



**JOHNS HOPKINS**  
UNIVERSITY  
Chemical and Biomolecular Engineering

# **Graduate Student Handbook**

## **2017 - 2018**

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# Ph.D. Degree Program

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## Degree Requirement Checklist

The Ph.D. degree is awarded for original research performed under the guidance of a thesis advisor. The formal requirements for this degree are:

- Completion of six graduate-level courses including the four required core courses.
- Completion of an annual research evaluation each year.
- Serve as a teaching assistant for at least two required courses.
- Completion of departmental lab safety requirements
- Attend graduate seminars (540.600/601) every semester. Students are expected to enroll and attend department seminars throughout their tenure in the department.
- Successful completion of the Graduate Board Oral Exam.
- Completion of an original research project, documented in a dissertation that is defended by the candidate in a public presentation.
- Completion of Responsible Conduct of Research training. For complete information, see [eng.jhu.edu/wse/page/conduct-of-research-training](http://eng.jhu.edu/wse/page/conduct-of-research-training)
- Application for Graduation submitted to Registrar's office.
- Successful completion of electronic thesis (ETD) to the Johns Hopkins Library  
<http://guides.library.jhu.edu/content.php?pid=450528&sid=3691622>.

## Coursework

Student must successfully complete six graduate-level courses including the four required core courses listed below:

- 540.630 Thermodynamics & Statistical Mechanics
- 540.652 Advanced Transport Phenomena
- 540.602 Metabolic Systems Biotechnology
- 540.615 Interfacial Science with Applications to Nanoscale Systems

**Students are strongly encouraged to take the four required courses in the first fall semester.** However, students who do not have an undergraduate degree in Chemical Engineering or a closely related field may need additional course and should discuss an appropriate course plan with the Director of the Graduate Program at the start of their first semester.

The remaining two engineering or science courses are chosen with the help of the student's advisor to design a curriculum appropriate for the student's research interest. These two courses cannot include seminars, independent study, graduate research or special studies.

Each of the six courses must be passed with a letter grade of B- or higher. In addition, the student must maintain an overall grade point average (GPA) of 3.0 or better. If the student's GPA falls below 3.0, the student must re-take one or more of the courses and earn a higher grade. All grades remain on graduate students transcripts, courses which are retaken are noted with an R. If a student receives a grade of C+ or lower in a required core course, the student will be allowed

to re-take the course once to achieve a grade of B- or higher. Failure to receive a B- or better the second time will be cause for dismissal from the program. Receipt of grades of C+ or lower in two or more required courses will ordinarily be cause for dismissal from the program without the opportunity to re-take those courses.

## **Double-Counting Coursework**

- If a student has an MSE in ChemBE from Johns Hopkins, all courses taken as a master's student will double-count toward the PhD coursework requirement (though a student must remain an MSE student for at least one year prior to converting to PhD candidate status)
- If a student has an MSE from another institution, they must take at least 3 total courses and must have either taken the core courses or had them waived by submitting sufficient evidence of equivalency to the Director of the Graduate Program.

## **Safety Requirements**

In the first semester, students are required to complete EN500.601.

## **Research Advisor Selection Process**

Most graduate students do not arrive assigned to a faculty research advisor. The selection and assignment process will take place during the first semester, with the official announcements being made before the beginning of the spring semester. Students will attend research presentations from every member of the ChemBE faculty. These presentations will be mandatory for all new graduate students, even if the student has already been assigned to an advisor. Students are required to meet individually with at least the faculty members who they intend to list as their top three choices to learn more about research opportunities in the faculty's group. In November, students will submit their top three choices for advisor (not research projects) to the Director of the Graduate Program and Academic Program Coordinator. The top three choices must be primary faculty in ChemBE. As a fourth/alternate choice students may list faculty with secondary appointments in ChemBE and provide an explanation. The Director of the Graduate Program and Department Chair will then make assignments while taking into account the student's preferences and openings in faculty labs. The Department strives to honor students' top choices whenever possible. Continued financial support (tuition, stipend and health insurance) is contingent upon a PhD student joining an advisor's lab in their first academic year. If a PhD student is unable to secure an advisor assignment by the conclusion of their second academic semester, they will be dismissed from the PhD program. A student may choose to apply to the course-based MSE program at that point and, if accepted, remain to finish the MSE degree at their own cost.

## **Fellowships**

Our students have a long history of success in earning external fellowships. For more information and assistance with fellowship opportunities, please visit <http://fellowships.jhu.edu/>

## **Graduate Student Academic Review**

The department reviews the academic records of graduate students to evaluate their academic progress at the end of every semester. In addition to this evaluation, once per academic year, the department evaluates research progress through an **Oral Research Presentation** and written

evaluation that includes a student **Self-Evaluation and Faculty Evaluation Form**. This process is designed to probe student's critical thinking, dedication, and approach towards research and learning. This evaluation process is not a pass/fail exam but rather is used to provide students with constructive feedback regarding their research progress including recommendations and goals for the coming year.

### **Oral Research Presentations**

The oral presentations are conducted in all years of study except for the second year. The oral presentations for first year students will be scheduled for a single day in early May each year. For students in their third year and beyond, the exam should be scheduled in conjunction with their advisor and committee between May and July each year. Oral research presentations will be made to a committee consisting of the advisor and two other faculty members. The two additional members will both be ChemBE faculty in the first year, whereas one of them can be from another department in the third year and beyond. The committee and presentation date should be chosen by the advisor and student. The presentations should last 30 minutes and include an additional 15 minutes for questions and completion of the evaluation form.

### **Self-Evaluation and Faculty Evaluation Form**

For students in all years of study, a form will be provided in April of each year that includes a section for self-assessment and a section to be completed by the advisor and committee members at the oral research presentation. Students should complete the self-evaluation portion of the form and provide it to their committee one week before the oral presentation (if applicable). Students should bring the completed self-evaluation form to their presentations where the faculty committee will complete a separate section on the back of the form at the conclusion of the research presentation. The student and faculty committee will sign and date the form. Copies of the form will be provided to the student and the advisor and another copy must be sent to the Academic Program Coordinator to be placed in the student's departmental file. In the second year when students do not participate in the oral presentation process, the same form should be completed and signed by the student and advisor, and the Graduate Director and Department Chair will also sign the form.

## **TA Requirement and Policy**

All Ph.D. students must serve as teaching assistants (TAs) for two semesters during the first two and a half years of study. The two and a half year time frame may be extended if TA positions are not available. To fulfill this requirement, students must be a TA for required undergraduate courses only. Being a TA for an elective course or a graduate course does not count towards fulfillment of the graduate student TA requirements unless approved by the Director of the Graduate Program in advance.

The typical workload for a TA is on average ten hours per week. During mid-term and/or final exam periods, TAs might need to spend up to twenty hours in one week. Duties may vary from course to course. However, in general:

1. The TA should be prepared to give a 1-1.5 hour recitation section every week. To this end, the TA should possess a complete mastery of the fundamentals. To achieve this, the TA is expected to spend on average 3 hours per week for reviewing course material. Although it is not required, the TA might find helpful to attend the instructor's lectures.

