



Engineering for Professionals
Faculty Handbook
Academic Year 2019-2020

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Overview

Introduction

In 1983, the Whiting School of Engineering assumed academic and fiscal responsibility for part-time engineering education at Johns Hopkins University, and reaffirmed the long-standing Hopkins commitment to excellence in continuing professional engineering education.

Johns Hopkins Engineering for Professionals (EP) is committed to providing the highest quality instruction to its students. Outstanding faculty, and continuous efforts to equip and maintain modern classrooms and laboratories have made this commitment a reality. Serving students well in all respects is the goal of everyone associated with EP.

This handbook will answer many questions about policies and procedures of the university, EP, and the various sites where courses are offered, including online. Please feel free to contact any EP office with suggestions regarding future editions of this handbook.

Organization

EP is administered by the associate dean. A program chair, in concert with a program committee, oversees each degree program. Most academic services and central support functions are located at the Homewood campus with an additional educational support center at the Applied Physics Laboratory.

Information Sources

The EP catalog is published annually in April. Course schedules are posted on the EP website three times each year prior to the summer, fall, and spring terms. All of this information is available on the EP website: <https://ep.jhu.edu/>. These sources answer most of the questions asked by students and faculty and address many important subjects. Questions not answered by these sources should be directed to the appropriate staff member on the Administration Directory.

Administration Directory

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Ed Schlesinger, Benjamin T. Rome Dean

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Ed Scheinerman, Vice Dean for Graduate Education

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Harry Charles, Jr., Associate Dean, Non-Residential Graduate Education

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Engineering for Professionals

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APL Education Center

Harry Charles, Jr., Education Center Program Manager
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Christine Morris, Partnership Manager
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Program Leadership

Applied Biomedical Engineering

Eileen Haase, Chair 301-785-3375 ehaase@bme.jhu.edu
Brock Wester, Vice Chair 443-778-1383 brock.wester@jhuapl.edu

Applied and Computational Mathematics

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Beryl Castello, Program Coord 410-516-7579 beryl.castello@jhu.edu

Applied Physics

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William Torruellas, Vice Chair 443-778-9065 william.torruellas@jhuapl.edu

Chemical and Biomolecular Engineering

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Civil Engineering

Rachel Sangree, Chair 410-516-7138 sangree@jhu.edu

Computer Science

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Cybersecurity

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Data Science

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Eleanor B. Chlan, Program Mgr 443-778-6045 eleanor.chlan@jhuapl.edu

Electrical and Computer Engineering

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Cleon Davis, Vice-Chair 443-778-9399 cleon.davis@jhuapl.edu
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Engineering Management

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| Timothy Galpin, Chair | 240-228-1141 | timothy.galpin@jhuapl.edu |
| Richard Blank, Program Coord | 443-778-3570 | richard.blank@jhuapl.edu |

Environmental Engineering, Science & Management

| | | |
|----------------------|--------------|---------------|
| Hedy V. Alavi, Chair | 410-516-6022 | alavi@jhu.edu |
|----------------------|--------------|---------------|

Financial Mathematics

| | | |
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| David Audley, Chair | 410-516-7136 | daudley1@jhu.edu |
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Healthcare Systems Engineering

| | | |
|--------------------|--------------|------------------------|
| Alan Ravitz, Chair | 443-778-8829 | alan.ravitz@jhuapl.edu |
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Information Systems Engineering

| | | |
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Materials Science and Engineering

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| James Spicer, Chair | 410-516-8524 | spicer@jhu.edu |
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Mechanical Engineering

| | | |
|------------------------|--------------|------------------|
| Jaafar El-Awady, Chair | 410-516-6782 | jelawady@jhu.edu |
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Space Systems Engineering

| | | |
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Systems Engineering

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| David Flanigan, Vice Chair | 443-778-8129 | david.flanigan@jhuapl.edu |

Technical Management

| | | |
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| Timothy Galpin, Chair | 240-228-1141 | timothy.galpin@jhuapl.edu |
| Richard Blank, Program Coord | 443-778-3570 | richard.blank@jhuapl.edu |

Locations

Applied Physics Laboratory (classrooms, labs, and education center)

Johns Hopkins Applied Physics Laboratory
Kossiakoff Center

11100 Johns Hopkins Road

Laurel, MD 20723-6099

443-778-5280 (special faculty-only line)/443-778-3161 (fax)

Hours: Mon–Thurs 8:30 a.m. to 7:30 p.m. / Fri 8:30 a.m. to 5:00 p.m.

Montpelier 7 (classrooms and labs)

7710 Montpelier Road

Laurel, MD 20723-6099

443-778-5280 (special faculty-only line)

Hours: Mon–Fri 8:30 a.m. to 5:00 p.m.

Homewood Campus (classrooms and administration)

3400 North Charles Street

Wyman Park Building, 3rd Floor West

Baltimore, MD 21218

410-516-2300

Hours: Mon–Fri 8:30 a.m. to 5:00 p.m.

Stieff Silver Building (Center for Learning Design and Center for Digital & Media Initiatives)

800 Wyman Park Drive

Suite 110

Baltimore, MD 21211

Southern Maryland Higher Education Center (classrooms)

44219 Airport Road

California, MD 20619

301-737-2500

Master's Degrees

Applied and Computational Mathematics

Applied Biomedical Engineering

Applied Physics

Chemical and Biomolecular Engineering

Civil Engineering

Computer Science

Cybersecurity

Data Science

Electrical and Computer Engineering

Engineering Management Environmental
Engineering
Environmental Planning and Management
Environmental Engineering and Science
Financial Mathematics
Healthcare Systems Engineering
Information Systems Engineering
Materials Science and Engineering
Mechanical Engineering
Space Systems Engineering
Systems Engineering
Technical Management

Graduate and Post-Master's Certificates

Applied and Computational Mathematics Applied
Biomedical Engineering
Applied Physics
Climate Change, Energy, and Environmental Sustainability
Civil Engineering
Computer Science
Cybersecurity
Data Science
Electrical and Computer Engineering
Environmental Engineering
Environmental Engineering and Science
Environmental Planning and Management
Financial Risk Management
Information Systems Engineering
Mechanical Engineering
Quantitative Portfolio Management
Securitization
Systems Engineering
Technical Management

The EP Mission

Core Purpose

To prepare students with the principles, understanding, and tools to solve the world's most challenging engineering problems.

