing improvement in writing skills.

Failure

An F (failure) grade indicates the student's failure to complete satisfactorily the work of the course. 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 failing grade, however, remains on

the transcript and if not repeated is calculated into the grade point average.

Withdrawal

The WD (withdrawal) grade signifies an official withdrawal approved by the Office of the Registrar. It is not assigned by the instructor. If you wish to withdraw from a course, you must submit an add/drop form to the Registrar's office.

Incomplete

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 Office of the Registrar 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 within four weeks after the start of the following semester, a grade of F replaces the incomplete on the student's academic record.

Repeated Courses

Undergraduate Students

Undergraduate students are permitted to repeat only those courses for which they receive a grade of C- or below. Both grades appear on the academic record; however, only the second grade is used in calculating the grade point average. A maximum of three courses may be repeated, but each course may be repeated only once. Course credit is applied toward degree requirements only once, even if a course is repeated. Repeated courses are indicated with an R on the student's academic record.

Graduate Students

Graduate students are permitted to repeat only one course in which a grade of B- or below is received; the course may be repeated only once. When a course is repeated, both the original and repeated grades appear on the academic record; however, only the second grade is used in calculating the grade point average. Students will receive credit for the course only once. Repeated courses are indicated with an "R" on the academic record. Graduate students should be aware of the following when repeating courses:

- If a graduate student on provisional admission status earns a grade of B- or below, the course

GRADING SCALE

Grades	Meaning	Quality Points
A		4.0
A-		3.7
B+		3.3
B		3.0
B-		2.7
C+		2.3
C		2.0
C-		1.7
*D+		1.3
*D		1.0
*D-		0.7
F		0.0
I	Incomplete	
WD	Official withdrawal (not assigned by instructor)	
AU	Auditor (no credit received for course and no grade assigned by instructor)	
X	Grade not yet submitted by instructor	

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

* *The grades of D+, D, and D- are not awarded at the graduate level.*

may not be repeated and the student will not be admitted to the program.

- Only one course with a grade of C+, C, or C– will count toward a degree program. Graduate students do not receive credit toward their degree or certificate for courses in which a second grade of C+, C, or C– are earned.
- The number of C and F grades used to determine academic disciplinary actions (probation and dismissal) includes repeated course grades.
- Graduate students must have a minimum cumulative grade point average of 3.0 (on a 4.0 scale) to maintain eligibility for financial aid and to receive approval for graduation.

Transcripts, Grade Reports, and Academic Record Requests

Currently enrolled students can access their semester grades and review and update their address information through a web-based Student Directory at registration.jhu.edu. Students who have questions about this service should contact the Registrar's Office at 410-516-9816.

Students receive grade reports, mailed to their home address, once the faculty member has submitted the grades to the Office of the Registrar following the end of the course. This report is not available by telephone or personal inquiry. Students who do not receive grade reports within three to four weeks from the end of the course should call the Office of the Registrar at 410-516-9816. Students may also view their grades at registration.jhu.edu.

Students who wish to obtain transcripts of their academic records should access onestop.jhu.edu/carey/registration/transcripts.

Students must request transcripts from previously attended colleges and universities directly from those institutions. Photocopies of transcripts from other domestic educational institutions will not be made available to a student. These documents are submitted specifically for consideration of admission and cannot be made available for any other use.

Note: Transcripts and grades are not issued for a student with an outstanding financial obligation to the university.

Requests to inspect and/or receive copies of documents (other than transcripts from previous institutions) maintained in the academic record of a

student may be submitted under the provisions of the Family Educational Rights and Privacy Act of 1974 (commonly known as FERPA), as amended. Each October, the university publishes its policy on family educational rights and privacy in the Johns Hopkins Gazette. Copies of this policy can be found online at www.jhu.edu/news_info/policy/ferpa.html. See section on Privacy Rights of Students. Requests for inspection of academic records must be submitted in writing with an original signature to:

Office of the Registrar
Johns Hopkins University
Carey Business School
6740 Alexander Bell Drive, Suite 150
Columbia, MD 21046

Faxed requests will not be honored. For further information or questions, contact the Office of the Registrar at 410-516-9816.

Grade Appeals

In determining student grades, the Carey Business School relies on the considered academic judgment of its faculty and academic advisers. Mere disagreements with a faculty member are not the basis for a grade appeal.

Student concerns regarding grades should be discussed thoroughly with the faculty member. If the student and faculty member are unable to reach agreement, the student may appeal the faculty member's decision first to the Associate Dean for Professional Programs.

A final appeal may be made to the dean of the Carey Business School, whose decision is final. At each review level, evaluation of grade appeals is limited to three criteria:

- if there were an error in recording the grade
- if the faculty member applied inconsistent standards in assigning grades
- if the grade resulted from the faculty member's failure to follow grading standards announced in the syllabus

Students are required to work with their academic adviser when submitting an appeal. The appeal must be in writing, setting forth the specific basis and evidence for the appeal according to the criteria listed above. Grade appeals must be initiated and resolved within one semester after completion of the course in question.

ACADEMIC STANDARDS

Johns Hopkins University and the Carey Business School expect the highest academic standards from its students. The award of degrees and certificates is based upon satisfactory completion of all degree/certificate and instructional requirements determined by student performance that meets the expectations of the faculty as well as compliance with University and School regulations. The Academic Council 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 award 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 Student Code of Conduct section (page 35) for an overview of grievance and due process procedures.

Academic Integrity and Ethical Conduct

Carey Business School students assume an obligation to conduct themselves in a manner appropriate to Johns Hopkins University's mission as an institution of higher education and with accepted standards of ethical and professional conduct. Students must demonstrate personal integrity and honesty at all times in completing classroom assignments and examinations, in carrying out their fieldwork or other applied learning activities, and in their interactions with others. Students are obligated to refrain from acts they know, or should know according to Johns Hopkins standards, will impair their integrity or the integrity of the university.

