



Student Handbook

ACADEMIC YEAR 2016-2017



JOHNS HOPKINS
CAREY BUSINESS SCHOOL

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Our Mission

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

Introduction

The Johns Hopkins University

Established in 1876, the Johns Hopkins University was the first American university dedicated to advanced study and scientific research. Today, Johns Hopkins continues as a leader in teaching, research, and community service and is the single largest university recipient of research and development funds from the federal government. There are 10 divisions within the university.

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

The Johns Hopkins Carey Business School

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

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

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

Through programs that combine extensive theory with a wealth of work-world experience, Carey students learn from nationally recognized researchers and leaders

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

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

Curriculum

Current academic programs include the Johns Hopkins Global MBA (full-time), Executive MBA (for experienced leaders advancing in their professions), and the Flexible MBA, designed to accommodate the needs of working professionals. Also offered are a wide range of additional MBA programs (in collaboration with other Johns Hopkins schools) in areas such as government, biotechnology, design leadership, and public health. Specialized Master of Science degree programs are offered in enterprise risk management, finance, health care management, information systems, marketing, and real estate and infrastructure. Additionally, a bachelor’s degree completion program in business and a variety of graduate certificate programs are offered.

2016 - 2017 Academic Calendar

Summer Semester 2016

March 1, 2016

Deadline for 2016-17 Maryland State Scholarships

March 15, 2016

Financial Aid priority filing date for academic year 2016-17 for Full-time students and Executive MBA program students

March 28, 2016

Registration period begins for all summer semester classes

Full-time and Part-time students will be billed for summer tuition on April 11th

April 4, 2016

Application for graduation available for academic year 2016-17

April 15, 2016

Financial Aid priority filing date for 2016-17 academic year all undergraduate students and part-time program students

Application deadline for 2016-17 academic year campus-based scholarships for all students

April 18, 2016

Full-time and part-time students will be billed for summer 2016 tuition/registrations

June 4, 2016

Late registration period for continuing students begins

June 4, 2016

Graduate 8-week summer session onsite classes begin

June 6, 2016

Graduate 8-week summer session online classes begin

June 17, 2016

Last day to submit a graduation application for summer 2016 semester

July 1, 2016

Summer 2016 tuition and fees payment is due

July 2 - 4, 2016

Fourth of July holiday – no onsite classes held

July 29 – August 12, 2016

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

July 31, 2016

Graduate 8-week summer session online classes end

August 1 – 15, 2016

Summer Intensive Program for some newly admitted International students for programs in Washington, D.C.

August 2, 2016

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

August 2, 2016

Graduate 8-week summer session onsite classes end

August 9, 2016

Graduation Ceremony for Summer 2016 graduates

Fall Semester 2016**March 1, 2016**

Deadline for 2016-17 Maryland State Scholarships

March 15, 2016

Financial Aid priority filing date for academic year 2016-17 for Full-time students and Executive MBA program students

April 4, 2016

Application for graduation available for academic year 2016-17

April 15, 2016

Financial Aid priority filing date for 2016-17 academic year all undergraduate students and part-time program students

Application deadline for 2016-17 academic year campus-based scholarships for all students

April 25, 2016

Registration period begins for students in all part-time and continuing full-time academic programs
Full-time and Part-time students will be billed for fall 2016 tuition/registrations on July 1st

July 1, 2016

Full-time and Part-time students will be billed for fall 2016 tuition/registrations

July 29 – August 12, 2016

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

August 1 – 15, 2016

Summer Intensive Program for some newly admitted International students for programs in Washington, D.C.

August 13, 2016

Orientation for all new students in part-time programs

August 15 - 19, 2016

Orientation for new Global MBA students

August 16 – 19, 2016

Orientation for full-time Master of Science and Undergraduate students

August 22, 2016

Late registration period for continuing students begins

August 22, 2016

Graduate 8-week Fall I session (onsite and online) and 16-week onsite classes begin
Full-time undergraduate 15-week classes begin

September 1, 2016

Fall 2016 tuition and fees payment is due

September 5, 2016

Labor Day holiday – no onsite classes held

September 23, 2016

Last day to submit an application for graduation for fall 2016

October 16, 2016

Graduate 8-week Fall I session online classes end

October 17, 2016

Graduate 8-week Fall II session online classes begin

October 17 – 21, 2016

Full-time Undergraduate Fall Break

October 18, 2016

Make-up day for Fall I session onsite classes (if needed)
No 16-week graduate classes held

October 18, 2016

Graduate 8-week Fall I session onsite classes end

October 19, 2016

Graduate 8-week Fall II session onsite classes begin

November 23 – 26, 2016

Thanksgiving holiday – no onsite classes held

December 11, 2016

Graduate 8-week Fall II session online classes end

December 19 – 20, 2016

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

December 20, 2016

Fall II graduate session onsite classes, 16-week graduate session onsite classes, and full-time undergraduate semester classes end

Intersession 2017

Please note that there are currently no classes scheduled during the 2017 Intersession. Please visit <https://sis.jhu.edu/classes> for any updates.

October 24, 2016

Registration period begins for Intersession classes

Full-time and part-time students will be billed for Intersession 2017 classes as they register

January 3, 2017

Late registration period for continuing students begins

January 3, 2017

Intersession onsite classes begin

January 21, 2017

Make-up day for Intersession (if needed)

January 21, 2017

Intersession onsite classes end

Spring Semester 2017

April 4, 2016

Application for graduation available for academic year 2016-17

October 24, 2016

Registration period begins for all spring semester classes

Full-time and Part-time students will be billed for spring 2017 tuition as they register for classes

November 1, 2016

Financial Aid priority filing date for spring 2017 only

January 7, 2017

Orientation for all new students in part-time programs

January 16, 2017

Martin Luther King Jr. holiday – no classes held

January 23, 2017

Late registration period for continuing students begins

January 23, 2017

Graduate 8-week Spring I session (onsite and online) and 16-week onsite classes begin

Full-time undergraduate 15-week classes begin

February 1, 2017

Spring 2017 tuition and fees payment is due

February 24, 2017

Last day to submit an application for graduation for spring 2017 semester

March 19, 2017

Graduate 8-week Spring I session online classes end

March 20, 2017

Graduate 8-week Spring II session online classes begin

March 20 – 21, 2017

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

No 16 week graduate classes held

March 20 – 24, 2017

Full-time Undergraduate Spring Break

March 21, 2017

Graduate 8-week Spring I session onsite classes end

March 22, 2017

Graduate 8-week Spring II session onsite classes begin

May 14, 2017

Graduate 8-week Spring II session online classes end

May 17, 2017

Make-up days for Spring II graduate session onsite classes, 16-week graduate session onsite classes, and full-time undergraduate classes (if needed)

May 17, 2017

Graduate 8-week Spring II session onsite classes, Graduate 16-week session onsite classes, and full-time undergraduate semester classes end

May 23, 2017

Carey Graduation Ceremony

May 24, 2017

University-wide Commencement

Academic Advising

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

Each student is assigned an academic adviser upon acceptance of admission to an undergraduate or graduate program. Advising may be done in person, by phone, or by email.

When Students Should Seek Advising

All students should connect with their assigned adviser at least once per semester.

New students are expected to seek advising prior to registering for class for the first time. 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.

Any student seeking special requests such as grade appeal petitions, transfer of credit, academic program withdrawal, or leave of absence* must first contact his or her academic adviser who will guide each process.

**All students who are absent for more than one calendar year and who did not obtain an approved Leave of Absence will be required to apply for readmission through the Office of Admissions before being permitted to re-enroll.*

Academic Progress

Undergraduate Students

Undergraduate students at the Carey Business School must have a minimum 2.00 grade point average to graduate and must maintain at least a C average (2.00 on a 4.00 scale) to remain in good academic standing. Students receive credit for courses in which they receive grades lower than a C; however, students must repeat any required course in which they receive an F (please refer to repeat policy for further details).

Undergraduate students will be placed on academic probation if their cumulative grade point average falls below 2.00. Grades will be reviewed for academic progress at the end of each semester. Students whose cumulative GPA falls below 2.00 must meet with their advisers to discuss resources such as tutoring or workshops so that they can raise their GPA to assure continued progress toward graduation. A Probation Hold will be placed on the student record for any undergraduate student with a cumulative GPA below 2.00. Students will be removed from academic probation when their cumulative grade point average reaches 2.00.

Students on academic probation who do not raise their cumulative grade point average above 2.00 by the completion of the following semester of enrollment may be suspended. After a period of one semester, academically suspended students are required to meet with their academic advisers and may then submit a written petition for reinstatement on a probationary basis.

A student will be dismissed when a) it is not possible for a student to attain the required 2.00 GPA within the school's academic policies, and/or b) when a student fails the same course a second time.

Graduate Students

Graduate students at the Carey Business School must have a minimum 3.00 grade point average to graduate and must maintain at least a B average (3.00 on a 4.00 scale) to remain in good academic standing. Students receive credit for courses in which they receive grades lower than a B; however, students need to repeat any required course in which they receive an F. (Please refer to repeat policy for further details).

Graduate students will be placed on academic probation if their cumulative grade point average falls below 3.00. Grades will be reviewed for academic progress at the end of each semester or for one-year programs at the end of each term. Students whose cumulative GPA falls below 3.00 must meet with their advisers to discuss resources such as tutoring or workshops so that they can raise their GPA to assure continued progress toward graduation. A Probation Hold will be placed on the student record for any student with a cumulative GPA below 3.00. Students will be removed from academic probation when their cumulative grade point average reaches 3.00.

Students on academic probation who do not raise their cumulative grade point average to 3.00 by the completion of the following semester, or following term if enrolled in a one-year program, may be suspended. After a period of one semester, academically suspended students are required to meet with their academic advisers and may then submit a written petition for reinstatement on a probationary basis.

A student will be dismissed a) when it is not possible for a student to attain the required 3.00 GPA within the school's academic policies, and/or b) when a student fails the same course a second time.

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

Academic Standards

Johns Hopkins University and the Carey Business School expect the highest academic standards from its students. The awarding of degrees and certificates is based upon satisfactory completion of all degree/certificate and the 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 awarding of a degree or certificate to students enrolled in any academic program. Any breach of academic standards may result in disciplinary actions against the student(s) involved. Please see the Honor Code section for an overview of grievance and due process procedures.

Admissions

The Carey Business School requests that applicants adhere to a paperless admissions process. Students seeking admission to a degree or certificate program must submit an online application and all required application documents outlined on the Carey Admissions website at carey.jhu.edu/admissions, as well as the application fee. Admission requirements (e.g., standardized test scores) vary by program. Applicants are encouraged to contact the Office of Admissions or visit carey.jhu.edu/admissions to determine specific admission criteria, suitability of prior degrees, or certification requirements for their desired programs of study. Students who provide fraudulent or misleading information by omitting relevant details during the admission process, or falsifying information will face disciplinary action to include withdrawal of the application or dismissal.

For full-time programs the Carey Business School reviews applicants by round (i.e. round 1, 2, and 3). Part-time programs at Carey use a rolling admissions process and files are reviewed upon receipt prior to the stated deadline. Application review times vary and are dependent upon the date and time an applicant completes the application file with all required documents. To expedite the process, applicants should utilize an E-transcript service to have official copies of undergraduate and/or graduate transcripts (or course-by-course evaluations for international students) sent before or at the time of submission of their application. E-transcript options include iwantmytranscript.com/jhucbs, and exchange parchment.com. Paper transcripts will only be accepted for applicants coming from institutions that do not offer an e-transcript option. Please visit carey.jhu.edu/admissions for more details.

Academic records (transcripts, diplomas, and degree certificates) for degrees earned from non-U.S. institutions must be evaluated by an authorized credential evaluation agency (not the Office of Admissions). Applicants who earned credits at a non-U.S. institution without earning a degree should submit an official English translation of the transcript from the institution where those credits were earned in lieu of a course-by-course evaluation. See the International Credential Evaluation section of this catalog.

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

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

To be eligible for federal financial aid, federal regulations require that students be accepted unconditionally into a 15-credit (or more) degree or certificate program, and maintain an enrollment status of at least half-time each semester. Note that 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.

Bachelor's Program

The Bachelor of Business Administration (BBA) program will enroll its last incoming class in fall 2016. After this date, no new students will be invited to join the BBA program at the Johns Hopkins Carey Business School. As a result, new applicants for fall 2016 are strongly encouraged to speak directly with an Admissions Officer at the Carey Business School to fully understand the potential implications for the student experience in this program (i.e. low class enrollment, etc.)

Academic records from non-U.S. institutions must be evaluated by an authorized credential evaluation agency (see list in the International Credential Evaluation section of this catalog for suggested agencies). Additionally, the admission process may include an interview.

For more information about admission to the undergraduate program, please contact the undergraduate Admissions Officer at carey.ug@jhu.edu.

Master's Programs

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

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

Certificate Programs

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

Graduate Degree Requirements

Once admitted to a graduate degree program in the Carey Business School, students must complete all coursework at Johns Hopkins University, except with prior written approval from an adviser. Exceptions are rare, but will be considered on a case-by-case basis. Graduate students enrolled in master's programs have six years to complete their degree. For information regarding specific degree requirements for each graduate program, please refer to the detailed program descriptions online.

State-Specific Authorization for Online Courses

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

Verification of Credentials

Accuracy is expected in all documents provided by all applicants. Applicants must not make inaccurate statements, fabricated, or material omissions on their

applications, during the interview nor submit any false materials related to or in connection with seeking admission. Violation of this requirement will result in the application being rejected or withdrawn from consideration.

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

If a violation is discovered during the application process an applicant will be withdrawn from admission consideration. If a violation is discovered after an applicant has been admitted the offer will be rescinded and the student is no longer eligible for enrollment— even if the student has already enrolled and is currently making progress in an academic degree or certificate program. A degree or certificate conferred by the Johns Hopkins Carey Business School may also be rescinded if admission to the School was previously offered based upon falsified or inaccurate information. The application fee is nonrefundable.

Transfer of Undergraduate Credits: A maximum of 60 semester hours (90 quarter hours) will be applied to the undergraduate degree program in the Carey Business School, including credits by examination. Quarter-hour courses will be converted to semester hours. The undergraduate program at the Carey Business School does not award life experience credits.

Note: Financial aid students in undergraduate programs who borrow student loan funds must be awarded “freshmen-level” loans until their transfer credits have been evaluated and accepted so their applicable grade-level for aid eligibility can be determined and documented, in accordance with federal law.

Transfer of Graduate Credit or Waive With Replacement

The maximum number of credits earned at another regionally accredited college or university that may be transferred with replacement into a graduate degree program in the Carey Business School in no case can exceed four credits or two classes. Any request for transfer or waiver of courses must be submitted within the first two semesters from the date of admission. Full-time degree programs at the Carey Business School do not allow transfer credits or waivers. Only course work completed within the last five years with a grade of B- or better is considered in the waiver decision.

The maximum number of credits earned at another school within Johns Hopkins University that may be transferred into a graduate degree program in the Carey Business School in no case can exceed four credits or two classes as long as each course transferred counts toward one two-credit course. Dual degree students may not apply transfer credits from other divisions of Johns Hopkins towards completion of their Carey degree. All credits earned towards the Carey portion of a dual degree must be earned in the Carey Business School.

Students in full-time academic programs at other Johns Hopkins University divisions may take classes at the Carey Business School as a graduate level, non-degree seeking student. These interdivisional requests for enrollment will be processed the week before the semester starts to allow degree-seeking students ample time to register for classes. Only six credits earned as a non-degree student may be counted toward an MBA, MS or Graduate Certificate from the Carey Business School.

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 either official TOEFL (Test of English as a Foreign Language) scores or official IELTS (International English Language Testing System) scores if the undergraduate degree has not been earned from an accredited institution in the U.S. (or Canada). The preferred minimum TOEFL requirement is 600 (paper-based), 250 (computer-based), or 100 (internet-based). The TOEFL code for the Johns Hopkins Carey Business School is 0834. The preferred IELTS score is 7.0. Applicants to certain graduate programs may also be required to provide additional evidence of English proficiency, including:

- A telephone, Skype, 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 English proficiency exam 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 an English Language Proficiency Exam Waiver Request when submitting his/her application to the Office of Admissions. The form can be found online at carey.jhu.edu/admissions/international-applicants. Students who do not meet the preferred minimum, but are admitted to the school will be required to take ESL classes until proficiency is met.

F-1 Visa Applicants

An international applicant requiring a student (F-1) visa to attend school must obtain admission to a degree program well in advance of the start of the semester. The Carey Business School does not issue certificates of eligibility (Form I-20) for provisional acceptance to a degree program, nor does it issue an I-20 for any certificate programs. I-20s are issued, however, for conditional admissions. The application and other required admission deadlines for international students who require a student (F-1) visa and who plan to attend the Carey Business School are April 1st for the fall semester and October 15th for the spring semester. International applicants needing an F-1 visa are strongly encouraged not to wait until the final deadlines to apply. If applications and other required documents are not received on or before these deadlines, the application will be considered at the start of the next semester. For program application deadline dates, visit carey.jhu.edu/admissions/deadlines.

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

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

An overview of the process and the documentation required can be found online at ois.jhu.edu/Immigration_and_Visas/For_New_Students_and_Scholars/For_Students/Estimated%20Expenses%20Carey%202016-17.pdf

Specific figures on the estimated expenses and the amount of funding required in order to be issued an I-20 can be found here: http://ois.jhu.edu/Immigration_and_Visas/For_New_Students_and_Scholars/For_Students/Estimated%20Expenses%20Carey%202016-17.pdf

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 in student (F-1) status during the regular academic year are also welcome to enroll as graduate special (non-degree) students during the summer. For more information, contact the Office of Admissions at 410-234-9220 or carey.admissions@jhu.edu, or International Services at 410-234-9282 or carey.intl@jhu.edu.

Note: Financial aid is not available for international students.

International Credential Evaluation

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

Applicants who have earned credits at a non-U.S. institution without earning a degree must submit official sealed transcripts in English to the following address:

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

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

World Education Services, Inc.
P.O. Box 5087
Bowling Green Station
New York, New York 10274-5087
Telephone: 202-331-2925
Fax: 212-739-6100
Email: info@wes.org
Web site: <http://wes.org>

Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee, WI 53203-3470
Telephone: 414-289-3400
Email: eval@ece.org
Web site: <https://www.ece.org>

International Education Research Foundation
P.O. Box 3665
Culver City, CA 90231
Telephone: 310-258-9451
Email: info@ierf.org
Web site: <http://ierf.org/>

Changing 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 must submit a written request to the Office of Admissions carey.admissions@jhu.edu. A new application may be required. Students are not automatically admitted to the programs; their requests must be approved by the Office of Admissions. Upon admission into the new degree program students must formally withdraw from the first program through their adviser.

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

Second Degree Option

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

Admissions requirements for the second degree:

- Completion of Second Degree Option application (no application fee)
- New personal essay (maximum 500 words)

- Updated resume
- Carey Business School transcript
- Admissions interview requirement is waived for current Carey students

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

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

Adding a Certificate

Graduate students

Students who are currently enrolled in a degree program at the Carey Business School and wish to add a certificate must submit a written request to Office of Admissions. Please view the Graduate Programs section to determine specific requirements. Applications to add a certificate must be submitted during the first semester of enrollment in the Carey Business School degree program.

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

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

Inactive/Deactivated Certificate or Degree Applications

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

Admission to other Schools of the University

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

Deferring Admission

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

Conditional Admission

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

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

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

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

Alumni

The Carey Business School alumni network is one of the largest alumni networks within Johns Hopkins University and is composed of an extraordinary group of individuals committed to making an impact in their professions and communities. This commitment is a thread that ties the 200,500 alumni of Johns Hopkins University together, an incredible resource for current students.

The Office of Development and Alumni Relations strengthens the alumni bond with cultural, social, and networking opportunities that connect alumni with one another and with current students. An array of opportunities exists for students and alumni to engage with the Carey Business School community, including industry events, mentorship and other volunteer opportunities, and student organization activities. The Office of Development and Alumni Relations continues to identify and develop engagement opportunities with the support and guidance of the Dean's Alumni Advisory Board, comprised of 26 alumni leaders from around the globe. By sharing the Carey Business School experience with colleagues, friends, and prospective students, and staying in touch with professors and classmates, students play an integral role in growing the Carey family. To take advantage of everything the Carey Business School alumni network has to offer, please visit carey.jhu.edu/alumni.

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

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

Athletic Facilities

Students are encouraged to look for athletic facility options if interested. Below is one option available.

Ralph S. O'Connor Athletic Facility – Homewood Campus

Carey students may join the O'Connor Recreation Center for a fee of \$192/year (September to August). Faculty, staff, and non-Homewood students of the university and spouses (with affiliate) are eligible to join. Services include climbing wall, swimming pool, basketball courts, squash courts, personal training, and much more. More information is available at 410-516-4434 or web.jhu.edu/recreation.

Attendance Policy

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

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

- Plan and schedule an Adobe Connect/ Blackboard online session.
- Re-schedule the class period to a designated make-up day.
Designated make-up days are scheduled at the end of each 8-week term or semester. Please see the Academic Calendar.

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

This policy is designed to address those situations when a single class day has been cancelled. Weather emergencies or other events that result in multiple-day cancellations will be handled on a case-by-case basis.

Religious Observances

Religious observances are valid reasons for students to be excused from class. Whenever feasible, students should be allowed to make up academic assignments that are missed due to such absences. However, the student must notify the instructor in writing of the projected absence prior to the second class session of the course. Students who expect to miss several classes because of religious observances 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 if and how the student will make up the missed examination.

Blackboard®

The Carey Business School uses Blackboard as its course management system, which provides the opportunity to integrate technology into the teaching and learning process. Faculty members manage their own course content within their Blackboard course websites. Enrolled students can access course documents, assignments, and can communicate with instructors and students through the Blackboard course site. The Blackboard helpdesk can be reached at 866-669-6138 or online at bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=685

Business Cards for Students

Current Carey students pursuing a bachelor's or master's degree may order official Johns Hopkins Carey Business School cards through Student Services. (Students may not place an order for business cards before the start of their program.) All business cards have the Johns Hopkins University and Carey Business School name in official typeset. Ordering business cards from another vendor using the Johns Hopkins University or Carey Business School name and/or logo is not permitted. Information about ordering student business cards is available at carey.jhu.edu/students/student-resources/student-business-cards.

Career Development Office

The Career Development Office (CDO) is eager to work with students to explore how a degree from Carey can enhance their career. The CDO's mission statement is as follows:

We are not your typical career office, we aim to do the following with students, alumni, and employers:

- Inspire potential
- Innovate ideas
- Empower self-discovery
- Expand knowledge
- Connect people
- Celebrate success

Career coaches are available for one-on-one and group coaching to help with the successful creation and navigation of students' career paths. In addition to career coaching, the CDO offers workshops, boot camps, professional development programs, and high impact experiential adventures in the following areas:

- Self-Discovery
- Industry Insights
- Professional Branding

- Document Creation
- Networking
- Job Search Strategy
- Interviewing
- Career Management

The Career Navigator, our on-line resource library, compliments our coaching and programming. Carey students and alumni have access to on-line assessments, career planning tools and resources, and webinars to support their career development and job search efforts at carey.jhu.edu/career-development/students/career-navigator. To book an appointment with a CDO team member or browse job postings, please log onto Carey Compass (<https://carey-jhu-csm.symplicity.com/students/>).

Current Students can visit Carey Compass and log in with their JHED ID and password to review and complete their profile and upload resumes using the “My Documents” tab.

Completing a profile in Carey Compass allows the CDO to customize the job postings and development opportunities students receive. Once an account has been created in Carey Compass, students can access tools available exclusively to Carey students, including The Vault Guides, CQ Interactive, Passport Career, and various employer recruitment deadlines. Through the events calendar, students also register for employer and professional development events hosted by the CDO.

When attending CDO events, please adhere to our technology, etiquette, dress code, and lateness/cancellation policies. We ask that all participants remember to shut off their cell phones and to refrain from using laptops and other mobile devices during CDO programs. Dress for all events is, at a minimum, business casual; please check the dress code for each event. We enforce a 48-hour advance cancellation policy. Participation in future CDO events is at risk if policies are not followed. Please arrive early for all events as they begin on time. Doors will close at the start of the event and reopen when the event is finished. Please call 410-234-9270 or email CareerDevelopment@jhu.edu with any questions.

The Career Development Office is also on Twitter twitter.com/JHUCareer and Facebook facebook.com/jhucareer.careerdevelopment. You can also find career-related information on the CDO blog at: <http://www.careytorch.com/>.

Computing Services

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

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

The Johns Hopkins University Mobile Computing Program (MCP) aims to provide the best possible technical support environment for students by promoting the purchase of standardized systems. For more information about the Mobile Computing Program, please visit <http://studentaffairs.jhu.edu/computing/technology->

[center/hopkins-technology-store/mobile-computing-program/](#). (Please note that this program is offered through Homewood Student Affairs and support is located on the Homewood campus)

Apple and Dell products are also offered through the Johns Hopkins Technology Store <http://store.jhutechstore.com/>

Limited computer support is available at each center and for password issues, through the main Help Desk phone number 410-516-HELP (4357). There are also FAQs available at it.johnshopkins.edu/help.

Course Schedule

The course schedule is available online at sis.jhu.edu/classes.

