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

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

Historical Background
The Johns Hopkins University
Johns Hopkins (1795-1873) was a Quaker merchant and philanthropist here in Baltimore. His own formal education ended at the age of twelve, but he went on to establish his own mercantile house and invest in the nation’s first major railroad, the Baltimore and Ohio.

Johns never married and upon his death left $7 million to be divided equally between two new institutions: the Johns Hopkins Hospital and Johns Hopkins University.

For more information about the University, history and present day, visit www.jhu.edu.

The Bloomberg School of Public Health
The Johns Hopkins Bloomberg School of Public Health is the oldest school of public health in the world. When established in 1916, the School’s founders designated their new institution “the School of Hygiene and Public Health,” to pay homage to two honored European traditions of the day. Hygiene was included in the name to emphasize the founders’ devotion to basic research and the uncovering of new knowledge about disease and its prevention. In that era, hygiene was used by the finest German universities to mean rigorous laboratory investigations into the biological nature of health and disease. Similarly, by including public health in the School’s name, the founders were paying tribute to another European tradition, this time from England, a nation admired for its skillful laboratory investigations into the biological nature of health and disease. In spite of these changes in the institution’s name, however, the Bloomberg School continues to honor its dual commitment to both research and practice, and to providing the highest quality education in public health and the sciences basic to it.

University Divisions
The Johns Hopkins University enrolls nearly 20,000 full and part-time students in its nine schools. These other divisions include the School of Medicine, the School of Nursing, and the Welch Center, all of which are also located in East Baltimore; the Zanvyl Krieger School of Arts and Sciences, the School of Education, and the Whiting School of Engineering, all on the nearby Homewood campus; the Paul H. Nitze School of Advanced International Studies in Washington, D.C.; the Applied Physics Laboratory in Laurel, Md.; the Carey Business School with campus locations in Baltimore, Columbia, Rockville and Washington, D.C.; and the Peabody Institute in Baltimore.

Applied Physics Laboratory
The Applied Physics Laboratory, a division of the Johns Hopkins University, but not precisely a school, is a not-for-profit engineering, research and development center dedicated to solving complex problems that present critical challenges to the nation. Through advanced technology, highly qualified, diverse teams, hands-on operational knowledge, and a basic systems engineering approach, the Laboratory achieves affordable, effective solutions. The Laboratory’s outstanding, creative staff and world-class facilities have made it a major asset to the nation for seventy years.

For more information, visit www.jhuapl.edu.

Bloomberg School of Public Health
The Johns Hopkins Bloomberg School of Public Health provides opportunities for graduate education, research, professional practice, and service in diverse fields, including the primary intellectual disciplines of public health; quantitative sciences such as biostatistics, epidemiology, and demography; basic and applied research; social policy; planning, management, and evaluation of the delivery of health services; and the biological and environmental health sciences. These programs are designed for individuals from a wide variety of professional and academic backgrounds and experience in health.

The Bloomberg School is organized into the following departments: Biochemistry and Molecular Biology; Biostatistics; Environmental Health Sciences; Epidemiology; Health, Behavior and Society; Health Policy and Management; International Health; Mental Health; Molecular Microbiology and Immunology; and Population, Family and Reproductive Health.

For more information, visit www.jhspih.edu.

Carey Business School
The Johns Hopkins Carey Business School educates students to be leaders in an ever-changing, demanding global environment. The MBA, as well as other master’s degrees, certificates, and undergraduate programs, builds on the Johns Hopkins University’s tradition of excellence in practice and research.

For more information, visit http://carey.jhu.edu.

Paul H. Nitze School of Advanced International Studies
Based in Washington, D.C., the Paul H. Nitze School of Advanced International Studies (SAIS) is a leading graduate school of international affairs, educating students for professional careers in government, business, journalism, international organizations, academia and nonprofits. Founded in 1943 by statesmen Paul Nitze and Christian Herter, SAIS has been a division of Johns Hopkins University since 1950.

For more information, visit www.sais-jhu.edu.

The Peabody Institute
The Peabody Institute in Baltimore.

For more information, visit www.peabody.jhu.edu.
School of Education
The School of Education at the Johns Hopkins University is a nationally ranked provider of innovative programs and applied research that have measurably improved the quality of PK-12 education, with an emphasis on the most challenged urban schools. The School of Education offers a challenging environment where students can pursue a wide variety of degree and certificate programs in six key areas of emphasis, including: Teaching and Learning; Special Education; Language; Learning and Literacy Education; Administration, Supervision and Leadership; Counseling and Human Development; and Education in the Health Professions.

For more information, please visit http://education.jhu.edu.

School of Medicine
From its beginning, the Johns Hopkins School of Medicine revolutionized the education of physicians, the practice of medicine and medical research nationally and internationally by applying unprecedented standards to medical training. Rigid entrance requirements were established; the curriculum emphasized scientific methods as well as bedside teaching, laboratory research and advanced training in specialized fields. For the first time ever in the United States, women were admitted as medical students on an equal basis with men.

Hopkins retains that innovative spirit. It annually receives more research grants from the National Institutes of Health than any other medical school and consistently is ranked among the top two medical schools in the nation by U.S. News & World Report. In 2009, it launched a new curriculum, Genes to Society, centering on our advanced understanding of the genetic underpinnings of human diseases. Its key concepts include human variability, risk and the ability to refine disease diagnosis and improve outcomes.

For more information, please visit www-hopkinsmedicine.org/som.

School of Nursing
In 1983, Johns Hopkins University, in affiliation with three Baltimore-based hospitals—Sinai, Church and Johns Hopkins—formed the Consortium for Nursing Education, which in turn established Johns Hopkins University School of Nursing. The first class of undergraduates was admitted in 1984. Johns Hopkins University School of Nursing offers baccalaureate, master’s, and doctoral programs as well as a number of post-degree options. The School of Nursing prepares students for professional nursing practice through an educational process that combines a strong academic curriculum with intensive clinical experience. The school’s mission is to educate professional nurses to participate in all aspects of health care and to prepare them academically and technologically for challenges of the future. Students work side by side with some of the brightest scholars and graduate and undergraduate students in the world. The outstanding resources of the university provide them with a unique opportunity to develop and grow in the nursing profession. This rare combination of resources and opportunities makes the School of Nursing a leader in nursing education and research.

For additional information, please contact the School of Nursing Office of Admissions and Student Services at www.nursing.jhu.edu.

Whiting School of Engineering
Since the first engineering students enrolled at Johns Hopkins in 1912, engineering students, faculty, and graduates have been leaders in innovation, conducting pioneering research, and creating new technologies that address the ever-changing demands of modern society.

At the Whiting School of Engineering, students and faculty are immersed in a remarkable, collaborative environment—an environment that combines a rigorous academic program with cutting-edge research. The Whiting School both draws upon and contributes to the university’s many strengths and renown in fields ranging from medicine and public health to the physical sciences and humanities.

For more information, please visit http://engineering.jhu.edu/.

Zanvyl Krieger School of Arts and Sciences
The Zanvyl Krieger School of Arts and Sciences is the core institution of the Johns Hopkins complex of schools, centers, and institutes. Its mission is discovery—the creation of knowledge through scholarship and research, and the education of students, undergraduate and graduate alike. The school’s unique character derives from its commitment to choose carefully what is worth pursuing and to do so without compromise.

The vision of founding president Daniel Coit Gilman continues to guide us and is reflected in a school that encourages independent research and creative thinking at all levels. The school’s academic programs in the humanities, natural sciences, and social sciences are renowned for their excellence and intensity, and notable for the wide range of interdisciplinary opportunities provided.

For more information, visit http://krieger.jhu.edu.
Trustees and Administration of Johns Hopkins University

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(As of May 2012)

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Senior Vice President for External Affairs and Development
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Fritz W. Schroeder

Vice President for Government and Community Affairs
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Vice President for Real Estate and Campus Services
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Associate Dean, Research
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Associate Dean, Research Administration
Alexandra McKeown

Associate Dean, Student Affairs
Michael L. Ward

Chair of MPH Program
Marie Diener-West

Director of Admissions Processing and Systems
Jessica Jones
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Of The Faculty
(As of May 2012)

The composition of all Committees is subject to change for the 2012-2013 academic year.

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Beverly Hammond, Staff

Committee on Equity, Diversity and Civility
Cherita Hobbs, Co-Chair
Michael Trush, Co-Chair
Susan Williams, Staff

Committee on Appointments and Promotions
Patrick Breysse, Chair
Erin Pankau, Staff

Committee on Conflict of Interest
Alan Scott, Chair

Committee on Finance
David Holtgrave, Chair

DrPH Executive Committee
Laura Morlock, Chair
Gail Miller, Staff

Graduate Medical Education Committee
Thomas Burke, Chair

IRB-Full Committee
Jonathan Links, Chair

IRB-Expedited
Ann Skinner, Chair
Academics

Admissions
The Bloomberg School welcomes applications from qualified individuals regardless of race, color, gender, religion, national or ethnic origin, age, disability, marital status, sexual orientation, or veteran status. For further information regarding the University Nondiscriminatory Policy, see the “Rights, Privileges and Responsibilities” section of this publication.

The School reserves the right to limit the number of students admitted to any program and to dismiss any student whose work is deemed unsatisfactory for any reason.

Application Procedure
Applications for admission are completed online. In general, applicants should submit the following with their applications: three letters of recommendation, GRE or other appropriate standardized test score, official transcripts, resume or curriculum vitae, personal statement, TOEFL/IELTS scores (if appropriate).

For detailed information on application deadlines, requirements and the online application, visit www.jhsp.h.edu/admissions.

In compliance with federal regulations, all Johns Hopkins Bloomberg School of Public Health (JHSPH) students are required to submit complete application records prior to receiving federal loan disbursements. If your application file is incomplete as determined by JHSPH admissions standards at the time of a disbursement, a hold will be placed on your financial aid disbursement until the School receives all required documents.

Application Property
All application materials and supporting documents submitted to the Johns Hopkins Bloomberg School of Public Health become the property of the School. We cannot return material to an applicant or forward any material to a third party outside the School.

Academic Ethics Code
The Bloomberg School’s Academic Ethics Code can be viewed on the portal at https://my.jhsp.h.edu/Resources/PoliciesProcedures/

Students enrolled in the Bloomberg School assume an obligation to conduct themselves in a manner appropriate to the Johns Hopkins University’s mission as an institution of higher education. A student is obligated to refrain from acts that he or she knows, or under the circumstances has reason to know, impair the academic integrity of the University. Violations of academic integrity include, but are not limited to: cheating; plagiarism (including plagiarism from websites); knowingly furnishing false information to any agent of the University or inclusion in academic records; violation of the rights and welfare of animal or human subjects in research; and misconduct as a member of either Bloomberg School or University committees or recognized groups or organizations.

All members of the academic community are responsible for the academic integrity of the University. Students and faculty alike must work together to minimize the possibility of violations of academic integrity. The Academic Ethics Board, composed of six students and four faculty, is responsible for working with the Bloomberg School community to prevent academic ethics violations, and for conducting formal hearings of suspected violations when they occur.

Faculty are responsible for the conduct of examinations, for announcing the ground rules for all work in a course at the beginning of the term in which the course is offered, and for the security of examination papers and teaching laboratories. Proctoring is at the discretion of the instructor.

All members of the Johns Hopkins community are responsible for reporting violations of academic ethics, to an appropriate faculty member or to one of the deans responsible for student affairs.

Students are required to complete an online academic ethics module that reviews the Academic Ethics Code and provides case studies of academic ethics violations.

Academic Year
The Bloomberg School year is comprised of five academic terms as well as a summer institute and a winter intersession. Each term includes a minimum of 37 class days and is scheduled approximately as follows:

Summer Institutes ............... May–July
Summer-Regular Term ............. July–Aug
First Term ...................... Sept–Oct
Second Term ..................... Nov–Dec
Winter Intersession .......... January
Third Term ..................... January–March
Fourth Term .................... March–May

At the discretion of the faculty, additional class time may be arranged when weather conditions force the cancellation of classes.

The four numbered terms are considered the regular academic year. The summer term is not obligatory but may be counted as a term of academic residence for degree candidates who satisfactorily complete credit units during this period.

Adviser System
Each student should meet with his or her adviser at least once per academic term to discuss academic progress; to plan for fulfillment of degree requirements, and to review and modify course selection plans for the next term. These meetings should be scheduled before each major registration period by the student.

Faculty in most cases will work in hand with the academic coordinator for their department. Academic coordinators are great resources on the administrative processes that effect students within their department and throughout the School.

Award of Degrees
The University does not guarantee the award of a degree or a certificate of satisfactory completion for any course of study or training program to students enrolled in any instructional or training program. The award of degrees and certificates of satisfactory completion is conditional upon satisfaction of all current degree and instructional requirements at the time of such award; compliance with the University and divisional regulations; and satisfaction of faculty’s bona fide expectations for the student’s performance. No member of the faculty is obliged to provide students or graduates with an evaluation or letter of
Categories of Students

Degree Students

Students must maintain continuous enrollment at the Johns Hopkins Bloomberg School of Public Health at the minimum credit level required for acceptable registration status for the degree program until the program is terminated by either award of degree or official withdrawal. The official student categories are as follows:

In Residence

This category designates students who are pursuing graduate degree work under the direction and supervision of the full-time faculty of the School. This work may be full-time or part-time and may include periods when students are enrolled in formal courses, doing research work, or writing their dissertation. Students who are in residence register for credit and are assigned grades.

Residence status as applied here has no direct relation to where a student is physically located. In some situations, graduate degree work may be done at locations other than the Bloomberg School provided that the adequacy of the direction and supervision of the student by full-time faculty of the School has been ensured. Individuals in these circumstances who register appropriately receive full credit toward fulfilling residence requirements for the degree as set forth in the catalog. See the Tuition and Fees chapter for tuition fee assessment.

Post-certified Student Status

A post-certified student in a doctoral program is a student in good academic standing who has completed the residence requirements, has unconditionally passed the preliminary oral examination and the departmental written comprehensive examination, and has fulfilled the outside course requirements. A post-certified master’s student has satisfactorily completed the residence and outside course requirements as well as the written departmental comprehensive examination (if applicable). A post-certified student who is engaged in full-time dissertation research, field placement, or the equivalent, under the direction and supervision of the faculty of the Bloomberg School, must maintain quarterly registration in a recognized student status.

Leave of Absence

Leave of absence refers and is limited to students in a degree program requiring continuous enrollment who, while in good academic standing, are forced to withdraw temporarily from graduate work due to reasons beyond their control, such as illness, military service, financial exigency, or pressing personal reasons justifying an interruption of the degree program. Leaves of absence are typically limited to one year except for military service. Students requiring additional terms of leave beyond the one year must reapply. Students who have had federal financial aid may be subject to additional restrictions and should check with the Financial Aid Office before extending a leave of absence beyond two terms. No more than two years of leave may be granted. The period is regarded as an approved break in study. This does not mean, however, that a student working on a thesis who has completed all other degree requirements is entitled to a leave of absence.

Students planning to request a leave of absence must file a petition, which is signed by the departmental chairman, the student’s adviser, appropriate staff members in the area of Student Services, and the Office of Records and Registration. This form is available from the Office of Records and Registration. An active file fee of $50 per term is assessed for each term within the leave of absence period. Prior to resuming the degree program, students on leave of absence must notify the department chairperson and the director of the Office of Records and Registration. Upon return from leave of absence status, students must register for a minimum of two successive terms before completion of their degree programs.

This category includes persons who are permitted to enroll for selected courses of special interest, and whose attendance is limited to those courses for which the individual instructor has given explicit consent to enter. No more than 16 credit units of coursework may be accumulated by a special student limited.
Coursework successfully completed as a Special Student Limited may be applied to degree programs but does not ensure admission to any program. These credits may be no older than three years at the time of matriculation. The application fee is paid upon making application to a degree program or to special student regular status.

A student who has been terminated, dismissed, or withdrawn may not reenroll in the School as a Special Student Limited. Such students must be formally readmitted to a program or department before registering for a course.

Residents
All General Preventive Medicine (GPM) and Occupational and Environmental Medicine (OEM) residents who have completed the MPH program and are not enrolled in another degree program in the School, but are enrolled in either of these residency programs, are special student residents. Residents who have completed the MPH program must register full-time each term until they complete their residency requirements. These credits are usually in special studies and research, but selected coursework may also be appropriate. Students in this category must adhere to established registration and course change deadlines, and are obliged to follow all the academic and administrative policies that apply to degree candidates at the School. Full-time tuition is assessed per-term during the resident’s training period. The resident’s special studies and research registrations are graded on a pass/fail basis each term during the training period, and an official academic record (transcript) and a file will be maintained and updated. Upon satisfactory completion of the program designed for the resident, the director of the GPM residency program or the director of the OEM residency program will notify the director of the Office of Records and Registration in writing.

University Interdivisional Registrations
Interdivisional registration permits students in other schools of the University to be admitted to courses at the Bloomberg School on a space-available basis without the formalities of application. Likewise, Bloomberg School students may enroll interdivisionally in courses offered by other divisions. When a course is taken “interdivisionally” it is part of the student’s home academic record. An interdivisional registration form must be submitted to the student’s home school for review; final approval for enrollment is determined by the division hosting the course. Students are expected to have met any course registration restrictions and obtained any enrollment approvals prior to submitting the interdivisional request.

Because not all divisions of the University share the same grading policies or academic calendar, interdivisional registrants should consult their home division’s Office of Records and Registration to learn the appropriate grade and credit conversions among divisions.

Students registered full-time during the nine-month academic year need not pay additional tuition to the host division that has approved the interdivisional registration. There is no interdivisional registration for the Winter Intersession or Summer Institute. Interdivisional registration in the regular Summer term is restricted. Students should consult their home division’s Office of Records and Registration for more information.

Bloomberg School students will not earn academic credit for courses that are lower level undergraduate. Courses numbered below xxx.300 are considered lower level undergraduate, e.g., AS 381.101, Beginning Hindi I.

Enrollments in other University divisions need not be taken “interdivisionally.” Those students who want to pursue coursework that has no applicability to the Bloomberg School program may register directly with the other University division; fees will be assessed at that division’s rates.

Combined Degree Programs
Graduate students working towards degrees in medicine, nursing, business, social work, international relations or law may integrate their degree programs with a public health degree from the Johns Hopkins Bloomberg School of Public Health.

Current PhD students in the Bloomberg School may pursue an additional master’s or doctoral program, and undergraduates majoring in Public Health Studies at the Johns Hopkins University (JHU) may enroll in a BA/MHS or MSPH degree program. The Bloomberg School’s Committee on Academic Standards approves these degree programs.

Degree Programs Offered With Other Schools And Institutions

- BA/MHS or MSPH
- MA/MSPH
- JD/MPH
- MPH/MBA
- MPH/MSW
- MPH/MD
- MSN/MPH
- MSPH/UI
- (Peace Corp Master’s International)
- MD/PhD

Combined Degree Programs Offered Within The Bloomberg School

Note: The PhD program is the primary program of study for any student accepted into a concurrent master’s degree program.

- Doctoral/MHS in Biostatistics
- Doctoral/MSPH in International Health
- Doctoral/ScM in Molecular Epidemiology Program

For more information, visit: [www.jhsp.edu/academics/academicprograms/combined_programs/](http://www.jhsp.edu/academics/academicprograms/combined_programs/)

Continuing Education

The Johns Hopkins Bloomberg School of Public Health is committed to providing opportunities for students to pursue graduate academic degrees and continuing professional education on a part-time, flexible basis. Both full- and part-time University faculty teach in these programs to ensure an education as high in quality as experienced by the full-time students. Courses are offered in different formats and venues including courses via the Internet, and condensed courses taken during summer and winter institutes.