Violations of academic integrity and ethical conduct include, but are not limited to, cheating, plagiarism, unapproved multiple submissions, knowingly furnishing false or incomplete information to any agent of the university for inclusion in academic records as well as falsification, forgery, alteration, destruction, or misuse of official university documents or seal.

Any breach of academic standards will result in a disciplinary action against the student(s) involved; please see the Student Code of Conduct (pages 35) for an overview of grievance and due process procedures.

Academic Misconduct Proceedings

To assure that charges of student academic misconduct are decided in a fair and impartial manner, the Carey Business School adheres to the following procedures:

- The student receives written notice of the charge from the instructor of the course.
- Evidence supporting the charge is made available to the student.
- The student is given the opportunity to resolve the matter directly with the instructor. If the student is dissatisfied with the instructor's decision, then s/he can appeal that decision to the appropriate associate dean. If, at this point, the student admits the infraction and agrees with the instructor regarding the disciplinary imposed, a written report containing a brief description of the infraction and the disciplinary action, signed by all parties, is placed in the student's record.
- If no agreement is reached as provided for above, the student has the opportunity to submit an appeal to the dean. The dean will appoint a committee, composed of faculty members and/or senior administrators, to review the matter. The committee will consider evidence in support of the charge and evidence offered by student in response. If the committee decides, based on all the evidence before it, that the student committed the infraction, the committee will recommend to the dean appropriate disciplinary action(s). A written report prepared by the committee containing a brief description of the infraction and the disciplinary action is placed in the student's record, and a correspondence (letter or email) is sent informing the student of the committee's decision.
- The student may appeal the committee's adverse decision. The committee will forward all documents to the dean of the Carey Business School, who may appoint a designee and whose decision is final. A written report of the decision is placed in the student's record and a correspondence (letter or email) is sent informing the student of the decision.

Attendance

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. Faculty often includes classroom participation and attendance in student grading and evaluation. Faculty will clearly communicate expectations and grading policy in the course syllabus. Students who expect to miss several class sessions for personal, professional, religious or other reasons are encouraged to meet with their academic advisers to consider alternative courses prior to registration.

Examinations

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

ACADEMIC STANDING

Undergraduate Students

Undergraduates in the Carey Business School must maintain at least a C average (2.0 on a 4.0 scale). Students receive credit for courses in which they receive the grades of D+, D, and D–, except for courses taken to satisfy core requirements in oral and written communication, computer fundamentals, and analytical reasoning. In addition, matriculated undergraduates may not count any D+, D, or D– grades earned in a course required of their major. No more than 9 credits earned with a grade of D+, D, or D– may be applied toward a bachelor's degree.

Students will be placed on academic probation if their cumulative grade point average falls below 2.0 or if they receive a grade of D+ or below during the first 12 credit hours of course work. Students should contact their adviser immediately to discuss a plan to regain academic standing. Students will be removed from academic probation, providing they raise their cumulative grade point averages above 2.0 within 24 credits of being placed on probation.

Students on academic probation who do not raise their cumulative grade point average above a 2.0, by the semester in which they complete an additional 24 credits, will be academically suspended. Students on academic probation will also be academically suspended if they receive a term grade point average below 2.0. During the sus-

pension period, students are encouraged to meet with their advisers. Suspended students also may want to enroll in courses at another institution during their suspension year; however, matriculated students cannot transfer those courses to the Carey Business School.

After a period of not less than one year, academically suspended students may submit written petitions to the dean for consideration of reinstatement on a probationary basis. Suspended students must meet with academic advisers prior to reinstatement. If a student is reinstated, any additional grade below C will result in academic dismissal from the university, which is final and cannot be appealed. A student must have a minimum 2.0 grade point average to graduate.

Students accepted into an undergraduate program must enroll in at least one course per year to maintain active student status. Those who need to stop out for a year or more, and who wish to retain active student status, must submit a request to the Office of the Dean to maintain their status as an active student. This request must be submitted within one year of their last completed course at the Carey Business School. Students who do not request that they maintain active status will be changed to inactive status one year after their last completed course at the Carey Business School. Students whose status is inactive will not be permitted to register for courses until they contact an academic adviser about the readmission process.

Graduate Students

Carey Business School graduate students (degree and certificate) are expected to maintain at least a B average (3.0 on a 4.0 scale) throughout their enrollment. In addition, graduate students must have a minimum cumulative grade point average (for all courses taken at Carey, regardless of program or certificate) of 3.0 (on a 4.0 scale) to receive approval for graduation.

No more than one course in which the grade of C+, C, or C– is earned may be counted toward the degree or certificate. Graduate students receive no credits for courses in which a second or third grade of C+, C, or C– is earned. The grade of D is not given to graduate students.

ACADEMIC DISMISSAL

If a graduate student earns a second grade of C+, C, or C– in any Carey Business School course (i.e., inclusive of all courses across all courses/cer-

tificates/programs), the student will be placed on registration hold and must contact his/her assigned academic adviser to develop a plan for regaining academic standing and to be able to register for any class. Even if the academic adviser registers the student for a course, the student remains on academic probation for one semester.

During the probationary period, the student must repeat the course in which the C+, C, or C- was earned if it is a required course. If the unsatisfactory grade was earned in a course that is not required, then the student may take another course if the adviser approves.

- The student will be released from probation when s/he has completed the course with a satisfactory grade, has met all other conditions of probation set by the adviser, and has regained the 3.0 grade point average required for good academic standing.
- A third grade of C+ or below, in any course at the graduate level, will result in academic dismissal, which is final and cannot be appealed.

No grade of F may be counted toward a degree or certificate program.