2. The TA should have office hours (typically a 1-hour window per week which has to be different from the recitation section) to address students' queries pertinent to the course. The office hours should be chosen to accommodate all students attending the course, keeping in mind the schedule of other required courses.
3. The TA may be asked to grade certain problems from a homework set or all problems from certain homework sets. However, the TA should not spend on average more than two hours per week on such a task. Most importantly, the TAs are not required to prepare the homework sets which will be distributed to the class. However, they may be occasionally asked to "modify" or "contribute" a problem.
4. The TA may be occasionally asked to give class lectures. In such cases, detailed notes should be provided to the TA by the instructor.
5. The TA may be asked to help the instructor grade the mid-term and/or the final exams. In this case, the solutions along with clear grading instructions should be provided by the instructor. The instructor should closely supervise the TAs and address all of their queries during this exercise. The TAs are not required to devise the questions of the mid-term and/or final exams.
6. The TA may be asked to assist with collecting data for the department's ABET report as required by the accrediting agency and the Whiting School of Engineering.

If the imposed workload is higher than that specified above, the students should report this to the Director of the Graduate Program and the Department Chair.

Note: Being a TA for the undergraduate senior lab course (540.311/313) entails different duties and a higher workload than that discussed above. As a result, being a TA for senior lab once fulfills the TA requirement (being a TA for a second course is not required). Students who elect to serve as a TA for senior lab for additional semesters receive extra pay commensurate with their duties and experience.

The process of securing TA positions is left up to the students and the instructor. Students interested in being a TA for a course should directly contact the instructor of that course. Occasionally courses that need TAs (if there are any) will be announced to graduate students about a month before the start of the semester.

If a student serves in additional TA assignments with the permission of their advisor, they will be eligible to receive extra pay.

The University has TA Orientation in August. Attendance at the TA training session is mandatory for all students who will be TAs for the first time in either the fall or spring semesters. Those students who cannot attend the TA Orientation they should drop in to the Center for Educational Resources located in (MSEL) Milton S Eisenhower Library, to pick up a TA Training Manual. A catalog of workshops will also appear on the Center for Educational Resources website [www.cer.jhu.edu](http://www.cer.jhu.edu)

## Graduate Board Oral Exam and Thesis Defense

Candidates must write a dissertation conforming to university requirements that describes the students work and results in detail. A public defense of the dissertation is required, and will be followed by a closed examination session. Because the closed examination session fulfills the university Graduate Board Oral (GBO) examination requirement, all procedures pertaining to GBOs as established by the University Graduate Board must be followed.

The committee for the closed examination shall consist of five faculty members, chosen by the Graduate Program Committee, with at least two members being from outside the department. The committee consists of the three members of the student's thesis committee (the advisor and two readers – one reader from inside the department and reader from outside the department) and two additional members, one from outside the department and one from inside the department. The outcome of the closed examination will be decided by majority vote of the committee.

### **Scheduling**

Students are not permitted to schedule this GBO exam. The advisor must contact the Academic Program Coordinator directly to begin the process. The student may only contact committee members after everything is officially confirmed. Students should contact the Academic Program Coordinator at least **eight weeks** prior to the proposed defense date to ensure that all necessary information is exchanged. Allow at least **eight weeks** for scheduling and approval from the Graduate Board. International students should contact OISSS at least **eight weeks** in advance of defense date to ensure that their visa status and application for their EAD card and Optional Practical Training is in place.

### **Thesis**

The Ph.D. thesis must be submitted to the readers of the thesis **two weeks** (or earlier, if requested by a reader) before the scheduled defense of the thesis. It will then be defended at an open seminar, which will be publicized to the department.

Refer to the *Guidelines for the Preparation of Dissertations and Theses*, which can be found online: <http://www.library.jhu.edu/services/cbo/diss.html>.

After GBO submit your electronic thesis (ETD) to the Johns Hopkins Library <http://guides.library.jhu.edu/content.php?pid=450528&sid=3691622> Email the Academic Program Coordinator the confirmation of approval of electronic submission. This step is very important for completing all documentation before submission of all materials to the Graduate Board. Please note that the department does not pay the ETD submission fee, though individual advisors may choose to pay it from their discretionary accounts.

### **Graduate Board Oral Exam**

The Graduate Board Oral (GBO) Exam is a university requirement for obtaining a Ph.D. The Graduate Board Oral Examination for candidates for the Ph.D. degree has three major objectives:

1. To assess a candidate's proficiency in the discipline.
2. To give a student the benefit of a critical examination of his or her work by scholars outside the department or program committee.
3. To provide a means for extra-departmental monitoring of the academic quality of departments and committees sponsoring candidates.

A final examination GBO should concentrate on the student's doctoral dissertation and its implications. It is reasonable for the Graduate Board Oral Examination Committee to explore the candidate's breadth of knowledge in areas ruled germane to the thesis by the chair of the committee.

### **Steps for Graduation**

- Notify the Academic Program Coordinator BEFORE your final semester of your intent to graduate (note it will take at least 4 weeks to schedule defense **after** the committee and room are finalized, the earlier you let the Academic Program Coordinator know the better)
- Contact OIS if you are an international student. OPT applications must be created 3 months before completion.
- Complete the "Application for Graduation" in SIS

Note: If no "Application for Graduation" is on file in the Registrar's Office, the student will not be included on the degree candidates list signed by the President. Should a student's degree requirement materials be received after the deadlines listed above that student's name will be added to the next semester's Graduate Board list for completed degrees.

# M.S.E. Degree Program

Students have two options in pursuing an M.S.E. in Chemical and Biomolecular Engineering: a coursework only Master and an essay based Master which entails obtaining approval to work under the guidance of a ChemBE faculty advisor to create and document original research to be submitted in an essay.

## **Master of Science in Engineering (requiring an essay) Checklist**

- The student must complete six graduate level, i.e. 600 and above, courses approved by the student's research advisor and the Director of the Master's Program. The student and research advisor select these courses to design a curriculum appropriate for the student's research interest and educational goals.
- These six courses cannot include seminars, independent study, graduate research or special studies. They should be at least 3 credit hours per course. Students are allowed to substitute any combination of 1-2 credit hour courses (not to include seminars, independent study, graduate research, or special studies) for one of their 3 credit hour courses.
- At least four of the six courses must be in the Chemical and Biomolecular Engineering Department (540.xxx or 545.xxx). Exceptions to this rule must be approved by the Director of the Master's Program. A course from a department other than ChemBE may be allowed to count as one of the four courses only if the course has significant Chemical and Biomolecular Engineering content, is 3 credit hours (or the student intends to use their one allowable substitution on a set of courses that add to three credit hours), and is consistent with the student's research interests or educational goals.
- Of the four ChemBE courses, 3 must be the MSE core courses:
  - Thermodynamics in Practice (Offered in the Fall)
  - Kinetics and Reactor Design (Offered in the Spring)
  - Transport and Numerical Tools (Offered in the Spring)
- Of the (up to) 2 non-ChemBE courses, students may choose with their advisor from among the many graduate courses offered through Johns Hopkins from technical or non-technical areas.
- Students are allowed to count 400-level courses towards their MSE degree **if** (1) the course is not offered at the 600-level and (2) if the department offering the course considers it to be a graduate-level course in their program. Courses offered at both the 400- and 600-level must be taken at the 600-level to fulfill MSE course requirements. All ChemBE coursework must be taken at the 600-level.
- The student must also enroll in at least one semester of graduate seminars (540.600/601) throughout his or her tenure.

