

PhD STUDENT HANDBOOK  
DEPARTMENT OF SOCIOLOGY

JOHNS HOPKINS UNIVERSITY



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**A link to the 2014 Department of Sociology PhD Student Handbook can be found at:**

<http://soc.jhu.edu/graduate/requirements/>

## **Introduction**

This Handbook is a resource for the Department's Ph.D. candidates. It includes an overview of requirements for the Ph.D. program, the Department's financial aid policy and the Department's organizational structure, among other topics. We strive to keep the Handbook current, but policy changes made in recent weeks/months may not be reflected. Accordingly, on matters of consequence, please check for changes with your faculty adviser, one of the department staff or the Chair.

## **I. Description of the Ph.D. Program**

### **A. Requirements for the Ph.D. Degree**

The requirements for the Ph.D. program include (1) a core curriculum totaling seven courses, (2) seven elective courses, (3) one Research Apprenticeship (RA) (230.804), (4) a Trial Research Paper (TRP) (230.815, 230.816, 230.817, 230.685 and 230.690) and (5) a Teaching Assistantship (TA) (230.811). Students must also (6) satisfy the University residence requirement. Finally, students must (7) complete a dissertation proposal (defended in a department-level oral examination) and the dissertation itself. Either a dissertation proposal or the completed dissertation must be defended in an oral examination at the University (i.e., Graduate Board) level. Students are expected to complete all University and departmental requirements other than the dissertation, including the departmental defense of the dissertation proposal\*, no later than May 31st prior to the student's fifth year of graduate study in the Department. Meeting this deadline is a requirement for fifth-year funding (see Section V on Funding). It is one of the indicators that the faculty use to evaluate the progress of students in the Ph.D. program. Additional detail on these requirements is provided in the following sections.

*\*Departmental defense of the proposal is due by May 31 of the fourth year of graduate study; however, students may request (with justification) an extension of the deadline to August 1 from the Chair. This request must be endorsed by the student's faculty adviser). August 1 is a hard deadline.*

## 1. Core Curriculum

The core curriculum consists of the following courses:

- Introduction to Social Statistics (230.600)
- Social Theory: Theories of Society (230.602)
- Contemporary Social Theory (230.603)
- Linear Models for the Social Sciences (230.604)
- Sociological Analysis (230.643)
- Proseminar in Sociology (230.608)
- One of the three following Research Methods courses:
  - Qualitative Research Methods in the Social Sciences (230.649) OR
  - Macro-Comparative Research Methods (230.650) OR
  - Research Design for Causal Inference and Mixed Methods (230.636)

After the Core course requirements are satisfied, additional research methods courses from the list above may be used toward fulfillment of the seven elective course requirement (see below).

To count toward degree requirements, Core Curriculum courses other than the Proseminar (which is graded Pass/Fail only) must be passed with a grade of B- or higher.

## 2. Electives

In addition to the core curriculum requirements above, seven elective graduate courses are required. Graduate courses generally have a 600-level designation (230.6xx), however, courses at the 300-level or higher (e.g., 230.3xx) may be counted toward the fulfillment of the seven elective courses. To count toward degree requirements, electives must be passed with a grade of B- or higher except in cases where the course is offered only on a Pass/Fail basis (e.g., as is the case with some courses offered in other departments). At least four of the seven electives must be JHU Sociology department courses (230 designation). Up to four of the seven electives may be fulfilled by a combination of: 1) credit awarded by the Graduate Standards and Development Committee for previous graduate coursework that predates matriculation at JHU (IMPORTANT: the student must petition for this credit during the first semester of PhD study at JHU); 2) courses taken outside the department that are permissible under the Handbook rules (and taken with the Departmental advisor's approval); 3) and directed research and independent study courses within the Department (a maximum of one, as stipulated elsewhere in this Handbook).

## 3. Trial Research Paper (TRP)

The Trial Research Paper (TRP) affords students the experience of planning and executing a research project that leads to a publishable quality paper. The TRP is expected to be a serious, complete work of scholarship, suitable for conference presentation or journal submission. Whether or not the topic of the TRP is

similar to that of the eventual dissertation, we believe all students will benefit from going through this exercise before planning for the dissertation.