Since 1913, Johns Hopkins University has offered courses in engineering and applied sciences to working professionals who desire to advance or update their education by taking courses part-time. Currently, we offer twenty master's degree programs. Each year, we have more than 10,000 course registrations spread over three terms. Over 4,000 students are enrolled in our programs, with more than 600 graduating each year with master's degrees, and graduate and post-master's certificates.

Vision

Johns Hopkins Engineering for Professionals provides a rigorous, distinctive graduate education that improves quality of life, and advances technical leadership and national competitiveness.

Strategic Goals

- Offer rigorous academic programs that anticipate and respond to the changing needs of our world.
- Attract highly qualified and accomplished students who aspire and are driven to solve complex and challenging problems.
- Continuously improve teaching effectiveness through investment and support.
- Transform our organizational, physical and technical infrastructure into an agile, efficient, and continuously improving system.

EP Policies and Procedures

Faculty Responsibilities

Faculty members are responsible for the overall content and delivery of each course they teach. Faculty members must keep the content of the courses they teach current and relevant to the students' needs. Each faculty member should also continually seek to improve his or her skills as an instructor. Program chairs are also involved in these activities, as they are responsible for maintaining the academic excellence of EP programs by fostering the academic and professional stature of the faculty and managing the content and relevancy of the courses.

General Responsibilities of EP Faculty

- Plan and deliver the courses they are assigned to teach.
- Complete all administrative tasks associated with teaching a course.
- Maintain communications on course issues with the program chair.
- Conduct an annual review of their courses to assure that the needs of students are being met, the content is up to date, and academic standards are being upheld.
- Participate in any program meetings held by the program chair.
- Attend the annual fall and spring faculty meetings sponsored by EP.
- Review and provide an annual update of the catalog course descriptions for approval by the program chair.
- Submit ideas for new courses and/or concentration areas to the program chair.
- Create or update your personal information entry in the EP Faculty Profile at <https://apps.ep.jhu.edu/faculty/profile/review>. The JHU EP Faculty Profile is a tool for you to keep your personal information up-to-date with EP, control what information EP publishes about you, share your resume or CV information with EP for administrative reporting purposes, and highlight your accomplishments.

Specific Course-Related Tasks

The tasks below are categorized into three core areas of teaching at EP: course management, facilitation of learning, and administrative tasks.

Course Management:

- Maintain and update course material to ensure it is current and relevant.
Note: If significant course revisions are required, please contact your program chair. See section "Developing an Online Course" below for more details.
- Create or update (if needed) important course information including the course syllabus and course outline, and submit it to the program chair. The EP course syllabus and outline template is available on the EP Faculty Website at <http://ep.jhu.edu/faculty/forms>. Please make sure to include your contact information

so students are aware of how to reach you.

- Create or update your course homepage. Directions for how to use the online tool to build or edit your course homepage can be found on the EP Faculty website, accessible at <http://ep.jhu.edu/faculty/prepare-to-teach>. If you require assistance with creating/editing your course homepage, please contact EP's Help Desk at ep-help-desk@jhu.edu.
- Update your course site in Blackboard. Instructions on how to do this can be found here: <http://ep.jhu.edu/faculty/teach-and-tech/blackboard>. If you require assistance with creating/editing your course site, please contact EP's Help Desk at ep-help-desk@jhu.edu.

Facilitation of Learning:

- Be actively engaged in the course at all times during the term, through frequent communication with students and participation in the course site.
- Note, sharing grades or personally identifiable information (PII) via a personal email account is not permitted by the Family Educational Rights and Privacy Act (FERPA). Therefore, please use the course communication systems (e.g., email, discussion board).
- Hold at least one synchronous office hour per week.
- Grade assigned work promptly and provide adequate feedback to students to enable them to improve their future performance.

Administrative Tasks:

- Report any student academic misconduct to the EP Academic Integrity Officer by following the [Whiting School Graduate Academic Misconduct Policy](#).
- For on-site courses, meet each class as scheduled, or inform the class of alternate plans as early as possible. If you are not able to reach the course site office, please inform the APL Education Center staff at 443-778-5280. Alternatives to rescheduling classes can be found on page 14 of this handbook.
- Submit final grades no later than 72 hours after completion of the last class of the term.
- Review the mid-term and end-of-semester course evaluations and consider opportunities for course improvements.

Appointments and Appointment Letters

Upon the recommendation of program chairs, EP faculty members are appointed by the vice dean for graduate education of the Whiting School of Engineering on a term-by-term basis to teach specific courses. Each term, an appointment letter will be available for review and approval in the Student Information System (SIS). You will receive an email notifying you to log into SIS. You will need your JHED ID and password in order to review and approve the letter.

New on-site instructors are expected to complete a self-paced online orientation course "Instructors Teaching in the Classroom." Faculty that have never developed or taught an online course at EP are expected to complete a self-paced online orientation course "Instructors Teaching Online."

Fall and spring terms are divided into six semi-monthly pay periods. Fall semester pay periods run from mid-September thru mid-December; those in the spring run from mid-February through mid-May. The summer pay periods vary and depend on a course end date. Pay periods run from end of June through end of August.

Any questions or problems concerning appointment letters and any of the enclosed forms or payroll matters (e.g., direct deposit or missing checks) should be directed to ep-finance@jhu.edu.