- Students must have a B average in coursework to complete this degree.
- No D grade in ChemBE courses can be counted toward the requirements. In a given semester a D, F or 2 C grades result in probation. Once in probation an additional C grade will result in termination from the program. A student will remain on academic probation until the courses with the D or F grades have been re-taken for a higher grade or (if no D or F grades were present) the student attains a B average in their coursework.
- Students must remain in good research standing with their research advisor. Failure to do so will result in probation and transfer to the coursework MSE program.
- The student must write an essay based on original research and literature review and present his or her results at an open seminar attended by the faculty and students. The essay must be approved by the departmental graduate committee, which consists of the graduate research advisor and at least one more faculty member from the Department of Chemical and Biomolecular Engineering. More details on the essay are provided below.
- In a semester where the student is pursuing research (regardless of other academic coursework), the student must maintain fulltime registration.
- Completion of EN500.601
- Completion of Responsible Conduct of Research training. For complete information, see [eng.jhu.edu/wse/page/conduct-of-research-training](http://eng.jhu.edu/wse/page/conduct-of-research-training)

\* Many departments consider 400 and above to be graduate level courses. Please obtain verification and approval to take the course before registering.

## Master of Science in Engineering (coursework only) Checklist

- The student must complete ten graduate level, i.e. 600 and above, courses approved by the Director of the Master's program. These courses must be worth 3 credit hours per course. The student and the academic advisor select these courses to design a curriculum appropriate for the student's interest and educational goals.
- These ten courses cannot include seminars, independent study, graduate research or special studies.
- At least six of the ten courses must be in the Chemical and Biomolecular Engineering Department (540.6xx and 545.6xx). Exceptions to this rule must be approved by the Director of the Master's Program. A course from a department other than ChemBE may be allowed to count as one of the six courses only if the course has significant Chemical and Biomolecular Engineering content and is consistent with the student's educational goals and is 3 credit hours. Students are allowed to substitute any combination of 1-2 credit hour courses (not to include seminars, independent study, graduate research, or special studies) for one of their 3 credit hour courses.
- Of the six ChemBE courses, 3 must be the core courses:
  - Thermodynamics in Practice (Offered in the Fall)
  - Kinetics and Reactor Design (Offered in the Spring)
  - Transport and Numerical Tools (Offered in the Spring)
- Of the (up to) 4 non-ChemBE courses, it is recommended that students take 2 technical and 2 non-technical courses to be chosen in cooperation with their advisor.
- Students are allowed to count 400-level courses towards their MSE degree **if** (1) the course is not offered at the 600-level and (2) if the department offering the course considers it to be a graduate-level course in their program. Courses offered at both the 400- and 600-level must be taken at the 600-level to fulfill MSE course requirements. All ChemBE coursework must be taken at the 600-level.
- The student must also enroll in at least one semester of graduate seminars (540.600/601) throughout his or her tenure in the Department of Chemical and Biomolecular Engineering at Johns Hopkins University.
- Students must have a B average in coursework to complete this degree.
- No D grade in ChemBE courses can be counted toward the requirements. In a given semester a D, F or 2 C grades result in probation. Once in probation an additional C grade will result in termination from the program. A student will remain on academic probation until the courses with the D or F grades have been re-taken for a higher grade or (if no D or F grades were present) the student attains a B average in their coursework.

## Research Advisor Selection Process (for MSE with essay students)

Most graduate students do not arrive assigned to a faculty research advisor. The selection and assignment process will take place during the first semester, with the official announcements being made before the beginning of the Spring semester. MSE students interested in pursuing the Essay track must inform the Director of the Master's program of their interest at the beginning of the Fall semester. Students can attend research presentations from every member of the ChemBE faculty along with the incoming PhD students. A list of available research projects for MSE students will be made available and be updated regularly with filled positions as well as

with new projects. It is the responsibility of the student to arrange a meeting with individual faculty members who have projects of interest and openings in their lab. The research advisor assignment is made once a student and faculty mutually agree to work together on a project. The list will be updated as positions are filled. Should a student interested in a lab placement be unable to arrange one by the end of December, the Director of the Master Program will work with that student to arrange placements where possible. Students without a research advisor at the start of the spring semester of their first year will be enrolled in the coursework based MSE.

## **M.S.E. Essay Presentation**

The MSE essay presentation is similar to the Ph.D. thesis defense (without the GBO part). Students, in conjunction with their advisor, will assemble a two-person committee to read and evaluate the essay. One member of the committee will be the student's advisor and the other will be chosen by the advisor among the ChemBE faculty (or, in cases approved by the director of the MSE program, a faculty member from another department). The essay should be provided to the readers at least two weeks prior to the presentation date. It will then be presented at an open seminar, which will be publicized to the department. There is no closed examination period after the essay presentation.

Students should contact the Academic Program Coordinator at least **eight weeks** prior to the proposed essay presentation to ensure that all necessary information is exchanged. The coursework portion of the students' graduation checklist must be approved by the director of the MSE program prior to the essay presentation. Students should send the abstract along with the title of the essay to the Academic Program Coordinator two weeks before the presentation date.

International students should contact OIS at least **eight weeks** in advance of defense date to ensure that their visa status and application for their EAD card and Optional Practical Training is in place.

Refer to the *Guidelines for the Preparation of Dissertations and Theses*, which can be found online: <http://www.library.jhu.edu/services/cbo/diss.html>

## **M.S.E. Proficiency Requirement**

Students will need to demonstrate proficiency in the core Chemical Engineering subjects of Transport Phenomena, Kinetics, and Thermodynamics to fulfill their MSE degree requirements. This proficiency can be met through the 3 required MSE courses. In special circumstances and with pre-approval of the Director of the MSE program, other equivalent courses can be used to substitute for the proficiency requirements.

## **B.S./M.S.E. Program Policy on Double-Counting**

Students pursuing both their undergraduate and master degrees in ChemBE at JHU should be aware of the department's rules on double-counting courses. Up to two courses can be counted for both degrees. For classes offered at both the 400- and 600-level, students **MUST** take the course at the 600-level to apply the course to their Master's degree. This cannot be changed after the fact. If B.S./M.S.E. students take more than two 600-level course and do not need them for the B.S. graduation requirements, they can count them toward the completion of their M.S.E. degree. Courses with grades of B- or lower cannot be doubled-counted. The undergrad student must register for the course with a paper registration slip signed by the instructor and submitted to the registrars. Thus, the ChemBE graduate program's policy on double-counting courses is stricter than the WSE policy found here: [eng.jhu.edu/wse/page/graduate-double-counting/](http://eng.jhu.edu/wse/page/graduate-double-counting/)

## **Steps for Graduation**

- Notify the Academic Program Coordinator **before your final** semester if you intend to graduate; scheduling of essay can take up to 6 weeks and other important materials need to be exchanged.
- Contact OIS if you are an international student. OPT applications must be created 3 months before completion.
- Complete the "Application for Graduation" in SIS, if correct term is not available, a paper form must be filled out at the registrar's office.

Note: If no "Application for Graduation" is on file in the Registrar's Office, the student will not be included on the degree candidates list signed by the President. Should a student's degree requirement materials be received after the deadlines listed above that student's name will be added to the next semester's Graduate Board list for completed degrees.

## M.S.E. 2<sup>nd</sup> Year Scholarship

The department will award the ChemBE Master's Essay Scholarship in the form of 80% tuition remission to eligible students starting their second year as a confirmed essay-based MSE. Students are responsible for the remaining 20% of full tuition. The scholarship will be awarded for one year, extensions may be permitted in certain cases.

Students retain the health insurance benefit extended by the Whiting School of Engineering: students on the CHP plan will be required to pay the first \$500 (\$250 per semester) towards the mandatory health insurance fee. The remainder of the fee will be covered by the Whiting School of Engineering.

