Graduate Student Manual
PhD Program

2023-2024
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1. WELCOME

Welcome to the Department of Electrical and Computer Engineering! This manual can help you plan a program of graduate study leading to the Doctor of Philosophy (Ph.D.) degree in Electrical Engineering. Its pages are devoted to policies, rules, procedures (in italics), and suggestions about our program with the intention of providing useful information about these programs. However, uncertainty is implicit in any endeavor, and this document is not phrased to professional legal standards. Remaining questions should be addressed to your advisor, the Director of Graduate Studies, or the Department Head.

Having noted what this manual is about, it is important to emphasize that the most important aspect of graduate study is seldom mentioned. As a student entering our program, you are beginning a joint enterprise with other students and the faculty that, at its best, is stimulating, enjoyable, and rewarding for all concerned. Advanced study, innovative fundamental research, and publication of results are the goals. The mechanics documented here are in place to help you achieve these goals.

This document is not phrased to professional legal standards. You will want to clarify any unclear issues with the department.

2. Ph.D. DEGREE PROGRAM REQUIREMENTS

The Ph.D. requirements apply to all part-time and full-time students in the program. Time limits, however, are stated in the context of full-time graduate study. Time limits for part-time programs must be individually arranged with the student’s advisor and the Director of Graduate Studies. The Ph.D. degree certifies that the holder has demonstrated research capability. Accordingly, the Ph.D. requirements are used as checkpoints leading the student through this research experience. Because students tend to spend more than ample time on the path to research, several requirements prescribe time limitations. The requirements stated below include university-wide requirements for the Ph.D. Note that all students who wish to be admitted to our graduate program leading to a Ph.D. must have a bachelor’s degree or its equivalent upon entry.

2.1. Summary of Degree Requirements

To fulfill the requirements for the Electrical Engineering Ph.D. degree, students must complete the following three primary checkpoints as well as satisfy the University and Whiting School Ph.D. residency and coursework requirements and satisfy the ECE Department course load requirements.

1. Pass the Departmental Qualifying Examination and select a Research Advisor.
2. Submit a Preliminary Research Proposal and pass the Graduate Board Oral Examination.
2.2. University and Whiting School Degree Requirements

Visit https://e-catalogue.jhu.edu/arts-sciences/full-time-residential-programs/graduate-policies/academic-policies/#text for information on school-wide requirements. These include:

- Two semesters of full-time course registration, also called “residency”.
- Course registration every semester.
- Completion of responsible conduct of research and academic ethics courses. There are two introductory courses and tutorials that graduate students must take, see details below.

2.2.1. Residency Requirement

To fulfill the residency requirements for the Ph.D. degree, the student must complete a minimum of two consecutive semesters of registration as a full-time, resident graduate student. To qualify as a resident student, the student must be present on campus and working toward fulfilling the requirements for the degree. Complete information is available on the JHU Graduate Board’s website at http://homewoodgrad.jhu.edu/academics/graduate-board/

2.2.2. Course Registration and Credits

All Whiting School of Engineering graduate courses are assigned credit hours. Note that:

- To maintain full-time status, WSE graduate students must be enrolled in at least 9 credits in each semester. Students enrolled in fewer than 9 credits per semester will not meet the full-time enrollment requirement, which may affect residency requirements for all and visa concerns for international students.
  
  o Seminars – 1 credit
  o WSE courses, both undergraduate and graduate – 3 or 4 credits
  o 520.801/520.802 Ph.D. Dissertation Research – 3-20 credits
  o Note: Audited courses do count as a grade or toward a full-time credit load.

- All full-time Ph.D. students must satisfactorily complete at least 9 credits per semester (fall/spring) until they have a Research Advisor. This should be three courses with 3-4 credits each. Until the Departmental Qualifying Examination is passed, no more than one 3 credit Independent Study course per semester can be counted toward these three courses.

- PhD students who have passed their Departmental Qualifying Exam are expected to register for 20 credits of Dissertation Research 520.801/520.802 once they pass the DQE.

- All graduate students on JHU payroll should register for EN.520.803 Summer Graduate Research for 9 credits during each summer.
Visit the Whiting School’s Frequently Asked Questions page at http://homewoodgrad.jhu.edu/academics/wse-graduate-credit-hours/ for more information.

Students may wish to register in another division, like the Engineering for Professionals program or in any of Hopkins’s eight other schools. Such students should complete the Interdivisional Registration (IDR) Form. Visit https://studentaffairs.jhu.edu/registrar/students/interdivisional-registration/ for information and a link to the IDR form. Once completed, the form can be submitted via SEAM’s online form here: https://support.sis.jhu.edu/case-home.

### 2.2.3. Responsible Conduct of Research Course

All Ph.D. graduate students will be required to take the “Responsible Conduct of Research” training course (AS.360.625). Doctoral students are expected to complete the course by the end of the first year but have until the start of the fourth semester to meet this requirement. Failure to comply with this requirement could result in a loss of funding.