Disability Services

Johns Hopkins University and the Carey Business School are committed to making all academic programs, support services, and facilities accessible to persons with disabilities. To request accommodations, please contact Carey Disability Services. Students are encouraged to submit their application and documentation as early as possible in order to avoid any possible delay in providing accommodations. For information on policies and procedures, contact Carey Disability Services by email at carey.disability@jhu.edu by phone at 410-234-9243, or visit carey.jhu.edu/students/student-resources/disability-services.

Email Activation

The Carey Business School communicates with students via their JHU email account, so it is recommended that students create an account as soon as possible.

To set up a JHU email account, a JHED account must be created first. The JHED account is the Login ID and password students use for all online services at Johns Hopkins University. To set up both a JHED and a JHU email account, please go to the Johns Hopkins Portal Website <http://my.jhu.edu/>.

To Create a JHED Account

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

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

Johns Hopkins has teamed up with Microsoft to provide Office 365 email for Carey students. All students must activate a JHU email account in order to register for classes. The University sends all correspondences including billing statements and universal announcements to the students' JHU email accounts, so it is important for students to activate and monitor this email.

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

To Create an Office 365 Account

- The first time you access your Johns Hopkins Office 365 email account you must go through the University enterprise portal at <http://my.jhu.edu/>
- The first time you log in to the portal, you will need to agree to the Johns Hopkins Office 365 Terms of Service in order to set up the account for use.
- The initial password for your Office 365 email account is MMDD99999, where MMDD are the month and day of your birthday and 99999 is the last five digits of your U.S. social security number (or your assigned temporary replacement number if you are an international student)
- Your email should now be established. It may take an hour for your "Email Alert" to be removed from your record. You can access email at <http://my.jhu.edu/>

To Create an Email Alias

An email alias is a shorter, more user-friendly email address that you may use to send and receive mail to the account of your choice. You can use the alias to deliver mail to your Office 365 account or any non-Hopkins email service such as Hotmail, Gmail or Yahoo. To create an alias, simply follow these steps:

- Log into the Johns Hopkins Portal website at my.jhu.edu/
- Click on the "myJHED" tab at the top of the page.
- Click on the Email Alias link under Applications and follow instructions.

(More information at www.it.johnshopkins.edu/services/email/Office365/changeAliasRouting.html)

This process does not forward your JHU email to another account. To do so and to receive all your JHU email, see next section.

To Forward/Redirect Email

Inbox Rules can be used to redirect or forward mail from your Johns Hopkins mailbox to another mailbox.

- After you sign in to Outlook Web App, click 'Options' > 'Create an Inbox Rule'
- On the Inbox Rules tab, click 'New'
- Under 'When the message arrives' select 'Apply' to all messages
- Under 'Do the following' select 'Redirect the message to'

- Select the address you want your mail sent to by double-clicking on it in the address book view. If the address you want to redirect to doesn't appear, you can enter the email address in the 'To' field
- Click 'OK' to save your selections and return to the new rule window
- Click 'Save' to save your rule and return to the Inbox Rules tab

Redirecting and forwarding are not the same:

- Redirected messages will appear to come from the original sender. When you reply to a message that has been redirected, the reply will be sent to the original sender.
- Forwarded messages will appear to be forwarded from you. When you reply to a forwarded message, the reply will be sent to the address the message was forwarded from, not to the original sender.

Important Information:

- When creating an alias for your JHU email address, you are presented with the option to forward that alias to another email address. Only the steps above will forward official emails from the school.
- Please make sure to update the redirected account (Yahoo, Gmail, work email etc.) when changing your preferred email address.
- To stop redirecting the school's email to your preferred account, please follow these steps:
- After you sign in to Outlook Web App, click 'Options' > 'All Options'
- Select 'Organize Email' and click on 'Inbox Rules'
- Select the rule and uncheck the 'On' box or delete the rule altogether.
- These actions will stop redirecting your JHU email to your preferred email address.

More information on can be found at: <http://it.johnshopkins.edu/services/email/Office365/>

English for Speakers of other Languages (ESOL)

English for Speakers of Other Languages (ESOL) classes at the Carey Business School are offered by the English Language Program (ELP). The ELP promotes the value of communicative competence for both academic achievement and professional success. We help students develop their English communication skills and understanding of American business settings. Classes are communicative, interactive and student-driven. There is an emphasis on nuances of expression and intercultural communications skills to serve students in their learning and development.

Classes focus on using spoken and written English for both business and academic purposes. Emphasis is on understanding the genre of the communicative message, focusing on accuracy in vocabulary, expression, grammar, and pronunciation in order to effectively deliver clear messages at work and in the academic environment.

Tuition and Fees

Course fees are included in tuition that full-time students pay each semester, thus there is no additional fee. Part-time students will pay a per course fee (tuition).

Graduate Classes

Business English for Graduates I, II, III and IV are available at our Baltimore and DC campuses.

Undergraduate Classes

Business English for Undergraduates I and II are available at our DC campus.

Conditional Admission

For students who are admitted to Carey conditionally with an ESOL requirement, enrollment in ELP courses is required for four terms or until a waiver is granted based on proficiency.

Financial Aid

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

The academic year consists of the summer, fall, and spring semesters. The Fall I and Fall II terms together comprise the “fall semester”. Likewise, the Spring I and Spring II terms together comprise the “spring semester.” For the purposes of most financial aid programs, students must maintain at least half-time enrollment in the semester. Half-time enrollment for undergraduate students is at least 6 credits in a semester. Half-time enrollment for graduate students is at least 4.5 credits per semester (which is 3 two-credit courses) for the fall and spring semester, and at least 3 credits in the summer term. Students who enroll in the January intercession will have those credits added to their spring semester credits to determine their enrollment status.

Deferment of student loan repayment is available for students enrolled at least half-time and in a degree-seeking program. The Office of the Registrar certifies loan deferment forms. Students who only need one or two courses to graduate and will enroll less than half-time will go into their grace period as of the date they cease attending at least half-time.

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

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 after each semester. Please refer to our policy, “Satisfactory Academic Progress Requirements for Financial Aid Recipients,” available at our website at carey.jhu.edu/admissions/financial-aid/financial-aid-policies/academic-progress.

In addition, to receive federal aid, students must be U.S. citizens or eligible non-citizens; have registered with the Selective Service between the ages of 18 and 26 if male; not owe refunds on federal grants or be in default on federal educational loans; have a valid social security number, and be admitted prior to the first day of classes for the semester in which they receive aid.

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

To be considered for financial aid, a student must file the Free Application for Federal Student Aid (FAFSA) using school code E02145. Students enrolled in a part-time program should also complete the Supplemental Information Form for Financial Aid. Both forms are available online at carey.jhu.edu/admissions/financial-aid/forms-and-helpful-info. Students need to reapply for aid each year by completing the next academic year’s Renewal FAFSA and Supplemental Information Form, if a part-time student. School-based scholarship applicants also must complete the School-based Scholarship Application and write an essay.

The priority filing date to apply for financial aid each year is April 15 (March 15 for full-time programs and the Executive MBA). For spring-only applicants, the priority filing date to apply for financial aid is November 1st. Students can apply for financial aid at any time during the academic year (prior to the end of classes), however the application process can take time, and only those who apply by the priority filing date can be assured that their financial aid awards will be ready for the start of classes. Maryland residents who wish to be considered for Maryland state scholarships must complete a FAFSA prior to March 1.

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

Most financial aid available is in the form of federal student loans. For information on the types of financial aid available, please refer to our website at carey.jhu.edu/admissions/financial-aid/types-of-assistance. For purposes of federal loan eligibility, undergraduates must have earned at least 24 credits toward their degree program to qualify for a sophomore-level loan, and at least 48 credits to qualify for upperclassman loan limits. Only transfer credits accepted for transfer toward the student’s degree can be counted in determining grade level. New undergraduate students applying for financial aid will be awarded a “freshman-level” student loan until their transfer credits have been evaluated and accepted toward their degree program, so their appropriate “grade-level” for financial aid eligibility can be determined.

Financial aid awards disburse to the student account on the first day of the semester for students whose financial aid files are complete and awarded. When aid from all sources exceeds the tuition and fees charged by the School, the Student Accounts Office will process a refund of any credit balance remaining on the student’s

account. Students whose aid awards exceed the cost of tuition and fees may request book vouchers for use at the School's bookstores three weeks prior to the start of class. Requests should be in writing via email and include the estimated cost of the books from MBS.

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

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

In compliance with the Higher Education Amendments of 1998, students receiving Title IV aid who drop below half-time status or withdraw completely may have their aid returned to the government according to a federal formula. Aid proceeds, which have been previously refunded to the student for living expenses, may have to be repaid immediately as well. For more information please refer to our website at carey.jhu.edu/admissions/financial-aid/financial-aid-policies/title-iv-funds. Since such changes in academic status may also affect students' future eligibility for aid, it is recommended that Title IV aid recipients who contemplate withdrawing or reducing their status below half-time first consult the financial aid office. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

Financial Aid Office
Johns Hopkins Carey Business School
6740 Alexander Bell Drive, Suite 110
Columbia, MD 21046
410-516-5950
carey.finaid@jhu.edu

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

Student Accounts Office
Johns Hopkins Carey Business School 6740 Alexander Bell Drive, Suite 150
Columbia, MD 21046
410-516-9722
carey.studentaccounts@jhu.edu

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

Grading Policy

The grading system used for official grades for all Carey Business School courses—graduate and undergraduate—is as follows.

- 'A+' is not awarded at any level.
- 'A' is awarded to those who demonstrate extraordinarily excellent performance.
- 'A-' is awarded for excellent performance.
- 'B+', 'B', and 'B-' are awarded for good performance in a course.
- 'C+', 'C', and 'C-' are awarded at the graduate and undergraduate levels.
- 'D+', 'D', and 'D-' are awarded at the undergraduate level only.
- 'F' indicates the student's failure to satisfactorily complete the course work. If laboratory work is part of a course in which an 'F' is received, both the lecture and laboratory work must be repeated unless the instructor in the course indicates otherwise. If the course is not required for graduation, it need not be repeated; the grade, however, remains on the transcript and is calculated into the grade point average.
- 'I' (Incomplete) indicates the instructor is not prepared to give a final grade for the course because of some justifiable delay in the student's completion of specific course work. 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 end of the semester, a grade of 'F' replaces the 'I' on the student's transcript.
- 'P' indicates successful completion of course work. No quality points assigned.
- 'R' indicates that a course has been repeated. When a course is repeated, both the original and repeated course grades appear on the academic record; however, only the repeated course grade is used in calculating the grade point average. Course credit can be applied toward degree requirements only once, even if a course is repeated. Both the original and repeated course are indicated with an 'R' on the academic record.
- 'W' (Withdrawal) indicates an official withdrawal approved by the Office of the Registrar. It is not assigned by the instructor. If a student wishes to withdraw from a course, an add/drop form must be submitted by the deadline in the Withdrawal Schedule.
- 'X' indicates the grade has not yet been submitted by the instructor.

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

Carey courses may not be audited.

Each instructor assigns grades according to his/her own system.

Grade Point Average

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

Grade	Quality Points
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+*	1.30
D*	1.00
D-*	0.70
F	0.00

*'D+', 'D', and 'D-' awarded at the undergraduate level only.

Grade Appeals

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

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

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

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

Receiving Your Grades

Online: Currently enrolled students can access their semester grades using sis.jhu.edu/sswf.

By Mail: Students who wish to receive an official grade report by mail should submit a request via email to carey.registration@jhu.edu. Phone requests for an official grade report will not be accepted.

Repeating a Course

An undergraduate student may improve his or her cumulative GPA by repeating a maximum of three courses (not to exceed 9 credits) in which the student received a grade of C-, D+, D, D- or F. Although both courses will remain on the student's permanent record, the last grade received will be the grade used to determine credit toward a degree and GPA. The first and second attempt will be recorded with both the grade earned and the symbol R to denote it has been repeated. The repeat must be in the same course and must be taken at the Johns Hopkins Carey Business School. Repeat of a course grade will not change notations regarding academic standing or academic discipline in the student's official record for the semester containing the first or second attempt. No course can be repeated more than one time.

A graduate student may improve his or her cumulative GPA by repeating a maximum of three courses (not to exceed 6 credits) in which the student received a grade of C, C- or F. Although both courses will remain on the student's permanent record, the last grade received will be the grade used to determine credit toward a degree and GPA. The first and second attempt will be recorded with both the grade earned and the symbol R to denote it has been repeated. The repeat must be in the same course and must be taken at the Johns Hopkins Carey Business School. The repeat will not change notations regarding academic standing or academic discipline in the student's official record for the semester containing the first or second attempt. No course can be repeated more than once.

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

Graduation

The Johns Hopkins University confers degrees at the end of the summer, fall, and spring semesters. The University Commencement and divisional graduation ceremonies are held in May. The Carey Business School also holds a graduation ceremony in August for summer graduates. The May graduation program will include the names of those students who applied to graduate by the deadlines for the 2016–2017 academic year.

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

Deadlines for submitting the graduation application form for Academic Year 2016–2017

August completion:	June 17, 2016
December completion:	September 23, 2016
May completion:	February 24, 2017

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

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

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

Note: Receiving a diploma at an international address can take up to an additional eight weeks, as they are mailed via International Airmail with no tracking number. In order to have it mailed via Federal Express, contact the Registrar's Office at 410-234-9250 or carey.graduation@jhu.edu.

Health Insurance for Students

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

Students are billed each fall and spring for the premium on their SIS Student Account. Coverage for new students begins on the first day of orientation and ends the following summer. Coverage for returning students begins on August 14, 2016 and ends the following summer. No refunds are issued once enrolled in the Student Health Benefit Plan.

If current coverage is ending

Currently enrolled full-time students whose existing health insurance coverage is ending can enroll in the University's student health benefits plan before the published enrollment date by submitting a copy of the termination letter from the current insurance carrier to Student Services at carey.student@jhu.edu. New coverage is available beginning the 15th of each month and continues until the next regular enrollment date.

Insurance Waiver Process

All students enrolled in full-time programs (with the exception of EMBA and MBA/MPH programs), and all F-1 visa status students must purchase the University's student health benefit plan and are not permitted to waive coverage. Only students who are already enrolled in a US-based insurance plan through their employer or family may request a waiver of the University's health plan coverage. Students who do qualify for a waiver can log in to SIS at sis.jhu.edu/sswf and complete a waiver request. The deadline to waive coverage is September 15, 2016. Students will not be permitted to waive coverage after this deadline.

Honor Code

The Carey Business School measures success by the way a Carey graduate stands out as an innovative business leader and exemplary citizen. The Carey community believes that honesty, integrity, and community responsibility are qualities inherent in an exemplary citizen. The objective of the Carey Business School Honor Code is to create an environment of trust among all members of the academic community while the qualities associated with success are developed in students.

The Honor Code requires that each student act with honesty and integrity in all academic and co-curricular activities and that each student endeavor to hold his or her peers to the same standard.

Upon witnessing an alleged violation of the Honor Code, a student is expected to inform either the responsible faculty member or the Honor Council of both the alleged violation and the name of the student accused of committing the alleged violation. Each member of the Carey community, as a person of integrity, has a personal obligation to adhere to this requirement. It is only by upholding the Honor Code that members of the entire Carey community can contribute to the School's ability to maintain its high standards and its reputation.

Violations of this agreement are viewed as serious matters that are subject to disciplinary sanctions imposed by the Honor Council of the Carey Business School, which is composed of a fair representation of part-time and full-time MBA, MS, BS and BBA students and faculty members.

Academic Honesty

Violations of Academic Honesty include:

Lying – Lying includes, but is not limited to, knowingly communicating an untruth in order to gain an unfair academic or employment advantage, or neglecting to divulge information when under the circumstances, a person of integrity would be expected to disclose the matter.

Cheating – Cheating refers to any activity that gives a student an unfair academic advantage. It includes, but is not limited to, using unauthorized materials to complete an assignment; copying the work of another student, or representing another’s work as one’s own work; falsifying one’s identity by having another person take an exam; unauthorized providing of materials or information to others during assignments or examinations, submission of false documents or information to avoid taking an assessment. All communications, written, oral or otherwise, among students during examinations, are forbidden, as is the use of notes, books, calculators, electronic devices or other written material except when approved by the instructor.

Plagiarism – Plagiarism includes, but is not limited to, use of ideas, data, direct quotations, paraphrasing, or any other incorporation of the work of others not clearly referenced. Students are required to submit their own work.

Dual Submission – Dual submission includes submitting substantially similar work in more than one class without the approval of the instructors. Submitting work that was prepared for a previous class requires the approval of the current instructor. Submitting substantially similar work in concurrent classes requires approval, in advance, from each instructor.

For group work, all group members may be held accountable for the academic integrity of their work. This list is not all-inclusive, and is included for illustrative purposes.

University Policies

For the university-wide Code of Conduct please go to: <http://studentaffairs.jhu.edu/policies/student-code>

All allegations falling under the realm of Title IX should view these webpages and report to the University’s Title IX coordinator. Information is below:

web.jhu.edu/administration/jhuoie/equity_compliance/sexual_violence_policy.html.

web.jhu.edu/administration/jhuoie/equity_compliance/procedures.html

Assistant Vice Provost and Title IX Coordinator

Joy Gaslevic, JD

Telephone: 410.516.8075

Email: Joy.Gaslevic@jhu.edu

Johns Hopkins University

Wyman Park Building, Suite 515

3400 North Charles Street

Baltimore, Maryland 21218

Office of Institutional Equity – Anonymous Sexual Harassment Hotline

Telephone: 410-516-4001 | Toll Free: 1-800-516-4001

Honor Code Policies and Procedures

Student academic integrity is the responsibility of the faculty of the Carey Business School, (hereinafter the School). The Carey Business School Honor Council has been created to administer this responsibility.

Effective August, 2016, student conduct is being governed by the University-wide Code of Conduct (<http://studentaffairs.jhu.edu/policies/student-code>).

Jurisdiction

The Carey Business School Honor Council (hereinafter the Council) has jurisdiction over disciplinary matters involving matriculated and continuing Carey Business School students (hereinafter Carey Students) in the full-time and part-time programs (hereinafter Carey Programs) at the Carey Business School. This jurisdiction may include, without limitation, the following:

- Violations of Academic Honesty
- Disciplinary violations may include, but are not limited to, the following: Cheating, plagiarism, unpermitted collaboration, or forgery of academic documents
- Improper use of intellectual property

Membership and Responsibility of the Council

- a. The Honor Council is responsible for:
 - i. Interpreting the Honor Code
 - ii. Promoting the values of the Honor Code through communication with Carey students, faculty, and administrators
 - iii. Serving as representatives of the student body or faculty on all issues pertaining to the Honor Code
 - iv. Conducting investigations of suspected Honor Code violations
- b. The Honor Council will include two Co-Chairs, student representatives, faculty representatives, and the Director of Student Services or designee. The Director of Student Services or designee will be a non-voting member of the council. Student representation should include full-time and part-time programs. The faculty representatives will be appointed by the Vice Dean for Faculty and Research and the Vice Dean for Education or their designee. Student volunteers will be selected by Student Services via a nomination and interview process. The two Co-Chairs will be students. The council will elect the Co-Chairs for a one-year term.
- c. If the Vice-Dean or the Co-Chairs determine that a member of the Honor Council is unfit to perform his or her duties, the Co-Chairs will excuse that member from all further involvement in the Honor Council. His or her responsibilities will be assumed by (a) another student appointed jointly by the co-chairs and the Vice Dean for Education, or (b) in the case of faculty, another faculty member appointed by the Vice Dean for Faculty and Research. In situations regarding Council membership not covered as described above, the remaining Council will have discretion to make decisions based on a majority vote.

Procedure:

- a. Any member of the faculty, administration, staff, or any student who has reason to believe a violation of the Honor Code has occurred is expected to notify the Honor Council. All allegations of sexual misconduct, relationship violence and stalking must be reported to the Title IX Coordinator. For a first offense that does not involve sexual misconduct, relationship violence and stalking, a faculty member may, but is not required to, work directly with the student for consequences up to but not exceeding a zero on the assignment/assessment. Notification to the Honor Council prior to working directly with the student is required to ensure it is a first Honor Code offense. A report of the offense and outcome will be kept on record. All other suspected violations will be filed as a complaint with the Council against a student (hereinafter Accused) alleging a violation in accordance with section 2. A student may also report an alleged violation to the responsible faculty member. The Complaint must be in writing and signed by the Complainant setting forth briefly the nature of the alleged disciplinary infraction and the nature of the evidence. A copy of the Complaint will also be sent to the Honor Council via the Director of Student Services. The Accused will receive notice that a complaint has been received, and the nature of the alleged disciplinary infraction.

All allegations that a student has violated Carey Business School policies or campus regulations, and that do not involve allegations of sexual misconduct, relationship violence or stalking, are intended to be resolved as expeditiously as possible. In lieu of proceeding to a formal hearing, the student and the school in conjunction with the Honor Council Chair may arrive at a mutually acceptable agreement concerning disposition of the charges, subject to the approval of the Vice Dean for Education or designee. If a mutually acceptable agreement is not reached and the school is on break or summer session, the hearing may be delayed until the start of the next term.

Complaints of discrimination and harassment, including sexual misconduct, relationship violence, and stalking, may be brought to the attention of the Director of Student Services at the Carey Business School, or the Title IX Coordinator in the Office of Institutional Equity web.jhu.edu/administration/jhuoie/equity_compliance/procedures.html

In cases involving potential criminal conduct, including in cases of sexual violence or sexual assault, relationship violence or stalking, an accuser may also file a complaint with campus security. Campus security contact information for the following campuses is available at:

Carey Business School – Harbor East 100 International Drive

Baltimore, MD 21202

Telephone: 410-234-9301 or 410-234-9300

Carey Business School – DC Campus 1625 Massachusetts Ave NW Washington DC 20036

Telephone: 202-588-0590

Homewood Campus Safety and Security Shriver Hall

3400 N. Charles Street Baltimore, MD 21218

Telephone: 410-516-4600 or 410-516-7777

Johns Hopkins Medicine Corporate Security 550 N. Broadway

Suite 503

Baltimore, MD 21205

Telephone: 410-614-3473

For security contacts at other University locations, please see Appendix B in the JHU Procedures

web.jhu.edu/administration/jhuoie/equity_compliance/procedures.html#B.

- b. Subject to the exceptions noted below for complaints of sexual misconduct, relationship violence and stalking, upon receipt of a Complaint to be heard by the Honor Council, a Co-Chair shall form an Investigative Committee comprising him/herself and one faculty Council member within two academic days or a time frame within reason, or request an Administrative Review by the Director of Student Services. The role of the Investigative Committee or Administrative Review is that of fact finding and recommending further action as necessary. The Investigative Committee or Administrative Review shall submit its written report within seven academic days or a time frame within reason. If the Chair or any member of the Investigative Committee suspects a Violation has occurred, and a mutually acceptable agreement concerning disposition of the charges, subject to the approval of the dean or his/her designee has not been determined, the Complaint is assigned as a Case (hereinafter Case) for further action.
- c. If the Investigative Committee or Administrative Review and the Co-Chair conclude there is not sufficient evidence to suspect a Violation, the Complainant and the Accused shall be notified immediately in writing and the Complaint will be dismissed.
- d. If the Investigative Committee or the Co-Chair concludes there is sufficient evidence to suspect a Violation, the reviewing Co-Chair will notify the Complainant and the Accused in writing and outline the nature of the evidence.
- e. For the Case, the Co-Chair will form a Hearing Panel comprising a fair representation of the Co-Chair, at least three faculty Council members and at least two additional student Council members. The Chair will notify the chosen Hearing Panel members and will instruct them as to how to proceed.
- f. The Chair shall instruct the Hearing Panel of the confidentiality of such proceedings.

Hearings

An Honor Code Hearing is an academic process based on the basic tenets of scholarship—full and willing disclosure, accuracy of statement, and intellectual integrity in hypothesis, in argument, and in conclusion. An Honor Code Hearing is not a trial. Formal rules of evidence commonly associated with a civil or criminal trial may be counterproductive in an academic investigation proceeding, and shall not be applied. NOTE: Certain special procedures apply in cases of sexual misconduct, relationship violence and stalking that are noted below.

- a. To constitute a valid disciplinary hearing, the Hearing Panel must contain a quorum of at least three faculty members, the presiding Co-Chair, at least two additional student members, and the Director of Student Services, or designee, all of whom are present during the entire hearing. Should exceptional

circumstances arise, requiring the seating of additional Hearing Panels simultaneously, the make-up of the Hearing Panel may change but will always include students, faculty and a representative from Student Services.

- b. The Co-Chair will prepare the Case for presentation to the Hearing Panel and invite all requested witnesses to attend the hearing. Where the Accused requests that witnesses be summoned on his or her behalf, the student must furnish the Co-Chair with the names of the witnesses in sufficient time for the Co-Chair to request the presence of such witnesses. It is within the Hearing Panel's discretion to limit the number of witnesses appearing at the hearing to a reasonable number.
- c. The Co-Chair shall administer the proceedings and conduct of the hearing.
- d. At the commencement of the hearing, the Co-Chair shall read the charge(s) in the presence of the Accused and the Hearing Panel, and ask the Accused for a plea of violation or no violation.
- e. The hearing shall not be governed by formal rules of evidence. Statements or documents that are considered inadmissible evidence in a judicial proceeding may be admitted as evidence.
- f. The Co-Chair will maintain order during witness questioning and cross-examination. The Co-Chair has the right to object to questions that are irrelevant or considered asked and answered.
- g. Hearing Panel deliberations will begin in closed session immediately after the conclusion of the hearing. The Hearing Panel will agree on a verdict and recommended sanction, if applicable.
- h. The Accused is presumed innocent until proven in violation by a preponderance of the evidence.
- i. Each Hearing Panel member has one vote. A majority vote of the Hearing Panel shall constitute a valid decision. The Co-Chair only casts a vote in the case of a tie vote among the Hearing Panel members.
- j. A formal record of all official hearings shall be made.
- k. The Co-Chair shall, as soon after the hearing as possible, prepare minutes of the hearing including:
 - i. Date, place and time of the hearing,
 - ii. The names of all persons present at the hearing,
 - iii. A short statement of the charge against the Student,
 - iv. Confirmation that the Student was notified of the allegations and given an opportunity to respond,
 - v. A summary of the findings of fact and conclusions made by the Hearing Panel, A statement of the decision of the Hearing Panel,
 - vi. The sanction recommended by the Hearing Panel, if applicable
- l. The Co-Chair shall promptly inform the Vice Dean for Education of the Hearing Panel's verdict and recommended sanction.

