



Undergraduate Student Handbook



Student Life Policies

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Drug, Alcohol, and Firearms Policies for Students

The university, in keeping with its basic mission, recognizes that its primary response to issues of alcohol and drug abuse must be through educational programs, as well as through intervention and treatment efforts. In addition to providing appropriate educational programs throughout the year, each division of the university will include such programs as part of its orientation for new students.

The university further recognizes that alcoholism and drug addiction are illnesses that are not easily resolvable by personal effort and may require professional assistance and/or treatment. Participation in such programs may be required of a student as a "condition of continual enrollment." The university will adhere to strict policies of confidentiality for all participants in drug/ alcohol abuse rehabilitation programs as described in university and federal regulations covering confidentiality of student health records. Maryland and District of Columbia laws prohibit the possession or consumption of alcoholic beverages by persons under the age of 21. The possession, use, or distribution of illegal drugs as defined by federal, state, and local statutes is prohibited.

Students are expected to obey the law. Individuals who violate the law, in addition to being subject to criminal penalties, may be subject to university disciplinary measures. The university will not excuse acts of misconduct committed by students whose judgment is impaired due to alcohol or drug abuse.

Student Activities Alcohol Provisions [\[Top\]](#)

Generally, alcohol is not served at events sponsored by University-affiliated student groups. If a student group or fraternity does desire to sponsor an event at which alcohol will be served, it must receive permission of the director of student involvement or one of the Associate Deans before the event takes place. The conditions under which permission will be granted are as follows:

1. Only beer and/or wine may be served. Kegs and other bulk quantities are not permitted.
2. The organization must agree to follow the procedures for assuring that persons attending the event who are underage will not be served. In addition, the organization and/ or individuals in the organization may be subject to University disciplinary action if underage patrons are served alcoholic beverages.
3. Publicity (posters, etc.) for events at which alcoholic beverages are served must not include any mention of beer/ wine. "Refreshments available" or some facsimile thereof will be acceptable. *News-Letter* ads may publicize beer/wine, but it cannot be the main thrust of the ads.
4. Persons who violate or attempt to violate these regulations (restrictions) will be asked to leave the event and may be subject to university disciplinary action. The Associate Deans limit the number of events at which alcohol may be served. Organizations that violate the alcohol policy will lose the privilege of serving alcohol at their events.

Policy on Firearms [\[Top\]](#)

The possession, wearing, carrying, transporting, or use of a firearm or pellet weapon is strictly prohibited 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 a 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.

Policy on Sexual Harassment and Assault [\[Top\]](#)

Sexual Harassment Prevention and Resolution Policy Preamble

The Johns Hopkins University is committed to providing its staff, faculty, and students the opportunity to pursue excellence in their academic and professional endeavors. This can only exist when each member of our community is assured an atmosphere of mutual respect, one in which they are judged solely on criteria related to academic or job performance. The university is committed to providing such an environment, free from all forms of harassment and discrimination. Each member of the community is responsible for fostering mutual respect, for being familiar with this policy, and for refraining from conduct that violates this policy.

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

1. Submission to such conduct is made implicitly or explicitly a term or condition

of an individual's employment or participation in an educational program.

2. Submission to or rejection of such conduct by an individual is used as the basic for personnel decisions or for academic evaluation or advancement.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment. Fundamental to the university's purpose is the free and open exchange of ideas. It is not, therefore, the university's purpose, in promulgating this policy, to inhibit free speech or the free communication of ideas by members of the academic community.

Policy

The university will not tolerate sexual harassment—a form of discrimination, a violation of federal and state law, and a serious violation of University policy. In accordance with its educational mission, the university works to educate its community regarding sexual harassment. The university encourages individuals to report incidents of sexual harassment and provides a variety of avenues, both formal and informal, by which individuals can report complaints of sexual harassment.

The university encourages reporting all perceived incidents of sexual harassment, regardless of who the alleged offender may be. Individuals who either believe they have become the victim of sexual harassment or have witnessed sexual harassment should discuss their concerns with any member of the Sexual Harassment Prevention and Resolution System. Complainants are assured that problems of this nature will be treated in a confidential manner, subject to the university's legal obligation to respond appropriately to any and all allegations of sexual harassment.