Note for Ph.D. students who completed the in-person course previously as an undergraduate or master’s student at Johns Hopkins: Verification of course completion can be re-used, with two exceptions: (1) for those doctoral students on formal NIH training grants or fellowships, the in-person course must be completed at each level funding is received (i.e., the course must be re-taken as a doctoral student); and (2) for those doctoral students on NSF funding who have previously completed the in-person course as a JHU undergraduate or master’s student, the online course can be used to satisfy this requirement as a Ph.D. student.

Information is available at http://engineering.jhu.edu/wse-research/resources-policies-forms/responsible-conduct-of-research. Successful completion of this course must be verified before a student’s diploma is issued.

### 2.2.4. Academic Ethics

As a graduate student, you will be automatically enrolled in the online tutorial 500.603 Academic Ethics, which teaches academic and ethical responsibilities. This approximately 30-minute tutorial must be completed in the first eight weeks of the student’s first semester. The Whiting School of Engineering will notify new students when the course is available.

### 2.2.5. EN.520.803 Graduate Research – Summer – annual enrollment required

The course EN.520.803 Graduate Research – Summer is used as a non-graded, no-assignment placeholder “course” that has no function other to recognize students as full-time, enrolled graduate students. This is necessary to fulfill a US federal requirement that students be enrolled full-time, year-round to be exempt from “FICA” or Social Security Tax from student salaries.

All Ph.D. students must enroll for this tuition-free course for nine credits each summer in their advisor’s section.
Each advisor will submit Pass grades at the end of the summer term, which will be reflected in student transcripts. FICA Tax will be withheld from pay of any Ph.D. student who does not enroll for this course.

2.2.6. Non-Resident Status and Tuition

Non-resident students pay only 10% of the full-time tuition but have all the privileges of full-time students including access to campus services and faculty advising.

Non-resident students cannot enroll in courses; they also lose the Whiting School’s financial support for health insurance.

Non-resident students are automatically enrolled in health insurance, but can waive the insurance, if eligible for waiver by proof of enrollment in another health insurance plan with similar coverage.

To maintain non-resident status, students will have to register for non-resident status each semester and provide a letter explaining their progress toward the degree’s completion.

HOW TO OBTAIN NON-RESIDENT STATUS

• Contact the Academic Program Administrator to confirm eligibility for non-resident status.
• Complete the Non-Resident Status for Whiting School form. If needed, OIS will need to sign the form. Then, the form will be sent by the Academic Program Administrator to the Whiting School Academic Affairs office for review and approval.
• If the Non-Resident request is denied, a student may be eligible for part-time status.

RESOURCES

• Graduate Residency and Registration Policies: http://homewoodgrad.jhu.edu/academics/graduate-board/new-grad-board-residency-page/
• Graduate Board Forms, which include the Non-Resident Application and the Non-Resident Annual Report: https://homewoodgrad.jhu.edu/academics/graduate-board/enrollment-status-change-forms/
• Whiting School of Engineering Policy on Health Insurance page: http://engineering.jhu.edu/graduate-studies/academic-policies-procedures-graduate/ (then select the Health Insurance tab)

2.2.6. Leave of Absence

Occasionally, extenuating circumstances may require graduate students to take a leave of absence from their studies. Graduate students may apply for up to four semesters of leave of absence when medical conditions, compulsory military service, or personal or family hardship prevents them from continuing their graduate studies.
Visit the Homewood Graduate and Postdoctoral Affairs page for Enrollment Change forms. Select the appropriate form to either request, extend, or return from a Leave of Absence. The forms will explain that student privileges, degree progress, and access to health insurance may be affected.

Please complete the form, obtain the appropriate signatures, and obtain the required documentation as noted on the form, and send the completed form and supporting documentation to the Academic Program Administrator.

- **Enrollment Change forms – non-resident and leave of absence** - https://homewoodgrad.jhu.edu/academics/graduate-board/enrollment-status-change-forms/
- Graduate Residency and Registration Policies - http://homewoodgrad.jhu.edu/academics/graduate-board/new-grad-board-residency-page/
- Graduate Board Forms - http://homewoodgrad.jhu.edu/academics/graduate-board/policies-and-forms/ (includes the Non-Resident Application and the Non-Resident Annual Report)
- Whiting School of Engineering Policy on Health Insurance > select Health Insurance - http://engineering.jhu.edu/graduate-studies/academic-policies-procedures-graduate/

### 2.3. ECE Department Course Load Requirement

All full-time students must satisfactorily complete at least 9 credits per semester until they pass the Departmental Qualifying Examination and have a Research Advisor. Additionally, students must enroll in the ECE Departmental Seminar (520.895) during this time. Until the qualifying exam is passed, no more than one Independent Study course per semester can be counted toward these three courses.

A course is satisfactorily completed if a grade from A+ to C- or a “P” is obtained. No more than one C+, C, or C- and/or “P/S” grade can be counted toward the degree requirements.

### 2.4. Departmental Qualifying Examination and Research Advisor Selection

Students must pass the Departmental Qualifying Examination before the beginning of the fourth semester of graduate study.