Therefore, if a graduate student earns a grade of F in any course at the graduate level across all courses, certificates and programs:

- The student will be placed on academic probation and registration hold for a period of no less than one semester. The student must contact his/her adviser to develop a plan for reinstatement to good academic standing. The plan may include increased meetings with the academic adviser, tutoring or other activities deemed as necessary by the adviser. Any courses taken during the probationary period must be approved by the student's adviser. During the probationary period, the student must repeat the course in which the F was earned.
- The student will be released from probation when s/he has completed the course with a satisfactory grade, has met all other conditions of probation set by her/his adviser, and has regained the 3.0 grade point average required for good academic standing.
- Any additional grade of C+ or below will result in academic dismissal, which is final and cannot be appealed.

ACADEMIC HONORS, AWARDS, AND PRIZES

UNDERGRADUATE HONORS

Undergraduate degree candidates whose grade point averages are 3.5 or better and fall within the top 20 percent of the graduating class will be eligible to receive undergraduate honors status. Eligible candidates must have earned a minimum of 54 credits with the Undergraduate Studies program at the Carey Business School.

AWARDS AND PRIZES

Alma D. Hunt/VCM Award for the Leadership Development Program

Established in 1999 by an anonymous donor in honor of a lady whose humble life and generous spirit were underscored by her compassionate concern to put others first, this award annually recognizes academic excellence, personal achievement, and demonstrated leadership qualities of one or two students enrolled in the Leadership Development Program for Minority Managers.

The Anikeeff Prize was established in 1998 by Pamela T. Anikeeff, PhD, for students studying in the Master of Science in Real Estate program.

The fund annually recognizes and supports real estate students working on socially responsible development as part of their master's programs.

The Delta Sigma Pi Scholarship Key is awarded each year to the undergraduate who, upon satisfying the requirements for a degree, has the highest grade point average.

The Edward J. Stegman C.P.A. Memorial Award

is presented each year to students who graduate with a 4.0 grade point average and receive a Master of Science in Business or Master of Business Administration.

Edward St. John Real Estate Program Award

Established in 2003 to provide financial assistance to students in the Edward St. John Real Estate Program, concentrating in real estate finance. This prize is awarded by the director based on scholastic merit.

Mueller Award

Established in 2002, the prize is awarded to a student in the Edward St. John Real Estate Program with the best institutional investment thesis.

GRADUATION

A student who expects to receive more than one degree or certificate must complete a separate application for each degree and/or certificate. The Application for Graduation is available online and at all campuses. The deadlines are as follows for submitting the graduation application form:

Deadlines for Academic Year 2009–2010

- Summer May 29, 2009
- Fall August 28, 2009
- Spring January 4, 2010

Applications may be mailed, emailed (carey.registration@jhu.edu), or faxed (410-516-9817) to:

Office of the Registrar
Johns Hopkins Carey Business School
ATTN: Graduation
6740 Alexander Bell Drive
Suite 150
Columbia, MD 21046

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.

Approximately one month after the semester begins; students who have submitted the Application for Graduation receive a confirming email from the graduation coordinator. Applicant names are placed on the tentative graduation list for the semester in which they anticipate completing their degree requirements.

The Johns Hopkins University confers degrees at the end of the summer, fall, and spring semesters. The graduation ceremonies are

held in May. The May graduation brochure will include the names of those students who applied to graduate by the deadlines for the 2009–2010 academic year. Late applications for the spring semester may need to wait until the following academic year depending on the time the application is submitted.

The Carey Business School Academic Council 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 Council in October; those finishing at the end of the fall semester are reviewed in February; and those finishing at the end of spring semester are reviewed in May.

Diplomas will be mailed to the permanent address listed in the Student Information System approximately 2–3 months after the summer and fall conferrals. Students who apply on time and complete their studies in the spring will have the choice of having their diplomas mailed approximately two weeks after the May ceremonies or may attend the ceremonies and receive their diploma that day. (Students in certificate programs will receive their diplomas via mail).

Graduation information is sent in mid-March. 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 may be released. For graduation fees, see the Tuition and Fees section. Johns Hopkins diplomas indicate the degree and major (e.g., Master of Science–Finance) without identifying the student's concentration.

STUDENT CODE OF CONDUCT

I. INTRODUCTION AND STATEMENT OF PRINCIPLES

The Carey Business School is dedicated to providing students the very best educational experiences possible. To that end, the fundamental purpose of the schools regulation of student conduct is to promote and protect the rights, welfare, intellectual integrity, safety, property, and health of all members of the academic community, as well as to promote the orderly operation of the school and to safeguard its property and facilities.

This code, based on the principle that each student assumes his or her individual responsibility to abide by it, pertains to any individual who is currently enrolled in a Carey Business School course (whether credit or noncredit) or program, or who has completed degree requirements and is awaiting graduation. It applies to misconduct committed on university premises or during school related or sponsored activities off school premises, as well as to conduct that takes place off school premises and is not related to school activities but causes significant harm to others.

The school's student conduct system is designed to enforce the school's conduct regulations, and is intended to resolve student conduct matters in as informal an administrative setting as possible. The Carey Business School reserves the right to institute disciplinary action whether or not the offense results or may result in action by a civil or criminal court.

II. STUDENT CONDUCT REGULATIONS

In addition to maintaining good academic standing and integrity, students are expected to refrain from conduct which injures persons or property; impedes in any way the orderly operations of the schools prevents the work of its faculty, staff, or students; or disrupts the intellectual exchange in the classroom. The school expects students to be law-abiding citizens, to respect the rights of others, and to refrain from behavior which tends to impair the school's purpose or its reputation in the community. Students who have committed acts that are a danger to their own personal safety or that harm or have the potential of harming others, or who destroy, impair, or wrongfully appropriate property, will be disciplined and may forfeit their right to be members of the university community.

The types of conduct listed below are prohibited by the Carey Business School. Students who engage in such conduct will be subject to discipline in accordance with these regulations, as listed in Sections III and IV.