By blending a mix of these formats, working professionals can participate in the rich academic environment of the School while continuing their careers. Courses taken through these programs may be used toward degree and certificate programs, as well as for continuing education.

Certificates

Certificate programs represent courses of study in specific areas of public health. The Bloomberg School offers various certificates designed for degree students only, for degree and nondegree students together, and for nondegree students only. Admissions standards and completion requirements vary with each certificate program. As there are fewer course require-
ments for certificate programs than for formal degree programs, degree candidates may also pursue most certificates as part of their degree program. Courses within certificate programs must be taken for academic credit, with the exception of the Public Health Training Certificate for American Indian Health Professionals, the Global Health Certificate, the Training Certificate in Public Health, and the Training Certificate in Science of Clinical Investigation (SOCI). A certificate of program completion is issued by the sponsor upon satisfactory completion of coursework.

For details, please visit www.jhsph.edu/academics/programs/certificates.

Certificate Programs for Hopkins Degree Students

Adolescent Health
Population, Family and Reproductive Health
www.jhsph.edu/academics/programs/certificates/program/54

This certificate program focuses on the health and welfare of adolescents and youth with particular attention on adolescent pregnancy, substance abuse, violence prevention, and mental health promotion. Those earning the certificate will be able to apply knowledge of adolescent growth and development, positive youth development, and cultural and ethical considerations of youth to design, implement, and evaluate adolescent health-related research, programs, and policies. Some topic areas include: primary causes of adolescent mortality and morbidity; adolescent growth and development; ethical issues inherent in working with adolescents who are legal minors; policy and legislation that affects adolescent health.

Bioethics and Health Policy
Health Policy and Management
www.jhsph.edu/academics/programs/certificates/program/38

The focus of the Certificate in Bioethics and Health Policy is to develop students’ ability to recognize and analyze moral problems in public health practice and research. The certificate will also develop ones’ ability to further the public policy debate concerning moral problems faced in public health practice and research.

Community-Based Public Health Health, Behavior and Society
www.jhsph.edu/academics/programs/certificates/program/44

This certificate will train recipients in the skills and knowledge necessary for community-based public health program development, management and evaluation, community-based participatory research (CBPBR) and other research in community settings. It will also train students in key competencies for community-based public health practice and research, including: cultural competence; an understanding of the social and environmental causes of disease; and skills for collaborations across academia, health departments, and community organizations.

Gerontology
Epidemiology / Health Policy and Management
www.jhsph.edu/academics/programs/certificates/program/1

The Certificate in Gerontology is designed for doctoral students and post-doctoral fellows who are committed to a career in the field of gerontology and who wish to be broadly trained in gerontological competencies as well as in their particular area of specialization.

Health and Human Rights
Environmental Health Sciences
www.jhsph.edu/academics/programs/certificates/program/2

The Certificate Program in Health and Human Rights is designed to: increase understanding and foster positive attitudes among health professionals regarding the key linkages among human rights ideals, legal guarantees of human rights, and the promotion and protection of public health; elaborate and explain details regarding the vital roles of health professionals in promoting human rights, especially the right to health, and building a culture of human rights; build familiarity with international human rights standards, instruments, and the numerous state-based and international laws related to human rights, especially those that impact upon the health of populations and individuals; introduce the skills needed to investigate, analyze, and document abuses of human rights as they relate to health and public health practice.

Health Communication
Health, Behavior and Society
www.jhsph.edu/academics/programs/certificates/program/20

Students completing the certificate will have a basic understanding of the theoretical and applied aspects of Health Communication. Competencies achieved will include, but are not limited to: 1) awareness of behavior change and communication theories; 2) knowledge of media effects and audiences’ use of media/communication modes; and 3) recognition of quantitative and qualitative methods used in the study of Health Communication. Additionally, the Health Communication Certificate program will familiarize students with the design and evaluation (formative, process and summative) of communication messages, campaigns, and programs.

Health Disparities and Health Inequality
Health Policy and Management
www.jhsph.edu/academics/programs/certificates/program/21

The Certificate in Health Disparities and Health Inequality is open to students enrolled in any graduate degree program at Johns Hopkins University. The goal of the certificate program is to train future leaders in research on health disparities and health inequality, and to train individuals to identify the underlying causes of health inequalities and how to develop and implement effective solutions.

Health Education
Health, Behavior and Society
www.jhsph.edu/academics/programs/certificates/program/12

Upon completion of the core courses for the certificate, students will have gained a broad understanding of health education principles, theories and strategies and will possess the competencies considered central to effective health education and promotion practice. Students will be able to assess individual and community needs for health education, plan and implement effective health education programs, evaluate the effectiveness of health education programs and coordinate the provision of health education services.
This certificate program focuses on humanitarian assistance in the international health context. The program is a major educational activity of the Center for International Emergency, Disaster and Refugee Studies. The Center receives technical assistance from the International Committee of the Red Cross, American Red Cross, UN High Commission for Refugees, U.S. Public Health Service, and various humanitarian agencies and organizations.

Upon completion of the core courses of the Maternal and Child Health (MCH) Certificate, individuals will gain a broad understanding of the field that focuses on the health and welfare of women and children. Competencies achieved will include, but are not limited to: understanding of the biological, social, and behavioral basis for a MCH program; knowledge of the historical development of the field of MCH; knowledge of significant past and current national legislative mandates relative to MCH; and an ability to identify essential gaps in existing programs serving mothers and children.

The goal of the certificate is to prepare students for a range of policy, advocacy and research careers within the field of mental health. The program introduces students to current issues in mental health policy including economic evaluation of mental and substance disorders and their treatments; access to mental health care treatments and utilization patterns; and mental health care financing, insurance, and delivery system issues in the U.S. The program orients mental health policy, economics, and services training within the broader context of ongoing national health care debates.

The Certificate in Public Health Preparedness is designed to provide the essential tools needed by public health practitioners to prepare for natural disasters, terrorism and other emerging threats. Students enrolled in this certificate will be trained to identify the major threats to public health and to identify public health issues during emergency situations and how to integrate the risk sciences, public health practice and public health surveillance systems as they relate to preparedness and emergency response.

The certificate program provides a framework for understanding vaccine science and policy, from clinical research to implementation, in both the United States and internationally. The certificate is designed to serve two audiences—masters and doctoral degree students and post-doctoral trainees at The Johns Hopkins University and junior and mid-level healthcare epidemiologists and infection control professionals aiming to prevent and control healthcare-associated infections and other adverse outcomes in the healthcare setting. The certificate will focus on epidemiologic and laboratory investigation, infection surveillance, policy development and implementation, education and information dissemination, implementation of interventions to prevent infections, cost-benefit analyses of interventions, and patient-oriented research to inform and improve the science of healthcare epidemiology and infection control and to improve quality-of-care.

The Global Health Certificate teaches design and implementation of public health programs, and social, behavioral and management skills applied to underserved populations. It is designed for public health professionals who are practicing or plan to practice in developing countries and to degree seeking JHSPH students. Non-Bloomberg School Students may take classes pass/fail. They can also enroll for academic credit and earn letter grades. Qualifications: Baccalaureate degree from an accredited college or university and 1 year post-baccalaureate public health experience.

Intended students for this certificate are public health professionals who want specialized skills and knowledge to work in
the area of global tobacco control practice and research. Tobacco use is the number one preventable cause of death in the world, and it is projected to kill one billion people in the 21st century unless effective tobacco control measures are implemented. In order to slow and ultimately end the global burden of tobacco-related death and disease, public health professionals, tobacco control professionals, and research scientists need to be equipped with the technical skills necessary to advance global tobacco control efforts.

**Health Finance and Management**

**Health Policy and Management**

www.jhsph.edu/academics/programs/certificates/program/5

The Certificate in Health Finance and Management is designed to facilitate the development of skills and knowledge that are needed in today's rapidly changing health care delivery environment. Students are provided with a basic grounding in the key areas of managing health services organizations, budgeting and financial management, and leadership. Students then have an opportunity to focus in other key areas of interest as applicable to their current work situation or future career interests.

**Humane Sciences and Toxicology Policy Certificate**

**Environmental Health Sciences**

www.jhsph.edu/academics/programs/certificates/program/32

This certificate program provides students with an understanding of the principles that govern the relationship between biomedical researchers and laboratory animals, demonstrates the application of transgenic, in vitro, computational, non-mammalian and non-animal research in toxicology; and illustrates the ways in which humane science and alternatives are used in setting regulatory standards and making environmental health policy decisions. Students will be introduced to the application of the “3Rs,” (reduction, replacement and refinement), which are the guiding principles of humane science as well as how the use of humane science principles in biomedical research can lead to more robust scientific methodology and knowledge.

**Injury Control**

**Health Policy and Management**

www.jhsph.edu/academics/programs/certificates/program/3

The Certificate in Injury Control program provides high quality graduate training in injury control to individuals from a wide array of backgrounds.

Students learn the fundamentals of assessing the impact of injuries on the public’s health, identifying groups at highest risk for various types of injuries, understanding the causes of injuries and determining the most effective means of preventing injuries or reducing their severity.

**Population and Health**

**Population, Family and Reproductive Health**

www.jhsph.edu/academics/programs/certificates/program/56

The certificate is designed to serve two audiences—master’s or doctoral degree students at the Johns Hopkins University and junior and mid-level professionals—desiring to expand their knowledge of population dynamics and its linkages with public health issues and their ability to relate population-level concepts and measures of fertility, morbidity and mortality, and migration to epidemiologic risks. A population’s health is shaped by fertility, mortality and migration patterns; and population numbers themselves provide the denominators of basic measures of public health, such as life expectancy, cause-specific mortality rates, and infection rates.

**Public Health Economics**

**Health Policy and Management/International Health/Population, Family and Reproductive Health**

www.jhsph.edu/academics/programs/certificates/program/31

The Certificate in Public Health Economics will interest public health professionals who are just beginning their career as well as mid-career professionals. Participants in this certificate program will gain a broad exposure to general public health economic principles and theories, skills in identifying and applying the theories of economic evaluation to public health problems, and training in the communication and translation of economic principles to public health problems.

**Public Health Informatics**

**Health Policy and Management**

www.jhsph.edu/academics/programs/certificates/program/53

Individuals who complete the Certificate in Public Health Informatics will gain a significant degree of competency in the area of health informatics within the public health context. It will allow them to perform management, policy and research functions with a higher degree of effectiveness within the increasingly digital environment. This certificate will help equip students to move into leadership positions in the public health / population health informatics field within the U.S. and other nations.

**Public Health Training Certificate for American Indian Health Professionals International Health**

www.jhsph.edu/academics/programs/certificates/program/30

The overarching purpose of this public health certificate program is to promote participants’ capacity to address American Indian population health disparities through multidisciplinary public health approaches and culturally competent strategies. The certificate program examines four quadrants of influence: physical, behavioral, political and spiritual/emotional, which, in balance, comprise the sphere of public health for American Indian communities.

**Public Mental Health Research**

Mental Health

www.jhsph.edu/academics/programs/certificates/program/17

This program provides graduate training in understanding the causes and consequences of mental disorders in populations. Courses describe clinical and behavioral features, the incidence and prevalence of disorders, and identify factors that promote or influence the occurrence, persistence, or severity of mental and behavioral disorders. Effective research strategies in public mental health include operationalization of case definitions, measurement in populations, design of prevention strategies and analytical techniques.

**Quality, Patient Safety and Outcomes Research**

Health Policy and Management

www.jhsph.edu/dept/hpm/
Individuals who complete the certificate will meet competencies in the core areas of quality, patient safety, and outcomes research. The certificate is intended to convey familiarity with the specified areas, rather than training in conducting research. Within the area of quality, individuals will explore frameworks and theories for assessing and improving the quality of medical care, current policy and programmatic areas in quality of care, and understand how to develop a workable quality improvement and evaluation plan. In the area of safety, recognize the extent of problems in patient safety in medical care, demonstrate knowledge of the basics of conducting an incident investigation and disclosing an adverse event and designing solutions to improve patient safety. In the area of Patient Outcomes Research, the importance and challenges of using patient and consumer reported measures in research, clinical practice and program evaluation will be explored in addition to the policy implications and study designs and methodologies that are unique to patient outcomes research.

**Risk Sciences and Public Policy**
- Environmental Health Sciences/
  - Epidemiology/
- Health Policy and Management
  - [www.jhsph.edu/academics/programs/certificates/program/11](www.jhsph.edu/academics/programs/certificates/program/11)

The educational objective of this certificate program is to provide the student with an understanding of risk assessment methods and their application to public health risk policy and risk communication. The certificate program courses cover the scientific basis for assessing environmental and other public health risks, as well as providing the skills needed to evaluate the policy implications of these scientific relationships for reducing public health risks.

**Tropical Medicine**
- International Health/
  - Molecular Microbiology and Immunology
  - [www.jhsph.edu/academics/programs/certificates/program/13](www.jhsph.edu/academics/programs/certificates/program/13)

This four-week summer program is designed to provide training in tropical medicine and related public health issues through a multidisciplinary approach. It is also designed to prepare participants for working with current and emerging health problems in developing countries and health problems of travelers. This program focuses broadly on issues of tropical health and on clinical tropical medicine. Toward the program’s conclusion, students will have acquired a strong scientific basis for preventing, diagnosis, treating and controlling tropical health problems.

**Certificate Programs for Non-Degree Students Only**

**Training Certificate in Public Health**
- Office of Continuing Education
  - [www.jhsph.edu/academics/programs/certificates/program/47](www.jhsph.edu/academics/programs/certificates/program/47)

Upon completion of the training certificate the individual will be able to: use appropriate statistical methods for critical reading of reports of statistical analysis of public health problems; apply the basic concepts of epidemiology to the study of the patterns of disease and injury applied to public health; determine the role of environmental factors affecting the health of a population; identify the managerial and policy issues associated with the delivery, quality and costs of health care; identify the social, behavioral and cultural factors related to population health.

**Training Certificate in Public Health Practice**
- Office of Continuing Education
  - [www.jhsph.edu/academics/programs/certificates/program/11](www.jhsph.edu/academics/programs/certificates/program/11)

The certificate recipient will be able to: identify, analyze and use available disease and behavioral surveillance data; apply leadership in the management of health systems organizations; communicate effectively to constituencies both within and outside of the health system; determine public health information needs; use appropriate basic statistical, demographic, and epidemiologic techniques to evaluate data with attention to quality control issues; support state and local public health agency efforts in assessing health needs, quality of services, and strategies for health services research; identify and help fill needs for information and responses to new threats to public health.

**Training Certificate in Quantitative Methods in Public Health**
- Office of Continuing Education
  - [www.jhsph.edu/academics/programs/certificates/program/29](www.jhsph.edu/academics/programs/certificates/program/29)

The certificate recipient will be able to: 1) evaluate the methods used to measure health effects in populations, 2) interpret basic, quantitative public health measures, 3) judge policy implications of public health data and research, 4) be familiar with the difficulties of collecting, interpreting and analyzing data and their implications, and 5) perform a critical review of public health/epidemiologic literature.

**Institutes**

The Bloomberg School offers a number of summer institutes sponsored by different departments between the months of May and August, a two-week winter institute in January and a fall institute sponsored by the Department of Health Policy and Management in Barcelona, Spain. The institutes provide short-term, intensive educational opportunities for public health practitioners and other professionals whose schedules necessitate a more flexible, non-traditional approach to their studies. Many of the courses offered through these institutes are equivalent to regular academic courses.

**Graduate Summer Institute of Epidemiology and Biostatistics**
- The departments of Epidemiology and Biostatistics at the Bloomberg School jointly sponsor the Graduate Summer Institute of Epidemiology and Biostatistics each June-July. The program has been in existence since 1983, and is intended to develop an understanding of principles of epidemiologic research, epidemiologic methods and their application to the study of the natural history and etiology of disease.

For more information, contact Ayesha Khan at 410-955-7158 or akhan@jhsph.edu, or visit [www.jhsph.edu/summerepi](www.jhsph.edu/summerepi).

**Health Emergencies in Large Populations (HELP) Summer Institute**
- Each July, the Department of International Health, Center for Refugee and Disaster Response, holds a summer institute course at the East Baltimore campus. This course has been developed in collaboration with
the International Committee of the Red Cross, and focuses on the public health aspects of humanitarian assistance.

For more information, please contact the HELP Course Coordinator at helpcour@jhsph.edu or visit www.jhsph.edu/refugee/education_training/help/application.html.

**Johns Hopkins Center for Injury Research and Policy Summer Institute**

The mission of the Center for Injury Research and Policy in the Department of Health Policy and Management is to close the gap between research and practice by conducting high quality research and assuring that results are translated into practice as well as integrated into advocacy and education of injury and violence prevention professionals. The Summer Institute is an intensive, competency based course designed to enhance participant’s knowledge and skills in injury and violence prevention.

For more information, visit www.jhsph.edu/injurycenter or contact Maryanne Bailey, mmmbailey@jhsph.edu or Edith Jones, eljones@jhsph.edu.

**Johns Hopkins Center for American Indian Health Summer and Winter Institutes**

The Johns Hopkins Center for American Indian Health conducts one-week long institute courses every June/July and January in conjunction with the Bloomberg School’s Summer and Winter Institute programs. Courses are designed to introduce tribal health leaders and related health professionals and paraprofessionals who have had little to no formal training in the health sciences, but may be determining the tribe’s priority for health care, determining the tribe’s approaches to addressing priorities, or working/interested in clinical research or public health within tribal communities.

For more information, visit www.jhsph.edu/caih/programs/training.html or contact Nicole Pare, Johns Hopkins Center for American Indian Health, Bloomberg School of Public Health, 621 N. Washington Street, Baltimore, MD 21205, 410-955-6931, npare@jhsph.edu.

**Summer Institute in Health, Behavior and Society**

The Health, Behavior and Society Summer Institute offers short, intensive courses during June that provide students with an understanding of behavioral and societal impacts on public health and specific strategies to address the challenges they present.

For more information about courses and enrollment, contact Barbara Diehl, HBS Summer Institute Director, 410-502-4415, bdiehl@jhsph.edu, or visit www.jhsph.edu/dept/hbs/continuing_ed/summer_institute.

**Summer Institute in Health Policy and Management**

The Health Policy and Management Summer Institute serves as a convenient venue for health professionals to begin or enhance their education in a variety of public health disciplines, with coursework focusing on key health policy and health management issues.

For more information on the institute offerings, contact Pamela Davis, HPM Institute Manager, pdavis@jhsph.edu or visit www.jhsph.edu/dept/hpm/continuing_ed.

**Summer Institute in Mental Health Research**

The Summer Institute in Mental Health Research focuses on methodological and substantive topics of particular importance in mental health and substance-use research from a public health framework. It is intended for working professionals or students who are interested in conducting or evaluating research in the epidemiology of mental disorders; the implementation and evaluation of population mental health services; the design, implementation, and evaluating of public health interventions to improve public mental health and/or the measurement and statistical issues that commonly arise when studying mental health.

For more information contact Patty Scott at 410-955-1906, mhinstitute@jhsph.edu, or visit www.jhsph.edu/dept/mh/summer_institute.

**Summer Institute in Reproductive Health and Development**

The Bill and Melinda Gates Institute for Population and Reproductive Health in the department of Population, Family and Reproductive Health offers a summer institute in June. Participants are introduced to contemporary population, reproductive health and development issues, measures and indicators. Participants complete data-driven exercises that strengthen their analytic and interpretive skills to understand linkages between demographic change, sexual and reproductive health outcomes, and economic and social development.