A student is eligible for this scholarship if:

1. The student is a full-time student at JHU
2. The student's primary degree program is the terminal MSE degree in ChemBE
3. The student is working full-time towards completion of the essay-based MSE degree in ChemBE.
4. The student has completed all the coursework required for the essay-based MSE degree in ChemBE and is in good academic standing.
5. The student is not enrolled in any courses other than Graduate Research (EN.540.801) throughout the semesters in which the MSE research scholarship is applied.
6. The student has maintained full-time resident status as a graduate student at JHU for at least two semesters. Note that KSAS/WSE alumni *may* count undergraduate semesters towards this requirement in certain cases. Please check with the director of the MSE program for details.
7. The student is not receiving the Dean's Master's Fellowship in the semester that the ChemBE Master's Essay Scholarship is applied. Students who have received the Dean's Master's Fellowship in previous semesters are still eligible.
8. The student has not received the ChemBE Master's Academic Scholarship in this or any previous semester while at JHU.
9. The student has the support of his/her research advisor and the department.

The department will award the ChemBE Master's Academic Scholarship in the form of 80% tuition remission to eligible students starting their second year as a confirmed course-based MSE. Students are responsible for the remaining 20% of full tuition. The scholarship will only be awarded in the student's final semester and has a maximum duration of one semester.

Students retain the health insurance benefit extended by the Whiting School of Engineering: students on the CHP plan will be required to pay the first \$500 (\$250 per semester) towards the mandatory health insurance fee. The remainder of the fee will be covered by the Whiting School of Engineering.

A student is eligible for this scholarship if:

1. The student is a full-time student at JHU.
2. The student's primary degree program is the terminal MSE degree in ChemBE.
3. The student has maintained full-time resident status as a graduate student at JHU for at least two semesters. Note that KSAS/WSE alumni *may not* count undergraduate semesters towards this requirement.
4. The student has a course average of B+ or higher.
5. The student is expected to graduate at the end of the semester for which the scholarship is awarded.
6. The student is not receiving the Dean's Master's Fellowship in the semester that the ChemBE Master's Academic Scholarship is applied. Students who have received the Dean's Master's Fellowship in previous semesters are still eligible.

7. The student has not received the ChemBE Master's Essay Scholarship in this or any previous semester while at JHU.
8. The student has the support of his/her academic advisor and the department.

# ChemBE Graduate Information

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## ChemBE Graduate Student Conflict Resolution

The Department of Chemical and Biomolecular Engineering tries to provide a supportive environment for its graduate students, but occasionally problems occur and students may need help in resolving an issue. The department recommends several options to help in finding resolution to such issues:

- The student could talk to their advisor.
- The student could attempt to resolve the conflict by having an in-person conversation with the involved parties. If the student is uncomfortable with this or needs assistance with these discussions, there are three faculty members (in addition to the interim Departmental Chair, Sean Sun) who are prepared to help and can be contacted for their assistance:
  - Director, Ph.D. Program - Michael Bevan
  - Director, Master's Program - Joelle Frechette
  - Director, Graduate Admissions - Honggang Cui
- Students can also reach out for assistance beyond the department- there are several offices on the campus that can assist in helping students resolve issues:
  - Whiting School of Engineering Office of Academic Affairs
  - GRO (Graduate Representatives Organization)
  - JHU Counseling Center
  - Office of the Dean of Student Life
  - Homewood Graduate Affairs and Admissions Office
  - Office of Student Disability Services

If the situation is serious and cannot be reasonably resolved through any of these options, the Whiting School has a grievance policy, and we will stand with the student to help if a formal complaint is appropriate.

## Laboratory Safety

The importance of laboratory safety cannot be overstated. All students are required to complete the safety course prior to beginning work in the lab. This course is offered in the fall semester. Any **concurrent** BS/MSE students have already taken the undergraduate version of the course, and are **not required** to take it. It should be noted that the laboratory safety course does not cover everything one needs to know regarding safety in each individual lab, but is intended to create the mindset for the student to evaluate their own lab for identify potential safety issues and to determine what he/she would do in that situation. Those students working with either biological hazards and/or radiation are required to take the additional appropriate courses through the medical campus.

Annual departmental and university laboratory inspections will be conducted by the departmental faculty safety officer and university safety officer, respectively. Random laboratory checks are also conducted.

### **IN THE CASE OF AN EMERGENCY CALL: 6-7777.**

#### ChemBE Faculty Safety Officer

Chao Wang, 410-516-5843, [cwang78@jhu.edu](mailto:cwang78@jhu.edu)

#### Homewood Laboratory Safety Advocate

Daniel R. Kuespert, (410) 516-5525, [dkuespert@jhu.edu](mailto:dkuespert@jhu.edu)

#### Health, Safety & Environment

Perry Cooper – Health Safety & Environment Manager

(410) 516-8798, [pcooper2@jhmi.edu](mailto:pcooper2@jhmi.edu)

Terry Kellam - Occupational Safety Officer

(410) 516-8798, [tkellam@jhmi.edu](mailto:tkellam@jhmi.edu)

#### Radiation Safety Office

Mina Razavi - Homewood Representative

(410)-516-7278, [mina@jhu.edu](mailto:mina@jhu.edu)

# Johns Hopkins Policy Information

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## **Registration**

Students are required to register for every semester of study. The registration deadlines will be published by the Registrar well in advance. It is the student's responsibility to check their account and make sure there are no holds in place to bar registration. For advisor holds, the student should speak to their advisor. For financial holds, the student should contact the Department Administrator. If a student misses the registration deadline, he or she will be responsible for a late fee of \$150-\$300.

Students register over the summer in order to avoid paying extra FICA taxes. The Academic Program Coordinator will inform students about the procedure and deadlines. Students who miss the deadline will incur a late fee of \$50.

## **Graduate Credit Hours**

All courses through the Whiting School of Engineering carry credit hours. Graduate Research carries a flexible credit hour assignment, and students should meet with their advisor and discuss the appropriate number of credit hours to enroll in for Graduate Research based on efforts and time in the lab. Typically, fulltime MSE students will register for 9-10 credit hours per semester and fulltime PhD students will register for 20 credit hours per semester. For more information about graduate credit hours, please visit <http://homewoodgrad.jhu.edu/academics/wse-graduate-credit-hours/>

## **Graduate Board**

The Graduate Board is responsible for the administration of University-wide policies and procedures for the award of Master of Arts; M.A.; and Doctor of Philosophy, Ph.D.

## **OIS Office of International Services**

The primary mission of the Office of International Services (OIS) is to assist international students, scholars, and faculty at Johns Hopkins University's Homewood Campus. OIS works with the academic and administrative departments to facilitate the immigration process. Additionally, OIS' staff members are available to answer your questions about immigration status, financial concerns, health matters, housing, employment possibilities, as well as other issues that may arise during your stay.

Please refer to the website: <http://ois.jhu.edu/>

## **Health Insurance**

All graduate students are required to carry sufficient health insurance. The University offers a low cost health insurance plan for and the Department covers 100% of the expense for all PhD students. Masters are offered a reduced cost of \$250.

Students who are already under a plan through their parents or employer have the option to waive the JHU plan by filling out a waiver form and turning it in to the Registrar's Office. This must be done every year. Students who plan to choose this option must also notify the

Academic Program Coordinator and Department Administrator. A copy of the waiver form must be turned in to the Department office and kept on file.