By the end of the fall semester of their second year, students should invite a faculty sponsor to supervise the design and execution of the TRP project. Regular or adjunct faculty members whose positions entitle them to serve as dissertation readers are eligible to serve as faculty sponsors. Work on the TRP generally will be done over three semesters, with students registering for a total of **five TRP courses**:

- Spring semester of a student's second year - TRP I, **230.815** & TRP Proposal Seminar, **230.685**
- Fall semester of the third year - TRP II, **230.816**
- Spring semester of the third year - TRP III, **230.817** & TRP Presentation Seminar **230.690**

These courses will be graded pass/fail and will not count toward the fulfillment of the elective courses required for the Ph.D. A TRP proposal must be approved by the faculty sponsor by the end of the spring semester of the second year. By the end of the fall semester of the third year, the faculty sponsor must approve a draft of the paper which will then be reviewed by another department faculty member. The faculty sponsor, at her or his discretion, may extend this deadline to the end of the intersession period following the fall semester. The faculty reviewer will evaluate the paper and, if necessary, recommend revisions that should be made before the paper is certified. The faculty sponsor will determine required revisions and must certify a final TRP by the end of the spring semester of the third year. Failure to meet this deadline will result in a review by the Graduate Standards and Development Committee and could result in the student being placed on academic probation.

#### **4. Commitment to Full-Time Study**

Except for the occasional student admitted on a part-time basis, Ph.D. candidates in the Department are required to carry a full-time equivalent academic workload during their entire time in residence. During the first year this requirement is usually met by taking at least three core curriculum courses and electives per semester plus the first-year research apprenticeship. During the second year this requirement is usually met by taking at least three core curriculum courses and electives per semester plus the trial research paper course in the spring of the second year. During the third year, the requirement is usually met by taking two courses plus the trial research paper course each semester. Beyond the third year but before the student has an approved dissertation proposal (at which time it is understood students will be working full-time on the dissertation), students must develop a plan of study for each semester that is the equivalent of three or four courses. Acceptable activities include regular courses, independent reading courses or independent research courses (which may be centered on planning for the dissertation). The student's advisor signifies that a semester's plan has been solidified and approved by electronically releasing the student's registration hold.

#### **5. Research Apprenticeship (230.804)**

Students are required to develop practical research expertise through professional-level participation in a

research project under faculty supervision. “Professional-level” work excludes purely clerical tasks and includes such activities as data analysis, literature searches/reviews, non-routine data processing or coding, preparation and refinement of research instruments, and data and file management. The most common length for a research apprenticeship is a full academic year, however, the minimum period of apprenticeship required for certification is one semester (or the equivalent— e.g., summer research or summer research combined with school-year research may count toward research accreditation). The standard for certification is “substantial research accomplishment” as judged by the faculty supervisor.

Ordinarily, this research requirement is fulfilled during the student's first year of full-time study in the program, based on placements made at the beginning of the year with the help of the Director of Graduate Studies. First-year students normally receive departmental research assistantship salary for the research apprenticeship work conducted during their first year in the program. Whether accompanied by salary or not, students working as a Research Apprentice should register for the Research Apprenticeship (230.804). An RAship does not count toward the three course minimum that is required to maintain a fulltime enrollment status.

Full-time sociology faculty may sponsor research apprenticeships. Other research mentors must be approved prior to the placement by petition to the Graduate Standards and Development Committee. Upon satisfactory completion of the research apprenticeship, the supervising faculty completes an evaluation form that describes the research experience and indicates the student’s satisfactory performance using the aforementioned standard of “substantial research accomplishment,” as judged by the faculty supervisor. At the end of the research apprenticeship, and all subsequent research assistantships, the faculty member who was assisted will place a letter in the student’s permanent file that describes the research assistant’s duties and evaluates his/her performance.

