MEMORANDUM

To: All Graduate Students & Graduate Advisers  
From: Kay Smith, Associate Registrar  
Re: Final Semester Registration Policies for AS and EN Graduate Students

A graduate student who has completed ALL degree requirements, and for whom certification for the degree has been sent to the Graduate Board or the Whiting School Graduate Committee BEFORE the first day of classes does not need to register for that semester. In all other cases, registration according to the usual procedures, including payment of applicable tuition and fees is mandatory. In particular, non-registration in the expectation of completing degree requirements during a semester is NOT permitted.

Completion of requirements includes the submission of all materials, including departmental certification for completion of requirements, dissertation readers’ letter of acceptance, AND submission of the completed dissertation to the library.

Homewood graduate students completing a final degree during the first eight weeks of the fall semester OR the first four weeks of the spring semester will generate a tuition reimbursement for that semester to whatever entity covered the cost – the student, the department, the advisor, etc. This applies only to students for whom completion of a master’s project, master’s essay, master’s journal submission or doctoral thesis is the sole remaining degree requirement at the start of the final semester. Students are required to enroll, even if they anticipate completion of degree requirements. An Application for Deferral of Final Semester’s Tuition Cost can be obtained from Student Accounts.

Please direct questions Michele Cookson, Graduate Records Specialist at 6-8082 or michelec@jhu.edu.

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2015-2016 ACADEMIC YEAR DEADLINES

Deadlines for Arts & Sciences - Masters and AS & EN Ph.D.’s
http://homewoodgrad.jhu.edu/academics/graduate-board/deadlines/

Deadlines for Engineering Masters
http://engineering.jhu.edu/graduate-studies/academic-policies-procedures-graduate/