## Department Staff

Administrative Secretary: Porscha Reid, MD 221, 410-516-7170

Academic Program Coordinator (Graduates): Kailey Dille (virtual) kdille@jhu.edu

Department Administrator: Bridget Faherty, [bobrien9@jhmi.edu](mailto:bobrien9@jhmi.edu) MD 224, 410-516-8294

Senior Research Analyst: Lucy Raybon, lraybon1@jhu.edu, MD 223, 410-516-7143

Research Analyst: Beth Rannie, brannie@jhu.edu, MD 225, 410-516-3842

**Department Office** Location (use for mailing address)

ChemBE Department

Maryland Hall 221

Johns Hopkins University

3400 N. Charles Street

Baltimore, Maryland 21218

### **Students may contact the following Department staff for assistance:**

Academic Program Coordinator – registration problems, missing grades, access to documents in your application file, assistance understanding departmental and university policies, help with university paperwork, letters for leaving the country, financial hold, advisor holds, GSLC and graduate affairs.

Senior Research Analyst – budgets, policies, payroll questions, tuition/health insurance, expense accounts reimbursement, petty cash voucher, questions about lab budgets, turning in receipts, procurement card or purchasing questions, assistance with SAP

Administrative Secretary– reserve space for lab meetings, key requests, mailboxes, deliveries, assistance with copier

## Mail and Supplies Policies

Laboratories are responsible for procuring their own supplies and managing their own shipping accounts (FedEx). Each lab should have a person designated to oversee such purchases and track budget spending.

The door to the mailroom will be locked after normal business hours; graduate students may request a key to that room, a laboratory, or work space by filling out a Key Request Form located in 221. Keys may only be given to those students who have either completed the Safety Course, or watched the equivalent DVD and passed the safety test administered by the Administrative Secretary on a weekly basis. A large, B&W multi-function photocopier is also available for student use in 224C for tasks related to the conduct of research or the academic pursuits of the faculty. This printer will only Scan and Send to [@jhu.edu](mailto:@jhu.edu) e-mail addresses.

## **Graduate Student Liaison Committee (GSLC)**

The Graduate Student Liaison Committee represents the graduate student body in the Department. The group is a voice for all graduate students and works to create a cohesive work and social environment in Chemical and Biomolecular Engineering. The committee also organizes social and athletic events that bring together faculty, graduate students, and undergraduates on a regular basis. See the GSLC Facebook page for updates: <http://www.facebook.com/groups/344261771592>

### **GSLC leaders:**

<b>Position</b>	<b>Name</b>
Chair	(Position Open)

## Faculty

Michael Betenbaugh [beten@jhu.edu](mailto:beten@jhu.edu)  
410-516-5461 Maryland Hall 222

Michael Bevan  
(Director of the Ph.D. Program)  
[mabevan@jhu.edu](mailto:mabevan@jhu.edu)  
410-516-7907 Maryland Hall 123

Honggang Cui  
(Director of Graduate Admission)  
[hcui6@jhu.edu](mailto:hcui6@jhu.edu)  
410-516-6878 Croft 370

Lise Dahuron  
(Director of Undergraduate Program)  
[dahuron@jhu.edu](mailto:dahuron@jhu.edu)  
410-516-6817 Maryland Hall 120

Marc D. Donohue [mdd@jhu.edu](mailto:mdd@jhu.edu)  
410-516-5262 Maryland Hall 117

Joelle Frechette  
(Director of Master's Program)  
[jfrechette@jhu.edu](mailto:jfrechette@jhu.edu)  
410-546-0113 Maryland Hall 121

Zachary Gagnon [zgagnon1@jhmi.edu](mailto:zgagnon1@jhmi.edu)  
410-516-8489 Maryland Hall 220A

Sharon Gerecht [gerecht@jhu.edu](mailto:gerecht@jhu.edu)  
410-516-2846 Shaffer Hall 200C

David Gracias  
[dgracias@jhu.edu](mailto:dgracias@jhu.edu)  
410-516-5284 Maryland Hall 125

Jeffrey Gray  
[jgray@jhu.edu](mailto:jgray@jhu.edu)  
410-516-5313 Maryland Hall 208

Joseph L. Katz  
(Emeritus)  
[jlk@jhu.edu](mailto:jlk@jhu.edu)  
410-516-8484 Maryland Hall 117

Yannis Kevrekidis  
[Ykevrek1@jhu.edu](mailto:Ykevrek1@jhu.edu)  
Maryland Hall 216

Konstantinos Konstantopoulos  
[konstant@jhu.edu](mailto:konstant@jhu.edu) 410-516-6290 Croft  
Hall 114

Rong Li [rli38@jhu.edu](mailto:rli38@jhu.edu) 410-  
955-9938 Rangos 450

Marc Ostermeier  
[oster@jhu.edu](mailto:oster@jhu.edu)  
410-516-7144 Maryland Hall 119

Carmo Pereira  
[cpereir5@jhu.edu](mailto:cpereir5@jhu.edu)  
410-516-0274 Maryland Hall 116

Stavroula Sofou  
[Ssofou1@jhu.edu](mailto:Ssofou1@jhu.edu)  
Maryland Hall 116

Jamie Spangler  
[Jamie.spangler@jhu.edu](mailto:Jamie.spangler@jhu.edu)  
218 Maryland Hall

Sean Sun (Interim Chair)  
[ssun@jhu.edu](mailto:ssun@jhu.edu)  
410-516-4003 Shaffer Hall 204A

Rebecca Schulman  
[rschulm3@jhu.edu](mailto:rschulm3@jhu.edu)  
410-516-8457 Maryland Hall 220B

Chao Wang  
(Faculty Safety Officer)  
[cwang78@jhu.edu](mailto:cwang78@jhu.edu)  
410-516-5843 Maryland Hall 219

Denis Wirtz  
[wirtz@jhu.edu](mailto:wirtz@jhu.edu)  
410-516-7006 Croft Hall 116

## Useful Contacts

### **Office of the Registrar**

<http://www.jhu.edu/registrar/index.html>  
75 Garland Hall

### **JCard Services (JHU student ID)**

<http://www.idcs.jhu.edu/>  
51 Garland Hall

### **Student Financial Services**

<http://www.jhu.edu/finaid>  
146 Garland Hall

### **Student Accounts**

<http://www.jhu.edu/studacct>  
31 Garland Hall

### **Office of Student Disability Services**

<http://web.jhu.edu/disabilities>  
385 Garland Hall

### **Gym**

<http://web.jhu.edu/recreation/>  
Ralph O'Connor Recreation  
Center

### **Housing**

<http://www.jhu.edu/hds/offcampus/index.html>  
AMR II Housing Office

### **Graduate Representative Organization (GRO)**

<http://www.jhu.edu/gro/>

### **Library**

<http://www.library.jhu.edu/#>

### **Computer Labs**

<http://ww2.jhu.edu/classrooms/>  
Located throughout the university

### **Campus Security**

<http://www.jhu.edu/~security/>  
Shriver Hall

### **Safety Escort Services**

Escort Coordinator Frank Richardson  
410-516-4547  
[frichal1@jhem.jhu.edu](mailto:frichal1@jhem.jhu.edu)  
Office/Dispatch 410-516-8700

### **Parking Office**

<http://www.parking.jhu.edu/> South  
Garage

### **Barnes & Noble Bookstore**

<http://johns-hopkins.bncollege.com>  
JHU Charles Commons

# **Academic Forms**

## **Chemical and Biomolecular Engineering Graduate Student Annual Review Form**

Student Name:

Year of Study:

Advisor:

Date:

**PART A: GRADUATE STUDENT SELF-ASSESSMENT** (To be completed by the graduate student.)

Courses completed in the past two semesters:

Were you a teaching assistant? If yes, how do you think you performed in this area?