For more information, contact Monnie Heminthavong, MPH, CHES, Training Program Officer, Bill and Melinda Gates Institute for Population and Reproductive Health, 410-502-0693, gatesi@jhsph.edu or visit www.jhsph.edu/gatesinstitute.

**Summer Institute in Tropical Medicine and Public Health**

The Department of International Health sponsors an annual Summer Institute in Tropical Medicine and Public Health during June and July. The institute consists of four one-week intensive courses that focus on selected areas of tropical medicine and related public health issues. The institute is designed for health professionals who want a focused exposure to infectious disease problems and control measures relevant to developing countries.

For more information, contact Ashley Simmons, 410-614-3639, tropmed@jhsph.edu or visit www.jhsph.edu/tropic.

**Fall Institute in Health Policy and Management - Barcelona, Spain**

The Department of Health Policy and Management and the Agència de Salut Pública de Barcelona and Parc de Salut Mar in collaboration with the Universitat Pompeu Fabra and Universitat Autònoma de Barcelona, support the Fall Institute in Health Policy and Management, offered in Barcelona, Spain. The Fall Institute serves as a venue for health professionals to begin or enhance their education in public health, health policy and medical care. Senior faculty from the U.S. and European institutions provide courses in one to four day duration that are available for Johns Hopkins academic credit or for noncredit/continuing education. The Fall Institute takes place each year in November.

For more information on the institute offerings, contact Pamela Davis, HPM Institute Manager, pdavis@jhsph.edu or visit www.jhsph.edu/fall_institute.

**Winter Institute in Public Health**

In January, the School offers a two-week winter institute. The primary goal is to provide short-term intensive courses for part-time degree candidates. The courses are also offered for audit for nondegree seeking students. The institute offers courses in areas including biostatistics,
epidemiology, international health, environmental health sciences, molecular microbiology and immunology, health policy and management, and population, family and reproductive health.

For more information on winter institute courses for part-time degree-seeking students, contact the MPH program office at 410-955-1291 or mphprog@jhsph.edu.

For information on courses for audit, contact Helen Walters at 410-614-5985, hwalters@jhsph.edu or visit www.jhsph.edu/winter.

Course Credit
The Bloomberg School grants academic credit only to students who are officially registered. Credits are referred to as “units.” One unit is equivalent to eight hours of instructional contact per term. Academic credit for a course is granted only if the following conditions have been met:

- The student has officially registered and completed all course requirements, including examinations, and has received a passing grade
- The student has been admitted to the School, either as a special student or a degree candidate or has registered as a special student limited. Retroactive conversion of non-credit units to academic credit units is not permitted. Likewise, a registration for audit cannot retroactively be converted to credit status. Students registered as special students limited may accumulate up to 16 credits total. After 16 credits have been earned, application to and acceptance in special student regular or degree status is required.

Coursework is represented in terms of unit values. For formal courses, the number of credit units normally is equal to the number of hours of formal instruction divided by 8. The maximum allowable load per term is 22 units. A minimum of 12 credit units must be carried for full-time status. However, at least 16 credit units of successfully completed course units is typically required to count as full-time in acquiring academic residence. Note: Audited courses count toward tuition calculation and the 22 credit per term limit but do not count toward full-time enrollment status. Exceptions to the residence requirements on a part-time basis may be made only by direct action of the appropriate Schoolwide academic committee. Units associated with audited, undergraduate, or informal courses, or courses taken to satisfy entrance conditions, are not credited in the School programs.

Course Evaluations
Each academic term, students participate in the course evaluation process. At the end of the term, students evaluate their courses using the online course evaluation system. The questions on the online course evaluation system have been carefully crafted to gather information about the quality of the instructor and the course content. The responses are used to recognize excellent instructors and courses, and to identify where improvements can be made. The evaluation results for each course can be accessed by term, in the portal.

Degree Requirements
For the most accurate and recent information regarding degree requirements, students, faculty and staff are encouraged to visit the Policy & Procedures Memorandum on the MyJHSPH portal (login required). https://my.jhsph.edu/Resources/PoliciesProcedures/ppm/Pages/default.aspx.

Departments

Biochemistry and Molecular Biology
www.jhsph.edu/dept/bmb

The goals of the Department of Biochemistry and Molecular Biology within the Johns Hopkins Bloomberg School of Public Health are to increase current knowledge of the biochemical and molecular basis of normal and abnormal cellular processes, and to train highly qualified scientists who, through research, teaching, and service will continue to provide new insights into the biochemical, molecular, and biophysical underpinnings of biomedical issues that have an impact on the health of the public. Critical biomedical issues centered in reproduction and early life development are addressed by the department’s Division of Reproductive Biology.

The department offers the following degree programs:
- Master of Health Science (MHS) in Reproductive and Cancer Biology
- Master of Science (ScM) in Reproductive and Cancer Biology

Biostatistics
www.biostat.jhsph.edu

The Department of Biostatistics at the Johns Hopkins Bloomberg School of Public Health offers training at the doctoral or master’s degree level. Courses are offered in probability, statistical theory, statistical methodology, foundations of statistics, statistical computing, statistical genetics, and bioinformatics. The department provides exceptional opportunities for students to acquire range and depth in modern aspects of statistics with applications to the biological, medical, environmental, behavioral, and health sciences.

The department offers the following degree programs:
- Master of Health Science (MHS) in Biostatistics
- Master of Science (ScM) in Biostatistics
- Doctor of Philosophy (PhD) in Biostatistics

For additional information regarding departmental research, offerings and degree requirements, visit the department website.

Students and advisers might also view the appropriate student handbook (http://www.biostat.jhsph.edu/research/publication/handbook/handbook.shtml).

Environmental Health Sciences
www.jhsph.edu/dept/ehs

The Department of Environmental Health Sciences (EHS) is a dynamic group of faculty and students exploring the impact of chemical, biological, and physical agents on human health. We work to: discover the sources and distribution of these agents; understand individual response at the molecular, cellular, organ, and whole-body levels; assess environmental risk; and devise prevention and intervention strategies.

Current thinking on the environment and health has propelled us to consider how the built environment and the social environ-
ment influence human health beyond the traditional focus on hazardous agents. We are also pursuing the health effects of global environmental change, including global warming, persistent organic pollutants, and ecosystems change.

Students in EHS come from diverse backgrounds, and grow to appreciate the effects of the natural, built, and social environments on human health. Our broad, multidisciplinary approach creates a collaborative and supportive learning atmosphere for every student, while assisting them in developing lifetime careers in public health.

The department offers the following degree programs:

- **Master of Health Science (MHS)** in Environmental Health
- **Master of Science in Public Health (MSPH)** in Occupational and Environmental Hygiene
- **Bachelor of Arts (BA)/Master of Health Science (MHS)** or Master of Science in Public Health (MSPH)
- **Doctor of Philosophy (PhD)** in Environmental Health and Engineering
- **Doctor of Philosophy (PhD)** in Occupational and Environmental Health
- **Doctor of Philosophy (PhD)** in Molecular and Translational Toxicology
- **Doctor of Philosophy (PhD)** in Respiratory Biology and Lung Disease
- **Doctor of Public Health (DrPH)** in Environmental Health

For additional information regarding departmental research, offerings and degree requirements, visit the department website. Students and advisers may refer to the EHS handbook which can be found on the EHS website: [www.jhsph.edu/dept/ehs/people/students/](http://www.jhsph.edu/dept/ehs/people/students/).

**Epidemiology**
[www.jhsph.edu/dept/epi](http://www.jhsph.edu/dept/epi)

Epidemiology is the study of the incidence and prevalence of diseases and of the determinants of health and disease risk in human populations. Epidemiologic evidence provides a basis for preventive approaches in medicine and public health.

The department’s mission is to provide education and training of the highest quality in epidemiology, to conduct epidemiologic research and health situation analyses of the highest caliber to promote health and prevent disease, and to provide service to the Johns Hopkins Bloomberg School of Public Health and to local, national, and international communities on issues that involve the discipline.

The department offers the following degree programs:

- **Master of Health Science (MHS)** and **Master of Science (ScM)** in the following areas of concentration:
  - Cancer Epidemiology
  - Cardiovascular Disease Epidemiology
  - Clinical Epidemiology
  - Clinical Trials
  - Environmental Epidemiology
- **Bachelor of Arts (BA)/Master of Health Science (MHS)**
- **Doctor of Philosophy (PhD)** and **Doctor of Science (ScD)** in the following areas of concentration:
  - Cancer Epidemiology
  - Cardiovascular Disease Epidemiology
  - Clinical Epidemiology
  - Clinical Trials
  - Epidemiology of Aging
  - General Epidemiology and Methodology
  - Genetic Epidemiology
  - Infectious Disease Epidemiology
  - Environmental Epidemiology
- **Doctor of Public Health (DrPH)** in Epidemiology

For additional information regarding departmental research, offerings and degree requirements, visit the department website. Students and advisers might also view the appropriate student handbook ([www.jhsph.edu/dept/epi](http://www.jhsph.edu/dept/epi)).

**Health Policy and Management**
[www.jhsph.edu/dept/hpm](http://www.jhsph.edu/dept/hpm)

The mission of Health Policy and Management is to advance the public’s health through the development, implementation, and evaluation of effective health and social policies. The Department emphasizes the importance of sound management and creative leadership in finding effective and equitable solutions. The department’s commitment to this mission is realized through advancing research, education and practice in the following areas:

- health services research and policy
- health and public policy
- health economics and policy
- bioethics and health policy
- leadership and management

The department offers the following degree programs:

- **Master of Health Administration (MHA)**
- **Master of Health Science (MHS)** in Health Economics
- **Master of Public Policy (MPP)**

- [www.jhsph.edu/dept/ehs/people/](http://www.jhsph.edu/dept/ehs/people/)
The Department of Mental Health at the Johns Hopkins Bloomberg School of Public Health was established in 1961, reflecting the long-standing interests of the School and in response to the needs of international agencies and national governments for teaching and research in international health. The department prepares professionals from other countries to assume major positions of leadership and responsibility upon their return home. It also prepares health professionals from the U.S. and other developed countries for roles in international agencies and in collaborative overseas projects.

The department offers the following degree programs:

- Master of Health Science (MHS) in Health Economics
- Master of Science in Public Health (MSPH) in
  - Global Disease Epidemiology and Control
  - Health Systems
  - Human Nutrition
  - Social and Behavioral Interventions
- Doctor of Philosophy (PhD) in
  - Bioethics and Health Policy
  - Health Economics and Policy
  - Health Services Research and Policy
  - Health and Public Policy
- Doctor of Public Health (DrPH) in Health Care Management and Leadership

Mental Health

www.jhsph.edu/dept/mh

The mission of the Department of Mental Health is to advance understanding of mental and behavioral disorders, to develop, implement, and evaluate methods to prevent and control these disorders, and to promote mental health in the population. The target outcome of mental health and mental disorders is the distinguishing feature of the Department of Mental Health. Mental disorders are disturbances of thinking, feeling, and acting which have a proximate cause in the human brain. Disturbances of thinking include mental disorders like schizophrenia and dementia, as well as impairments in overall cognitive functioning. Disturbances of feeling include emotional problems like mood and anxiety disorders. Disturbances of behavior include misuse of alcohol, use of illicit drugs and violence.

The department offers the following degree programs:

- Master of Health Science (MHS) in Mental Health
- Bachelor of Arts (BA)/Master of Science (MSPH) in
  - Global Disease Epidemiology and Control
- Master of Science (ScM) in
  - Bioethics and Health Policy
- Doctor of Philosophy (PhD) in
  - Health Economics and Policy
- Doctor of Public Health (DrPH) in
  - Health and Public Policy

For additional information regarding departmental research, offerings and degree requirements, visit the department website. Students and advisers might also view the appropriate student handbook.

Population, Family and Reproductive Health

www.jhsph.edu/dept/pfrh

The Population, Family and Reproductive Health (PFRH) Department at the Johns Hopkins Bloomberg School of Public Health is an interdisciplinary department whose mission is to advance public health science and practice globally and domestically in order to improve the health of children, adolescents, men, women, and the elderly at both the family and the population levels. Research, evaluation, practice, and advocacy are integral to the Department’s academic programs and faculty efforts. The faculty apply and develop a broad range of methods (drawn from demography, developmental psychology, epidemiology, sociology, health services
research, economics, policy analysis, behavioral sciences and related disciplines) to research and professional practice.

The department offers the following degrees:

- Master of Health Science (MHS) in
  - Child and Adolescent Health and Development
  - Demography
  - Reproductive, Perinatal and Women’s Health
- Master of Science in Public Health (MSPH) in
  - Child and Adolescent Health and Development
  - Population and Health
  - Reproductive, Perinatal and Women’s Health
- Master of Science in Public Health (MSPH)/Master’s International (Peace Corps)
- Doctor of Philosophy (PhD) in
  - Child and Adolescent Health and Development
  - Population and Health
  - Reproductive, Perinatal and Women’s Health
- Doctor of Public Health (DrPH) in
  - Child and Adolescent Health and Development
  - Population and Health
  - Reproductive, Perinatal and Women’s Health

For additional information regarding departmental research, offerings and degree requirements, visit the department website.

Students and advisers might also view the appropriate student handbook.

Disability Support Services
In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), the University provides appropriate, necessary, and reasonable accommodation to qualified students who are disabled. When generally accessible facilities do not adequately accommodate a specific disability, the University makes program and/ or facility adjustments as are reasonably necessary to assure individual access.

For individual-specific accommodations, individuals are required to provide from an appropriate professional diagnostian a comprehensive evaluation of their specific disability and recommended accommodations based upon their current level of functioning in an academic setting. This documentation must not be more than three years old, and should be forwarded directly to Betty H. Addison, the School’s disability services coordinator, immediately after the School’s offer of admission and before the student is enrolled. The University reserves the right to request additional information from an individual’s health care provider, or a health care provider that it designates, to verify appropriate accommodations. It is the student’s responsibility to provide and pay for the cost of this documentation.

Costs for personal attendants, personally prescribed devices, and services for personal use or study are also the responsibility of the student.

Information about individuals with disabilities and the nature of the disability is highly confidential information and will be maintained as such by the University. Of course, reviewing requests for accommodations and administering and implementing accommodations may require disclosure of this information to the responsible University officials. Students are advised that specific information about a student’s disability will only be disclosed when necessary for carrying out responsibilities in connection with administering disability accommodations and services.

Questions regarding Title VI, Title IX, and Sections 504 and 503 should be referred to Caroline Laguerre-Brown, Vice Provost for Institutional Equity. The School’s disability services coordinator, Betty H. Addison, can be reached at 410-955-3034, 2017 E. Monument Street, or by email at dss@jhsph.edu. A complete copy of the University’s Policy on Accommodation for Disabled Persons may be found at http://web.jhu.edu/administration/jhuoie/Disability/Disability_Services_Home_Page.html.

Enrollment Policy
A $100 LATE REGISTRATION FEE WILL BE ASSESSED FOR REGISTRATION AFTER THE OFFICIAL REGISTRATION PERIOD FOR EACH TERM.

Adding and Dropping a Course
Students are responsible for discussing contemplated schedule changes with their adviser and obtaining the adviser’s approval. The student must also have the approval of the faculty member respon-
Grading System

Purpose
The grading system at the Bloomberg School serves to document the academic progress of students. The system is designed to recognize superior work and provide indications of serious problems in academic work. Current students are expected to view their grades periodically by logging onto ISIS Self Service, https://isis.jhu.edu/sswf.

Descriptive Interpretation
Two grading systems are used by all instructors in submitting grades. One is a traditional letter grading system and the other is a pass/fail option.

<table>
<thead>
<tr>
<th>Quality</th>
<th>Grade</th>
<th>Points</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>2.0</td>
<td>Fair (satisfactory)</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>1.0</td>
<td>Poor</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>0.0</td>
<td>Fail</td>
</tr>
<tr>
<td></td>
<td>P</td>
<td>n/a</td>
<td>Pass</td>
</tr>
</tbody>
</table>

In addition, the letter “I” is used to designate incomplete, “W” to indicate withdrawal, “MT” for multiterm courses (grade assigned in a subsequent term), “MR” or “X” in cases where the instructor fails to report grades. (Note: I, MT, MR and X grades are not final grades.)

The designation “AU” indicates audit. Field Placement, Thesis Research, Postdoctoral Research, and Special Studies and Research are graded strictly pass/fail.

No course credit will be awarded for courses in which a grade of F (fail), I (incomplete), or MR or X (grade not received from course instructor) is received. No course credit will be awarded for undergraduate courses taken interdivisionally at other divisions of the University. Because not all divisions of the University share the same grading policies, the grades awarded by faculty are based on the procedures of the course’s home division.

The grades that appear on students’ academic records reflect any appropriate conversions.

Interdivisional registrants are advised to direct any questions to the Office of Records and Registration of their home division.

Satisfactory Academic Progress
Satisfactory academic progress is measured by the following as they relate to one another:

- A minimum grade point average of 2.5 for graduation in the MPH, MHS, MSPH and ScM degree programs and 2.75 for graduation in the MHA and MPP programs. Academic departments may have higher grade point average requirements.

- A minimum grade point average of 2.75 for graduation in a doctoral program. Academic departments may have higher grade point average requirements.

- Grades of A, B, C, or P (pass) in all courses required by the School or by the student’s department.

- Written documentation of successful completion of all Bloomberg School and departmental degree requirements within the established time limitations. (Refer to the “Graduation” sections in each degree program description for specific requirements)

- Confirmation of satisfactory performance by the student’s department and/or adviser as required. Each term the progress of students is reviewed and those students not making satisfactory progress in terms of the cumulative grade point average and completion of requirements within established deadlines are identified for all academic departments. Whether a D in a particular course is considered an acceptable grade for a particular program will be determined by each department or program office. Whether a D is considered acceptable to serve as a prerequisite will be determined by the course’s sponsoring department

Pass/Fail Option
Students at the Bloomberg School may elect to take courses on a pass/fail basis only with the consent of their academic adviser. Each department has determined for its own students which courses may be taken on a pass/fail basis. Students should consult their departmental requirements for specific grading requirements when considering the pass/fail option. Students who must submit grades to employers, to funding agencies, or to other academic programs should also consult the appropriate offices before electing the pass/fail option.

Instructors are expected to evaluate student performance without regard to grading status and to give students appropriate feedback regarding their performance throughout the term. A grade of P will be recorded on the official grade roster for those students who have elected the pass/fail option and whose performance would otherwise be rated as A, B, or C. For students who perform poorly, instructors will assign a grade of D or F.

If an adviser, student, or department needs to know the specific grade a student earns, the student should not enroll as pass/fail. There will be no retroactive changes from regular grading to pass/fail and vice versa. If a student transfers to a program that requires a standard letter grade for a course that the student completed pass/fail, the student must repeat the course or obtain a waiver from the department. After the published add/drop period, a pass/fail change is treated as a registration change with a $50 late payment fee. Under no circumstances can changes be made to registrations during the last two weeks of a term.

Incompletes
The designation “incomplete” (I) will be assigned by an instructor and entered on a student’s transcript when the requirements for a course have not been completed on time. An incomplete must be made up and replaced by a final grade within 120 days after the conclusion of the course, or before graduation, whichever occurs first.

In the event an incomplete is not made up within the above stated time period, a final grade of I/F will be assigned. When a final grade is assigned to replace an incomplete, the final grade will be shown, but the letter I on the transcript will remain as well.