The university prohibits acts of reprisal against anyone involved in lodging a complaint of sexual harassment. Conversely, the university considers filing intentionally false reports of sexual harassment a violation of this policy. The university will promptly respond to all complaints of sexual harassment. When necessary, the university will institute disciplinary proceedings against the offending individual, which may result in a range of sanctions, up to and including termination of university affiliation.

University Policy on Sexual Assault

Johns Hopkins University is committed to providing a safe educational and working environment for its faculty, staff and students. The university is particularly concerned about increase in reports of sexual offenses occurring on the nations' campuses. The university has adopted a policy addressing sexual assaults and offences involving sexual violence in order to inform faculty, staff, and students of their rights in the event they are involved in an assault and of the services available to victims of such offenses.

Members of the university community, who are the victims of or who have knowledge of a sexual assault occurring on university property, occurring in the course of a university-sponsored activity, or perpetrated by a member of the university community, are urged to report the incident to campus authorities, Residential Life, or the Dean of Student Life. Persons who are victims of sexual assault will be advised by campus security of the option to file criminal charges with local police of the jurisdiction where the sexual assault occurred. Campus Security and the Office of the General Counsel will provide assistance to a complainant wishing to reach law enforcement authorities.

A victim of sexual assault on university property should immediately notify campus security, who will arrange for transportation to the nearest hospital. Persons who have been sexually assaulted will be taken to one of three hospitals in Baltimore city designated as rape treatment centers. They are Mercy Hospital, 301 St. Paul Place (410-332-9000); University of Maryland Hospital, 22 S. Greene St. (410-328-8667); Johns Hopkins Bayview Medical Center, 4940 Eastern Ave. (410-550-0100). These hospitals are equipped with the State Police Sexual Assault Evidence Collection kit.

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

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

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

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

Both a complainant and the person accused of a sexual assault will be afforded the same opportunity to have others present during a university disciplinary proceeding. Attorneys, however, will not be permitted to personally participate in university disciplinary proceedings. Both the complainant and the accused will be

informed of the resolution of any university disciplinary proceedings arising from a charge that a sexual assault has been committed. The disciplinary measures which may be imposed for sexual assault will vary according to the severity of the conduct, and may include expulsion of a student from the university and termination of the employment of a member of the staff or faculty.

Sexual Harassment Policy

The Sexual Harassment and Prevention and Resolution Program was initiated during the 1994–95 Academic Year. Its purpose is to provide a group of highly trained people to act as handlers of complaints before a situation worsens; the program uses training sessions for students, faculty, and staff to understand the sexual harassment policy and to prevent harassment from occurring. There are various ways a student can go about registering a sexual harassment complaint. A Sexual Harassment Hotline is provided to help in finding a person to talk to, and provides for the complainant's confidentiality. The Hotline number is 443-997-4001 or x7-4001. Additional resources that will maintain full confidentiality are Campus Ministries (x113-61880) the Ombud's Office (x6-5300), and the Counseling Center (x6-8278). The above sources can only offer informal resolution options to a sexual harassment complaint.

Students may also seek an informal or formal resolution handled by designated persons in each university division. In these cases, privacy is maintained, but since these designated handlers must uphold University regulations, other people may become involved in order to ensure resolution of complaints. For these cases, the contacts are: Compliance and Conflict Resolution Coordinator (x6-4282); Dr. Susan Boswell, Dean of Student Life (x6-8208); and Ray Gillian, Vice Provost for Institutional Equity (x6-8075). Brochures are available through these offices.

Open Space Policy [\[Top\]](#)

This policy governs any open space on campus, and applies to all Johns Hopkins University students, alumni, employees, and visitors.