Papers published/submitted during the last year:

Conference and internal/informal presentations made during the last year:

Research accomplishments:

Plans/Goals (including research and courses) for the coming year:

Confirm that you understand safe procedures for chemicals and experiments in your project.

Number of leave days in the past year:

Additional Comments:

**Please attach your current CV and your working thesis title and abstract to this review.**

**Lab Work**

The student...	Student	Advisor
Is adept at designing well-controlled experiments that clearly address the questions at hand.		
Conducts lab work following all safety regulations.		
Positively engages with other lab members, respects the boundaries of lab mates' projects, and is willing to teach, provide feedback and help.		
Participates in helping to maintain and improve the lab as a whole (e.g. lab duties).		

**Research Project**

The student...	Student	Advisor
Sets achievable goals by prioritizing experiments and maximizing effective use of resources.		
Understands big picture implications as well as finer details of their project.		
Is able to focus, effectively manage stress, and meet deadlines.		
Is fully committed to progress in their project (effort, attitude, motivation).		

**Communication**

The student...	Student	Advisor
Can design and organize an effective scientific presentation.		
Incorporates appropriate suggestions/information from progress reports, committee meetings and/or reviewers into their work.		
Successfully networks with others inside and outside of their chosen field.		

**Scientific and Career Development**

The student...	Student	Advisor
Reads the scientific literature, both within and outside of their specific field.		
Has taken advantage of course opportunities to advance their knowledge.		
Has made progress toward deciding what their future career goals are and is gaining the experience needed to achieve them.		

**Advisor/Student Relationship**

	Student	Advisor
There are adequate opportunities for meetings between the student and advisor.		
The student receives adequate mentorship from their advisor.		
The advisor provides positive feedback and incentive to encourage the student.		

The student and advisor will each rate the accuracy of statements concerning the student's knowledge, skills, and abilities using the following scale: (1) disagree, (2) neither, (3) agree

**ADVISOR:** Comments on student self-assessment & research presentation and/or recommendations/goals for the coming year can be attached on a separate sheet of paper if necessary. Advisor should provide written explanation for all "1s".

**OVERALL PROGRESS:** \_\_\_5 (exceeds expectations) \_\_\_4 \_\_\_3 (satisfactory) \_\_\_2 \_\_\_1 (unsatisfactory)

Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty signature #1 \_\_\_\_\_ Faculty signature #2 \_\_\_\_\_

I have reviewed this document with my advisor and I have seen his/her comments.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**Certificate of Departmental Approval  
PhD Degree Program  
in Chemical and Biomolecular Engineering**

Name: \_\_\_\_\_ JHU ID: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

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

**Degree Requirements:**

The Ph.D. degree is awarded for original research performed under the guidance of a thesis advisor. The formal requirements for this degree are:

- Completion of six graduate-level courses including the four required core courses listed below.
- Completion of an annual research evaluation each year.
- Serve as a teaching assistant for at least two required courses.
- Completion in the first semester of 500.601
- Attend graduate seminars (540.600/601) every semester. Students are expected to enroll and attend department seminars throughout their tenure in the department.
- Successful completion of the Graduate Board Oral Exam.
- Completion of an original research project, documented in a dissertation that is defended by the candidate in a public presentation.
- Completion of Responsible Conduct of Research training. For complete information, see [eng.jhu.edu/wse/page/conduct-of-research-training](http://eng.jhu.edu/wse/page/conduct-of-research-training).
- Application for Graduation submitted to Registrar's office.
- Successful completion of electronic thesis (ETD) to the Johns Hopkins Library <http://guides.library.jhu.edu/content.php?pid=450528&sid=3691622>.

**Required Core Courses:**

- 540.630 Thermodynamics & Statistical Mechanics
- 540.652 Advanced Transport
- 540.602 Metabolic Systems Biotechnology
- 540.615 Interfacial Science with Applications to Nanoscale Systems

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This is to certify that **STUDENT NAME** has satisfied all of the academic requirements laid down by the Department for granting a PhD in the Department of Chemical & Biomolecular Engineering.

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

**Certificate of Departmental Approval**  
**Master of Science in Engineering Degree Program in Chemical and Biomolecular Engineering**

Degree Type (mark one):    Essay-based    Course-based

Name: \_\_\_\_\_ JHED ID: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Graduation Date (semester/year): \_\_\_\_\_

Plans after graduation (specific employer or institution if known):

Undergraduate institution: \_\_\_\_\_ Undergraduate major: \_\_\_\_\_

Six graduate level courses (minimum of four in ChemBE 540.6XX) if essay-based, ten graduate level courses (minimum of six in ChemBE 540.6XX) if course-based

Course No.	Course Title	Grade	Sem/Year
	Thermodynamics in Practice		
	Kinetics and Reactor Design		
	Transport and Numerical Tools		
<i>Use below this line on this chart only if course-based. If essay-based, move to next page</i>			

**Minimum of one semester of graduate seminar**

Course No.	Course Title	Grade	Sem/Year

**Essay-based students must complete this box:**

Safety course (EN.500.601 or EN.540.490 if taken as an undergraduate) and Responsible Conduct of Research

Course No.	Course Title	Grade	Sem/Year

Written thesis, approved by the committee, presented to the department, and submitted to the ETD

**Thesis Title:** \_\_\_\_\_

**Notes:**

- A) All courses must be completed with an average grade of B.
  - B) When this checklist has been completed (TYPED, not handwritten), it should be returned to the mailbox of the Academic Program Coordinator.
- 

This is to certify that \_\_\_\_\_ has satisfied all of the academic requirements laid down by the Department for granting a Master of Science in Engineering Degree in the Department of Chemical and Biomolecular Engineering.

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

# **Homewood Policies**

## Statement of the Rights and Responsibilities of Ph.D. Students at Johns Hopkins University

Preamble: Ph.D. education is fundamental to the University's teaching and research mission. For an intellectual community of scholars to flourish, it is important to acknowledge the principles that underlie the compact between Ph.D. students, the faculty, and other members of the University community.

It is in this spirit that the Doctor of Philosophy Board, in collaboration with faculty and students from across the University, has articulated a statement of rights and responsibilities for doctoral students at Johns Hopkins. The principles described in this document are to be realized in policies established by the various Schools of the University; the Schools will also develop mechanisms to monitor and enforce such policies.

### RIGHTS

1. Ph.D. students have the right to education, supervision and training. This includes access to the classroom, laboratory and teaching opportunities necessary for completion of degree requirements, appropriate and regular faculty supervision consistent with the norms of the discipline, as well as appropriate research and/or clinical experiences.
2. Ph.D. students have the right to full and regular access to information about the requirements for the degree. This includes information regarding program requirements, assignment/selection/change of advisor, expected time to completion, graduation rates, and conditions of financial support.
3. Ph.D. students have the right to conditions of learning, teaching and research that are appropriate and reasonable for their discipline. This includes the right to information and ongoing consultation regarding their expected effort and specific duties, as well as clearly stated criteria for participation in collaborative work and/or research.
4. Ph.D. students have the right to be treated in a respectful and professional manner by all members of the University community. This includes freedom from discrimination and harassment as well as assurance of reasonable confidentiality in their communications, as governed by university policy.

