

# OFFICIAL PROTOCOL FOR MORGAN STATE UNIVERSITY (MSU) ENGINEERING GRADUATE STUDENT (EGS) ENROLLMENT INTO JOHNS HOPKINS UNIVERSITY (JHU) GRADUATE COURSE

---

---

The below procedure for a MSU Engineering Graduate Student to enroll into a JHU course was developed by:

Morgan State University  
School of Engineering  
Office of the Associate Dean  
for Research and Graduate Studies

The documentation below follows the procedure and protocols of the Graduate Engineering Education Partnership Agreement between Morgan State University and Johns Hopkins University Whiting School of Engineering.

---

---

**For The Graduate Student:**

JHU EP Course Selection: Go to the JHU EP Website (see “*Useful Links*” on page 5), use “*Programs & Courses*” link to search for desired course. Use “*Course Schedule Search*” link to ensure course is offered during requested semester.

**1. Complete MSU-JHU Program Application Form**

- a) Graduate student will complete an online application for JHU Graduate admissions, using the link found on page 7 of this document, and then complete and submit the enrollment form (found on page 8) to the MSU Designated School Official.

The *MSU Designated School Official* point of contact is:

Name: Dr. Arlene Cole-Rhodes,  
Associate Dean for Graduate Studies & Research  
Email: [arlene.colerhodes@morgan.edu](mailto:arlene.colerhodes@morgan.edu)  
Telephone: 443-885-3912 /4207  
Room: MEB 114 (or SEB 338)

- b) **For International Students:** The following documents must also be submitted by the Graduate student to the MSU Designated School Official, and will be forwarded to the JHU Engineering for Professional (EP) Admissions Coordinator and the JHU Registrar:
- (i) Copy of visa
  - (ii) Copy of passport
  - (iii) Copy of I-20 form
  - (iv) Copy of I-94 form

*These documents are not required if the courses are fully online (as during the covid pandemic).*

**2. Course Registration Process**

- a) Graduate student shall seek approval from their faculty research advisor to enroll into a JHU course.
- b) Student will complete and sign “*MSU/JHU Collaborative Course Enrollment Form*”, which is found on page 8 of this document.
- c) Request signature from faculty advisor.
- d) Request approval to enroll into the JHU course and signature from their Department Graduate Coordinator (DGC). (Check with your Department for the name of your Graduate Coordinator).
- e) Once the Graduate student has received these signatures on the “*MSU/JHU Collaborative Course Enrollment Form*”, the Graduate student shall submit a copy of the form to the MSU-JHU collaborative agreement Designated School Official (DSO) for MSU. The MSU Designated School Official will release an enrollment letter for the graduate student, which will be emailed directly to JHU Engineering for Professional (EP) Admissions Coordinator and the JHU Registrar.

**Note**

- (i) The MSU Designated School Official is solely authorized to release the JHU Enrollment request letter.
- (ii) The MSU Designated School Official will release the JHU enrollment letter only after confirmation that the “MSU-JHU Application Form” has been submitted, and receipt of the completed “MSU/JHU Collaborative Course Enrollment Form” with all required signatures.

### **3. MSU Course Enrollment**

- a) After obtaining a signature from Designated School Official, the Graduate Student should request an override into the respective MSU SOE department XEGR 780 course.
- b) *After the DGC signs the “MSU/JHU Collaborative Course Enrollment Form” and on receipt of the override request, the DGC shall complete the following:*
  - i. Enroll Graduate student into XEGR 780 – MSU/JHU Engineering Education Study. DGCs are solely authorized to enroll students into their respective departmental MSU/JHU Engineering Education Study course.
  - ii. The respective DGCs are responsible for enrolling the Graduate student into the respective MSU/JHU Engineering Education study course to ensure and maintain the quality of the departmental graduate program.
- c) If the DGC has approved the Graduate student to enroll into a JHU course, the course will appear on Graduate student’s WEBSIS account and will be treated as if the Graduate student is enrolling into a course at MSU.
  - i. JHU course is not treated as a transferrable course; it is treated as a course taken at MSU.