- Alcoholic beverages are prohibited in open spaces at all times, except by written permission of the Office of the Dean of Student Life.
- Glass bottles of any kind are prohibited in open spaces after dark.
- All trash must be disposed of in trash cans or removed from open space.
- Parking along Goodnow Drive is prohibited at all times except as designated by officially posted signs. The operation of any non-University vehicle in open space is strictly prohibited.
- Disorderly conduct, disruptive or mischievous behavior, vandalism, fights, assaults, or any other violation of university policy, the Student Conduct Code, state law, or city ordinance is prohibited in open spaces.
- All persons on open spaces, including Johns Hopkins University students and guests, must comply promptly and completely with the requests of university staff acting in accordance with their duties, including, but not limited to, requests for identification, for noise or activity abatement, dispersal, and for the surrender of beverages for examination and/or confiscation.
- While voluntary compliance with open space policy is expected, where violations are found, enforcement staff may, at their discretion, issue a warning, or, without warning require any person or group of people to leave open space for a policy violation and/or for exigent circumstances.
- Enforcement staff, at their discretion, may confiscate alcoholic beverages from persons in open spaces.
- Violators of state law or city ordinances may be subject to arrest by Campus Security officers or Baltimore City Police.
- Students are responsible for informing their guests of all university policies in and out of buildings, and are accountable for the actions of their guests.
- Students who are found in violation of the alcoholic beverage restriction in this policy may be subject to disciplinary action, including up to a \$50 fine for a first violation, and may face additional sanctions based upon the nature and circumstances of the misconduct incident. Additional violations of the policy will bring more severe sanctions. In addition to fines, sanctions for misconduct may range from a warning through expulsion.
- Students who violate other sections of this policy, or who fail to comply with Campus Security officers and other staff acting to enforce this policy, may face disciplinary action.

Open Space Policy Enforcement Procedures

Undergraduate students suspected of violating an open space policy may be referred to the Office of the Dean of Student Life and may face disciplinary action. Graduate students may be referred to their academic dean. The Hopkins Security Department is working in conjunction with the division of Homewood Student Affairs to ensure enforcement of this policy. Campus Security officers will patrol open spaces regularly to promote adherence to the open space policy. The following guidelines will be used:

- Alcoholic beverages may be confiscated.
- Beer kegs will be confiscated.
- Glass bottles may be confiscated or their proper disposal directed.
- Individuals who possess alcoholic beverages may be asked for personal identification.
- Individuals found violating policy or individuals who fail to comply with request of enforcement staff acting in performance of their duties, may be asked for personal identification and/or directed to leave the area.
- If proof of identity is not provided:
 - a) the individual may be escorted from University property as a trespasser.
 - b) the individual may be detained at the discretion of Campus Security officers in order to establish his or her identity.
- Reports of violations of open space policies will be submitted to the Office of the Dean of Student Life and will include the identity of the person involved.
 - a) Undergraduate first-time violators may be subject to disciplinary action including, but not limited, a fine of up to \$50.
 - b) Undergraduate violators who have committed a prior offense, or have committed misconduct in open spaces, in addition to an alcohol possession violation, may face additional disciplinary action.

- Individuals who violate state law or city ordinance on open space may be subject to arrest by Campus Security officers or Baltimore City police. Trials for arrested persons are conducted in the state courts of Maryland.
- Skateboarding is permitted on paved and bricked paths only. Skateboarding on stairs, benches, railings, and any other than paved or bricked paths is prohibited. Skateboarders are urged to use caution and yield to pedestrians.

University Policy on Hazing [\[Top\]](#)

The Johns Hopkins University prohibits hazing.

The Johns Hopkins University prohibits hazing. Hazing is defined to be: Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student; or willfully destroys or removes public or private property for the purpose of affiliation, initiation, admission or as a condition of continued membership in any organization recognized as a fraternity, sorority, athletic team or student organization by Johns Hopkins University, on or off University, fraternity, or sorority property. Examples of conduct that would violate this policy may include but are not limited to:

1. All forms of physical activity not part of an organized, voluntary athletic context or not specifically directed toward constructive work.
2. Any activity (including voluntary athletic contests and constructive work) that might reasonably bring harm to the individual.
3. Paddling, beating, or otherwise permitting undergraduate or alumni members to hit individuals.
4. Depriving individuals of the opportunity for sufficient sleep, decent and edible meals, or access of means of maintaining bodily cleanliness.
5. Activities that interfere with an individual's academic efforts by causing exhaustion, loss of sleep, or loss of reasonable study time.
6. Requiring individuals to consume alcohol or drugs.
7. Forcing, coercing, or permitting individuals to eat or drink foreign or unusual substances.
8. Any requirement which compels an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual's moral and/ or religious beliefs, or contrary to the Student Code of Conduct and/ or policies and regulations of the university.

Groups such as fraternities, athletic teams, and student organizations may be held accountable for misconduct by individuals committed in the context of group membership.