Repeated Courses
If a course is repeated, both grades will be shown on the student’s academic
record, and the quality points for both will be included in the student's grade point average. Students will only receive degree credit once for a repeated course.

Registration Changes
Changes in course registration may be made without penalty up to the end of the second week in any regular term. For courses offered during the summer institute, summer and winter intersession terms, course-specific add/drop deadlines will apply. Students must obtain the instructor's approval for each course added to their official registration after the published add/drop period. It is the instructor's prerogative to deny a student's request to add a class during this time. Additionally, changes to and from "audit" are not permitted after the published add/drop period. Instructor permission is not required for a student dropping or withdrawing from a course during the prescribed add/drop period. However, the student's adviser must approve all registration changes. In the event of an approved withdrawal after the course change deadline, the letter W will be entered on the student's transcript. A late fee of $50 will be assessed for each course change (excluding withdrawal) after the published add/drop period; furthermore, there will be no refund of tuition for any withdrawals from courses after the published add/drop period. Under no circumstances can changes be made to registrations during the last two weeks of a term.

Current students are expected to review their registration periodically by logging onto ISIS Self Service, https://isis.jhu.edu/sswf.

Registration Changes—Multiterm and Internet Courses
Internet-based courses at the School adhere to the registration and add/drop dates of the academic calendar. For multiterm courses, enrollment in part I necessitates enrollment in subsequent parts. If a student subsequently drops or fails to register for subsequent parts of a multiterm course, a grade of W (withdrawn) will be assigned for the first part. Tuition for the first part will not be refunded. Students may not register for subsequent parts of the course without having enrolled in part I. After the two-week add/drop period, students have another four weeks to withdraw. A grade of W will be assigned for the current term (and previous term[s] if it is a multiterm course) and no tuition will be refunded.

Audits
Tuition will be assessed for audit and credit course registrations. All courses taken for audit must have the instructor's approval. Courses may not be changed from credit to audit or vice versa after the designated add/drop period. No exceptions can be made after the add/drop period has ended.

Note: Audited courses count toward tuition calculation and the 22 credit per term limit but do not count toward full-time enrollment status.

Reporting of Grades
Instructors will submit final grades to the Office of Records and Registration within ten days after the conclusion of the term in which their courses are given. Once a final grade is awarded and entered on a student's transcript, the grade may not be altered without the approval of the Committee on Academic Standards. In the event that this committee approves an alteration for reasons other than error, the original grade will be noted in a transcript comment. Any request for a grade change must be submitted within 120 days of the date upon which a course concludes in accordance with the School's academic calendar. In the case of a graduating student, the grade change must be submitted prior to the last day of the term of graduation.

Grades of X, MR or blank not resolved within 120 days of the date upon which a course concludes will be processed as withdrawals resulting in a "W" on the transcript. A late fee of $50 will be assessed and there will be no tuition refund. The Bloomberg School reserves the right to amend the above terms and conditions when in its sole judgment such changes are deemed necessary. Current students are expected to review their grades periodically by logging onto ISIS Self Service, https://isis.jhu.edu/sswf.

Graduate Training Program In Clinical Investigation
The Doctor of Philosophy (PhD), Master of Science (ScM), and Master of Health Science (MHS) degrees in Clinical Investigation are a joint enterprise of the Johns Hopkins University's School of Medicine and the Bloomberg School. The Graduate Training Programs in Clinical Investigation (GTPCI) are targeted toward internal physician postdoctoral fellows and faculty in clinical departments of the School of Medicine. Students with other backgrounds may also be considered for the MHS track of the GTPCI Program. Please contact Cris DeNardo at gtpci@jhspmh.edu, with any questions about the program.

For more information, visit the program website at: www.jhsph.edu/gtpci.

Graduation Policy
Degrees are conferred three times a year. Diplomas bear the University conferral date in the summer, winter or spring. The graduation ceremony is held once annually and is open to all graduates of that academic year. The School has its own convocation ceremony, typically conducted the day before Commencement, during which time doctoral students are hooded and master's candidates receive their diplomas.

All financial obligations must be satisfied prior to graduation. Diplomas and transcripts will not be issued to those students who have outstanding account balances from any University office.

Master of Public Health (MPH)
The MPH is a Schoolwide program designed to provide students with a population perspective on health. The program prepares students to become leading public health professionals capable of addressing current global public health problems through multidisciplinary approaches that apply the latest scientific knowledge.

The MPH is a flexible program that can be customized to meet a variety of professional and career goals. Students may study on a full-time basis or on a part-time/Internet-based basis. Full-time and part-time/Internet-based students fulfill the same academic requirements and receive the same degree.

Full-time MPH students have the option to customize or concentrate in one of the following areas:

- Child and Adolescent Health
- Epidemiologic and Biostatistical Methods for Public Health and Clinical Research
- Food, Nutrition and Health
- Global Environmental Sustainability and Health
- Health in Crisis and Humanitarian Assistance
• Health Leadership and Management
• Health Systems and Policy
• Infectious Diseases
• Social and Behavioral Sciences in Public Health
• Women’s and Reproductive Health

Combined programs include:
• MPH/MBA
• MPH/MSW
• MSN/MPH
• JD/MPH
• MPH/MD

For more information, visit www.jhsph.edu/mph.

Online Courses
More than 100 courses at the Bloomberg School—taught by the same faculty who teach them on site and professionally produced by the Center for Teaching and Learning—are available online for enrolled students. Course materials may be accessed anywhere and anytime (within the academic term offered), providing opportunities for students in the Part-time/Internet-based MPH, MSPH, or DrPH programs to complete their degrees without the need to relocate to Baltimore. Full-time, on-campus students may also take advantage of the flexibility offered by this modality of study. Prospective students can review course offerings at http://distance.jhsph.edu/offerings/full_web.cfm.

The Bloomberg School uses a custom learning management system to maximize students’ participation, collaboration, and interaction with faculty and each other online. Prior to enrolling in any online course, students must successfully complete the Introduction to Online Learning (offered online). For registration details and additional course information, please visit http://distance.jhsph.edu/ool.

Postdoctoral Fellows
At any given time, there are over 100 postdoctoral fellows in the School. Most come to work with a specific faculty member, while others are here as part of a particular fellowship program.

Individuals interested in postdoctoral training should first establish contact with a member of the faculty with whom they wish to work. Once a position has been identified, a formal application including official documentation of completed doctoral degree and other documents specified by your department are required. These materials must be received before you may start your position.

Postdoctoral fellows association meets regularly to discuss issues of importance to them. Seminars and services are provided to postdoctoral fellows by the JHMI Professional Development Office (www.jhu.edu/~pdo/ or 410-502-2804) and by the Career Services Office at the School of Public Health (www.jhsph.edu/student_affairs/career or 410-955-3034).

Questions about funding opportunities for postdocs can be addressed to the Student Funding Resources office (sfr@jhsph.edu or 410-955-3257). For additional information about Postdoctoral Fellows, visit the website: www.jhsph.edu/GER/Postdocs.html.

Registration
Persons who are enrolled in formal courses of study, who do research work under the supervision and direction of the Bloomberg School faculty, or who otherwise receive academic credit for professional experience or training from the faculty and scientific or educational facilities of the School are required to register during established registration periods. Included among those who must register are those students and trainees who:

• Are either entering or continuing in a degree program
• Are students in academic post-certified status: defined as master’s or doctoral degree candidates who have successfully passed their qualifying examinations, have fully completed their residence and outside coursework requirements for the degree, and are engaged in dissertation research or the equivalent. Please see the “Post-certified Student Status” section
• Are participating in the residency program in general preventive medicine or occupational and environmental medicine, or are classified as postdoctoral fellows in a department of the School
• Are not degree candidates but are attending classes either full- or part-time as regular or limited special students. Auditors must register
• Are participating for academic credit in regular or special summer programs or sessions sponsored by the School or any of its departments

Doctoral and ScM students must be registered in residence during their term of completion. To maintain degree candidacy, students must maintain continuous enrollment at the minimum credit level required for acceptable registration status for the degree program.

Late registration occurs during the scheduled add/drop periods of each term. A $100 late registration fee is added to the tuition charges. Under no circumstances can changes be made to registrations during the last two weeks of a term.

Registration for students is contingent upon tuition accounts being current. No exceptions will be made to this policy unless special arrangements have been made through the Student Accounts Office in advance of registration.

Research Centers and Institutes
Since the Johns Hopkins Bloomberg School of Public Health was founded, its graduate programs have been based on a cardinal principle of the inseparability of research, practice, service and education. Faculty are engaged in investigations that cover a wide variety of disciplines and interests. In addition, there are many education, practice and research centers that operate as departmental and interdepartmental bases for a wide range of activities related to public health. For more information, visit www.jhsph.edu/centersinstitutes/list.

Residency Training
General Preventive Medicine Residency
The General Preventive Medicine Residency (GPMR) is a two-year program that prepares physicians in the theoretical, practical, and clinical knowledge and skills essential to leadership roles in the design, management, and evaluation of population-based approaches to health. As preventive medicine specialists, graduates of the program assume leadership positions in government, international health, academia, and clinical medicine. The program consists of an academic year and a practicum year and is fully accredited by the Accreditation Council for Graduate Medical Education (ACGME). Physicians entering the program must have completed at least one year of clinical training in an approved program in the U.S. prior to entering the program. This year may either be a transitional internship or part of a residency. Completion of the program leads to eligibility for certifica-
tion by the American Board of Preventive Medicine.

For further information about the General Preventive Medicine Residency or the elective, visit: www.jhsph.edu/gpmr, or contact the administrator, Christine Brown, General Preventive Medicine Residency Program, Johns Hopkins Bloomberg School of Public Health, Room WB602, 615 N. Wolfe Street, Baltimore, MD 21205; phone: 410-955-3362; fax: 410-614-1582; email: cjbrown@jhsph.edu.

Occupational and Environmental Medicine Residency

The overall objective of the Occupational and Environmental Medicine Residency (OMR) is to train specialists for careers in any of the major sectors of the field—academia, industry, government, clinical practice, or labor—and provide expertise in both clinical and preventive aspects of occupational and environmental medicine. The program is fully accredited by the Accreditation Council for Graduate Medical Education (ACGME). Completion of the program leads to eligibility for certification by the American Board of Preventive Medicine. In general, all residents receive stipend support, tuition support, and health, life, and disability insurance. The OMR training consists of PGY2 and PGY3. Physicians entering the program must have completed at least one year of clinical training in an approved program in the U.S. prior to entering the program. This year may either be a transitional internship or part of a residency. The most competitive applicant will already have completed residency training in another clinical specialty (e.g., internal medicine, family practice).

For further information about the Occupational Medicine Residency, visit www.jhsph.edu/omr, or contact the administrator, Christine Brown, Occupational and Environmental Medicine Residency Program, the Johns Hopkins Bloomberg School of Public Health, Room WB602, 615 N. Wolfe Street, Baltimore, MD 21205; phone: 410-955-3362; fax: 410-614-1582; email cjbrown@jhsph.edu.

Special Lectureships

A number of special lectureships are conducted at the school, each with a particular goal. There are those lectures that focus on broad subjects like personal and professional leadership skills and those that focus on specific aspects of public health.

For more information, visit www.jhsph.edu/academics/lecture-series/.

Transcripts

Students who want transcripts of their Bloomberg School academic records or who want them forwarded elsewhere may submit online requests at www.jhsph.edu/student_affairs/registrar/transcripts.html, submit a signed request by postal mail or complete a transcript request form in person in the Office of Records and Registration. Requests should be submitted at least seven days before the transcript is needed. In cases of extreme urgency, a rush order for a transcript may be requested. A fee of $10 will be assessed for rush requests for transcripts to be picked up or sent by standard mail. A fee of $15 will be assessed for rush requests to be sent via overnight mail to U.S. addresses and a $22 fee will be charged for overnight delivery to foreign addresses (please note: Rush fees are charged per “mail to” address; an additional $5 fee will be charged per transcript for requests in excess of five). There is a nominal fee charged for non-rush requests. Rush request transcripts will be available within 24 business hour of receipt of order. Partial transcripts of a student’s record will not be issued. Official transcripts that were originally submitted as part of the student’s application file may not be released to either the student or a third party.

Transfers Between Public Health Degree Programs

When a matriculated student wants to change degree programs or move from one academic department to another prior to completion of a degree, it is considered a “Transfer.” “Transfers” do not involve the Bloomberg School’s Admissions Services.

Transfers are distinct from the situation where a student completes one degree and wants to pursue another, such a student must formally apply to the Bloomberg School, as this is not considered a transfer.

For more information about the policy regarding transfers, please visit www.jhsph.edu/student_affairs/registrar/TransferPolicy.pdf.
Rights, Privileges and Responsibilities

Alcohol and Drug Abuse and a Drug-free Environment
The Johns Hopkins University recognizes that alcoholism and other drug addiction 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 through 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 students, faculty or staff from neglect of 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 the University that the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited on the University’s 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 this policy, range from a minimum of a three day suspension without pay to termination of University employment. Disciplinary action against students may include expulsion from school.

As a condition of employment, each faculty and staff member and student employee must agree to abide by this 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 ten days after receiving notice.

Alcohol-related Advertising and Promotion
Official university publications relating to academic programs and offerings will not solicit or accept advertising for alcoholic beverages.

Advertisements for alcoholic beverages may be accepted for non-academic university publications with primary readerships of persons over the legal drinking age. The editors of such publications will reject advertisements that in their judgment encourage excessive use of alcoholic beverages.

The University does not regulate content or advertisements in autonomous student-edited publications, such as student newspapers, but encourages the editorship to make responsible decisions regarding advertising for alcoholic beverages.

University-sponsored activities or events that permit consumption of alcoholic beverages are regulated by procedures designed to prevent consumption by underage persons as well as to discourage irresponsible consumption by others. The University will not permit activities and events designed solely or primarily to promote consumption of alcoholic beverages and which can reasonably be expected to attract a primarily underage audience.

Alternative Beverages Policy
The University recognizes alcoholism as a treatable disease and encourages affected individuals to use the services of the Johns Hopkins Student Assistance Program. It is University policy to offer non-alcoholic beverages at any University function at which alcohol is served. Refreshments should include several alternatives. All University academic and administrative personnel and directors of catering services should take note of this policy and plan functions accordingly.

Animal Research
The Johns Hopkins Bloomberg School of Public Health is committed to protecting the rights and welfare of animals used in research. All students involved in animal research must first complete a training module (available at: https://secure.lwservers.net/default.cfm) before beginning work with animals. Students must also be listed as student investigators on projects they are working on that involve animals.

Institutional Animal Care and Use Committee
The care and use of animal subjects is regulated by the Animal Welfare Act, which is implemented by the U.S. Department of Agriculture. The University has one assurance with the federal government (the Office of Laboratory Animal Welfare [OLAW]) and, therefore, the University has one animal care and use committee (IACUC). Faculty from the Bloomberg School, the School of Medicine, and the Homewood campus serve on this committee.

An approved protocol MUST be obtained before animals can be purchased. Questions regarding submission of animal research protocols should be addressed to the IACUC Office at 443-287-3738. Visit the Animal Care and Use Committee website at www.jhu.edu/animalcare.

For those exposed to animals either directly or indirectly, their bedding, waste products, fresh animal tissues or equipment involved in animal use and care, Johns Hopkins requires the following to reduce health risks associated with animal exposures:

Medical
All faculty, staff, postdoctoral fellows, students and contractors who work with or are exposed to animals and/or their body fluids, fresh tissues, bedding or caging must be enrolled in the Animal Exposure Surveillance Program (AESP), managed by the Occupational Health Services office, located at 98 N. Broadway, 4th floor.

This program allows Johns Hopkins to:

a) offer you appropriate protection from diseases associated with animal use and care,
b) review your current health status and
c) monitor your health during employment.
Vaccinations/testing are performed free of charge by the Occupational Health Services office for the following:

a) Vaccinia vaccination for individuals exposed to non-highly attenuated orthopoxviruses that infect humans including cowpox, vaccinia and vaccinia subspecies (unless medically contraindicated).
b) Rabies vaccination for a limited number of individuals, including Animal Services Staff, those using wild caught animals, dogs (conditioned), some non-human primates and farm animals. If you have already been vaccinated for rabies, blood tests are needed every other year to be sure you are still protected.
c) Hepatitis B vaccination for those individuals who have not already been vaccinated.
d) Biannual tuberculosis (TB) screening is required for anyone who works around non-human primates.

To enroll in the AESP, and to inquire about testing and vaccination, please contact the Occupational Health Services office at 410-955-6211.

Training and Policies

The Department of Health, Safety and Environment (HES) provides services and leadership to Johns Hopkins University in the areas of laboratory safety, pre-placement assessment, the use of personal protective equipment, incident and injury reporting, environmental monitoring, the treatment of occupational illness and injuries, fire safety, biological safety, chemical safety, facility and equipment safety, and employee safety training. Questions about policies or how to attend training should be directed to the HSE department.

All faculty, staff and students must attend the Hazard Communication training session at least once during their employment. Those hired in 1998 or later should have received this training during New Employee Orientation. Questions about how to attend this training should be directed to the HSE department.

All faculty, staff and students with exposure to human or non-human primate blood borne pathogens will be entered in the Blood Borne Pathogen Exposure Control Program. Training is required when hired or before starting work with materials that may contain blood borne pathogens, and must be completed annually thereafter. Questions about how to attend this training should be directed to the HSE department.

All faculty, staff and students who use radioactive isotopes or handle animals (or their cages or bedding) that have been treated with radioactive isotopes must attend the Radiation Safety training session. Questions regarding this training should be directed to the Radiation Safety office at 410-955-3710.

Communication of Administrative Information

Each student of the Johns Hopkins Bloomberg School of Public Health is issued an email address upon matriculation to the School. Academic and administrative offices utilize email as the primary means to communicate information to students. As such, students are expected to access and read email sent to their @jhsph.edu account regularly. Failure to do so may result in the loss of important information about academic requirements, course registration, deadlines, student activities, and other information.

If desired, email sent to an @jhsph.edu account may be forwarded to another email account. Instructions for message forwarding may be obtained through the School’s intranet, http://my.jhsph.edu.

Compliance Line

The Johns Hopkins University and the Johns Hopkins Health System are world-renowned for excellence in higher education, patient care and research. Our achievement depends largely upon the contributions and dedication of our faculty, staff and students. Each of us plays a role in ensuring that we conduct our daily activities with integrity.

In today’s large and complex Johns Hopkins organizations, it is important that each of us reaffirms a personal commitment to that excellence and integrity. It is also important that the institutions provide you with appropriate opportunities for bringing to our attention any concerns you may have about issues of integrity. Accordingly, the institutions have established an avenue for reporting such concerns. It’s the Johns Hopkins Compliance Line, an independently administered, toll-free hot line at 1-877-WE COMPLY (1-877-932-6675).

We hope you will never have a reason to question the integrity of any person or practice you encounter at Johns Hopkins. But, if that reason should arise, we assure you that your concerns will be taken seriously and treated in a discreet manner. We also promise that no adverse action will be taken against anyone who has raised a concern in good faith.

Johns Hopkins is highly regarded throughout the world not only for the quality of your work, but for the high ethical standards you meet in performing it. We hope you will help us in supporting the principles and ideals that are critical to our continued success. As we have become a leader and model for teaching, patient care and research, so, too, should we be a model for ethical behavior.

Copyright Violation/ Digital Millennium Copyright Act

Copyright exists in any original work which exists or is fixed in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, scientific and other journals, photographs and articles are some of the things subject to copyright. A copyright notice is not required.