Attendance – Faculty and Students

EP students expect and deserve that each instructor attends every class meeting or arranges for a suitable substitute. Because of the difficulty of rescheduling classes and the long distances traveled by many students to attend classes, it is vital that this policy be strictly observed. Notify the site office of any upcoming absences and any substitute arrangements as far in advance as possible. Notify your students as soon as possible.

Faculty members are expected to meet every class for the entire time scheduled; however, a break of ten minutes is appropriate.

Students are expected to regularly attend all courses in which they are enrolled. Although EP and the university have no specific rules governing absences, the course instructor may announce certain attendance requirements. It is the student's responsibility to be aware of those requirements. Students who know they will be absent from course, especially for an extended period of time, should notify the instructor as far in advance as possible. It is the student's responsibility to discuss missed assignments and exams with the instructor.

Attendance – Late Arrivals

An instructor who is unavoidably late for class should notify the appropriate site office so that students can be told to wait, if practical.

Attendance – Emergencies

If an emergency prevents an instructor from meeting a class and it is too late to arrange for a substitute, the instructor should notify the site office. Instructors should also e-mail the students using the SIS roster. A notice will be posted in the classroom informing students of the cancellation and of any assignments. In addition, staff will make every effort to notify each student on the course roster by email.

Rescheduling Classes

If you cannot attend a regularly-scheduled class, there are several options outlined below as alternatives to cancelling the class.

Changes in the regularly-scheduled meeting time or place of a course (whether before the first meeting or during the term) and scheduling of make-up classes may be made only with the prior approval of the site office and notification to the APL Education Center at 443-778-5280.

Alternatives to Rescheduling On-Site Classes

- Conducting a live class session using Zoom from any location.

It is possible to conduct the entire online course via Zoom with each student logging in and able to participate in discussions. More information about the use of Zoom can be found in the [Zoom Quick Start Guide](#) in the EP Knowledge Base.

- Extending the class session. For example, if your course meets at 4:30 p.m. and the classroom is available afterward at 7:20 p.m., you could arrange to extend the course a few sessions to make up the missed class if the students agree. You could also do this if your course meets at 7:20 p.m. and the classroom is available beforehand at 4:30 p.m. You must reserve the additional time in advance, through your site office, to prevent schedule conflicts.
- Giving a take-home exam. A take-home exam may be substituted for a scheduled in-class exam, allowing the class period that would have been used for the exam to be used for a make-up lecture and discussion.
- Allowing out-of-class work time on team projects. If your course involves the use of class time for students to work on team projects, you could shift that team project work to times outside of class and use the recovered class time for lectures. Team groups are smaller in size and thus it is easier for the team to reschedule a meeting time than for the whole class to reschedule another meeting time.
- Record Lectures. EP has various tools available to faculty to create recorded lectures. If the principal reason for the class to meet in one place is to hear you present a lecture, you might consider using one of these tools to record your lecture, which your students can then view at a later time. For more information, please contact the Instructional Technology Support Team at ep-help-desk@jhu.edu.

***Please note:** Having a supplemental Blackboard course site is an important component in compensating for a missed class. You can place all your presentation materials on the Blackboard course site, provide the syllabus to the students, make announcements, and

receive and return assignments to the students. Every site-based course has a companion Blackboard course site. For more information on Blackboard, please refer to: <https://ep.jhu.edu/faculty/teaching-and-technology-resources/blackboard>.

Identification Cards

All full-time, part-time, and casual faculty and staff are eligible to receive a J-Card, which serves as the official University identification card. Once you have your Hopkins ID number, please visit the J-Card Office in Garland 51 on the Homewood campus to obtain your J-Card.

On the Homewood campus, your J-Card can provide access to the Milton S. Eisenhower Library, parking facilities, and the Ralph S. O'Connor Recreation Center. You can also deposit J-Cash to your card and take advantage of the convenient, cashless way to pay for your purchases on campus or at participating off-campus merchants.

For more information, please visit the Jcard website at <https://studentaffairs.jhu.edu/jcard/>.

Examinations and Assignments

If there is to be an in-class final examination in a course, the instructor should give it during regularly scheduled class times. Instructors are expected to take reasonable precautions, including proctoring, to prevent cheating during examinations. Examination procedures for online courses are addressed during development of the course.

For each assignment or examination, the instructor should explain the conditions under which the work is to be done and the consequences of violating these conditions. This is especially important in the case of “take-home” examinations, reports, and other out-of-class assignments.

Make-Up Examinations and Assignments

The appropriate site office must be consulted before students can be permitted to work in a classroom or laboratory following the completion of the term. Make-up examinations must be arranged between the instructor and student. It is the responsibility of the student to arrange with the site office a convenient time to take the exam.

Grades

Grading System

The following grades are used for the courses: A+, A, A– (excellent), B+, B, B– (good), C+, C, C, D+, D (unsatisfactory), F (failure), I (incomplete), W (official withdrawal), and AU (audit). The last two are not assigned by instructors.

A grade of F indicates the student's failure to complete or comprehend the coursework. A course for which an unsatisfactory grade (C+ through F) has been received may be retaken. The original grade is replaced with an R. If the failed course includes laboratory work, both

the lecture and laboratory work must be retaken unless the instructor indicates otherwise. A grade of W is issued to those who have dropped the course after the refund period (the sixth class meeting for on-site courses) but before the drop deadline.

The transcript is part of the student's permanent record at the university. No grade may be changed except to correct an error, to replace an incomplete with a grade, or to replace a grade with an R.

The Whiting School assumes that students possess acceptable written command of the English language. It is proper for faculty to consider writing quality when assigning grades.

EP students will graduate with honors if they have earned an A+, A, or A- in all courses taken between admission and graduation from the degree program. Any other grade except a withdrawal or audit will disqualify students from receiving honors.