A student can take the Departmental Qualifying Examination only if enrolled in the Ph.D. program. The student must select and complete the examinations posed by three examiners eligible to supervise doctoral dissertations in the Department of Electrical and Computer Engineering (see lists in §A.1.), of which at least two must be tenure-track ECE faculty (listed in §A.1.1.). The respective examiners grade completed examinations, but it is the ECE Department faculty as a whole that makes a collective decision on whether the student has adequately fulfilled the Departmental Qualifying Examination requirement. This decision involves consideration of the student’s cumulative academic performance in the graduate program, consultation with the anticipated doctoral research advisor, and the performance on the examination. The Departmental Qualifying Examination cannot be taken more than twice. The Fall and Spring qualifying examinations are given over a period of seven days immediately preceding the start of classes.
The possible outcomes of the DQE are...

- Pass – no additional action is necessary
- Conditional Pass – with any of the following possibilities:
  - Conditions – which are to be met by a specified date
  - Partial Retake - required by a specified date
  - Full Retake - required by a specified date
- Failure

Conditions must be met or the retake must be passed to avoid a Failure, which is grounds for automatic dismissal from the Ph.D. program. Only one retake is allowed.

**Students must select a Research Advisor immediately upon passing the Departmental Qualifying Examination requirement.**

A student cannot have a Research Advisor before passing the Departmental Qualifying Examination. Prior to the Qualifying Exam the student has an Academic Advisor. Upon passing the Qualifying Examination the student must immediately identify a Research Advisor that is willing and able to supervise and support their doctoral research. The Research Advisor sets requirements for the remainder of the program. These may include a teaching requirement, particular coursework, a reading program, or a preliminary research project. As the Research Advisor must be identified immediately upon passing the Qualifying Exam, students should identify and consult with a Research Advisor in advance of taking the exam and confirm their support. Once the student selects a research advisor, the student must obtain a Research Advisor form from the Academic Program Administrator, have their advisor sign the form and then return it to the Administrator.

Either the student or the Research Advisor can discontinue the relationship for any reason. When a Student-Research Advisor relationship is discontinued, a new Research Advisor must be selected within two months. If a student is without a Research Advisor the student is typically placed on probation.

**2.5. Research Proposal and Graduate Board Oral Exam**

**Students must develop a written research proposal prior to taking the Graduate Board Oral Examination.**

Prior to taking the Graduate Board Oral (GBO) examination, students should work with their Research Advisor and write a research proposal. The written proposal should be sent to the Graduate Board Oral committee and the ECE Academic Program Administrator at least two weeks prior to the scheduled exam date. While all committee members are encouraged to provide feedback, following the GBO the proposal must be approved by only the ECE members of the exam committee.
The written proposal should be no more than 6 pages with 1-inch margins and 10-point font, excluding references. The proposal should be organized into 3 sections as follows.

1. Description of the significance of the proposed work
   a. Describe the problem that will be addressed
   b. Summarize the current state of the art and the limitations of current approaches
2. Description of the innovation of the proposed work
   a. Describe what is new in the proposed research and how it will address the limitations of current approaches
   b. Describe the anticipated impact of the proposed research in terms of what difference it will make if it is successful.
   c. Describe any preliminary results that have already been achieved for the proposed work.
3. Description of the anticipated approach to completing the research
   a. Organize the work into the major tasks and describe them
   b. Provide an anticipated timeline for the completion of the tasks
   c. Summarize the anticipated risks to success and provide some alternative strategies

Students must pass the Graduate Board Oral (GBO) Examination. The exam should be scheduled prior to the start of the sixth semester although the exam can take place after this date.

The purpose of the examination is to test the depth and breadth of the student's knowledge and reasoning abilities. The examination typically is based on the student's course background but may include the proposed dissertation topic. The examination is conducted by five faculty members: two ECE professors, two professors from JHU PhD granting departments outside ECE, and one additional professor that can be either from inside or outside of ECE. At least two of the outside members must be Professor or Associate Professor ranking such that they can chair the exam. Additionally, one departmental alternate and one outside alternate are also required. Note that for GBO examination committee purposes, the Research Advisor is counted as a member of the ECE Department regardless of affiliation.

The Graduate Board must approve any committee member who is either from outside the university or who is from a department, laboratory or institute within Johns Hopkins that does not sponsor a Ph.D. program. The Director of Graduate Studies or Department Head must provide a letter describing the need for a non-Hopkins committee member, a CV, and the examination form must be submitted to the Graduate Board four weeks before the proposed examination. There can be at most one committee member that requires approval by the Graduate Board. Note that a committee member that has a joint appointment in a JHU Ph.D. sponsoring department does not need to be approved by the Graduate Board.

The members of the GBO examination committee are selected by the Department Head or Director of Graduate Studies and approved by the Chair of the Graduate Board. Although consultation with candidates and their faculty advisors regarding possible exam committee members is appropriate,
election of the committee is the Department Head’s or Director of Graduate Studies’ responsibility and is not the candidate’s responsibility or prerogative.