**NOTE:** Graduate Student should follow through with the DGC to ensure that the DGC has registered the student for the JHU course on MSU WEBSIS.

**NOTE: For future course enrollments,** if a Graduate student would like to register for additional courses in future semesters, the Graduate student shall abide by the above process, excluding submission of the Program application (step 1 above).

**Additional Information:**

**I. JHU Course Costs**

- 1) Graduate student pays the following to MSU for the JHU course for up to one class per semester:
  - a) Tuition
  - b) Fees
- 2) Graduate student does not pay JHU any costs, unless required (*as may occur when the Protocol outlined here is not followed*).
- 3) Waived costs at JHU for up to one class per semester are of the following:
  - a) Application form
  - b) Registration form
- 4) Additional costs may be required by some JHU courses to cover materials, facilities, or equipment and cannot be waived, these fees the Graduate student must pay directly to JHU.
- 5) Graduate student shall pay for costs of any books required for JHU course.

**II. MSU Terms & Conditions for Graduate student requesting to Enroll into JHU Course**

- 1) A Graduate student may only enroll into a JHU course if the course is not offered at Morgan:
  - a) A Graduate student shall not enroll into any JHU course equivalent of any core, independent, seminar, project, thesis, or dissertation courses offered at MSU;
- 2) A Graduate student may only enroll into a JHU course if the Graduate student is in good academic standing;
- 3) A Graduate student may only enroll into a JHU course if the Graduate student is in good financial standing;
- 4) A Graduate student may only enroll into a JHU course if the Graduate student is a full-time graduate student;
- 5) A Graduate student may only enroll into one JHU course per semester and the stipulations are as follows:
  - a) Graduate students enrolled into the MSU Master of Engineering program may only enroll up to two JHU courses throughout the Graduate student's Master of Engineering matriculation,
  - b) Graduate students enrolled into the MSU Doctor of Engineering program may only enroll up to four JHU courses throughout the Graduate student's Doctor of Engineering matriculation,
  - c) If a Graduate student requests to enroll into additional JHU courses other than stated above (in 5a and 5b), the Graduate student and/or Graduate student faculty advisor must submit a request in writing stating to the Department Graduate Coordinator (DGC) reasoning of why the Graduate student may take additional courses at JHU:
    - (i) The request shall include why the additional course at JHU are needed for the Graduate student's concentration;
    - (ii) Faculty advisor needs to approve;
    - (iii) Copy of request needs to be sent to MSU Designated School Official.
- 6) A Graduate student shall not enroll into any JHU independent or research-type courses;

- 7) A Graduate student shall have registered and passed (with a 'B' or better) all pre-requisite courses required by any JHU course;
- 8) A Graduate student are responsible for ascertaining the dates, locations and times of all examinations, tests, tutorials, classes, etc. required;
- 9) A Graduate student are responsible for attendance in the JHU course even when classes are not in session at MSU;
- 10) A Graduate student are responsible for academic regulations within JHU Whiting School of Engineering (WSE) or EPP:
  - a) The Graduate student are responsible for acquitting themselves with both the academic and non-academic regulations of the WSE and EPP,
    - (i) These may include, but not limited to, class attendance or absences, deadlines for grading options, deadlines for course changes and/or withdrawals, policies regarding academic misconduct, and final examination dates;
- 11) A Graduate student who violates the JHU WSE or EPP academic policies regarding cheating and plagiarism are subject to JHU WSE and/or EPP disciplinary procedures for handling such matters. The Vice Dean for Education in the JHU WSE will notify the Dean of Engineering at MSU of the incident, actions taken, and appeal procedures. Further action is by the JHU WSE is left to the discretion of JHU.
- 12) A Graduate student enrolled at a JHU course is subject to applicable non-academic regulations and penalties of JHU WSE and/or EPP, which include, but not limited to the student code of conduct, parking, library access and usage, technology access and usage.
- 13) MSU Terms & Conditions for Graduate student requesting to enroll into JHU Course are subject to change without notice.