It is a violation of copyright law to copy, distribute, display, exhibit or perform copyrighted works without authority of the owner of the copyright.

Transmission electronically includes both copying and distributing. Such things as downloading music or displaying photographs without authority of the copyright owner may be a violation. Civil penalties can be substantial. Under the Digital Millennium Copyright Act, the University is permitted to immediately take down any infringing site on the JHU network, and block access to any infringing sites on other networks, upon proper notice from the
Equal Opportunity Policy
Each year the University formally reiterates and reaffirms its commitment to the goal of equal opportunity for its faculty, students and staff. As a matter of policy to which it is staunchly committed, the University does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status or veteran status. Consistent with its obligations under law, the University is committed to providing qualified individuals access to all academic and employment programs, benefits, and activities on the basis of demonstrated ability, performance, and merit, without regard to personal factors that are irrelevant to the program involved.

The University's equal opportunity policy applies to all academic programs administered by the University, its educational policies, admission policies, scholarship and loan programs, and athletic programs. It also applies to all employment decisions, including those affecting hiring, promotion, demotion, or transfer; recruitment; advertisement of vacancies; layoff and termination; compensation and benefits; and selection for training. Moreover, it extends to the maintenance of affirmative action programs for minorities, women, disabled persons, and veterans, as required by law.

The University assigns a high priority to the implementation of its equal opportunity policy, and significant University resources are devoted to assuring compliance with all laws prohibiting discrimination in employment and educational programs. The University's affirmative action officer is responsible for assisting University officers and affirmative action programs. Members of the University community are encouraged to contact the affirmative action office at 410-516-8075, or the divisional offices of Human Resources regarding any questions or concerns about these matters.

Guidelines for Children in the Workplace
Balancing work and family issues can present challenges to working parents, particularly when it comes to child care during work hours.

WORKlife Programs’ resources and referral service and Sick, Emergency and Back-up Care Program are available to assist JHU parents find child care for an on-going or emergency need. To respond to unexpected needs, parents/guardians are advised to work with the WORKlife Programs’ staff to identify in advance a plan for emergency child care should the need arise. When such plans fail or are inappropriate for the immediate need, the University encourages supervisors to be flexible in responding to the employee’s child care emergencies. Staff members and students are reminded that it is their responsibility to make child care arrangements that will enable them to meet their JHU obligations.

As a rule, it is inappropriate for children to be in the workplace on a regular or sporadic basis, such as after school each day, on holidays when day care is not available, or when children are ill. In the rare instance when there are no other alternatives, and a staff member must bring a child to the workplace, advance approval should be obtained from the supervisor and the duration of the child’s visit to the workplace should be kept to a minimum. It is essential that parents provide close constant supervision of their children while they are in the workplace. Because of child labor laws, under no circumstances should a child be allowed to perform work for the University.

It is important to note that due to some work environments and the duties of the parent, children cannot be permitted in the work area at anytime. There are many areas of Johns Hopkins University where hazardous materials or equipment are located, or where hazardous operations are conducted. These include laboratories, shops, animal holding areas, power plants, etc. The risk of accident or injury in these areas is increased for those who are unfamiliar with safety requirements. Therefore, children under 18 are not allowed in these areas. Exceptions may be granted for guided tours or other reasons if appropriate precautionary measures are taken, including written consent of parent or guardian, and direct adult supervision.

Special occasions that are university-sanctioned, such as “Take Your Kids to Work Day,” should be coordinated and approved in advance. The parent or guardian’s schedule for that day should take the child’s presence into consideration to eliminate unnecessary hazards.

Involuntary Leave of Absence and Condition of Enrollment Policy
I. 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 longstanding 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.

II. Guidelines for Use
A. Involuntary Leave of Absence
In situations when a leave of absence is indicated, the Associate Dean for Student Affairs will encourage the student to initiate a voluntary leave of absence. If the student declines to do so, the Associate Dean 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
B. Condition of Enrollment (COE)
When circumstances indicate that a leave of absence is not appropriate, the Associate Dean for Student Affairs\(^1\) 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.

C. If a leave of absence is indicated, the Associate Dean will contact

A. The Associate Dean 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 Associate Dean may mandate a mental health or physical evaluation of the student. The Associate Dean 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 Associate Dean 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 Associate Dean will discuss the implications of an involuntary leave of absence. If the student continues to decline, the Associate Dean 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 Associate Dean 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 Associate Dean 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.

IV. 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 Associate Dean may impose conditions under which the student will be allowed to remain at the University (as described in Section III B). The Associate Dean will provide written notice to the student when such conditions are instituted.

V. 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.

\(^1\)For the purpose of this policy, the term Associate Dean means the Associate Dean for Student Affairs or his/her designee.

Human Subjects Research
The Bloomberg School is committed to protecting the rights and welfare of individuals participating as subjects in research studies. This commitment is essential to responsible conduct of human subjects research. To meet this obligation, the Bloomberg School has two duly constituted standing Institutional Review Boards (IRB) comprised of members of the faculty and community. IRB X (Expedited) and IRB FC (Full Committee) are responsible for reviewing research studies involving human subjects, including research methods, procedures, consent forms, and all other appropriate forms and survey instruments for all research projects, regardless of funding or location.

All faculty and students who are involved in human subjects research must meet the compliance training requirements of the Bloomberg School IRB. It is the responsibility of students and faculty to make certain that approval is obtained from the IRB before beginning any research involving human subjects. The IRB is also responsible for determining whether certain research activities qualify for Exempt status under the regulations and institution policy.

For IRB announcements and updates, and for additional information and requirements on conducting human research, please contact the Bloomberg School’s IRB Office, Room E1100, Wolfe Street Building (410-955-3193); email at irboffice@jhsph.edu or visit our website at www.jhsph.edu/irb.

Johns Hopkins Enterprise Directory (JHED)
JHED (http://jhed.jhu.edu) is the University’s web directory. All faculty, staff, and students are included in the directory; however, individuals have the ability to determine which data elements may be accessible on both the intranet and Internet levels. Students are encouraged to make their address, phone number, email, and photo available on the intranet view. Members of the Hopkins community are granted secure access to the directory via their login IDs (LID) and passwords. Students’ LIDs and passwords also provide access to Self Service available at https://isis.jhu.edu/sswf. All University students may use this service to provide current and complete address information, including email addresses. Students are also encouraged to check their registration and grades via Self Service.

Questions regarding access to JHED should be directed to JHED Support at 410-735-4357.

Policy on JHU Unique Student Identifier (“Hopkins ID”)
The Hopkins ID is a six character alphanumeric identifier which uniquely identifies a member of the Johns Hopkins community. The purpose of the Hopkins ID is for identification of individuals at Johns Hopkins in connection with routine institutional business. It is intended to replace social security numbers for this purpose, thus reducing the risk of identity theft. The Hopkins ID is not used for authentication or access to any systems or services, and like names, it is neither private nor confidential. It will be used solely by institutional
officials in carrying out official business activities.

**Notice of Use of Student/Employee Images**

Students and employees who are present in facilities operated by the Bloomberg School are subject to having their images captured, such as by photograph, video, or electronic means. In addition to the use for security of personnel and facilities, the School reserves the right to use images of students and employees in their ordinary activities to promote the School. Such images may be used in printed publications, electronic format on the Internet, or other media. By your presence in these facilities you consent to capture of your image and its use by the School.

**Policy Against Discrimination (Including Sexual and Non-Sexual Harassment)**

**Preamble**

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

**Policy**

The University is committed to maintaining learning and working environments that are free from all forms of harassment and discrimination. Accordingly, harassment based on an individual’s gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or any other legally protected characteristic is prohibited. The University will not tolerate harassment, sexual harassment or retaliation in the workplace or educational environment whether committed by faculty, staff, or students, or by visitors to Hopkins while they are on campus. Each member of the community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

For the purposes of this policy, harassment is defined as:

(a) any type of behavior which is based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, that

(b) is so severe or pervasive that it interferes with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Harassment when directed at an individual because of his/her gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, personal appearance, veteran status, or any other legally protected characteristic may include, but is not limited to: unwanted physical contact; use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and, any conduct that may create a hostile working or academic environment.

Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexual violence and other behavior of a sexual nature when:

(a) submission to such conduct is made implicitly or explicitly a term or condition of an individual’s employment or participation in an education program;

(b) submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement; or

(c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or educational environment.

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

**Allegations of Discrimination and Harassment, Including Sexual Harassment and Sexual Violence**

The University is prepared to receive and resolve complaints of discrimination and harassment (including sexual harassment and sexual violence) under the preceding policies that are brought to the attention of any University administrative officer 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 Harassment and Sexual Violence.

Complaints of discrimination and harassment, including sexual harassment and sexual violence, may be brought to the attention of:

Associate Dean for Student Affairs
Michael Ward, M.Ed
615 N. Wolfe Street
Suite E1002
Baltimore, MD 21205
410.955.3610
mward@jhsph.edu

and the Director for Equity Compliance & Education/Title IX Coordinator in the Office of Institutional Equity (available at [http://web.jhu.edu/administration/jhuoe/compliance.html](http://web.jhu.edu/administration/jhuoe/compliance.html)):

Director, Equity Compliance and Education/Title IX Coordinator
Allison J. Boyle, JD, MPH
The Johns Hopkins University
Garland Hall, Suite 130
3400 North Charles Street
Baltimore, MD 21218
Telephone: 410.516.8075
Electronic Mail: aboyle7@jhu.edu
TTY: 410.516.6225
Facsimile: 410.516.5300

Office of Institutional Equity - Anonymous Sexual Harassment Hotline
Telephone: 410.516.4001
Toll Free: 1.800.516.4001
In cases involving potential criminal conduct, including in cases of sexual violence, an accuser may also file a complaint with campus security. Campus security contact information for the following campuses is available at:

Homewood Campus Safety and Security
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 call Lt. Mark E. Long Investigations Section, Homewood Campus Safety and Security, at: 410.516.6629.

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

All individuals are expected to conduct themselves in a manner consistent with this Policy.

Staff, faculty and/or students who believe that they have been subject to discriminatory harassment are encouraged to report, as soon as possible, their concerns to the Office of Institutional Equity, their superiors, divisional human resources or the Office of the Dean of their School.

Individuals who witness what they believe may be discriminatory harassment of another are encouraged to report their concerns as soon as possible to the Office of Institutional Equity, their supervisors, divisional human resources or the Office of the Dean of their School.

Complainants are assured that reports of harassment will be treated in a confidential manner, within the bounds of the University’s legal obligation to respond appropriately to any and all allegations of harassment.

Managers, including faculty managers, who receive reports of harassment should contact human resources or the Office of Institutional Equity for assistance in investigating and resolving the issue.

Managers, including faculty managers, are required to implement corrective action where, after completing the investigation, it is determined corrective action is indicated.

The University administration is responsible for ensuring the consistent application of this policy.

Procedures
Inquiries regarding procedures on discrimination complaints may be directed to the Vice Provost for Institutional Equity, or the Title IX Coordinator, Director of Equity Compliance and Education, Garland Hall, 130, Homewood Campus, 410-516-8075, 410-516-6225 (TTY). To view the policy in its entirety, including specific examples of harassment, please visit http://web.jhu.edu/administration/jhuoe/docs/Resources-Policies/Anti-Harassment%20Policy%2010.4.11.pdf.

1 For the purposes of this policy, “gender identity or expression” refers to an individual’s having or being perceived as having a gender-related self-identity, self-image, appearance, expression or behavior, whether or not those gender-related characteristics differ from those associated with the individual’s assigned sex at birth.

Photography and Film Rights Policy
The Johns Hopkins University reserves the right from time to time to film or take photographs of students, faculty and staff 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 publications such 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 archive 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 of the right to alter photography and film for creative purposes. Students, faculty and staff who do not wish their photographs used in the manner(s) described in this policy statement should contact the Office of External Affairs, Department of Marketing and Communications.

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.

Bloomberg School Notification of Family Educational Rights And Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1) The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student’s education records that the student believes is inaccurate.

Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the
student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC  20202-5901

For specific information on the University Policy on Family Educational Rights and Privacy, refer to www.jhu.edu/news_info/policy/ferpa.html.

Smoke-free Policy
Smoking is prohibited inside all facilities owned, leased, or operated by the Johns Hopkins University in the contiguous United States, including (but not limited to) such space as classrooms, general and residence halls, laboratories, studios, open and private offices, corridors, dining areas, restrooms, and common areas. This prohibition also includes all vehicles owned, leased or operated by the University. The president, deans and/or directors may also designate, with appropriate signage, certain outdoor areas—especially entranceways—smoke-free.

To effect adherence, members of the Hopkins community are encouraged to directly and politely inform those unaware of the policy, or remind those in disregard of it. If this approach and effort is unsuccessful, the individual in violation of this policy will be brought to the attention of the dean, director, senior staff member or other person in charge for further discussion and progressive counseling. Those who still do not comply will face corrective action consistent with the nature and seriousness of the continuing violations.

Student Conduct Code
The students, faculty and staff of the Bloomberg School have the shared responsibility to conduct themselves in a manner that upholds the law and respects the rights of others.

The Student Conduct Code is based upon the support of students, faculty and staff who must accept the responsibility to live honorably, to hold other members of the community to the same high standard of conduct, and to take action when necessary to safeguard the interests of the University and its community. Students enrolled in the Bloomberg School assume an obligation to conduct themselves in a manner that upholds the law and respects the rights of others. They are responsible for maintaining the academic integrity of the institution and for preserving an environment conducive to the safe pursuit of the School’s educational, research, and professional practice missions. This code begins on the day of first registration in the School and is enforceable until a degree has been conferred. It governs behavior by students that occurs on or off University property and is enforceable throughout the entire matriculation period, regardless of whether classes are in session or the student is enrolled in classes. The code also covers students who are not enrolled in a degree program but are enrolled in any educational course or program offered by the Bloomberg School. The Conduct Code covers students of the Bloomberg School even while participating in educational and research activities in other divisions of the University or in other institutions.

The Conduct Code is not intended to replace law or to provide non-Hopkins community members with a mechanism to redress personal grievances. Some acts of misconduct may also constitute violations of law. The University’s policy is to cooperate fully with law enforcement authorities. Any disciplinary proceedings held by the University are independent of any criminal proceedings arising out of the same incident.

All students will be presumed to have knowledge of the provisions of this code as a consequence of enrollment in the Bloomberg School. Lack of familiarity with the provisions of this code will not serve as a defense to any actions violating student conduct as defined by the code.

Please note that the Bloomberg School must report to the alleged victim on the results of any disciplinary proceedings against a student who is the alleged perpetrator of any crime of violence or non-forcible sex offense.

A complete copy of the student conduct code is available on the portal: https://my.jhsph.edu/Resources/PoliciesProcedures/ppm/PolicyProcedureMemoranda/Students_06_Student_Conduct_Code.pdf as well as from the office of the Associate Dean for Student Affairs.

Student Grievance Procedure
On occasion, disputes arise between students and other members of the Bloomberg School community. The Bloomberg School encourages individuals involved in such disputes to resolve the matter directly. For those disputes that cannot be resolved informally, a Student Grievance Procedure has been created to provide students or student groups with a formal process to seek resolution of a grievance. A grievance covered by these procedures is a complaint by a student or group of students alleging that they have been adversely affected in their capacity as students.

Students may use this process to seek resolution to a situation in which they believe they have been harmed due to an arbitrary or capricious act, or failure to act, or a violation of a Johns Hopkins University or Bloomberg School procedure or regulation
by an instructor or other member of the faculty or Bloomberg School administrator or body.

Some conduct is governed by other policies in the Bloomberg School or by the University at large. As a result, the Student Grievance Procedure does not handle complaints or disputes that are governed by those policies. Additionally, disputes that are personal in nature and do not involve the Grievant’s academic activities are not covered by this policy. For specific complaints/disputes not covered by the policy, please consult the official Student Grievance Procedure document.

A complete copy of the Student Grievance Procedure is available on the portal at https://my.jhsph.edu/Resources/PoliciesProcedures/ppm/PolicyProcedureMemoranda/Students_07_SocialSecurityNumber.pdf or a copy may be obtained from the Associate Dean for Student Affairs in Suite E1002, Wolfe Street building.

Policy on Student Social Security Number Protection and Use

Johns Hopkins University is committed to ensuring privacy and proper handling of confidential information it collects and maintains on students, faculty and staff, including the Social Security Number (SSN) which is required for state and federal government reporting purposes. It is the policy of the University 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 the University information systems. The collection, use and dissemination of student SSNs or any part thereof for other purposes is strongly discouraged.

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 e-mail 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.

To view the policy in its entirety, please visit www.jhu.edu/news_info/policy/ssnuse.html.

Software Duplication Policy

It is the policy of the Johns Hopkins University to respect the proprietary rights of owners of computer software and to expect that faculty members, students and staff will refrain from actions that constitute an infringement of the copyright or other proprietary rights attached to software. Members of the University community are required to determine permitted uses of software in their possession, such as the right to make copies, and to obtain appropriate permission when necessary.

Activities of faculty members and staff that infringe upon proprietary rights will not be considered to have occurred in the course of employment since they are expressly prohibited. The University reserves the right to refuse to defend any faculty member, student or staff member named in a lawsuit arising out of alleged infringement activity, and to refuse to pay any damages awarded by a court of law against any such person. In recent years courts have awarded copyright owners significant damages and legal fees in civil suits against copyright infringers. In addition to being liable to the copyright owner for damages, individuals who infringe copyrights are subject to criminal penalties, as well, including fines and imprisonment. Moreover, infringement activities in the course of University-related programs may constitute grounds for disciplinary action.

The Office of the General Counsel (410-516-8128) on the Homewood Campus is available to render legal guidance regarding the obligations of software users, and any other questions or concern about copyrighted property. A brochure on correct use of software is available from that office.

Weather Emergency Policy

In the event of snow or other weather emergency, the senior vice president for finance and administration and the provost will decide whether and when to curtail operations of the University. The Johns Hopkins Weather Emergency Line and Website are the best sources of complete information.

Weather Emergency Line
Baltimore area: 410-516-7781
Outside Baltimore: 800-548-9004

Weather Emergency Website
http://webapps.jhu.edu/emergencynotices

Be sure to listen to or read the entire announcement, because exceptions may be contained later in the message.
Safety and Security

**Campus Security Act**
In accordance with the Crime Awareness and Campus Security Act of 1990 (P.L. 102-26; 20 USC 1092), as amended, and regulations promulgated thereunder, the University issues an Annual Security Report, which describes the security services at each of the University’s divisions and reports crime statistics for each of the campuses. The report is published annually by October 1st of the following year and a printed copy of the annual crime report may be obtained from any campus director or Security Department, or by stopping by the Homewood Campus at 14 Shriver Hall, or by calling 410-516-4600.

All Johns Hopkins faculty, staff, and students are encouraged to read and print out the report from www.jhu.edu/~security and report all criminal incidents promptly to their respective security department or other security authority.

**Identification Badges**
Identification badges are required for entrance to all Johns Hopkins Medical Institution (JHMI) facilities. Expect to present your JHMI identification badge to security officers upon entering the Bloomberg School of Public Health (JSPH), as well as the Johns Hopkins Hospital (JHH), the School of Medicine (SOM) and all other JHMI facilities. Photographs for identification badges are taken in the JHMI Identification Office, 108 Nelson building, 410-955-5325.

If lost, an identification badge request card must be picked up from the JSPH Registrar’s Office, E1002 Wolfe Street building, 410-614-5116 prior to going to the JHMI Identification Office for a new badge. A replacement fee of $15 must be paid at the JHH Cashiers’ Office, 161 Nelson building, 410-955-5923.

