

The Henry A. Rowland

Department of Physics and Astronomy



Graduate Student Handbook

The Department, of necessity, reserves the right to change without notice the programs, policies, requirements, and regulations in this handbook.

The Johns Hopkins University admits students of any race, color, gender, religion, age, national or ethnic origin, disability, marital 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, age, sexual orientation, national or ethnic origin, disability, marital 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 or in employment. 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 N-710 Wyman Park Building, Homewood Campus, 410-516-8075, TTY 410-516-6225

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Section 1



Department Life

A Message from the Physics and Astronomy Graduate Student (PAGS) Organization

Hello First Years,

PAGS would like to welcome you to our department; we are all very excited that you've decided to join us! We want to take this opportunity to remind you of PAGS' role in the department as well as how you can get involved.

First and foremost, PAGS serves as the representative organization of the graduate students within the department. It's our job to relay the graduate students' concerns to the administration and ensure the best possible conditions for everyone. Our Outreach programs, which have gained city-wide recognition, bring science education to the community through demonstrations, lectures, as well as large scale projects, for instance, our Planetarium. PAGS also organizes many of the social events which occur throughout the year such as Tea & Cookies daily, Happy Hour every Friday, IM sports, and other annual events.

We will be holding an informational wine and cheese event near the beginning of the semester. This will be an opportunity to ask questions about how to navigate the department to older graduate students, and you are highly encouraged to attend. Although you've just arrived and will undoubtedly be busy over the next few months, you should consider getting involved in PAGS. The easiest way to do so is to attend the PAGS general meeting, which happens each semester (pizza and drinks are provided of course). Other than that, play a sport, join an Outreach program, socialize at Tea & Cookies and Happy Hour, volunteer to be an officer in PAGS, but most of all have fun while you're here. Welcome to the department!

-PAGS

Office Assignments

TBD

Office Keys

- \$5.00 deposit per key (office & building) – deposit is returned on departure
- Lost keys are a security problem – don't lose your keys.
- Office doors should be closed when you leave your office
- Keep valuables locked up at all times
- **NEVER** leave your office open and unattended!

For assistance, please contact Brian Schriver or Kelley Key in Bloomberg 366, or via email: bschriv1@jhu.edu or kkey1@jhu.edu

Graduate Representative Organization (GRO)

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

The GRO is a voice for graduate student concerns. For example, most JHU graduate students in Arts & Sciences and Engineering receive fully subsidized health insurance. This action is the direct result of the GRO's lobbying in past years. Hopkins does not currently provide this benefit to students in its SAIS and Peabody divisions. The GRO is presently working on multiple issues, including but not limited to the reduction of non-resident student fees, a fair grievance policy, increased teaching opportunities, the raising of graduate stipends, the provisioning of Summer stipends across the board, parking and safety concerns, the development of an Honor Code, technology on campus, and graduate student social space.

The GRO is made up of graduate student representatives from every department at Homewood. This group of representatives, the GRO General Council, elects an Executive Board for an annual term. Together, the Council and Executive Board are responsible for programming, advocating, and facilitating communication for graduate students on the Homewood Campus. The GRO also holds occasional programs with the student government on the Medical Campus.

Contact: gro@jhu.edu or 410-516-7682

List of Recognized Clubs and Groups

The GRO recognizes a number of student groups whose missions are to benefit or service Homewood graduate students. Please keep in mind that the GRO does not necessarily endorse any group's positions, policies, and actions or agree to provide any money to the group. You can view the [list of recognized clubs](#) on the GRO website.

TA Duties

Teaching Assistants are the face of the Physics and Astronomy Department. While students themselves are ultimately responsible for how much they learn, the degree to which they find the learning experience enjoyable or frustrating is determined by the quality of our Teaching Assistants. A Teaching Assistantship entails **19.9 hours of work per week** in duties related to the overall academic mission of the Department. Exact duties will be assigned by the faculty member teaching the course.

Employment as a teaching assistant is not a grant or a fellowship, it is a job with very specific expectations. You are offered this position with the understanding and expectation that you are technically qualified for the position and that you will conduct yourself in a professional manner at all times. Among the minimum requirements, you are expected to:

- Abide by and enforce all JHU and Departmental safety guidelines.
- Attend and participate in TA orientation sessions as directed. *All TAs are required to report to the department in person on the first day of orientation.*
- Attend all TA meetings.
- Schedule, publicize, and attend office hours.
- Proctor and grade exams, as assigned.
- Be on time to all meetings, class sessions, proctoring assignments, and grading sessions.
- Return grades promptly to students and/or the supervisor.
- Read and answer your mail and email every day. Prompt answers to both student and supervisor email messages is expected (within 24 hours of receipt). TAs are expected to use their JHU email address to correspond with students. Regardless of what system used to monitor messages, TAs *should never* contact a student from a personal email account.

Unprofessional behavior or behavior unbecoming of a teacher will not be tolerated. This behavior can include failure to meet the minimum expectations listed above, belligerent or demeaning treatment of students, or other behaviors that the Department views as unacceptable. Failure to meet one or more of these expectations can result in probation with can lead to dismissal or non-renewal of the Assistantship in future semesters.

