



JOHNS HOPKINS BLOOMBERG SCHOOL OF PUBLIC HEALTH

2018-2019

Guidebook

Welcome to the Bloomberg School

GUIDEBOOK

The *Guidebook* is compiled each spring by [Student Affairs](#) to be a Who, What, When, Where and How index to our School. This publication replaced the now defunct [Academic Catalog](#) and *Student Handbook* in 2012. The Guidebook is not formally printed, but made available online in .pdf format.

We've done our best to make the *Guidebook* interactive with clickable links and a navigation bar in the footer. Hyperlinks to the Web or within this book are underlined and [blue](#). Those requiring a JHU or JHSPH login are underlined and [green](#).

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2018–2019 Academic Calendar

Summer Institutes		begin T May 29
Registration Begins for Summer Institute Term		T Feb 13
Registration Ends for Summer Institute Terms		varies per Institute course
Online/Part-Time MPH New Student Orientation		Su June 3
Summer Term (39 class days)		M July 2–F Aug 24
Registration Begins for Summer Term		W April 4
Registration Ends for Summer Term		F June 22
New MPH Student Orientation/Registration		Th June 28–F June 29
Instruction Begins for Summer Term		M July 2
Independence Day Holiday Recess		W July 4
Add/Drop Period for Summer Term (for full-term courses only)		M July 2–F July 13
Last Class Day of Summer Term		F Aug 24
1st Term (39 class days)		T Sep 4–F Oct 26
Registration Begins for 1 st Term for Continuing & Special Students		F June 1
1 st Term Registration Ends for Continuing & Special Students		F Aug 17
New Student Orientation/Registration		T Aug 28–Th Aug 30
Labor Day Recess		M Sep 3
Instruction Begins For 1 st Term		T Sep 4
Add/Drop Period		M Sep 3–F Sep 14
Last Class Day of 1 st Term		F Oct 26
2nd Term (38 class days)		M Oct 29–F Dec 21
Registration Begins for 2 nd Term		F July 20
2 nd Term Registration Ends		F Oct 19
Instruction Begins For 2 nd Term		M Oct 29
Add/Drop Period		M Oct 29–Su Nov 11
Thanksgiving Recess		Th Nov 22–Su Nov 25
Last Class Day of 2 nd Term		F Dec 21
Winter Intersession		M Jan 7–F Jan 18
Registration Begins for Winter Intersession		Th Oct 4
Winter Intersession Registration Ends		F Dec 28
Add/Drop Period for Winter Intersession		Varies Per Course
Online/Part-Time MPH New Student Orientation		Su Jan 6
Martin Luther King, Jr. Holiday Recess		M Jan 21
3rd Term (39 class days)		T Jan 22–F Mar 15
Registration Begins for 3 rd Term		W Nov 14
3 rd Term Registration Ends		F Jan 11
Instruction Begins for 3 rd Term		T Jan 22
Add/Drop Period		M Jan 21–F Feb 1
Last Class Day of 3 rd Term		F Mar 15
Spring Recess		M Mar 18–F Mar 22
4th Term (40 class days)		M Mar 25–F May 17
Registration Begins for 4 th Term		W Feb 6
4 th Term Registration Ends		F Mar 15
Instruction Begins for 4 th Term		M Mar 25
Add/Drop Period		M Mar 25–F Apr 5
Last Class Day of 4 th Term		F May 17
Public Health Convocation		T May 21
University Commencement		Th May 23
Residency Program Ends		F June 28

About Johns Hopkins University

A Man Named Johns

[Johns Hopkins](#) (1795-1873) was the son of a Quaker farmer whose formal education ended at the age of twelve. As a young man, he moved from his home in southern Maryland to Baltimore where over time, he established a successful mercantile house, invested in the nation's first major railroad (the Baltimore and Ohio) and became a well known philanthropist.

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](#). At the time, it was the largest philanthropic bequest in U.S. history.

Students, faculty, doctors, patients, and all manner of people in between, still benefit from Johns' tremendous gift.

University Divisions

The [Johns Hopkins University](#) enrolls more than 21,000 full- and part-time students in its nine schools: the schools of [Medicine](#), [Nursing](#), and [Public Health](#) in East Baltimore; the [Zanvyl Krieger School of Arts and Sciences](#), [School of Education](#), and [Whiting School of Engineering](#) 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. As a University Affiliated Research Center, APL serves as a liaison between government and industry—a trusted, impartial, and noncompetitive technical agent.

Bloomberg School of Public Health

The [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 range of professional and academic experience.

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

Carey Business School

The [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.

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.

The Peabody Institute

[Peabody](#) is recognized as one of the leading professional schools of music in the country. Through comprehensive education, the Peabody Institute nurtures talent and creativity; provides aspiring musicians with the skills to sustain professional careers; fosters lifelong involvement in music and dance; and prepares students in artistic performance at the highest level, providing inspiration and enlightenment to regional, national and international communities.

School of Education

The [School of Education](#) is ranked first nationally among graduate schools of education by *U.S. News & World Report*. The School offers doctoral and other graduate programs and is engaged in a variety of research and development activities making lasting improvements in student achievement—from early childhood to the adult learner.

School of Medicine

From its beginning, the [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. Johns Hopkins School of Medicine annually receives more research grants from the National Institutes of Health than any other medical school and consistently is ranked among the top medical schools in the nation by *U.S. News & World Report*.

School of Nursing

The [Johns Hopkins School of Nursing](#) offers baccalaureate, master's, and doctoral programs as well as a number of post-degree options. With more than a century of established excellence in connection with the Johns Hopkins Hospital and the University, School of Nursing prepares students for professional nursing practice through a strong academic curriculum combined with intensive clinical experience. The school's graduate programs tied for No. 1 in *U.S. News & World Report*.

Whiting School of Engineering

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 draws upon and contributes to the university's many strengths and is renown in fields ranging from public health to the physical sciences to the humanities.

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 the school by encouraging 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.

University Leadership

Johns Hopkins University Board of Trustees

The [Board of Trustees](#) is the chief governing body of Johns Hopkins University. An overview, history and list of members may be found on the [JHU website](#).

Principal Administrative Officers and Deans

Ronald J. Daniels is the [current president](#) of Johns Hopkins University. He works with a [cabinet, deans and directors](#) to guide the university on its mission.

Bloomberg School Leadership

Ellen J. MacKenzie

Dean

Laura Morlock

Executive Vice Dean, Academic Affairs

Jane Schlegel

Executive Vice Dean, Finance and Administration

Janet DiPietro

Vice Dean, Research and Faculty

Elizabeth Stuart

Associate Dean, Education

Heath Elliott

Associate Dean, External Affairs

Joshua M. Sharfstein

Associate Dean, Public Health Practice and Training

Michael Ward

Associate Dean, Enrollment Management and Student Affairs

Katherine Parris Frey

Assistant Dean, Strategic Initiatives

The Bloomberg School is also guided by its academic [program chairs](#).

Academics

Admissions

The Bloomberg School welcomes applications from qualified individuals. For further information see the [Equal Opportunity Policy](#).

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

Procedures on how to complete an [application for admissions](#) may vary by degree or program. In general, applicants should submit the following with their application: three letters of recommendation, GRE or other appropriate standardized test score, official transcripts, resume or curriculum vitae, personal statement, TOEFL/IELTS scores (if appropriate).

Detailed information on the application process, including [deadlines](#) and program specific [requirements](#), may be found on the [admissions website](#).

Complete Applications Required

An applicant's acceptance is contingent upon the receipt of all required documents including official transcripts. In compliance with federal regulations, all Johns Hopkins Bloomberg School of Public Health 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. Applicants who are not receiving federal financial aid have until two terms beyond enrollment to submit required documentation.

Application Property

All application materials and supporting documents submitted to the Bloomberg School 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

Students and faculty have a joint responsibility for maintaining academic integrity and a high standard of conduct. Violations of academic integrity include, but are not limited to: cheating, plagiarism, knowingly furnishing false information to an agent of the University, infringing upon the rights and welfare of animal or human research subjects, and misconduct as a member of University groups.

[The Academic Ethics Code](#) may be found on the [portal](#).

All students will be registered for the Academic and Research Ethics course (550.860.82). This is a School requirement which all students must complete within their first term of enrollment. All PhD, ScD, and students on training grants must also take one of two research conduct courses (550.600.01 or 306.665.01).

All members of the Johns Hopkins community are responsible for reporting violations of academic ethics to an appropriate faculty member or to Professor Jon Vernick, director of the School's Office of Academic Integrity.

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 hand 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 recommendation that does not accurately reflect that faculty member's true opinion and evaluation of academic performance and conduct.

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 [Tuition and Fees](#) for tuition 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 continuous term 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 and have completed a minimum of one academic term of program coursework, and 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. No academic activities may be conducted during leave and this leave may not be used to avoid payment of tuition. Students may be given a leave of absence for other reasons (e.g., medical leave) as noted elsewhere in this *Guidebook*. Students who have had federal financial aid may be subject to additional restrictions and should check with the [Financial Aid Office](#). Leaves of absence are typically limited to one year except for military service.

Students requiring additional terms of leave beyond the one year must complete a new Leave of Absence Application. 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 an application, 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. The form can be obtained from the departmental academic coordinator. 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 chair, the academic coordinator within their department and the associate director of Records and Registration. Upon return from leave of absence, students must register for a minimum of two successive terms before completion of their degree programs.