Specifically, students are expected to refrain from:

- acts which disrupt or interfere with the orderly operation of teaching, research, and other academic activities
- behavior that causes, or can reasonably be expected to cause, physical harm to a person
- physical or verbal threats against or intimidation of any person that results in limiting her/his full access to all aspects of life at the school and university
- conduct that constitutes sexual abuse, assault, or rape of another person (see Sexual Assault Policy, page 41)
- activity which constitutes sexual harassment of another person in violation of the university's policy prohibiting sexual harassment
- refusing to comply with the directions of school or university officials, instructors, administrators, or staff acting in performance of their duties
- refusing to appear or giving false statements when one is asked to present evidence or respond to an investigation involving the conduct code
- theft or vandalism of university property, or property of others, or knowingly possessing stolen property
- the unauthorized use, possession, or storage of any chemicals, weapons, or explosives, including fireworks, on school or university property
- the unauthorized distribution, possession, or use of any controlled substance (such as, but not limited to, illegal drugs)
- the possession or consumption of alcohol by individuals under the legal drinking age in Maryland (21 years of age), or the provision of alcohol to minors
- intentionally or recklessly interfering with normal school or university activities or emergency services
- the unauthorized or improper use of school property, facilities (leased or owned), equipment, keys, identification cards, documents, records, or resources (This includes any misuse of electronic resources and equipment defined in the university's policies regarding use of IT resources.)
- failure to observe policies regulating the use of school buildings, property, or other resources
- violations of criminal law that occur on school premises or in connection with school functions, that affect members of the school/university community, or that impair the school/university reputation
- violations of any other university-wide policies or campus regulations governing student conduct, including orders issued pursuant to a declared state of emergency

Other behavior may be equally inconsistent with the standard of conduct expected of a student in the Carey Business School and the school's commitment to providing an environment conducive to learning and research. To remain in good standing, students are also expected to abide by the academic regulations outlined in this handbook.

III. SANCTIONS AND PENALTIES

Students violating the Carey Business School student conduct policies may be subject to the following:

- **Warning:** written notice to a student that continued or repeated violations of specified school policies or campus regulations may be cause for further disciplinary action (censure, suspension, dismissal, restitution). A permanent record of the violation will be retained in the student's file.
- **Censure:** written reprimand for violations of specified school policies or campus regulations, including notice to the student that repeated violations may be cause for further disciplinary action (suspension, dismissal, restitution).
- **Suspension:** termination of student status for a specified period of time, including an academic term or terms with reinstatement subject to specified conditions, the violation of which may be cause for further disciplinary action, normally in the form of dismissal.
- **Dismissal:** termination of student status at the university.
- **Restitution:** reimbursement for damage to or misappropriation of either school, university, or private property; may be imposed exclusively or in combination with other disciplinary actions (Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who, either alone or through group or concerted activities, participates in causing the damages or costs.).

IV. PROCEDURES FOR FILING A COMPLAINT AND REVIEWING CHARGES OF ALLEGED STUDENT MISCONDUCT

A complaint alleging student misconduct may be filed with the Director of Student Services by a member of the faculty or staff, a student, or other aggrieved person. Complaints alleging violation of certain campus policies, which provide procedures for handling matters within the purview of the policies, will be referred to the appro-

priate university office for handling. All allegations that a student has violated Carey Business School policies or campus regulations are intended to be resolved as expeditiously as possible; in lieu of proceeding to a formal hearing, the student and appropriate school official may arrive at a mutually acceptable agreement concerning disposition of the charges, subject to the approval of the appropriate dean or his/her designee.

Proceedings under these procedures will not be delayed pending the resolution of any criminal or other legal proceedings arising out of the same incidents giving rise to the charges of misconduct.

Within 30 days of receipt of a written complaint, the Director of Student Services will conduct an inquiry into the matter to determine whether or not cause exists to refer the matter to a hearing committee of three members drawn from the appropriate school's student body, academic, and administrative units. In the event the Director of Student Services is unable to exercise independent judgment in the conduct of the inquiry, the dean shall appoint another member of the administrative staff to conduct the inquiry.

If the Director of Student Services determines cause exists, he/she will promptly notify the accused in writing of the charges and convene the hearing committee to evaluate the allegation of misconduct against the student or alumni/student organization.

The committee will make findings of fact, determine whether there has been a violation of the conduct code, and, in such cases, make decisions concerning sanctions within 30 days of being convened.

- The evidence considered by the hearing committee shall be open to review by the accused student and complainant, as will records of all proceedings of the hearing committee. Otherwise, the committee's proceedings will be closed.
- Within 10 calendar days following receiving notification of the decision of the hearing committee, the accused student or the complainant may submit a written request to the dean of the Carey Business School for reconsideration of the decision. When such a request is submitted by a complaining party, the dean may promptly send a copy of the request to the opposing individual, who within seven calendar days of receiving it may submit a written response to the dean.

A request for reconsideration must be based on procedural error that had a significant, substantive effect on the outcome of the proceedings or on newly discovered evidence that was not available at the time of the hearing. When the request is based on new evidence, the case may be referred back to the hearing committee for further consideration. After final review of all

documentation and the final recommendation of the hearing committee, the dean shall be the final arbiter in the case.

- All records of a disciplinary case and all supporting documentation shall be maintained in accordance with the university policy and state and federal laws concerning maintenance and disclosure of student records.

UNIVERSITY POLICIES

ALCOHOL AND DRUG ABUSE AND A DRUG-FREE ENVIRONMENT

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 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.

ANTI-HARASSMENT POLICY

Preamble

The Johns Hopkins University is committed to providing its staff, faculty and students the opportunity to pursue excellence in their academic and professional endeavors. This opportunity can exist only when each member of our community is assured an atmosphere of mutual respect. The free and open exchange of ideas is fundamental to the university's purpose. It is not the university's intent in promulgating this policy to inhibit free speech or the free communication of ideas by members of the academic community.