**Injury Reporting**
All students who are injured while in the Bloomberg School of Public Health or who are involved in an incident that results in injury to employees, students or visitors should promptly report such an event.

1. Notify a faculty or staff member.
3. Seek medical attention from the University Health Service Center, 136 Carnegie building, 410-955-3250.
4. If the situation is a medical emergency, dial 911.

**Fire Emergency Situations**

**Fire Alarm System**
The fire alarm system is intended for the express purpose of alerting building occupants and responsible emergency personnel to the fact that a fire, explosion, other emergency has been discovered within the building.

Red fire alarm boxes (pull stations) are located throughout the building and should be used to summon help in the event of a fire emergency.

Although there are several different types of fire alarm boxes in the school, all operate in the same manner. A small piece of glass must be broken which releases the alarm box door and exposes a lever. Pulling the lever to the fullest down position and then releasing the lever will activate the audible signal.

**Discovery of Fire**
Upon discovery of fire, certain basic steps must be taken. REMAIN CALM. DO NOT SHOUT FIRE! You have a responsibility to summon help and to alert all occupants of the building.

1. Alert all persons in immediate danger.
2. Close the door to confine fire and smoke.
3. Report the fire immediately regardless of size.
   a. PULL THE NEAREST FIRE ALARM
   b. Dial 410-955-4444 (decals should be on each phone). Give your name, exact location, and the nature of the emergency. The emergency operator will need this information to direct firefighters, police, or Hopkins security personnel to the scene.
4. EVACUATE THE AREA. Leave the building using the nearest accessible fire exit--use stairs.

**Response to Fire Alarms**
If you hear the fire alarm, EVACUATE THE BUILDING IMMEDIATELY. Leave the building by the nearest accessible fire exit. Use the stairs, not the elevators. Be prepared to render assistance to persons in your area who are unable to use the stairs unaided.
If you are with a person that is unable to use the fire tower stairs, do not try to carry or “help walk” the person down the stairs. The mobility challenged person should wait on the stair landing for the fire department to provide assistance getting down the stairs. As you exit the building you should notify the Security Officer that there is a person unable to use the stairs – provide the exact location and name of the person.

**Fire Drills**
A complete evacuation of the building is required of all personnel during an actual fire or a drill. Testing of the fire alarm system will be conducted periodically.

**Fire Extinguishers**
Fire extinguishers are designed to be used only by trained personnel. If you have not been properly trained, do not attempt to use fire extinguishers.

**Firearms Policy**
The possession, wearing, carrying, transporting, or use of a firearm or pellet weapon is strictly forbidden on University premises. This prohibition also extends to any person who may have acquired a government-issued permit or license. Violation of this regulation will result in disciplinary action and sanctions up to and including expulsion in the case of students or termination of employment in the case of faculty and staff. Disciplinary action for violations of this regulation will be the responsibility of the divisional student affairs officer, dean or director, or the vice president for human resources, as may be appropriate, in accordance with applicable procedures. Any questions regarding this policy, including the granting of exceptions for law enforcement officers and for persons acting under the supervision of authorized University personnel, should be addressed to the appropriate chief campus security officer.

**Gas Leaks**
In the event of a gas leak or the odor of gas, follow this procedure:

1. Shut off all sources of ignition in the room.
2. Leave the room and close the door(s).
3. From outside of the room, call Maintenance at extension 410-955-3329.

Small gas leak during the evening or night:
1. Shut off all sources of ignition in the room.
2. Leave the room and close the door(s).
Large gas leaks:
1. Dial 410-955-4444 (decal should be on each phone). Give your name, exact location, and the nature of the emergency. The emergency operator will need this information to direct firefighters, police, or Hopkins personnel to the scene.
2. EVACUATE THE AREA. Leave the building by the nearest accessible fire exit—use stairs, not the elevators. Do not block corridors or impede the efforts of the Fire Department. Be prepared to render assistance to persons in your area who are unable to use the stairs.

Missing Student Notification Policy
As a requirement of the Higher Education Act of 1965 (amended) and in an effort to assist in ensuring the safety of our residential students, the Johns Hopkins University Schools of Medicine, Public Health and Nursing located on our East Baltimore campus, has established a missing student notification policy that requires the University to alert an emergency contact designated by the student and/or the student’s parents as well as local law enforcement if the student has been missing for more than 24 hours.

All students are asked to provide the name and phone number of an emergency contact person with the information that is collected by the Registrar’s Office. This information is accessible to authorized campus officials who have the responsibility of notification and law enforcement officers in furtherance of a missing person investigation.

The following procedures apply to all notifications:
• If an individual becomes aware that a residential student has been missing for more than 24 hours they should immediately report the situation to Corporate Security at 410-955-5585.
A campus security officer is available to respond to a call 24/7 and will initiate a preliminary inquiry and make the other necessary contacts to initiate action by Corporate Security Investigations and pertinent law enforcement officials.
• Corporate Security will gather the details of the situation and inform the Dean of Student Life for the appropriate school if that person has not already been informed, so that the designated emergency contact can be notified as soon as possible.
• In the case that the missing student is under the age of 18 and not emancipated, their parent(s) or guardian(s) will be notified as well.
• Local law enforcement will be notified in all cases even if the student has not provided an emergency contact and the University will provide the necessary information to assist in locating the missing student.
• Individuals who are concerned about someone who has not been missing for 24 hours but has failed to return to his/her residence are also encouraged to contact Corporate Security.
• If the circumstances related to a student’s disappearance appear to be related to foul play, i.e., kidnapping or other criminal acts, then the appropriate notifications and actions should be initiated immediately, even if the student has been missing for less than 24 hours.

Security Services
JHMI Corporate Security Services is dedicated to establishing and maintaining a safe and secure environment in which to work and visit. The Security, Parking and Transportation Departments operate 24-hours a day seven days a week at the JHMI Campus.

For further security information, contact the Security Communications Center, 104 Nelson building, 410-955-5585; For parking information, contact the Parking Office, 108 Nelson building, 410-955-5333; For transportation information, contact the Transportation Office, 3700 East Monument Street, 410-502-6880.

Crime Prevention
Crime Prevention Programs seek to reduce the opportunity of crime within the JHMI community. Current information regarding issues or incidents of significant importance to the JHMI community is disseminated via Security Alerts or Security Information Bulletins, as well as presented in the Security Update, a monthly newsletter that highlights campus-wide security issues. Another service offered is a Security Survey. This is a formal inspection of an office or work area that identifies potential risks or vulnerabilities and steps that can be taken to improve the security posture of the area. For more information about these programs, call Corporate Security Services at 410-614-3473.

Escorts
The Security Communications Center, 104 Nelson building, 410-955-5585, provides escorts anywhere on the JHMI campus. To request an escort, ask any security or Protective Services Officer for assistance. You can also call ahead to request that an escort officer meet you at a designated location. Escorts are available 24-hours a day seven days a week.

Identification Office
The Identification Office, 108 Nelson building, 410-955-5325, operates Monday–Friday, 8 a.m.–4 p.m., All employees and students are required to wear their JHMI identification badge while on campus. The initial badge issue is free. Lost or misplaced badges must be reported immediately. There is a $15 fee for replacement badges. Contact the office for additional information.

Investigations
The Investigations Office, 550 Building suite 103, 410 955-9140, provides incident follow-up and information, and conducts the Operation ID Program—the practice of marking your valuables for identification purposes.

Lost and Found
The Security Administrative Office, 109 Harvey Building, 410-955-5588, oversees lost and found property. Items can be turned in or retrieved 24-hours a day. The office is located on the first floor in the corridor directly behind the Tower Circle entrance to the Johns Hopkins Hospital. To find out if your lost item has been recovered, call or visit the office.

Security Training
The Security Training Office, 3700 East Monument Street, 410-502-2725, conducts crime prevention seminars at
Spills of Hazardous Materials
In the event of a spill of hazardous materials, the following steps should be followed:

1. Evaluate the spill for the type of material, the quantity of material, and the degree of hazard.
2. If the spill cannot be contained or if the spilled material produces irritating odors, flammable vapors or explosive vapors:
   a) extinguish all spark or ignition sources
   b) EVACUATE THE AREA
   c) Immediately call the emergency number, 410-955-4444
3. If manageable, contain spill. Innocuous materials should be cleaned up by laboratory personnel.
4. Dispose of any contaminated material or hazardous materials in accordance with University Policy and Maryland Regulations.

Sexual Violence Policy
The Johns Hopkins University is committed to providing a safe educational and working environment for its faculty, staff, and students. The University is particularly concerned about the increase in reports of sexual offenses occurring on the nation’s campuses. The University has adopted this policy addressing sexual violence—(includes sexual assault) in order to inform faculty, staff, and students of their rights in the event they are involved in an incident of sexual violence, and of the services available to victims of sexual violence. Members of the University community who are the victims of, or who have knowledge of, an incident of sexual violence occurring on University property, or occurring in the course of a University sponsored activity (including academic, educational, extracurricular, athletic or other programs), or perpetrated by or against a member of the University community, are urged to promptly report the incident to campus authorities identified in this policy.

This policy applies to all members of the University community, including, but not limited to students, faculty, and staff, and also applies in certain instances, to certain third parties (e.g., visitors, volunteers, vendors, and contractors while on University property, participating in a University sponsored activity, or providing services to the University, applicants for admission to or employment with the University, and former employees of the University). All academic and administrative units of the University (including all schools, divisions, departments and centers) must comply with, and ensure that their policies and procedures comply with, this policy.

“Sexual violence” encompasses sexual assault (see examples below) and is a form of sexual harassment. Sexual harassment, which is a form of discrimination, violates federal and state law and University policy (see the University’s Policy Against Sexual Harassment).

Sexual violence includes physical sexual acts that are performed against a person’s will or where a person cannot give consent. A person may be unable to give consent to a sexual act for a number of reasons, including, but not limited to: if he or she is physically or psychologically pressured, forced, threatened, intimidated, unconscious, drunk, or drugged; due an intellectual or other disability or health condition; or by operation of laws governing the age of consent. Physical resistance need not occur to fulfill the definition of sexual violence. Examples of sexual violence include, but are not limited to:

- Sexual intercourse or other sexual acts that one party says “no” to;
- Rape (including “date rape”) or attempted rape;
- Someone touching, fondling, kissing, or making any unwanted contact with your body;
- Someone forcing you to perform oral sex or forcing you to receive oral sex; or
- Sexual assault, sexual battery, or sexual coercion.

Persons who are the victims of sexual violence may pursue internal University disciplinary action against the perpetrator in accordance with the University’s Procedures on Discrimination, Harassment, Sexual Harassment and Sexual Violence Complaints. The University’s disciplinary process may be initiated by bringing a complaint of sexual violence to the attention of a Dean, department chairman or director, supervisor, divisional personnel officer, security officer, administrative officer, or the University’s Title IX Coordinator:

Allison J. Boyle, JD, MPH
The Johns Hopkins University
Office of Institutional Equity
Garland Hall, Suite 130
3400 North Charles Street
Baltimore, MD 21218
Telephone: 410.516.8075
Electronic Mail: aboyle7@jhu.edu
TTY: 410.516.6225
Facsimile: 410.516.5300

A victim of sexual violence should also immediately notify campus security. Campus security contact information for the following campuses is available at:

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

Peabody
Shapiro House Basement
Peabody Campus
Baltimore, MD 21202
Telephone: 410.234.4605 or 410.234.4600

For security contacts at other University locations, please call Lt. Mark E. Long, Investigations Section, Homewood Campus Safety and Security, at: 410.516.6629.

Campus security will arrange for transportation to the nearest hospital. Victims in Baltimore City will be taken to Baltimore City's designated rape treatment center: Mercy Hospital, 301 St. Paul Place (410.332.9000). Mercy Hospital is equipped with the State Police Sexual Assault Evidence Collection Kit. Victims in other cities will be taken to a local hospital designated as a rape treatment center.

Persons who are victims of sexual violence will also be advised by campus security of their option to file criminal charges with local police of the jurisdiction where the offense occurred. Campus security and the University’s Title IX Coordinator will provide assistance to a complainant wishing to reach law enforcement authorities. Information on local and state law enforcement units and databases maintained by them is available on the Homewood Campus Safety and Security website.

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

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

The University reserves the right to independently discipline any member of the student body, staff or faculty who has committed an offense of sexual violence or other assault whether or not the victim is a member of the University community and whether or not criminal charges are pending. Disciplinary actions against students accused of sexual violence will be processed by the appropriate student affairs office of the School or campus attended by the accused student in accordance with the University’s Procedures on Discrimination, Harassment, Sexual Harassment and Sexual Violence Complaints and established disciplinary procedures pertaining to the School in which the student is enrolled. Disciplinary actions against staff members will be governed by the University Procedures and procedures set out in the University’s personnel policies. Disciplinary actions against members of the faculty will be processed by the offices of Dean of the appropriate academic division according to the University Procedures and procedures established by that division.

Both a complainant and the person accused of a sexual violence will be afforded the same opportunity to have others present during a University disciplinary proceeding. Attorneys, however, will not be permitted to personally participate in University disciplinary proceedings. In cases alleging a sex offense, both the complainant and the accused will be informed of the disciplinary board or panel’s final determination with respect to the alleged sex offense and any sanctions imposed against the accused. 2 The University will, upon written request, disclose to the alleged victim of any crime of violence 3 or a non-forcible sex offense, 4 the report on the results of any disciplinary proceeding conducted by the University against a complainant who is the alleged perpetrator of such crime or offense with respect to such crime or offense.

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

1 The term “sexual violence” as used in this policy includes “sex offenses.” A forcible sex offense is any “sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent” and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. A non-forcible sex offense means “unlawful, nonforcible sexual intercourse” and includes incest and statutory rape. 34 CFR Part 668, Subpart D, Appendix A.

2 See footnote 1 for the definition of “sex offenses.”

3 The term “crime of violence” means: “(a) an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.” Section 16 of Title 18, United States Code.

Policy Against Violence

The Johns Hopkins University is committed to providing a learning and working environment that is safe to all members of the University community. The University will not tolerate violent acts on its campuses, at off-campus locations administered by the University, or in its programs. This policy of “zero tolerance” extends not only to actual violent conduct but also to verbal threats and intimidation, whether by students, faculty, staff, or visitors to the University. The University urges individuals who have experienced or witnessed incidents of violence to report them to Campus Security. Alternatively, students are urged to report concerns about violence to the divisional office responsible for student matters, faculty to the divisional office responsible for faculty matters, and staff to the applicable human resources offices.

The University will not permit retaliation against anyone who, in good faith, brings a complaint of campus violence or serves as a witness in the investigation of a complaint of campus violence.

Enforcement

Information regarding incidents of violent conduct and threats of violence will be investigated, and, if warranted, disciplinary action will be taken in accordance with applicable procedures. The University will notify law enforcement authorities of criminal conduct. In addition, the University may refer individuals accused of violations of this policy for an assessment of the likelihood that they will carry out violent acts. If the continued presence of an individual on campus threatens or disrupts the conduct of University business, the individual may be suspended from participation in University programs or activities pending the outcome of the assessment.
When advised of circumstances warranting intervention, the University will render assistance by contacting local or federal law enforcement agencies as appropriate. Individual members of the University community who receive threats of bodily harm or who are the targets of harassing or stalking behaviors are urged to contact Campus Security and to avail themselves of the services offered by student counseling offices and the Faculty and Staff Assistance Program.

Every effort will be made to respect the privacy of all individuals involved in the matter. However, the necessity to investigate the matter and to cooperate with law enforcement authorities may require the disclosure of otherwise confidential information.

Individuals accused of engaging in incidents of campus violence may seek legal counsel at their own expense. Individuals and their attorneys are reminded that attorneys do not participate in any internal University hearing.

Campus vendors are reminded that their employees who conduct business on the University premises must conform their conduct to the requirements of this policy. The University reserves the right to remove from campus vendor employees who engage in acts prohibited by this policy.

For additional information, please visit the University’s website at www.jhu.edu/news_info/policy/violence.html.
Campus Life

Athletic Facilities

East Baltimore
Membership to the Denton A. Cooley Center, the recreational center adjacent to Reed Hall, is free to all full-time degree students and full-time regular special students. Faculty, staff, part-time students and fellows of the Johns Hopkins Medical Institutions may join for a minimum 6-month membership fee. Spouses and families of full-time students are also charged a small fee.

The recreation complex includes a full-size gymnasium, indoor-running track, two racquetball courts, free-weight and machine lifting areas, a women’s training studio, large group exercise studio, cardiovascular exercise areas, locker rooms, and multipurpose studio’s. In addition, the recreation complex includes three outdoor-lighted tennis courts, and an outdoor swimming pool is available on a membership-fee basis during the summer months.

Access to the Bloomberg School of Public Health Fitness Center is included with your Cooley membership. Located on the 9th floor of the Wolfe Street building, the center offers free-weights, cardiovascular machines with cable TV monitors, strength equipment, and locker rooms.

For more information on the Cooley Center, visit the Center on the Internet at www.jhucooleycenter.com, or call 410-955-2513.

Homewood
The Ralph S. O’Connor Recreation Center is located on the north end of the Homewood Campus and is available to all Public Health students on a fee for use basis. Guests may be brought on a limited basis. The competition-sized swimming pool with separate diving pool, two gymnasiums, four squash-handball courts, climbing wall, cardiovascular fitness area (lifecycles, stairmasters, treadmills), wrestling room, fencing room, weight training/exercise room and outdoor tracks are open throughout the day and evening. Students may use the showers, sauna, and locker facilities. The phone number is 410-516-4434.

Alumni

Lifelong Educational Opportunities
Alumni may participate in “on-cycle” online courses on a noncredit basis. On-cycle, noncredit enrollments give alumni the opportunity to listen to online lectures, participate in group discussions, and interact with faculty and students for a 50 percent tuition discount. To enhance the online experience, participants will be expected to interact fully, and to complete all related coursework. For information, please visit http://ocw.jhsph.edu.

Alumni may also choose to participate in online courses “off-cycle.” Off-cycle enrollment allows students to listen to online lectures, navigate the course website and access course-related materials without faculty or student interaction. For $100.00, alumni can access select courses during a defined period for a maximum of eight weeks. Additional information can be found at http://ocw.jhsph.edu.

Society Of Alumni
The Society of Alumni is a professional organization of graduates of the Bloomberg School. Dedicated to providing fellowship, networking, continuing education, and strengthening alumni ties to the School, the society is represented worldwide by regional public health chapters. Alumni working worldwide in every facet of the profession are available to network with students and fellow alumni. For more information, contact Ms. Philippa Moore, Director of Alumni Relations, Society of Alumni, Johns Hopkins Bloomberg School of Public Health, 615 N. Wolfe Street, E2148, Baltimore, MD 21205; 410-614-5019; email: pmoore@jhsph.edu, or visit www.jhsph.edu/alumni/.

Banking Services
The Johns Hopkins Bloomberg School of Public Health is unable to extend check-cashing privileges to students; however, there are several banks within walking distance of the School. It is strongly recommended that you open a savings or a checking account at one of them because most banks will not cash personal checks unless you are a customer of that bank. There is an Automated Teller Machine (ATM) operated by the Johns Hopkins Federal Credit Union located in the Wolfe Street Building. Banks below with an asterisk (*) are within walking distance of the School of Public Health.

