

GRADUATE-SPECIFIC POLICIES

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

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. (http://web.jhu.edu/administration/provost/initiatives/phd_board/rights_responsibilities) 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.

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: WSE and KSAS Graduate Student Misconduct Policy (PDF) (<http://engineering.jhu.edu/wp-content/uploads/2013/07/Grad-Student-Misconduct-Policy.pdf>)

NOTE: effective Fall 2017, there will be a new WSE and KSAS Graduate Student Academic Misconduct Policy. It will supersede the current WSE and KSAS Graduate Student Misconduct Policy above, and any academic misconduct cases for all graduate students that occur after the new policy is implemented will be adjudicated through the new policy.

WSE and KSAS Procedures for Dealing with Issues of Research Misconduct (<http://engineering.jhu.edu/wp-content/uploads/2013/07/>

WSE_Research_Misconduct.pdf) (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: <http://homewoodgrad.jhu.edu/academics/policies/>.

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 procedure 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 here (http://homewoodgrad.jhu.edu/wp-content/uploads/sites/35/2014/08/Homewood-Grievance-Policy_October-2012.pdf).

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.

The full policy can be viewed here. (<http://homewoodgrad.jhu.edu/wp-content/uploads/sites/35/2014/08/Graduate-Student-Probation-Funding-Withdrawal-and-Dismisal-Policy.pdf>)

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/>