The Center for Educational Resources offers a Teaching Academy for those students interested in advancing their Teaching skills. <http://cer.jhu.edu/teaching-academy>

Volunteerism

While we understand that everyone has a busy schedule, volunteering is a valuable part of your education here and a way to further the sense of collegiality and community that may have attracted you to the Department.

The Annual Physics Fair is held each spring, on the weekend of the University's Spring Fair. Participation in the fair is mandatory for Teaching Assistants--it is considered a part of your TA duties. For those who are unable to work the fair itself, there will be plenty of opportunities to help with the coordination and setup in the weeks leading up to the fair. Not to mention that the Physics Fair is a fun event!

In addition to the standard classroom based tasks, volunteerism for various departmentally sponsored events is encouraged of all graduate students in the department. Other opportunities for volunteerism include: hosting prospective students, mentoring first year students, holding offices in the PAGS organization, and working with the PAGS Outreach Team.

Tea and Cookies

The Graduate Student Tea and Cookie ritual has been a long tradition at the Department of Physics and Astronomy. At 3:00 PM every day, with the exception of **Thursdays (Colloquium)**, tea and cookies are enjoyed in the Third Floor Lounge.

Tea and Cookies are set up by the 1st year Grad Students. PAGs will send out a schedule via email for the upcoming year. **Please note, set-up and clean-up are your responsibility every day during your assigned week.** If you cannot do it for any reason, it is your responsibility to find someone to fill in for you.

Please notify the Cookie Monster by email if you take the last of anything related to the tea and cookies set up.

It is strongly suggested that you “shadow” the person responsible for set up on the Friday before your week to ensure that you are prepared on following Monday.

Set-Up Directions:

- 2:45 – You should receive the cabinet key from the person on cookie duty the week prior
- Choose TWO boxes of cookies and an assortment of tea from the cookie cabinet.
- Fill the tea carafe with water.
- Set everything up in the 3rd floor lounge area (napkins, cream, sugar, etc.)
- Everyone is to bring their own mug to tea each day.
-

Clean-Up Directions:

- Put away supplies
- **Wipe down the table**
- Pour out any excess water and rinse out the tea maker.

Room Scheduling

Bloomberg Center meeting rooms may be reserved on the reservation website [krescal](#). Room 462 (our faculty board room), 2nd and 4th floor rotunda area, and the 3rd floor student lounge must be approved by the department Administrator for multi-day events.

Bloomberg 361, 464 and 478 are Physics & Astronomy classrooms and must be approved by the Academic Program Administrator.

The Schafler Auditorium (Bloomberg 272) is a pooled classroom and must be reserved through the Registrar's office at ASENScheduling@jhu.edu.

Bloomberg classrooms (GPC rooms scheduled through ASENScheduling@jhu.edu)

Room #	Seats # of People
168	44
172	20
176	34
178	20
274	45
275	22
278	45
361	44

Conference Rooms –

235	11 around table + extra chairs
337	17
447	20
462	40
475	20
511	15 around table + extra chairs
611	18 + few extra chairs

Homewood Campus Auditoriums –

Mudd	325
Remsen 1	350
Remsen 101	196
Shriver	1000
Schaffer	213
Maryland	110
Krieger	145
Olin	105
Mergenthaler	145
Hodson 110	472

Printer/Copier/Scanner

There are printers/copiers located on each floor of the Bloomberg Center. No codes are required to use any of the copy machines. Instructions for the copy machines are on the wall above the machine. Each copier has the capability to scan your document to a PDF file. If you have any trouble with a copier, contact Wanda Carter (wcarter2@jhu.edu) in Room 366. Printer names are listed below:

- zero1p
- first1p
- second1p
- third1p
- 3661p (color – 366 copy room)
- 366bw1p (b/w - 366 copy room)
- fourth1p
- fifth1p

Fax Machine

The department fax is located in 366B. Instructions are on the wall over the color copier – 3661p. Incoming faxes will be placed directly into your mailbox. If you need help with an outgoing fax, see any staff member in 366.

Phones

Each office is assigned a phone and is equipped with Aspen Voice Mail System. These phones do not have long distance capability, but you may use a calling card for personal long distance calls.

Voice mail greetings be professional and state your name as well as the names of all your office mates.

Postage & Courier Services

Outgoing mail can be left in the bin at the end of the Faculty mailroom and is picked up around 12:30 each business day. Campus mail may also be placed in the marked bin next to the USPS bin. Stamps are available for purchase from Wanda Carter in 366. Stamps require payment in cash at time of purchase.