POLICY AGAINST DISCRIMINATORY HARASSMENT

1. The university is committed to maintaining learning and working environments that are free from all forms of harassment and discrimination. Accordingly, harassment based on an individual's 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 is prohibited. The university will not tolerate harassment, sexual harassment or retaliation in the workplace or educational environment whether committed by faculty, staff, or students, or by visitors to Hopkins while they are on campus. Each member of the community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.
2. For purposes of this policy, harassment is defined as:
 - a) any type of behavior which is based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, that
 - b) is so severe or pervasive that it interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.
3. Harassment when directed at an individual because of his/her gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, personal appearance, veteran status, or any other legally protected characteristic may include, but is not limited to: unwanted physical contact; use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and, any conduct that may create a hostile working or academic environment
4. Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other behavior of a sexual nature when:

- a) submission to such conduct is made implicitly or explicitly a term or condition of an individual's employment or participation in an education program
- b) submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement, or
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment

Sexual harassment may include, but is not limited to: unwelcome sexual advances; demands/threats for sexual favors or actions; posting, distributing, or displaying sexual pictures or objects; suggestive gestures, sounds or stares; unwelcome physical contact; sending/forwarding inappropriate e-mails of a sexual or offensive nature; inappropriate jokes, comments or innuendos of a sexual nature; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and any conduct of a sexual nature that may create a hostile working or educational environment.

5. Retaliation against an individual who complains of discriminatory harassment under this policy, is strictly prohibited. Intentionally making a false accusation of harassment is also prohibited.

RESPONSIBILITIES UNDER THIS POLICY

The university is committed to enforcement of this policy. Individuals who are found to have violated this policy will be subject to the full range of sanctions, up to and including termination of his/her university affiliation.

1. All individuals are expected to conduct themselves in a manner consistent with this policy.
2. Staff, faculty and/or students who believe that they have been subject to discriminatory harassment are encouraged to report, as soon as possible, their concerns to the Office of Institutional Equity, their supervisors, divisional human resources or the office of the dean of their school. The university provides a network of confidential consultants by which individuals can discuss concerns related to discriminatory harassment.

3. Individuals who witness what they believe may be discriminatory harassment of another are encouraged to report their concerns as soon as possible to the Office of Institutional Equity, their supervisors, divisional human resources or the office of the dean of their school.
4. Complainants are assured that reports of harassment will be treated in a confidential manner, within the bounds of the university's legal obligation to respond appropriately to any and all allegations of harassment.
5. Managers, including faculty managers, who receive reports of harassment should contact human resources or the Office of Institutional Equity for assistance in investigating and resolving the issue.
6. Managers, including faculty managers, are required to implement corrective action where, after completing the investigation, it is determined corrective action is indicated.
7. The university administration is responsible for ensuring the consistent application of this policy.

PROCEDURES FOR DISCRIMINATION COMPLAINTS BROUGHT WITHIN HOPKINS

Inquiries regarding procedures on discrimination complaints may be directed to the Vice Provost for Institutional Equity, or the Director for Equity Compliance & Education, Garland Hall, 130, Homewood Campus, 410-516-8075, 410-516-6225 (TTY).

NONDISCRIMINATION POLICY FOR STUDENTS

The Johns Hopkins University admits students of any race, color, gender, religion, age, national or ethnic origin, disability, marital status or veteran status to all of the rights, privileges, programs, benefits, and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, color, gender, marital status, pregnancy, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristic in any student program or activity administered by the university, including the

administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other university-administered programs or in employment.

Questions regarding Title VI, Title IX, and Section 504 should be referred to the Office of Institutional Equity, 130 Garland Hall, Telephone: 410-516-8075, TTY 410-516-6225.

POLICY ON THE RESERVE OFFICER TRAINING CORPS

Defense Department policies regarding sexual orientation in ROTC programs conflict with this university policy. Because ROTC is a valuable component of the university that provides an opportunity for many students to afford a Hopkins education, to train for a career, and to become positive forces in the military, the university, after careful study, has continued its ROTC program, but encourages a change in federal policy that brings it into conformity with the university's policy.

POLICY ADDRESSING CAMPUS VIOLENCE

The Johns Hopkins University is committed to providing a learning and working environment that is safe for all members of the university community. The university will not tolerate violent acts on its campuses, at off-campus locations administered by the university, or in its programs. This policy of "zero tolerance" extends not only to actual violent conduct but also to verbal threats and intimidation, whether by students, faculty, staff, or visitors to the university.

The university urges individuals who have experienced or witnessed incidents of violence to report them to campus security. Alternatively, students are urged to report concerns about violence to the divisional office responsible for student matters, faculty to the divisional office responsible for faculty matters, and staff to the applicable human resources offices. The university will not permit retaliation against anyone who, in good faith, brings a complaint of campus violence or serves as a witness in the investigation of a complaint of campus violence. Carey Business School students should report such acts of violence to the Student Services Office at 410-516-9739.

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 thereunder. 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 Rights and Privacy is published periodically in the Johns Hopkins Gazette, and copies of the policy are available from the Office of the Registrar, Johns Hopkins University, Professional Schools Administration, 6740 Alexander Bell Drive, Suite 110, Columbia, MD 21046.

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.

SEXUAL ASSAULT

The Johns Hopkins University is committed to providing a safe educational and working environment for its faculty, staff, and students. The university is particularly concerned about the increase in reports of sexual offenses occurring on the nations' campuses. The university has adopted a policy addressing sexual assaults and offenses involving sexual violence in order to inform faculty, staff, and students of their rights in the event they are involved in an assault, and of the services available to victims of such offenses. Members of the university community who are the victims of, or who have knowledge of, a sexual assault occurring on university property, or occurring in the course of a university-sponsored activity, or perpetrated by a member of the university community, are urged to report the incident to campus authorities promptly.

Persons who are victims of sexual assault will be advised by campus security of their option to file criminal charges with local police of the jurisdiction where the sexual assault occurred. Campus security and the Office of the General Counsel will provide assistance to a complainant wishing to reach law enforcement authorities.