Post-doctoral fellows requiring an academic leave of absence should consult with their department academic coordinator to see if this is an appropriate option.

Important

The failure of a student to register without obtaining an approved leave of absence status will be considered a withdrawal. The student considered to be withdrawn must be formally readmitted before resuming a program of study. Upon readmission, a student must be registered for a minimum of two consecutive terms prior to completion of their degree program.

Time Limitations

To maintain degree candidacy:

- Students enrolled in master's degree programs must fulfill all requirements within the time limits prescribed for the program
- Full-time doctoral students must fulfill all requirements within seven calendar years after matriculation. Part-time doctoral students must fulfill all requirements within nine calendar years after matriculation. The academic clock is stopped for periods in which the student is approved for leave of absence

Special Students

All students who are not officially registered in one of the degree or certificate programs in the Bloomberg School are classified as Special Students. This may be because they have not yet attained degree status or are not seeking a School degree or certificate and are taking selected courses for their own professional purposes. [Tuition](#) charges are applied to such students according to the number of credits for which they are registered. Special Students must adhere to established registration and course change deadlines and are obliged to follow all the general academic and administrative policies that apply to degree candidates at the School. Special Student categories are as follows:

Regular

Special Students may be registered for full-time or part-time coursework for which they will receive academic credit although they are not enrolled in a degree program. Such students need to submit complete applications and fees to [Admissions Services](#) and gain acceptance in advance from the chairperson of the department to which they are applying. If admitted to a degree program, the Special Student's residence time and accumulated credits may be applied toward the degree, contingent upon approval of the appropriate [department](#) or the [MPH Program Office](#).

However, the total number of accumulated credits for application may not exceed one-half of the number of credits required for the degree. These credits may be applied to any degree program and may be no older than three years at the time of matriculation.

Limited

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 or certificate 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 or certificate 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.

Non-degree students are not eligible to register interdivisionally. Non-degree students interested in taking a course at another division will need to register with that division in a specific student category.

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

Students and post-doctoral fellows already registered full-time during the nine-month academic year need not pay additional tuition to the host division that has approved the interdivisional registration. Part-time students will be charged at the per credit rate. There is no interdivisional registration for the Winter Intersession or Summer Institute. Interdivisional registration in the regular Summer term is restricted. Credits earned for courses that are required for the Bloomberg degree but are given at another Johns Hopkins University division count toward the Bloomberg degree. Credits earned for non-required courses at another Johns Hopkins University division with approval from the Bloomberg degree program. Courses taken interdivisionally will count against the 16 credit limit of didactic coursework allowed for post-doctoral fellows. Students should consult their home division's registrar's office 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 and 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 degree, 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 in Conjunction with Programs/Degrees at Other Institutions

- [BA/MHS or BA/MSPH](#)
- [MA/MSPH](#)
- [JD/MPH](#)
- [LLM/MPH](#)
- [MPH/MBA](#)
- [MPH/MSW](#)
- [MPH/MD](#)
- [MSN/MPH](#)
- [MSPH/RD](#)
- [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](#)

Course Credit

The Bloomberg School grants academic credit only to students who are officially registered for credit (on a for credit basis). 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 Regular, a certificate 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 Student Limited may accumulate up to 16 credits total. After 16 credits have been earned, application to and

"Course Credit" is continued on page 12

Continuing Education

The Bloomberg School is committed to providing opportunities for students to pursue graduate-level public health studies on a part-time, flexible basis. [Continuing education](#) is offered in a variety of formats and venues, including [online courses](#) and condensed “[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.

Certificate Programs

[Certificate programs](#) represent courses of study in specific areas of public health. The Bloomberg School offers certificate programs designed for degree students only, for degree and non-degree students together, and for non-degree students only. Student status requirements change and eligibility requirements are updated to the website. Students should refer to the [website](#) to ensure they meet the qualifications before applying.

[Admissions standards](#) and completion requirements vary with each certificate program.

Certificate programs have fewer course requirements than formal degree programs, allowing degree candidates to incorporate a certificate as part of their experience.

A certificate of program completion is issued upon satisfactory completion of coursework.

Certificate Programs

- [Adolescent Health](#)
- [Bioethics and Public Health Policy](#)
- [Clinical Trials](#)*
- [Community-Based Public Health](#)
- [Demographic Methods](#)
- [Environmental and Occupational Health](#)*
- [Epidemiology for Public Health Professionals](#)
- [Food Systems, the Environment and Public Health](#)
- [Gerontology](#)
- [Global Health](#)*
- [Global Health Practice](#)†
- [Global Tobacco Control](#)†
- [Health and Human Rights](#)
- [Health Communication](#)
- [Health Disparities and Health Inequality](#)
- [Health Education](#)
- [Health Finance and Management](#)*
- [Healthcare Epidemiology and Infection Prevention and Control](#)
- [Humane Sciences and Toxicology](#)
- [Humanitarian Health](#)
- [Injury and Violence Prevention](#)
- [Maternal and Child Health](#)
- [Mental Health Policy, Economics and Services](#)
- [Pharmacoepidemiology and Drug Safety](#)
- [Population and Health](#)
- [Population Health Management](#) †
- [Public Health Advocacy](#)
- [Public Health Economics](#)
- [Public Health Informatics](#)*
- [Public Health Practice](#)*
- [Public Health Preparedness](#)
- [Public Health Training Certificate for American Indian Health Professionals](#)
- [Public Mental Health Research](#)
- [Quality, Patient Safety and Outcomes Research](#)*
- [Quantitative Methods in Public Health](#)
- [Risk Sciences and Public Policy](#)
- [Training Certificate in Public Health](#)*
- [Tropical Medicine](#)
- [Vaccine Science and Policy](#)

Institutes

Bloomberg School [Institutes](#) provide short-term, intensive educational opportunities for professionals whose schedules necessitate a more flexible, non-traditional approach to their studies. Courses offered through these institutes are equivalent to regular academic courses.

A number of School departments offer [Summer Institutes](#) between the months of May and August. There is a two-week [Winter Institute](#) offered in January and a [Fall Institute](#) sponsored by the [Department of Health Policy and Management](#) in Barcelona, Spain.

2018 Summer Institutes

- [Bioethics Summer Institute](#)
- [Environmental Health and Engineering Institute](#)
- [Graduate Summer Institute of Epidemiology and Biostatistics](#)
- [Health, Behavior and Society Summer Institute](#)
- [Health Policy and Management Summer Institute](#)
- [Health Systems Summer Institute](#)
- [H.E.L.P. Health Emergencies in Large Populations](#)
- [Johns Hopkins Center for American Indian Health Institute](#)
- [Injury Research and Policy Institute](#)
- [Summer Institute in Mental Health Research](#)
- [Summer Institute in Tropical Medicine and Public Health](#)

Fall Institute

- [Health Policy and Management Fall Institute in Barcelona, Spain](#)

2019 Winter Institute

[Complete information](#) regarding courses offered during the January 2019 Institute will be available online in the fall. In the meantime, feel free to [browse last year's offerings](#) for an idea of the sort of topics covered.

* Certificate may be completed online

†Certificate is part of OPAL.

Departments

Biochemistry and Molecular Biology

The goals of the [Department of Biochemistry and Molecular Biology](#) 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 are addressed by the department's [Division of Reproductive Biology](#).

The department offers the following degree programs:

- [Master of Health Science \(MHS\)](#)
- [Master of Science \(ScM\)](#)
- [Doctor of Philosophy \(PhD\)](#)

For additional information regarding departmental research, offerings and degree requirements, students and advisers should also view the [appropriate student handbook](#).

Biostatistics

The [Department of Biostatistics](#) offers training at the doctoral and 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 \(MHS\)](#)
- [Master of Science \(ScM\)](#)
- [Doctor of Philosophy \(PhD\)](#)

For additional information regarding departmental research, offerings and degree requirements, students and advisers might also view the [department's student handbook](#).

Environmental Health and Engineering

The [Department of Environmental and Engineering](#) (EHE) is a dynamic group of faculty and students exploring the impact of chemical, biological and physical agents on human health. The department works 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 EHE to consider how the built environment and the social environment influence human health beyond the traditional focus on hazardous agents. The department is also pursuing the health effects of global environmental change, including global warming, persistent organic pollutants and ecosystems change.

Students in EHE come from diverse backgrounds, and grow to appreciate the effects of the natural, built and social environments on human health. The department's 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 \(MHS\)](#)
- [Master of Science \(ScM\)](#)
- Master of Science in Public Health (MSPH) with tracks in:
 - [Occupational and Environmental Hygiene](#)
 - [Toxicity Testing and Human Health Risk Assessment](#)
- [Bachelor of Arts \(BA\)/Master of Health Science \(MHS\) or Master of Science in Public Health \(MSPH\)](#)
- Doctor of Philosophy (PhD) with tracks in:
 - [Exposure Sciences and Environmental Epidemiology](#)
 - [Toxicology, Physiology and Molecular Mechanisms](#)

For additional information regarding departmental research, offerings and degree requirements, students and advisers may refer to the [EHE handbook](#).