Incompletes

A grade of Incomplete (I) is assigned when a student fails to complete a course on time **for valid reasons**, usually under circumstances beyond his/her control.

Conditions for resolving an incomplete are established by the instructor. A deadline for completion is determined by both the instructor and the student and must be submitted to the EP administrative office. A final grade must be submitted to the Registrar within four weeks after the start of the following term. A grade of F will be assigned if the incomplete work is not submitted by the deadline.

Students who expect to complete degree requirements, but have an incomplete, usually are not certified for graduation until the end of the term in which the student completes the course.

Grade Reports

At the midpoint of each term, instructors are requested to provide a list of students whose work to that time is unsatisfactory. EP staff notifies students if their names are reported so they can take corrective action. These early reports are for the information of students and their advisors and are not part of the permanent record. **At the end of each term, instructors are required to submit grades to the university registrar through the SIS system so that they are received within 72 hours of the last scheduled meeting of the course for on-site courses and within 72 hours of the close of the last module of online courses.** Delayed submission of grades constitutes an undesirable and unnecessary disservice to the students. Many students need the grade in a timely fashion to receive tuition reimbursement from their employer. Continued failure to turn in grades on time may affect the faculty member's employment status at EP. Grades may not be posted with student names or social security numbers or delivered to students via email.

Papers or examinations for return to students may not be left in the classroom area. If not distributed during class time, they must be placed in individually sealed envelopes and left in the respective site office for pick-up by the student. To facilitate return of final exams or homework from the last class sessions, the instructor may want to ask students for stamped, self-addressed envelopes large enough to hold the material. The instructor can then mail the material to the students.

Grades are available to students online at <https://sis.jhu.edu/sswf/>. Grades CANNOT be requested by telephone or personal inquiry.

Grade Appeals

Student concerns regarding grades must be first discussed thoroughly with the instructor. If the student and the instructor are unable to reach an agreement, the student may appeal the instructor's decision, in writing, to the appropriate program chair, and, finally, to the associate dean. At each review level, evaluation criteria will be limited to: (1) verification that there was not an error in recording the grade and (2) verification that the grade was determined on the basis of considered academic judgment. Grade appeals must be initiated within one semester after completing the course in question.

Graders

Graders may be appointed to assist instructors with courses having ten or more enrollments on the last day to add a class. Requests should be directed to the appropriate program chair. If approved, the program chair will notify the EP financial administrator to generate an appointment letter and payroll forms.

Course/Faculty Evaluations

Course evaluation results are made available to all current EP students and faculty members at <https://ep.jhu.edu/faculty/preparing-to-teach/mid-term-and-final-course-evaluations>. NOTE: this requires JHED authentication.

The link for the course evaluation is e-mailed to all enrolled students, and faculty members and program chairs are notified via e-mail prior to the administration of the course evaluations. Generally, the course evaluations are made available to students one week prior to the end of the term and remain open for 28 days after the course has ended. Student grades will be suppressed during the end-of-term evaluations. Once a student has completed their evaluation, they will gain access to their grade. If a student elects not to complete the evaluation, they will not have access to their grade in SIS until the twenty-ninth day after their course has ended. Faculty members should encourage students to complete the course evaluation questionnaire.

Mid-term evaluations are administered to all courses at the mid-point of the term. Feedback provided by students through the mid-term evaluations will help to guide instructors to make any adjustments that may be needed prior to the end of the course. The link to access

the mid-term evaluations is e-mailed to all students approximately one week prior to the middle of the semester. The evaluation consists of two questions: (1) What is going well in this course? (2) How could this course be improved?

Course evaluations receive careful review by the program chairs. EP instructors who receive two or more mean scores below 3.0, in a section with five or more respondents to the survey, will be asked to complete an action plan for review by their program chair. The instructor will identify a plan for improvement in the sections in which their scores were below a 3.0. Once they have completed their action plan, it will be reviewed and approved by their program chair.

The results of the evaluations can be accessed through the following link:

<https://ep.jhu.edu/programs-and-courses/course-evaluations>. Faculty members who have questions or concerns regarding evaluations should discuss the matter with their program chair or the EP assistant dean.

Student Advising

All students are assigned an advisor. Advisors are available to discuss areas of concern for degree and certificate candidates, and review student course-taking progress at the Degree Audit site (<http://ep.jhu.edu/degree-audit>). The instructor is the best source of information regarding courses. Students with other questions should be referred to advisors or to the appropriate EP office.

EP Services and Procedures

ADA Compliance

Johns Hopkins University is committed to creating a welcoming and inclusive environment for students, faculty, staff and visitors with disabilities. Consequently, we work to ensure that students, employees and visitors with disabilities have equal access to university programs, facilities, technology and web properties.

Services for EP Faculty Members with Disabilities

As part of our commitment to providing equal employment opportunities for all employees, JHU provides reasonable workplace accommodations to qualified faculty and staff with disabilities. Examples of reasonable accommodations include, but are not limited to: acquiring or modifying adaptive equipment, job restructuring, modified work schedules, providing interpreters, removing readily achievable physical barriers and providing paid or unpaid leave. Faculty and staff with disabilities are encouraged to review and understand the university's guidelines for documentation and procedures for submitting an accommodation request. More information can be found at oie.jhu.edu/ada-compliance.

Services for Students with Disabilities

Students with disabilities requiring accommodation should be directed to Disability Services at Engineering for Professionals at 410-516-2306 or at ep-disability-svcs@jhu.edu. The EP Disability Services website can be found at <https://ep.jhu.edu/student-services/other-services/disability-services>. Students must be registered with Disability Services and provide an accommodation letter in order to receive accommodations.

Accessibility and Faculty Resources

As Johns Hopkins University works to foster diversity and build a campus culture of inclusion, it is committed to assisting people with disabilities so they can enjoy full participation in the university's programs, services, and benefits. Johns Hopkins seeks the continuous improvement of accessibility on its campuses and in its activities, and prohibits unlawful discrimination on the basis of disability. More information on accessibility, including a section devoted to faculty resources, can be found at <http://accessibility.jhu.edu/>.