If you would like to have mail and/or packages delivered to the department, the shipping address should be listed as:

NAME
DEPARTMENT OF PHYSICS AND ASTRONOMY
JOHNS HOPKINS UNIVERSITY
3701 SAN MARTIN DRIVE
BALTIMORE, MD 21218

Section 3



Academics

Program Academic Information

The requirements for the PhD program are as follows:

- Involvement in research in every semester in which you are enrolled
- Completion of required courses, passed with a grade of B- or better (graduate level courses may only be retaken once)
 - **Physics Track:**
 1. AS.171.603 – Electromagnetic Theory
 2. AS.171.605 – Quantum Mechanics I
 3. AS.171.606 – Quantum Mechanics II
 4. AS.171.703 – Advanced Statistical Mechanics
 5. AS.172.632 – Physics Seminar
 - **Astronomy Track:**
 1. AS.171.611 – Stellar Structure and Evolution
 2. AS.171.612 – Interstellar Medium and Astrophysical Fluid Dynamics
 3. AS.171.613 – Radiative Astrophysics
 4. AS.171.627 – Astrophysical Dynamics
 5. AS.172.633 – Language of Astrophysics
- Completion of the departmental research exam at the beginning of the second year
- Identification of a thesis advisor no later than the beginning of the third year
- Completion of the University Graduate Board Oral Exam in the third year
- Completion of thesis research and defense

The thesis is expected to be completed within five or six years; continuation in the PhD program beyond the 6th year will be possible only upon the approval of the department chair following petition from the thesis advisor.

Program Details

Advising

All entering student are assigned an advisor who works closely with them during their first year. The first-year advisor advises them on courses of study, helps familiarize them with the department, provides guidance in finding research opportunities, and helps remedy deficiencies in prior preparation. The role of the first-year advisor is to shepherd the student through the first two years of graduate study, or until a thesis advisor is found. Students are encouraged to find a thesis advisor near the beginning of the second year and no later than the beginning of the third year. For further information on this topic see paragraph “Advising and Tracking” below.

Research Introductions

During orientation week, there will be a research “jamboree” where incoming students are briefly introduced to the research in the department through a series of talks, lab tours, and research group open houses. The aim is to introduce incoming students, upon their arrival, to the scope of research in the department and to the prospective research advisors they may wish to work with.

First and Second Year Research Requirement

Every first-year student is expected to become involved in research during the first and second semesters, and during the summer after the first year. The student is responsible for finding a member of the professorial faculty to advise them in a research project. At the end of each semester, the student will be required to submit a short written summary of that research experience to the research advisor. In turn, the research advisor forwards that summary, along with a brief evaluation of the student, to the first-year advisor.

Time Frame for finding a Research Advisor:

- Fall Semester – by the end of the 3rd week of Class
- Spring Semester – First week of class
- Summer Session – At the end of the Spring Semester

The fall semester project continues through Intersession until the beginning of classes at the end of January. The spring-semester research project continues until the end of the semester. Students may continue with one advisor through all three semesters, or they may choose to cycle through several different research advisors. In some cases, one of these first-year research advisors may become a thesis advisor, but in others, the thesis advisor may change. This research requirement continues until the end of the second year, or until the student finds a thesis advisor, whichever comes first.

There is no uniform expectation or requirement for what a “satisfactory” first- or second-year research project entails; the judgment is left to be made primarily by each research sponsor. The goal is to get students interacting with faculty members as research scientists (rather than classroom instructors), to get to know advanced graduate students and postdocs and see how they operate, and to see how research is done. Students will obtain course credit for these research projects. The expected time commitment is comparable to that for a class; i.e., roughly 10-15 hours per week and the research projects will be carried out in parallel with classes and TA responsibilities. These are *not* research assistantships, although they may be merged with RA-supported research for those students supported by RAs. The nature of these first-year research projects may vary from student to student, from one advisor to another and from one sub-field of physics to another. In some cases they may lead to published research. In other cases, they may be first steps in a longer-term research project. And in some cases, they may essentially comprise reading or independent-study projects to develop background for subsequent research. Likewise, it is left to the individual advisor to determine what the written summary should entail.

Course Requirements

Physics students are required to take the following classes which must all be passed with a grade of B- or better:

- Quantum Mechanics (171.605-606)
- Electromagnetism (171.603)
- Advanced Statistical Mechanics (171.703)

In some cases the classes may be waived if the student has had a similar course elsewhere. A request to waive one or more of these classes may be taken up with the first-year advisor.

Astrophysics students are required to take, and pass with a B- or better, the following classes:

- Stellar Structure and Evolution (171.611)
- Interstellar Medium and Astrophysical Fluid Dynamics (171.612)
- Radiative Astrophysics (171.613)
- Astrophysical Dynamics (171.627)
- Language of Astrophysics (172.633)

Students (both physics and astrophysics) are encouraged to take these classes in the first year. However, if the student is in the first year remedying deficiencies in their undergraduate preparation, then these required classes may be deferred until the second year.

We will continue to teach all the classes we teach now, and it is not necessarily intended that students will ultimately end up taking fewer classes than they do now. The goal is to provide increased flexibility to enable students to design programs of study that best prepare them for their chosen area of research. The first-year advisor will encourage students to talk with their first-year research sponsors and prospective thesis advisors about what additional classes they may wish to take to prepare them for the particular research directions they plan to pursue.

Second Year Research Exam

At the beginning of the first semester of the second year, each second-year student takes a one-hour oral research exam that consists of a 30-minute presentation to a committee of three faculty members about the research they have carried out in their first year and questions from the committee about the research and related scientific background. Starting in 2017, the Research Exam will be graded as Satisfactory, Satisfactory with conditions or Unsatisfactory. Should you receive an Unsatisfactory, you will be required to retake the Research Exam in the spring of your second year.