Epidemiology

[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 programs:

- [Master of Health Science \(MHS\) and Master of Science \(ScM\)](#)
- [Bachelor of Arts \(BA\)/Master of Health Science \(MHS\)](#)
- [Doctor of Philosophy \(PhD\) and Doctor of Science \(ScD\)](#)
- [Non-degree postdoctoral fellowships](#)

The department offers the following tracks:

- Cancer Epidemiology
- Clinical and Cardiovascular Epidemiology
- Clinical Trials and Evidence Synthesis
- Environmental Epidemiology
- Epidemiology of Aging
- General Epidemiology and Methodology
- Genetic Epidemiology
- Infectious Disease Epidemiology

Additionally, students may choose to focus their research in a wide range of public health disciplines through guided mentorship under the direction of more than 100 faculty members. Recent dissertations and theses have included work in social epidemiology, pharmacoepidemiology and autoimmune diseases.

For additional information regarding departmental research, offerings and degree requirements, students and advisers should view the [department website](#).

Health, Behavior and Society

The [Department of Health, Behavior and Society](#) utilizes a multidisciplinary, multilevel approach to study the determinants of disease and injury, and to develop, test and disseminate effective public health interventions. The department is interested not only in the behavior of individuals, but also in their genetic predispositions, social context, physical environment and policy milieu. We emphasize theoretical, methodological and applied studies in three signature areas:

- social determinants of health and structural- and community-level interventions to improve health
- health communication and health education
- behavioral and social aspects of genetics and genetic counseling

The department offers the following degree programs:

- [Master of Health Science \(MHS\) in Social Factors in Health](#)
- [Master of Science \(ScM\) in Genetic Counseling](#)
- [Master of Science in Public Health \(MSPH\) in Health Education and Health Communication](#)
- [Doctor of Philosophy \(PhD\) in Social and Behavioral Sciences](#)

For additional information regarding departmental research, offerings and degree requirements, students and advisers should visit the [department website](#).

Health Policy and Management

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 Science in Public Health \(MSPH\) in Health Policy](#)
- [Bachelor of Arts \(BA\)/ Master of Science in Public Health \(MSPH\)](#)
- 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 \(DrPH\)](#)

For additional information regarding departmental research, offerings and degree requirements, students and advisers should visit the [department website](#).

International Health

The [Department of International 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](#)
- [Master of Arts \(MA\)/ Master of Science in Public Health \(MSPH\) with SAIS](#)
- [Master of Science in Public Health \(MSPH\)/Registered Dietitian \(RD\)](#)
- [Bachelor of Arts \(BA\)/ Master of Health Science \(MHS\) or](#)

Master of Science in Public Health (MSPH)

- [Doctor of Philosophy \(PhD\) in](#)
 - [Global Disease Epidemiology and Control](#)
 - [Health Systems](#)
 - [Human Nutrition](#)
 - [Social and Behavioral Interventions](#)

For additional information regarding departmental research, offerings and degree requirements, students and advisers should visit the [department website](#).

Mental Health

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 \(MHS\)](#)
- [Bachelor of Arts \(BA\)/ Master of Health Science \(MHS\)](#)
- [Doctor of Philosophy \(PhD\) with](#) focuses in
 - Children's Mental Health Services
 - Global Mental Health
 - Psychiatric Epidemiology
 - Drug Dependence Epidemiology

For additional information regarding departmental research, offerings and degree requirements, students and advisers should visit the [department website](#).

Molecular Microbiology and Immunology

The commitment of the [W. Harry Feinstone Department of Molecular Microbiology](#)

[and Immunology](#) is to provide students educational opportunities, graduate training and research experience in the study of infectious diseases and host response to disease. The department's main goal is to advance the understanding of the basic biological mechanisms involved in disease processes and to apply this knowledge to the solution of public health problems. This goal is accomplished by using a broad, multidisciplinary approach made possible by the varied interests of its faculty. The approach involves studies that range from the populational to the molecular level and encompasses the disciplines of ecology, vector biology, immunology, parasitology, virology, bacteriology, mycology, structural biology, cell biology, molecular biology and bioinformatics. The major focus of the department is on laboratory-based research, but coordinated research may be carried out in the clinic or in the field.

The department offers the following degree programs:

- [Master of Health Science \(MHS\)](#)
- [Master of Science \(ScM\)](#)
- [Doctor of Philosophy \(PhD\)](#)

For additional information regarding departmental research, offerings and degree requirements, students and advisers should visit the [department website](#).

Population, Family and Reproductive Health

[Population, Family and Reproductive Health \(PFRH\)](#) is an interdisciplinary department whose research, teaching and practice address issues concerning population structure and change including migration; sexual and reproductive health across the lifespan; maternal, fetal and perinatal health; adolescent health; and the wellbeing of families. The Department's efforts focus not only on the health and behavior of populations in the United States, but also on mothers, infants and children, youth, women, families, and those residing in urban areas in low and middle income countries worldwide. Research, evaluation and practice all play integral roles in the Department's academic programs and faculty efforts. Our dedicated faculty develop and apply a broad range of methods to research and professional practice.

Students in the department may choose among the following focal areas: adolescent health; child health; maternal, fetal and perinatal health; population and health; sexual and reproductive health; and women's health. Additional areas under development include: urban health, family health, neurodevelopment and behavior and health.

The department offers the following degrees:

- [Master of Health Science \(MHS\)](#)
- [Master of Science in Public Health \(MSPH\)](#)
- [Doctor of Philosophy \(PhD\)](#)

For additional information regarding departmental research, offerings and degree requirements, students and advisers should visit the [department website](#).

"Course Credit" continued

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 contact hours of formal instruction divided by 8. Consistent with University credit hours policy, students should expect two hours of out of class (e.g. homework) time for every hour in class. 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.

Course Listings

A list of available courses may be found online in either the [online course catalog](#) or [CoursePlus](#).

Course Numbers/Codes

Department Codes

The first three digits of the course number identify the department.

700	Berman Institute of Bioethics
120	Biochemistry and Molecular Biology

140	Biostatistics	17	Institute course during regular term East Baltimore
390	Clinical Investigation	18	Summer Institute/Summer, International cohort East Baltimore
180 -188	Environmental Health and Engineering	19	Special condensed, non-Institute (was 80) East Baltimore
340	Epidemiology	20	International cohort East Baltimore
550 - 551	Extra-departmental	24	International, not a Hopkins Facility India
410 - 415	Health, Behavior and Society	51	Winter Institute Washington, DC
300 - 319	Health Policy and Management	60	Regular Term, Regular Cohort (Blended), East Baltimore
220 - 224	International Health	61	Summer Institute/Summer 2 (Blended), East Baltimore
330	Mental Health	63	Winter Institute (Blended) East Baltimore
260	Molecular Microbiology and Immunology	67	Institute course during Regular Term (Blended)
380	Population Family and Reproductive Health	81	Regular cohort Internet
600	Online Programs for Applied Learning	82	Internet module
		86	Online Programs for Applied Learning
		88	International cohort Internet
		89	Summer Institute Internet
		91	U.S., not a Hopkins Facility New York
		92	Bethesda, MD, not a Hopkins Facility NIH - Bethesda, MD
		93	International, not a Hopkins Facility Beijing, China
		94	International, not a Hopkins Facility India
		95	International, not a Hopkins Facility Hong Kong, China
		96	International, not a Hopkins Facility Banff, Canada
		97	International, not a Hopkins Facility Abu Dhabi
		98	International, not a Hopkins Facility Barcelona, Spain

Course Code

The next three numbers indicate the level, format and sequence of the course.

600-699	Formal courses normally offered in the first year of graduate studies
700-799	Formal courses normally offered in the second or last year of graduate study
800-899	Repeatable courses offered in a variety of informal (i.e. non-lecture) formats which can be distinguished by the following subdesignations:
800 series	MPH Capstone
810 series	Field Placement
820 series	Thesis Research (master's and doctoral)
830 series	Postdoctoral Research
840 series	Special Studies and Research
850 series	Laboratory rotation courses
860 series	Informal seminars (e.g. journal or research clubs) that vary in content each term and address current topics
895 series	MPH Practicum

Section Numbers

The last two numbers indicate the course section.

Section No. Course Type Location

01	Regular term, Regular cohort East Baltimore
02	Regular term, Regular cohort East Baltimore
11	Summer Institute East Baltimore
12	Summer Institute East Baltimore
13	Winter Institute East Baltimore
14	Winter Institute East Baltimore

Interdivisional Codes

To denote courses offered by other divisions within the university, the following codes are used.

AS	School of Arts and Sciences
BU	Carey School of Business
ED	School of Education
EN	School of Engineering
ME	School of Medicine
NR	School of Nursing
PY	Peabody Institute
SA	SAIS

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).

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 diagnostician 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 [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 the Office of Institutional Equity, Office of Disability Support Services, 410-516-8075, fax 410-516-5300. The School's disability services coordinator, Audrey Ndaba, may be reached at 410-502-6602, 615 N. Wolfe Street, or by email at jhsph.dss@jhu.edu. The University's full [Policy on Accommodation for Disabled Persons](#) is posted on the [Office of Institutional Equity's](#) website.

Enrollment Policy

LATE REGISTRATION BEGINS THE DAY AFTER THE REGISTRATION DEADLINE FOR EACH TERM. A \$100 LATE REGISTRATION FEE WILL BE ADDED TO THE TUITION CHARGES.

ANY REGISTRATION HOLDS MUST BE RESOLVED PRIOR TO REGISTRATION.