A victim of an assault on university property should immediately notify campus security who will arrange for transportation to the nearest hospital. In Baltimore City, persons who have been sexually assaulted will be taken to one of the three hospitals designated as rape treatment centers:

Mercy Hospital
301 St. Paul Place (410-332-9000);
University of Maryland Hospital
22 S. Greene St. (410-328-8667)
Johns Hopkins
Bayview Medical Center
4940 Eastern Avenue (410-550-0100).

These hospitals are equipped with the State Police Sexual Assault Evidence Collection Kit.

For all questions on sexual assault and to receive assistance, including information on treatment centers located outside of Baltimore, please contact the Carey Business School's Student Services Office at 410-516-9739 or at carey.student@jhu.edu.

The university will provide counseling to any member of the Hopkins community who is a victim of a sexual assault, and also will provide information about other victim services. Students can seek the assistance of counseling through their divisional counseling offices, and members of the faculty and staff can seek assistance through the Faculty and Staff Assistance Program (FASAP), 443-997-3800.

A student who is a victim of sexual assault may request a transfer to alternative classes or housing if necessary to allay concerns about security. The university will try to accommodate the request if such classes are reasonably available.

Persons who are the victims of sexual assault also may pursue internal university disciplinary action against the perpetrator. The university's disciplinary process may be initiated by bringing a complaint of sexual assault to the attention of a dean, department chairman or director, supervisor, divisional personnel office, or security office. The university's Affirmative Action officer also is available to render assistance to any complainant. Allegations of sexual assault will be investigated by the appropriate security offices and any other offices whose assistance may be valuable for gathering evidence.

The university reserves the right to independently discipline any member of the student body, staff or faculty who has committed a sexual or other assault whether or not the victim is a member of the university community and whether or not criminal charges are pending. Disciplinary actions against students accused of sexual assaults will be processed by the appropriate student affairs office of the school or campus attended by the accused student in accordance with established disciplinary procedures pertaining to the school in which the student is enrolled. Disciplinary actions against staff members will be governed by the procedures set out in the university's personnel policies. Disciplinary actions against members of the faculty will be processed by the offices of dean of the appropriate academic division according to the procedures established by that division.

Both a complainant and the person accused of a sexual assault will be afforded the same

opportunity to have others present during a university disciplinary proceeding. Attorneys, however, will not be permitted to personally participate in university disciplinary proceedings. Both the complainant and the accused will be informed of the resolution of any university disciplinary proceeding arising from a charge that a sexual assault has been committed.

The disciplinary measures which may be imposed for a sexual assault will vary according to the severity of the conduct, and may include expulsion of a student from the university and termination of the employment of a member of the staff or faculty.

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:

1. Broaden awareness about the confidential, protected nature of the student SSN.
2. Reduce reliance on the student SSN for identification purposes.
3. Establish consistent university-wide and divisional student SSN protection and use policies and practices.
4. Increase student confidence surrounding handling of their SSN.

RESPONSIBILITIES UNDER THIS POLICY

JHU is committed to ensuring privacy and proper handling of confidential information it collects and maintains on faculty, staff and students, including the SSN which is required for state and federal government reporting purposes. It is the policy of JHU to protect the privacy of the student SSN and to place appropriate limitations on its use throughout admission, financial aid, billing and registration processes – both within and outside of JHU information systems. The collection, use and dissemination of student

SSNs or any part thereof for other purposes is prohibited.

This policy outlines acceptable use of the student SSN, limits use to business purposes only and establishes procedures to assure that University employees and students are aware of and comply with the Family Educational Rights and Privacy Act of 1974, the Maryland Social Security Number Privacy Act and other applicable laws and regulations.

1. JHU considers the student SSN or any part thereof to be “personally identifiable information” under the Family Educational Rights and Privacy Act of 1974 (FERPA).
2. No part of a student SSN may be publicly displayed or released (e.g., via email to multiple students, student rosters, bulletin boards, etc).
3. The student SSN may be collected as part of the application process and required for registration at JHU. The student SSN is also generally required for certain government reporting and as part of applying for financial aid, billing and employment.
4. The risk of unauthorized disclosure of the student SSN increases with each additional electronic or paper copy of the SSN. Divisional leadership is responsible for ensuring that the number and scope of physical and electronic repositories of SSN are kept to the minimum necessary.

GENERAL REQUIREMENTS

The following requirements apply to paper and electronic records.

1. 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.
2. 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.
3. 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.

4. Current and Future Records. JHU will insert in all student records in the new information systems (ISIS 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.
5. 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.
6. 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, transcripts). In such cases, reasonable and appro-

- 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
 4. 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:
 - 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
 5. 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

1. University Policy on Family Educational Rights and Privacy (<http://jhu.edu/~gazette/2001/apr3001/30ferpa.html>)
2. Johns Hopkins Information Technology Policies (<http://www.it.jhu.edu/policies>)
3. Social Security Number Privacy Act, Sec. 14-3401 of the Maryland Commercial Law Code (http://www.mdhima.org/SS_Number_law.html)

PHOTOGRAPHY AND FILM RIGHTS POLICY

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, and 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 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 Johns Hopkins University Office of Communications and Public Affairs at 443-287-9900.

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. 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.

STUDENT SERVICES

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CAREER SERVICES

The Career Services team at the Johns Hopkins Carey Business School prepares students and alumni for a successful job search. It does this by helping them to develop the knowledge and skills to maximize their career potential and identify with premium employers, internship and job opportunities. The student's relationship with Career Services begins the day he or she is accepted into the program. The office provides in-depth baseline analysis, guidance in creating a strategic career action plan, and opportunities to network with other new and current students and alumni.

Carey students and alumni benefit from a Career Services staff that works diligently to develop and maintain productive relationships with employers, locally, nationally and internationally. Career experts are on hand to assist in the process of developing a professional profile, connecting with key members of industry, and obtaining the ideal internship or job. Career Services provides students with the tools to be successful.

