**Graduate-Specific Policies**

**Academic and Research Misconduct Policy**

The Krieger School of Arts and Sciences and the Whiting School of Engineering full-time programs and Engineering for Professionals have established the Academic and Research Misconduct Policy to address instances of misconduct by all graduate students enrolled in full-time, part-time or non-degree (special student) Krieger School of Arts and Sciences and Whiting School of Engineering graduate programs. Procedures for handling allegations of misconduct by full-time and part-time graduate students: [Graduate Student Misconduct Policy](http://grad.jhu.edu/student-life/policies).

**WSE Procedures for Dealing with Issues of Research Misconduct** (Applies to all Whiting School graduate students, both full-time and part-time)

**Assistant Leave Policy**

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 guidelines for Research and Teaching Assistants to be able to take leave. A detailed description of the policy can be found here.

**Grievance Policy**

The Whiting School of Engineering (WSE) and the Krieger School of Arts and Sciences (KSAS) created a Grievance Policy. Any faculty member, postdoctoral fellow or graduate student of either school may grieve an adverse action or failure to act, or for a violation of University, School or departmental policy. Typically a complaint or dispute is brought to the attention of a department chair or center director and is resolved through informal discussion. In some circumstances, the Dean is asked to help in the informal resolution of grievances. The formal process set forth below is not meant to supplant attempts at resolving complaints through informal means. When at all possible, complaints and disputes should be settled through informal discussion, though there are no circumstances under which a grievance must be settled informally.

Please note that nothing in our policy should be construed to impinge upon the responsibilities of any office and/or regularly constituted body of the University, and should be applied only after every effort has been made to settle disputes informally. Moreover, no action may be taken with respect to a grievance that would conflict with or modify any policy approved by the Board of Trustees of the University, any policy of the University or WSE/KSAS, any federal, state, or local law or regulation, or any contract to which the University is a party.

The policy, along with proper procedure for filing a grievance is provided online at [http://grad.jhu.edu/student-life/policies](http://grad.jhu.edu/student-life/policies).

**Jury and Witness Duty**

A Krieger School or Whiting School graduate student employed by either school (i.e., a teaching assistant, research assistant paid by the university, research assistant paid by an external grant/fellowship or hourly worker) summoned for jury duty or subpoenaed to testify, is authorized to be absent from his/her work for the actual time required by such service. A graduate student employee must present the summons or subpoena to his/her immediate supervisor before a leave can be issued.

Graduate student employees are eligible for paid leave of absence as a juror or court witness. Federal work study funds, however, cannot be used in these instances -- departments should fund this work using other resources.

Jury duty or duty as a court witness is service and time spent away from a University position as a result of a subpoena issued by a court. Service as a volunteer expert witness or other volunteer court duty is not included in the provisions in this leave of absence.

**Homewood Schools Policy for Graduate Student Probation, Funding Withdrawal, and Dismissal**

This policy addresses consequences of student underperformance, including funding withdrawal. Students who might lose financial support as a result of the termination of funding from an advisor’s sponsor should be given prompt notice, whenever possible.

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 longer 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 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, (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 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) 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.

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 workstudy 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). 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.

Information Technology Policies

All users of Johns Hopkins University computing resources must comply with the University’s information technology policies. For the comprehensive policies go to http://it.jhu.edu/policies/itpolicies.html

G.W.C. Whiting School of Engineering - Specific Policies

See http://engineering.jhu.edu/graduate-studies/academic-policies-procedures-graduate/

Zanvyl Krieger School of Arts and Sciences - Specific Policies

See http://krieger.jhu.edu/research/policies/