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 responsible for each course to be added. When a course is dropped, the credit value is changed, or the course is changed to or from pass/fail, only the approval of the student's adviser is required (see the [Academic Calendar](#) for each term's add/drop deadline). A change to or from audit will not be honored after the end of the published add/drop period for a term. The student must have the instructor's approval before selecting the audit option (see "[Grading System](#)" for more details on registration changes). Note: Approvals may be obtained via email. Students are encouraged to keep copies for their records. If a scheduled public health course has a published minimum enrollment figure that is not met, the instructor may cancel the course or may offer the course as Special Studies and/or Research.

Students are expected to review their schedules via [Self-Service](#) prior to published deadlines and report any discrepancies.

Public health students taking courses in other divisions of the University must adhere to corresponding enrollment regulations, and add/drop deadlines. The registrar's office of the sponsoring division must authorize registration for courses at other University divisions. An Interdivisional

Registration Form must be completed to obtain credit for the course taken in an outside division. Interdivisional Registration Forms are available in Student Affairs, Suite E1002.

Non-degree students are not eligible to register interdivisionally. Non-degree students interested in taking a course at another division will need to register with that division in a specific student category.

Students and post-doctoral fellows already registered full-time during the nine-month academic year need not pay additional tuition to the host division that has approved the interdivisional registration. Part-time students will be charged at the per credit rate. 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 registrar's office for more information.

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 and fees will be assessed at that division's rates. See [University Interdivisional Registrations](#) for additional information.

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 [Self Service](#).

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.

Quality

Grade	Points	Meaning
A	4.0	Excellent
B	3.0	Good
C	2.0	Fair (satisfactory)
D	1.0	Poor
F	0.0	Fail
P	n/a	Pass

In addition, the letter "I" is used to designate incomplete, "W" to indicate withdrawal, "MT" for multiterm courses (grade assigned at the end of 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 acquired for courses in which a grade of AU (audit), I (incomplete) or MR or X (grade not received from course instructor) is received.

No course credit will be acquired for courses in which a grade of F (fail) is received but the grade will be factored into the student's grade point average.

No course credit will be acquired for lower-level undergraduate courses taken interdivisionally at other divisions of the University. Courses numbered below xxx.300 are considered lower level undergraduate, e.g., AS 381.101, Beginning Hindi I.

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 registrar's office at their home division.

Satisfactory Academic Progress

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

- To maintain satisfactory academic performance and good academic standing, all masters and certificate students must maintain a minimum grade point average of 2.75 and all doctoral students must maintain a minimum grade point average of 3.00 and grades of A, B, 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
- 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. Students may not graduate unless in good academic standing. Additional policies regarding continuation in a program while not in good academic standing are left to individual programs. Whether a D is considered acceptable to serve as a prerequisite will be determined by the course's sponsoring department

IMPORTANT: *Students receiving federal loans and federal work-study funding must adhere to the [Federal Satisfactory Academic Progress Policy](#) posted on the Financial Aid Office website.*

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. Instructors should assign a grade of 'D' to students who register for a course Pass/Fail and do the equivalent of 'D' work and 'F' for students who do the equivalent of 'F' work.

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 pub-

lished add/drop period, a pass/fail change is treated as a registration change with a \$50 late charge fee. 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 [Self Service](#).

Deadlines for filing pass/fail requests will be adhered to without exception. Pass/fail forms cannot be accepted after the published deadline for each term. All students should consider carefully before exercising the pass/fail option. Pass/Fail or letter grades, once elected, may not be reversed on the student's official academic record after the published deadlines.

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. This is contingent on a mutual arrangement between the instructor and the student as to when the remaining coursework is to be completed. 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 an incomplete, the final grade will be shown, but the letter I on the transcript will remain on the transcript as well.

Retake Policy

Students may take a didactic course up to three times. Students may only retake a course if they have earned a "C" or below. 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 regular summer, summer institute, winter intersession terms or irregularly scheduled courses, 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 change 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 [Self Service](#).

Students must resolve any registration holds before a registration change can be processed. Students making changes after the published add/drop period should notify the [Office of Records and Registration](#) once a hold has been removed.

Multiterm Courses

All courses at the School adhere to the registration and add/drop dates of the academic calendar. For multi-term courses, enrollment in part I necessitates enrollment in subsequent parts. Students must be enrolled in the Student Information System (SIS). If a student subsequently drops or fails to register for subsequent parts of a multi-term course, a grade of W (withdrawn) will be assigned for the previous part(s). Tuition for the previous part(s) will not be refunded. Students may not register for subsequent parts of the course without having enrolled in previous parts. 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 multi-term course) and no [tuition](#) will be refunded.

Audits

Audit and credit course registrations will be assessed at the same tuition rate. No course

credit will be acquired for courses taken for audit. 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 change 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 [Self Service](#).

Grade Appeal Policy

Only final course grades may be appealed through [this formal process](#), though students remain free to discuss interim course assignment grades with their course instructor or base an appeal of a final grade on the grade awarded to an interim course assignment. Appeals must be brought within 45 days of the posting of a final course grade to SIS.

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 jhsph.gtpci@jhu.edu, with any questions about the program.

Graduation Policy

Degrees are conferred three times a year. Diplomas bear the University conferral date in the summer, fall or spring. The [graduation ceremony](#) is held each May and is open to all graduates of that academic year. The School has its own convocation ceremony, typically conducted a day or two 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.

Doctor of Public Health (DrPH)

The [Schoolwide DrPH](#) program is designed for students intending to pursue leadership careers in the professional practice of public health. DrPH students aspire to careers as health department directors, senior health care managers or leaders in other organizations on the front lines of public health practice. Applicants to the DrPH program must hold an MPH or equivalent professional degree and at least three years of public health related work experience.

A part-time program, the DrPH combines study in summer and winter institutes with online classes, a practicum and a dissertation. Students are anticipated to remain in relevant public health employment throughout their studies, and to undertake a practicum within their regular place of employment.

Students chose one of the following DrPH concentrations:

- [Customized](#)
- [Environmental Health](#)
- [Health Equity and Social Justice](#)
- [Health Policy and Management](#)
- [Implementation Science](#)

Master of Applied Science (MAS)

The [Master of Applied Science](#) is a fully online, part-time degree program offered by the Bloomberg School of Public Health. This innovative, interdisciplinary program is oriented towards skills-building and designed for working professionals. The MAS degree builds on the strength of the School, providing unmatched opportunities for advanced training, focusing on both local and global issues, to prepare students to address public health problems through multidisciplinary approaches that apply the latest scientific knowledge.

The program consists of required core courses, as well as professional development workshops and public health seminars, and will culminate in a final Integrative Activity. The goal of the activity is for students to synthesize knowledge and skills obtained through coursework in a final project that demonstrates their mastery of the program competencies, as applied to real-world public health questions.

Students may get their MAS in the following programs:

- [Community-based Primary Health Care in Global Health](#)
- [Global health Planning and Management](#)
- [Humanitarian Health](#)
- [Patient Safety and Healthcare Quality](#)
- [Population Health Management](#)
- [Spatial Analysis for Public Health](#)

Master of Arts in Public Health Biology (MAPHB)

The [Master of Arts in Public Health Biology](#) is a fully online, part-time degree program offered by the Johns Hopkins Bloomberg School of Public Health. This innovative, interdisciplinary program focuses on biological tenets and research methods that are relevant to current issues in public health. The MA degree integrates major strengths of the School, providing unmatched opportunities for advanced training to prepare students to observe, understand and address public health problems from a multidisciplinary perspective.

Master of Bioethics (MBE)

The [Master of Bioethics](#) degree is a collaborative program of the Johns Hopkins [Berman Institute of Bioethics](#) and the Johns Hopkins Bloomberg School of Public Health. An innovative, interdisciplinary, and cross-divisional graduate program, the goal of the MBE program is to prepare students from diverse individual and professional backgrounds for the bioethics challenges of professional and civic life.

Students may elect to focus their studies in one of five concentration areas: Clinical Ethics; Ethics, Policy and Emerging Biotechnologies; Global Bioethics; Public Health Ethics; and Research Ethics.

The MBE is available in both full- and part-time formats.

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 or [online/part-time](#) basis. Full-time and online/part-time 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
- LLM/MPH
- MPH/MD

Important: the Johns Hopkins Bloomberg School of Public Health is not accepting applications to the online/part-time Master of Public Health from students who reside in Wisconsin. In addition, students currently cannot conduct practicums in Delaware or Kentucky. For more information, please visit the [MPH program website](#). Students should be aware of additional [state-specific information for online programs](#).

Online Courses

More than 140 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 MA in Public Health Biology, MAS in Spatial Analysis, online/part-time 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.

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 [Introduction to Online Learning](#).

Policies specific to online students from certain states may be found on the [Student Right to Know](#).

Postdoctoral Fellows

At any given time, there are over 150 [post-doctoral 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 [JHM Professional Development and Career Office](#) (pdco.med.jhmi.edu) and by the [Career Services Office at the School of Public Health](#) (410-955-3034).

More information on how to obtain a postdoctoral position and life as a postdoctoral fellow at the JHSPH school of public health can be obtained by visiting the [JHSPH post-doctoral website](#).

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
- 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, limited Special Students or as certificate students. Auditors must register
- Are participating for academic credit in regular or special summer programs or Institute 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 begins the day after the registration deadline. 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. Any other holds must also be resolved prior to registration.