Programs and services include:

- Individual career advising
- The Sims Program—career simulations of key skills learned from Career Services
- Private online network connecting students with other students, alumni, and employers
- Corporate networking events and career fairs.

The Career Services team can be reached at 410-516-6218 or careerservices@jhu.edu. Appointments can be scheduled for the Columbia, Washington DC, Downtown Baltimore, and Rockville campuses; advisers are available via email, phone, in person, or by Skype.

STUDENT BUSINESS CARDS

Current Carey students pursuing a bachelor's or master's degree may order official Johns Hopkins Carey Business School cards through the Johns Hopkins Printing Services office. All cards have the Johns Hopkins University and Carey Business School name in official typeset. To order please see http://carey.jhu.edu/students/career_services/students/carey-student-business-cards.

COMPUTING SERVICES

The university and school provide a number of computer services for our students including, web hosting, personal websites, discounts on equipment, tech support and remote access to JHU library resources and other JHU computer resources.

Additionally, through the Johns Hopkins Enterprise Directory (JHED), an online source, students can access the following services:

- Online registration, access to billing information and grades
- Free email and calendaring
- Access to update directory listing

BLACKBOARD COURSE WEBSITES

The Carey Business School uses the course management tool, Blackboard, which provides instructors with the opportunity to integrate technology into the teaching and learning process.

Faculty members create and manage their own course websites while having the ability to gauge students' knowledge and encourage exploration. Enrolled students can access course sites and communicate with instructors and students from a web browser.

TUTOR REFERRAL NETWORK

The Johns Hopkins Carey Business School provides a Tutor Referral Network to assist students with tutoring needs. Current and former students who have excelled in a certain course or discipline provide tutoring for a fee. For more information, contact Student Services at carey.student@jhu.edu or 410-516-9739.

HOUSING RESOURCES

Although the Carey Business School does not provide on-campus housing, many resources are available in both Baltimore and Washington, DC. For a list of city resources, apartment listings, neighborhood guides and more, visit the Carey Housing web page at <http://onestop.jhu.edu/carey/student-services/housing/>.

CAMPUSES

The Carey Business School maintains four campuses which offer a variety of courses at flexible times to meet the diverse needs of working professionals. The campuses are located in Downtown Baltimore, Washington, DC, Columbia, and Rockville. Not all courses or programs are offered at each location.

At all campuses, students have access to a range of services, including career counseling, computer facilities, and Johns Hopkins' web-based library resources.

Baltimore

10 North Charles Street
Baltimore, MD 21201
410-516-0700
Fax: 410-659-8210

Columbia

6740 Alexander Bell Drive
Columbia, MD 21046
410-516-9700
301-621-3377
Fax: 410-290-0007

Montgomery County

9601 Medical Center Drive
Rockville, MD 20850
301-294-7040
Fax: 301-294-7010

Washington, DC

1625 Massachusetts Avenue, NW
Washington, DC 20036
202-588-0597
Fax: 202-588-0589

HEALTH INSURANCE FOR STUDENTS

Full-time Carey Business School students have the option of purchasing the university's health insurance plan, offered by Aetna Student Health, which is designed specifically for JHU students and meets all of the State of Maryland mandates. The plan is only available for students enrolled full time (12 credits for undergraduates, 9 credits for graduates). Students may enroll for benefits on an annual or semi-annual basis. The deadline to enroll for annual benefits is September 15. The deadline to enroll for semi-annual benefits is September 15, 2009 and/or February 15, 2010.

For questions about benefits and enrollment, please go to the Aetna Student Health website, www.aetnastudenthealth.com/ or call (800) 558-8845. For questions about or to receive enrollment forms, please call Student Services at 410-516-9739.

DISABILITY SERVICES

Johns Hopkins University and the Carey Business School are committed to making all academic programs, support services, and facilities accessible. To determine eligibility for accommodations, please contact the Carey Disability Services Office at time of admission and allow least four weeks prior to the beginning of the first class meeting.

Students should contact Rachel Hall in the Disability Services office at: phone: 410-516-9735 fax: 410-516-9738, or email: carey.disability@jhu.edu. For a packet of information on policies and procedures, call Disability Services or visit the Disability Services website at <http://onestop.jhu.edu/carey/disability/>.

INTERNATIONAL SERVICES

The International Services Office assists international students at the Johns Hopkins Carey Business School. Currently, the school has approximately 450 international students, 204 of whom are students on F-1 visas.

The International Services Office staff is available to answer questions about immigration status, financial concerns, health matters, housing, employment possibilities, as well as other issues that may arise during a student's stay.

International Services Office
10 N. Charles Street
Baltimore, MD 21201
Phone: 410-516-9740
FAX: 410-516-9748
Email: carey.intl@jhu.edu

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 time and energy is heavily committed.

The 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 free and confidential.

For more information or to schedule an appointment, call 443-997-7000 or toll-free 866-764-2317. The Johns Hopkins Student Assistance Program is a service of the Faculty and Staff Assistance Program (FASAP). Office locations are conveniently located throughout the Baltimore/Washington corridor to meet student needs. Out of town students may access services by calling the number above for consultation and will be directed to the appropriate resource or office.

LIBRARY SERVICES

Library Centers for Carey Business School students are located at the Columbia Center,

Downtown Baltimore Center, Montgomery County Campus, and at the Johns Hopkins Krieger School of Arts and Sciences Washington, DC location. More information can be found at: <http://onestop.jhu.edu/carey/library-services/>.

Librarians are available for individual help or group information sessions.

LIBRARY LOCATION	LIBRARIAN
Columbia Center	Mike Houck Michael.houck@jhu.edu 410-516-9709
Downtown Baltimore Center	
Montgomery Campus Library Center	Sharon Morris smorris@jhu.edu 301-294-7030 202-452-0714
Washington, DC Library Center	

Additionally, students may access Johns Hopkins electronic resources from home or other computers. For instructions see www.library.jhu.edu/services/computing/remotearchive.html.