Student Activities Policies [\[Top\]](#)

Room Reservation Policy for Levering Hall, Shriver Hall, and the Mattin Center Meeting rooms 160, 161 and 162

At the conclusion of each semester, recognized student groups may reserve space for the subsequent semester during scheduling week. All groups are limited to reserving one 90-minute weekly meeting and two special events. Two weeks after scheduling week, groups may reserve additional spaces with the approval of the scheduling coordinator.

Each student organization will designate not more than two people per academic year who will take responsibility for reserving rooms with the scheduling coordinator. Please contact Pat Forester, scheduling coordinator, at 6-2224 or e-mail her at pataf@jhu.edu, with your scheduling representative's name, telephone numbers, and e-mail address.

Any group failing to use a confirmed room for two consecutive meetings without formally canceling the room with the scheduling coordinator may have their remaining reservations canceled for that semester. In addition, if your group has been suspended and appears on the FROZEN ACCOUNT list, please resolve those issues before coming to reserve rooms. If your group does not appear on the list of Recognized Student Groups, please see the office staff so that your status can be verified.

Posting policy [\[Top\]](#)

You will find that posting is an effective method of publicizing your group. Two groups administer the bulletin boards around campus: the Student Activities Commission and the Housing/ Residential Life Office. Academic and other departments may maintain their own bulletin boards. When you poster, be sure you know whose board you are placing the flyer, and follow that group's rules. These rules and regulations govern posters and other forms of advertising on campus in a fair manner. In addition, posters and other forms of advertising should not disrupt academic classes, programs, or activities and should not damage the property of JHU. Failure to comply with the following guidelines may result in removal of poster, fines, and/ or disciplinary measures.

1. Posters and flyers may be placed on campus bulletin boards only.
2. Bulletin board flyers should be 8.5 x 11 in. and not fixed over another flyer. Requests for exceptions for larger flyers or posters must be forwarded to the Office of Student Development and Programming in the Mattin Center.
3. Flyers advertising expired events or not meeting this policy's criteria may be removed.
4. Chalk is allowed to promote events on sidewalks only. It is the individual or group's responsibility to remove chalk marks after the event.

5. Banners may be hung on approved campus structures. Contact the Office of Student Development and Programming in the Mattin Center for scheduling, approval, and necessary arrangements for hanging banners on campus.

For Groups Using Chalk

Any group that uses chalk anywhere other than the sidewalks will receive an M & S form from Plant Operations charging the group for the clean-up. This is not negotiable.

Just a Note

The university considers placing posters on glass to be a fire hazard and custodians are instructed to remove any potentially hazardous posters. These restrictions exist in order to improve the appearance of the Hopkins campus and to maximize the usefulness of the bulletin boards. Members of the Student Activities Commission General Assembly are encouraged to remove illegal posters from boards designated for student activities, particularly solicitations by outside companies. Keep in mind all policies are subject to change at the discretion of the Office of Student Development and Programming.

All other Postering Locations

Check with Residential Life Office before posting in any residential area, designated boards excepted, and check with department offices before postering on their boards.

Penalties for Improper Postering

1st Offense: \$25 and restrictions of postering to one poster per bulletin board for the remainder of the semester

2nd Offense: \$50 and continued restriction of postering

3rd Offense: \$75 and the group is placed on probation for the remainder of the semester and must meet with the Executive Board to discuss further action.

Poster Locations

Levering Hall: Outside Levering Market (Garland and Arellano sides), lower Levering hallway, and Union Desk

Gilman Hall: North and south entrances, outside bank in basement, next to Outdoors Club Board, near Post Office door, in the basement Southwest, Southeast, Northeast corners, second floor East hallway, and outside HUT bathroom

MSE Library: M-Level by pay phones, on B, C, and D levels near elevators

Remsen: First and third floors

Residences: A & B, each AMR house, Wolman, McCoy: one board per floor, AMR and Wolman mailrooms, McCoy lobby, and the top steps next to the Snack Bar

Maryland Hall: First floor

Shaffer: Next to rooms 3 and 100

Outside: Outside Levering, and between MSE and the Remsen – Charles Street Gate.