Research Centers and Institutes

Since the Johns Hopkins Bloomberg School of Public Health was founded, its graduate programs have been based on the inseparability of research, practice, service and education. Our 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.

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 ACGME accredited 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 certification by the American Board of Preventive Medicine.

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. Physicians entering the program must have completed at least one year of clinical training in an ACGME accredited 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).

Service-Learning

When combined with preparation and reflection, [community service](#) can be a powerful component to academic learning. [SOURCE](#)—The Community Engagement and Service-Learning Center for the JHU Schools of Public Health, Nursing and Medicine supports a number of academic programs at the Bloomberg School with a service-learning component, including a variety of for-credit public health practice courses, practicum opportunities and field placements. [SOURCE](#) also provides professional development with the service-learning pedagogy, which uses a social justice lens, for [faculty](#), [community leaders](#) and [students](#). [SOURCE](#) also offers an array of programs and resources to prepare Hopkins members to collaborate with the community, including a series of [online modules](#).

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.

Transcripts

Students who want copies of their Bloomberg School transcripts or who want transcripts forwarded elsewhere may [submit an online request](#), a signed request

by postal mail or an in-person transcript request form to the [Office of Records and Registration](#). Requests should be submitted at least seven days before the transcript is needed. There is no same day service. In cases of extreme urgency, a rush order for a transcript may be requested. A fee of \$7 will be assessed for rush electronic transcripts. 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 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.

Transfers Between Bloomberg School 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” between Bloomberg School degree programs do not involve the School’s Admissions Services. Students should initiate the transfer process with their department’s academic coordinator.

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.

Transfer Credits from Other Schools

The School of Public Health does not accept credits from other institutions.

Credits earned for courses that are required for the Bloomberg degree but are given at another Johns Hopkins University division count toward the Bloomberg degree. Credits cannot be applied to two degree programs unless students are enrolled in an approved joint degree program.

Rights, Privileges and Responsibilities

The policies in this section were compiled for your convenience. The most recent, official policies may be found on the [JHU website](#), the [Bloomberg School portal](#) or through [JHU Human Resources](#).

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 faculty, staff or students 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 Johns Hopkins 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 (5) 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 (10) 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, which 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, which 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

The University recognizes alcoholism as a treatable disease and encourages affected students to use the services of the [Johns Hopkins Student Assistance Program](#) (faculty and staff should contact the [Faculty and Staff 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 Bloomberg School is committed to protecting the rights and welfare of animals used in research. All students involved in animal research must first complete an online training module, Animal Care and Use, available through myLearning in the JHU Portal, before beginning work with animals. Additional training may also be required. 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.

Animal care and procurement is under the purview of [Johns Hopkins Research Animal Resources](#). 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 Occupational Health Services at 410-955-6211.

Training and Policies

The Department of Health, Safety and Environment (HSE) 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 at 410-955-5918. Information regarding training, policies and guidance are available online at the [HSE homepage](#).

Wearing particular types of clothing (such as surgical gowns, scrubs or smocks) and other items (such as masks or goggles) while working is required for specific jobs in order to protect you from injury or illness. The University will provide these required items to you for use on the job as necessary. Inquiries regarding the appropriate personal protective equipment needed for a specific task can be directed to laboratory supervisors or 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 Bloomberg School 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 messages sent to their School 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.

Compliance Line

The mission of Johns Hopkins University is to educate its students and cultivate their capacity for life-long learning, to foster independent and original research, and to

bring the benefits of discovery to the world. In service to this mission, the university strives to promote an environment of integrity, ethics and safety. All members of the Johns Hopkins community are expected to uphold these standards, which is why The Johns Hopkins Compliance Line was established. This independently administered hotline allows for anonymous (if desired) reporting of serious concerns or violations of any kind. Examples include violations of regulations for scientific and scholarly actions and breaches of student life policies. Any possible risk involving non-compliance with a law, regulation, or policy should be reported by calling the Compliance Line at 1-844-SPEAK2US (1-844-773-2528) or submitting a [report online](#).

Copyright Compliance and the Digital Millennium Copyright Act

It is the policy of Johns Hopkins University to comply with copyright law.

Copyright exists in any original work which exists or is fixed in any tangible medium of expression. Images displayed 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 the authority of the owner of the copyright. In short, copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Content owners are able to track the sharing and downloading of their copyrighted files via the IP address of the file sharer or downloader. Upon proper notice of infringement from the copyright owner to JHU as the Internet service provider in accordance with the Digital Millennium Copyright Act, JHU investigates, takes down any infringing site or material on the Johns Hopkins network, and blocks access to any infringing sites or material. JHU also investigates to identify the infringing user and takes appropriate action to address misuse in accordance with JHU policies.

Additional resources regarding this policy may be found on under [JHU Copyright Compliance](#).

Equal Opportunity

Johns Hopkins University is committed to equal access for its students and, to that end, does not discriminate on the basis of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status or other legally protected characteristics in any student program or activity administered by the University, including its administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other University-administered programs or in employment. For additional information concerning University anti-discrimination and harassment policies, procedures and/or practices, please see the following link: <http://oie.jhu.edu>.

Questions regarding Title VI, Section 504 and Title IX and should be referred to the [Office of Institutional Equity](#), Suite 515, Wyman Park Building, Telephone: (410) 516-8075, (TTY): (410) 516-5300.

FERPA: Notification of Family Educational Rights And Privacy Act

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, see the [University Policy on Family Educational Rights and Privacy](#).

Human Subjects Research

The Bloomberg School is committed to protecting the rights and welfare of all individuals participating as subjects in research. To meet this obligation, the Bloomberg School has two on-site [Institutional Review Boards](#) and an external IRB (the Western IRB) that review studies on the School's behalf.

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 jhsph.irboffice@jhu.edu.

Influenza Vaccine Requirement

To ensure the highest level of patient safety, the Johns Hopkins Institutions, including the Johns Hopkins Bloomberg School of Public Health, require that individuals who work or conduct research in patient or clinical care areas where patients may be seen, treated, or wait to be seen, receive the annual influenza vaccination.

To assess and ensure compliance, we are requesting that all JHSPH faculty, staff and students update their patient care status through JHED. To do so, please log into JHED and select "myProfile" in the upper right hand corner. After your profile is displayed, locate the "other settings and preferences" box in the lower right hand corner of the screen. Please select "yes" if you work or provide services in a hospital, outpatient clinic, or a patient care area. If this does not apply to you, please select "no."

If you cannot change your status, it is because you are already automatically considered to have patient contact, because you have hospital privileges. If this designation is in error, please contact the appropriate person below.

For more information, see the [policy](#) or contact:

- For faculty: Jonathan Links at jlinks1@jhu.edu
- For staff: Cherita Hobbs at chobbs@jhu.edu
- For students: Mike Ward at mward@jhu.edu

Thank you for your commitment to our community's health.

Involuntary Leave of Absence and Condition of Enrollment

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 long-standing policy exists. Rather, these guidelines and procedures shall apply in those extraordinary circumstances when a student has not or cannot voluntarily address the issues of concern.

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.

B. Condition of Enrollment (COE)

When circumstances indicate that a leave of absence is not appropriate, the Associate Dean for Student Affairs¹ 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.

III. Procedure

When the Associate Dean for Student Affairs¹ becomes aware, by whatever means, of the potential need for action, the following procedures will be initiated:

- 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.

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

Johns Hopkins Enterprise Directory (JHED)

[JHED](#) is an online, comprehensive source for contact information for students, faculty, and staff affiliated with the Johns Hopkins Institutions. Individuals listed in the directory 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 JHED IDs and passwords. Students' JHED IDs and passwords also provide access to [SIS Self Service](#). 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.

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.

Parental Accommodations

The goal of this Policy is to put in place a set of guidelines for full-time graduate students and postdoctoral trainees who have new family additions who do not elect a formal academic leave of absence.

Policy

Full-time graduate students and postdoctoral trainees may request from their school a “new child accommodation” for 8 weeks. A new child accommodation is designed to make it possible to maintain the parent’s existing status, and to facilitate their return to full participation in classwork, research, teaching, and clinical training in a seamless manner.

Individuals who have teaching or research duties should work collaboratively to support the program’s responsibility in identifying a substitute for any duties or recurring responsibilities for the duration of the accommodation period. Those request-

ing an accommodation will not be expected to assume sole responsibility for finding their own temporary replacement, but must work with their program and supervisor(s) to delineate the responsibilities to be addressed.

The Policy applies equally to birth and non-birth parents of any gender. Accommodations begin on the day the student or trainee indicates they are no longer fully engaged in their professional and academic activities due to a new child and, to the extent possible, should be requested in advance of the beginning of the accommodation. Retroactive requests (more than one week after the new child accommodation has begun) will not automatically be granted but handled on a case-by-case basis. An accommodation is to be taken continuously and not intermittently and is not to continue beyond the end date of any appointment.

Procedures

- Eligible graduate students who plan to utilize a new child accommodation are expected to notify the Chair of the department/program or designated faculty or staff member* as soon as the student is aware of the need to use a new child accommodation to facilitate appropriate scheduling. This should ideally be at least 90 days before the proposed start date of the new child accommodation.
- Postdoctoral trainees who plan to utilize new child accommodations are expected to notify their designated divisional faculty member or Training Program Director* as soon as the trainee is aware of the need to use a new child accommodation to facilitate appropriate scheduling.
- In addition to following the Procedures outlined above, International postdoctoral trainees should consult with the Office of International Services.