Thesis Advisor and Progress toward Thesis

Students are required to find a thesis advisor no later than the beginning of the third year. Continuation in the program beyond the beginning of the third year without a thesis advisor will only be allowed in special circumstances, and requires the approval of the department chair. Subsequent progress toward completion of the PhD is then the primary responsibility of the PhD candidate and his/her thesis advisor.

For students looking for resources for writing and finishing the dissertation, the Center for Leadership Education offers an excellent workshop geared towards exactly that aim. They also offer a variety of graduate courses geared towards professional development:

<https://engineering.jhu.edu/cle/>

Graduate Board Oral Exam

The GBO exam will typically be taken during the first semester of the third year. Some flexibility for taking it earlier or later will be given if circumstances warrant it. Members of the Graduate Board Oral Examination Committee are approved by the Department Chair and forwarded to the Chair of the Graduate Board. Although consultation with candidates and their faculty advisors regarding possible exam committee members is appropriate, graduate students are not permitted to seek out, contact or select committee members.

There are three possible outcomes for the GBO exam. Pass, Conditional Pass and Fail. Should you fail the exam, you are allowed one additional attempt to pass.

Please review the Homewood Graduate Board regulations regarding the GBO.

<http://homewoodgrad.jhu.edu/academics/graduate-board/graduate-board-oral-exams/>

Advising and Tracking

As stated previously all students will be assigned a first-year advisor. There will be one first-year advisor for physics students and another for astrophysics students. The first-year advisor meets with each student upon their arrival, and advises them on class and research selections. The advisor then meets with each student in January, before the beginning of the second term and then again at the beginning of the summer after the first year.

Shortly after the Research Exam in the beginning of the second year, the first-year advisor will amalgamate results from class grades, reports from first-year research projects, and results from the Research Exam. The first-year advisor will then meet with each student to discuss their progress, offer suggestions for remedying, and insure that the search for a thesis advisor is progressing.

The first-year advisor maintains responsibility for tracking the progress of the student until the student finds a thesis advisor. At that point, a thesis committee, consisting of three professors (one of whom is the thesis advisor) is formed to meet annually to track the student's subsequent progress toward the PhD.

Thesis Research and Advisory Committee

After the student chooses a thesis advisor, the department forms his/her Thesis Committee consisting of the advisor and two other faculty members. All Thesis Committees contain at least two full-time faculty from the department. These committees function as extended advisory bodies; students have the opportunity to discuss their progress and problems with several faculty. They also conduct a formal annual review of each student's progress.

At the conclusion of thesis research, the student defends the written dissertation before a faculty committee.

Requirements for the M.A. Degree

Students in the department's Ph.D. program and the students in other Ph.D. programs at Johns Hopkins may apply to fulfill the requirements of the M.A. degree in the Department of Physics and Astronomy.

Course Requirements

Students must master the basic undergraduate material covered by the following courses:

- 171.204 Classical Mechanics
- 171.301-302 Electromagnetic Theory
- 171.303-304 Quantum Mechanics
- 171.312 Statistical Mechanics and Thermodynamics

Courses taken elsewhere may qualify at the discretion of the Graduate Program Committee.

Students must also complete six one-semester graduate-level (at least three hours/week) courses offered by the Department of Physics and Astronomy. In addition, 171.801 or 802 (Independent Graduate Research) may be substituted for any of the above-mentioned graduate or undergraduate courses. The research course must include an essay supervised and approved by a faculty member of the Department of Physics and Astronomy.

The student must receive a grade of B- or above in each of the courses. In addition, the student must complete at least two semesters of research projects, as described in the requirements for the PHD, and complete the departmental research exam.

The graduate level courses may be retaken once; the undergraduate courses cannot be repeated. The deadline to fulfill all requirements is the date of the Ph.D. thesis defense.

Academic Integrity and Research Misconduct

The Krieger School of Arts and Sciences and the Whiting School of Engineering 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 \(PDF\)](#)

Examples of Academic Misconduct

Academic misconduct is the act of stealing ideas, thoughts, and words. Any act that violates the spirit of authorship or gives undue advantage is a violation. Although no list can be entirely comprehensive, the following non-exclusive examples are the most common types of academic misconduct.

Cheating on Examinations

- Use of unauthorized materials (e.g., notes, books) during an in-class or take-home examination
- Consultation of unauthorized materials while being excused (e.g., on a restroom break) from an examination room
- Discussion of an exam's contents during its administration
- Copying answers from another student
- Obtaining an examination or answers to an examination prior to its administration
- Studying from an old exam whose circulation was prohibited by the instructor

Plagiarism

- Submission of the same or substantially similar work of another person, such as an author or classmate
- Use of the results of another student's work (e.g., exam, homework, computer code, lab report) while representing it as your own
- Improper documentation of quotations, words, ideas, or paraphrased passages taken from published or unpublished sources

Reuse of Assignments

- Submission of the same or substantially similar assignment to fulfill the requirements of more than one course