- m. The Vice Dean for Education shall inform the Accused, and if applicable the responsible faculty member, of the decision in writing and all appropriate notations will be included in the Accused student's record. This includes grades and transcript notations.

Procedural Rights

- a. The Accused is presumed innocent until found in violation according to these Student Disciplinary Rules.
- b. The Accused has the right to be informed in writing of the charges against him or her and the identity of the Complainant.
- c. The Accused will receive a copy of the Investigative Council's written report prior to the hearing.
- d. The Accused has the right to have the Co-Chair request the presence of a reasonable number of witnesses on his or her behalf. A witness' failure to comply with the Hearing Panel's request for attendance to provide testimony during the hearing may constitute a violation of the Carey Business School Honor Code.
- e. All witnesses must be available for testimony throughout the course of the hearing.
- f. The Accused may consult with an adviser of his or her own choosing to assist in the preparation of the Accused defense. Members of the Council or any Dean shall not be eligible to serve as an adviser to the Accused under this section. The adviser shall not be present during the hearing.
- g. Notwithstanding the section above, the Accused has the right to ask the Co-Chair to appoint a Council member to serve as a pre-hearing counsel to the Accused solely on issues related to the hearing rules and process.
- h. The Accused is invited, but not obligated, to submit to the Co-Chair his or her written statement regarding the charges, documents, or any other information relevant to the case, no later than two academic days prior to the hearing date.
- i. The Accused has the right, but not the obligation, to testify at the hearing. The Accused's decision not to testify will not presume guilt upon the Accused.
- j. For complaints of sexual assault, relationship violence, and stalking regardless of whether the complainant or respondent is a student, or faculty or staff member, and for complaints of sexual misconduct in which the complainant or respondent is a student, please see above section, "Respect for Others" and contact the Title IX Coordinator at the Homewood Campus.

Special Procedures

Notwithstanding the School procedures, for complaints of sexual assault, relationship violence, and stalking regardless of whether the complainant or respondent is a student, or faculty or staff member, and for complaints of sexual misconduct in which the complainant or respondent is a student, the following must be adhered to and supersede any general Carey procedures:

- Testimony: School shall make arrangements so that the complainant and the respondent do not have to be present in the same room at the same time.

- **Questioning:** If one party wishes to ask questions of the other party and of witnesses, questions must be submitted to the Hearing Panel in written format. The Hearing Panel may, in its sole discretion, revise or not ask any or all submitted questions.
- **Information Regarding Romantic or Sexual History:** No decision maker will consider the romantic or sexual history of either the respondent or the complainant in cases involving allegations of sexual misconduct, except for testimony offered by the respondent or the complainant about the parties' shared sexual history. If such information is offered, the other party has the right to respond. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.
- **Students on Board:** Students on the Hearing Panel will be replaced by University employees or faculty for cases involving sexual violence or relationship violence.

Appeals

- a. A decision or sanction of the Hearing Panel may be appealed only for the following reasons:
 - Any evidence of a material nature and/ or witness unavailable at the time of the original hearing and now available which might have affected the Hearing Panel's decision at that time.
 - Any procedural irregularity in the hearing that was material and prejudicial to the decision.

Such appeals must be presented in writing directly to the Dean of the School within fifteen days. Decisions at this level are final.

Possible Sanctions

If the violation involves a course, the course instructor is not to impose any sanction, including a grade adjustment, pending consideration of the Case by the Honor Council. The instructor may propose a resolution to the Council; however, imposing sanctions is the responsibility of the Honor Council. This reflects the intent of having sanctions be consistent over time and across the entire student body.

- a. The Hearing Panel's recommendation may include, but is not limited to, any one or more of the following disciplinary sanctions:
 - **Warning** – Notice to the Student, orally or in writing, that continuation or repetition of the conduct found to be wrongful, or participation in similar conduct, within a period of time stated in the warning, shall be a cause for disciplinary action.
 - **Censure** – Written reprimand for violation of a specified regulation, including the possibility of a more severe disciplinary sanction in the event of future violations within a period of time stated in the reprimand.
 - **Academic** – Grade adjustment, including failure, on any work or course. This may include or may not include permanent student record notation. If the grade adjustment results in an F grade, "F due to Academic Dishonesty" will be noted on the official Carey transcript.

- Disciplinary Probation – Exclusion from participation in privileges or extracurricular activities as set forth in the notice of disciplinary probation for a specified period of time. Notification that a more severe disciplinary sanction may be imposed if the student commits a second disciplinary offense while on disciplinary probation.
 - Monetary Fines – For any Offenses as determined by the Council.
 - Suspension – Exclusion from classes and other privileges or extracurricular activities as set forth in the notice of suspension for a definite period of time. “Suspension for Academic Dishonesty” will be noted on the official Carey transcript.
 - Dismissal – Permanent termination of a student’s status. “Dismissal for Academic Dishonesty” will be noted on the official Carey transcript.
- b. For students found in violation of a second offense, sanction options Warning, Censure, and Academic are not available.
- c. A Student who has been suspended or dismissed, and who is subsequently found to have not committed a disciplinary infraction shall be allowed full opportunity to make up whatever course work was missed due to the suspension or dismissal and all transcript notes will be removed.

Record Keeping:

The Co-Chair shall maintain all records and files of all disciplinary Cases and proceedings in a confidential manner. All such records will be secured in the Director of Student Services office until such required retention time expires, as recommended by Legal Counsel of the University. A list of all Honor Code cases, type of violation and outcomes without names will be provided to the faculty annually for the specific academic year.

Amendments to Student Disciplinary Rules:

- a. These Policies and Procedures represent the founding principles of the School’s Honor Council. In such cases where events within the Council’s jurisdiction are not represented under the auspices of this document, the Council can enact appropriate changes with a three-fourths Council membership vote. Any and all changes are subject to the approval of the Vice Dean for Education and subsequent faculty vote at the next faculty meeting.
- b. This Honor Code in its entirety will be evaluated again two years from the date of its most recent faculty adoption.

Updated 8/12/16

Code of Conduct

Students are expected in all of their actions to exhibit personal honesty, integrity and respect for others. Moreover, as members of a distinctively academic community, Carey students must adhere to the norms of a serious intellectual community.

More specifically, a Carey student's responsibilities include:

- a duty to respect the integrity of all members of the Carey community by avoiding all forms of force, violence or intimidation, including sexual harassment and sexual violence;
- a duty to respect the property and rights of others; and
- a duty to respect and preserve the quality of academic facilities.

Respect for others

Students have an obligation to maintain a learning community and environment that is humane, fair, and responsible, promotes the free exchange and sharing of ideas, and fosters intellectual inquiry.

This includes behavior that is consistent with equal treatment without regard to age, color, disability, marital or parental status, national origin, sex or sexual orientation, race, or religion, or other legally protected characteristics. Conduct that interferes with the rights of another or creates an atmosphere of intimidation or disrespect is inconsistent with the environment of learning and cooperation that the School requires. This includes sexual harassment, sexual violence, sexual assault (collectively herein "sexual misconduct"), relationship violence, and stalking whether between people of different sexes or the same sex. The foregoing are prohibited by University policy and will not be tolerated. Please carefully review the University's Sexual Harassment Policy and Sexual Violence, Sexual Assault, Relationship Violence and Stalking Policy (collectively, herein the "Sexual Misconduct Policies") available on the website of the Office of Institutional Equity sexualassault.jhu.edu/policies-laws/

Academic facilities

Students have a responsibility to preserve the quality of classrooms and public space. This responsibility extends, for example, to such things as disposal of one's food and trash, to reporting problems to the building maintenance manager, to maintenance of appropriate level of noise in study areas, and to notification to appropriate security personnel of suspicious persons in the facility.

Computer facilities

Access to Carey computing and networking resources, including hardware, software, computer-based files and data, the Carey network and other networks reached via Carey facilities, is limited to authorized users and is for approved purposes only. The copying of software, the unauthorized installation of software, and the unauthorized reconfiguration of systems are forbidden by School policy. Such activity would therefore constitute an example of failure to respect the property and rights of others and is expressly forbidden under this Code. Each student is expected to use Carey's computing resources in an ethical and legal manner in accordance with the policies set forth here it.jhu.edu/policies/itpolicies.html#UseofIT.

Library

Stealing or vandalizing library materials are forbidden, as are mutilating and pilfering library materials.

University policies

In addition, students are expected to be familiar with and abide by all Johns Hopkins University and School policies and procedures. University policies are available online at webapps.jhu.edu/jhuniverse/administration/minutes_policies_reports/policies, and in the Carey Business School Student Handbook. Failure to abide by these policies may result in referral to University officials and/or local law enforcement authorities. Conduct that violates the Code may be subject to both School and University discipline and/or public sanctions as circumstances may warrant.

Complaints of discrimination and harassment, including sexual misconduct, relationship violence, and stalking

The University is committed to maintaining learning and working environments that are free from all forms of harassment and discrimination. 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. Accordingly, discrimination based on sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status or other legally protected characteristic is prohibited. The University will not tolerate harassment, sexual misconduct, relationship violence, stalking or retaliation in the workplace or educational environment whether committed by managers, faculty, administrators, staff, or students, or by visitors to our institution of higher learning. Conduct that violates the University's Sexual Misconduct Policies, and Anti-Harassment Policy (available at web.jhu.edu/administration/jhuoie/equity_compliance/harassment_discrimination.html) is misconduct within this Code of Conduct. The University is prepared to receive and resolve complaints of discrimination and harassment (including sexual misconduct, relationship violence and stalking) under the preceding policies that are brought to the attention of any University academic administrator or other responsible employee (as defined in the JHU Procedures referenced below) by members of the University community. Complaints brought under these policies will be investigated and resolved in accordance with the University Procedures on Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Stalking ("JHU Procedures"), which are available at web.jhu.edu/administration/jhuoie/equity_compliance/procedures.html, and this Code of Conduct. Please review the JHU Procedures carefully. These JHU Procedures should be read in conjunction with these School procedures for cases of sexual misconduct, relationship violence and stalking. To the extent there is any inconsistency between School procedures and JHU Procedures, the JHU Procedures control. Should the Carey Business School receive the initial complaint, the School will report this complaint to the Title IX Coordinator in accordance with the JHU Procedures and coordinate efforts with the Office of Institutional Equity. Both the Complainant and the Respondent are afforded equal procedural rights during the investigation and resolution of complaints of discrimination and harassment.

Policies and Procedures

Student Disciplinary Rules

Authority

Student discipline is the responsibility of the faculty of the Carey Business School (hereinafter the School). The Carey Business School Honor Council has been created to administer this responsibility. Nothing herein prescribed, however, shall prevent the Dean of the School, or in the absence of the Dean, the Vice Dean for Education or designee, from summarily suspending a student for reasons relating to his or her physical or emotional safety and well-being, the safety and well-being of students, faculty, staff, or University property, the maintenance of public order, or the effective continuation of the education process. The student has the right for a fair and timely hearing in accordance with these rules.

Jurisdiction

The Carey Business School Honor Council (hereinafter the Council) has jurisdiction over disciplinary matters involving matriculated and continuing Carey Business School students (hereinafter Carey Students) in the full-time and part-time programs (hereinafter Carey Programs) at the Carey Business School. This jurisdiction may include, without limitation, the following:

- Violations of Academic Honesty and Code of Conduct of the Carey Business School
- Violations of University Policies and Procedures
- Violations of federal, state or local laws
- Disciplinary violations may include, but are not limited to, the following:
 - Cheating, plagiarism, unpermitted collaboration, or forgery of academic documents
 - Acts that disrupt or interfere with the orderly operation of teaching, research, and other academic activities
 - Unauthorized or improper use of school property, computer resources, facilities, equipment, ID cards, documents, or records
 - Failure to comply with the directions of school or university officials, instructors, administrators, or staff acting in performance of their duties
 - Improper use of intellectual property
 - Interference with access to academic facilities or offices
 - Physical, verbal or other interference, or harassment of others
 - Theft or vandalism of university property, or property of others, or knowingly possessing stolen property
 - Violations while participating in school-sponsored events and school-recognized activities both on and off campus

Membership and Responsibility of the Council

- a. The Honor Council is responsible for:
 - i. Interpreting the Honor Code
 - ii. Promoting the values of the Honor Code through communication with Carey students, faculty, and administrators
 - iii. Serving as representatives of the student body or faculty on all issues pertaining to the Honor Code
 - iv. Conducting investigations of suspected Honor Code violations
- b. The Honor Council will include two Co-Chairs, student representatives, faculty representatives, and the Director of Student Services or designee. The Director of Student Services or designee will be a non-voting member of the council. Student representation should include full-time and part-time programs. The faculty representatives will be appointed by the Vice Dean for Faculty and Research and the Vice Dean for Education or their designee. Student volunteers will be selected by Student Services via a nomination and interview process. The two Co-Chairs will be students. The council will elect the Co-Chairs for a one-year term.
- c. If the Vice Dean for Education or the co-chairs determine that a member of the Honor Council is unfit to perform his or her duties, the co-chairs will excuse that member from all further involvement in the Honor Council. His or her responsibilities will be assumed by (a) another student appointed jointly by the co-chairs and the Vice Dean for Education, or (b) in the case of faculty, another faculty member appointed by the Vice Dean for Faculty and Research. In situations regarding Council membership not covered as described above, the remaining Council will have discretion to make decisions based on a majority vote.

Procedure:

- a. Any member of the faculty, administration, staff, or any student who has reason to believe a violation of the Honor Code has occurred is expected to notify the Honor Council. All allegations of sexual misconduct, relationship violence and stalking must be reported to the Title IX Coordinator. For a first offense that does not involve sexual misconduct, relationship violence and stalking, a faculty member may, but is not required to, work directly with the student for consequences up to but not exceeding a zero on the assignment/assessment. Notification to the Honor Council prior to working directly with the student is required to ensure it is a first Honor Code offense. A report of the offense and outcome will be kept on record. All other suspected violations will be filed as a complaint with the Council against a student (hereinafter Accused) alleging a violation in accordance with section 2. A student may also report an alleged violation to the responsible faculty member. The Complaint must be in writing and signed by the Complainant setting forth briefly the nature of the alleged disciplinary infraction and the nature of the evidence. A copy of the Complaint will also be sent to the Honor Council via the Director of Student Services. The Accused will receive notice that a complaint has been received, and the nature of the alleged disciplinary infraction.

All allegations that a student has violated Carey Business School policies or campus regulations, and that do not involve allegations of sexual misconduct, relationship violence or stalking, are intended to be resolved as expeditiously as

possible. In lieu of proceeding to a formal hearing, the student and the school in conjunction with the Honor Council Chair may arrive at a mutually acceptable agreement concerning disposition of the charges, subject to the approval of the Vice Dean for Education or designee. If a mutually acceptable agreement is not reached and the school is on break or summer session, the hearing may be delayed until the start of the next term.

Complaints of discrimination and harassment, including sexual misconduct, relationship violence, and stalking, may be brought to the attention of the Director of Student Services at the Carey Business School, or the Title IX Coordinator in the Office of Institutional Equity web.jhu.edu/administration/jhuoie/equity_compliance/procedures.html

In cases involving potential criminal conduct, including in cases of sexual violence or sexual assault, relationship violence or stalking, an accuser may also file a complaint with campus security. Campus security contact information for the following campuses is available at:

Carey Business School – Harbor East
100 International Drive
Baltimore, MD 21202
Telephone: 410-234-9301 or 410-234-9300

Carey Business School – DC Campus
1625 Massachusetts Ave NW
Washington DC 20036
Telephone: 202-588-0590

Homewood Campus Safety and Security Shriver Hall
3400 N. Charles Street
Baltimore, MD 21218
Telephone: 410-516-4600 or 410-516-7777

Johns Hopkins Medicine Corporate Security
550 N. Broadway
Suite 503
Baltimore, MD 21205
Telephone: 410-614-3473

For security contacts at other University locations, please see Appendix B. web.jhu.edu/administration/jhuoie/equity_compliance/procedures.html#B.

- b. Subject to the exceptions noted below for complaints of sexual misconduct, relationship violence and stalking, upon receipt of a Complaint to be heard by the Honor Council, a Co-Chair shall form an Investigative Committee comprising him/herself and one faculty Council member within two academic days or a time frame within reason, or request an Administrative Review by the Director of Student Services. The role of the Investigative Committee or Administrative Review is that of fact finding and recommending further action as necessary. The Investigative Committee or Administrative Review shall submit its written report within seven academic days or a time frame within reason. If the Chair or any member of the Investigative Committee suspects a Violation has occurred, and a mutually acceptable agreement concerning disposition of the charges, subject to the approval of the dean or his/her designee has not been determined, the Complaint is assigned as a Case (hereinafter Case) for further action.

- c. If the Investigative Committee or Administrative Review and the Co- Chair conclude there is not sufficient evidence to suspect a Violation, the Complainant and the Accused shall be notified immediately in writing and the Complaint will be dismissed.
- d. If the Investigative Committee or the Co-Chair concludes there is sufficient evidence to suspect a Violation, the reviewing Co-Chair will notify the Complainant and the Accused in writing and outline the nature of the evidence.
- e. For the Case, the Co-Chair will form a Hearing Panel comprising a fair representation of the Co-Chair, at least three faculty Council members and at least two additional student Council members. The Chair will notify the chosen Hearing Panel members and will instruct them as to how to proceed.
- f. The Chair shall instruct the Hearing Panel of the confidentiality of such proceedings.

Hearings

An Honor Code Hearing is an academic process based on the basic tenets of scholarship—full and willing disclosure, accuracy of statement, and intellectual integrity in hypothesis, in argument, and in conclusion. An Honor Code Hearing is not a trial. Formal rules of evidence commonly associated with a civil or criminal trial may be counterproductive in an academic investigation proceeding, and shall not be applied. NOTE: Certain special procedures apply in cases of sexual misconduct, relationship violence and stalking that are noted below.

- a. To constitute a valid disciplinary hearing, the Hearing Panel must contain a quorum of at least three faculty members, the presiding Co- Chair, at least two additional student members, and the Director of Student Services, or designee, all of whom are present during the entire hearing. Should exceptional circumstances arise, requiring the seating of additional Hearing Panels simultaneously, the make-up of the Hearing Panel may change but will always include students, faculty and a representative from Student Services.
- b. The Co-Chair will prepare the Case for presentation to the Hearing Panel and invite all requested witnesses to attend the hearing. Where the Accused requests that witnesses be summoned on his or her behalf, the student must furnish the Co-Chair with the names of the witnesses in sufficient time for the Co-Chair to request the presence of such witnesses. It is within the Hearing Panel's discretion to limit the number of witnesses appearing at the hearing to a reasonable number.
- c. The Co-Chair shall administer the proceedings and conduct of the hearing.
- d. At the commencement of the hearing, the Co-Chair shall read the charge(s) in the presence of the Accused and the Hearing Panel, and ask the Accused for a plea of violation or no violation.
- e. The hearing shall not be governed by formal rules of evidence. Statements or documents that are considered inadmissible evidence in a judicial proceeding may be admitted as evidence.
- f. The Co-Chair will maintain order during witness questioning and cross-examination. The Co-Chair has the right to object to questions that are irrelevant or considered asked and answered.

- g. Hearing Panel deliberations will begin in closed session immediately after the conclusion of the hearing. The Hearing Panel will agree on a verdict and recommended sanction, if applicable.
- h. The Accused is presumed innocent until proven in violation by a preponderance of the evidence.
- i. Each Hearing Panel member has one vote. A majority vote of the Hearing Panel shall constitute a valid decision. The Co-Chair only casts a vote in the case of a tie vote among the Hearing Panel members.
- j. A formal record of all official hearings shall be made. The Co-Chair shall, as soon after the hearing as possible, prepare minutes of the hearing including:
- k. The Co-Chair shall, as soon after the hearing as possible, prepare minutes of the hearing including:
 - i. Date, place and time of the hearing,
 - ii. The names of all persons present at the hearing,
 - iii. A short statement of the charge against the Student,
 - iv. Confirmation that the Student was notified of the allegations and given an opportunity to respond,
 - v. A summary of the findings of fact and conclusions made by the Hearing Panel,
 - vi. A statement of the decision of the Hearing Panel,
 - vii. The sanction recommended by the Hearing Panel, if applicable
- l. The Co-Chair shall promptly inform the Vice Dean for Education of the Hearing Panel's verdict and recommended sanction.
- m. The Vice Dean for Education shall inform the Accused, and if applicable the responsible faculty member, of the decision in writing and all appropriate notations will be included in the Accused student's record. This includes final grades and transcript notations.

Procedural Rights

- a. The Accused is presumed innocent until found in violation according to these Student Disciplinary Rules.
- b. The Accused has the right to be informed in writing of the charges against him or her and the identity of the Complainant.
- c. The Accused will receive a copy of the Investigative Council's written report prior to the hearing.
- d. The Accused has the right to have the Co-Chair request the presence of a reasonable number of witnesses on his or her behalf. A witness' failure to comply with the Hearing Panel's request for attendance to provide testimony during the hearing may constitute a violation of the Carey Business School Honor Code.
- e. All witnesses must be available for testimony throughout the course of the hearing.

- f. The Accused may consult with an adviser of his or her own choosing to assist in the preparation of the Accused defense. Members of the Council or any Dean shall not be eligible to serve as an adviser to the Accused under this section. The adviser shall not be present during the hearing.
- g. Notwithstanding the section above, the Accused has the right to ask the Co-Chair to appoint a Council member to serve as a pre-hearing counsel to the Accused solely on issues related to the hearing rules and process.
- h. The Accused is invited, but not obligated, to submit to the Co-Chair his or her written statement regarding the charges, documents, or any other information relevant to the case, no later than two academic days prior to the hearing date.
- i. The Accused has the right, but not the obligation, to testify at the hearing. The Accused's decision not to testify will not presume guilt upon the Accused.
 - For complaints of sexual assault, relationship violence, and stalking regardless of whether the complainant or respondent is a student, or faculty or staff member, and for complaints of sexual misconduct in which the complainant or respondent is a student, please see above section, "Respect for Others" and contact the Title IX Coordinator at the Homewood Campus.

Special Procedures

Notwithstanding the School procedures, for complaints of sexual assault, relationship violence, and stalking regardless of whether the complainant or respondent is a student, or faculty or staff member, and for complaints of sexual misconduct in which the complainant or respondent is a student, the following must be adhered to and supersede any general Carey procedures:

- **Testimony.** School shall make arrangements so that the complainant and the respondent do not have to be present in the same room at the same time.
- **Questioning.** If one party wishes to ask questions of the other party and of witnesses, questions must be submitted to the Hearing Panel in written format. The Hearing Panel may, in its sole discretion, revise or not ask any or all submitted questions.
- **Information Regarding Romantic or Sexual History.** No decision maker will consider the romantic or sexual history of either the respondent or the complainant in cases involving allegations of sexual misconduct, except for testimony offered by the respondent or the complainant about the parties' shared sexual history. If such information is offered, the other party has the right to respond. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.
- **Students on Board.** Students on the Hearing Panel will be replaced by University employees or faculty for cases involving sexual violence or relationship violence.

Appeals

- a. A decision or sanction of the Hearing Panel may be appealed only for the following reasons:
 - Any evidence of a material nature and/ or witness unavailable at the time of the original hearing and now available which might have affected the Hearing Panel's decision at that time

- Any procedural irregularity in the hearing that was material and prejudicial to the decision.
- b. Such appeals must be presented in writing directly to the Dean of the School within fifteen days. Decisions at this level are final.

Possible Sanctions

If the violation involves a course, the course instructor is not to impose any sanction, including a grade adjustment, pending consideration of the Case by the Honor Council. The instructor may propose a resolution to the Council; however, imposing sanctions is the responsibility of the Honor Council. This reflects the intent of having sanctions be consistent over time and across the entire student body.