## **6. Teaching Assistantship (230.811)**

As part of their preparation for future academic work, graduate students are required to serve as teaching assistants for at least one semester. Only unique circumstances will justify the waiver of this requirement by the Graduate Standards and Development Committee (for example, substantial prior post-secondary level teaching experience). A teaching assistantship in Introductory Sociology is strongly recommended. Research credit is not awarded for teaching assistantships. At the end of every teaching assistantship, the faculty member who was assisted will place a letter in the student’s permanent file that describes the teaching assistant’s duties and evaluates his/her performance. TAs are required to register as such (230.811), but TAships do not count toward the three course minimum that is required to maintain a fulltime enrollment status.

Classes to help prepare foreign students for their classroom duties are available in the English Language Program for International TA’s in the Language Teaching Center. All foreign students whose native language

is other than English are required, during their first year of graduate study, to take the screening assessment offered by the Language Teaching Center. The result of this assessment will determine whether enrollment in the English Language Program for International TA's is required.

## **7. Residence Requirement and Eligibility for Non-Resident Status**

The Johns Hopkins University requires a minimum of two consecutive semesters of registration as a full-time, resident graduate student for all doctoral degrees. Except in unusual circumstances, all first year students will be in full-time residence. After the first year of full-time residence, students must maintain one of three residency statuses until all requirements for the degree have been completed and the University Graduate Board has been so notified by the Department Chair. The three residency statuses are: 1) Full-time; 2) Non-Resident; and 3) Term Leave of Absence. These are described in Appendix A.

Normally, the Department will approve a student's request to be granted non-resident status only if the student has finished all requirements for the Ph.D. except writing the dissertation. However, in unusual circumstances the Department may support a request of non-resident status for students whose request has been approved by their adviser and who: (1) have completed all required course work; (2) can demonstrate that a period of non-residence will substantially improve their ability to develop a dissertation proposal. In these cases, non-resident status will be granted for a maximum of two semesters. However, if by the end of the two semesters the student has completed all requirements for the Ph.D. except writing the dissertation, he or she may then continue on non-resident status under the ordinary rules that govern non-resident registration.

## **8. Foreign Language**

It is necessary that any doctoral student engaging in research for a Trial Research Paper or Dissertation that requires written or speaking knowledge of a language other than English should be competent in that language so as to maximize the success of that research. Therefore, such students are required to work closely with their advisors to determine whether language education or language enrichment is needed. The advisor will be solely responsible for determining if the student is prepared to conduct the research.

## **9. Dissertation**

The dissertation requirement is met by producing a substantial original contribution to the scientific literature in sociology, and by passing a Departmental and a Graduate Board Oral examination, described below. The dissertation requirement is met when two approved faculty members certify in a written reader's report to the University's Graduate Board that an acceptable dissertation, publishable in whole or in part, has been produced.

**a. Readers and Proposal:** In choosing a dissertation topic, the student should consult with members of

the faculty. After the student has selected a topic, the student must obtain the written agreement of two approved faculty to serve as dissertation readers, at least one of whom must be full-time in the Department. All Departmental faculty, including part-time faculty, are eligible to serve as dissertation readers. For non-Departmental faculty to serve as readers, including faculty from other institutions, written approval of the Department Chair and the Graduate Board is required. With the approval of the Department Chair, a student may change her/his dissertation adviser by reason of change of topic or for other justifiable cause. Approval of the Department Chair also must be obtained if a faculty member who has resigned from the University is to continue serving as a dissertation adviser. The student's dissertation proposal, written in consultation with the dissertation advisers, should include a clear description of the intellectual problem to be addressed and its significance, a review of the relevant literature, a description of data to be used, and analytical procedures to be employed. Dissertation proposals normally should not exceed 40 double-spaced pages. A copy of the proposal must be submitted to the Department.

**b. Department Oral Examination:** The Department oral examination is scheduled by the student's dissertation advisers after the advisers have approved the written version of the proposal. The Department oral examination may be scheduled only after the student has completed all other Department and University requirements for the Ph.D. The purpose of the oral examination is to establish the student's readiness to proceed with the dissertation research. In some instances, the "pass" may be *conditional* on satisfactory completion of specific additional work required by the examining committee. Ordinarily, the examining committee consists of the two dissertation advisers and one other member of the Department faculty (a fourth examiner may participate at the student's request if the other three examiners are agreeable). The examination begins with an oral presentation by the student of no longer than 10 minutes that reviews the major points of the proposal.