Vending and Solicitation Policy [\[Top\]](#)

All vendors who wish to sell their goods in the Levering Union, on the Levering patio, or on the quadrangles during special events such as Commencement must apply to the Office of Student Development and Programming in the Mattin Center. Student Development and Programming retains the right to determine the appropriate vending times, locations, and goods sold. Vendors are required to sign a license agreement with the Office of Student Development and Programming. Vendors will refrain from selling goods displaying the name Johns Hopkins University or the Johns Hopkins University seal or logo. Vendors will be prohibited from selling compact discs, tapes, and other items that directly compete with items sold in other establishments on campus. Sales of computer and telecommunications equipment must be coordinated through the Purchasing and Telecommunications departments. Credit card promotions to students are prohibited. Vendors who wish to sell their goods in the Post Office lobby in Gilman Hall must make contractual arrangements with the JHU Book Center. All other restrictions noted above apply.

Group Members and Leaders Academic Policy [\[Top\]](#)

All undergraduate student organization leaders must maintain a minimum grade point average of 2.0 in order to remain or to be elected/ selected to a student leader position. All undergraduate student organization members and leaders must be enrolled in at least 6 credit hours.

Fundraising [\[Top\]](#)

Any group that solicits funding from outside agencies (i.e., businesses, corporations, foundations) must submit all requests to the Office of Student Development and Programming for review and approval.

Student Responsibility [\[Top\]](#)

It is the student's responsibility to familiarize themselves with the policies of the university, and those contained within these policies and procedures. Failure to become acquainted with this information will not excuse any student from responsibility for abiding by the rules and procedures described herein. Personal difficulties, illnesses, or advice contradicting the rules and procedures described herein contained do not constitute automatic grounds for exemption from these policies. Any waivers to the policies and procedures must be reviewed and

approved in advance and are effective only when accepted by the Office of the Dean of Student Life. The university reserves the right to make changes to these policies and procedures, and other information contained herein as it deems appropriate. Students are urged to consult the Office of the Dean of Student Life and Homewood Student Affairs about any questions that they may have concerning student activities, student life, and student affairs. These standards and procedures are not to be regarded as a contract.

University Policy on Automobiles and Parking [\[Top\]](#)

Undergraduate resident students are strongly discouraged from bringing cars to campus. The city will not grant residential parking permits to students residing in university housing and students who are residing in university housing are not eligible for university parking permits. Without campus or residential parking access, resident students with cars face ticketing and towing. Violators are subject to the applicable university and city penalties, which include substantial fines, "Denver boots," and towing fees, which typically amount to several hundred dollars.

Students who live more than one mile from campus can purchase a parking access card to park on campus while using university facilities. Owners of two-wheeled motor vehicles must also pay for parking. The parking rules are in effect Monday through Thursday from 7 a.m. to 8:30 p.m., and Friday, 7 a.m. to 7 p.m. On Saturday and Sunday, the campus is open.

Those who are eligible for paid parking must bring with them the following to show proof of eligibility:

- A valid J-CARD
- Vehicle registration in your name, your parent's name or your spouse's name
- Proof of local address
- Paid registration form (permit to register receipt)

University Policy on Pets [\[Top\]](#)

No pets of any kind are permitted in university housing.

No pets of any kind are permitted in university housing. The university also has the following policy on dogs:

1. While on university property, dogs must be leashed, licensed, and under the control of their owners or handlers at all times.
2. Dogs are not allowed in the common areas of any university building, including classrooms, except when being taken to and from non-public areas. (Guide dogs for the visually impaired are permitted in common areas.)
3. Dogs may not be tied up and left unattended on any campus grounds.
4. Owners or handlers are responsible for the removal of excrement deposited by their animals on university property.

If any infraction of these rules is observed, Campus Security should be notified (6-4600), and they will attempt to resolve the problem with the owner. If unsuccessful, or unable to locate the owner, the Municipal Animal Shelter will be notified to impound the dog in accordance with applicable animal control laws. Owners will be responsible for all impoundment fees.

The university strongly encourages students not to bring their pets to school unless they have cleared it with both their landlord and their roommates and are sure they have the means to care for their pets properly. Pets are often abandoned because there is no one to care for them over vacations, or the landlord threatens to evict the owner. If you do own a pet and cannot keep it, contact Animal Rescue (410) 636-1360 or the Humane Society (410) 833-8848, which will do its best to find the animal a new place to live.