- a. The Hearing Panel's recommendation may include, but is not limited to, any one or more of the following disciplinary sanctions:
 - Warning – Notice to the Student, orally or in writing, that continuation or repetition of the conduct found to be wrongful, or participation in similar conduct, within a period of time stated in the warning, shall be a cause for disciplinary action.
 - Censure – Written reprimand for violation of a specified regulation, including the possibility of a more severe disciplinary sanction in the event of future violations within a period of time stated in the reprimand.
 - Academic – Grade adjustment, including failure, on any work or course. This may include or may not include permanent student record notation. If the grade adjustment results in an F grade, "F due to Academic Dishonesty" will be noted on the official Carey transcript.
 - Disciplinary Probation – Exclusion from participation in privileges or extracurricular activities as set forth in the notice of disciplinary probation for a specified period of time. Notification that a more severe disciplinary sanction may be imposed if the student commits a second disciplinary offense while on disciplinary probation.
 - Monetary Fines – For any Offenses as determined by the Council.
 - Suspension – Exclusion from classes and other privileges or extracurricular activities as set forth in the notice of suspension for a definite period of time. "Suspension for Academic Dishonesty" will be noted on the official Carey transcript.
 - Dismissal – Permanent termination of a student's status. "Dismissal for Academic Dishonesty" will be noted on the official Carey transcript.
- b. For students found in violation of a second offense, sanction options Warning, Censure, and Academic are not available.
- c. A Student who has been suspended or dismissed, and who is subsequently found to have not committed a disciplinary infraction shall be allowed full opportunity to make up whatever course work was missed due to the suspension or dismissal and all transcript notes will be removed.

Record Keeping

The Co-Chair shall maintain all records and files of all disciplinary Cases and proceedings in a confidential manner. All such records will be secured in the Director of Student Services office until such required retention time expires, as recommended by Legal Counsel of the University. A list of all Honor Code cases, type of violation and outcomes without names will be provided to the faculty annually for the specific academic year.

Amendments to Student Disciplinary Rules

- a. These Policies and Procedures represent the founding principles of the School's Honor Council. In such cases where events within the Council's jurisdiction are not represented under the auspices of this document, the Council can enact appropriate changes with a three-fourths Council membership vote. Any and all changes are subject to the approval of the Vice Dean for Education and subsequent faculty vote at the next faculty meeting.
- b. This Honor Code in its entirety will be evaluated again two years from the date of its most recent faculty adoption.

Updated 8/12/16

Housing

Baltimore Housing Options

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

There is also a roommate section and message board to post requests for roommates as well as a section for furniture for sale. The service also includes educational components designed to help students become good citizens of the Baltimore community. To start a housing search please visit carey.jhu.edu/students/student-resources/housing-resources. Please contact Off Campus Partners at info@offcampuspartners.com or call 877-895-1234 with any questions.

Washington, D.C., Housing Options

Although the Carey Business School does not provide on-campus housing, many resources are available in Washington, D.C. to help with the search for suitable accommodations. There are many distinct neighborhoods for those interested in living near the Carey Business School's Washington D.C. Center.

Housing options in DC can be researched by visiting <http://www.dchousingsearch.org/index.html> and tools and resources for finding DC housing can be accessed here: <http://www.dchousingsearch.org/Resources.html>. Neighborhoods within a 20 minute walking distance from the Carey Business School include Dupont Circle, Thomas Circle, Logan Circle, Adams Morgan, Foggy Bottom, and West End. For more detailed information regarding housing options in DC please review our DC Student Housing Guide.

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

Immunization Law

According to Washington, D.C., Immunization Law 3-20, students under the age of 26 who attend classes in Washington, D.C., must have vaccinations for Measles, Mumps, Rubella (MMR) and Tetanus/Diphtheria. Students must submit proof of immunizations once they register for classes at the Washington DC Center. The immunization form is provided to all students when admitted to the Carey Business School.

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

An immunization hold will be placed on a student's account preventing registration if the completed immunization form is not submitted to the Registrar's Office by the end of the registration period for the student's second semester at the Carey Business School. The immunization form can be found in the Carey Business School student portal or at carey.jhu.edu/uploads/files/Immunization_Form_Aug2014.pdf.

Completed immunization forms can be scanned and emailed to the Office of the Registrar carey.registration@jhu.edu or faxed to the Registrar's Office at 410-800-4096.

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

Inclement Weather Policy

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

- Plan and schedule an Adobe Connect/ Blackboard online session.
- Re-schedule the class period to a designated make-up day. Designated make-up days are scheduled at the end of each 8-week term or semester.

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

This policy is designed to cover our evening programs and those situations when a single class day has been cancelled. Weather emergencies or other events that result in multiple-day cancellations will be handled on a case by case basis. Please call the University Weather Emergency Line at 410-516-7781 or 1-800-548-9004 or visit jhu.edu/alert.

Inspection of Academic Records

While enrolled, a Johns Hopkins Carey Business School student can request an appointment to inspect his/her academic record. An appointment will be arranged for the student to review the academic record. A written request with an original

signature must be submitted to the Office of the Registrar in writing. Faxed requests will not be honored. Mail the request to:

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

Requests to inspect and/or receive copies of documents (other than transcripts from previous institutions and confidential letters of recommendation) maintained in a student's academic record may be submitted under the provisions of the Family Educational Rights and Privacy Act of 1974 (commonly known as FERPA), as amended. Each October, the University publishes its policy on family educational rights and privacy in the Gazette. Additional information and copies of this policy can be obtained by calling the Office of the Registrar at 410-234-9250 or by reviewing web.jhu.edu/registrar/ferpa.

Office of International Services

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

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

For more information, please refer to the OIS website at ois.jhu.edu.

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

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

International Student Services for newly admitted students

After receiving the acceptance letter from the Carey Business School and payment of the enrollment fee, international students who identify in Apply Yourself as expecting to attend in F-1 status will be sent an email from OIS with information on the steps required to receive an I-20 form. . This email will be sent to the address listed in the student's application in Apply Yourself. If the information is not received, please contact OIS at ois@jhu.edu.

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

An overview of the process and the documentation required can be found online at ois.jhu.edu/Immigration_and_Visas/For_New_Students_and_Scholars/For_Students. Specific figures on the estimated expenses and the amount of funding required in order to be issued an I-20 for the Carey Business School can be found at http://ois.jhu.edu/Immigration_and_Visas/For_New_Students_and_Scholars/For_Students/Estimated%20Expenses%20Carey%202016-17.pdf

After arriving in Baltimore or Washington D.C., be sure to check in with OIS. Part of the process, submitting documents for review, can be completed online. Information on that can be found at

ois.jhu.edu/Immigration_and_Visas/For_New_Students_and_Scholars/CheckIn_Process/

Orientations for new Carey students will be held in August. These dates can be found at carey.jhu.edu/students/first-steps-for-new-students

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

For more information on the requirements to maintain F-1 visa status, please refer to the OIS website page on “Maintaining F-1 Status” http://ois.jhu.edu/Immigration_and_Visas/F1_Student/Maintaining_F1_Status/

For more information, please refer to the OIS website at ois.jhu.edu

Regular updates regarding visa-related matters and other items of interest to international students (and other official information) will be emailed periodically to the student’s official Johns Hopkins email address.

F-1 Employment

Employment for students in F-1 status is limited. On-campus employment (at any campus of the Johns Hopkins University) is allowed immediately upon arrival in the U.S. Any employment off-campus must wait until the student has completed at least one year in F-1 status, either at Carey or another school.

The most common form of off-campus employment is Curricular Practical Training (CPT). Students may request CPT authorization for paid internships approved by the Office of Career Development. Only part-time CPT (up to 20 hours per week) will be approved during the fall and spring semesters, while classes are in session. Full-time CPT may be approved during the summer or winter breaks. CPT is required for paid positions and highly recommended for unpaid positions.

Optional Practical Training (OPT) is one year of work authorization available to F-1 students before or after completion of their program of study.

For more information on F-1 employment, please visit the OIS website http://ois.jhu.edu/Immigration_and_Visas/F1_Student/Employment_With_F1/, contact them by email at ois@jhu.edu or phone at 667-208-7001.

J-Card

The J-CARD is the official identification and access card for students, faculty, and staff of the Homewood divisions of the Johns Hopkins University, including the Johns Hopkins Carey Business School. For more information, please contact Campus Operations at carey.Jcard@jhu.edu.

Leave of Absence

Leave of Absence (LOA) is a period of time that a student is expected to be away from his/her enrollment in classes at the Johns Hopkins Carey Business School while maintaining an active status. Leaves should be timed, whenever possible, to come at the end of a term, preferably at the end of a full academic year. Students may request a Leave of Absence for up to one calendar year. In rare instances, a Leave of Absence of up to 2 years may be granted.

On the recommendation of the adviser, school administrator or request by the student, a LOA may be granted to students in good academic standing. Leaves are granted when the student will not be actively pursuing an academic course of study in a term (fall, spring or summer) to fulfill the degree requirements. Coursework completed at another institution of higher education, including all divisions of Johns Hopkins, while on an LOA may not be used toward completion of academic program requirements. The period of time that a student is on an approved LOA is not counted toward the time to completion of the requirements of their academic program of study.

Students on leave are not enrolled or registered students for the period of the leave. If the student does not return to the academic program after the designated leave, his or her student record is made inactive. In order to return to academic work at a later time, the student must formally reapply for admission through the Office of Admissions. The Johns Hopkins Carey Business School reserves the right to place a student on a Leave of Absence if circumstances require it. In such cases, the return from the LOA may be contingent upon academic, medical, or psychological evidence that the student is ready to return to study. Please see 'Involuntary Leave of Absence and Condition of Enrollment (COE) Policy' in the University and Carey Business School Policy section of this handbook.

Leave of Absence (LOA) refund policy (effective June 1, 2016):

- If LOA is approved before the start of semester, full refund is provided to the student's account.
- If LOA is approved after the first day of classes, and before the mid-point of the term, a full refund is provided to the student's account.
- If LOA is approved after the mid-point of the term (start of week 4), a 50% refund is provided for that term to the student's account. In the case of a full-time student on leave of absence, tuition will not be charged for the second term IF within the same semester (example: 50% refund for spring I after start of mid-point; full refund for spring II).

All students who are absent for more than one calendar year and who did not obtain an approved Leave of Absence will be required to apply for readmission through the Office of Admissions before being permitted to re-enroll. This period of time is applied to the time to completion of the requirements of their academic program of study.

Library Resources and Services

Business Research Guide

From the Sheridan Libraries' website library.jhu.edu/#, select Business under the Guides by Topic menu or go to guides.library.jhu.edu/business for a handy guide to locating key business information resources that are available through the Sheridan Libraries for academic research.

Library Orientation Business

These self-paced, multi-media presentations will acquaint students with the librarians, business resources, and library services. View the presentations at guides.library.jhu.edu/business or choose the Library Orientation tab of the Business Research Guide. Recommended for new business students.

Databases

Access designated links to over 70 valuable databases in business and finance under the Databases sections of the library's library.jhu.edu/# or through the Business Research Guide. Additional software is available at the campus libraries.

Bloomberg Financial Services Terminals

Designated terminals at the JHU campuses provide access to Bloomberg's interactive financial information service for real-time and historical business and economic data and news. For more information, go to guides.library.jhu.edu/bloomberg.

Access from Off-Campus

Click on the "Connecting from Off-Campus" link on the library's homepage to learn more. Students can access secured resources via the library's links with their JHED ID and password.

Citing Sources & RefWorks

Create a database to manage and annotate references, create bibliographies in the desired citation style, and properly footnote a paper. View the RefWorks guide on the library's homepage.

JCard & Books

Students use their JCard to enter JHU libraries, and check out and renew books from the library website through the "My Library Account" link. Visit catalyst.library.jhu.edu/advanced to search for print and electronic library books. Students can retrieve a book in person, request delivery to a JHU library weekdays, or immediately view e-books.

Reserves

Retrieve electronic readings 24/7 via a designated link in your Blackboard course sites, unless instructed otherwise. See campus librarians for print reserves.

Document Delivery

Need books or journal articles that are unavailable through JHU resources? Get articles delivered electronically, or books sent to your preferred library pickup location using the Interlibrary Loan link.

Individual or classroom-based instruction, help with the above, and more

Library Centers are located at the Columbia Center, Harbor East, Homewood (main campus), Montgomery County Campus, and the Krieger Arts and Sciences Washington, D.C. location. Librarians are available for individual help or group information sessions.

Library Locations	Phone	Email
Harbor East	410-234-9286	businesslib@lists.johnshopkins.edu
Homewood	410-516-8778	businesslib@lists.johnshopkins.edu
Columbia Center	410-516-9709	askdc.library.jhu.edu
Montgomery Campus	301-294-7030	askdc.library.jhu.edu
Washington D.C.	202-452-0714	askdc.library.jhu.edu

Lockers

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

Parking

Harbor East Campus

Parking is available for Carey students on the 5th level of the Legg Mason Tower garage. The garage is located underneath the building. Please pull into the garage and take a ticket. Park on level P5 and take the elevator up to the rear Lobby and exit to the street and then enter the Carey Business School's entrance. To re-enter the garage after class, leave the front entrance of the school and enter the parking facility lobby by using the purchased chaser ticket. When leaving the garage, submit the original ticket and then the chaser ticket. For part-time students, discounted parking tickets are available on the 2nd floor at the main reception desk Monday-Thursday from 5:00pm – 7:45pm and on Saturday from 10:00am – 2:00pm. Discounted parking vouchers are valid Monday through Thursday after 5:00pm and Saturday from 8:00am – 6:00pm. Students can only purchase discounted parking tickets by credit card; there are no refunds and, tickets do not expire. For full-time day students, a discounted monthly parking pass is available directly from the garage for \$84. Monthly discounted parking is subject to availability as determined by Towne Parke towneparkpermit.com/parkers/ParisWeb-Welcome.php.

Washington DC Center

The center is conveniently located near two Metro stops: DuPont Circle (south exit) on the red line (two blocks away) and Farragut North also on the red line (five blocks away). Please visit wmata.com for more information.

Parking is available at two convenient locations during the week:

- Colonial Parking garage located underneath 1625 Massachusetts Ave, NW (site #540). The hours are Monday- Friday 7:00am – 7:00pm; after 7:00pm students may still exit the garage until 9:45 pm. The cost is \$19 for all day access and \$7 for access after 4:30pm. There is also an all-day early bird special for those arriving before 8:30am for \$12. Daily parking fees are cash only. Monthly parking passes are available to students at this garage for \$270/month or \$279.80/month for 24-hour access. To receive monthly parking, order online at ecolonial.com or call 202-295-8100 (pay by credit card only). Please note that students who park in front of another vehicle should retrieve their keys by 7:00pm.
- Colonial Parking garage located at 1730 Rhode Island Ave. The hours are Monday - Thursday 7:00am – 11:00pm, and Friday 7:00am – 3:00am. Students must exit the garage before it closes. The cost is \$19 for all day access and \$10 for access after 4:00pm. There is also an all-day early bird special for those arriving before 9:00am for \$14.
- Saturday parking is available at the Penn parking garage located at 1717 Rhode Island Ave (under St. Matthews Cathedral). The garage is open from 7:00am – 7:00pm and parking is \$5 all day. It is also \$5 after 4:00pm on weekdays. Street parking is also available—please read all street signs to ensure that parking is indeed permitted and if there is a cost involved.

Columbia

Ample free parking is available.

Prices listed above are in effect at time of publication and are subject to change. For additional information, please visit carey.jhu.edu/about/campuses.

Registration

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

Students may not sit in on a class without being officially registered for that class.

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

Registration Options

The Office of the Registrar is available Monday through Friday, 8:30 a.m. - 5:00 p.m.

Students may register using one of several convenient methods:

- Online via SIS: Online registration is available at sis.jhu.edu/sswf to students who are fully admitted and current in their program of study. During registration periods, SIS is available 24 hours a day, 7 days a week.
- By Mail: Registration and add/drop forms can be obtained from the student portal my.jh.edu/portal/web/jhupub in the Registration & Graduation section. The mailing address is Office of the Registrar, Johns Hopkins Carey Business School,
100 International Drive, Baltimore, MD 21202.
- By Fax: Registration and add/drop forms can be obtained from the student portal my.jh.edu/portal/web/jhupub in the Registration & Graduation section. The fax number is 410-800-4096.
- By Email: Registration and add/drop forms can be obtained from the student portal my.jh.edu/portal/web/jhupub, in the Registration & Graduation section. The email address is carey.registration@jhu.edu.
- In Person: Registration and add/drop forms can be obtained and completed at the Student Service counter at the Johns Hopkins Carey Business School, 100 International Drive, Baltimore, MD 21202.

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

Waitlists

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

Adding a Course

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

Payment options for adding a course are the same as for initial registration. (Johns Hopkins employees must submit a tuition remission application, to Student Accounts, for each added course.)

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

Dropping a Course

Students may drop a course without financial penalty up to the date of the first class by going to sis.jhu.edu/sswf. 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 Office of the Registrar (see refund schedule). Students dropping a course after the first class meeting should notify the instructor of their decision.

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

Withdrawing from a Course

To withdraw from a course, students must submit an official add/drop form. Students may not withdraw from courses using SIS. Notice to the instructor of intent to withdraw is not sufficient, nor are telephone withdrawals accepted. The last date to withdraw from a class without academic penalty (without receiving the grade of F) is listed in the course Withdrawal Schedule. Students who withdraw after the deadline or stop attending class at any time without properly submitting an official add/drop form receive an 'F' (Failure) for the course. Tuition refunds are calculated from the date of receipt of the add/drop form in the Office of the Registrar. International students on an F-1 visa are advised to contact International Services at 410-234-9280 before withdrawing from or dropping a course.

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

2016 – 2017 Course Withdrawal Schedule Policy JHU Carey Business School				
	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 on transcript if course is dropped	prior to the 2nd class session	prior to the 2nd class session	prior to the 3rd class session	prior to the 4th class session
Withdrawn ("W") on transcript if course is dropped	from the 2nd to the 3rd class session	from the 2nd to the 3rd class session	from the 3rd to the 6th class session	from the 4th to the 8th classing session
Student may not withdraw from a course	once the 4th session begins	once the 4th session begins	once the 7th session begins	once the 9th session begins

Incomplete Grades

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

Course Load

Students may not enroll in more than 18 credits total per semester

For graduate level students (fall and spring semesters)

Not registered – 0 credits

Less than ½-time – 1 to 4 credits Half-time – 5 to 6 credits

¾-time – 7 to 8 credits

Full- time – 9 or more credits

For graduate level students (summer only)

Not registered – 0 credits

Less than ½-time – 1 to 2 credits Half-time – 3 to 4 credits

¾-time – 5 credits

Full- time – 6 or more credits

For undergraduate level students

Not registered – 0 credits

Less than ½-time – 1 to 5 credits Half-time – 6 to 8 credits

¾-time – 9 to 11 credits

Full- time – 12 or more credits

Independent Study Requests

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

Students must request guidelines and proposal forms from their academic adviser and may not register for the independent study until their proposals are approved in writing by their academic adviser, faculty sponsor, and academic program director. Students may not take more than one independent study.

Interdivisional Registration

During the fall and spring terms, degree-seeking graduate students at the Carey Business School may register for courses in another school at Johns Hopkins by submitting a Carey Business School registration form. Students pay the per-credit rate of the school offering the course.

Conversely, students from other divisions in the university (except the Schools of Arts and Sciences, and Engineering) may request to enroll in courses offered by the Carey Business School by submitting their registration request to their registrar for processing. Students in full-time Arts and Sciences and Engineering programs should use the Supplemental Registration Form, available from the Homewood Office of the Registrar, 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 in full-time programs that are not in session who want to enroll in Carey Business School summer courses have to be admitted as a Carey non-degree seeking student. Those students should follow the registration procedures outlined in the Registration section. For more information, contact the Office of the Registrar at carey.registration@jhu.edu. Students in full-time academic programs of the Carey Business School who would like to take classes at other Johns Hopkins divisions during the summer should contact the Registrar's Office of the other division to confirm registration requirements. Students will be responsible for the tuition and fees for summer interdivisional courses.

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

Refunds

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

Federal aid recipients who withdraw from all course work may have aid returned to the federal government according to federal "Return of Title IV funds" regulations. Those partially withdrawing may have their aid awards adjusted to the reduced cost of attendance. Students who drop to less than half-time prior to commencing the courses that require half-time attendance will have their federal aid canceled, even if some portions have already been refunded to them for living expenses. Students receive a bill from the school for any remaining balance due.

If a course is canceled by the school, the tuition is refunded in full. All other refunds approved in the Office of the Registrar will be in accordance with the refund schedule. A refund may take four to six weeks to process.

Students will receive refunds according to their original method of payment.

Student Accounts

For general inquiries about student accounts, specifically receipt of payments, refunds, online tuition payments, financial holds, 1098T forms, collections, company billing, etc., call Student Accounts at 410-516-9722, fax 410-516-9721, or email carey.studentaccounts@jhu.edu

Payment Options

For students in full-time programs:

- Pay online with an electronic check
- Pay with a check by mail
- Pay with cash or a check at our Columbia location
- Enroll in the monthly annual payment plan
- Pay with a sponsor contract
- Pay via wire transfer

For students in part-time programs:

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

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

Students with outstanding balances will be prohibited from registering and receiving services for future courses until the balance is paid in full. Estimated financial aid awards will not be included in outstanding balances. Financial aid awards will disburse to the student account on the first day of class, if the student's file is complete. Excluding financial aid, payments from students seeking to register may be kept and applied against prior obligations to the university. Delinquent accounts turned over to our collection agency will be assessed an additional 25 percent of the outstanding debt.

Pay Online

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

Paper or electronic ACH checks that are returned by the bank will incur a \$35 returned check fee. The student's account will be placed on financial hold, and the student may be removed from any courses for which they are currently registered. Grades, transcripts and diplomas may be withheld, and student 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 With a Check by Mail

Checks for tuition and fees should be made payable to Johns Hopkins University and should reference the student's Hopkins/Person ID. Payments can be mailed to the following address:

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

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

Paper or electronic ACH checks that are returned by the bank will incur a \$35 returned check fee. The student's account will be placed on financial hold, and the student may be removed from any courses. Grades, transcripts and diplomas may be withheld, and student 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 or a check at our Columbia location Monday through Friday between 8:30am – 5:00pm:

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

The university accepts four major credit cards from part-time students ONLY: MasterCard, Visa, Discover, or American Express. Credit card payments may not be processed immediately. When the student pays with a credit card, a staff member will verify that the credit card information on the payment authorization form is complete and forward payment to the Student Accounts Office in Columbia to be processed at a later date.

If a credit card payment is declined, a financial hold will be placed on the student's account. This could also result in the student being removed from courses. Grades, transcripts and diplomas may be withheld, and student 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.

Monthly Payment Plan

Students have the option of deferring tuition payment by enrolling in the monthly payment plan. To enroll, contact Tuition Management Systems (TMS) by phone at 1-888-713-7238 or visit their website at afford.com/jhucarey.

Students in part-time programs should choose the semester plan. Payment plans are semester-specific and cannot be used to pay past due balances from previous semesters. Book charges cannot be included in the payment plan. To enroll in the payment plan, students should have their Hopkins ID and the full amount of tuition and fees to be budgeted on hand for the call. (January courses should be included in the spring semester payment plan).

- There is an enrollment fee of \$45 per semester for the part-time program payment plan.
- There is an enrollment fee of \$65 annually for the full-time program payment plan.
- Students in full-time programs should choose the annual plan and should have their Hopkins ID and the full amount of tuition, fees and all out of pocket expenses to be budgeted for the entire academic year on hand for the call.
- 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 the agreement.

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

Employer/Sponsor Contract

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

- The student must submit a purchase order or contract from the employer or sponsor authorizing the school to bill them directly for tuition and any fees.
- If the contract does not cover the entire cost of tuition and fees, the student is required to pay the remaining balance.
- Students can choose to receive an electronic bill, or enroll in the monthly payment plan to cover additional costs for tuition and associated fees not covered by the employer or sponsor.
- A faxed copy of the contract from the employer or sponsor is acceptable. Fax to 410-516-9721.

Johns Hopkins Tuition Remission

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

- Tuition remission covers tuition costs for part-time courses ONLY. Fees are not covered.
- A completed tuition remission application for each course must be submitted to Student Accounts.
- The application(s) can be mailed or emailed, to:

Johns Hopkins Carey Business School
Office of Student Accounts
6740 Alexander Bell Drive, Suite 110
Columbia, MD 21046
carey.studentaccounts@jhu.edu

If the remission does not cover the entire cost of tuition, the student is required to pay the remaining balance. Students can select the monthly payment plan to pay for tuition not covered by the tuition remission benefit, or choose to be electronically billed. For more information, or to apply for tuition remission, go to benefits.jhu.edu/tuition/remission.cfm. Additional information is available from Student Accounts at 410-516-9722 or carey.studentaccounts@jhu.edu.

Electronic Billing

Students are required to have a current Johns Hopkins University email address and a valid Johns Hopkins Enterprise Directory (JHED). Notification of outstanding tuition balances will be sent electronically to the student's Johns Hopkins University email account. Billing statements are generated 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 or if there is an outstanding balance. Balances not paid by the due date will be assessed a \$250 late payment fee. Paper statements are no longer mailed to students.

For our current billing periods and due dates, see Schedule A in the Appendix at the end of this catalog, or online at carey.jhu.edu/students/financial-aid-billing. For students wishing to view or pay their student account or monthly bill online visit sis.jhu.edu/sswf.

Wire Transfer Information

To wire directly to JHU, please be sure to include the student's Hopkins ID number and/ or other identifying information with the wire transfer. Once the wire transfer is completed, the student should notify the Office of Student Accounts of the payment amount and date of remittance by calling 410-516-9722 or emailing carey.studentaccounts@jhu.edu.