The full [University Policy](#) can be found on the [policies website](#) under “[New Child Accommodations for Full-Time Graduate Students and Postdoctoral Trainees](#)”.

Photography and Film Rights

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 by virtue of this policy that the University reserves the right to alter photography and film for creative purposes. Students, faculty and staff who do not want 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.

Sexual Misconduct Policy and Procedures

All complaints of sexual misconduct are processed pursuant to the [Johns Hopkins University Sexual Misconduct Policy and Procedures](#).

The Johns Hopkins University is committed to providing a safe and non-discriminatory educational and working environment for its students, trainees, faculty, staff, post-doctoral fellows, residents, and other members of the University community. In particular, the University will not tolerate and is committed to providing members of its community with an environment that is free from sexual harassment, sexual assault, relationship violence, and stalking (collectively, “sexual misconduct”). This conduct is disruptive of the learning and working environment of the University’s community and deprives students, employees and other community members of equal access to the University’s programs and activities. For the full text of the University Sexual Misconduct Policy & Procedures, as well as additional

information regarding reporting options and resources, please visit: <http://sexualassault.jhu.edu> or <http://oie.jhu.edu>, or contact the University's Assistant Vice Provost/Title IX Coordinator, Joy Gaslevic, or Deputy Title IX Coordinator, Linda Boyd, at titleixcoordinator@jhu.edu or (410)516-8075, Office of Institutional Equity, 3400 North Charles Street, Suite 515, Baltimore, Maryland 21211.

Smoke-free University

[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.

Social Media Policy

Social media sites offer powerful means of communicating for faculty, staff, students, alumni and friends of the Johns Hopkins Bloomberg School of Public Health (JHSPH). We strongly encourage JHSPH students to use these platforms to communicate with their classmates, colleagues, and peers; to share news with the larger world; and to join in on conversations about news and happenings in their areas of interest. However, while social media sites create new opportunities to connect with others, students should be mindful of how their communications on personal social media accounts can and will reflect upon the School they attend, or organizations they've joined.

The Communications and Marketing team in the Office of External Affairs (OEA) manages

the official social media accounts for JHSPH. The team, through the digital media manager and social media specialist, oversees and implements the School's social media policy, best practices, and daily content creation and distribution. The team also offers consultation and guidance for faculty, staff, students, departments/offices and affiliated groups wanting to update and/or potentially launch social media accounts. Their contact information can be found [online](#).

Software Duplication

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. 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.

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 at the [University's website](#) and from the office of the Associate Dean for Student Affairs.

Student Fundraising

Student fundraising is not permitted in JHSPH facilities. Students and/or student groups are not permitted to use the School's name when conducting fundraisers off campus.

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](#) and is available from the office of the Associate Dean for Student Affairs .

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.

This policy may be found in its entirety on the [JHU policy website](#).

Weather Emergencies

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://esgwebproxy.johnshopkins.edu/notice/>

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

Worker's Compensation

“If you are injured in the course of conducting research or providing services, you should report the matter to your supervisor promptly. Depending on the circumstances, you may be eligible to file a claim for workers compensation. For more information and to pursue a claim please see: http://www.hopkinsmedicine.org/hse/workers_compensation/index.html.

Safety and Security

The policies in this section were compiled for your convenience. The most recent, official policies may be found on the [JHU website](#), the [Bloomberg School portal](#) or through [JHU Human Resources](#). Additional information regarding emergency procedures may be found in the [JHSPH Crisis Management Plan for Student and Faculty](#).

Campus Security

[JHMI Corporate Security](#) 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 Johns Hopkins East Baltimore Campus.

Call 410-955-5585 to contact a Security Operations Supervisor on duty (24 hours/7 days).

Annual Security Report

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 1 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 the annual report and communicate all criminal incidents promptly to their respective security department or other security authority.

Escorts

Corporate Security provides [escorts](#) anywhere on the JHMI campus. To request an escort call 410-955-5585. Escorts are available 24-hours a day seven days a week.

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. To find out if your lost item has been recovered, call or visit the office.

You may also check with the main guard desk at any JHSPH building.

Security Tip Hotline

The Hotline, 410-614-3903, should be used to report any type of security-related information or concerns. This is a 24-hour recorded line. You do not have to give your name.

Important Security, Parking & Transportation Telephone Numbers

24 Hour Emergency or Assistance

Corporate Security
Communications Center 410-955-5585
On-Call Shuttle410-502-6880
Information Hotline
(Recorded line) 410-614-3903

Emergency Alerts

As an employee or student of Johns Hopkins University, you are required to enroll in the Johns Hopkins Emergency Alert System (EAS).

When an event, e.g., chemical or radiological cloud, shooter, earthquake, tornado warning, bomb threat or other activity, occurs and requires that people rapidly relocate to a safe place, EAS will send a text message and email to those enrolled in the service.

How to Enroll:

1. Go to [my.jhu.edu](#)
2. Log in with your JHED ID and password
3. Hover over the My Profile icon on the left and click Emergency Alerts
4. Enter your cell phone number, indicate your service provider, and click the box next to "Receive Emergency Alerts"
5. At the bottom of the screen, select the appropriate campus for location specific alerts.

Fire or Hazardous Materials Emergency

In the event of a fire or hazardous materials emergency within a campus building, it is necessary and safest for occupants to

evacuate. JHSPH policy is total evacuation of the affected building.

A fire or hazardous materials emergency exists whenever:

- A building fire evacuation alarm is sounding
- An uncontrolled fire or imminent fire hazard occurs in any building or area of campus
- There is the presence of smoke, or the odor of burning
- There is abnormal spontaneous or abnormal heating of any material
- There is an uncontrolled release of combustible or toxic gas or other hazardous material, or a flammable liquid spill.

During an Incident

- Evacuate the area. If you are safely able to do so:
 - Phone 911 to report the incident.
 - Activate the building fire alarm system at the nearest fire alarm pull station.
- Close doors and windows in the room you are in. Evacuate the building using the closest exit. Once outside, stay at least 300 feet away from the building.
- If you notice someone in need of assistance during your evacuation, take note of their location, exit the building and notify first responders of the person's exact location (floor, and room number) and a description of the person.
- Follow local office procedures for accountability and attendance while waiting for re-entry into the building.
- Await further instructions from on-scene first responders and/or JHSPH officials.

A thorough response plan may be found in the [JHSPH Emergency Operations Plan](#).

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:

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).
3. Call Security at extension 410-955-5585. Security has procedures for alerting emergency maintenance personnel.

Large gas leaks:

1. Dial 911 or Security at 410-955-5585. 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.

Identification Badges

Identification badges are required for entrance to all Johns Hopkins facilities. Expect to present your JHMI identification badge to security officers upon entering the Bloomberg School of Public Health (JHSPH), 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 JHSPH 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.

To request adding door access to your badge:

To request adding door access to your badge go to <https://solutions.jhu.edu/idcars>, fill in your information and select your access. You will be sent an email to confirm your agreement with the terms and conditions for access. Once you accept, the request will then go to the Approvers for the requested clearances. Once they have approved your access it will go to the Access Administrator. Questions related to card access can be sent to JHSPH_IDCARS@jhu.edu.

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.
2. Document the injury on the JHU Report of Incident form.
3. Seek medical attention from the University Health Service Center, 401 N. Caroline Street (at the corner of Orleans and Caroline), 410-955-3250.
4. If the situation is a medical emergency, dial 911.

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 affairs 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.

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.

This policy may be found on the [Policies & Documents website](#).

Campus Life

Alumni

Office of Alumni Relations

Dedicated to providing fellowship, networking, continuing education and strengthening alumni ties to the School, the JHSPH alumni network is represented worldwide. As the oldest and largest school of public health, the JHSPH alumni network is the broadest community of public health graduates in the world. The Office of Alumni Relations holds events throughout the year for students and alumni. For more information, contact 410-614-5019 or jhsph.alumni@jhu.edu.

Lifelong Educational Opportunities

Alumni have access to a number of educational opportunities after graduation. [OpenCourseWare](#) and [Coursera](#) provide free access to content derived from the School's most popular courses. Participation in [on- and off-cycle online courses](#) is also possible. For more information on these programs, alumni should contact the [Office of Alumni Relations](#).

Athletic Facilities

East Baltimore

Membership to the [Denton A. Cooley Center](#) 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, call 410-955-2513 or visit them [online](#).

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.

Banking Services

The Bloomberg School 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

Harbor Bank*

855 N. Wolfe Street
Baltimore, MD 21205
410-675-1165

JHU Federal Credit Union*

2006 E. Monument Street
Baltimore, MD 21205
410-534-4500 or 800-JHFCU-70

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

M&T Bank

159 N. Luzerne Avenue
Baltimore, MD 21224
410-563-6065

Wells Fargo*

2008 E. Monument Street
Baltimore, MD 21205
410-342-1054

Bike Racks

Bike racks are located on the N. Washington Street level of the JHSPH Garage and are available for students, faculty and staff. 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.

Additional covered bike racks may be found in the Ashland garage.