STUDENT ORGANIZATIONS

Student organizations enhance the quality of life at the Johns Hopkins Carey Business School. Each year's clubs are shaped by the interests of the current students—so if you don't find what you're looking for, there is an opportunity to create it.

ASSOCIATION OF INFORMATION TECHNOLOGY PROFESSIONALS

The mission of the newly established Johns Hopkins University Association of Information Technology Professionals is to empower Carey Business School undergraduate and graduate students to become the foremost leaders in the arena of Information Technology and Systems by providing networking opportunities and current technology education and skill development.

The chapter, organized through the National AITP and recognized as a student organization at JHU, began in November 2008. For more information, visit, www.jhuaitp.collectivex.com.

BLACK GRADUATE STUDENT ASSOCIATION

The purpose of the Johns Hopkins Black Graduate Student Association (BGSA) is to provide a support network whose ultimate aim is to promote the academic success of African, African-American, and Afro-Caribbean graduate students at Johns Hopkins University. Graduate students from all Johns Hopkins schools are welcome to join. For more information, visit www.jhu.edu/bgasa.

CHINESE STUDENT ASSOCIATION

The Carey Business School Chinese Students Association (CCSA) was founded in 2000. The Student Association of Greater China is a student organization whose mission is to serve the Hopkins Chinese community by facilitating interaction and networking to improve social lives and promote career development. SAGC welcomes all students to join. To become a member please send an email to sithochijhu@gmail.com.

CHORAL SOCIETY

The Choral Society, founded in 1883, remains the oldest student organization at Johns Hopkins. It is also the only non-auditioning singing group on campus, open to both graduates and undergraduate students, and to faculty and staff. Rehearsals are held weekly on the Homewood campus. For more information, visit the website at www.jhu.edu/~choral/.

DELTA SIGMA PI

Established in 1907, Delta Sigma Pi is a professional fraternity for graduate and undergraduate business students that sponsors professional, social, and community service activities, as well as regional and national Delta Sigma Pi conferences. Upon graduation, Deltasigs may continue their participation through the Baltimore Alumni Chapter, one of the oldest and largest alumni chapters in the country. For further information, please visit the website at www.deltasig.jhu.edu/.

FINANCE CLUB

The Carey Business School Finance Club offers a professional development forum for graduate-level business students and alumni interested in studying and learning more about the discipline of finance and its related fields. Additionally, the club provides networking opportunities for business students, faculty, and the business finance community. For more information, please visit <http://web.jhu.edu/financeclub>.

GOLDEN KEY NATIONAL HONOR SOCIETY

This nonprofit academic honors organization for undergraduates was founded in 1977 on the principles of scholarship, service, and recognition. The Johns Hopkins chapter was chartered in 1992. Juniors and seniors with a grade point average of 3.75 or above are invited each fall to be members.

INTERNATIONAL BUSINESS CAREER CLUB

The Carey Business School International Business Career Club (JHUIBCC), provides a forum for professional development of graduate business students and alumni who are interested in studying and learning more about international business.

The purpose of the club is to encourage interaction among business students, faculty, and the international business and international development community. The club also works to develop professional networks and to provide access to knowledge through corporate presentations, round table discussions, field trips, and other unique opportunities.

KOREAN GRADUATE STUDENT ASSOCIATION

The Carey Business School Korean Graduate Student Association (KGSA) offers academic, social, and career developing services to Korean students and those who are interested in Korean culture. We hold a range of events throughout the academic year: spring/fall picnic, holiday gathering, golf tournament, and many more. KGSA also boasts an extensive network of alumni excelling in various fields in Korea and the USA. We hope to serve as a source for information and a center of networking. Everyone is welcome to join. For more information, please visit www.jhukgsa.org/.

MARKETING CLUB

The Carey Business School Marketing Club provides students with academic, recruiting and networking assistance to prepare for successful marketing careers. Specifically, the club works closely with faculty, alumni, students, and marketing executives to expand learning beyond the classroom by partnering with leading companies and Johns Hopkins Career Services to provide recruiting and interviewing preparation. The Marketing Club serves as a marketing resource to the Johns Hopkins community and provides support to students through mentorship and networking opportunities. For further information, please send an email to marketingclub@jhu.edu.

MBA ASSOCIATION

Founded in 1997, The Johns Hopkins University Carey Business School MBA Association promotes dialogue among graduate business students and encourages active participation in the school.

The MBA association promotes networking and interaction among graduate business students at all campuses, facilitates professional skills development, and provides a forum of sharing information and resources. The organization is open to all Carey Business School students with an interest in and commitment to graduate programs at the school. For more information contact the club at careymbaa@jhu.edu.

NET IMPACT CHAPTER

Net Impact is an international nonprofit organization whose mission is to make a positive impact on society by strengthening a community of leaders who use business to improve the world. Net Impact offers a portfolio of programs to educate, equip, and inspire more than 10,000 members to make a tangible difference in their universities, organizations, and communities. For more information about the Johns Hopkins Carey Business School Baltimore Chapter, please email marydrey@gmail.com or visit www.netimpact.org/.

EDWARD ST. JOHN REAL ESTATE FORUM

The Edward St. John Real Estate Forum was founded in 1993 for alumni, students, faculty, and affiliates from the Edward St. John Real Estate Program. Its goals are to build professional and social bonds through educational and other networking gatherings, promote the Allan L. Berman Real Estate Institute, and provide public service programs to support community needs.

SOCIETY OF MINORITY BUSINESS LEADERS

The Johns Hopkins Carey Business School Society of Minority Business Leaders (SMBL) was established in 2009. SMBL encourages professional development and networking opportunities for minority business students and alumni. It also advocates for service in the surrounding communities.

SBML is open all Carey Business School students and alumni. For more information about the SNBL, please email the SMBL Executive Board at SMBL.CareyBiz@gmail.com.

The Johns Hopkins Carey Business School
10 North Charles Street
Baltimore, Maryland 21201

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