Students preparing to take the GBO must contact the Academic Program Administrator to make arrangements at least five weeks prior to the intended exam date. Five weeks’ notice will allow time to confirm availability of the proposed examiners and notify the Graduate Board by their notification deadlines. The Administrator is responsible for finding a room and submitting the form entitled *Oral Examination for Degree of Doctor of Philosophy* to the Graduate Board Office.

The Graduate Board chooses a GBO committee chair from among the committee members that are not from the ECE Department and sends an information letter and the GBO report form back to the Administrator who forwards a copy to the chair of the examination committee. The Administrator sends a confirmation email to all the committee members, committee alternates, and the candidate.

The GBO exam should be scheduled for 2 hours. Per the GBO rules, the exact format is at the discretion of the GBO chair, however we anticipate it will consist of a short (approximately 10 minute) presentation by the candidate on their research followed by the GBO exam. Per GBO rules this is a closed exam and the scope of the GBO questions is not limited to the candidate’s research and can cover things such as coursework etc.

The possible outcomes of the GBO examination include: an unconditional pass, a conditional pass (with the requirements to be met written down on the report form), or failure. In the latter case, if the chair of the GBO committee recommends reexamination, he/she must indicate with whom and when. At least one person from the original committee must be on the next committee. The Graduate Board does not allow more than two examinations. After the GBO examination, the chair of the GBO committee submits the original signed GBO report form to the Administrator, where a copy will be placed in the student’s file and updates the ECE graduate student list.

For more information on the GBO, consult the following website: [http://homewoodgrad.jhu.edu/academics/graduate-board/graduate-board-oral-exams](http://homewoodgrad.jhu.edu/academics/graduate-board/graduate-board-oral-exams)

### 2.6. *Dissertation and Public Dissertation Defense*

*Students must submit a written Dissertation.*

The guidelines for the preparation of dissertations can be obtained from [https://www.library.jhu.edu/library-services/electronic-theses-dissertations/formatting-requirements/](https://www.library.jhu.edu/library-services/electronic-theses-dissertations/formatting-requirements/)  Students are responsible for paying the submission fee.

The Dissertation must have two Dissertation Readers with the first reader being the Research Advisor. The Director of Graduate Studies approves the choice of readers nominated by the Research Advisor. [https://homewoodgrad.jhu.edu/academics/graduate-board/degree-candidacy/](https://homewoodgrad.jhu.edu/academics/graduate-board/degree-candidacy/)
Referees (also known as readers) are responsible for signing the ‘readers letter/report’ that confirms that the dissertation is a significant contribution to knowledge and worthy of publication. At least one referee should be internal to the student’s academic program, external referees (to the university) must be approved by the Graduate Board through the same process as external examiners participating in the Graduate Board oral examination.

The Graduate Board specifies that:

The two principal readers are responsible for submitting a written report recommending acceptance of the dissertation. The report should testify that the work is a significant contribution to knowledge worthy of publication in its present form or with appropriate modifications and that it is worthy of acceptance in partial fulfillment of the University requirements for the Ph.D. It must contain the student’s full name and the complete final title of the dissertation. The letter must be on letterhead, signed by both readers, and include the readers’ ranks, titles, departments, and schools.

Dissertations will be submitted only by electronic media. Hardbound books will not be printed on campus, but information will be provided on where dissertations can be printed and bound. The library will do some brief format checking. They will then approve the submission or email the student about necessary changes. For information, see http://www.library.jhu.edu/library-services/electronic-theses-dissertations/.

Students must complete a public Dissertation Defense.

The student must propose a dissertation committee consisting of between three and five members, including the Research Advisor. At least two must have tenure-track appointments and three have Ph.D. supervising privileges in the ECE Department (see §A.1.).

The Research Advisor submits a signed reader letter to the Academic Program Administrator. The student submits a copy of their Ph.D. dissertation, the names of the Dissertation Committee, and an abstract of the dissertation (used for the defense announcement) to the Academic Program Administrator, who informs the faculty by email that the dissertation and readers' letter are available in the department office and schedules the Dissertation Defense. The student also sends the abstract and a headshot to the Academic Program Administrator who is responsible for producing and posting the announcement of the defense. Note that there will be a minimum of three weeks needed between the submission of these materials from both the student and research advisor and the dissertation defense described next.

Once the Dissertation Committee has been approved, the Academic Program Administrator prepares the Doctoral Dissertation Defense Report Form. The Dissertation Committee administers a Public Dissertation Defense no sooner than three weeks after submission of the dissertation and votes on the acceptance of the dissertation. The chairman of the Dissertation Committee should complete and sign the Doctoral Dissertation Defense Form and return it to the Academic Program Administrator.
International students must visit the International Office at least two months in advance of the
defense date to ensure that their visa status and application for their EAD card and Optional Practical
Training is in place. Further information on the dissertation defense preparation is available at the
following: http://engineering.jhu.edu/ece/dissertation-defense-preparation

3. MISCELLANEOUS ACADEMIC INFORMATION

3.1. Teaching Assistant and Course Assistant Positions

To assist in the teaching function of the Department, Teaching Assistant (TA) and Course Assistant
(CA) opportunities are provided to students to grade homework and papers, conduct laboratories,
and hold office hours. TAs and CAs are remunerated for their efforts. Any position openings are
announced at the beginning of each semester.