5. Ph.D. students have the right to receive, on a regular basis, written evaluation of their progress and to be informed of the criteria upon which the evaluation is based. Students should also be provided with opportunities to discuss such evaluations with their advisor. Each program should make available their policies concerning academic probation, funding withdrawal, and dismissal; reasonable warning should be provided in advance of dismissal based on failure to make satisfactory academic progress.
6. Ph.D. students have the right to appropriate recognition for their contributions to research and scholarship. This will require discussion between the student, advisor and other relevant parties regarding expectations for student contributions and the nature of the recognition.
7. Ph.D. students have the right to academic freedom. This includes the right to express, without reprisal, independent opinions about scholarly issues (such as opinions regarding theoretical and methodological debates in their disciplines), opinions regarding matters of institutional policy, concerns about suspected research misconduct and personal opinions on public matters.
8. Ph.D. students have the right to have their views represented in the development of policies that govern the Ph.D. Student ideas and perspectives should be solicited and considered if substantive changes in the structure of a Ph.D. program are anticipated.
9. Ph.D. students have the right to clearly defined policies regarding benefits and non-academic issues pertinent to their student status. These policies should cover (but not be limited to) such things as the provision of health care, recognition of family responsibilities, leave, vacation and other absences. These policies should acknowledge that students can, without reprisal, form clubs, associations or organizations around common interests, as long as these are consistent with general non-discrimination policies of the University.
10. Ph.D. students have the right to accessible procedures for redress of their grievances. Each School within the University must provide mechanisms to ensure that grievance procedures are fair and without reprisal. These procedures should include Ph.D. student representation, as appropriate.

## RESPONSIBILITIES

1. Ph.D. students have the responsibility to inform themselves of the requirements of their programs.
2. Ph.D. students have the responsibility to dedicate appropriate effort and time to meeting the requirements of their programs.
3. Ph.D. students have the responsibility to uphold the ethical responsibilities of their profession and discipline. This includes honesty in academic coursework and scholarship, integrity in the use of grant and fellowship funds, and the upholding of ethical norms in the conduct and reporting of research methods and results.
4. Ph.D. students have the responsibility to treat all members of the University community in a respectful and professional manner.
5. Ph.D. students have the responsibility to contribute to the intellectual life of the University and to the advancement of education and scholarship.
6. Ph.D. students have the responsibility to understand and fulfill their role in developing and maintaining a professional relationship with their faculty advisor(s). This includes the responsibility for communicating regularly with advisors, maintaining a mutually agreed-upon schedule of meetings, and informing advisors of such things as: the current status of their degree work; any expected deviations from the agreed upon program of studies; and any unanticipated absences.
7. Ph.D. students have the responsibility to recognize the contributions to their research and scholarly publications made by their advisors and other colleagues. This will require communication and consultation with these individuals about the nature of the recognition.
8. Ph.D. students have the responsibility to fulfill their teaching, research and/or clinical commitments and duties in a responsible manner. This includes the responsibility to inform themselves of the requirements of these positions, to maintain the established ethical standards of interaction with students, faculty, patients and/or research participants, and to respect the privacy of information shared with them.
9. Ph.D. students have the responsibility for the appropriate use of university resources and equipment.
10. PhD. Students have the responsibility to abide by the established rules and policies of their program, school and the University.

**Homewood Schools  
Policy for Graduate Student Probation, Funding Withdrawal, and Dismissal  
(Effective Fall 2010)**

**1. Academic and Graduate Assistant Probation Notification**

If it is determined that a graduate student has failed to meet minimum academic or graduate assistant (research assistant or teaching assistant) requirements, he/she may be placed on probation. This must be done with a formal letter and requires a meeting between the student and either his/her faculty advisor, his/her supervisor, the departmental director of graduate studies, or the department chair. The letter should clearly outline the student's academic or graduate assistant shortcomings, indicate the corrective measures necessary to remain in the program or to retain funding, and state the length of the student's probationary period (see section 2). Any funding ramifications for the student should be included as well. Departments must ensure receipt of the letter. A copy of the letter should be forwarded to the cognizant Dean (the Vice Dean for Humanities, Social Sciences, and Graduate Programs in the School of Arts and Sciences or the Vice Dean for Education in the School of Engineering) as well as the Office of Student Financial Services and the Office of International Student and Scholar Services (if appropriate).

**2. Academic and Graduate Assistant Probation Timing**

A student may be placed on probation at any time, however:

- If the probation can be resolved with coursework, the student should be notified before the first day of classes in a particular semester. He/she will have until the end of that semester (when grades are posted) before a final decision can be made.
- If the probation is related to research progress and cannot be resolved with coursework, the probation period must span at least 8 work weeks before a final decision can be made. Departments are at liberty to provide a longer probationary period.
- If the probation is related to teaching assistant performance, the probation period must span at least 4 in-semester work weeks before a final decision can be made. Departments are at liberty to provide a longer probationary period.
- If the probation is related to multiple aspects of the student's work (e.g., coursework and research, teaching and research, coursework and teaching), the appropriate timing applies for each individual component, independent of the other component(s).\*

**3. Academic and Graduate Assistant Probation Appeal Process**

A student may appeal the probation decision within ten business days, to the Program Chair, with a letter stating why he/she feels this decision is unmerited. The program must render a decision on the appeal within ten business days. The student may then appeal that decision within ten business days to the cognizant Dean, again, with a letter stating why he/she feels this decision is unmerited.

#### **4. Academic and Graduate Assistant Probation Final Decision Process**

- If the probation can be resolved with coursework: As soon as possible, but no later than one month following the conclusion of the stated probationary period, the program must inform the student of his/her status based upon whether the student has met the requirements as stated in the probation letter. The options are as follows: (a) remove the student from probation, (b) extend the probationary period, or (c) dismiss the student.
- If the probation is related to research progress: Within one week following the conclusion of the stated probationary period, the program must inform the student of his/her status based on whether the student has met the requirements as stated in the probation letter. The options are as follows: (a) remove the student from probation, (b) extend the probationary period, (c) withdraw the student's funding (if applicable) but permit the student to remain in the academic program, or (d) dismiss the student from the academic program; dismissal decisions must be made by the student's home department. (NOTE: If the decision is to dismiss the student, he/she should be permitted to complete the semester if enrolled in coursework, but funding may be withdrawn following the conclusion of the probationary period.)
- If the probation is related to teaching assistant performance: Within one week following the conclusion of the stated probationary period, the program may inform the student of his/her status based on whether the student has met the requirements as stated in the probation letter. The options are as follows: (a) remove the student from probation, (b) extend the probationary period, or (c) withdraw the student's teaching assistantship funding but permit the student to remain in the academic program.

In all cases, if the decision is to withdraw funding or dismiss the student, the action can be made effective immediately once the student is informed of the decision. However, departments are encouraged to provide a grace period to assist students in this transition.

#### **5. Dismissal or Funding Withdrawal Notification**

If the decision is to dismiss the student or withdraw funding, this must be done with a formal letter citing the reason for dismissal and requires a meeting between the student and either his/her faculty advisor, his/her supervisor, the departmental director of graduate studies or the department chair. This letter should contain information regarding the readmission process, if deemed appropriate. A copy of the letter should be forwarded to the cognizant Dean, the Office of the Registrar, the Office of Student Financial Services, and the Office of International Students and Scholars Services (if appropriate). Academic dismissal will be noted on the student's transcript at the request of the program and with the approval of the cognizant Dean.