Students may choose to wire payment information directly to Johns Hopkins University or use our new service with Western Union. Information for both options is provided below:

For U.S. sponsor payments ONLY

Johns Hopkins University
M&T Bank
One M&T Plaza
Buffalo, NY 14203
Transit/routing/ ABA number: 022000046
Account number: 09000522
DUNS number: 001910777
Cage Code: 5L406

For U.S. and international students ONLY

Johns Hopkins University
M&T Bank
One M&T Plaza
Buffalo, NY 14203
Checking Account
Transit/Routing/ ABA number: 022000046
Account number: 970370230 Swift Code: MANTU.S.33INT
CHIPS ABA number: 0555

For international sponsor payments ONLY

Johns Hopkins University
M&T Bank
One M&T Plaza
Buffalo, NY 14203
SWIFT code: MANTU.S.33INT
CHIPS ABA: 0555
IBAN number: N/A
Account number: 09000522
Transit/routing/ ABA number: 022000046

Western Union for International Payments

Johns Hopkins University has contracted with Western Union Business Solutions to assist with processing wire payments from international students. This payment option allows students to pay their student account balance to the university in the currency of their choice and provides a simple and secure method for initiating payments electronically. We encourage all international students to choose this cost-effective and efficient method of payment to the Johns Hopkins University. Log on to SIS Self-Service account or visit geoforeducation.com/PRR/Info/SelfEnrol.aspx?paramset=JHU-94b7-42b0-a524-49dd9f78842f to begin the wire transfer process. Those students logging into SIS should go to the billing tab and select the Summary or Statements option. The “Pay by International Wire Transfer” link is one of the payment options.

Student Assistance Program (JHSAP)

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

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

JHSAP is a life management tool that can help students identify stressors and manage them in a healthy way before more significant problems develop. Some common concerns are:

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

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

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

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

Confidentiality

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

Eligibility and Cost

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

Contact Us

For more information or to schedule an appointment, call 443-287-7000 or toll-free 866-764-2317. 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. Students who do not live locally may access services by calling the number above for consultation and will be directed to the appropriate office.

Student Clubs and Organizations

Student organizations exist to enhance the quality of life at the Carey Business School. Active participation in an organization is a great way to meet other students, network with industry experts and employers, and develop critical leadership and professional skills. Each year's clubs are shaped by the interests of the current students—students are also encouraged to create new clubs to meet their social and professional needs. Organizations and events are available to students on both major campuses. Visit B-Involved, our online platform for student activities and leadership at jhucarey.collegiatelink.net.

Examples of student organizations active for the 2015-2016 academic year are:

Ascend JHU	Carey Women in Business
Career Advantage Pathway Program	Delta Advisory Group
Carey Basketball Club	Design for America
Carey Social Poker Club	Financial Management Association
Chinese Students and Scholars Association	Financial Technology Club
Community Mentors	GMBA Association
Investment Banking Club	Healthcare Business Association
Student Government Association	Hopkins Biotech Network
Toastmasters at Johns Hopkins University	Innovation Factory

Black, Hispanic, and Indian Association
Business of Entertainment
Carey Consulting Club
Carey Leadership Adventures Club
Carey Trading Club

Wakeful Warriors
Net Impact
Private Equity & Venture Capital Club
The Carey APICS Student Chapter
Young Professionals in Energy

Student Information System

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

Student Success Center

The Carey Business School Student Success Center (SSC) aims to support student academic success by offering one-on-one and group tutoring sessions in writing, quantitative subjects, and presentation skills as well as a variety of workshops and exam study sessions. The SSC supports classroom learning by providing feedback and tools to allow students to develop critical thinking skills and complete assignments on their own. SSC assistance focuses on preparing students to use writing and presenting as a significant part of their continued learning and personal and professional success. Writing assistance focuses on helping students become critical readers and independent writers. Quantitative tutoring assists students with clarifying conceptual and logical steps in solving problems and/or clarifying business concepts.

Goals of the Student Success Center:

- Students will be introduced to tools and resources to help develop their critical thinking skills and allow them to become more academically self-sufficient.
- Students will be assisted with developing and applying skills needed to succeed in both their written assignments and in quantitative subjects.

The SSC does not provide extensive review of textbook or lecture material and is not a substitute for classroom instruction. SSC tutors do not do homework, tutors are not a correcting service, writing and presentation skills tutors are not subject matter experts, and students are solely responsible for their grade for each assignment. All students who use the Center's services are expected to come to their sessions prepared by bringing all relevant information including the work they have already completed. All of our quantitative tutors are professionals or students who have either successfully completed or are in the process of completing relevant coursework.

For more information about the SSC, to make an appointment, or to take advantage of its many resources, please visit our website at <http://carey.jhu.edu/ssc>.

The Johns Hopkins Carey Business School also offers students free access to Lynda.com, an online library of instructional videos covering numerous creative and business topics. Lynda.com users can find instruction on the use of the latest

software, such as Microsoft Office including Excel, Adobe Creative Suite, Matlab and SPSS. The service also covers tips on project management, social media etiquette, business writing, and other topics. Please visit carey.jhu.edu/about/lynda for more information.

Summer Intensive

The Summer Intensive is an acculturation program that focuses on helping participants successfully transition into the American classroom and culture. Individual and group work focused around cultural and business concepts helps students prepare for the academic, professional, and social demands of being a student at Johns Hopkins Carey Business School. Participants will build social and cultural knowledge to effectively navigate life in the U.S. and at Carey; gain knowledge and improve skills, competence, and confidence in spoken and written business communication; experience and learn how to be successful in the American classroom; acquire valuable career advice; build self and community awareness; and learn strategies that will help to minimize stress and anxiety associated with the experience of studying abroad. Information is available at carey.jhu.edu/summerintensive.

Textbook Information

Carey Business School textbooks are available for purchase through MBS Direct. Call MBS Direct at 800-325-3252, or access the Carey Business School MBS Direct site at bookstore.mbsdirect.net/jhu-carey.htm.

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

Transcripts and Verifications

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

The following policies apply regarding transcripts:

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

Transcript Ordering Options

Students may request transcripts using one of several convenient methods:

On-line

- Visit iwantmytranscript.com/jhucbs. The transcript will be sent securely through eSCRIP-SAFE (a secure electronic alternative to the traditional paper transcript) in a PDF format via email. The service fee is \$2.25 per electronic address. A traditional paper transcript may also be requested using this method.

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

- Visit the National Student Clearinghouse at secure.studentclearinghouse.org

In person

Office of the Registrar, 100 International Drive, 12th Floor, Baltimore, MD 21202, weekdays between 8:30 am – 4:00 pm

By Mail

Send a written request or transcript request form with photo identification to:

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

By Fax

Fax a signed transcript request form with photo identification to 410-800-4096

By Email

Email a signed transcript request form with photo identification to carey.transcript@jhu.edu.

Students may request up to five transcripts in one order. The transcript request form can be found at carey.jhu.edu/uploads/files/TRANSCRIPT_REQUEST_FORM_2014.pdf.

Processing Time

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

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

Cost

Up to five transcripts per request are provided at no charge unless same-day service is required. No more than 10 free transcripts may be requested within a 30 day period. Any additional transcripts ordered will be \$5 each. Same-day service is available at a cost of \$10 per transcript. Requests for same-day service must be made in-person weekdays between 8:30 am – 4:00 pm and can be processed at the Harbor East location only.

Rush Processing Requests

Students who require immediate service, and cannot come in-person, must provide a prepaid air-bill for overnight service. For expedited document shipping, students may also create a Fed Ex account and provide the account number to the Registrar's Office. For more information contact the Office of the Registrar at 410-234-9250 or carey.transcript@jhu.edu.

Verification of Enrollment or Degree Requests

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

To request a verification of enrollment or degree:

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

- In person: Office of the Registrar, 100 International Drive, Baltimore, MD 21202 weekdays 8:30 am – 4:00 pm
- By Mail: Send a written request and signed Request for Verification Services form with photo identification to:

Johns Hopkins Carey Business School
Office of the Registrar
100 International Drive
Baltimore, MD 21202
- By Fax: Fax a signed Request for Verification Services form with photo identification to 410-800-4096
- By Email: Email a signed Request for Verification Services form with photo identification to carey.transcript@jhu.edu.
- Online: Current students may access their self-service account in the Integrated Student Information System, sis.jhu.edu/sswf, and request a verification of enrollment.*

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

Processing Time

Please allow 3 – 5 business days for processing. Verification of degrees earned or coursework completed prior to 2000 may require additional processing time. All requests for enrollment or degree verification must include the following information:

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

Cost

Up to five verifications per request are provided at no charge unless same-day service is required. No more than 10 free verifications may be requested within a 30 day period. Any additional verifications ordered will be \$5 each.

Same-day service is available at a cost of \$10 per verification. Requests for same-day service must be made in-person weekdays between 8:30 am – 4:00 pm and can be processed at the Harbor East location only.

Rush Processing Requests

Students who require immediate service, and cannot come in-person, must provide a prepaid air-bill for overnight service. For expedited document shipping, students may also create a Fed Ex account and provide the account number to the Registrar's Office. For more information or assistance, contact the Office of the Registrar at 410-234-9250 or carey.transcript@jhu.edu.

Transportation

Baltimore

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

The Charm City Circulator is a free shuttle service with routes throughout the city. For routes and stops, visit charmcitycirculator.com/content/about. The orange and green routes stop in Harbor East.

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

JHU Shuttle

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

Baltimore Collegetown Shuttle Bus

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

Washington, D.C.

The Carey Business School Washington DC Center is located at 1625 Massachusetts Avenue, NW, Washington, DC, 20036. Mass transit is the easiest means of getting around the city and the Carey Washington DC Center is conveniently located near two subway stops: Dupont Circle and Farragut West.

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

Tuition and Fees

	Tuition	Application Fee	Matriculation Fee
Global MBA	\$57,000*	\$100	\$500
Executive MBA	\$118,900**	\$100	No
Flexible MBA Programs	\$1,290 per credit	\$100	\$250
MBA/MA in Design Leadership	\$97,500***	\$100	\$500
Full-time MS Programs	\$64,000****	\$100	\$500
2nd Degree MBA to MS	\$25,500	\$100	No
2nd Degree MS to MBA	\$51,000	N/A	No
2nd Degree MS to MS	\$33,000	N/A	No
Part-time MS Programs	\$1,290 per credit	N/A	\$250
Certificate Programs	\$1,290 per credit	\$100	\$250
Business of Health Care Graduate Certificate (online)	\$1,290 per credit	\$100	\$250
Full-time Undergraduate	\$46,000*	\$100	\$500
Summer Intensive	\$2,900	No other fees	
* For one year of a two-year program ** For entire 21-month program ***For entire 23-month program **** For entire 12-month program			

Prior to the first day of the summer, fall, and spring semesters, students may select from a number of payment options (refer to the Student Accounts section for details). 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.

All fees are nonrefundable:

Late Registration Fee –\$250

Late Payment Fee – \$250

Returned Check Fee – \$35

Payment Plan Termination Fee – \$75

Delinquent Account Collection Fee – 25% of the outstanding debt

Tuition Refund Policy for Dropped or Cancelled Courses

Please refer to the Financial Aid portion of this handbook for information about how financial aid refunds are affected by dropping or cancelling courses. Students who become eligible to receive a refund as a result of a dropped or cancelled course will be refunded according to the original method payment. Students who paid tuition by Wire Transfer or Western Union will be refunded in the form of a check, unless otherwise requested. JHU employees who used Tuition Remission benefits, and then drop a course will have the remission benefit reversed at 100%. Tuition Remission does not cover tuition costs for any course which is not completed. (Please see benefits.jhu.edu/tuition/reimbursement.cfm for more information.) All fees are non-refundable unless a course is cancelled and it is the only course for which the student is registered.

University and Carey Business School Policies

The Johns Hopkins University Procedures on Discrimination and Harassment

All students, faculty and staff are expected to review and comply with the The Johns Hopkins University is committed to providing its staff, faculty and students the opportunity to pursue excellence in their academic and professional endeavors. The University is committed to maintaining learning and working environments that are free from all forms of harassment and discrimination. All students, faculty and staff are expected to review and comply with the University's Discrimination and Harassment Procedures:

http://web.jhu.edu/administration/jhuoie/equity_compliance/equity_compliance_docs/JHU%20Discrimination%20Procedures_August%202015%20Revised.pdf

Updated: August 19, 2015

The Johns Hopkins University Procedures on Discrimination and Harassment

All students, faculty and staff are expected to review and comply with the University's Sexual Misconduct Policy and Procedures (<http://sexualassault.jhu.edu/policies-laws/>). Questions regarding the policy should be referred to the University's Title IX Coordinator:

Joy Gaslevic
The Johns Hopkins University
Office of Institutional Equity
Wyman Park Building, Suite 515
3400 North Charles Street
Baltimore, MD 21218
Telephone: 410-516-8075
TTY: Dial 711
E-Mail: titleixcoordinator@jhu.edu

Updated: August 19, 2015

Policy on Film and Photography Rights

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

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

Faculty and students are advised that persons in public places are deemed by law to have no expectation of privacy and are subject to being photographed by third parties. The Johns Hopkins University has no control over the use of photographs or film taken by third parties, including without limitation the news media covering university activities.

Policy on Alcohol and Drug Abuse and 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's Drug-Free Workplace Policy, and to notify the divisional human resources director of any criminal conviction related to drug activity in the workplace (which includes any location where one is in the performance of duties) within five days after such conviction. If the individual is supported by a federal grant or contract, the University will notify the supporting government agency within 10 days after the notice is received.

Privacy Rights of Students (FERPA)

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

The University's policy on Family Rights and Privacy is published periodically in the Johns Hopkins Gazette. The policy is available online at pages.jh.edu/~news_info/policy/ferpa.html or from the Office of the Registrar.

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

General Requirements

The following requirements apply to paper and electronic records:

- **Authorization.** Only individuals with a “need to know” are authorized to access the student SSN. These individuals are to receive appropriate on-line privacy training and sign a confidentiality statement prior to receiving the student SSN.
- **Document Handling and Storage.** Documents containing the student SSN are not to be distributed to or viewed by unauthorized individuals. Such documents are to be stored in secured cabinets and locations. In high traffic areas, such documents are not to be left on desks or other visible areas.
- **Disposal.** The student SSN stored in either documentary or electronic formats is to be destroyed (e.g., shredding papers, wiping electronic files, etc.) prior to disposal.
- **Current and Future Records.** JHU will insert in all student records in the new information systems (SIS and HopkinsOne) new primary identifiers. Until those numbers are available it is acceptable to use the last four digits of the student SSN as a secondary identifier.
- **Historical Records.** The student SSN is included in archived databases and in imaged documents. Such historical records cannot be altered. All records and files containing student SSN data are to be considered sensitive information and must be handled and stored accordingly.
- **Acceptable Release to Third Parties.** JHU may release a student SSN to third parties as allowed by law, when authorization is granted by the individual student, when the Office of the General Counsel has approved the release (e.g. subpoenas) or when the authorized third party is acting as JHU’s agent and when appropriate security is guaranteed by the agreement (e.g., National Student Loan Clearinghouse, financial institutions providing student loans or other financial services to students, and student- designated entities receiving a student academic transcript).

Requirements for Electronic Data

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

3. **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.
4. **Student SSN Transmission by Fax.** A student SSN may not be faxed except as required by law or as part of an essential administrative process (e.g., financial aid, tax reporting, and transcripts). In such cases, reasonable and appropriate security controls must be established and maintained to protect confidentiality (e.g., verifying fax numbers; cover sheets; marking documents as confidential; including sender phone number).

5. 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
6. 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
7. Academic Research with SSN Data. Research databases that include student SSN as a data element must be disclosed by the investigator to the appropriate institutional review board. Researchers are responsible for:
 - a. maintaining an up-to-date inventory of SSN databases and datasets
 - b. minimizing the use of SSN (including use of substitutes such as partial SSN and the Hopkins unique identifier)
 - c. documenting security controls and risk remediation

References:

University Policy on Family Educational Rights and Privacy

Johns Hopkins Information Technology Policies Social Security Number Privacy Act, Sec. 14-3401 of the Maryland Commercial Law Code

Software Use Guidelines

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

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

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

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

Student Social Security Number Protection and Use

Background

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.

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.

- 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).
- No part of a student SSN may be publicly displayed or released (e.g., via email to multiple students, student rosters, bulletin boards, etc.).
- 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.

- 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.

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

Grievance Policy

The current policy, which may be updated at any time, is posted at <http://carey.jhu.edu/students/student-resources/university-and-school-policies/>

Involuntary Leave of Absence and Condition of Enrollment (Coe) Policy

For purpose of this policy, the term Vice Dean means the Vice Dean for Education of the Johns Hopkins Carey Business School or designee.

1. Introduction

The University is committed to fostering a learning environment that enables students to thrive and participate fully in academic life. There are, however, occasions when a student's health interferes with his or her ability to take part in the academic community, and at such times the School provides the opportunity for the student to initiate a leave of absence. For instance, a student's mental or emotional health, medical condition, or inappropriate behavior or communication may necessitate a leave of absence or placement of conditions on continuing enrollment. The guidelines and procedures described herein are not intended to address such instances, for which long-standing policy exists. Rather, these guidelines and procedures shall apply in those extraordinary circumstances when a student has not or cannot voluntarily address the issues of concern.

2. Guidelines for use

a. Involuntary Leave of Absence

In situations when a leave of absence is indicated, the Vice Dean or designee will encourage the student to initiate a voluntary leave of absence. If the student declines to do so, the Vice Dean or designee may require an involuntary leave of absence. This step will be taken when necessary to protect the safety of the student or other individuals or to preserve the integrity of the University's learning environment. Such a decision may be based on behavior and/or communication that:

- Harms or threatens harm to the health or safety of the student or others;
- Causes or threatens to cause significant damage to the property or resources of the University;
- Evidences chronic and/or serious drug or alcohol abuse;
- Significantly disrupts the functioning of the University community; and/or
- Reflects disorganized or altered thinking incompatible with successful participation in the academic program.

b. Condition of Enrollment (COE)

When circumstances indicate that a leave of absence is not appropriate, the Vice Dean or designee may nevertheless impose certain conditions as a requirement of continued enrollment. This step will be taken only after consultation with those responsible for oversight of the student's program of study.

3. Procedure

When the Vice Dean or designee becomes aware, by whatever means, of the potential need for action, the following procedures will be initiated:

- a. The Vice Dean or designee will contact the student and describe the issues of concern. If this discussion alleviates all concerns, no further action is needed. Alternatively, procedures outlined below may also be initiated.
- b. The Vice Dean or designee may mandate a mental health or physical evaluation of the student. The Vice Dean or designee may also specify conditions under which the student is allowed to remain at the University. Such conditions will be developed in consultation with others charged with oversight of the student's academic program and the Director of the Student Assistance Program. The Vice Dean or designee will provide written notice to the student when such conditions are mandated.
- c. If a leave of absence is indicated, and if the student so agrees, procedures governing voluntary leaves of absence shall apply.
- d. When a leave of absence is indicated and the student declines to accept a voluntary leave, the Vice Dean or designee will discuss the implications of an involuntary leave of absence. If the student continues to decline, the Vice Dean or designee will initiate an involuntary leave of absence after consultation with those charged with oversight of the student's academic program and the Director of the Student Assistance Program. In urgent situations, the Vice Dean or designee may initiate an involuntary leave of absence immediately.

Under these circumstances, such consultation will be undertaken promptly thereafter. When an involuntary leave is imposed, the Vice Dean or designee will provide the student with written notification to this effect. This notification will outline the steps required for re-entry into the academic program and also note other pertinent information regarding the student's status while on leave.

4. Re-entry

A student seeking re-entry to the curriculum after a voluntary or involuntary leave as described under this policy will undergo a "fitness for return" evaluation by the Student Assistance Program and/or the appropriate health service (University or Occupational Health Services). Upon re-entry, the Vice Dean or designee may impose conditions under which the student will be allowed to remain at the University (as described in Section III B). The Vice Dean or designee will provide written notice to the student when such conditions are instituted.

5. Confidentiality

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

Program Continuity and Completion

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

Recording and non-class use of Class Materials

Unless explicitly allowed by the instructor, course materials, class discussions, and examinations are created for and expected to be used by class participants only. The recording and rebroadcasting of such material, by any means, is forbidden. Violations are subject to sanctions under the Honor Code.

Statement of Diversity and Inclusion

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

Accommodations for Nursing Mothers

In keeping with the Fair Labor Standards Act, all students who breastfeed their child (referred to as “nursing mothers”) will be provided access to a private area. The area provided will be made available when needed by the student. To reserve a private area please send your name, JHED ID, and date needed to:

For Harbor East room reservations, please contact:
carey.operations@jhu.edu

For Washington, DC, reservations, please contact:
support@sais.zendesk.com

Private Area for Prayer/Meditation

Please contact carey.operations@jhu.edu

Unaccompanied Children Policy

In order to promote a strong learning environment and the safety of the children on Carey students, Carey students may not bring children, ages 0-17 years, to the Carey campuses without adult supervision. Children may not attend classes with a Carey student unless pre-arranged by an instructor for curriculum purposes. Children must be supervised at all times, and maintain a quiet and respectful presence that does not interfere with the learning environment. The Carey Business School is not responsible for the welfare of unsupervised children, and any child

left unsupervised or whose behavior does not meet the above expectations will be asked to leave the campus with his/her related Carey student and/or caregiver.

Veterans Assistance

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

Information about veterans' benefits and enrollment procedures may be obtained from the Department of Veterans Affairs at benefits.va.gov/benefits.

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

Initial Enrollment

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

Johns Hopkins Carey Business School
Office of the Registrar:
VA School Certifying Official
100 International Drive
12th Floor
Baltimore, MD 21202

It may also be emailed to carey.veteran@jhu.edu or faxed to 410-800-4096.

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

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

Transfers

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

Re-Enrollment

A student who received veteran's benefits while attending the University during the preceding fall or spring semester and who plans to re-enroll with no change of objective needs only to advise the certifying official in the 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 the student to submit a Request for Change of Program (VA Form 22-1995) to the VA.

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

Department of Veterans Affairs

- Web Automated Verification of Enrollment (WAVE)/
gibill.aimfederal.com/resources/verify-attendance
- Montgomery G.I. Bill benefits.va.gov/gibill/montgomery_bill.asp
- Enrollment Verification Line 877-823-2378
- Direct Deposit Helpline 877-838-2778
- Ch. 35 Dependents and Survivors Eligibility 800-827-1000

Student Veterans Association

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

Yellow Ribbon Benefits

Carey Business School participates in the Yellow Ribbon program. For the academic year 2015-2016, Carey supported 25 scholarships in the amount of up to \$5,000 each. The VA matches the award with an additional up to \$5,000. For more information on the Yellow Ribbon program, contact the School Certifying Official at 410-234-9250.

Waiver Exams

Note: The Waiver Exams Policy faculty committee is currently reviewing the Carey School Waiver Exams Policy. It is anticipated that a new policy will be in place beginning academic year 17-18. During academic year 16-17 no waiver exams will be administered.

Students who have expertise in material covered in required courses may seek a course waiver. If a waiver is granted, the student must complete the equivalent number of credits in an advanced course within their program. All students seeking a course waiver must fill out a waiver request form. The course waiver form must include evidence of professional certification or previous course work. Only course work completed within the last five years with a grade of B- or better is considered in the waiver decision.

When a waiver is not granted based on the information provided, the student may take a waiver examination. The waiver exam must be taken prior to the student's first semester and no later than prior to the second semester. A waiver will be granted automatically if the student passes the waiver examination. Students who pass the waiver examination must complete the equivalent number of credits in an advanced course.

Eligibility, Exam Format and Student Preparation

- Students have the option of either completing the courses or waiving the course by passing the waiver exam. Waiver exams in each discipline may be taken only once.
- Students are encouraged to take waiver exam(s) prior to the beginning of their first semester and must take all waiver exams before the beginning of their second semester. Students who pass the waiver exam are exempt from taking the course but must complete the equivalent number of credits in an advanced course within their program.
- Time allotted for each exam is two hours.
- Minimum passing score for all proficiency exams is 75%.
- Study guides for each exam are available on Blackboard on the left column under individual disciplines.

Registering and Scheduling an Exam

Waiver exams are administered two times a year—in January and in August. Students must complete registration and scheduling seven to ten days before the exam is administered. Students should call to schedule their testing appointment as early as possible.

To register, students must submit a registration form or register online, and submit a non-refundable payment of \$100 (fee subject to change without notice) per exam to the Office of the Registrar. (If the student is not registered for any courses that semester, the student will also be required to pay an additional one-time per semester registration fee.) Any questions pertaining to registration for waiver exams should be directed to the Office of the Registrar at 410-234-9250. Students who are paying with JHU tuition remission should contact their Human Resources Office for clarification regarding the pass/fail policy.

Please note the following:

- Waiver exams are to be taken during the semester in which registration occurs.
- If a student is unable to reschedule an exam, an add/drop form (dropping the scheduled waiver exam) must be submitted to the Office of the Registrar.
- Registration for waiver exams does not carry over to the next semester. Semesters are defined as: August (fall) and January (spring).
- To schedule a day and time to take the exam, please contact Student Services at 410-234- 9240 or email carey.student@jhu.edu.