Improper Use of the Internet

- Plagiarism from a published or unpublished Internet source
- Improper documentation of an Internet source
- Use of paper writing services or paper databases on the Internet

Improper Use of Electronic Devices

- Consultation of unauthorized electronic devices (e.g., calculators, cellular phones, computers, PDAs) during examinations
- Use of electronic devices to communicate within or outside an examination room (i.e., use of cellular phones is not permitted during an exam)
- Storage of test answers, class notes, and other references in electronic devices for use during examinations

Unauthorized Collaboration

- Collaboration when solving homework problems or writing lab reports, computer programs, or papers unless explicitly approved by the professor

Alteration of Graded Assignments

- Submission of an examination or assignment for a regrade after making changes to the original answers or text

Forgery and Falsification

- Falsification or invention of data in a laboratory experiment
- Citation of nonexistent sources or creation of false information in a written assignment
- Attributing to a source ideas or information that is not included in the source
- Forgery of university documents, such as letters and transcripts
- Impersonating a faculty member

Lying

- Request for special consideration from professors or university officials based upon false information or deception
- Fabrication of a medical or emergency excuse as a reason for needing an extension on an assignment or for missing an examination
- Claiming falsely to have completed and/or turned in an assignment
- Falsely reporting an ethics violation by another student

Facilitating Academic Dishonesty

- Intentionally or knowingly aiding another student to commit a violation of academic conduct
- Allowing another student to copy from one's own examination paper during its administration
- Providing copies of course materials whose circulation was prohibited (such as exams or assignments) to students enrolled in or planning to take that course
- Taking an examination or completing an assignment for another student, or permitting another student to do so on one's behalf

Unfair Competition

- Willfully damaging the academic efforts of other students
- Stealing another student's academic materials (e.g., books, notes, assignments)
- Denying another student needed resources, such as hiding library materials or stealing lab equipment

Exceptions

In some cases, exceptions to the above examples may apply. For example, some instructors assign problem sets or laboratory projects with the intention that students will work together or form study groups. In these cases, all collaborating partners should be noted on a submitted assignment.

Some instructors may accept assignments completed for another course. Students must secure written permission from the instructor to do so. Other instructors expect or encourage students to consult old exams and write new exams accordingly. Instructors should be certain that access to these exams is universal by placing them on reserve at the MSE Library.

To know what constitutes cheating for a particular course, students must ask the professor of the course for clarification. The general policy should be set forth during the first class of each semester and should be explained in the course syllabus. Students are expected to ask for clarification of unexplained or ambiguous areas. Ignorance of policies is not a valid excuse for cheating.

In general, it is important to remember the distinction between copying and collaborating. It is cheating to copy another's work and turn it in as your own. Professors, however, often encourage students to compare solutions or class notes with each other, to analyze differences in outcomes, to discuss methods, and to ask for explanations. Cheating requires no engagement or understanding, while collaboration promotes interactive learning.

Grievances

The relationship between a graduate student and his or her research supervisor, other faculty, as well as other graduate and undergraduate students, carries many expectations and responsibilities for all parties concerned and requires attention to norms of professional behavior. Occasionally error or abuses occur that compromise the integrity and successful functioning of these relationships. The occurrences are generally rare but it is essential when they arise that the persons involved take the responsibility to talk with each other early and openly to identify and resolve the situation. Prompt resolution at this level is clearly the most desirable outcome. However, should this effort fail, the next step should be to seek the advice and help of the Department Chair. Finally, should satisfactory resolution of a problem prove unattainable, a formal grievance may be filed by following the school's published grievance policy located

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

Probation and Dismissal

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. The student will be notified of his/her academic or graduate assistant shortcomings, the corrective measures necessary to remain in the program and the length of the probationary period. At the conclusion of the probationary period, the program has the following options: (a) remove the student from probation, (b) extend the probationary period, or (c) dismiss the student. Please note that a student may be dismissed without a formal probation period under certain circumstances.

For the most up to date policy on probation and dismissal, please visit the Graduate Affairs website <http://homewoodgrad.jhu.edu/wp-content/uploads/sites/35/2014/08/Graduate-Student-Probation-Funding-Withdrawal-and-Division-Policy.pdf>

Johns Hopkins University Office of the Registrar, Homewood Campus

Graduate Grading Information

While policies in departments may vary, most graduate students receive letter grades or Pass/Fail grades for their coursework. Students should consult with their department chairs and instructors to determine the grading requirements.

Grade Changes

Changing from a letter grade (A through F) to a pass/fail grade is not permissible at any time. Changing a letter grade to a letter grade is acceptable within one year of the term completion.

Change requests beyond one year are done only in cases of a clerical error and must be accompanied by a written explanation/justification from the course instructor.

Incomplete Grades

- The grade of “I” is reserved for instances in which it is expected that the coursework will be completed in one semester, but for reasons beyond the student’s control, the work cannot be completed within this time frame.
- Dropping a course that has been graded with an “I” is not permissible at any time.
- Grades of “I” may be changed to a final grade within one year without the approval of the Dean’s Office.
- Changing grades of “I” one year after the term in which the course was completed requires the submission of an Incomplete Grade Extension Request Form to the cognizant dean.