Bank of America*
1800 E. Monument Street
Baltimore, MD  21205
410-675-6262
www.bankofamerica.com

Citibank
6 St. Paul Street
Baltimore, MD 21202
800-627-3999
www.citibank.com

JHU Federal Credit Union*
2006 E. Monument Street
Baltimore, MD  21205
410-534-4500 or 800-JHFCU-70
www.jhfcu.org

*Note: membership in the JHU Federal Credit Union is only open to students who are employees of JHU or the Hospital.

M&T Bank
Gilman Hall, 34th and Charles Street
Johns Hopkins Homewood Campus
Baltimore, MD 21218
410-516-8315
www.mandtbank.com

Wells Fargo
2008 E. Monument Street
Baltimore, MD  21205
410-342-1054
www.wellsfargo.com

Bike Racks
Bike racks are located on the N. Washington Street level of the JHSPH Garage and are available for student, faculty, and staff use. A JHMI ID badge is required and riders should bring their own locks.

The facility is accessible from N. Washington Street. Riders can enter the School by departing the garage through the pedestrian exit adjacent to the guard booth and walking to the E. Monument or N. Wolfe Street entrances.

Bookstore
The Medical Book Center is located at 1830 E. Monument Street and is open Monday, Thursday, and Friday 8:30
To assist students in locating positions, resources available in the office include a student job connection program which brings agency representatives to campus to interview prospective graduates for full-time and part-time jobs, consultancies, and/or internships; current job openings; government and private organization information; and JHSPHConnect, an online career management system. In addition, the office has a career library and other resources to assist students in the job search. Students also have access to an online alumni community.

For more information or to schedule an appointment, call 410-955-3034, or visit the Career Services website at www.jhsphs.edu/Student_Affairs/Career.

Communication Resources
The Biased Observer
This newspaper is produced by the Student Assembly. Articles and notices can be submitted to the Biased Observer editor via the Student Assembly office, assembly@jhsph.edu.

Public Health Weekly Calendar
The Office of Communications maintains a calendar of academic events such as seminars, grand rounds, lectures, and symposia that are publicized through the School’s website. Event submissions may be e-mailed to paffairs@jhsph.edu or dropped off in Room W1600, Wolfe Street Building. The deadline for calendar submissions is Thursday at 4 p.m. the week prior to the event. The calendar is updated on a routine basis. For more information, call 410-955-6878.

Community Involvement
SOURCE (Student Outreach Resource Center)
SOURCE is the community service and service-learning center for the JHU Schools of Medicine, Nursing, and Public Health. SOURCE provides academic, professional and personal development opportunities through community outreach and service-learning partnerships with community-based organizations.

SOURCE serves as a channel for students, faculty and staff to connect with community organizations and local projects. SOURCE provides a way for students to enrich their education by applying theory to practice and helps students develop an appreciation for working with community-based groups through community service, volunteer positions, internships and practica, federal work-study opportunities, research, short-term consultancies, community outreach course placements and other involvement opportunities.

SOURCE partners with 100 community-based organizations of various types, including some of the following: advocacy organizations, chronic/infectious disease prevention groups, community clinics, cultural and ethnic groups, environmental organizations, mental health organizations, public schools and much more. SOURCE also partners with dozens of service-based student groups. A full directory of partnering community-based organizations and service-based student groups is available online. SOURCE works with organizations throughout Baltimore, and has a particular but not exclusive focus on the East Baltimore neighborhoods close to the Johns Hopkins Medical Institutions (JHMI) campus. SOURCE participants apply their community outreach and public health skills while making a difference in the community. For more information or to schedule an appointment, contact SOURCE at 410-955-3880 or source@jhsph.edu. Visit SOURCE’s website at www.jhsphs.edu/SOURCE.

Copying Services
FedEx Office gives Johns Hopkins Bloomberg School of Public Health students convenient access to document-creation services, including copying, digital printing and professional finishing services.

The East Baltimore Campus office is located in JHH Nelson 130, next to the information desk at the main entrance. Hours of operation are Monday to Friday, 8 a.m. to 5 p.m.

Call 410-502-7637 for more information.

Counseling Services
Johns Hopkins Student Assistance Program
Being a student can sometimes be difficult. Balancing the demands of school, family, and work can be overwhelming. The Johns Hopkins Student Assistance Program (JHSAP) provides support to students in dealing with the pressures and problems encountered during their academic careers. JHSAP offers identification, assessment, and diagnosis of personal, family, school, and work related problems; brief counseling
and consultation; and referral to appropriate and accessible services and resources. JHSAP services are private and confidential, in accordance with state/federal laws and University policies. All registered students in the Bloomberg School of Public Health are eligible for JHSAP services, and there is no cost for utilizing these services. There may be fees associated with other services and resources to which students may be referred; however, health insurance usually defrays the cost of such care.

For more information or to schedule an appointment, call 443-287-7000 or 443-997-7000, or visit the JHSAP website at www.jhsap.org.

Student Mental Health Service
If you feel you need help for a mental health condition, the services of the University Mental Health program are available to you as a full-time student. This program is run by the Johns Hopkins Department of Psychiatry. For more information or to make an appointment, please access their website or call (410) 955-1892.

Pastoral Counseling
The staff of the Pastoral Care Department is available to meet with students who are seeking emotional support and advice. To arrange for pastoral counseling, call 410-955-5842. The Pastoral Care Department is located in the Johns Hopkins Hospital, 170 Blalock.

Deans for Students Network
The Deans for Students Network (DFSN) facilitates clear pathways of communication among the deans and individual students and the student body at large. The purposes of the network are the following:

- to facilitate student access to the services of the deans for student affairs
- to improve communication between/among deans and students
- to promote a positive, supportive, and culturally sensitive atmosphere in dean/students relationships
- to provide a forum for deans to communicate and assess their student-related activities
- to develop, revise, and communicate problem-solving algorithms to meet the changing needs of the student body
- to translate student needs into institution wide policies and guidelines for which the DFSN will serve as advocates to the administration, the Student Assembly, and the student body.

The responsibilities and activities of the DFSN are currently shared among Michael Ward, associate dean for student affairs and James Yager, senior associate dean for academic affairs, with input from and collaboration with student members to the network.

Delta Omega Public Health Honor Society, Alpha Chapter
Established in 1924 at the Bloomberg School, Delta Omega recognizes outstanding achievement in the field of public health. The society encourages scholarship and research among students undertaking graduate study in public health. The annual election of students, faculty, and alumni to membership in the society is based upon outstanding achievements and contributions to the field of public health. Each year the Alpha Chapter awards scholarships for research projects and prizes for a poster competition. For more information, contact the Johns Hopkins Bloomberg School of Public Health, 615 N. Wolfe Street, E2148, Baltimore, MD 21205; 410-614-5019 or www.jhsph.edu/delta_omega/.

Fax Services
JH Mail Services, located in WB401 Wolfe St. building, offers fax services to all JHSPH faculty, staff and students. Payment may be made via cash or charged to a departmental budget number (blue mail card).

Fax rates are as follows:

- Local calls: $2.00 flat rate plus 50¢ each additional page
- Long distance calls: $2.00 flat rate plus $1.00 each additional page
- International calls: $2.00 flat rate plus $1.00 each additional page, plus long distance phone charge.

Fax service is available Monday through Friday, 9 a.m.–1 p.m. and 2:15–4 p.m.

Food Service
Jay’s Wolfe Street Café is located on the 9th floor of the Wolfe Street building. Partake of hot entrees, soups, salads, sandwiches, sushi, desserts, or order from the grill. Catering service is also available. Please call 410-955-3342 or visit www.jayshu.com for more information.

The Daily Grind is located on the 2nd Floor of the Wolfe Street building and Hampton Café on the 1st Floor of Hampton House. Enjoy gourmet coffees and espresso drinks, soups, salads, pastries, and smoothies.

University Health Services
All JHSPH full-time students are charged an annual health services fee of $450.00. This fee is billed to every full-time student regardless of whether they have purchased the Student Health Plan (SHP) and is required for students who have purchased a comparable external health insurance plan.

The fee grants all full-time students access to the on-campus University Health Services Clinic (UHS) and access is no longer restricted to only those students who had purchased the Student Health Plan.

Information describing the services provided by the health center may be obtained in the Student Affairs Office, suite E1002 Wolfe Street Building, or the Student Accounts Office, suite W1100 Wolfe Street Building. Each student is assigned a UHS Primary Care Physician. For further information regarding the UHS Clinic, please visit their website at www.hopkinsmedicine.org/uhs.

Student Health Insurance
All full-time and foreign students are required to be enrolled in a qualified health benefit plan. At the time of registration, students must provide written proof of enrollment in a plan that meets standard guidelines in the State of Maryland. To accommodate students, who do not have existing insurance coverage, the School of Public Health offers the Student Health Program. Brochures describing the plan are made available through the Student Accounts Office, Suite W1101. Additional information on the Student Health Plan can be found at (www.jhsph.edu/student_affairs/studenthealthinsurance.html).

Students currently enrolled in the Student Health Program who are expected to graduate or permanently leave the University will
receive written notification that they are automatically terminated from the plan. However, under the Consolidated Omnibus Budget Reconciliation Act (COBRA), students leaving or graduating from the University have the option of extending their existing coverage for up to 18 months. Students must contact the Student Accounts Office within 60 days to be reinstated in COBRA and are responsible for all premiums. For questions pertaining to student health insurance, please email insurance@jhsph.edu.

Housing Office
The Housing Office is situated on the Johns Hopkins Medical Campus to assist students, housestaff, postdoctoral fellows, staff and faculty for the Johns Hopkins School of Medicine, Bloomberg School of Public Health, and School of Nursing with their off-campus accommodations. Although the Housing Office’s primary focus is on student needs, we are happy to assist faculty and staff looking to move or relocate in the Baltimore area.

To better assist you with your search in finding the perfect home, the JHMI Housing website was created to help you find affordable and safe housing in the Baltimore area as well as answer many other questions you may have about Baltimore, student life, roommate finder, furniture for sale, carpools, hotels, daycare, transportation information, school systems in the city and surrounding counties, as well as other useful resources. The Housing Office also provides personal consultations if you require additional assistance.

If you are in town, we encourage you to visit the Housing Office at 1620 McElderry Street, Suite 1132, Baltimore, MD 21205. The Housing Office is open Monday thru Friday from 9 a.m. to 5 p.m. You may also visit the Housing website, http://www.hopkinsmedicine.org/som/students/life/housing/off_campus.html.

If you have any questions or concerns, please do not hesitate to contact the JHMI Housing Office at 410-955-3905 or 410-955-3836. You can also email us at: jhmihousingoffice@jhmi.edu.

Information Systems
The Office of Information Systems (IS) serves as the central computing resource for the Bloomberg School. All students are required to have a laptop or personal computer, as the technology is essential for basic academic functions such as research, writing and note taking and will greatly assist students in their studies.

The IS office provides hardware, software and support for the instructional, research and administrative computing needs of faculty, staff and students.

Information about services provided by IS will be offered during new student orientation and can be found at www.jhsph.edu/IS. IS supports the MyJHSPH portal (http://my.jhsph.edu) where enrolled students can find non-public School information, store and manage their private and shared files, and subscribe to and view RSS feeds.

The School offers a wireless network (www.jhsph.edu/IS/wireless) for use with laptop computers. IS will configure wireless-enabled laptops to connect students to the wireless network, thus allowing students to connect to the Internet from anywhere within the School’s Wolfe Street and Hampton House buildings. Multifunctional printers allow students to print through the wireless network and are located throughout the buildings.

International Students
Office Of International Services
The Office of International Services assists students, scholars, faculty and staff on the medical campus. It is a University office staffed by University employees who perform a variety of functions to assist international visitors in obtaining and maintaining legal status while present in the U.S.

The office sponsors visiting faculty, postdoctoral fellows, house officers, nurses, degree candidates, and other persons with a bona fide University or Hospital affiliation. In addition to assisting the non-citizen in dealing with the Department of Homeland Security, the U.S. Department of State, the U.S. Department of Labor, the office houses the Johns Hopkins International Society, which provides services to assist internationals with social and cultural adjustment.

All foreign students, fellows, and visiting scholars on the medical campus, regardless of sponsorship, and whether immigrant or nonimmigrant, are required upon arrival to visit the Office of International Services to provide the necessary passport and immigration information vital to the records of the university. The office is located directly across from the hospital at 1620 McElderry Street on the first floor of Reed Hall. The Office of International Services, which is comparable to the foreign student adviser offices found on many university campuses, acts as liaison between Hopkins and various government agencies. Once having seen a student’s credentials, the office can advise a student accordingly on issues such as legal status, extension of legal status, travel, visa revalidation, employment eligibility and dependent information.

A representative from the Office of International Services will be at the Bloomberg School during orientation and will be able to review travel documents and answer questions at that time.

Registration in the Bloomberg School is not considered complete until the Office of International Services has documented a student’s legal status in the U.S..

For more information, please visit www.hopkinsmedicine.org/intlsvcs/.

International Society
The JHMI International Society, part of the Office of International Services, was founded in 1959 to assist the international visitor in establishing social acquaintances and to provide programs for cultural, social, and educational exchange. Activities include a welcome reception, social gatherings, and tours to nearby places of interest.

For more information, please contact internationalsociety@jhmi.edu.

English Language And Writing Resources
The International Society produces an information packet of English resources. The guide includes links to information on English as a Second Language courses at colleges and organizations in the Baltimore area. Copies of the guide may be found on the International Society’s website at www.hopkinsmedicine.org/intlsvcs/hrs/index.asp.htm.

English for Academic Purposes
Offered free of charge to enrolled, degree-seeking students in the Johns Hopkins Bloomberg School of Public Health, this course is mainly for students whose first language is not American English and/or whose higher education experience in U.S. institutions is limited. This is a non-credit Pass/Fail course but requires regular
Eisenhower Library is Hopkins’ main library. Located on the Homewood campus, the Library, and the Montgomery County and Hutzler Reading Room, the George Peabody collections at the Brody Learning Commons, Milton S. Eisenhower Library and its collections, and selected software are available for use in the library.

The Sheridan Libraries encompass the William H. Welch Medical Library, the John Work Garrett Library, the Albert D. Hutzler Reading Room, the George Peabody Library, and the Montgomery County and Washington, D.C. regional sites. The Sheridan Libraries are a redefining the role of librarians supporting the digital collection.

By registering as library users, faculty, staff, and students can search a range of databases, and take advantage of the library’s information services and classes. The Welch Library offers a wide range of services to the Medical Institutions including liaison consultation, classes and online tutorials, document delivery, and an editing referral service. Welch services are available online and at a number of campus locations. The Welch website (http://welch.jhmi.edu) provides users with Internet access to databases in many disciplines, a collection of online full-text journals, and online reference services called “Ask Welch Now” and “Ask Us.” Interlibrary loan and document delivery services are available online through WelDoc on the JHU portal. The library owns over 400,000 books and journal volumes, and subscribes to over 5,000 online journals. Desktop computers and selected software are available for use in the library.

The Sheridan Libraries

The Sheridan Libraries encompass the Milton S. Eisenhower Library and its collections at the Brody Learning Commons, John Work Garrett Library, the Albert D. Hutzler Reading Room, the George Peabody Library, and the Montgomery County and Washington, D.C. regional sites. Located on the Homewood campus, the Eisenhower Library is Hopkins' main research library and a university-wide resource supplementing the specialized libraries on other campuses.

The Libraries’ materials and services reflect the development and increasing diversification of resources used for research and scholarship. Of particular interest for Bloomberg School students are the collections in the social, physical, and life sciences. Librarians with subject expertise serve as liaisons to the academic departments, build electronic and print collections, and provide research consultation and instructional services to meet the teaching and research needs of the university.

The Brody Learning Commons will be open on a 24/7 schedule during the academic semesters. For more information, including holiday hours, consult the libraries' website at www.library.jhu.edu.

Library Resources

The William H. Welch Medical Library

The William H. Welch Medical Library (http://welch.jhmi.edu) provides the Johns Hopkins Medical Institutions (School of Medicine, Bloomberg School of Public Health, School of Nursing, Johns Hopkins Hospital, Kennedy Krieger Institute) and its affiliates with information services that advance research, teaching, and patient care. Since 2001, Welch has been organizing library services around the all-digital collection of the future, creating state-of-the-art interfaces to these collections and redefining the role of librarians supporting the digital collection.

By registering as library users, faculty, staff, and students can search a range of databases, and take advantage of the library’s information services and classes. The Welch Library offers a wide range of services to the Medical Institutions including liaison consultation, classes and online tutorials, document delivery, and an editing referral service. Welch services are available online and at a number of campus locations. The Welch website (http://welch.jhmi.edu) provides users with Internet access to databases in many disciplines, a collection of online full-text journals, and online reference services called “Ask Welch Now” and “Ask Us.” Interlibrary loan and document delivery services are available online through WelDoc on the JHU portal. The library owns over 400,000 books and journal volumes, and subscribes to over 5,000 online journals. Desktop computers and selected software are available for use in the library.

Lockers

Students obtain locker assignments during Orientation or within the first few weeks of classes. After Orientation, students can obtain locker assignments from the JH Mail Services Office, WB401 Wolfe Street building, 410-955-3746. Please leave locks on lockers.

Lockers are cleaned and fumigated every June. An email will be sent and a notice will be posted with the cleaning date in advance. All items must be removed prior to the cleaning date; any items left in lockers during the cleaning period will be discarded. The School is not responsible for items left in lockers.

Mail Services

Mail Services operates two mailrooms at the Bloomberg School of Public Health. The Wolfe Street building mailroom is located in WB401 Wolfe Street building, 410-955-3746. Office hours are Monday - Friday, 9 a.m. - 4 p.m. (Closed daily from 1 p.m. - 2:15 p.m.) The Hampton House mailroom is located in 139 Hampton House, 410-955-5482. Office hours are Monday – Friday, 9 a.m. - 4 p.m. (Closed daily from 1 p.m. - 3:00 p.m.). Both locations offer a customer service window for the purchase of stamps and other mail services.

Pick up and deliveries between Wolfe Street and Hampton House are made twice daily. Any item needing special or rush service should be marked “RUSH” and brought to the attention of the mailroom clerk. This will ensure that your mail will be handled accordingly.

Multimedia Services

A variety of audio, video, and multimedia services are available to the Bloomberg School. Laptops, LCD projectors, video and audio recording or editing, videoconferencing, webcasting and other services, as well as operators and technical assistance are provided at no cost for registered courses. Fees apply to all services rendered to support events.

To make arrangements with Multimedia Services, please submit your request no less than five business days prior to your class or event via the JHSPH Portal at https://my.jhsphs.edu.

All requests are subject to availability.

Notary Public

Notary services are available to all Bloomberg School of Public Health students by contacting the Student Accounts Office in Suite W1101. Generally, a fee for each item notarized is charged to all; however, Notary Services are free when provided by the Student Accounts Office.

Parking

Registered Bloomberg School students are eligible for discounted monthly parking at the Church Home Garage located on East Baltimore Street between Broadway and Caroline.

Parking access is sold in the Student Affairs Office located in the Wolfe Street Building, E1002. Payment for parking may be made by term or in advance for the balance of the academic year.

Shuttle services are provided from the parking lot to the school and schedules may be obtained online at the website provided below or in the:  
• Business Office - Wolfe Street Building - W1101  
• Student Affairs - Wolfe Street Building E1002  
• Johns Hopkins Hospital Parking Office - Harvey/Nelson Room 108

For complete details including rates, hours of operation, shuttle schedules and maps, please visit the Support Services website at http://www.jhsph.edu/student-life/transportation/parking.html.
For more information, contact, 410-502-9324.