**c. Graduate Board Oral Examinations and Dissertation:** Students must pass the departmental oral examination before the Graduate Board oral examination can be scheduled. There are two options for Graduate Board Oral Examinations: 1) A **Preliminary** Oral in which the dissertation proposal is the written document circulated to the examiners for the oral defense or 2) A **Final** Oral in which the completed dissertation itself is the written document circulated to the examiners for the oral defense. Students who wish to take the Preliminary Exam should schedule their Graduate Board Oral Exams before they are far along in their analyses. Students who have completed a substantial amount of the dissertation research or who plan to do fieldwork may be asked to take a **Final** Exam rather than a **Preliminary** Exam. The **Final Graduate Board Examination** is taken after the two departmental readers have deemed the completed dissertation acceptable.

The Graduate Board Oral examination committee consists of a total of five examiners: three faculty members from inside the Department (two of whom are the dissertation readers) and two faculty members from outside the department. Generally, the University requires that at least one of the outside department members be either an Associate or Full professor. Two alternates also are required, one from the Department and one from outside the

Department. The principal dissertation adviser chooses the outside examiners, usually in consultation with the second advisor and the student. (See Appendix B for Graduate Board eligibility criteria for examiners.)

Graduate Board Orals are scheduled by the student's dissertation advisor. Examinations are held throughout the academic year, but must be scheduled with the Graduate Board a minimum of three weeks in advance of the exam. The principal dissertation adviser or department staff is responsible for contacting prospective outside examiners to request their participation on the Graduate Board Oral examining committee; students are not permitted to do so. When these arrangements have been completed, the Department transmits the necessary documentation to the Graduate Board. A tight schedule of deadlines governs the Final Graduate Board Oral examination: In order to be eligible for the January or May graduation dates, the exam must be completed by the posted Graduate Board Office deadline for that particular semester and the readers' letter must be submitted by another deadline. These deadlines are strictly enforced and so should be reviewed by the student and his/her faculty advisers early in the planning process. Also, a copy of the student's dissertation proposal, in the case of Preliminary Graduate Board Oral examinations, or of the completed dissertation, in the case of Final Graduate Board Oral exams, must be made available to each member of the Examining Committee, including the alternates, *at least* two weeks prior to the date of the examination. The schedule of deadlines is available in the departmental office.

Regardless of whether the student elects a Preliminary or Final Graduate Board examination, work on the dissertation should be carried out in close consultation with the two Department advisers. University guidelines for the preparation of the dissertation can be found at:

<http://library.jhu.edu/services/cbo/guidelines.html>. Students should consult Department staff for information concerning dissertation delivery deadlines for the library bindery, and procedures for binding, copyright, and microfilming. Two permanently bound copies of the dissertation are required, one for the Graduate Board and one for the Department. The student is responsible for all fees in connection with these dissertation preparation services. The Graduate Board specifies the format of the official readers' letter; the dissertation readers will submit this letter in consultation with Department staff.

## **10. Deadline for Departmental Oral Examination**

Students are expected to pass the departmental oral examination by May 31 of the fourth year of graduate study, with provision of requesting an extension from the Chair (such a request must be endorsed by the student's faculty adviser) with a hard deadline of August 1. This deadline must be met in order to maintain eligibility for fifth year funding; see Section V on funding, below.

To be able to take full advantage of dissertation research funding opportunities, students are encouraged to complete and defend the dissertation proposal by the beginning of their fourth year in the program. Successful applications for external funding of dissertation research (for example, from the National Science Foundation) require a well-formulated dissertation research proposal. Students who are ready to apply for such

grants in the beginning of their fourth year will be in the best position to take full advantage of the available opportunities.

## **B. Master's Degree Requirements**

Upon satisfactory completion of the Core Curriculum and after at least one year of full-time residence, the Master's Degree may be awarded to: a) doctoral students in good standing who request it; and b) students who are leaving the doctoral program either for personal reasons or by decision of the faculty.