- Failure to submit the Incomplete Grade Extension Request Form within one year will result in the “I” becoming a permanent grade that cannot be changed.

In-Progress Grades

- Grades of “IP” are used for classes in which it is expected that the assigned work will require more than one semester to be completed, but the class itself will meet for only one semester.
- Dropping a course that has been graded with an “IP” is permissible only with the approval of the instructor and the Dean’s Office.
- Changing an “IP” to a letter grade is acceptable at any time before the student’s departure and requires the instructor’s approval.

Missing Grades

- Grades that are missing are denoted with a “MR” or “X” and these appear on the transcript if the instructor has not submitted a grade within the grading deadlines.
- Instructors may submit a signed Official Grade Change Form directly to the Office of the Registrar to change a “MR” or “X” grade to a final grade.
- Dropping a course that has been marked with a “MR” or “X” is not permissible.
- Changing to “Audit” for a course that has been marked with a “MR” or an “X” is not permissible.

Audit

- Graduate students wishing to enroll in a course as an Audit Status must reach an understanding with the instructor as to what is required of the student to earn the Audit.
- Students who do not meet the agreed upon expectations will be retroactively dropped from the roster only at the notification of the instructor to the Office of the Registrar.
- Changing a course registration from Audit to Credit or Credit to Audit is permissible. The Office of the Registrar posts these deadlines on a term basis and can be found on their web site.
- Changing any final grade (“A-F”, “I”, “Pass”, “IP”, “MR” or “X”) to Audit is not permissible.

Complete Grading Policies can be found in the 2011-2012 Graduate Student Handbook at <http://www.grad.jhu.edu/downloads/GradStudentHandbookWeb2012.pdf>
GR Grading Information rev 10.2012

Section 4



Registration

JOHNS HOPKINS UNIVERSITY

Office of the Registrar – Homewood Campus

Fall 2018 Registration Instructions for New Graduate Students

All new degree-seeking graduate students will have access to register online for Fall 2018 using SIS for Students.

Effective summer 2016, all engineering graduate-level students must be enrolled in at least 9.0 credits to maintain full-time status. Please contact your academic department for additional information.

To register you will need your JHED ID (login identification) and Password. You will not be able to access ISIS for Students without this information. If you cannot remember your JHED ID, go to my.jhu.edu and search under “People” (upper right hand side). Type in your name and your JHED ID will be listed. For problems accessing the system, the Support Center at 410-516-HELP [4357] is available 24 hours, 7 days a week. If you should need assistance setting up your Browser, go to isis.jhu.edu, scroll down and click on Browser requirements.

PRIOR TO REGISTRATION:

1. You must see your faculty advisor to release the registration advising hold. If you register in person, and your Alert has not been cleared, you must have a signature from your adviser.
2. Check SIS for Students to see if you have holds. If you see the word “Alerts” in red above the toolbar, click to see what is required to release the hold(s). Once you have completed what is required, the alert disappears the next time you log back into ISIS for Students.
3. Update biographical and address information (under Personal Info/Summary)
4. Fill in emergency contact and family info (under Personal Info)

Course Waiver Procedures and Form

The attached form may be used in the event that you have successfully passed a course at your previous institution and you can show sufficient cause that the required course to be taken towards the Ph.D. in the Department of Physics and Astronomy should be waived.

If you feel that you should be waived from a course:

1. Make an appointment to see the professor currently scheduled to teach the course you want to have waived.
2. Be prepared to show him or her copy of your previous transcript. Additional information such as the textbook used and the course syllabus are also helpful.
3. Have the Professor complete and sign the attached form and return to Kelley Key as soon as possible. She will make an official note of this waiver on your internal transcript as well as keep the original form in your departmental file.

THE JOHNS HOPKINS UNIVERSITY
Henry A. Rowland Department of Physics and Astronomy
Bloomberg Center
Homewood Campus
Baltimore, Maryland 21218

Course Waiver for 2018/2019 Academic Year

NAME: _____

Course Number	Course Name

Professor of Physics & Astronomy

Date

Reason for waiver:

Section 5



Employment and Payroll

Effort Certification (copied from [KASPER](#))

The Effort Reporting System is the web-based interface that JHU uses to certify effort. All personnel who are required to certify their effort must use this system in order to do so. The ERS has online tutorials on how to use the system; there are also online courses listed in the myLearning catalog.

<http://ers.jhu.edu/GenericERS>

Tax Obligations for Graduate Students

Graduate students are subject to specific tax filing guidelines by the Internal Revenue Service (IRS). As a guide through this process the IRS provides Publication 970, which spells out all tax obligations for students.

Website (HTML):

www.irs.gov/publications/p970/index.html

U.S. CITIZENS

At Johns Hopkins University, graduate students are supported by sources classified as “fellowships” or “wages.” Some examples are listed below.

Fellowships:

- Training grants
- Individual NRSA fellowships
- External fellowships (NSF, Ford, Samsung, Merck, etc)
- Departmental funds (usually, first-year students only)

Wages:

- Research grants or contracts from the NIH or other organizations
- Departmental funds (second-year students and beyond)
- Teaching assistantships

Both “fellowships” and “wages” are subject to federal and state tax, but the University withholds funds only for “wages.” Graduate Students must pay quarterly estimated taxes if they receive funds as “fellowships.”