Johns Hopkins Student Assistance Program (JHSAP)

JHSAP assists students with the pressures and difficulties they may encounter during their academic careers. Engineering for Professionals offers the JHSAP student assistance program to all EP students who are actively enrolled and taking courses for credit. The service is provided at no cost to students.

If, as a faculty member, you believe that one of your students may have a personal concern, please feel free to recommend the student to JHSAP for an appointment with a counselor, or visit www.jhsap.org. Facilities are conveniently located at the Johns Hopkins medical and Eastern campuses in Baltimore, in Columbia, Maryland, and at Dupont Circle in Washington, DC. Online students not living in the local area may call for a phone

consultation and be referred to appropriate resources near their homes as needed. JHSAP services are completely confidential and comply with all state and federal confidentiality laws. If you have additional questions regarding JHSAP, please contact [410-287-7000](tel:410-287-7000) or toll free at 1-866-764-2317 or visit <http://jhsap.org/>.

Faculty and Staff Assistance Program (FASAP)

The Faculty and Staff Assistance Program (FASAP) is the employee assistance program of the Johns Hopkins University, Johns Hopkins Medicine, and Community Physicians. FASAP provides private and confidential services to faculty members with personal problems and issues, including family or relationship challenges, work-related problems, the death of someone close, concerns about drugs or alcohol, stress, depression, and an array of other personal issues. For more information, please visit <http://www.fasap.org/> or call 443-997-7000.

Weather and Emergency Situations

The Johns Hopkins Weather Emergency Line can be reached at 410-516-7781 or 800-548-9004. The weather line provides information on class and campus closings due to inclement weather. The university may also use the same phone lines occasionally to distribute other urgent information. Announcements and closings will also be posted on the main JHU website: www.jhu.edu or <https://www.jhu.edu/alert/>.

In the event of an emergency during class, e.g., medical or fire, call 911 and notify the security or facility representative at the front desk in the classroom building.

***Please note:** Any closings regarding severe or inclement weather should not affect courses offered online, unless otherwise communicated through program or administrative channels. This policy remains in place for non-weather related emergencies.

Textbooks

Prior to the start of each term, the instructor will receive an email with the website location for specifying the textbook(s) required for the course and instructions for completing the process. All instructors must complete the textbook adoption process by the specified date in the appointment letter to assure that the books are available for student purchase prior to the start of the term. If the instructor elects not to use a textbook, the instructor must log on and specify that no textbook will be used. EP uses MBS Direct as its single online textbook provider for all EP locations. MBS Direct also provides used books, buyback, a return policy, and a secure ordering site. Any questions should be addressed to Joyce Richardson at jrichard@jhu.edu.

Desk Copies

Prior to the start of each semester, faculty members will receive an email with instructions for obtaining desk copies of textbooks. Any questions should be addressed to Joyce Richardson at jrichard@jhu.edu.

Duplicating Services

Instructors may request duplication of course outlines and examinations by submitting the originals to the appropriate site office at least one week before the date needed. Because resources for providing copies to students are limited, instructors with extensive copying needs are urged to contact the site office at least four weeks before the term begins to discuss alternatives. Copied materials are subject to copyright laws. See the Johns Hopkins University Policies section for complete guidelines on copyright regulations.

Library Facilities

Libraries are located at the Homewood campus. Faculty members may request materials to be placed on electronic reserve for the duration of their course term. For more information, visit <http://www.library.jhu.edu/index.html> or contact the appropriate EP site office.

Faculty Website

The faculty website (<http://ep.jhu.edu/faculty>) provides useful information and tools including access to update your course homepage, control of your personal information with EP, updating your privacy settings, and more.

Lectures and Special Programs

Throughout the year, various divisions of the university will offer seminars and workshops that may be of interest to faculty members. Events specifically offered by EP, including teaching workshops and other faculty-specific offerings throughout the year, will be announced via the faculty listserv. The following are links to several university event listings:

- Johns Hopkins Weekly Calendar: <https://hub.jhu.edu/events/>
- Whiting School of Engineering: <http://engineering.jhu.edu/news-events/calendar/>
- APL Colloquium: <http://jhuapl.edu/colloquium/>

EP Corporate and Organizational Partnerships

Regardless of economic trends, an educated, motivated workforce forms the foundation of achievement for any organization. Through partnerships with EP, organizations in the nation's high-tech community can ensure that employees operate at the highest levels. Each partnership program is customized to fit the organization's unique needs, whether it is on-site instruction for specific employees, a cohort of courses for a certificate, or other arrangements.

Partnership with EP makes it possible for employees within the region and around the nation to conveniently participate in a graduate-level program, establishing a common organizational framework for understanding the principles and current best practices within industry, government, and the private sector. Current and past partner organizations include:

BAE Systems
Ball Aerospace
Lockheed Martin
MC Dean
MITRE
Corporation
Northrop Grumman
Raytheon
Textron
U.S. Naval Academy Voluntary Graduate
Education Program (VGEP)
U.S. Naval Air Systems Command
(NAVAIR) U.S. Naval Sea Systems
Command (NAVSEA)
U.S. Naval Test Pilot School

To explore how EP can help organizations realize employee-based goals, contact Christine Morris, Partnership Manager, at 443-778-2387 or by e-mail at christine.morris@jhuapl.edu.