3.2. Ethics

Graduate students are expected to be aware of academic ethics and of actions that constitute
unethical behavior. In brief, students must submit work that represents their own efforts. When ideas
and/or results are drawn from other sources, those sources must be cited in the submitted work.
Students may not collaborate or discuss solutions of any assignment prior to submission without
explicit permission from the instructor. Use of email is to be strictly professional in nature.
Unprofessional or inappropriate email will be considered a violation of University ethical policies.

Violations of academic ethics can have a severe impact on a student’s program beyond the penalties
described below. Those involved in unethical behavior will lose the confidence of the faculty and may
be unable to find any faculty member willing to serve as their Research Advisor.

Faculty members will usually deal directly with students suspected of unethical behavior in their
courses and will assign an appropriate penalty. The penalty may be failure in the assignment or
examination or failure in the course. Faculty and students may seek the assistance of the Department
Chair when agreement on the charges and penalties cannot be reached. In all cases, a summary of
the charges and penalties will be placed in the student’s permanent file.

Information about academic policies of the Whiting School of Engineering can be found at
http://engineering.jhu.edu/graduate-studies/academic-policies-procedures-graduate/. Please read
them.

3.3. Research/Academic Probation

Whenever it is determined that a graduate student has failed to meet minimum academic, research,
CA, and/or TA requirements, that student may be placed on academic probation. This change in
status requires a formal letter and a meeting between the student and either their Faculty Advisor,
department Head, and/or departmental Director of Graduate Studies. The letter should clearly
outline the student’s research/academic shortcomings, indicate the corrective measures necessary to
remain in the program and state the length of the student’s probationary period. Any funding ramifications for the student should be included as well.

Please see the full policy for more information on process, appeals, etc. [https://engineering.jhu.edu/education/graduate-studies/graduate-academic-policies-procedures/](https://engineering.jhu.edu/education/graduate-studies/graduate-academic-policies-procedures/) (Select the Homewood Schools Policy for Graduate Student Probation, Funding Withdrawal, and Dismissal Tab).

### 3.4. Graduate Student Annual Review Policy

The Johns Hopkins University and Whiting School of Engineering require that once per academic year, all full-time Homewood graduate programs carry out a written review of all doctoral students conducting thesis research. The review includes the opportunity for the student to offer self-evaluation of their research and academic progress. The evaluation form used in the ECE department is at the end of this advising manual under Academic Resources.

In Spring, students should initiate the evaluation process with their Research Advisor. The students should complete the evaluation form and meet with their advisors to discuss progress and goals for the next year. The student and Research Advisor will both sign the evaluation, after which it will be delivered to the Academic Program Administrator staff by May 30.

If a student has more than one Research Advisor, both Advisors should participate in the evaluation process and must sign the evaluation form. For students with a primary advisor outside the Department of Electrical and Computer Engineering and a second advisor who is a full-time tenure-track Electrical and Computer Engineering professor, both professors must participate in the evaluation and sign the evaluation form. Incomplete evaluation forms will be returned to the student for completion.

The current ECE PhD Annual Review form and the JHU Policy on Mentoring Commitments for PhD Students & Faculty Advisors is at: [https://engineering.jhu.edu/ece/academics/phd-program/](https://engineering.jhu.edu/ece/academics/phd-program/)

### 3.5. Academic Deadlines

Students preparing to complete their degree program in a given semester should see the Academic Program Administrator to ensure that all necessary forms and requirements have been completed and submitted prior to the academic deadlines for the semester. Graduation and registration deadlines can be found on the Homewood Registrar’s website: [https://studentaffairs.jhu.edu/registrar/students/](https://studentaffairs.jhu.edu/registrar/students/) The deadlines to submit all certification material are usually:

- Fall (mid-October)
- Spring (early-April)
- Summer (late-July)
Students who have not completed their requirements by the first day of classes must register for the current semester. Those who complete their requirements prior to the Grace period deadline will receive a full tuition refund for the current semester, including any non-resident status fees. Tuition paid from departmental funds or research grants will also be refunded.

Those who have completed their requirements in the summer or fall will receive an interim certificate from the registrar’s office indicating that all requirements have been met, and notation will be made on their transcript. Diplomas are awarded once a year, at the May Commencement. Additional information is available at http://homewoodgrad.jhu.edu/academics/graduate-board/deadlines

4. FINANCIAL AID

The Graduate Admissions and Fellowships Committee in the department makes decisions on financial aid. Among other actions, this committee awards departmental fellowships to newly admitted students. All PhD students in a full-time, resident status are fully supported (tuition, salary/stipend, and individual health, dental, and vision insurance premiums) by internal or external funds for the duration of their PhD program while they remain in a full-time, resident status. The University, Department, and Research Advisor share in supporting the student during their stay.