Funds provided to cover tuition and required fees and/or educational expenses are non-taxable for full-time students and need not be reported. This category includes student health insurance fees – a requirement of enrollment.

NONRESIDENT ALIENS

International students also receive financial support from the sources listed above. As such, these funds are taxable at the federal level *unless* the student’s country of origin has established an appropriate tax treaty with the U.S. government. Countries with tax treaties are tabulated at <http://www.irs.gov>.

Typically, such countries provide tax exemptions for educational expenses for a period of 2-7 years. The specific benefits provided to students and trainees are documented at the website listed above. (At times, these tax treaties are honored at the state level, but *not* in Maryland.)

Website: http://finance.jhu.edu/depts/tax/faq_nrs_treaties.html

Website (IRS): www.irs.gov/businesses/small/international/article/0,,id=96431,00.html

OTHER EDUCATIONAL INCOME

Graduate students may earn additional income from tutoring, from leading small group discussions, or other activities, including the one-time 'bonus' provided to those earning external fellowships. This income is taxable according to the guidelines given above. For international graduate students, tax treaties (if present) may limit the dollar amount of non-taxable additional income, but the limit is generally above the amounts earned by students on this campus.

Tax Information

W-2 forms are sent by the University Tax Office on or before January 31 of the following calendar year; they are sent to the mailing address that appears in the University Payroll System. Therefore, it is important to notify Student Employment Services of any address changes.

If you do not receive your W-2 within a reasonable time frame, you can request a duplicate copy by visiting the University Tax Office web site - <http://finance.jhu.edu/depts/tax/prtax.html>

Tax Websites:

- IRS - <http://www.irs.ustreas.gov/>
- IRS directory – <http://www.irs.gov/uac/Forms,-Publications,-and-Other-Tax-Products>
- U.S. Department of the Treasury – <http://www.treasury.gov/Pages/default.aspx>
- The Maryland State Tax Office - <http://www.comp.state.md.us/>
- JHU Tax Office - http://finance.jhu.edu/depts/tax/about_tax.html

FORM I-9

The following applies to all Homewood Students who are registered full-time, regardless of where they work within the JHU community:

The U.S. government requires all employers to verify eligibility to work for each person they hire. As part of that verification process, a Form i-9 must be completed by all employees, including student employees. This refers to students who are new to the University payroll system (SAP) or students who have had a break in service.

Please note, you must complete Section 1 of Form 1-9 on or before the first day of work. This can be done by visiting www.newI9.com and inserting the employer code 11475. For U.S. Citizens completing Section 1 of the form I-9, select “Students from KSAS and WSE” as location.

Students must make an appointment with Student Employment Services (SES) to complete Section 2 of the Form I-9 within three (3) business days from their first day of work for pay. In order to complete Section 2 of the I-9, you will be asked to show originals of certain documents to establish your eligibility to work. Xeroxed and Faxed copies cannot be accepted!

The U.S. government has strict requirements about the acceptability of documents for establishing work eligibility that vary with each person’s circumstance. For U.S. citizens, the most common documentation provided is either a U.S. passport or the combination of your student ID and a social security card.

ATTENTION: International Students & Permanent Residents:

- Need your I-94 Admission Number? Go to www.cbp.gov/I94.
 1. Follow the instructions for how to retrieve your I-94 Admission number. Be sure to PRINT a copy of your I-94 to bring to your I-9 Appointment with the Office of Student Employment Services
- For international students who HAVE a social security number issued by the U.S. Social Security Administration, you can complete Section 1 by taking the following steps:
 1. Sign on to www.newI9.com
 2. Insert employer code 11472 and “continue”
 3. Enter the text indicated in the box and “continue”
 4. Complete Section 1 of the Form I-9
 5. Select “non-U.S. citizen Faculty, staff, and student” as location
 6. Review the information for accuracy
 7. Complete the agreement section
 8. Click “continue”
 9. Make an appointment with Student Employment Services to complete Section 2 of the Form I-9. An appointment can be self-scheduled at www.jhu.edu/stujob
- For students who do NOT have social security number issued by the U.S. Social Security Administration, you must visit Student Employment Services to complete both Section 1

and Section 2 of Form I-9. You must make an appointment ahead of time!

- Please be sure to bring the proper documentation required to your appointment, including a copy of your I-94.