Bookstore

The [Matthews Johns Hopkins Medical Book Center](#) is located at 1830 E. Monument Street and is open Monday, Thursday and Friday 8:30 a.m.–4:30 p.m.; Tuesday and Wednesday, 8:30 a.m.–5:30 p.m.; Saturday 9:00 a.m.–3:00pm. When paying by cash or check, students with an I.D. badge will receive a 5% discount on books when the purchase is over \$10.00. A 10% discount on supplies, clothing and gifts will be applied when the purchase is greater than \$5.00. Faculty and staff paying by cash or check are eligible for a 10% discount on non-book merchandise. With a receipt, non-book items may be returned within two business days and book purchases may be returned within five business days. Credit cards accepted are MC, Visa, Amex, and Discover. Inquiries and special orders are welcome both in person and by phone, 410-955-3931, 800-266-5725 or jhu@matthewsstores.com.

Career Services

Career planning and job search assistance is available to students and graduates of the Bloomberg School of Public Health through the [Office of Career Services](#), located at 2017 E. Monument Street. Activities are planned throughout the year to assist students in sharpening career goals and job search skills. These activities include: individual counseling, career information forums and group workshops on resume

writing, interviewing techniques, professional networking, salary negotiation, employer visits and other job search skills and strategies.

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 offers other online career systems including PassportCareer.com, GlassDoor.com and Vault's Career Insider. Students also have access to an online alumni community, GoHopOnline.

For more information or to schedule an appointment, call 410-955-3034, or visit [Career Services online](#).

Communication Resources

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 jhsph.paffairs@jhu.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

[SOURCE](#) is the community engagement and service-learning center for the JHU Schools of Public Health, [Nursing](#) and [Medicine](#). SOURCE's mission is to engage the Johns Hopkins University health professional schools and Baltimore communities in mutually beneficial partnerships that promote health and social justice.

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 practical, federal

work-study opportunities, research, [short-term consultancies](#), community outreach course placements and other involvement opportunities. SOURCE also provides [professional development for faculty](#) who are interested in incorporating academic public health practice opportunities into their courses using service-learning. 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@jhu.edu.

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 challenges encountered during their academic careers.

JHSAP offers identification and assessment of personal, family, school and work related problems; brief counseling and consultation; and referral to appropriate and accessible

services and resources. JHSAP also offers workshop and community events to support students and to promote wellness.

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 community 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 toll-free 866-764-7000, or visit [JHSAP online](#). Counselors are available on-call 24/7.

Student Mental Health Service

If you feel that you need help for a mental health condition, the services of the [University Mental Health \(UMH\)](#) program are available to you so long as you are a full time School of Medicine, School of Public Health or School of Nursing student, a Johns Hopkins Hospital and Bayview Hospital house officer or a post-doctoral fellow. In addition, you may access the program if you are the spouse/domestic partner of a student, house officer or fellow who remains enrolled in the Student Health Plan.

For more information or to make an appointment, please call 410-955-1892. If you are experiencing an emergency during non-business hours and can not reach your clinician directly, please also call 410-955-1892 and listen to the message for instructions on how to access the psychiatrist on-call (press 'O').

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 410-955-5843. The Pastoral Care Department is located in the Johns Hopkins Hospital, Halsted 144.

Donation Drive Protocol

The Johns Hopkins Bloomberg School of Public Health (JHSPH) permits five major School-wide donation drives per year (1 per each of the School's academic terms) to support outside needs of SOURCE [partnering community-based organizations in Baltimore](#). These drives are coordinated by SOURCE (the community engagement and

service-learning center for the JHU Schools of Public Health, Nursing and Medicine) and include a campus-wide food drive, toiletry drive and other collections throughout the year. Clothing drives are excluded from these collections.

This practice ensures the validity and success of these types of events each year, and frees the School's hallways and common spaces for the numerous alumni and friends visiting the School, as well as conferences, speakers, and receptions that occur on school premises on a daily basis. As proponents of advocacy, volunteerism, donating and service with community, we seek to maximize our efforts and integrity in activities with the community.

Any student, student group or department wishing to organize, coordinate or co-sponsor a donation drive should first contact SOURCE at 410-955-3880 or SOURCE@jhu.edu. SOURCE can provide additional support, as well as ensure that drives do not overlap with one another. Those interested in organizing a donation drive should coordinate with SOURCE.

If departments or groups wish to host smaller donation drives, contained within their own departmental spaces and not utilizing common school locations, these activities may be acceptable. Groups should consult with SOURCE to be sure that smaller drives do not conflict with existing campus-wide donation drives.

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.

Health Services

University Health Services Clinic Fee

All JHSPH full-time, on-campus students are charged an annual [health services fee](#) of \$550.00. The fee grants all full-time students access to the on-campus [University Health Services Clinic \(UHS\)](#). 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.

Each student is assigned a UHS Primary Care Physician and access to a [variety of clinic services](#).

Student Health Insurance

All full-time and international 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.

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 jhsph.insurance@jhu.edu.

Housing Office

[The JHMI Office of Housing and Residential Life](#) 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, they 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 [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.

The Housing Office is located at 1620 McElderry Street, Suite 403, Baltimore, MD 21205 and is open Monday thru Wednesday, by appointment only, from 9 a.m. to 5 p.m. Walk-in hours are available Thursday, 8 a.m. to 4 p.m. and Friday, 9 a.m. to 5 p.m.

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

Information Technology

[The Office of Information Technology \(IT\)](#) 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 IT office provides hardware, software and support for the instructional, research and administrative computing needs of faculty, staff and students.

Information about services provided by IT will be offered during new student orientation and can be found [online](#). IT also supports the [MyJHSPH portal](#) 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](#) for use with laptop computers. IT 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.

Two computer labs are provided by the School and are generally available for student use 24 hours per day, seven days per week. Many of the software applications required for classes are installed on the lab computers. Each lab also has two dedicated high speed printers.

International Students

Office Of International Services

[The Office of International Services](#) (OIS) is the sole unit at Johns Hopkins dedicated to providing consistent, exceptional immigration services and international programming support for all Johns Hopkins divisions and their international students, scholars, faculty, researchers and staff in the United States. OIS serves over 3,300 international students from more than 130 countries, as well as over 3,000 international visiting scholars, faculty, researchers, staff and their dependents annually through our five service locations at Harbor East, Homewood, Medical Institutions, Peabody Institute and Washington, D.C.

The OIS service location at the Medical Institutions is in suite 405 of Reed Hall at 1620 McElderry Street, Baltimore, MD 21205. Please visit the [OIS Website](#) for office hours and OIS advisor contact information.

Representatives from the OIS will provide information for JHU-sponsored F-1 and J-1 students during the Bloomberg School's orientation. Additionally, JHU-sponsored F-1 and J-1 students will receive instructions from the OIS regarding the required check-in process during orientation.

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 attendance and completion of assignments. All students must officially register in the course.

Library Resources

The William H. Welch Medical Library

The [William H. Welch Medical Library](#) 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.

As members of the Hopkins community, students, faculty and staff can access a range of databases, information services, liaison consultation, online tutorials, document delivery and classes. Welch services are available online and at a number of locations within the School where public health librarians are available for one-on-one and group assistance. The [Welch website](#) provides users with Internet access to databases in many disciplines, a collection of online full-text journals and online reference services. Interlibrary loan and document delivery services are available online through WelDoc on the Welch website. The library owns around 123,000 books and journal volumes, and subscribes to over 7,000 online journals. The Welch Library building recently underwent renovations to improve lighting, seating and study areas in the East and West Reading Rooms. The second floor lobby, between the East and West Reading Rooms, has areas for study or relaxation. Individual Study Carrels located within the stacks area have been updated to provide additional wired and wireless connectivity, improved lighting, bulletin boards and white boards.

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.

Lockers

Lockers are available in the Wolfe Street building only. Students are free to pick any locker they want and secure it with their own lock or get a free lock from Student Affairs, E1002 Wolfe Street Building.

Lockers are cleaned and fumigated every June. An email will be sent to all students 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 any items left in lockers. Any personal locks left on the lockers will be cut off during the cleaning in June.

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 may apply to some services.

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.jhsph.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.

Office of Student Life

The [Office of Student Life](#) is committed to supporting a diverse student body, creating a student-centered environment, and providing resources for students to engage in the academic experience. Student Life offers support for co-curricular student organizations and provides personal wellbeing and assistance to students. Please call 410-502-2487 or email jhsph.diverse@jhu.edu for more information.

Parking

Registered Bloomberg School students are eligible for discounted monthly parking at the Church Street and Ashland Street Garages.

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:

- Student Accounts and Business Services, Wolfe Street Building, W1101
- Student Affairs, Wolfe Street Building, E1002

For complete details including rates, hours of operation, shuttle schedules and maps, please visit <http://www.jhsph.edu/student-life/transportation/parking.html>.

For more information, contact, 410-502-9324.

Locked Area 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 Emergency Management at 410-614-2862.

Lockers

Students requesting emergency opening of lockers should contact [Steve Bazzetta](#) in Student Affairs. The locker will only

be opened for the student to whom it is assigned.

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.

Social Hour

A student-run social hour is held most Friday afternoons 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

Johns Hopkins University and Medicine provide a variety of shuttle services following a number of routes convenient to students, faculty and staff.

Some of these routes are managed by [JHMI Corporate Security, Parking and Transportation](#). The popular Homewood/JHMI shuttle is managed by [Homewood's Parking and Transportation](#).

Official information regarding School and bus service during inclement weather may be found on the [Weather Emergency Website](#). Be sure to listen to or read the entire announcement, because exceptions may be contained later in the message.

