Engineering for Professionals' Graders will be paid on a “per student” basis. The salary will be determined by the number of students in the course at the official EP late registration deadline (i.e., the last day to add a course). **The minimum class size is 10 students.**

At the beginning of the term, please send your grader request to your **Program Chair for approval.** Salaries will be authorized and appointment letters sent after the second-class meeting. In the e-mail to your program chair, please include the following:

- **Complete Course Number (INCLUDING SECTION) and Title**
  - XXX.XXX.XX – Course Title
  - E.g. 625.464.31 – Computational Statistics
- **Grader’s Name**
- **Grader’s Home Address**
- **Grader’s E-mail**
- **PLEASE DO NOT INCLUDE THE SOCIAL SECURITY NUMBER**

You also need to be aware that Hopkins has a policy against nepotism. Please refrain from requesting family members as graders.

Please contact Margaret Roe (*mroe3@jhu.edu*) with questions.