Lists of Acceptable Documents

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Employment Authorization AND LIST C Documents that Establish Identity
1. U.S. Passport or U.S. Passport Card		1. A Social Security Account Number card, unless the card includes one of the following restrictions:
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		(1) NOT VALID FOR EMPLOYMENT
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
4. Employment Authorization Document that contains a photograph (Form I-766)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.	3. School ID card with a photograph	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
	4. Voter's registration card	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
	5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	6. Military dependent's ID card	5. Native American tribal document
	7. U.S. Coast Guard Merchant Mariner Card	6. U.S. Citizen ID Card (Form I-197)
	8. Native American tribal document	

	<p>9. Driver's license issued by a Canadian government authority</p>	<p>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p>
<p>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>	<p>For persons under age 18 who are unable to present a document listed above:</p>	<p>8. Employment authorization document issued by the Department of Homeland Security</p>
	<p>10. School record or report card</p>	
	<p>11. Clinic, doctor, or hospital record</p>	
	<p>12. Day-care or nursery school record</p>	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

Section 6



Health, Safety and Welfare

Student Health Insurance

It is University policy that all full-time students in the Schools of Arts and Sciences and Engineering maintain adequate health insurance coverage to provide protection against unexpected accidents and illnesses. As a full-time student, you will be automatically enrolled in the University's student-sponsored health benefits plan, and the plan premium will be charged to your university student account.

If you have private insurance coverage comparable to the University plan, then you may be eligible to submit a waiver request form via your student self-service account during the open-enrollment period ([SIS Self-Service Login](#)).

For complete information on insurance coverage, please visit the [Registrar's Office health insurance information page](#).

Leave of Absence

A leave of absence refers to and is limited to students who are forced to withdraw temporarily from graduate work duty to reasons beyond their control, such as illness, military service, financial exigency or pressing personal reasons justifying an interruption of the degree program. The period is regarded as an approved break in study. Students can find the Leave of Absence Form online at <http://homewoodgrad.jhu.edu/academics/graduate-board/policies-and-forms/>.

When returning from a leave of absence, a graduate student must complete and submit the Application to Return from Leave of Absence before registering for classes (this form can be found at <http://homewoodgrad.jhu.edu/academics/graduate-board/policies-and-forms/>). The form must be accompanied by a letter that explains what progress has taken place in the student's absence that would enable him/her to be successful upon return. Please see the application for further instructions.

Family Medical Leave

Johns Hopkins University recognizes the importance of balancing the family and academic responsibilities faced by new parents and promoting the well-being of their families. The University is supportive of accommodating eligible full-time graduate students and full-time postdoctoral fellows, scholars and trainees (collectively "postdoctoral trainees") who are expecting a new child. Consistent with grant funding policies that place a limit of 8 weeks for parental leave, all eligible full-time graduate students and postdoctoral trainees shall receive no less than 8 weeks of fully-paid new child accommodations. The full policy is listed here:

<http://www.jhu.edu/assets/uploads/2017/06/newchildaccommgradandpostdoc.pdf>

Additional family resources can be found via this link: <http://homewoodgrad.jhu.edu/student-services/family-resources-for-students-and-postdoctoral-fellows/>

Women and Gender

The office of Women and Gender Resources is committed to supporting, advising and education Homewood's campus community on matters related to gender and the achievement of women students. <https://studentaffairs.jhu.edu/women-resources/>

Safety and Security

Know and Use the Safety and Security resources available on the Homewood Campus:

Security Emergency Phone: 410-516-7777 (6-7777 from any campus phone)

Security Info/Non-Emergency: 410-516-4600

Escort Van Service: 410-516-8700

Website: <http://pages.jh.edu/security/overview.html>

Health Safety and Environment Office: 410-516-8798

Website: <http://www.hopkinsmedicine.org/hse>

Occupational Health Services: 410-516-0540

Website: <https://hrnt.jhu.edu/directory/divis.cfm?divicode=33>

Call for campus security if anyone or anything causes you apprehension

Program your cell phone to dial 410-516-7777 for campus emergencies and 911 for off campus emergencies. Carry your keys at all times. The doors to the research wing are unlocked by 8:30 AM and locked at 4:15 PM each weekday. Security is responsible for the building perimeter doors, typically all unlocked by 7:00 AM and locked up at different times from 3:30 PM to late evening when classes are in session.

Bloomberg Center Security

Occasionally thefts do occur in offices or labs so keep personal and small valuable items with you at all times or at least out of plain sight in your office, locked up if possible. Office and Lab doors should be locked when unoccupied. Politely ask any strangers who may come into your office who they are and whom they are visiting. If you are uncomfortable doing so, immediately inform security of their presence. Working Late? Make sure there are others in the building. After regular hours, create a buddy system for walking to parking lots, public transportation stops or your home.

Johns Hopkins Emergency Alerts

In the case of an emergency, it is essential that Johns Hopkins (JH) can quickly and easily notify students, faculty, and staff. To signup:

Go to the myJH homepage at <http://my.jh.edu> and click **Login**.

1. On the subsequent **Enterprise Authentication** screen, enter your **JHED Login ID and Password**.
2. Once logged in, locate the **myProfile** icon in the left column. From here, select **Emergency Alerts**.
3. In the **Cell Phone** field, enter your 10-digit phone number and select your **carrier** from the drop down.
4. Next, check the box to the left of the **Receive Emergency Alerts** text.
5. Then, select any or all of the campuses you frequent to receive appropriate alert notification.
6. Next, read the **Terms of Service** and click the **I AGREE to these Terms of Service** button.
7. Then, verify your **Primary Campus**. You'll automatically receive emergency alerts for this campus.
8. Finally, click the **Save myProfile** button. You will receive a text message confirming your opt in.