Courses for which waiver exams are offered:	Corresponding Waiver Exams:
Marketing Management (410.620)	Waiver Exam for Marketing Management (410.001)
Statistical Analysis (510.601)	Waiver Exam for Statistical Analysis (510.001)

Degrees and Certificates

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

Graduate Programs

Full-Time Programs	No. of Credits
Global Master of Business Administration	54
Executive Master of Business Administration	54
Master of Science in Enterprise Risk Management	36
Master of Science in Finance	36
Master of Science in Health Care Management	36
Master of Science in Marketing	36
Master of Science in Real Estate and Infrastructure	36
Part-Time Programs	
Master of Business Administration (Flexible MBA)**	54
Master of Business Administration in Medical Services Management*	54
Master of Science in Enterprise Risk Management	36
Master of Science in Finance**	36
Master of Science in Health Care Management**	36
Master of Science in Information Systems	36
Master of Science in Marketing	36
Master of Science in Real Estate and Infrastructure	36

Dual Degree Programs	
MBA/JD	54
MBA/MD	54
MBA/Master of Public Health	127
MBA/MA in Communication	60
MBA/MA in Design Leadership	66
MBA/MA in Government	60
MBA/MS in Applied Economics	66
MBA/MS in Biotechnology	77
MBA/MS in Environmental Engineering	66
MBA/MS in Environmental Engineering and Science	66
MBA/MS in Environmental Planning and Management	66
MBA/MS in Nursing	66
Graduate Certificate Programs	
Business of Health Care**	12
Financial Management	16
Investments	16
Financial Management or Investments and MS in Applied Economics*	

Undergraduate Programs

[Bachelor of Business Administration](#) 60 (+60 transferred)

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

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

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

FULL-TIME PROGRAMS

Global Master of Business Administration

The Global MBA is a full-time, two-year, cohort program that encompasses all aspects of business knowledge and skills in an innovative, interdisciplinary curriculum. The program is designed for people from a diversity of academic and experience backgrounds.

The key tenets of the Global MBA program are:

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

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

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

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

PROGRAM REQUIREMENTS

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

CURRICULUM All courses are 2 credits unless otherwise noted.

Year One

First semester (17 credits)

Business Foundations

BU.910.610 Financial Resources

BU.914.610 Quantitative Methods:
Statistics

(begins during orientation)

BU.911.610 People and Markets

BU.930.630 Solving Organizational
Problems: Collaboration,
Evidence, and
Experimentation

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

BU.910.611 Financial Resources II

BU.912.610 Competitive Strategy

BU.913.610 Business Analytics

BU.912.611 Operations Management

Thought and Discourse Seminars

BU.930.610 Strategic Communication
(1 credit)

International Project

BU.940.610 Innovation for Humanity
Project — travel during
January Intersession
(0 credits)

Second semester (15 credits)

BU.913.611 Managerial Decision
Behavior

BU.230.620 Financial Modeling and
Valuation BU.920.610
Management of Technology

International Project

BU.940.611 Innovation for Humanity
Project — travel during
January Intersession
(3 credits)

Thought and Discourse Seminars

BU.932.610 Ethical Leadership

Discovery to Market Project

BU.950.610 Discovery to Market

BU.950.611 Discovery to Market

Year Two

First semester (12 credits)

BU.921.610 Networked Organizations

BU.911.611 Strategic Human Resources

Thought and Discourse Seminars

BU.933.610 Governance and
Accountability

Professional Specialization

Elective 1

Elective 2

Elective 3

Second semester (10 credits)

Academic Practicum

BU.913.600 Effective Management
(0 credit)

Professional Specialization (2 credits each)

Elective 4

Elective 5

Elective 6

Elective 7

Elective 8

Concentrations and Professional Specializations:

GMBA students are required to complete a 12 credit concentration or two 8 credit specializations. A concentration requires a minimum of 12 credits, and a specialization requires a minimum of 8 credits. Detailed course offerings for each concentration and specialization are as follows:

Enterprise Risk Management Concentration

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

BU.510.650 Data Analytics (required for Concentration or Specialization)

BU.520.620 Advanced Business Analytics

BU.610.625 Simulation and Strategic Options (required for Concentration or Specialization)

BU.231.720 Corporate Governance
BU.610.705 Crisis Management

BU.330.730 Cybersecurity

BU.230.750 Financial Crises and Contagion

BU.610.750 Global Supply Chain Management

Enterprise Risk Management concentration *(continued)*

- BU.300.620 Managing Complex Projects
- BU.610.730 Supply & Service Contracting

Entrepreneurship concentration

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

- BU.233.730 Entrepreneurial Finance (required for Concentration or Specialization)
- BU.460.730 New Product Development (required for Concentration or Specialization)
- BU.152.710 Entrepreneurial Ventures (required for Concentration or Specialization)
- BU.152.745 City Lab Practicum: Urban Neighborhood Project
- BU.152.740 City Lab Toolkit: Intro to Urban Social Enterprise (taken in sequence with BU.152.745)
- BU.450.730 Design Leadership
BU.141.710 Effective Teams and Sense Making
- BU.151.770 Power and Politics
BU.151.620 Global Strategy
- BU.300.620 Managing Complex Projects
BU.121.610 Negotiation
- BU.152.730 Social Entrepreneurship: The Business of Development (4 credits)

Financial Businesses concentration

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

- BU.231.790 Advanced Corporate Finance (required for Concentration or Specialization)
- BU.232.701 Investments (required for Concentration or Specialization)

- BU.210.650 Advanced Financial Accounting
- BU.220.720 Financial Econometrics
- BU.232.790 Advanced Hedge Fund Strategies
- BU.232.750 Advanced Portfolio Management
- BU.231.720 Corporate Governance
- BU.232.710 Derivatives
- BU.233.730 Entrepreneurial Finance
BU.230.750 Financial Crisis and Contagion
- BU.231.710 Financial Institutions
- BU.232.720 Fixed Income
- BU.230.730 Managing Financial Risk
- BU.231.740 Mergers and Acquisitions
- BU.230.710 Quantitative Financial Analysis
- BU.232.730 Wealth Management
- BU.510.650 Data Analytics

Health Care Management concentration

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

- BU.550.620 Innovations in Health Care Delivery (required for Concentration)
- BU.550.605 Legal Foundations of Health Care (required for Concentration)
- BU.550.610 Health Care Financing (required for Concentration)
- BU.555.710 Applied and Behavioral Economics in Health Care
- BU.510.650 Data Analytics
- BU.350.720 Emerging Frontiers in Health Care: Strategy and Technology

Health Care Management concentration *(continued)*

- BU.555.620 Evaluating Health Care Innovations
- BU.816.610 Improving Processes in Health Care
- BU.555.610 Leading Health Care Organizations
- BU.557.720 Managing Health Care Services
- BU.863.610 The Wire: Business Solutions to Urban Economic, Social and Public Health Issues

Marketing concentration

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

- BU.420.710 Consumer Behavior (required for Concentration or Specialization)
- BU.410.601 Marketing Research (required for Concentration or Specialization)
- BU.450.710 Marketing Strategy (required for Concentration or Specialization)
- BU.420.730 Behavioral Analysis for Marketing Decisions
- BU.430.710 Branding and Marketing Communications
- BU.460.710 Business-to-Business Marketing
- BU.430.720 Competitive Pricing Analysis
- BU.420.720 Customer Relationship Management
- BU.510.650 Data Analytics
- BU.460.700 Digital Marketing and Social Media
- BU.460.730 New Product Development
- BU.430.740 Sales Force and Channels of Distribution

BU.450.750 Strategic Market Intelligence

Real Estate and Infrastructure concentration

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

- BU.241.610 Real Estate Investment and Development (required for Concentration or Specialization)
- BU.234.610 Real Estate and Infrastructure Finance (required for Concentration or Specialization)
- BU.241.750 Advanced Valuation and Investment Analysis
- BU.241.620 Design and Construction Feasibility
- BU.230.640 Development Modeling and Risk Analysis
- BU.241.725 Global Perspectives in Real Estate
- BU.241.735 Infrastructure Development for Sustainable Cities
- BU.241.740 Project Finance and Public-Private Infrastructure Delivery
- BU.242.720 Real Estate Capital Market Analysis
- BU.152.725 Real Estate Entrepreneurship
- BU.242.710 Real Estate Funds and Portfolio Management
- BU.242.715 Real Estate and Infrastructure Valuation
- BU.242.701 Real Estate Investment Trusts: Analysis and Structuring
- BU.132.615 Real Estate Legal Environment
- BU.242.601 Real Estate Market Feasibility Study

Executive MBA Program

The EMBA is not accepting applicants for the 2016–2017 academic year.

The Executive MBA program is designed for high-potential senior managers who have extensive work experience in their professional areas and seek to enrich their academic and professional background with a formal MBA training and understanding of the global business setting. This 20-month MBA program is guided by principles of adaptability, change, and growth. The program is delivered in a format that will meet the needs of full-time working business executives.

This unique program has an integrated and strategic emphasis that incorporates many recently initiated innovations in business education at the Johns Hopkins Carey Business School. The curriculum presents business concepts in a way that breaks down traditional functional silos and promotes more integrated framing of business issues. Each course stresses practical application of concepts through examples, case studies, and best-practice presentations (from specially selected practitioners) that highlight how the most innovative firms are addressing the complex challenges of a rapidly globalizing world economy.

Beyond courses that cover core business concepts, the curriculum features special topics, sessions, and advanced seminar courses giving students a sophisticated grasp of contemporary regional and globally relevant business practices. MBA candidates work in teams on course assignments during the residential sessions.

The candidates for the Executive MBA program are drawn from around the world and are connected by a common desire to accelerate their careers into the top ranks of their companies. Students are selected and recommended by their companies, which will demonstrate a strong support and commitment to MBA candidates' professional growth and investment of their time and energy to complete the program requirements.

PROGRAM REQUIREMENTS

- 54 credits
- 20-month program starting fall semester
- One 3-day Orientation Weekend in Baltimore (Monday, August 15 – Sunday, August 19, 2016)
- The program consists of (9) week-long residencies, one every 2 -3 months including:
 - (8) week-long residencies in Baltimore
 - Week-long international residency

Each course will include additional distance learning components before and after each onsite residency. Prior to each residency, students receive textbooks and access to each course Blackboard site (managed individually by the instructors), where they are expected to review the syllabus, assigned readings, pre-module homework, case studies, and group exercises that are required for partial credit toward the residency. Post-residency work will consist of case studies, additional online sessions, and take-home exams that students complete in order to receive full credit for the residency work.

CURRICULUM

All courses are 2 credits
unless otherwise noted.

Business Essentials (18 credits)

BU.790.041 Accessing Capital Markets

BU.790.049 Advanced Financial
Management and
Innovation*

BU.790.028 Analyzing Financial
Statements and Managing
Financial Resources

(3 credits)

BU.790.052 International Finance

BU.790.037 Leading Complex Projects

BU.790.031 Managing Operations

BU.790.032 Microeconomic Foundations
of Managerial Decisions (3
credits)

BU.790.005 Statistical Analysis (Pass/
Fail) (0 credits)

BU.790.035 Statistical and Behavioral
Foundations of Managerial
Decisions

Integrated Business Skills (12 credits)

BU.790.061 Anticipating and
Responding to Crisis*

BU.790.043 Competing in iMarkets*

BU.790.019 Leading Entrepreneurship
and Innovation*

BU.790.051 Leading Organizational
Change*

BU.790.046 Leading with Business
Intelligence

BU.790.063 Strategically Managing
Human Resources

Thought and Discourse Seminars (5 credits)

BU.790.059 Discourses in Corporate
Governance (1 credit)*

BU.790.039 Discourses in Ethical
Leadership (1 credit)

BU.790.057 Leading for Creativity

BU.790.060 Risk and Accountability (1
credit)*

Business Administration in Action (8 credits)

BU.790.048 Business Negotiations In
and Between Cultures

BU.790.056 Business to Business
Marketing

BU.790.054 Innovative Leadership

BU.790.064 Leading Marketing
Strategy*

Experiential Learning Projects (11 credits)

BU.790.047 Innovating Business in
Emerging Markets (4
credits)*

BU.790.040 Leading Technology
Commercialization (3
credits)

BU.790.062 Strategic Capstone (4
credits)*

**New course name will take effect
in the 2016-17 academic year*

Master of Science in Enterprise Risk Management

The MS in Enterprise Risk Management (ERM) full-time program develops managers and leaders with the knowledge and skills to anticipate and manage risks, while leveraging unique opportunities in chaotic environments. This program is designed to teach how to quantify risks and manage processes to change or respond to those risks. The program also addresses how to lead and manage organizations during periods of dramatic change or crisis. Coursework provides exposure to a variety of areas of risk management and provides tools to integrate the management of a portfolio of risks that an Enterprise will face.

The full-time Master of Science in Enterprise Risk Management is offered at Washington DC campus during the day in an accelerated format.

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

- Develop a thorough understanding of risk
- Protect shareholder value by managing the downside of risk
- Position the organization to better leverage the upside of uncertain outcomes
- Develop plans to protect reputation, information, financial assets, and personnel
- Improve decision making at all levels of the organization

PROGRAM REQUIREMENTS

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

CURRICULUM All courses are 2 credits unless otherwise noted

Business Foundations (18 credits)

BU.210.620 Accounting and Financial Reporting

BU.120.601 Business Communication

BU.132.601 Business Law

BU.131.601 Business Leadership and Human Values

BU.231.620 Corporate Finance

BU.520.601 Decision Models

BU.350.620 Information Systems

BU.680.620 Operations Management

BU.510.601 Statistical Analysis

Functional Core (6 credits)

BU.510.650 Data Analytics

BU.520.620 Advanced Business Analytics

BU.610.625 Simulation and Strategic Options

Elective Courses (12 credits)

Students choose 6 courses from the following:

BU.610.720 Business and the Political Economy

BU.231.720 Corporate Governance

BU.610.705 Crisis Management

BU.330.730 Cybersecurity

BU.230.750 Financial Crises and Contagion

BU.610.750 Global Supply Chain Management

BU.610.630 Insurance and Risk Management

BU.300.620 Managing Complex Projects

MS in Enterprise Risk Management
Elective Courses *(continued)*

BU.610.730 Supply and Service Contracting

BU.520.701 Special Topics in Risk Management

BU.330.780 Data Science and Business Intelligence

Master of Science in Finance

The Master of Science in Finance prepares students for careers in financial analysis and management. This rigorous quantitative program relies on current technology and financial methodologies to analyze complex problems. The coursework stresses the application of contemporary theories in a global context and develops valuable financial modeling and analytical skills. Currently, the MS in Finance is offered in both an evening / weekend format and an accelerated 12-month day format.

PROGRAM REQUIREMENTS

The program requires 36 credits. Full-time students must complete the program in three semesters: Fall, Spring, and Summer. Course waivers are not granted.

CURRICULUM All courses are 2 credits unless otherwise noted.

Business Foundations (16 credits)

BU.210.620 Accounting and Financial Reporting

BU.120.601 Business Communication

BU.131.601 Business Leadership and Human Values

BU.231.620 Corporate Finance

BU.220.620 Economics for Decision Making

Business Foundations *(continued)*

BU.220.610 The Firm and the Macroeconomy

BU.232.701 Investments

BU.510.601 Statistical Analysis

Functional Core (8 credits)

BU.232.710 Derivatives

BU.231.710 Financial Institutions

BU.230.620 Financial Modeling and Valuation

BU.232.720 Fixed Income

Elective Courses (12 credits)

Students choose six of the following:

BU.231.790 Advanced Corporate Finance

BU.210.650 Advanced Financial Accounting

BU.232.790 Advanced Hedge Fund Strategies

BU.232.650 Continuous Time Finance

BU.232.750 Advanced Portfolio Management

BU.231.720 Corporate Governance

BU.510.650 Data Analytics

BU.233.730 Entrepreneurial Finance

BU.230.750 Financial Crises and Contagion

BU.220.720 Financial Econometrics

BU.230.730 Managing Financial Risk

BU.231.740 Mergers and Acquisitions

BU.230.710 Quantitative Financial Analysis

BU.232.730 Wealth Management

BU.232.650 Continuous Time Finance

Master of Science in Health Care Management

The Master of Science in Health Care Management is the only business school degree program in the world that can harness the resources, reputation, and experience of Johns Hopkins University and its top-ranked schools of Medicine, Nursing, and Public Health. The MS in Health Care Management provides students with the most relevant business skills to be effective and efficient decision makers who will improve the quality and access to health care at appropriate cost.

PROGRAM REQUIREMENTS

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

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

CURRICULUM

All courses are 2 credits unless otherwise noted.

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

7 core courses (14 credits), including a seminar course

7 health care depth courses (14 credits)

1 action-based learning course (4 credits) to complete the program.

BU.120.601 Business Communication

BU.131.601 Business Leadership and Human Values

Students may choose up to 2 general business (non-health care) courses to replace an equivalent number of depth electives (or take them as overloads).

Core Courses

Overview Bootcamp (non-credit online)

BU.881.701 Health Care Systems around the World

BU.881.702 Frameworks for Analyzing Health Care Markets

BU.881.703 Health Care Law and Regulation

BU.881.704 Providers and Payers

BU.881.705 Health Care Marketing and Access

BU.881.706 Health Care Innovation and Evaluation

BU.881.710/1 Research and Policy Seminars in Health Care I and II

Health Care Depth

BU.883.701 Health Care Operations and Quality Improvement

BU.883.702 Emerging Frontiers in Health Care Technology and Strategy

BU.883.703 Medical Devices and Diagnostics

BU.883.704 Biotechnology and Pharmaceuticals

BU.883.705 Health Care Financing and Financial Management

BU.883.706 High Reliability Health Care Organizations

BU.883.707 Delivering Health to Communities

Action-Based Learning

(4 credits, students choose only one course)

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

BU.890.713 /4 Client Consulting Practicum I and II

BU.890.715 /6 Health Services Improvement Project I and II

BU.890.717 /8 Commercializing Biomedical Innovations I and II

Business (non-Health Care) Electives (2 credits—Students may choose up to 2 to replace the depth courses)

Managerial Depth

BU.121.610 Negotiation

BU.151.790 Strategic Management

BU.420.710 Consumer Behavior

BU.152.710 Entrepreneurial Ventures

Analytical Depth

BU.430.720 Competitive Pricing Analysis

BU.231.620 Corporate Finance

BU.210.620 Accounting and Financial Reporting

BU.510.650 Data Analytics

BU.520.601 Decision Models

Master of Science in Marketing

The Master of Science in Marketing program is deeply committed to the enhancement and facilitation of each student's career by combining a world-class education, with highly valuable practical experiences, and the Hopkins mission of providing knowledge to the world to inspire our students to achieve their professional goals and make a difference in the world of business.

One of the few marketing graduate programs in the nation, the Master of Science in Marketing has a curriculum that incorporates the latest knowledge and technology in the field. Course offerings provide students with a thorough foundation in marketing theory, analysis, and practical applications. The course sequence maximizes students' learning by progressing logically from foundation and core theory to specific practice. The program focuses on the application of marketing theory, current and future trends, and state-of-the-art techniques required by marketing professionals for success in the 21st century.

PROGRAM REQUIREMENTS

The program requires 36 credits. Full-time students must complete the program in 3 semesters: Fall, Spring, and Summer. Course waivers are not granted in this program.

CURRICULUM

All courses are 2 credits unless otherwise noted.

Business Foundations

BU.210.620 Accounting and Financial Reporting

BU.120.601 Business Communication

BU.132.601 Business Law

BU.131.601 Business Leadership and Human Values

BU.520.601 Decision Models

BU.410.620 Marketing Management

BU.510.601 Statistical Analysis

Functional Core

BU.420.710 Consumer Behavior

BU.410.601 Marketing Research

BU.450.710 Marketing Strategy

BU.430.720 Competitive Pricing
Analysis

BU.420.720 Customer Relationship
Management

BU.510.650 Data Analytics

Elective Courses

Students choose 8 courses
from the following:

BU.420.730 Behavioral Analysis for
Marketing Decisions

BU.430.710 Branding and Marketing
Communications

BU.460.710 Business-to-Business
Marketing

BU.450.730 Design Leadership

BU.460.700 Digital Marketing and Social
Media

BU.450.630 Field Experiments

BU.460.730 New Product Development

BU.430.740 Sales Force and Channels of
Distribution

BU.450.750 Strategic Market Intelligence

Master of Science in Real Estate and Infrastructure

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

The full time Master of Science in Real Estate and Infrastructure is guided by a faculty composed of Johns Hopkins professors and of Real Estate practitioners drawn from the region's leading investment, development, law and architectural, and planning firms. A supportive network of alumni and business professionals is available to students throughout their 12-month course of study. During the summer term, students may choose to structure a real estate and infrastructure capstone to provide hands-on industry experience.

The full-time program is designed to be completed in a one-year (12-month) period for students who are prepared to be challenged by a fast pace and heavy course load. The full-time program is ideal for real estate professionals with fewer than eight years of experience.

PROGRAM REQUIREMENTS

The Master of Science in Real Estate and Infrastructure program consists of 36 credits. The core curriculum integrates the study of the major disciplines that influence real estate decisions: market analysis, law, construction, investment analysis, finance, and development.

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

Course waivers are not granted in this program.

CURRICULUM

All courses are 2 credits unless otherwise noted.

Full-time, Accelerated Course Schedule	BU.242.720 Real Estate Capital Market Analysis
<i>Fall Semester</i>	
BU.231.620 Corporate Finance	BU.241.740 Project Finance and Public-Private Infrastructure Delivery
BU.241.620 Design and Construction Feasibility	BU.245.790 Real Estate and Infrastructure Capstone
BU.234.610 Real Estate and Infrastructure Finance	<i>Choose any combination of capstone and elective courses to equal the required six credits. A sample of electives includes:</i>
BU.242.720 Real Estate Capital Market Analysis	
BU.241.610 Real Estate Investment and Development	BU.242.715 Real Estate and Infrastructure Valuation
BU.132.615 Real Estate Legal Environment	BU.241.725 Global Perspectives in Real Estate
BU.242.601 Real Estate Market Feasibility Study	BU.152.725 Real Estate Entrepreneurship
BU.510.601 Statistical Analysis	BU.242.710 Real Estate Funds and Portfolio Management
<i>Spring and Summer Semester</i>	
BU.120.601 Business Communication	BU.241.750 Advanced Valuation and Investment Analysis
BU.131.601 Business Leadership and Human Values	BU.242.701 Real Estate Investment Trusts: Analysis and Structuring
BU.230.640 Development Modeling and Risk Analysis	

Computer: Students must have access to a PC laptop computer and English Language Version software. *For Apple owners who do not wish to buy a new laptop, please explore the option of booting Windows on your Macintosh system. Industry software will run on Windows, not Macintosh.*

Carey REAL—Real Estate Alumni Link, a Relationship and Business Network

The JHU Carey Business School Real Estate Alumni Link—known as Carey REAL—promotes and facilitates relationship building between students, alumni, faculty, Advisory Board members, and real estate industry leaders.

PART-TIME PROGRAMS

Master of Business Administration

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

Students enrolled in the online only Flexible MBA program will be required to take three weekend residency courses to complete their degree. These weekend residency courses will be held at the Carey Business School's Harbor East campus in Baltimore. Technical support for online classes will be available to primarily support students enrolled in online courses in the Flexible MBA program.

PROGRAM REQUIREMENTS

The flexible MBA curriculum consists of Business Foundations courses, concentration core and elective courses, and non-concentration electives. Students declare a concentration upon entering the program, but may change their concentrations by contacting their adviser after completing the required foundation courses.

Concentration areas include:

- Enterprise Risk Management
- Entrepreneurship
- Financial Businesses (Concentration available through online course format)
- Health Care Management (Concentration available through online course format)
- Information Systems
- Interdisciplinary Business
- Management (Concentration available through online course format)
- Marketing
- Real Estate and Infrastructure

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

CURRICULUM

All courses are 2 credits unless otherwise noted.