EP Online

Benefits of Online Instruction

EP offers fully online programs and individual courses to meet the needs of local and remote students. Ranked as one of Top 15 Best Online Graduate Engineering Programs, EP's online education provides the highest-quality learning experiences, as they:

- Use state-of-the-art technology and learning tools
- Support a highly-interactive environment among students and instructors
- Utilize structured, guided learning that provides students with a pathway for mastering the course content
- Incorporate real-world, project-based learning taught by world-renowned engineers and applied scientists
- Include digital resources, academic advising, and support services from across Johns Hopkins University
- Feature original, carefully constructed course content built specifically for the online environment
- Foster networking opportunities and professional collaborations on a global scale

Developing an Online Course

Faculty members who are interested in developing an online course or redeveloping their existing online course should contact their program chair as a first step.

Once the program chair has approved your course for development/redevelopment for online delivery, you will be assigned to a development cohort. Development cohorts follow a specific timeline dependent on the academic term in which the course will be offered. The development timeline is a minimum of twenty-five weeks.

The Center for Learning Design team use a systematic process for developing/redeveloping online courses that will guide you through every step, from establishing the overall course design, to putting the final touches on your course such as grade book setup. To assist you with this process, you will be assigned an instructional designer (ID). The instructional designer serves as an instructional consultant providing pedagogical and technological guidance in creating an online course. The ID also serves as project manager by securing any necessary resources needed and managing the development timeline.

Teaching an Online Course

Faculty interested in teaching an existing online course should contact their program chair as a first step. We also recommend taking steps to best prepare for the transition of teaching an online:

- Use Blackboard to supplement your face-to-face course (Blackboard course sites are created for every course).
- Receive training on Blackboard (EP's course management tool) and Zoom (JHU's web conference tool).

If interested in learning more about how to develop or teach an online course, you may also contact Paul Hockett, the Assistant Dean for Learning Design & Innovation at paul.hockett@jhu.edu or at 410-516-2290.

For training and support with Blackboard, Zoom, and other instructional technologies, contact the Instructional Technology Support team at ep-help-desk@jhu.edu.

Johns Hopkins University Policies

Academic Misconduct

This section summarizes the [WSE Policy on Academic Misconduct](#). The policy also appears in the EP Graduate Programs catalog. Instructors must refer to this policy when handling a case of alleged academic misconduct.

The Roles of Students and Faculty

Johns Hopkins faculty and students have a joint responsibility to maintain the academic integrity of the university in all respects. Students must conduct themselves in a manner appropriate to the university's mission as an institution of higher education. Students are obligated to refrain from acts that they know, or under the circumstances have reason to know, impair the academic integrity of the university. Violations of academic integrity include, but are not limited to: cheating; plagiarism; unapproved multiple submissions; knowingly furnishing false information to any agent of the university for inclusion in academic records; and falsification, forgery, alteration, destruction, or misuse of official university documents. Members of the faculty are responsible for announcing the academic requirements of each course, for the conduct of examinations, and for the security of examination papers and teaching laboratories.

It is the duty of faculty members to report suspected violations of academic integrity to the Academic Integrity Officer as outlined in the policy.

All EP students are required to complete training on academic ethics as part of their orientation. Students are automatically enrolled once they have registered for their first course with EP. If you have any interest in viewing the course, we can give you the role of "Teaching Assistant," and then you can browse the content. If you would like to be enrolled as a TA, please e-mail ep-help-desk@jhu.edu and include "Academic Ethics" in the title of the e-mail, with your JHED ID and a brief message regarding your request contained in the body. You will receive an e-mail confirmation of your enrollment once it is complete.

Alcohol and Drug Policy for Students

In keeping with its basic mission, the university 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. To that end, the university provides appropriate programs and efforts throughout the year. The brochure "Maintaining a Drug-Free Environment: The Hopkins Commitment" is distributed annually to all faculty, students, and staff of The Johns Hopkins University, and copies are available on request from the offices of the Faculty and Staff Assistance Program (http://hopkinsworklife.org/employee_assistance/fasap/), 1101 East 33rd Street, Baltimore, Maryland 21218; telephone 410-516-3800.

Americans with Disabilities Act (ADA)

Johns Hopkins University is committed to ensuring that all qualified individuals with

disabilities have the opportunity to participate in educational programs and services on an equal basis. The University supports the integration of all qualified individuals into the programs of the University and is committed to full compliance with all laws regarding equal opportunity for all students with a disability. At the University, students, Student Disability Services (SDS), faculty, academic deans and department chairs, and the Director, ADA Compliance all play a joint role in promoting equal access to campus facilities and programs.

Under the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act, all qualified students with a disability (as defined under the law) are eligible for reasonable accommodations or modifications in the academic environment that enable the qualified individual to enjoy equal access to the University's programs, services or activities. Programs and activities must be provided in the most integrated setting appropriate. The University is not required to provide any aid or service that would result in a fundamental alteration to the nature of the program.

SDS and the Director of ADA Compliance work together to provide disability consultation, advocacy and the coordination of support services and accommodations for all qualified students with disabilities. Services and accommodations are determined individually based on disability documentation. In order to receive services, students must disclose their disability and be found eligible for an accommodation.

The University is committed to promoting the full participation of all qualified students with disabilities in all aspects of campus life. Students with disabilities are required to meet the same academic standards as other students at the University. It is only through a student's voluntary disclosure of their disability and request for accommodations that the University can support disability needs. Students that do not voluntarily disclose their disability and request accommodations are not eligible for services.

Students who have a disability and wish to make a request for disability-related accommodations or services must do so through the appropriate disability accommodation process. Each student must submit their documentation along with an intake form in order to apply for services. Students are encouraged to register prior to arrival on campus for the upcoming semester. Once eligibility is determined, appropriate accommodations based on the approved documentation are put in place. Accommodations are determined on a case-by-case basis.