**Pass Key Requests**

**Offices**

Security Officers normally do not unlock office doors except to allow the assigned person into a room. If you are attempting to gain access to a room you must be assigned to that room. A student may be allowed entrance to a faculty member’s office with approval from that faculty member and verified by the Department Chair or Administrator. If there are any questions about this, please contact the JHSPH Security Administrator at 410-614-2862.

**Lockers**

Students requesting emergency opening of lockers should contact Mail Services in WB401, Wolfe St. Bldg. The locker will only be opened for the student to whom it is assigned.

**Office of Student Life**

The Office of Student Life is committed to supporting a diverse student body, creating a student-centered environment, and providing myriad resources for students to engage in the academic experience. Student Life is responsible for coordinating school wide assessment projects such as the annual Exit Survey for Graduating Students, offering support for co-curricular student organizations, and providing personal wellbeing and assistance to students. Additionally, Student Life facilitates the Student Ambassador Program, which connects new and prospective students to current students. Please call 410-502-2487 or email diverse@jhsph.edu for more information.

**Recreational and Cultural Opportunities**

**Athletic Events**

Hopkins has a complete program in varsity athletics. Full-time students are admitted free to all Hopkins athletic events, except lacrosse games, upon the presentation of the ID card that also admits one guest.

**Cultural Affairs Office**

The JHMI Office of Cultural Affairs, located at 2024 E. Monument Street, Suite 1-100, works with a committee of faculty, house staff, and student representatives to develop a variety of programs for the entire JHMI community. Seminars, lectures, panel discussions, and films focusing on humanistic topics are offered in semester-long programs each spring and fall. OCA sponsors several groups, including the Choral Society, and Chamber Music Society, which are comprised of students, faculty and staff from all sectors of the JHMI community. All of these events are free and open to the student body, faculty, and employees. Student representation on the governing committee is welcome. Call 410-955-3363 or visit www.JHOCA.org for information and current schedules of events.

**Social Hour**

A student-run social hour is held each Friday afternoon from 4:30 p.m. to 6:30 p.m. in the Student Lounge area. Everyone is welcome! Beverages and snacks are available. Many special parties are held during the year and will be announced in advance.

**Shuttle Bus Service**

For schedules and additional information, contact the Transportation Office, 3700 East Monument Street, 410-502-6880. The complete Homewood/JHMI Shuttle schedule is also available at http://intranet.insidehopkinsmedicine.org/security_parking/transportation/.

Official information regarding School and bus service during inclement weather may be found on the Weather Emergency Website: http://webapps.jhu.edu/emer gencynotices.

Be sure to listen to or read the entire announcement, because exceptions may be contained later in the message.

In the event of inclement weather. Call the University Hotline, 410-516-7781 for up to date information regarding school closings, cancellations or shuttle services status.

**Special Events Coordination**

The External Affairs department coordinates all special events at the School of Public Health. The Special Events Team (SET) will assist you in coordinating all events at the School. Sponsors of student events will meet with the SET in the planning stages in order to ensure the security, safety, and smooth coordination of their event. Students holding events are responsible for the appropriate fees and for contacting the Events Manager at sklein@jhsph.edu or at 410-614-1550 no less than a month prior to the event. The SET team will invite you to attend the Special Event Team meeting two weeks prior to the eve to discuss your needs.

In general, student-sponsored events should be held for predominantly public health students and should be in accordance with the academic purposes of the Bloomberg School. “Content Approval” by the Associate Dean for Student Affairs is necessary for all student sponsored events. Additionally, if the event occurs during non-business hours (before 8 a.m. or after 5 p.m. or on weekends), you will need to submit your request in writing to eventrms@jhsph.edu.

**Student Accounts and Business Services**

The Student Accounts Office is located in Suite W1101 and is open Monday through Friday from 9:00 a.m. to 3:00 p.m. All student tuition and fee payments are handled through the Student Accounts Office. Other services include student health insurance, notary public, sales of MTA passes. You may contact the Student Accounts Office at 410-955-5725 or bursar@jhsph.edu for more information.

**Student Assembly**

The Student Assembly (SA) is an organization of students who volunteer their time to make a difference at the Bloomberg School of Public Health. The purpose of the SA is to represent, preserve and promote the interests of all students at the School. Specifically, we strive to:

- protect the rights of students at the School
- formulate policies and regulations
- electing or appointing student representatives to School committees
- act as a communication channel between students and the administration
- offer educational and intellectual opportunities and enrich student life by providing a forum for student expression and communication
- act as a liaison between student groups and the School.

The Student Assembly works with the administration to respond to issues concerning students, hosts social events to improve student life, supports student groups at the school, and much more.
All students are welcome and encouraged to get involved in the Student Assembly. Students can also volunteer for a committee, attend Student Assembly general meetings or Town Hall meetings to express their views, or write an article for the Student Assembly’s Biased Observer newsletter. Visit the website at www.jhsph.edu/assembly or e-mail assembly@jhpsh.edu to find out more.

**Student Groups**
The Johns Hopkins Bloomberg School of Public Health has a thriving community of student groups. There are over 30 different student groups that span a wide range of academic, cultural, religious, spiritual, and other interests.

To learn more about the student groups at JHSPH, visit the Student Assembly website at www.jhsph.edu/assembly.

**Tax Information**
Although the University cannot provide individual tax advice to students or postdoctoral fellows, the tax manager will answer tax-related questions concerning student wages, scholarships, fellowships and grants. The tax manager can be reached at 443-997-8442. To assist international students, the Office of International Services, in cooperation with the JHU Tax Office, conducts tax seminars in March of each year.

**Telephones**
There are several public and in-house telephones located in the School of Public Health buildings. An abbreviated list of locations includes the Wolfe Street Lobby, Monument Street Entrance, the 9th Floor Café Lobby, in the hallways outside room W2030, and at the Hampton House Café.

**Student Travel Services**
As a graduate student at the Johns Hopkins Bloomberg School of Public Health, you may have an opportunity to supplement your education or conduct research in another country. These opportunities often enrich the academic curriculum, contribute to dissertation research, and allow you to apply the knowledge you obtain in the classroom to the world’s communities. While the School encourages participation in these kinds of experiences, international tensions can be high. Therefore, students should seek information on conditions abroad before traveling.

The International Travel Resources portal site (https://my.jhsph.edu/sites/itr) is designed to provide tools and information to JHSPH students who travel internationally in order to allow them to make informed personal decisions; to protect themselves from foreseeable harm; to increase their own level of health, safety, and security awareness; and to prepare for emergencies abroad. The site offers a wealth of useful links, travel resources, and insurance information in addition to State Department and Center for Disease Control travel advisories.
Financial Aid

The Financial Aid Office administers all student loan programs plus the Federal Work-Study program at the Johns Hopkins Bloomberg School of Public Health. In addition to determining a student’s eligibility for loan assistance and work-study, the Financial Aid Office provides financial aid counseling to all aid applicants. It is important for prospective students to note that the decision to offer or deny financial aid is totally separate from the decision to offer or deny admission to the School.

Eligibility for financial assistance is based on a combination of factors such as financial need, registration status, and availability of funds. For need-based loans and work-study, financial need is determined by using a standardized formula, established by law, which calculates an Expected Family Contribution (EFC) for the student. The EFC amount is used to compute a student’s eligibility for Federal Student Aid.

To receive Federal Student Aid, an applicant must:
1. Enroll as a regular student in an eligible program
2. Register for the appropriate number of credits per term
3. Maintain satisfactory academic progress
4. Be a U.S. citizen or eligible non-citizen and have a valid Social Security Number
5. Not be in default on a federal student loan or owe a repayment on a federal student grant
6. Register with the Selective Service, if required
7. Provide all admission application materials required.

Financial aid regulations stipulate that an aid recipient must maintain satisfactory academic progress. Failure to maintain satisfactory academic progress may result in the cancellation of a student’s eligibility to receive additional financial aid. Also, a change in the student’s enrollment or funding status may affect his or her eligibility for federal student aid.

When a student withdraws within an academic term, the student’s eligibility to retain financial aid will be recalculated to cover the enrollment period for which the student did maintain eligibility.

Fellowships, Scholarships, and Traineeships

General Information and Method of Application
A variety of fellowships, scholarships, and traineeships are funded by the federal government, the private sector, and the Bloomberg School.

Fellowship or traineeship support from the Public Health Service and other agencies of the U.S. government is usually limited by law to citizens and permanent residents of the U.S. This support may be for specific or general areas of study.

Please note that each department at the Bloomberg School administers their own academic scholarship program. Therefore, students should contact the department of their major interest and request specific information about departmental scholarship opportunities.

Departmental Scholarships
Many departments offer funding support which includes stipends, insurance, tuition, and fees. The amount and type of this assistance varies and specific departments may only offer tuition support to students.

Since departmental scholarship aid is awarded by the departmental chairperson, requests for scholarship aid should be submitted directly to the appropriate academic department. Individuals who apply to the MPH program are automatically considered for scholarship assistance by the MPH office.

For additional information about departmental funding, degree candidates should contact the chairperson of the department to which they intend to apply.

Master’s Tuition Scholarships (MTS) for Master of Science, Master of Science in Public Health, Master of Health Science and Master of Health Administration Candidates
Master’s Tuition Scholarships worth up to 75% of the School’s tuition are available to eligible ScM, MSPH, MHS and MHA students following the successful completion of 64 academic credits. A scholarship award of less than 75% of tuition will be made when some other form of tuition support is available to the student. Receipt of an MTS award is limited to four academic terms. Candidates for the MTS are recommended by their academic departments. Students should contact their academic departments or the Financial Aid Office for eligibility criteria.

Student Funding Resources
The primary responsibility of Student Funding Resources is to assist students, postdoctoral fellows and faculty in the identification of and application for grant opportunities. The time frame for receiving funding will vary from a few months to a year, depending on the specific opportunity. Therefore, it is important to plan ahead and allow ample preparation time for your funding application. Additional information about specific funding opportunities and the application process is available from the Student Funding Resources website at www.jhsph.edu/SFR.

State Aid
Generally, state aid comes from the student’s state of legal residence. Students should contact their state student aid agency for information about financial assistance.

Postdoctoral Training
The Johns Hopkins Bloomberg School of Public Health provides opportunities for postdoctoral training in all departments. Individuals interested in postdoctoral training should first establish contact with a member of the faculty with whom they wish to work. The research interests of the School’s faculty can be found on the School’s website at www.jhsph.edu/faculty/directory/list. For more detailed information about postdoctoral training at the School visit www.jhsph.edu/GER/Postdocs.html.
**Research Awards**
Opportunities for support from various research sources are usually available within most departments. Students should contact their department for additional research award information.

**Federal Student Loans and Federal Work-Study**

**General Information and Method of Application**
A student must have a complete financial aid application file in order to receive consideration for Federal Student Aid. Application information is available on the Financial Aid website at www.jhsph.edu/student_affairs/financial.

The recommended filing date for new students is March 15. The recommended filing date for returning students is May 1.

**Student Loans**
Loans, unlike scholarships or work-study, are borrowed money that must be repaid with interest. Student loans are financial obligations, so think about the amount of money you will have to repay before you take out a loan. Federal student loan eligibility is limited to U.S. citizens and eligible non-citizens. Persons who are in this country on a student or visitor visa are not eligible for federal student loans.

**Federal Direct Student Loans**—Federal Direct Loans allow students to borrow money from the federal government to pay for education expenses. If you are a student enrolled in an eligible program on at least a half-time basis, you may be eligible to receive a Direct Loan. Under the Direct Loan Program, the U.S. Department of Education makes loans, through schools, directly to students. The Direct Loan program simplifies the loan application process and eliminates the need for an outside lender, such as a bank or credit union. Direct Loans are unsubsidized with a fixed interest rate of 6.8%. Unsubsidized Loans are not awarded on the basis of need. The student will be charged interest from the time the loan is disbursed until it is paid in full.

**Grad Plus Loan**—A Grad Plus loan allows students to borrow the difference between the total cost of education minus any aid the student will receive. Borrowers are required to pass a basic credit check and the interest rate is fixed at 7.9%.

**Federal Perkins Loan**—A Perkins Loan is a low interest (5%) loan for students with exceptional financial need. Johns Hopkins University is the lender and the loan is made with government funds. You must repay this loan to Johns Hopkins University.

**Private Loan Funds**—Several alternative student loan programs are offered by private lending institutions. Private loans are credit-based, are not subject to the Federal Need Analysis Methodology, and may be used to supplement other forms of financial assistance.

**Federal Work-Study Program**
The purpose of the Federal Work-Study Program is to stimulate and promote the part-time employment of students who are in need of these funds to help meet the cost of postsecondary education. This program also encourages eligible students to participate in community service activities that will benefit the nation and engender in the students a sense of social responsibility. A student’s earnings during an academic year are limited by the student’s demonstrated financial need and the availability of program funds. Federal Work-Study positions are assigned on a first-come, first-served basis.

**Veteran Benefits**
The Bloomberg School (serving as a liaison to the Veterans Administration) makes provisions for individuals who wish to continue their education under the laws pertaining to veteran education benefits. Eligible students must apply to the Veterans Administration for education benefits. Students are required to pay the usual fees to the Bloomberg School at the time of registration. Additional information regarding veteran benefits may be obtained from the Financial Aid Office.

**International Students**

**Financial Certification**
Applicants for admission from other countries should arrange for their funding as soon as they apply for admission. Students typically are informed of scholarship awards from the Bloomberg School prior to enrollment. If you have not been formally awarded a scholarship before the start of the academic year, it is unlikely that you will receive a scholarship after you arrive at the University. The Bloomberg School has no mechanism for tuition waivers.
Tuition and Fees

Tuition
Tuition at the Johns Hopkins Bloomberg School of Public Health for the 2012-2013 academic year for full-time enrollment for a four-term, nine-month academic year is $44,304. Tuition for the 2012-2013 academic year for the eleven-month, full-time MPH program is $55,380. Tuition is charged on a per-credit basis for students granted permission to pursue a degree program for an extended period of time. For the 2012-2013 academic year, the charge is $923 per credit. Information regarding these charges can be obtained from the Records and Registration Office or the Student Accounts Office.

Fees for audited courses are based on the number of credits as if the course were taken for academic credit. Tuition for post doctoral students is $800 for the four-term academic year. For special students, tuition is assessed for courses taken in accordance with the established schedule of fees per credit unit.

Schedule of Payments
Payment due dates for all degree-seeking students for summer term through fourth term are as follows. Please note: All special students must pay at the time of registration.

Summer........................... July 21, 2012
1st Term .......................September 22, 2012
2nd Term ......................November 24, 2012
Winter .........................February 23, 2013
3rd Term ..............February 23, 2013
4th Term .......................April 20, 2013

Electronic statements are posted on the web on the second Thursday of each month. The payment due date for each statement is the following Friday with the exact date listed on each individual statement. You have access to view your current balance and pay your bill at any time through the self-service website, http://isis.jhu.edu/sswf.

A document from an organization stating its intention to financially support the student will be accepted as payment at the discretion of the Student Accounts Office. Tuition and related fees may also be paid by cash, check, Discover, MasterCard, Visa, or American Express.

Refund Policy
Students receive a 100% tuition refund for any course dropped prior to the end of the add/drop period. However, there is no tuition refund after the add/drop period. This policy applies to complete registration withdrawals as well as individual course withdrawal. During weeks three and four of the term, students who receive federal student financial aid must consult with the Financial Aid Office prior to any withdrawals from the School.

Fees
Matriculation Fee
All new degree candidates entering academic year 2012-2013 either full-time or part-time will be assessed a one-time matriculation fee of $500. The fee is designed to offset costs associated with registration, record keeping, and graduation, including diploma printing.

Activity Fee
All new degree candidates will be assessed a one-time activity fee of $40.

Late Registration Fee
A fee of $100 is assessed for registering after the specified registration date. A fee of $50 is assessed for changing courses after the specified add/drop deadline. Late fees are assessed without exception and are applied each academic term, including summer.

Late Payment Fee
A fee of $100 is assessed without exception for self-payment portions of tuition paid after the payment due date for each term.

Collection Fee
All delinquent accounts that are sent to an outside collection agency will be assessed a fee in the amount of 15% of the account balance. This fee must be paid along with the account balance in order to have your financial hold removed from your JHU account.

Transcript Rush Order Fees
Transcripts should be ordered at least seven working days before they are needed. Students may submit an online request for transcripts at www.jhsph.edu/student_affairs/registrar/transcripts.html or complete a transcript request form in person in the Records and Registration Office.

In cases of extreme urgency, a rush order for a transcript may be requested. A fee of $10.00 will be assessed for rush requests for transcripts to be picked up or sent by standard mail. A fee of $15 will be assessed for rush requests to be sent via overnight mail to U.S. addresses and a $22 fee will be charged for overnight delivery to foreign addresses (please note: Rush fees are charged per “mail to” address; an additional $5 fee will be charged per transcript for requests in excess of five). There is a nominal fee charged for non-rush requests. Rush request transcripts will be available within 24 business hours of receipt of order. Partial transcripts of a student’s record will not be issued. Official transcripts that were originally submitted as part of the student’s application file may not be released to either the student or a third party.

Returned Check/Returned ACH Fee
A fee of $25 is assessed without exception for any check or electronic ACH payment returned to the School by a banking institution. The University reserves the right to not accept future payments by personal checks or electronic ACH from any student once a fee has been assessed.

Course Materials Fee
Some courses have mandatory fees to cover the cost of reproducing instructional materials for those courses. These fees are listed on the course schedules for each term and will be charged to your student account.

Leave of Absence Fee
The University will assess a $50 fee per term (excluding summer) for students who are on official leave of absence.

Health Clinic Fee
Effective July 1, 2011, all JHSPH full-time students will be charged the health services fee quarterly, $112.50 each term. This fee is billed to all full-time, on-campus students regardless of whether he or she has purchased the Student Health Plan (SHP).

Insurance
The University requires that all full-time and international students be covered by the Student Health Plan offered through

the University. Individual, two-party, and family coverage are available through the School. However, this requirement will be waived with proof of comparable coverage. Students may only enroll, make changes or terminate their Student Health Plan during open enrollment in July or September. You must have proof of a life event for all other times of the year. Your account will be charged health insurance premiums on a term basis.

Summer Term.................July & August
1st Term ......................Sept. & Oct.
2nd Term ......................Nov. & Dec.
3rd Term ......................Jan., Feb. & March
4th Term ......................April, May & June

Premiums are due by the payment due date for each term. Effective July 1, 2011, monthly premiums for 2011-2012 are:

$256 for individual
$632.50 for two-party
$845 for family

These premiums are subject to change. It is the student's responsibility to notify the Student Accounts Office when insurance coverage should be terminated. Students will be responsible for all charges resulting from the failure to provide such cancellation notification without exception. The Student Accounts Office reserves the right to cancel medical coverage without further notice for any student who is no longer enrolled. The Student Affairs Office should be contacted for health insurance brochures and information at 410-614-5116.

Binding of Thesis
Students in degree programs that entail submission of a thesis or dissertation are assessed a charge for binding of the manuscript. Payment is due in the Records and Registration Office after the student's thesis has been officially approved and at the time that copies are deposited in the Records and Registration Office for binding. Doctor of Philosophy students must also comply with special regulations of the Graduate Board of the University concerning microfilming of the dissertation and the related fee.

Other Costs
Costs associated with completion of a satisfactory investigation in the principal subject and its presentation in the form of a thesis are the ultimate responsibility of the student. Some departments offer financial assistance to cover these costs. Students should contact their department for estimates of such costs and information on assistance.