## **C. Exemptions**

The Ph.D. requirements apply to all students, but some students may enter the Ph.D. program having already completed coursework or other learning experiences that are similar in substance, depth, and quality to one or more of the requirements of the Department. Where appropriate, coursework completed at other institutions may qualify for exemption from a maximum of three courses in total, including at most two core (non-elective) curriculum requirements. An exemption implies that the course and accompanying credits will be applied to fulfillment of the Ph.D. requirements.

The Graduate Standards and Development Committee will, between May and August of each year, review the transcripts and application files of all incoming doctoral students. When the Committee sees a likelihood that a student's previous work merits a core or elective exemption, it may offer the student either of the following: (1) an invitation to request substitution and exemption based upon the materials and information already possessed by the Committee, or (2) an invitation to supply further information (e.g., syllabi and textbook titles from the previously taken courses) along with a request for substitution and exemption. Additionally, if the Committee does not extend such an invitation but a student thinks an exemption might be appropriate, such a request can be made to the Committee in writing anytime during the first semester of the doctoral program. The Committee will inform the student in writing of its final decision and place a copy of that decision in the student's file. **(See special handling of exemptions from the Introduction to Social Statistics and Regression Analysis requirements below.)**

All requests for exemptions based on considerations that predate a student's matriculation must be presented during the first semester in the doctoral program. In principle, no course is immune to petition for exemption, but it should be understood that the standard for granting exemptions is high, with the standard for core curriculum courses higher than for elective courses. There are no exemptions or substitutions permitted for the TRP, but if a student has completed a significant work of independent, solo-authored scholarship before coming to Hopkins, it may be possible to fulfill the requirement by extending that work.

Proposals for alternative ways to fulfill requirements and requests for exemptions based on considerations that postdate a student's matriculation are reviewed by the Graduate Standards and Development

Committee. Such petitions should be uncommon however, and the case in support of them compelling. The Department's degree requirements have been carefully considered and it is expected that most students will fulfill them as stipulated. All petitions must be submitted, in writing, to the Director of Graduate Studies, with a copy to the Academic Program Coordinator. The Committee will inform the student in writing of its final decision and place a copy of that decision in the student's file.

### **Exemption from Introduction to Social Statistics Requirement**

Requests for exemption from the introductory social statistics course (230.600) require special handling. Incoming students who by the beginning of their first semester have not received written confirmation from the Graduate Standards and Development Committee exempting them from this core requirement must enroll in the course in the fall semester. Non-exempt students who believe they already have completed coursework or other learning experiences similar to this statistics in substance, depth, and quality course may then elect to take a placement exam. The exam will be distributed on or about the first day of class and must be completed in no more than ten days. Students earning a "pass" on the placement exam will be exempted from the course and should formally withdraw from the course. Students receiving a "no pass" on the placement exam must continue in the course and complete all remaining course requirements. Those taking the placement exam should attend class and complete homework assignments until their petitions are resolved.

### **Exemption from Regression Analysis Requirement**

Exemption from the Linear Models for the Social Sciences course (230.604) is considered only where the Committee finds that the previous coursework in question involved regression analysis at a comparable level of sophistication using *sociological* concepts and indices. Such requests are entertained by petition and require supporting documentation.

## **II. Special Programs**

The Department offers two *optional*, specialized programs: Program on Global Social Change (PGSC); and Program on Social Inequality (PSI).

### **A. Program on Global Social Change (PGSC)**

This program focuses on cross-national, comparative research and on long-term, world-scale social change. The goal of the program is to give students knowledge of the various theoretical perspectives in these areas, coupled with experience in data collection and analysis, and the acquisition of expertise in one or more substantive fields.

In order to gain practical research experience, PGSC students also are required to complete a professional-level research apprenticeship, lasting at least one semester, with an affiliated faculty member. In addition, students in the program usually will have an affiliated faculty member as the primary doctoral dissertation advisers.

## **B. Program on Social Inequality (PSI)**

The focus of the Department's Program on Social Inequality is on the causes and consequences of social inequality for individuals' lives, the social processes that sustain it, and how social policies can reduce it. These questions are addressed in terms of class, gender, race, ethnicity, and immigration status/citizenship.