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 sklein1@jhu.edu or at 410-614-1550 no less than a month prior to the event. SET will invite you to attend the Special Event Team meeting two weeks prior to the event 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

[Student Accounts and Business Services](#) is located in Suite W1101 and is open Monday through Friday from 8:30 a.m. to 4:00 p.m. All student tuition and fee payments are handled through the Student Accounts Office. Other services include student health and dental insurance, notary public and sales of MTA passes. You may contact the Student Accounts Office at 410-955-5725 or jhsph.bursar@jhu.edu for more information.

Student Assembly

[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 SA is to represent, preserve and promote the interests of all students at the School. Specifically, they strive to:

- protect the rights of students at the School
- formulate policies and regulations
- elect or appoint 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
- organize social and cultural events to enrich student life

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 or attend Student Assembly general meetings. Visit the [website](#) or e-mail sasph.assembly@jhu.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](#).

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.

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 443-997-8688.

To assist international students, the [Office of International Services](#), in cooperation with the [JHU Tax Office](#), conducts tax seminars in March of each year.

Financial Aid

Funding for educational expenses can come from several sources: scholarships, grants, loans (government and private). These resources are administered by different offices at the Bloomberg School.

Each academic department at the Bloomberg School administers and awards scholarship assistance.

[The Financial Aid Office](#) assists students in securing federal and private loans and Federal Work-Study funding.

Fellowships, Traineeships, and Scholarships

General Information and Method of Application

With funding provided by various federal agencies, the private sector and the Bloomberg School, a number of opportunities for assistance are available to students.

Fellowship and traineeship support from federal agencies such as the Public Health Service and the National Institutes of Health may be awarded for specific or general areas of study. This support may include tuition and fees, stipends and health insurance and is usually limited by law to citizens and permanent residents of the U.S.

Many departments offer scholarships with funding provided by the School or the private sector. This support may also include tuition and fees, stipends and health insurance.

The level and type of assistance can vary by academic department and is dependent upon the availability of the funds.

Master's Tuition Scholarships of 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.

To Apply

Typically, all admitted students receive consideration for funding by their academic department. No application is required and award notifications are sent directly by

the departments. All students admitted to the MPH program are also automatically considered for scholarship assistance by the MPH office.

For more information on funding, visit "[Funding Opportunities](#)" or contact the appropriate academic [department](#) directly.

Student Funding Resources

The [Funding Opportunities](#) website assists 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

Students are encouraged to pursue private outside scholarships to assist them in meeting their educational expenses. In addition to the Funding Opportunities website, a listing of some scholarships offered by private foundations and organizations are available in the [Funding Resource Guide](#) compiled by the Financial Aid Office.

State Aid

Generally, state aid is provided by the student's state of legal residence and can usually only be used for study in that state. Maryland residents should visit the [Maryland Higher Education Commission \(MHEC\)](#) for details on funding opportunities

Postdoctoral Training

The Bloomberg School 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](#).

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

The Bloomberg School participates in federal loan programs offered by the U.S. Department of Education. Loans are made through the school and awarded directly to eligible students. Repayment is deferred while the student is enrolled on a half-time basis.

Financial planning and debt management are key to securing and maintaining financial stability. Student loans are a serious financial obligation. Unlike scholarships or work-study funding, they must be repaid with interest. Students are encouraged to borrow only what is needed to meet educational expenses. Information on our [Financial Literacy page](#) can help you achieve financial well-being.

Applicants for Federal Student Aid must comply with all federal requirements for eligibility, enrollment and disbursement of funds. Students who are concurrently enrolled at non-JHU institutions and receiving federal aid must disclose this to the JHSPH Financial Aid Office. Eligibility for federal aid here at JHSPH may be limited.

Eligibility for assistance is determined by using the Federal Need Analysis Methodology, established by law. The analysis calculates an Expected Family Contribution (EFC) for the student. The EFC is used to establish which programs and the amount of aid that a student is eligible to receive.

To receive Federal Student Aid, an applicant must:

1. Enroll as a regular student in an eligible program
2. Be a U.S. citizen or eligible non-citizen and have a valid Social Security Number
3. Not be in default on a federal student loan or owe a repayment on a federal student grant
4. Not be convicted under federal or state law of possession or sale of illegal drugs
5. Register with the Selective Service, if required
6. Maintain satisfactory academic progress

7. Register for the appropriate number of credits per term

8. Provide all required admissions application materials.

Financial aid regulations stipulate that an aid recipient must maintain satisfactory academic progress toward completion of their program. Failure to maintain [satisfactory academic progress](#) may result in the suspension 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, drops out or takes a leave of absence within an academic term, the student's eligibility to retain financial aid must be recalculated. The recalculation will be based on the percentage of earned aid for the period in which the student was enrolled. The recalculation can result in a balance due the School. For more information, see the [Federal Return to Title IV](#) policy on the Financial Aid website.

Loan Programs

Federal Direct Unsubsidized Loans The interest rate is fixed at 6.6 percent (6.6%) for loans issued for the period July 1, 2018 - June 30, 2019. Interest accrues from the date of the first disbursement and until the loan is paid in full. You may pay the interest or it can be capitalized; that is, the interest will be added to the principal amount of your loan. The U.S. Department of Education charges the borrower a 1.066 percent (1.066%) origination fee for loans issued between October 1, 2017 - September 30, 2018. The origination fee is deducted proportionately from each disbursement of the loan proceeds. After ceasing to register at least half-time, a six-month grace period is granted, during which time no payment is required.

Federal Direct Grad Plus Loans The interest rate is fixed at 7.6 percent (7.6%) for loans issued for the period July 1, 2018 - June 30, 2019. Interest accrues from the date of the first disbursement and until the loan is paid in full. Borrowers can pay accrued interest when the loan enters repayment. The U.S. Department of Education charges the borrower a 4.264 percent (4.264%) origination fee for loans issued between October 1, 2017 - September 30, 2018. The origination

fee is deducted proportionately from each disbursement of the loan proceeds.

Private Loan Funds are offered by banks and private lending institutions. Private loans are credit-based and may be used to supplement other forms of financial assistance or assist students who are not eligible for federal loans.

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 funds to help meet their cost of 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 financial need and the availability of program funds. Federal Work-Study positions are assigned on a first-come, first-served basis.

To Apply

Application requirements for Federal Student Aid are posted on the [Financial Aid website](#).

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

Federal student aid is limited to U.S. citizens and eligible non-citizens. Refer to the [Free Application for Federal Student Aid](#) for details on eligible non-citizens status. Persons who are in this country on a student or visitor visa are not eligible for federal student aid.

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 notified of 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.

International students should be prepared to show clear documentation as to how they

will support themselves for tuition and living expenses during their entire program. If applicable, the School must receive official certification from the student's sponsor of the source and amount of financial support (tuition and living expenses) before the Certificate of Eligibility (I-20 form or DS 2019) needed to obtain a visa can be issued to an accepted international student. Those students who plan to support themselves from personal funds must provide a letter from a bank in the U.S. indicating that sufficient funds are on deposit to cover tuition and living expenses for the first year of the program.

Financial Assistance

Financial assistance for international students who are not permanent residents of the U.S. is limited. International students are not eligible for Federal Student Aid funds—Direct Loans, Perkins Loans, or Federal Work-Study. However, with a credit worthy co-borrower who is a citizen or permanent resident of the U.S., international students may borrow private education loan funds.

Most international students coming to the Bloomberg School are supported by their governments or private health organizations. For additional information on possible funding resources visit "[Funding Opportunities](#)" and a listing of some scholarships offered by private foundations and organizations are available in the [Funding Resource Guide](#) compiled by the Financial Aid Office.

International students may also contact the academic department they intend to apply for information regarding their eligibility for scholarship assistance.

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 their fees to the Bloomberg School at the time of registration. [Additional information](#) regarding veteran benefits may be obtained from the VA certifying official in the [Office of Records and Registration](#).

Tuition and Fees

Tuition

The most current [tuition](#) rates can be found on the Bloomberg School website.

Additional information regarding [tuition](#), [fees](#) and [tuition payment](#) may be obtained from the [Office of Student Accounts Office and Business Services](#).

Schedule of Payments

[Payment due dates](#) for students are posted by the [Office of Student Accounts and Business Services](#).

Statements are posted to the [Self-Service](#) system 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 balance and pay your bill at any time through [Self-Service](#).

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, American Express, Western Union or bank to bank wire payment.

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. All 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, 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 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](#) 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 payment returned to the School by a banking institution. The University reserves the right to not accept future payment by personal checks

or electronic from any student once a fee has been assessed.

Proctoring Fee

A few online courses require students to take proctored exams. Typically, there is no fee associated with using a proctor (instructions regarding finding a proctor can be found when students log into their eLearning account at <http://ctl.jhsph.edu/account>). If a student cannot find an appropriate proctor who does not charge a fee, then a fee-based proctor may be necessary.

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

All JHSPH full-time students are charged the health services fee, \$550 (\$137.50 per term; first four terms). 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 can be waived with proof of comparable coverage.

Students opting to waive health insurance via providing proof of comparable coverage to the Student Accounts Office will have their waiver in full force and effect throughout the duration of their academic program enrollment at the BSPH.

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.

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.

Information regarding benefits and current premiums are available through [Student Affairs](#).

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.

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