Students should contact:
Disability Services Coordinator
Johns Hopkins Engineering for Professionals
Wyman Park Building
3400 N. Charles Street
Baltimore, MD 21218
Phone: 410-516-2306
E-mail: ep-disability-svcs@jhu.edu

Website: <https://ep.jhu.edu/student-services/other-services/disability-services>

Campus Security Act Notice

In accordance with the Crime Awareness and Campus Security Act of 1990 (PL 102-26), as amended, and the regulations promulgated thereunder, the university issues its Annual Security Report that describes the security services at each of the university's divisions and reports crime statistics for each of the campuses. The report is published on line at: <http://security.jhu.edu/>. Copies of the report are available from the university's Security Department, 14 Shriver Hall, 3400 North Charles Street, Baltimore, Maryland 21218-2689; telephone 410-516-4600.

Clery Notice of Availability

The Johns Hopkins University Annual Security and Fire Safety Report is available on the University's website at http://security.jhu.edu/template-assets/documents/annual_report.pdf.

In keeping with the mandates of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the University's Annual Report contains statistics of certain crimes that are reported and that occurred on campus, in certain off-campus buildings or property owned or controlled by the University or an officially recognized student organization, and on public property within or immediately adjacent to and accessible from the campus for the three most recent calendar years. Also included are campus security policies including those related to missing student notifications, alcohol and drug use, sexual assault, relationship violence, and stalking, crime prevention, the reporting of crimes, and fire safety policies and statistics. All Johns Hopkins faculty, staff and students are encouraged to read and print out the report at http://security.jhu.edu/template-assets/documents/annual_report.pdf and to report all criminal incidents promptly to your respective security department.

A printed copy of the annual crime report may be obtained from the security offices of Johns Hopkins:

Homewood Campus 410-516-4631; Peabody Institute 410-234-4600; Medical Institutions 410-614-3473; Applied Physics Laboratory 443-778-7176; School of Advanced International Studies, D.C. 202-663-5808; or from the deans/directors/coordinators for our JHU Campuses and centers at: Baltimore, MD (Harbor East) 410-234-9301; Columbia, MD 410-516-9700; Bologna, Italy 202-663-5808; International +39.051.2917.811; Washington, D.C. Zanvyl Krieger School of Arts and Sciences 202-663-5808; Nanjing, China 202-663-5808; International +86.25.8359.2436; Washington, D.C.- Carey Business School 202-663-5808; Dorsey Center 410-516-2278; Montgomery County, MD 301-294-7011.

Computer Usage and Copyright Guidelines

Computer Usage

Because JHU's Office of Information Technology updates its policies frequently, please visit the JHU IT website, <http://www.it.jhu.edu/>, for the latest information on usage and security.

The following text includes key elements of the policy, which is posted in all EP computer labs: Acceptable use of IT resources is use that is consistent with Johns Hopkins' missions of education, research, service, and patient care, and is legal, ethical, and honest; it must respect intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and freedom from intimidation, harassment, and annoyance; it must show consideration in the consumption and utilization of IT resources; and it must not jeopardize Johns Hopkins' not-for-profit status. Incidental personal use of IT Resources is permitted if consistent with applicable JHU and divisional policy, and if such use is reasonable, not excessive, and does not impair work performance or productivity. Please visit the JHU IT link above for additional information on unacceptable use of IT resources.

Copyright Reminders

- JHU complies with the provisions of the Digital Millennium Copyright Act (DMCA).
- Copyright exists in any original work that exists or is fixed in any tangible medium of expression. A copyright notice is not required.
- Subject to exceptions contained in 17 U.S.C. §§ 107 and 108 (<http://www.copyright.gov/title17/92chap1.html>), 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. Review: <http://guides.library.jhu.edu/copyright>

Conflict of Commitment and Conflict of Interest

The WSE policy on Conflict of Commitment and Conflict of Interest may be found at: <https://engineering.jhu.edu/wse-research/conflict-of-interest/>. Whether actual or perceived, such conflicts raise questions about the integrity and ethics not only of the individual but also of EP, WSE, and the university. The WSE Policy on Conflict of Commitment and Conflict of Interest provides a framework for identifying conflicts of commitment or interest and, when appropriate, resolving or managing situations in which a conflict may exist. Part-time EP faculty, officially designated as lecturers, are covered by most of this policy and are encouraged to review its requirements.

Although the conflict of commitment portion of this policy (Section 6) is intended for full-time university employees, part-time lecturers should be aware that poor teaching performance due to insufficient time devoted to their course may result in the loss of future teaching opportunities. Parts of the conflict of interest policy (Section 7) focus on conflicts arising from the research-related activities not ordinarily conducted by part-time faculty as part of their WSE activities. Yet the principles underlying the conflict of interest policy do apply in the EP classroom and laboratory setting. Potential conflicts of interest include, but are not limited to, the following:

- Lecturers should not receive any financial gain from their EP course, other than the salary provided by the university. For example, lecturers (including members of their immediate family) should not receive or appear to receive any financial gain from textbooks, lab kits, or other instructional materials they require students to

purchase.

- Lecturers' financial or commercial interest should never impinge upon a student's academic duties and rights (Section 7.4.5). For example, students should not be assigned projects designed to solve problems for the instructor's company.
- Lecturers may not use their affiliation with the university for financial gain (Section 7.4.6). For example, lecturers should not use the university's name or letterhead to imply endorsement of a product or service.

Potential conflicts of interest must be reported to and reviewed by WSE's Office of Research. You are also encouraged to contact this office if you have any questions about the policy. The Office of Research may be reached at 410-516-5262 or wseadr@jhu.edu.

Equal Opportunity/Nondiscrimination Policy as to Students

The Johns Hopkins University admits students of any race, color, gender, religion, national or ethnic origin, age, disability, veteran status, or marital status to all of the rights, privileges, programs, benefits, and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, color, gender, religion, sexual orientation, national or ethnic origin, age, disability, veteran status, or marital status in any program or activity, including the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other university-administered programs or in employment. Accordingly, the university does not take into consideration personal factors that are irrelevant to the program involved.

Questions regarding access to programs following Title VI, Title IX and Section 504 should be referred to the director of the Office of Institutional Equity, who is responsible for the coordination of equal opportunity programs, Wyman Park Building, Suite 515, 410-516-8075.