The Program is designed to train students in the sociological analysis of social inequality among individuals and groups. This training includes course work in areas such as social stratification, the sociology of the family, the sociology of education, sociology of immigration, social structure and personality, social policy, and research design and methods. It also includes research experience with faculty members who are studying aspects of social inequality.

In order to gain practical research experience, PSI students also are required to complete a professional-level research apprenticeship, lasting at least one semester, with an affiliated faculty member. In addition, students in the program usually will have an affiliated faculty member as the primary doctoral dissertation adviser.

## **III. Department Organization**

Much of the work and some of the decision-making concerning curriculum and student affairs in the Department are conducted by appointed and/or elected committees and individuals. Several include student members, who are selected by the graduate students.

### **A. Committees and Positions with Graduate Student Representation Include:**

#### **1. Graduate Standards and Development Committee**

This Committee consists of three faculty members appointed by the Chair and two advanced students (second year or beyond). The Committee is chaired by the Director of Graduate Studies, who also serves advisor to first year graduate students. The Committee reviews all individual requests for exemptions from departmental doctoral requirements for students (see Section 1C Exemptions). The Committee is responsible for graduate students' professional development. Toward this end, the Committee offers three workshops in rotation over a three-year period: (1) professional societies and academic journals; (2) research findings; and (3) the academic job market. In addition, the Committee organizes and maintains a database of funding sources and final dissertation proposals.

The Committee is also responsible for organizing the department's annual review of student progress by preparing for discussion at a spring faculty meeting a Student Academic Progress Report. As background material for this report, the GSDC solicits self and faculty assessments of each student's academic progress and standing.

#### **2. Curriculum Committee**

This committee consists of two or three faculty members and two students. Faculty are selected

by the Department Chair; student members are selected by the student body. Generally one student member is from the first year-cohort; one from the second year or beyond.

The Graduate Curriculum Committee reviews courses proposed for the upcoming semester prior to final scheduling to ensure that (1) required courses are being offered when needed and that (2) there is a sufficient number of elective courses with a good spread of substantive areas. The committee chair also polls faculty and graduate students about TA preferences and attempts to make the best matches between TA/course supply and demand.

The committee also makes long-term curriculum plans. The committee chair polls faculty about their anticipated 3-year teaching plan and collates the results. The committee reviews and discusses the 3 year plan in order to anticipate problems (e.g., gaps in offerings, overlaps in offerings) that appear likely to arise (e.g. due to sabbaticals or other issues).

### **3. Departmental Seminars Committee:**

This committee consists of two faculty and two graduate students. The Departmental Seminars Committee organizes department-wide speaker programs for the Department. The Department sponsors two series: an external speaker's series and an internal brownbag series. The external speaker sessions generally are research presentations by scholars from outside the Department, usually outside Hopkins. Invitations are extended to scholars we would like to get to know, or to know better, whose work is of interest to us. Prospective speakers for the year are identified by a poll of the Department's faculty and students and then winnowed by the Committee in consultation with the PSI and PGSC Programs. In a typical year, we have five external speakers, two chosen primarily by the PGSC, two chosen primarily by the PSI, and a crossover speaker of chosen jointly. The brownbag series hosts internal speakers, usually faculty and students of the Department, but occasionally colleagues from elsewhere in the Hopkins universe. These are not research lectures, but more in the form of conversations around the table, often organized around pre-circulated background readings.

### **4. GRO Representative:**

This committee consists of one graduate student – generally a first year. This student represents the department at meetings of the Graduate Representative Organization. This position is mandatory in that it must be held every year. Departmental representation at the GRO enables departmental members to be eligible for JHU-based grants, including various travel grants.

### **5. Department Liaison:**

This committee consists of one graduate student. The liaison brings student issues before the department and if the chair wants something negotiated among the students, s/he asks the liaison. Some examples include negotiating details of the trial research paper and dissertation fellowship semester; discussing new supplies or furniture. The duties vary year to year.

### **6. Computer Facilities Committee:**

This committee consists of one or two faculty, staff and one graduate student. The computer facilities committee advises the department on the computer needs – both hardware and software – of faculty, staff, and students. The group makes relevant policy decisions on computer use, website design, software purchases, etc. The graduate student representative is the voice of the graduate students on this committee. .