### **III. Transferring JHU Course to MSU**

- 1) The Graduate student shall make a request for the JHU official transcripts.
  - a) The Graduate student shall not break the seal of the JHU official transcript. If the seal is broken on the JHU official transcript, the Department Graduate Coordinator (DGC) will not accept the JHU official transcript.
- 2) The Graduate student will submit the transcripts to the respective Department Graduate Coordinator (DGC).
- 3) The Department Graduate Coordinator (DGC) will enter the grade into MSU WEBSIS.

### **IV. Useful Links**

- 1) JHU Engineering for Professionals (EP) links:
  - a) JHU EP Website  
<http://ep.jhu.edu/>
  - b) JHU EP Program & Courses  
<https://ep.jhu.edu/programs-and-courses>
  - c) JHU EP Course Schedule Search  
<https://apps.ep.jhu.edu/schedule/search>
- 2) MSU Engineering links:
  - a) School of Engineering Website  
<http://www.morgan.edu/soe>

**V. Contact Information for JHU Engineering for Professionals (EP) Admissions and Registrar (for MSU Designated School Official use)**

- 1) Contact information for Admissions Manager at JHU EP  
Sandra Zinn,  
Director of Admissions,  
Whiting School of Engineering  
Engineering for Professionals  
Email: [sandra.zinn@jhu.edu](mailto:sandra.zinn@jhu.edu)
  
- 2) Contact information for registrar at JHU EP:  
Lindsey Menzies,  
Registration Manager, Student Services Center  
Email: [lconkli4@jhu.edu](mailto:lconkli4@jhu.edu)

Phone number for both: 410-516-2300

**VI. JHU Whiting School of Engineering (WSE) and EP Site Addresses**

- 1) Address for JHU WSE:  
3400 North Charles Street  
Baltimore, Maryland 21218
  
- 2) Address for JHU EP (Dorsey Center):  
Engineering for Professionals  
Johns Hopkins Whiting School of Engineering  
Student Services Center  
3400 N. Charles Street  
Wyman Park Building, 3<sup>rd</sup> Floor West  
Baltimore, Maryland 21218

If using a web-based map or GPS to navigate to WSE (Homewood Campus), the physical address is:

3100 Wyman Park Drive, 3<sup>rd</sup> Floor West  
Baltimore, MD, 21218

**If a Graduate student, MSU-SOE Faculty, or MSU-SOE Staff has any questions or inquiries regarding the procedures to enroll into a JHU course, please contact the SOE Associate Dean for Graduate Studies (or MSU Designated School Official) immediately by email, telephone, or in-person.**

## MSU-JHU APPLICATION

- New Students must now use the link below to apply online:

<https://ep.jhu.edu/new-students/>

Then select **Engineering for Professionals** as your school.

This will replace completing a paper Application form.

All students must also complete the form found on page 8, below.

**MSU/JHU Collaborative Course Enrollment Form**

A Morgan State University Engineering Graduate Student (Graduate student) must complete the following as a partial fulfillment to enroll into a JHU course. **MSU ENGINEERING DEPARTMENT COORDINATORS MAY NOT ENROLL A GRADUATE STUDENT INTO XEGR 780 UNTIL ALL PORTIONS OF THIS FORM HAVE BEEN COMPLETED AND SIGNED BY ALL PARTIES REQUIRED.** Please refer to the relevant sections of this 'Official Protocol for Graduate student Enrollment into JHU Graduate Course' document.

MSU Student Name: \_\_\_\_\_ MSU Student ID: \_\_\_\_\_

MSU Student's Department: \_\_\_\_\_ Name of Graduate Program enrolled in at MSU: \_\_\_\_\_

MSU Student Email: \_\_\_\_\_ International Student? YES / NO  
(If YES - see additional information required)

MSU Student Telephone Number: \_\_\_\_\_ Have applied to the JHU EP program? YES / NO  
(If NO – Please apply)

MSU Student Mailing Address: \_\_\_\_\_

JHU course name: \_\_\_\_\_

JHU course number: \_\_\_\_\_

Semester enrolling: \_\_\_\_\_

MSU Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MSU Student's Faculty Advisor name: \_\_\_\_\_

MSU Student's Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Departmental Graduate Program Director Name & Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For MSU Designated School Official's Use only:**

Form Accepted by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_