Photography and Film Rights Policy

The Johns Hopkins University reserves the right from time to time to film or take photographs of faculty, staff, and students engaged in teaching, research, clinical practices, and other activities, as well as casual and portrait photography and film. These photographs and films will be used in such publications as catalogs, posters, advertisements, recruitment and development materials, as well as on the university's website, for various videos, or for distribution to local, state, or national media for promotional purposes. Courses will be photographed only with the permission of the faculty member. Such photographs and film—including digital media—which will be kept in the files and archives of the Johns Hopkins University, will remain available for use by the university without time limitations or restrictions. Faculty, students, and staff are made aware by virtue of this policy that the university reserves the right to alter photography and film for creative purposes. Faculty, students, and staff who do not want their photographs used in the manner(s) described in this policy statement should contact the Office of Communications and Public Affairs.

Policy on the Ownership and Use of Educational Materials for Online Courses

- Under the work for hire principle, the University owns the intellectual property for online courses developed by EP faculty, including educational materials such as videos, slides, documents, and assessments, though this is not intended to be an exhaustive list.
- In these instances, the instructor is granted a non-exclusive, no-cost license to use these materials as part of any of their teaching or scholarly functions either inside or outside of the University.

Note: The complete policy can be found here: <https://ep.jhu.edu/files/ep-policy-on-educational-materials-for-online-courses.pdf>

Possession of Firearms on University Premises

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 employees. 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.

Sexual Misconduct Policy

Purpose and Scope

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. To that end, the University embraces its responsibility to increase awareness of sexual misconduct, prevent its occurrence, support victims, deal fairly and firmly with offenders, diligently investigate complaints of such misconduct and retaliation, and comply with Title IX of the Higher Education Amendments of 1972 (“Title IX”) and the Campus SaVE Act. The Johns Hopkins University Sexual Misconduct Policy and Procedures (the “Policy” and these “Procedures”) implement the University’s commitment to investigate and resolve cases involving sexual misconduct and retaliation promptly, fairly, equitably, impartially, and in compliance with law.

This Policy and these Procedures apply to all members of the University community, including, but not limited to, students, trainees, faculty, staff, post-doctoral fellows, and residents, and cover prohibited conduct that: occurs on campus or other University property; occurs in connection with University programs or activities, whether on or off-campus, including academic, educational, extracurricular, athletic and other programs and activities; or, otherwise affects the University community. In certain instances, this Policy and these Procedures apply to third parties (e.g., visitors; volunteers; vendors and contractors while on University property, participating in a University sponsored activity, or providing or receiving services to the University; applicants for admission to or employment with the University; and former affiliates of the University). This Policy and these Procedures apply equally regardless of an individual's sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status or other legally protected characteristic. All academic and administrative units of the University (including all schools, divisions, campuses, departments and centers) must comply with, and ensure that their policies and procedures comply with, this Policy and these Procedures. To the extent there is any inconsistency between unit policies and procedures and this Policy and these Procedures, this Policy and these Procedures control.

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.

The University may amend this Policy and these Procedures from time to time. Further, the Title IX Coordinator, with the approval of the General Counsel, may from time to time make revisions and updates to this Policy and these Procedures to comply with applicable laws, regulations and governmental guidance and any amendments thereto. Nothing in this Policy and these Procedures shall affect the inherent authority of the University to take such actions as it deems appropriate to further the educational mission of the University or to protect the safety and security of the University community.

Questions regarding this Policy and these Procedures and any questions concerning Title IX should be referred to Joy Gaslevic, JD, the University's Assistant Vice Provost/Title IX Coordinator and/or Linda Boyd, JD, Deputy Title IX Coordinator:

Assistant Vice Provost and Title IX Coordinator
Joy Gaslevic
The Johns Hopkins University
Office of Institutional Equity
Wyman Park Building, Suite 515
3400 North Charles Street
Baltimore, MD 21218
Telephone: (410) 516-8075

TTY: Dial 711

E-mail: titleixcoordinator@jhu.edu

Policy

The University prohibits sexual misconduct, which, as defined below, includes sexual harassment, sexual assault, relationship violence, and stalking. The University further prohibits any form of retaliation, intimidation, threats, coercion, or discrimination or attempts thereof, whether direct or indirect, by any officer, employee, faculty, student, trainee, post-doctoral fellow, resident or agent of the University against a person who makes a complaint or report of sexual misconduct or participates in any way in the investigation or resolution of such a complaint or report, or who exercises his or her rights or responsibilities under the Policy, these Procedures or the law.

Thus, sexual misconduct and retaliation are violations of this Policy, and these Procedures apply to the investigation and resolution of reports and complaints of each of these violations. Any person with a concern or complaint about a violation of this Policy is urged to contact the Title IX Coordinator. 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.

The University prohibits filing complaints or reports of sexual misconduct or retaliation that the complainant knows to be false.

Engaging in conduct prohibited by this Policy may result in disciplinary action.

Statement Regarding the Privacy Rights of Students

Notice is hereby given that Johns Hopkins Engineering for Professionals complies with the provisions of the Family Educational Rights to Privacy Act of 1974 (P.L. 93-380), as amended, and regulations promulgated there-under. The Family Educational Rights and Privacy Act (FERPA) affords eligible students, with certain rights with respect to their education records. Full details regarding this policy can be found on the U.S. Department of Education website: <http://ed.gov/policy/gen/guid/fpco/ferpa/students.html>.

A synopsis of these rights follows:

- The right to inspect and review the student's education records within 45 days of the day the university receives a request for access
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA
- The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The university discloses education records without a student's prior written consent under the FERPA exception for 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 as its agent to provide a service instead of using university employees or officials (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 responsibilities for the university.

- 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,
S.W. Washington, DC
20202-5901