#### **7. Faculty Search Committee:**

This committee consists of three faculty and one advanced graduate student. The faculty search committee meets only in years the department has an authorized search.

### **B. Faculty Advisers**

The Director of Graduate Studies serves as the initial faculty adviser for the entire first year cohort. Responsibilities include overseeing the student's program of study, monitoring that requirements are being completed in a timely fashion, and accepting petitions for exemptions and waivers for consideration by the Graduate Standards and Development Committee.

Between the fall and spring semesters of their first year of study, students choose, with the assistance of the Director of Graduate Studies, an individual faculty adviser from among the full-time faculty of the Department, who then assumes responsibility for all advising functions. The selected faculty adviser serves as both resource person and counselor for matters pertaining to the student's intellectual development. The student and his/her adviser work together to clarify what the student's goals for his/her program of study and to chart a course of action for the realization of those goals. The faculty adviser's scope of responsibility is wide-ranging, as this person serves as both advocate for and facilitator of the student's interests, so long as those interests are consistent with the overall objectives of the graduate program.

Once a first reader for the dissertation has been selected (usually in the third year), ordinarily that person also will assume the role of faculty adviser; however, if the first reader is not a full-time member of the faculty, the two roles may be separated, with faculty advisement remaining within the Department. The student and his/her faculty adviser are expected to discuss the student's progress and plans prior to each semester. This is mandatory. The faculty adviser will not release a student's on-line registration hold and the Department Chair will not countersign registration forms until plans for the upcoming semester have been reviewed and approved by the student's faculty adviser. To avoid late registration charges, it is imperative that these advisement meetings be held well before the registration deadline.

## **IV. ACADEMIC STANDING**

### **A. Evaluation Procedures**

Toward the end of each academic year the faculty meets to evaluate student academic progress. The Chair of the Graduate Standards and Development Committee organizes the evaluation, which considers all

areas of performance in the Ph.D. program, including performance in courses, RA and TA evaluations, timely completion of degree requirements and other considerations deemed pertinent, as well as a student self-assessment. The intent is to evaluate students' professional development and prospects for completing the Ph.D. The results of this evaluation are communicated to each student by letter from the Chair.

## **B. Probation and Dismissal**

A student whose academic performance is deemed unsatisfactory is subject to academic probation or dismissal from the Department. This includes probation that is prompted by the student's failure to defend his/her dissertation proposal by May 31 of the fourth year of graduate study. If probation is the decision, it may be coupled with the student no longer being eligible to receive Departmental funding (see "Length of Eligibility," p. 19). If the student successfully defends the proposal in the fifth year, then as of the date of that second defense and the successful passing of that exam, the student is eligible for reinstatement as a candidate for Departmental funding. Such students are placed in the Departmental funding queue as having a status equivalent to a 6<sup>th</sup> and higher year student.

Academic Misconduct, as described in Section C, may also be grounds for probation or dismissal. Except in extreme cases, students may not be placed on probation before the end of their second semester in the Department or dismissed before the end of their third semester. A student may be placed on probation at any time of the year, but it would normally occur following either the fall semester (with a letter mailed in January) or the spring semester (with a letter mailed in June). Ordinarily, dismissal is considered only after a probationary period. Exceptions are detailed below in the section "Dismissal without Probation."

Satisfactory performance in courses may not always signify satisfactory professional development, nor be sufficient to warrant a favorable judgment regarding prospects for successfully completing the program. Decisions regarding probation and dismissal are made at faculty meetings held as close as possible to the end of the semester, so that course work from that semester may be used in the evaluation. However, if circumstances require, a special faculty meeting may be held to consider problem situations. When the faculty deem a student's performance so wanting as to warrant probation or dismissal, the Chair will notify the student, in writing, of the faculty's action, explain the basis of that action, and, in the case of probation, outline the conditions for returning to good academic standing. This will also require a meeting between the student and his/her faculty advisor. A copy of the letter will be forwarded to the Dean for Research and Graduate Education in the School of Arts and as well as the Office of Student Financial Services. The probationary period must span at least four months and would typically end at the completion of an academic semester. The department reserves the right to withhold financial aid from students on probation (financial aid is addressed in Section V, below).