The Office of Student Financial Services has other financial aid sources available. Any enrolled or accepted graduate student who is a U.S. citizen, U.S. permanent resident, or eligible non-citizen may apply for federal and state financial aid. Sources of aid, eligibility requirements, applications, and other information are available at https://finaid.jhu.edu/

5. PAYROLL

Paychecks are distributed semi-monthly, on the 15th and the last day of the month. If payday falls on a weekend or holiday, paychecks are distributed the last regular working day preceding the payday. For your convenience, Direct Deposit to your bank account is available; log in to my.jh.edu and select HR, then login to ESS, click Payroll Information and then Direct Deposit. Follow the instructions to set up your Direct Deposit.

Many of our graduate students are paid a salary; a few are paid a stipend. Please make sure you understand whether you receive a salary or a stipend. The difference may have important tax ramifications, particularly for international students. International students may contact the Office of International Services at ois@jhu.edu or 667-208-7001, or the Tax Office at tax@jhu.edu or 443-997-8688 for assistance.

All PhD students in a fulltime, resident status must be fully supported (tuition, salary/stipend, and individual health, dental, and vision insurance premiums) by internal or external funds for the duration of their PhD program while they remain in a fulltime, resident status. No PhD student can be self-funded and typically the WSE Dean’s office will not support salary/stipends or insurance premiums.
5.1. **Salaries**

The department determines standard salaries for all Research Assistants. Research Assistants are paid from the research funds of their advisor. As of July 1, 2023, the current minimum salary for departmental Research Assistants in the doctoral program is $37,600.

Salaries are subject to Federal and State tax withholding, which is done automatically through the Payroll Office and will be reflected on the pay stub. U.S. students will want to complete a W-4 Federal Tax withholding form and a MW-507 Maryland State withholding form and return them to the University Experiential Learning. If you do not submit these forms, Payroll will tax you at the higher default rate.

5.2. **Stipends**

Stipends are paid to those students on Departmental or other Fellowships.

Students usually have no income or other taxes withheld. Students on Fellowships are responsible for filing and paying taxes. Students receiving stipends may have to file quarterly withholding reports with the Internal Revenue Service. For information contact the Tax Office at [http://finance.jhu.edu/depts/tax/fellgrad_adm.html](http://finance.jhu.edu/depts/tax/fellgrad_adm.html), 443-997-8688, or tax@jhu.edu.

5.3. **General Policies**

The Whiting School of Engineering and Johns Hopkins University set and administer a variety of policies that affect students. The following websites provide information on these policies; but are not all-inclusive. Your academic staff can help with policy questions and interpretations.

- [Time Off, Vacation, and Leave](#)
- [Policy on Mentoring Commitments for PhD Students and Faculty Advisors](#)
- [Graduate and Postdoctoral Affairs at Homewood](#)
- [Graduate Residency and Registration](#)
- [Whiting School of Engineering’s Graduate Academic Policies](#)
- [University General Graduate Student Policies](#) – rights and responsibilities, funding, research integrity, good standing
- Johns Hopkins University [E-Catalog section for Graduate Students](#)
- Johns Hopkins University [Policy on Probation, Funding Withdrawal, and Dismissal](#)
6. SECURITY

While the Hopkins Security Department provides ample and appropriate security to the campus, they remind us that we must play our part. Please exercise common sense when entering and leaving your office, classrooms, and labs.

- When you leave your office, if you are the only one there, lock the doors even if you leave only for a minute. Thefts take only a few seconds and valuable equipment and your work can disappear instantly.
- Secure your computers, especially laptops. Take your laptops with you when you leave your office.
- Back up your work onto separate disks or systems in case something happens to computer via virus, equipment problems, or theft. The University provides free anti-virus software that can be downloaded from the website at http://it.jhu.edu.
- Lock your car and do not leave any items inside your car in plain sight. Secure them in your trunk or bring them with you.
- Secure your personal items such as your purse, wallet, books, equipment, and your coat or jacket.
- If you see someone suspicious in your lab or office, don’t confront the individual, contact Security at 410-516-7777 right away. Your personal safety is most important.
- If you are uncomfortable walking through campus or to your car at night or otherwise are concerned for your safety, the Security department provides escort services to selected locations. Call 410-516-8700 to arrange for an escort.
- Emergency Contact numbers can be found here: https://www.jhu.edu/life/security/emergency-contact-information/

7. STUDENT HEALTH AND WELL-BEING

Johns Hopkins University strives to promote awareness of and holistic support for student well-being. It values inclusion and overall health, and promotes strategies for resilience in the context of stressful situations and life events common among undergraduates and graduate students.