#### **6. Dismissal without Probation**

A student may be dismissed without a formal probation period under three circumstances: (1) if he/she meets the conditions for dismissal based on coursework as stated by the academic program in its department handbook or on its website; (2) if he/she fails an oral or written examination for which successful completion is necessary to continue in the program and whose retake options have been exhausted (as stated in the program's degree requirements), or if he/she fails to meet any condition resulting from a qualifying or GBO exam; or (3) if he/she is expelled pursuant to Homewood Procedures for Handling Allegations of Misconduct by Full-Time and Part-Time Graduate Students, the KSAS Policy on Integrity in Research or the WSE Procedures for Dealing with Issues of Research Misconduct. Under these circumstances, programs are expected to follow the same procedures for Dismissal cited above (in section 5).

In addition, students are also subject to immediate dismissal on non-academic grounds in accordance with the Homewood Procedures for Handling Allegations of Misconduct by Full-Time and Part-Time Graduate Students as well as applicable policies at [http://www.jhu.edu/news\\_info/policy](http://www.jhu.edu/news_info/policy).

### **7. Funding Withdrawal without Probation**

A student's funding may be withdrawn without probation if the student is dismissed without probation (see above), or as the result of a decision rendered pursuant to the Homewood Procedures for Handling Allegations of Misconduct by Full-Time and Part-Time Graduate Students, the KSAS Policy on Integrity in Research or the WSE Procedures for Dealing with Issues of Research Misconduct. A student's funding may also be withdrawn without probation if the student is found to have egregiously disregarded his/her research or teaching duties [or as appropriate under University or Homewood Schools policy]; such action requires the approval of the cognizant Dean.

### **8. Dismissal Consequences**

When a student is dismissed from the university, several consequences follow:

- The Office of the Registrar cancels the student's registration for the next semester and authorizes a refund of tuition paid for that semester, if applicable.
- Notation of dismissal may be placed on the student's transcript at the request of the program and with the approval of the cognizant Dean.
- The Office of Student Financial Services suspends financial aid to the student and work-study aid.
- The Office of International Student and Scholar Services performs duties as required by U.S. federal regulations regarding persons not eligible to study at the university.

### **9. Readmission Following Dismissal**

On rare occasions, students may be presented with the option to be readmitted. The terms for readmitting a student who has been dismissed are established by individual departments. The readmission process should be described in the dismissal letter, if deemed appropriate. Students who have been dismissed should discuss the readmission process with their advisor.

### **10. Dismissal or Funding Withdrawal Appeal Procedures**

A student may appeal the dismissal or funding withdrawal decision within five business days, to the Program Chair, with a letter stating why he/she feels this decision is unmerited. The program must render a decision on the appeal within five business days. The student may then appeal that decision within five business days to the cognizant Dean, again, with a letter stating why he/she feels this decision is unmerited. In the case of funding withdrawal, the Department will continue funding the graduate assistant during the appeal process, provided that the graduate assistant continues with his/her assistantship duties. The student's visa and registration status will not be affected until the appeal process is complete. If the student believes the decision was made in an arbitrary or capricious manner, he/she may file a grievance following the Homewood Grievance Policy (see [http://www.grad.jhu.edu/downloads/HwGrievancePolicy\\_Final.pdf](http://www.grad.jhu.edu/downloads/HwGrievancePolicy_Final.pdf)). If the decision is made to dismiss an international student, immigration regulations require that the student depart the country within fifteen days. This does not preclude the student from filing a grievance, however.

NOTE: Graduate students who believe that their language ability prevents them from properly expressing themselves during the written appeal process may seek assistance in composing the appeal from the JHU Office of the Dean of Students or the JHU Graduate Representative Organization.

\*As an example, consider a student placed on probation for coursework as well as for his/her research assistantship at the start of a semester. If after eight weeks, the advisor wishes to remove the student from probation relating to the research assistantship, the coursework probation remains in effect until the end of the semester. However, if after eight weeks the research is still deficient, the student's funding may be withdrawn or s/he may be dismissed.

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**Homewood Schools  
Graduate Student Assistant Leave Guidelines  
(Effective Fall 2010)**

To ensure the personal well-being and productivity of our graduate students, safeguard against excessive demands on graduate students' personal time, and introduce a minimum standard across the two Homewood schools regarding leave, the Deans of the Krieger School of Arts and Sciences (KSAS) and Whiting School of Engineering (WSE) have established the guidelines found below.

These guidelines apply to all KSAS and WSE research and teaching assistants. Individual graduate programs of these schools must either implement these guidelines as stated or provide similar guidelines for review by the respective Dean's Office.

**PAID LEAVE**

All graduate students with 12-month research assistantships and/or teaching assistantships are guaranteed 10 weekdays of paid leave, for any reason (in addition to university holidays\*), every 12-month period -- typically September through August -- unless prohibited by a grant by which the graduate assistant is funded. (If the student's funding grant does not permit 10 weekdays of paid leave, the student is entitled to the full allotment through unpaid leave.) This is separate from sick leave (covered below), and sick leave should not be deducted from the paid leave allotment. This amount of paid leave may be increased by the supervisor at his or her discretion. Unused days may not be carried over into the following 12-month period and are not payable upon departure.

Paid leave for graduate assistants with appointments of fewer than 12 months is at the discretion of the faculty supervisor.

notes:

- Graduate assistants must provide reasonable advance notice of intention to use paid leave and must receive consent from the faculty supervisor.
- Teaching assistants may not use paid leave to diminish or delay any instructional duties.
- Time spent traveling to and attending academic conferences approved by the faculty supervisor is not considered paid leave.

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\* This pertains to the official 12.5 days sanctioned by Johns Hopkins University listed on the University Holiday Calendar.

**SICK LEAVE (applies to all graduate assistants)**

Short absences (those anticipated to be one week or less) due to a student's illness or that of a family member should be granted with notice to a student's supervisor, provided they are not excessive, and consistent with policy and departmental needs. These should be paid absences, but these days should not be subtracted from any paid leave earned through the policy above.

A graduate assistant who anticipates an extended absence (more than one week) due to his/her illness or that of a family member must notify the supervisor and department administrator as quickly as possible. If such leave is granted, Departments are expected to consider making reasonable financial arrangements with the student, consistent with departmental resources and grant obligations. If the illness may result in an extended absence, the student may apply for a leave of absence, in keeping with University policy. See the Graduate Board's website for more information.

At its discretion, the department may require the student to submit verification of the need for such leave from their healthcare provider to the Student Health and Wellness Center for review. Any documents containing a student's medical information must be kept separate from his/her academic file.

**JURY DUTY**

For the Homewood Jury Duty Policy, please visit the following webpage: <http://www.grad.jhu.edu/downloads/JuryDutyPolicy.pdf>

**Homewood Schools  
Graduate Student Academic Review Policy  
(Effective Fall 2010)**

Each graduate program is required to publish its own policies and standards with respect to academic standing. At the end of each semester, all full-time Homewood graduate programs are expected to review the academic records of their graduate students to evaluate academic progress. Once per academic year, all full-time Homewood graduate programs are required to provide a written review to: (a) all doctoral students, and (b) all master's students conducting thesis research. Departments are encouraged to include mention of funding continuation, as appropriate. This review must include the opportunity for the student to offer self-evaluation. Students who fail to attain a program's minimum level of performance may be placed on academic probation or dismissed using the procedures outlined in the Homewood Schools Policy for Graduate Student Probation, Dismissal, and Funding Withdrawal. In making these decisions, particularly that of dismissal, the program will take into consideration extenuating circumstances beyond the student's control.