Business Foundations

BU.210.620 Accounting and Financial Reporting
BU.120.601 Business Communication**
BU.132.601 Business Law
BU.131.601 Business Leadership and Human Values
BU.231.620 Corporate Finance
BU.520.601 Decision Models
BU.220.620 Economics for Decision Making
BU.220.610 The Firm and the Macroeconomy
BU.350.620 Information Systems
BU.232.701 Investments
BU.142.620 Leadership in Organizations**
BU.410.620 Marketing Management
BU.121.610 Negotiation**
BU.680.620 Operations Management
BU.510.601 Statistical Analysis

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

Concentration Electives

Enterprise Risk Management

Students choose 6 courses from the following:

BU.510.650 Data Analytics (required for concentration)
BU.520.620 Advanced Business Analytics (required for concentration)
BU.610.625 Simulation and Strategic Options (required for concentration)
BU.231.720 Corporate Governance

BU.610.705 Crisis Management
BU.330.730 Cybersecurity
BU.230.750 Financial Crises and Contagion
BU.610.750 Global Supply Chain Management
BU.300.620 Managing Complex Projects
BU.610.730 Supply and Service Contracting

Entrepreneurship concentration

Students choose 6 courses from the following:

BU.152.710 Entrepreneurial Ventures (required for concentration)
BU.233.730 Entrepreneurial Finance (required for concentration)
BU.460.730 New Product Development (required for concentration)
BU.152.740 City Lab Toolkit: Intro to Urban Social Enterprise
BU.152.745 City Lab Practicum: Urban Neighborhood Project (taken in sequence with BU.152.740)
BU.450.730 Design Leadership
BU.141.710 Effective Teams and Sense Making
BU.151.770 Power and Politics
BU.151.620 Global Strategy
BU.300.620 Managing Complex Projects
BU.150.710 Discovery to Market I (taken in sequence with 150.715)
BU.150.715 Discovery to Market II (taken in sequence with 150.710)

Financial Businesses concentration

Students choose 6 courses from the following:

- BU.210.650 Advanced Financial Accounting
- BU.231.790 Advanced Corporate Finance
- BU.232.790 Advanced Hedge Fund Strategies
- BU.232.750 Advanced Portfolio Management
- BU.231.720 Corporate Governance
- BU.510.650 Data Analytics
- BU.232.710 Derivatives
- BU.233.730 Entrepreneurial Finance
- BU.230.750 Financial Crises and Contagion BU.220.720 Financial Econometrics BU.230.620 Financial Modeling and Valuation
- BU.231.710 Financial Institutions
- BU.232.720 Fixed Income
- BU.230.730 Managing Financial Risk
- BU.231.740 Mergers and Acquisitions
- BU.230.710 Quantitative Financial Analysis
- BU.232.730 Wealth Management

Health Care Management concentration

Students choose 6 courses from the following:

- BU.550.610 Health Care Financing (required for Concentration)
- BU.550.620 Innovations in Health Care Delivery (required for Concentration)
- BU.550.605 Legal Foundations of Health Care (required for Concentration)

- BU.555.710 Applied and Behavioral Economics in Health Care
- BU.510.650 Data Analytics
- BU.350.720 Emerging Frontiers in Health Care: Strategy and Technology
- BU.555.620 Evaluating Health Care Innovations
- BU.816.610 Improving Processes in Health Care
- BU.555.610 Leading Health Care Organizations
- BU.557.720 Managing Health Care Services
- BU.150.710 Discovery to Market I (taken in sequence with 150.715)
- BU.150.715 Discovery to Market II (taken in sequence with 150.710)
- BU.863.610 The Wire: Business Solutions to Urban Economic, Social and Public Health Issues

Information Systems concentration

Students choose 6 courses from the following:

- BU.510.650 Data Analytics (required for Concentration)
- BU.300.620 Managing Complex Projects (required for Concentration)
- BU.330.790 Applied IS Architecture
- BU.360.701 Competitive Intelligence
- BU.330.730 Cybersecurity
- BU.300.700 Developing Internet Systems and Services
- BU.330.780 Data Science and Business Intelligence
- BU.350.720 Emerging Frontiers in Health Care: Strategy and Technology
- BU.610.750 Global Supply Chain Management

Information Systems concentration *(continued)*

BU.350.710 IT and Global Sourcing Strategy

BU.520.620 Optimization Models

BU.330.705 Telecom Clouds and Mobile Applications

Interdisciplinary Business concentration

Students interested in a greater knowledge across disciplines or in developing a customized program of study may elect the Interdisciplinary Business concentration. Students choose 6 courses from course offerings across the other concentrations. To develop an interdisciplinary business concentration, please consult your academic adviser.

Management concentration

Students choose 6 courses from the following:

BU.141.710 Effective Teams and Sense Making (required for Concentration)

BU.151.770 Power and Politics (required for Concentration)

BU.151.720 Corporate Strategy

BU.610.705 Crisis Management

BU.450.730 Design Leadership

BU.003.903 Global Immersion

BU.300.620 Managing Complex Projects

BU.142.720 Managing in a Diverse and Global World

BU.142.730 Strategic Human Capital

BU.152.740 City Lab Toolkit: Intro to Urban Social Enterprise

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

Marketing concentration

Students choose 6 courses from the following:

BU.420.710 Consumer Behavior (required for Concentration)

BU.410.601 Marketing Research (required for Concentration)

BU.450.710 Marketing Strategy (required for Concentration)

BU.420.730 Behavioral Analysis for Marketing Decisions

BU.430.710 Branding and Marketing Communications

BU.460.710 Business-to-Business Marketing

BU.430.720 Competitive Pricing Analysis

BU.420.720 Customer Relationship Management

BU.510.650 Data Analytics

BU.460.700 Digital Marketing and Social Media

BU.460.730 New Product Development

BU.430.740 Sales Force and Channels of Distribution

BU.450.750 Strategic Market Intelligence

Real Estate and Infrastructure concentration

Students choose 6 courses from the following:

BU.241.610 Real Estate Investment and Development (required for Concentration)

BU.234.610 Real Estate and Infrastructure Finance (required for Concentration)

BU.241.750 Advanced Valuation and Investment Analysis

BU.241.620 Design and Construction Feasibility

Real Estate and Infrastructure concentration *(continued)*

BU.230.640 Development Modeling and Risk Analysis

BU.241.725 Global Perspectives in Real Estate

BU.241.735 Infrastructure Development for Sustainable Cities

BU.241.740 Project Finance and Public-Private Infrastructure Delivery

BU.242.720 Real Estate Capital Market Analysis

BU.152.725 Real Estate Entrepreneurship

BU.242.710 Real Estate Funds and Portfolio Management

BU.242.715 Real Estate and Infrastructure Valuation

BU.242.701 Real Estate Investment Trusts: Analysis and Structuring

BU.132.615 Real Estate Legal Environment

BU.242.601 Real Estate Market Feasibility Study

For this concentration, students must have access to a PC laptop computer with the following minimum configuration:

Hardware:

Intel processor i5 or higher or similar 14.1" Widescreen Display

Memory - 8.0GB

1 GB Video 160GB+ Hard Drive
802.11a/g/- Wireless

Software:

OS - Windows 7 or higher –
(English Language Version)

Fully Functioning Anti-Virus (Microsoft System Center Endpoint Protection is

provided free of charge while a student at it.johnshopkins.edu/antivirus)

MS Office Pro + 2013 (available free of charge while a student at: onthehub.com)

Note: Although Macintosh (Apple) Systems can also run Microsoft Office, their features and compatibilities are different. The Microsoft Office Suite software (Microsoft Word, Excel, and PowerPoint) is best run on

Microsoft Windows. Additional software such as ARGUS DCF (Valuation Software) will run on Windows, not Macintosh. For Apple owners who do not wish to buy a new laptop, please explore the option of booting Windows on your Macintosh system. In some cases, the Carey IT department can provide a loaner laptop during class time.

Non-Concentration Business Electives (12 credits)

Students may either choose a second concentration to complete their remaining 12 credits or take electives of interest for a total of 12 credits.

Project-based elective opportunities

The following courses provide real-time business projects as the platform for learning. Students interested in applying academic learning to real world issues will benefit from these offerings.

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

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

BU.152.740 City Lab Toolkit: Intro to Urban Social Enterprise

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

BU.151.790 Strategic Management (4 credits) Continuation of Final Project Course – BU.001.900

MBA in Medical Services Management

The MBA in Medical Services Management is no longer accepting applicants. All degree requirements will be honored under the curriculum and academic year admitted.

The following information is for students who are completing the program.

PROGRAM REQUIREMENTS

The MBA in Medical Services Management is a partnership between the Johns Hopkins Carey Business School and the Johns Hopkins School of Medicine. Course scheduling allows for completion of program in a three and one half-year format. Students must complete the required 54 graduate credits within six years. A waived course must be replaced with an equivalent number of credits in an advanced course.

CURRICULUM

All courses are 2 credits unless otherwise noted.

Core Requirements (40 credits)

BU.552.62 Accounting and Financial Reporting for Health Care Management

BU.552.750 Advanced Health Care Economics

BU.120.601 Business Communication

BU.557.610 Business of Health Care: Theory and Practice for Medical Services

BU.557.710 Clinical Practice Improvement

BU.231.620 Corporate Finance

BU.520.601 Decision Models

BU.220.610 The Firm and the Macroeconomy

BU.552.650 Fundamentals in Health Care Economics

BU.551.640 Health and Business Law

BU.551.601 Health Care Leadership Ethics Seminar

BU.551.790 Health Care Strategic Management

BU.551.710 Health Care Strategy

Core Requirements (*continued*)

BU.551.620 Leadership in Health Care Organizations

BU.557.720 Managing Health Care Services

BU.410.620 Marketing Management

BU.450.710 Marketing Strategy

BU.553.610 Medical Informatics

BU.121.610 Negotiation

BU.510.601 Statistical Analysis

BU.142.730 Strategic Human Capital

Capstone (4 credits)

Electives (10 credits)

Master of Science in Enterprise Risk Management

The MS in Enterprise Risk Management program develops managers and leaders with the knowledge and skills to anticipate and manage risks, while leveraging unique opportunities in chaotic environments. This program is designed to teach how to quantify risks and manage processes to change or respond to those risks.

The program also addresses how to lead and manage organizations during periods of dramatic change or crisis. Coursework provides exposure to a variety of areas of risk management and provides tools to integrate the management of a portfolio of risks that an Enterprise will face.

The part-time Master of Science in Enterprise Risk Management is offered at Washington DC and Baltimore Harbor East campuses with classes held in the evenings and Saturdays.

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

- Develop a thorough understanding of risk
- Protect shareholder value by managing the downside of risk
- Position the organization to better leverage the upside of uncertain outcomes
- Develop plans to protect reputation, information, financial assets, and personnel
- Improve decision making at all levels of the organization

PROGRAM REQUIREMENTS

The program requires 36 credits. Part-time students must complete the program within six years.

CURRICULUM

All courses are 2 credits unless otherwise noted.

Business Foundations

BU.210.620 Accounting and Financial Reporting

BU.120.601 Business Communication

BU.132.601 Business Law

BU.131.601 Business Leadership and Human Values

BU.231.620 Corporate Finance

BU.520.601 Decision Models

BU.350.620 Information Systems

BU.680.620 Operations Management

BU.510.601 Statistical Analysis

Functional Core

BU.510.650 Data Analytics

BU.520.620 Advanced Business Analytics

BU.610.625 Simulation and Strategic Options

Elective Courses

Students choose 6 courses from the following:

BU.610.720 Business and the Political Economy

BU.231.720 Corporate Governance

BU.610.705 Crisis Management

BU.330.730 Cybersecurity

MS in Enterprise Risk Management electives (<i>continued</i>)	BU.300.620 Managing Complex Projects
BU.230.750 Financial Crises and Contagion	BU.610.730 Supply and Service Contracting
BU.610.750 Global Supply Chain Management	BU.520.701 Special Topics in Risk Management
BU.610.630 Insurance and Risk Management	BU.330.780 Data Science and Business Intelligence

Master of Science in Finance

The Master of Science in Finance prepares students for careers in financial analysis and management. This rigorous quantitative program relies on current technology and financial methodologies to analyze complex problems.

The coursework stresses the application of contemporary theories in a global context and develops valuable financial modeling and analytical skills. The Master of Science Finance part-time program is offered in an evening/ weekend format. Students have the option of pursuing their degree onsite, online or in a hybrid format.

PROGRAM REQUIREMENTS

The program requires 36 credits and must be completed within six years.

CURRICULUM

All courses are 2 credits unless otherwise noted.

Business Foundations	BU.230.620 Financial Modeling and Valuation
BU.210.620 Accounting and Financial Reporting	BU.232.720 Fixed Income
BU.120.601 Business Communication	Elective Courses
BU.131.601 Business Leadership and Human Values	Choose 6 of the following courses:
BU.231.620 Corporate Finance	BU.231.790 Advanced Corporate Finance
BU.220.620 Economics for Decision Making	BU.210.650 Advanced Financial Accounting
BU.220.610 The Firm and the Macroeconomy	BU.232.650 Continuous Time Finance
BU.232.701 Investments	BU.232.790 Advanced Hedge Fund Strategies
BU.510.601 Statistical Analysis	BU.232.750 Advanced Portfolio Management
Functional Core	BU.231.720 Corporate Governance
BU.232.710 Derivatives	BU.510.650 Data Analytics
BU.231.710 Financial Institutions	BU.233.730 Entrepreneurial Finance

MS in Finance electives (<i>continued</i>)	BU.231.740 Mergers and Acquisitions
BU.230.750 Financial Crises and Contagion	BU.230.710 Quantitative Financial Analysis
BU.220.720 Financial Econometrics	BU.232.730 Wealth Management
BU.230.730 Managing Financial Risk	

Master of Science in Health Care Management

Students focus intensively on the most critical business and leadership issues facing health care today. They learn how to make informed decisions about all aspects of health care management, including effective delivery of high-quality health care, industry consolidation, escalating costs, disproportionate access, effective health information technology, conflicts of interest and misaligned incentives, and ever-increasing regulation. Students have the option of pursuing their degree onsite, online or in a hybrid format.

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

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

PROGRAM REQUIREMENTS

The program requires 36 credits. Students must complete the program within six years.

CURRICULUM All courses are 2 credits unless otherwise noted.

Business Foundations

BU.210.620 Accounting and Financial Reporting

BU.120.601 Business Communication

BU.131.601 Business Leadership and Human Values

BU.520.601 Decision Models

BU.220.620 Economics for Decision Making

BU.350.620 Information Systems

BU.410.620 Marketing Management

BU.680.620 Operations Management

BU.510.601 Statistical Analysis

Functional Core

BU.550.620 Innovations in Health Care Delivery

BU.550.610 Health Care Financing

BU.550.605 Legal Foundations of Health Care

Elective courses

Students choose 6 courses from the following:

BU.555.710 Applied and Behavioral Economics in Health Care

BU.557.710 Clinical Practice Improvement

BU.510.650 Data Analytics

MS in Health Care Management electives (<i>continued</i>)	BU.555.610 Leading Health Care Organizations
BU.350.720 Emerging Frontiers in Health Care: Strategy and Technology	BU.557.720 Managing Health Care Services
BU.555.620 Evaluating Health Care Innovations	BU.150.710 Discovery to Market I
BU.816.610 Improving Processes in Health Care	BU.150.715 Discovery to Market II
	BU.863.610 The Wire: Business Solutions to Urban Economic, Social and Public Health Issues

Master of Science in Information Systems

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

The Master of Science in Information Systems (MSIS) is designed for:

- IS professionals who want to advance into leadership roles in their organizations or start their own business or consultancy
- Business professionals who want to leverage their expertise in functional areas, recognizing that advances in IT are changing every part of an organization
- Professionals who want to update their skills and learn the newest IS concepts and tools so their organizations can succeed in the global marketplace.

The MSIS curriculum reflects the latest IS research, industry best practices, and the model curriculum developed by the Association for Computing Machinery (ACM) and the Association for Information Systems (AIS).

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

PROGRAM REQUIREMENTS

The program requires 36 credits. Part-time students must complete the program within six years.

CURRICULUM All courses are 2 credits unless otherwise noted.

Business Foundations	BU.350.620 Information Systems
BU.120.601 Business Communication	BU.510.601 Statistical Analysis
BU.131.601 Business Leadership and Human Values	BU.520.601 Decision Models

BU.680.620 Operations Management

BU.330.730 Cybersecurity

Functional Core

BU.330.780 Data Science and Business Intelligence

BU.300.700 Developing Internet Systems and Services

BU.520.620 Optimization Models

BU.300.620 Managing Complex Projects

BU.610.705 Crisis Management

BU.350.710 IT and Global Sourcing Strategy

BU.550.605 Legal Foundations of Health Care

BU.330.705 Telecom Clouds and Mobile Applications

BU.550.610 Health Care Financing

BU.510.650 Data Analytics

BU.550.620 Health Care Delivery

BU.330.790 Applied IS Architecture

BU.610.750 Global Supply Chain Management

Elective Courses

BU.152.710 Entrepreneurial Ventures

Students choose 6 courses from the following:

BU.350.720 Emerging Frontiers in Health Care: Strategy and Technology

BU.360.701 Competitive Intelligence

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

Master of Science in Marketing

The Master of Science in Marketing program is deeply committed to the enhancement and facilitation of each student's career by combining a world-class education, with highly valuable practical experiences, and the Hopkins mission of providing knowledge to the world to inspire our students to achieve their professional goals and make a difference in the world of business.

One of the few marketing graduate programs in the nation, the Master of Science in Marketing has a curriculum that incorporates the latest knowledge and technology in the field. Course offerings provide students with a thorough foundation in marketing theory, analysis, and practical applications. The course sequence maximizes students' learning by progressing logically from foundation and core theory to specific practice. The program focuses on the application of marketing theory, current and future trends, and state-of-the-art techniques required by marketing professionals for success in the 21st century.

PROGRAM REQUIREMENTS

The program requires 36 credits. Students must complete the program within six years.

CURRICULUM

All courses are 2 credits unless otherwise noted.

Business Foundations

BU.210.620 Accounting and Financial Reporting

BU.120.601 Business Communication

BU.132.601 Business Law

BU.131.601 Business Leadership and Human Values

BU.520.601 Decision Models

BU.410.620 Marketing Management

BU.510.601 Statistical Analysis

Functional Core

BU.420.710 Consumer Behavior

BU.410.601 Marketing Research

BU.450.710 Marketing Strategy

Elective Courses

Students choose 8 courses from the following:

BU.420.730 Behavioral Analysis for Marketing Decisions

BU.430.710 Branding and Marketing Communications

BU.460.710 Business-to-Business Marketing

BU.430.720 Competitive Pricing Analysis

BU.420.720 Customer Relationship Management

BU.510.650 Data Analytics

BU.450.730 Design Leadership

BU.460.700 Digital Marketing and Social Media

BU.450.630 Field Experiments

BU.460.730 New Product Development

BU.430.740 Sales Force and Channels of Distribution

BU.450.750 Strategic Market Intelligence

Master of Science in Real Estate and Infrastructure

This program is ideal for mid-career real estate professionals with industry experience. Working with academic and practitioner faculty, students develop the knowledge and skills needed to take advantage of the latest developments in this fast-changing profession. The core curriculum integrates the study of the major disciplines that influence real estate decisions: market analysis, law, investment analysis, finance, and development.

PROGRAM REQUIREMENTS

The program consists of 36 credits. A waived course or transferred-in graduate credits must be replaced with an equivalent number of credits in an advanced course. Students must complete the program within six years. In the first semester, a series of mandatory workshops will be scheduled (usually on Saturdays). Session Topics include: Excel for Real Estate Professionals, and Becoming an Excel Power User. Additional information will be available prior to the beginning of the semester.

CURRICULUM

All courses are 2 credits unless otherwise noted.

Business Foundations

BU.120.601 Business Communication

BU.131.601 Business Leadership and
Human Values

BU.231.620 Corporate Finance

BU.510.601 Statistical Analysis

Functional Core

BU.241.620 Design and Construction
Feasibility

BU.230.640 Development Modeling and
Risk Analysis

BU.241.735 Infrastructure Development
for Sustainable Cities

BU.241.740 Project Finance and Public-
Private Infrastructure
Delivery

BU.242.720 Real Estate Capital Market
Analysis

BU.234.610 Real Estate and
Infrastructure Finance

BU.241.610 Real Estate Investment and
Development

BU.132.615 Real Estate Legal
Environment

BU.242.601 Real Estate Market
Feasibility Study

Elective Courses

Students choose 4 courses
from the following:

BU.242.715 Real Estate and
Infrastructure Valuation

BU.241.725 Global Perspectives in Real
Estate

BU.152.725 Real Estate
Entrepreneurship

BU.242.710 Real Estate Funds and
Portfolio Management

BU.241.750 Advanced Valuation and
Investment Analysis

BU.242.701 Real Estate Investment
Trusts: Analysis and
Structuring

BU.249.701 Special Topics in Real Estate

Capstone

BU.245.790 Real Estate and
Infrastructure Capstone

Continuation of Final Project Course – BU.001.900

Computer: Students must have
access to a PC laptop computer and
English Language Version software.
*For Apple owners who do not wish to
buy a new laptop, please explore the
option of booting Windows on your
Macintosh system. Industry software
will run on Windows, not Macintosh.*

Dual Degree Programs

MBA/JD

The MBA/JD program is a dual degree offered by the University Of Maryland Carey School Of Law and the Johns Hopkins Carey Business School to prepare students for complex challenges in business, industry, commerce, government organizations, and the non-profit sector. The dual-degree program will provide a unique opportunity to add another dimension to the educational preparation of students who seek management and leadership responsibilities in legal practice, financing and delivery of legal services, development of new legal services, establishing and managing law firms, as well

as pursuing career focused on law and business in national and international organizations and academic institutions. More information is available at carey.jhu.edu/academics/%20master-of-business-administration/dual-degree-programs/mba-jd.

PROGRAM REQUIREMENTS

Students complete 42 credits towards the MBA, which the Johns Hopkins Carey Business School provides, and will accept 12 credits transferred from University of Maryland Carey School of Law to complete the 54-credit degree. Students complete 76 credits which University Of Maryland Carey School Of Law provides towards the JD and will accept 9 credits transferred from Johns Hopkins Carey Business School to complete the 85-credit degree. Dual degree recipients receive both diplomas upon completion of both programs.

ADMISSION

Applicants need to apply to both programs separately. For more information on University of Maryland Carey School of Law, please visit law.umaryland.edu/academics/program/dualdegree.html.

MBA/MD

The Johns Hopkins dual-degree MD/MBA program is structured as a five year academic program, with the students as full-time members of the medical school and the full-time MBA cohort as they progress through the program.

The program is designed to prepare physicians for leadership roles in medicine and in the health care industry. The proposed dual-degree program will give students a unique educational experience through the Genes to Society (GTS) medical school curriculum and the Carey's full- time Global MBA program. More information is available at carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-md.

PROGRAM REQUIREMENTS

For the Carey MBA program, the students are required to complete 54 credits of the MBA program. Up to 12 credits from the MD electives can be applied to their requirements for the MBA electives, subject to review and approval of the MD/MBA Academic Program Committee. Dual degree recipients receive both diplomas upon completion of both programs.

ADMISSION

Students applying to the MD/MBA program will be required to meet the admissions criteria of the JHU School of Medicine and be admitted to the MD program. Once students are accepted by the School of Medicine, they have an opportunity to apply for the MD/MBA program. The applications will be reviewed for business school admission.

MBA/Master of Public Health

This unique 22-month, full-time program of study will enable students to integrate the philosophies, functions and competencies of the seemingly disparate fields of public health and business. Students in this program will acquire knowledge and skills in the principles of population-based health as well as finance and management, which will enable them to be effective managers and leaders in health-related agencies and organizations. Graduates will be able to assess the public health needs of a defined population; develop, analyze and implement targeted health policies and programs; lead the process of change within one's own organization and community; manage health care organizations to achieve identified goals; and communicate messages to targeted audiences.

More information is available at carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-master-of-public-health.

PROGRAM REQUIREMENTS

The program requires 127 credits (MPH and MBA based on School of Public Health credit system). Dual degree recipients receive both diplomas upon completion of both programs.

ADMISSION

Applications for the combined degree program must be obtained from and submitted to the Bloomberg School of Public Health and will be reviewed by the admissions committees of both the Johns Hopkins Bloomberg School of Public Health and the Carey Business School. For more information, please visit jhsp.h.edu/academics/degree-programs/master-of-public-health/academic-overview/combined-degrees-and-programs.html.

MBA/MA in Communication

The Hopkins MBA/MA in Communication prepares managers in public and media relations, advertising, crisis communication, organizational development, and risk communication. It provides managers with the knowledge and skills to solve communication problems in the workplace, use new media to transform existing business practices, reach out to media and clientele, and manage corporate images. This program enables communication professionals to expand their knowledge and skills in business and management, preparing them to lead nonprofit, public sector, or commercial enterprises. Students in these degrees complete both the professional managerial education requirements of the MBA and the advanced disciplinary requirements of a specialized MA in Communication. More information is available at carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-ma-in-communications.

PROGRAM REQUIREMENTS

The program requires 60 credits, 42 credits for the MBA. Course scheduling allows for completion of MBA portion of the program in 30 months. Students must complete the MBA portion within six years. A waived course must be replaced with an equivalent number of credits in an advanced course. Dual degree recipients receive both diplomas upon completion of both programs.

ADMISSION

Apply to the MBA/MA in Communication through the Johns Hopkins Zanvyl Krieger School of Arts and Sciences. For information, please visit advanced.jhu.edu/academics/dual-degree-programs/communication-mba.

MBA/MA in Design Leadership

The MBA/MA in Design Leadership enrolls students who want to be transformative business leaders at the highest levels by developing a next-generation approach to management and problem solving. Students' backgrounds are likely to include business management, marketing, engineering, finance, art and design, architecture, fine arts, and other fields. More information is available at carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-ma-in-design-leadership.

PROGRAM REQUIREMENTS

The MBA/MA in Design Leadership program is an 18 to 20-month, 66 credit program of study (44 MBA credits and 22 MA credits) that allows students to combine the skill sets of a traditional MBA with the design expertise increasingly needed in today's complex business world. Dual degree recipients receive both diplomas upon completion of both programs.

ADMISSION

Apply to the MBA/MA in Design Leadership through the Carey Business School. For more information, please visit carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-ma-in-design-leadership.

MBA/MA in Government

The MA in Government/MBA prepares managers to move between the public and private sectors, or work for agencies that span the two. The program combines the public sector management strengths of the MA in Government with the private sector business savvy of the MBA. The MBA/MA in Government bridges the traditional separation of business leadership and public sector management. Advance your knowledge in government and politics, ethics, global economics, financial theory, and management, and set yourself apart from the competition in a career that overlaps public and private sectors. More information is available at carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-ma-in-government.

PROGRAM REQUIREMENTS

The program requires 60 credits, 42 credits for the MBA. Course scheduling allows for completion of MBA portion of the program in 30 months. Students must complete the MBA portion within six years. A waived course must be replaced with an equivalent number of credits in an advanced course. Dual degree recipients receive both diplomas upon completion of both programs.

ADMISSION

For more information about the MBA/MA in Government with the Johns Hopkins Zanvyl Krieger School of Arts and Sciences, visit advanced.jhu.edu/academics/%20dual-degree-programs/government-mba.