Students who feel sick or have questions about their health can visit the Student Health and Wellness Center. You may make an appointment and get more information about their services and location here: https://studentaffairs.jhu.edu/student-health/

If you are struggling with anxiety, stress, depression, or other mental health–related concerns, please consider visiting the JHU Counseling Center. If you are concerned about a friend, please encourage that person to seek out counseling. The Counseling Center is located at 3003 North Charles Street in Suite S-200 and can be reached at 410-516-8278 and online at https://studentaffairs.jhu.edu/counselingcenter.
Other support services offered to JHU students to support the 8 facets of well-being (emotional and mental, physical, social, sexual, spiritual, financial, environmental, and professional) can be found here: https://wellbeing.jhu.edu/

8. MISCELLANEOUS INFORMATION

8.1. Student Employment

Apart from the graduate student support mechanisms discussed earlier, opportunities for part-time employment opportunities arise within the University, and in the Baltimore/Washington area. Normally, opportunities known to the department are posted and/or communicated informally. A wise student will let his advisor and other faculty members know of his interests. The faculty believes these additional jobs can cut heavily into the time, energies, and concentration available for the Ph.D. program if not appropriately moderated. Therefore, students should discuss their plans with their advisors. In addition, the following regulations have been adopted:

- Full-time graduate students are permitted no more than 20 hours per week of additional employment.
- Full-time graduate students enjoying nominally full support by the University are permitted no more than eight (8) hours per week of additional employment.

The University Experiential Learning office offers opportunities for employment for many positions on the campus. They will help you determine your work eligibility. Their website is located at https://studentaffairs.jhu.edu/studentemployment/.

8.2. Library Facilities

The Milton S. Eisenhower Library makes available to the ECE Department several carrels (desks with lockers) each year. The assignment of carrels is made in August or September, and graduate students interested in obtaining a carrel should notify the Administrator. Students who would like to reserve a locker or group study room in the library should visit https://www.library.jhu.edu/support/ or contact Sue Vazakas, the Librarian and Academic Liaison for the Electrical and Computer Engineering Department. She can be contacted by email at svazakas@jhu.edu or phone at 410-516-4153.

The Library also purchases books and journals based on departmental requests. Student requests for books or journals should also be communicated to Sue Vazakas.

8.3. Computer Facilities

There are plenty of computing facilities and services available to the Johns Hopkins community. The Information Technology website at http://it.jhu.edu offers an overview of the IT Organization, its projects and services, support for applications and general questions, and news about emerging technologies and strategic imperatives, as well as e-mail, web, and file sharing services.
The Krieger Computing Lab located in Krieger Hall is maintained by HITS. No account is required, just a student ID, for use of the 130 workstations which have basic office and imaging applications. [https://studentaffairs.jhu.edu/computing/campus-resources/](https://studentaffairs.jhu.edu/computing/campus-resources/)

### 8.4. Information Technology

The Information Technology Department at Johns Hopkins provides email services through the Johns Hopkins Enterprise Mail (JHEM) server. A JHEM account can be activated once you have a J-Card. To activate your JHEM account, go to [https://my.jh.edu/](https://my.jh.edu/) and select Create Account.

### 8.5. Student Disability Services

The Office of Student Disability Services (SDS) assists full-time undergraduate and graduate students in the Krieger School of Arts and Sciences and the Whiting School of Engineering with disability concerns, in compliance with the provisions of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. SDS assists the University community in understanding the effects of disabilities and in eliminating the physical, technical, attitudinal, and programmatic barriers that limit the range of opportunities for students with disabilities, as well as provides individuals with reasonable accommodations. The SDS maintains and protects the confidentiality of individual records as required by law. For additional information and to access the services of the SDS office, please see their website at [https://studentaffairs.jhu.edu/disabilities/](https://studentaffairs.jhu.edu/disabilities/) or contact them at 410-516-4720 or studentdisabilityservices@jhu.edu. You may also visit their office in Shaffer Hall, Suite 101.

### 8.5. Additional Services and Resources

The University offers a variety of services. These are among some that cater to graduate students:

- Registrar - [https://studentaffairs.jhu.edu/registrar](https://studentaffairs.jhu.edu/registrar)
- Parking and Transportation Services - [http://ts.jhu.edu/](http://ts.jhu.edu/)
- Center for Social Concern – [http://csc.jhu.edu/](http://csc.jhu.edu/) (service opportunities and advocate for social change)
- Campus Ministries – [https://studentaffairs.jhu.edu/campus-ministries](https://studentaffairs.jhu.edu/campus-ministries) (for all faiths and those seeking spiritual growth)
- Counseling Center – [https://studentaffairs.jhu.edu/counselingcenter](https://studentaffairs.jhu.edu/counselingcenter) (whenever we need a little extra help from our friends)
- The Hub – [http://hub.jhu.edu/](http://hub.jhu.edu/) (the University’s official news publication)
- Johns Hopkins Magazine- [https://hub.jhu.edu/magazine/](https://hub.jhu.edu/magazine/)

### 9. STUDENT GROUPS AND ACTIVITIES

#### 9.1. Institute of Electrical and Electronics Engineers, Inc. (IEEE)

The Johns Hopkins University student chapter of the Institute of Electrical and Electronic Engineers strives to promote the career opportunities available and to raise awareness of new developments in
the field among electrical and computer engineering students by fostering interaction among students, faculty, employers and professional engineers.