MBA/MS in Applied Economics

To allow students to better exploit the strong complementary nature between business and economics, the Carey Business School and the Johns Hopkins Zanvyl Krieger School of Arts and Sciences Applied Economics Program have eliminated the overlap between the MS in Applied Economics and the MBA. This enables students to earn both the MS degree and the MBA for fewer courses than if pursued separately.

PROGRAM REQUIREMENTS

The program requires 66 credits, 42 credits for the MBA. Course scheduling allows for completion of MBA portion of the program in 30 months. Students must complete the MBA portion within six years. A waived course must be replaced with an equivalent number of credits in an advanced course. Dual degree recipients receive both diplomas upon completion of both programs.

ADMISSION

Apply to the MBA/MS in Applied Economics through the Johns Hopkins Zanvyl Krieger School of Arts and Sciences. For more information, please visit advanced.jhu.edu/academics/dual-degree-programs/applied-economicsmba.

MBA/MS in Biotechnology

The MBA/MS in Biotechnology program teaches fundamental and advanced principles of both business and biotechnology that cover accounting, negotiation, finance, and regulatory and legal matters, as well as biochemistry, biostatistics, and bioinformatics. With a perspective informed both by business and science, students work and learn in a team-oriented cohort. They emerge from the program—offered jointly with the Johns Hopkins Zanvyl Krieger School of Arts and Sciences—possessing the expertise and the confidence to become innovative managers in the biotechnology field. More information is available at carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-ms-in-biotechnology.

PROGRAM REQUIREMENTS

The program requires 60 credits, 42 credits for the MBA. Course scheduling allows for completion of MBA portion of the program in 30 months. Students must complete the MBA portion within six years. A waived course must be replaced with an equivalent number of credits in an advanced course. Dual degree recipients receive both diplomas upon completion of both programs.

ADMISSION

Apply to the MBA/MS in Biotechnology through the Johns Hopkins Zanvyl Krieger School of Arts and Sciences. For more information, please visit advanced.jhu.edu/academics/dual-degree-programs/biotechnology-mba.

MBA/MS in Environmental Engineering

Students may pursue an MBA/Master of Environmental Engineering offered through the Whiting School's Engineering for Professionals program (EP) and the Carey Business School. This area of study focuses on the design of collection and treatment processes for air, water, wastewater, and solid and hazardous waste, including study of the conceptual principles underlying biological, physical, and chemical treatment. Courses may be taken in the two schools simultaneously or sequentially. Graduates will receive two degrees, one from each school. More information is available at carey.jhu.edu/academics/master-of-business-administration/dual-degree-programs/mba-ms-in-environmental-engineering.

PROGRAM REQUIREMENTS

The program requires 66 credits, 42 credits for the flexible MBA. Course scheduling allows for completion of MBA portion of the program in 30 months. Students must complete the MBA portion within six years. A waived course must be replaced with an equivalent number of credits in an advanced course. Dual degree recipients receive both diplomas upon completion of both programs.

ADMISSION

Apply through the Whiting School's Engineering for Professionals program website, please visit ep.jhu.edu/programs-and-courses/programs/environmental-engineering.

MBA/Master of Science in Environmental Engineering and Science

Students may pursue an MBA/Master of Environmental Engineering offered through the Whiting School's Engineering for Professionals program (EP) and the Carey Business School. This area of study stresses the fundamental concepts of physics, chemistry, biology, and geology as applied in the context of environmental issues, with less emphasis on design and management. Courses may be taken in the two schools simultaneously or sequentially. Graduates will receive two degrees, one from each school.

PROGRAM REQUIREMENTS

The program requires 66 credits, 42 credits for the flexible MBA. Course scheduling allows for completion of MBA portion of the program in 30 months. Students must complete the MBA portion within six years. A waived course must be replaced with an equivalent number of credits in an advanced course. Dual degree recipients receive both diplomas upon completion of both programs.

ADMISSION

Apply through the Whiting School's Engineering for Professionals program website, please visit ep.jhu.edu/programs-and-courses/programs/environmental-engineering-and-science.

MBA/Master of Science in Environmental Planning and Management

Students may pursue an MBA/Master Science in Environmental Planning Engineering offered through the Whiting School of Engineering for Professionals program (EP) and the Carey Business School. This program emphasizes the relationships between environmental engineering/science and public policy with a focus on decision-making tools and policy analysis, as well as emphasis on the role of economic factors in environmental management and water resources planning. Courses may be taken in the two schools simultaneously or sequentially. Graduates will receive two degrees, one from each school.

PROGRAM REQUIREMENTS

The program requires 66 credits, 42 credits for the MBA. Course scheduling allows for completion of MBA portion of the program in 30 months. Students must complete the MBA portion within six years. A waived course must be replaced with an equivalent number of credits in an advanced course. Dual degree recipients receive both diplomas upon completion of both programs.

ADMISSION

Apply through the Whiting School's Engineering for Professionals program website, please visit ep.jhu.edu/programs-and-courses/programs/environmental-engineering.

MBA/MS in Nursing

The MBA/MS in Nursing is not accepting applicants for the 2016–2017 academic year. This dual degree is designed specifically to address the professional challenges facing nurses and to prepare them for expanding roles in the increasingly complex world of integrated health services. Here, you will learn how to adapt business and nursing theory to discover financially, ethically, and medically sound health care solutions and contribute to public and private health policy. With a thorough understanding of nursing practice and fundamental business concepts, you'll become effective and resourceful in analyzing and addressing managerial problems in health care settings.

PROGRAM REQUIREMENTS

Students must complete 57 credits within six years. The MBA portion is 42 credits. Dual degree recipients receive both diplomas upon completion of both programs.

GRADUATE CERTIFICATE PROGRAMS

Graduate Certificate in Business of Health Care (Online only)

The Johns Hopkins Business of Health Care Graduate Certificate was designed for two particular types of students:

- Leaders in medicine and health care who lack formal training in business
- Professionals seeking positions in medicine and health care who lack experience, or have not had formal training in leadership

The Business of Health Care Graduate Certificate will provide students with a breadth of information related to health care and medicine from across Johns Hopkins, allowing them to specialize in areas of their choosing based on their electives. Each of the schools will allow students who have completed the certificate program to apply credits earned toward specific degree programs. The choice of the program to which the credits may be applied will be driven in part by the electives chosen.

24/7 Personal Support is available to support students/faculty involved in the Business of Health Care Certificate courses. All courses in this program are online.

Course descriptions for courses offered by other schools within the University are available at sis.jhu.edu/classes. Please refer to the State-specific Information for Online Programs section in the Handbook portion for additional information about online classes. Course waivers are not permitted for this certificate.

CERTIFICATE REQUIREMENTS

Students are required to complete the Business of Health Care Graduate Certificate within three years. The certificate in Business of Health Care consists of six courses (12 credits). All courses are two credits.

REQUIRED COURSE

Carey Business School

BU.555.610 Leading Health Care Organizations

BU.550.605 Legal Foundations of Health Care

ELECTIVE COURSES

Carey Business School

BU.550.610 Health Care Financing

PH.221.646 Health Systems in Low and Middle Income Countries

PH.300.651 Introduction to the U.S. Healthcare System

Bloomberg School of Public Health (one of the following)

PH.309.600 Evaluating Quality Improvement and Patient Safety Programs

PH.317.605 Methods in Quantitative Risk Assessment

PH.309.730 Patient Safety and Medical Errors

PH.221.637 Health Information Systems

PH.309.631 Population Health Informatics

PH.312.633 Health Management Information Systems

Bloomberg School of Public Health
(Electives continued)

PH.221.722 Quality Assurance
Management Methods for
Developing Countries

PH.311.615 Quality of Medical Care

**School of Nursing (one of the
following)**

NR.110.605 Leadership and
Management in Health Care

NR.110.560 Program Evaluation and
Development in Health Care

**School of Medicine (one of the
following)**

ME.600.900 Health Information
Systems: Design to
Deployment

ME.600.901 Health Sciences Informatics,
Knowledge Engineering and Decision
Support

ME.600.904 HIT Standards and Systems
Interoperability

ME.600.902 Leading Change through
Health IT

Final Elective (one of the following)

PH.309.600 Evaluating Quality
Improvement and Patient
Safety Programs

BU.550.610 Health Care Financing

PH.221.637 Health Information Systems

ME.600.900 Health Information
Systems: Design to
Deployment

PH.312.633 Health Management
Information Systems

ME.600.901 Health Sciences Informatics,
Knowledge Engineering and
Decision Support

PH.221.646 Health Systems in Low and
Middle Income Countries

ME.600.904 HIT Standards and Systems
Interoperability

PH.300.651 Introduction to the U.S.
Healthcare System

NR.110.605 Leadership and
Management in Health Care

ME.600.902 Leading Change through
Health IT

PH.221.707 Management of Health
Systems in Developing
Countries II

PH.317.605 Methods in Quantitative
Risk Assessment

PH.309.730 Patient Safety and Medical
Errors

PH.309.631 Population Health
Informatics

NR.110.560 Program Evaluation and
Development in Health Care

PH.221.722 Quality Assurance
Management Methods for
Developing Countries

PH.311.615 Quality of Medical Care

*Course descriptions for courses offered
by other schools within the University
are available at sis.jhu.edu/classes.*

BU = Classes offered at
Carey Business School

ME = Classes offered at the
School of Medicine

NR = Classes offered at the
School of Nursing

PH = Classes offered at the
School of Public Health

Graduate Certificate in Financial Management

The financial market has evolved dramatically in recent decades through the development of new financial instruments and techniques, integration of global markets, and advancements in information technology. The growth of global financial markets and rapid development of advanced analytical tools make the study of finance increasingly vital. In today's fast-paced, uncertain economic environment, financial managers require a sophisticated, global understanding of the theory and analytical tools to make the right decision in a particular financial situation. This certificate program is designed to prepare a student for a career in corporate financial management. This program is designed to give students a broad, thorough, and up-to-date foundation in finance and the practical tools needed to thrive as effective financial managers. The curriculum provides students with a strong foundation in financial theory as well as technical skills, and a unique opportunity to develop analytical skills and critical thinking abilities by integrating theory into practice.

CERTIFICATE REQUIREMENTS

Students are required to complete the Graduate Certificate in Financial Management within three years. The certificate in Financial Management consists of eight courses (16 credits). All courses are two credits.

BU.210.620 Accounting and Financial Reporting

BU.510.601 Statistical Analysis

BU.231.620 Corporate Finance

BU.800.610 Corporate Governance

BU.230.620 Financial Modeling and Valuation

BU.232.701 Investments

Finance Elective 1

Finance Elective 2

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

Graduate Certificate in Investments

Mutual funds, trust departments, brokerage firms, and investment bankers are constantly looking for professionally trained financial managers. Today's fast-paced, technology-driven investment environment demands that market participants understand and employ the latest financial tools and techniques.

The Graduate Certificate in Investments is designed to meet the demands of professionals in the rapidly developing field of investments and finance. The curriculum is both rigorous and contemporary, applying modern investment theory to real-world scenarios. Case studies and projects are used at various points of the curriculum. The certificate program is structured to complement preparation for the Chartered Financial Analyst (CFA) examinations. Course waivers are not permitted for this certificate.

CERTIFICATE REQUIREMENTS

Students are required to complete the Graduate Certificate in Investments within three years.

The certificate in Investments consists of eight courses (16 credits). All courses are two credits.

BU.210.620 Accounting and Financial Reporting

BU.231.620 Corporate Finance

BU.232.710 Derivatives

BU.232.720 Fixed Income

BU.232.701 Investments

BU.510.601 Statistical Analysis

Finance Elective 1

Finance Elective 2

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

Graduate Certificate in Investments and MS in Applied Economics

This certificate program is no longer accepting applicants. All certificate requirements will be honored under the curriculum and academic year admitted. Following is information for students who are completing the program.

CERTIFICATE REQUIREMENTS

Please consult with an adviser for program requirements.

UNDERGRADUATE PROGRAMS

Bachelor of Business Administration

The Bachelor of Business Administration degree completion program harnesses the knowledge, resources, and network of the Johns Hopkins University, giving students access to leading thinkers and influencers in Baltimore, Washington, D.C., and throughout the world. The Bachelor of Business Administration is a two-year program designed for students who have completed their core course requirements and have a desire to understand how the essentials of business impact the economy, society, and humankind. The program provides students with skills and resources essential to succeed in the corporate, public, or nonprofit sectors, specifically:

- A thorough understanding of the factors that drive business
- Proficiency in analysis, problem solving, and communication
- Knowledge of core concepts in accounting, finance, information systems, marketing, and management
- Understanding of specialized business areas

Students complete 60 semester hour credits of upper-level coursework with the Carey Business School. The first 60 semester hours or 90 quarter hours of the bachelor's degree program must be transferred from another regionally-accredited, academic institution. The program provides students with a full set of courses intended to provide a broad educational base in business and related areas. It provides experiences that educate the students with the skills and abilities required in today's working environment: communication, creativity and innovation, critical thinking, diversity, ethics, information literacy, problem solving and team work.

Business English courses are also available for international students to develop effective verbal and written communication.

The curriculum of the Bachelor of Business Administration addresses complex problems and pursues effective solutions, utilizing a variety of educational approaches including lectures, case studies, presentations, practice assignments, in-class discussions, group work, and hands-on exercises. The continuing seminar series and professional development course provide students the opportunity to learn from seasoned professionals and guest speakers. The senior capstone projects allow students to synthesize their learnings and apply them to real world situations. Students enrolled in the Bachelor of Business Administration program are placed in a cohort group, and follow the curriculum with their fellow cohort students throughout their two year program. Courses are offered during the fall and spring semesters only. Students complete all coursework at the Washington DC Center.

FULL TIME CURRICULUM

All courses are 3 credits unless otherwise noted

The full-time program consists of 60 upper- level undergraduate semester hour credits of coursework, focusing on Global Business Studies.

Fall Year 1 (15 credits)	BU.685.325 Quantitative Methods & Modeling
BU.001.340 First Year Seminar Series I (0 credit)	Fall Year 2 (15 credits)
BU.215.315 Advanced Accounting	BU.105.320 Global Business
BU.515.315 Advanced Business Statistics	BU.445.315 International Marketing Strategy
BU.135.301 Ethics, Governance & Accountability	BU.355.475 Project Management
BU.125.301 Managerial Communications	BU.805.490 Senior Capstone I
BU.445.301 Marketing & Consumer Behavior	BU.145.325 Teamwork & Diversity in a Global Environment
Spring Year 1 (15 credits)	BU.001.350 Professional Development (0 credit)
BU.001.341 First Year Seminar Series II (0 credit)	Spring Year 2 (15 credits)
BU.365.301 Information Technology Strategy	BU.235.420 Behavioral Finance
BU.125.315 Negotiations: Principles & Applications	BU.235.410 Financial Theory and Practice
BU.145.315 Organizational Leadership	BU.155.430 Global Strategic Management
BU.235.301 Principles of Finance	BU.242.410 Real Estate Investment Analysis
	BU.805.495 Senior Capstone II

UNDERGRADUATE AWARDS AND HONORS

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 Bachelor of Business Administration program at the Carey Business School.

The Dean's Award for Excellence

Awarded each year to the undergraduate student with the highest grade point average for credits earned at the Carey Business School.

Bachelor of Science in Business

The Part-time Bachelor of Science in Business is no longer accepting applicants. All degree requirements will be honored under the curriculum and academic year admitted.

Following is information for students who are completing the program.

PART TIME CURRICULUM

The part time program consists of 60 upper-level undergraduate semester hour credits of coursework: 15 semester hour credits of Business Core courses, 12 semester hour credits of Skill, Tools and Methodology courses, 24 semester hour credits of concentration level business courses, and a 9-semester hour credit Hopkins capstone.

FACULTY AND ADMINISTRATION

CAREY BUSINESS SCHOOL FACULTY

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Lecturer

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Alina Arefeva, PhD
Assistant Professor

Ravi Aron, PhD
Associate Professor

Ge Bai, PhD
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John Baker Sr., MAS
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Chair in Real Estate and Infrastructure

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Ken Yook, PhD
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APPENDIX A

STUDENT AFFAIRS OFFICES

Advanced Academic Programs

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SAIS

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APPENDIX B

CAMPUS SECURITY & LOCAL LAW ENFORCEMENT AUTHORITIES

Campus		Agency / Office	Non-Emergency	Emergency
Homewood Campus	<i>Campus</i>	Campus Safety & Security Shriver Hall, 3400 N. Charles St.	410.516.4600	410.516.7777
	<i>Local</i>	Baltimore Police Department	410.396.2455	911
Peabody Campus	<i>Campus</i>	Campus Security Schapiro House Basement	410.234.4605	410.234.4600
	<i>Local</i>	Baltimore Police Department	410.396.2411	911
JHMI East Baltimore Campus	<i>Campus</i>	Corporate Security 550 North Broadway, Suite 503	410.614.3473	410.955.5585
	<i>Local</i>	Baltimore Police Department	410.396.2433	911
Bayview Medical Campus	<i>Local</i>	Baltimore Police Department	410.396.2422	911
Carey Business School (Harbor East)	<i>Campus</i>	Campus Security	410.234.9301	410.234.9300
	<i>Local</i>	Baltimore Police Department	410.396.2411	911
Columbia Center Campus	<i>Campus</i>	Director of Campus Operations	410.516.9700	410.516.9700
	<i>Local</i>	Howard County Police Dept.	410.313.2929	911
Montgomery County Campus	<i>Campus</i>	Campus Security	301.294.7191	301.294.7191
	<i>Local</i>	Montgomery County Police	301.279.8000	911
Applied Physics Center	<i>Campus</i>	Security Services Department	443.778.7575	443.778.7575
	<i>Local</i>	Howard County Police Dept.	410.313.3700	911
Washington, D.C. Campus	<i>Campus</i>	SAIS Security / Allied Barton	202.663.7796	202.663.7796
	<i>Local</i>	Metropolitan Police Dept.	202.737.4404	911
Bologna Campus	<i>Campus</i>	Finance and Administration	39.051.2917.811	39.051.2917.811
	<i>Local</i>	State Police	113	113
Nanjing Campus	<i>Campus</i>	American Co-director	86.25.8359.2436	86.25.8359.2436
	<i>Local</i>	Nanjing Public Security Bureau	84420009	84420009

APPENDIX C

CONFIDENTIAL RESOURCES

The Johns Hopkins University Counseling Center

Serves full-time undergraduate and graduate students from the KSAS, WSE and Peabody without charge.

3003 N. Charles Street, Suite S-200

Baltimore, Maryland 21218

Telephone: 410.516.8278

<http://web.jhu.edu/counselingcenter>

Johns Hopkins Student Assistance Program (JHSAP)

Serves graduate and professional students, and immediate family members, without charge.

East Baltimore Campus

550 North Broadway

Baltimore, MD 21205

Telephone: 443.997.7000

<http://www.jhsap.org>

Johns Hopkins @ Eastern

1101 East 33rd Street, Suite C100

Baltimore, MD 21218

<http://www.jhsap.org>

*Other locations include Bayview, Columbia, and Washington, DC

UHS University Mental-Health Services

Serves BSPH, SOM, and SON students, residents, fellows and trainees and their spouses or domestic partners.

Telephone: 410.955.1892

Available by telephone 24/7.

Press "0" to speak with the on-call psychiatrist in an emergency.

Faculty and Staff Assistance Program (FASAP)

Serves faculty and staff, and immediate family members, without charge.

East Baltimore Campus

550 North Broadway

Baltimore, MD 21205

Telephone: 443.997.7000

<http://www.fasap.org>

Johns Hopkins @ Eastern

1101 East 33rd Street, Suite C100

Baltimore, MD 21218

*Other locations include Bayview, Columbia, and Washington, DC

JHU Sexual Assault Helpline

Students may talk with an on-call counselor 24/7.

410-516-7333

Sexual Assault Specialist

Serves as a confidential source for students or helps students navigate reporting.

Alyse Campbell

3400 North Charles Street

AMR 2

Baltimore, MD 21218

410-516-5133

acampb39@jhu.edu

Chaplain, BuntingMeyerhoff Interfaith and Community Service Center
 3400 North Charles Street
 Baltimore, MD 21218
 Telephone: 410-261-1880
<http://web1.johnshopkins.edu/chaplain/index.php/staff.html>

Appendix D

Schedules and Charts

Schedule A: Billing Cycles – April 2016 through May 2017 JHU Carey Business School

The Bill Covers Charges and Payments Applied to Your Student Account Between the Following Dates	The Date When The Electronic Bill is Presented on the Web	Statement Due Date**
Summer 2016		
April 14, 2016 - May 11, 2016	May 12, 2016	July 1, 2016
May 12, 2016 – June 8, 2016	June 9, 2016	July 1, 2016
Summer Intensive		
Fall 2016 & Intersession 2017		
April 14, 2016 - May 11, 2016	July 14, 2016	September 1, 2016
May 12, 2016 – June 8, 2016	July 14, 2016	September 1, 2016
June 9, 2016 – July 13, 2016	July 14, 2016	September 1, 2016
July 14, 2016 - August 10, 2016	August 11, 2016	September 1, 2016
August 11, 2016 - September 14, 2016	September 15, 2016	October 1, 2016
September 15, 2016 - October 12, 2016	October 13, 2016	October 23, 2016
Spring 2017		
October 13, 2016 – November 9, 2016	November 10, 2016	February 1, 2017
November 10, 2016 - December 14, 2016	December 15, 2016	February 1, 2017
December 15, 2016 - January 11, 2017	January 12, 2017	February 1, 2017
January 12, 2017- February 8, 2017	February 9, 2017	March 1, 2017
February 9, 2017 - March 8, 2017	March 9, 2017	April 1, 2017
March 9, 2017 - April 12, 2017	April 13, 2017	May 1, 2017
April 13, 2017 - May 10, 2017	May 11, 2017	June 1, 2017

****DUE DATES AS THEY APPEAR ARE SUBJECT TO CHANGE**

**Schedule B: Monthly Payment Plan – 2016 / 2017 Academic Year
JHU Carey Business School**

Semester	Payment Plan Enrollment Start Date	Payment Plan Enrollment End Date	First Payment Due	Payment Plan Options
Summer 2016	March 28, 2016	June 15, 2016	June 15, 2016	TWO installments due the 15th of each month. First payment due June 15th; remaining balance due on July 15th.
Summer Intensive Fall 2016	April 25, 2016	Sept 15, 2016	Sept 15, 2016	FOUR installments due the 15th of each month. First payment due September 15th; remaining balance due on the 15th of Oct, Nov, and Dec.
Intersession 2017 Spring 2017	Oct 24, 2016	Feb 15, 2017	Feb 15, 2017	FOUR installments due the 15th of each month. First payment due Feb 15th; remaining balance due on the 15th of March, April, and May.
Annual Plan for Full-time Programs	March 28, 2016		Aug 15, 2016	TEN installments due the 15th of each month. First payment due Aug 15th; remaining balance due on the 15th of Sept, Oct, Nov, Dec, Jan, Feb, Mar, April, and May.
To enroll in a monthly payment plan, contact Tuition Management Systems (TMS) either by phone at 1-888-713- 7238 or visit their website at www.afford.com/jhucarey .				

**2016–2017 Course Withdrawal Schedule Policy
JHU Carey Business School**

	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 on transcript if student drops course	prior to the 2nd class session	prior to the 2nd class session	prior to the 3rd class session	prior to the 4th class session
Withdrawn (“W”) noted on transcript if student withdraws from course	from the 2nd to the 3rd class session	from the 2nd to the 3rd class session	from the 3rd to the 6th class session	from the 4th to the 8th class session
Student may not withdraw from a course	once the 4th session begins	once the 4th session begins	once the 7th session begins	once the 9th session begins

2016–2017 Refund Schedule

JHU Carey Business School

Refund	January Intersession	Courses that meet 8 class sessions	Courses that meet 10 class sessions	Courses that meet 15 weeks or longer & Full-Time Programs
100%	From the day of registration prior to the beginning of the first class session or 1st day of orientation for full time programs.			
80%	from the 1st class session and prior to the beginning of the 2nd class	from the 1st class session and prior to the 2nd class session	from the 1st class session and prior to the 2nd class session	from the 1st class session and prior to the 3rd class session
70%	from the 2nd class session and prior to the 3rd class session	from the 2nd class session and prior to the 3rd class session	from the 2nd class session and prior to the 3rd class session	from the 3rd class session and prior to the 4th class session
50%	from the 3rd class session and prior to the 5th class session	from the 3rd class session and prior to the 4th class session	from the 3rd class session and prior to the 5th class session	from the 4th class session and prior to the 7th class session
0%	once the 4th class begins there is no refund	once the 4th 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 who experience events beyond their control may request an exception to the course refund policy by submitting a General Petition Form to the Registrar’s Office. Petitions must be submitted in the same semester in which the course was taken, and must be accompanied by documentation of the circumstances leading to the request. Students who experience severe medical problems, a death in their immediate family, or who are called into active military duty may receive a 100% refund. Other requests will be reviewed on a case by case basis, and refund amounts (if awarded) will be decided by the Registrar. Petitions are reviewed monthly, and notification of the final decision is sent to the student by email.

The General Petition Form can be downloaded at jh.box.com/PetitionForm2013 and mailed with supporting documentation to the Office of the Registrar, Johns Hopkins Carey Business School, 100 International Drive, Baltimore, MD 21202, or faxed to 410-800-4096 or scanned and emailed to carey.registration@jhu.edu.



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