### 9.2. University and Department Graduate Student Representative

Each year the graduate students elect a full-time Ph.D. student to serve as a departmental representative to the University’s Graduate Representative Organization. The GRO, whose website is [https://studentaffairs.jhu.edu/gro/](https://studentaffairs.jhu.edu/gro/), is an advocacy group for all graduate students. The GRO serves the student body as a liaison to the University’s schools, administration, and dean’s offices as well as hosts social activities and provides extensive information about life on campus and in and around Baltimore. Each department sends a graduate student representative to serve in the GRO, and an announcement is made each year as to who will represent the department. You are welcome to forward to the representative your questions and concerns, which will be presented at GRO meetings.

### 9.3. Extracurricular Activities

Many groups and organizations throughout the University provide ample opportunities for social times and fun. Check out these websites for information:

- Campus Life - [https://www.jhu.edu/life](https://www.jhu.edu/life)
- Arts and Culture - [https://www.jhu.edu/life/arts-culture](https://www.jhu.edu/life/arts-culture)
- Recreation Center – [https://studentaffairs.jhu.edu/recreation/](https://studentaffairs.jhu.edu/recreation/) (grad students have free membership)
- Hopkins Athletics - [https://hopkinssports.com/](https://hopkinssports.com/)
- Baltimore Collegetown - [https://baltimorecollegetown.org/](https://baltimorecollegetown.org/)
- Baltimore Area Convention and Visitors Association - [http://baltimore.org](http://baltimore.org)
- Baltimore Office of Promotion and the Arts - [http://promotionandarts.org](http://promotionandarts.org)

### 10. NOTICE OF NONDISCRIMINATION POLICY STATEMENT

The Johns Hopkins University admits students of any race, color, gender, religion, national or ethnic origin, age, disability, or veteran 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, or veteran 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. 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 Office of Institutional Equity for the University, responsible for the coordination of equal opportunity programs, Wyman Park Building, Suite 515, (410) 516-8075, oie@jhu.edu.
Appendix

A.1. ELECTRICAL AND COMPUTER ENGINEERING PERSONNEL

A.1.1. Tenured and Tenure Track Faculty

Andreas G. Andreou, Professor
Muyinatu Bell, Johns C. Malone Associate Professor
Rama Chellappa, Bloomberg Distinguished Professor
Najim Dehak, Associate Professor
Yury Dvorkin, Associate Professor
Mounya Elhilali, Charles Renn Faculty Scholar and Professor
Ralph R. Etienne-Cummings, Julian S. Smith Professor
Deliang Fan, Associate Professor
Mahyar Fazlyab, Assistant Professor
Amy C. Foster, Associate Professor
Mark A. Foster, Associate Professor and Associate Head of Graduate Education
Sijia Geng, Assistant Professor
John I. Goutsias, Professor
Pablo A. Iglesias, Department Head and Edward J. Schaefer Professor
Pedro Irazoqui, Professor
Jin U. Kang, Jacob Suter Jammer Professor
Sanjeev P. Khudanpur, Associate Professor
Jacob B. Khurgin, Professor
Enrique Mallada, Associate Professor
Tinoosh Mohsenin, Associate Professor
Vishal Patel, Associate Professor
Jerry L. Prince, William B. Kouwenhoven Professor
T. E. Schlesinger, Benjamin T. Rome Dean and Professor
Susanna Thon, Associate Professor and Associate Head of Undergraduate Education
Trac D. Tran, Professor
Howard L. Weinert, Professor
James West, Professor

Note that all tenure-track faculty members are eligible to supervise doctoral dissertations in the ECE doctoral program.

A.1.2 Research Faculty and Joint/Secondary Appointments

Paul A. Bottomley, Russell H. Morgan Professor, JHU SOM Radiology
Noah I. Cowan, Associate Professor, Mechanical Engineering
Nicholas Durr, Assistant Professor, Biomedical Engineering
Eric C. Frey, Professor, JHU SOM Radiology
Denis F. Gayme, Associate Professor, Mechanical Engineering
Gregory D. Hager, Mandell Bellmore Professor, Computer Science
Xingde Li, Associate Professor, Biomedical Engineering  
Michael I. Miller, Bessie Darling Professor and Director, Biomedical Engineering  
Laureano Moro-Velazquez, Assistant Research Professor  
Arvind Pathak, Associate Professor, JHU SOM Radiology  
Philippe Pouliquen, Assistant Research Professor and Lecturer  
Sri Sarma, Associate Professor, Biomedical Engineering  
Webster Stayman, Assistant Professor, Biomedical Engineering  
Nitish V. Thakor, Professor, Biomedical Engineering  
Jesús Villalba, Assistant Research Professor  
Raimond L. Winslow, Raj & Neera Sing, Professors, Biomedical Engineering

### A.1.3 Teaching Faculty
Lucas Buccafusca, Lecturer  
Sathappan Ramesh, Lecturer

### A.1.4 Department Staff
Nicole Aaron, Administrator  
Ashley Moriarty, Senior Academic Program Coordinator (PhD)  
Malik Johnson, Senior Academic Program Coordinator (MSE)  
Jennifer Miller, Administrative Coordinator  
Shawdoe McKinney, Budget Analyst  
Tom Judy, Senior Grants & Contracts Specialist  
Cora Mayenschein, Research Services Analyst  
Laura Granite, Administrative Coordinator