The faculty reviews the status of students on probation at the end of each semester. Within one month following the conclusion of the probationary period, the Department will inform the student of his/her status

based upon whether the student has met the requirements as stated in the probation letter. When the faculty meet to deliberate the case, a member of the faculty will serve as the student's advocate and a decision is made to continue probation, withdraw probation, or dismiss the student.

At the time a student is placed on probation, the Chair, in consultation with the student, will select a faculty member to serve as the student's adviser throughout the period of probation. This adviser will normally serve as the student's advocate at the faculty meeting when that student's case is discussed.

Academic probation is regarded as a warning rather than an academic censure. Students on probation are eligible to participate in all aspects of student life. However, the Department reserves the right to limit certain program-related activities (e.g., service on a committee).

Students who have been removed from probation may not be placed on probation again unless there is new evidence of poor work. Students who have completed all department and University requirements, other than the dissertation, may not be placed on probation or dismissed except by invoking the standard elapsed-time provision (12 years from the time of matriculation, excluding any approved leaves of absence – see the section below on Residence Requirements) or other University-wide regulations governing doctoral candidates.

#### **Academic Dismissal:**

If the decision is to dismiss a student, this will be done with a formal letter citing the reason for dismissal and requires a meeting between the student and his/her faculty advisor. This letter will contain information regarding the readmission process, if deemed appropriate. A copy of the letter will be forwarded to the Dean for Research and Graduate Education, 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 Dean. A student may appeal this decision, first to the Department Chair and then to the Dean.

#### **Dismissal without Probation:**

A student may be dismissed without a formal probation period under these circumstances: (1) if he/she meets the conditions for dismissal based on coursework as stated by the Department, the PhD Handbook, or on the website; (2) if he/she fails to meet any condition resulting from a qualifying or GBO exam; or (3) if he/she is found to have committed academic or research misconduct and expulsion is the outcome of the deliberations as outlined in the Homewood Procedures for Handling Allegations of Misconduct by Full-Time and Part-Time Graduate Students and the KSAS Policy on Integrity in Research. Under these circumstances, we follow the same procedures for Academic Dismissal cited above. In addition, students are also subject to immediate dismissal on non-academic grounds in accordance with the Homewood Procedures for Handling Allegations of Misconduct by Full-Time and Part-Time Graduate Students as well as applicable policies at

[http://www.jhu.edu/news\\_info/policy](http://www.jhu.edu/news_info/policy).

#### **Academic 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.
- Notation of dismissal may be placed on the student's transcript at the request of the program and with the approval of the Dean.
- The Office of Student Financial Services suspends financial aid to the student and work-study aid.
- The Office of International Student and Scholar Services performs duties as required by U.S. federal regulations regarding persons not eligible to study at the university.

**Readmission Following Dismissal:** The terms for readmitting a student who has been dismissed for academic reasons are established by individual departments. The readmission process, if any, will be described in the dismissal letter, subject to the approval of the cognizant Dean. A student may appeal this decision, first to the Chair and then to the Dean.

### **C. Graduate Student Misconduct**

Graduate student misconduct includes academic misconduct, including but not limited to, the following: cheating or facilitating cheating; plagiarism; reuse of assignments; unauthorized collaboration; alteration of graded assignments; knowingly furnishing false information to any agent of the University for inclusion in academic records; unfair competition; lying; and falsification, forgery, alteration, destruction or misuse of official University documents or seal. Graduate student misconduct also includes the failure to comply with University or governmental rules, regulations, and laws, and the disregard of the norms of expected conduct, including nonacademic conduct that would adversely affect the integrity and reputation of the University as a whole or the Krieger and Whiting Schools. See link for full policy

<http://www.grad.jhu.edu/downloads/MisconductPolicy06.pdf>

## **V. FINANCIAL AID**

### **A. Statement of Intent**

The Department strives to provide five years of financial support for all full-time Ph.D. students, including a tuition fellowship, mandatory fees, health insurance and an academic year salary, so long as they remain in good academic standing and are making acceptable progress toward completing degree requirements. The Department feels very strongly that incoming students are equally deserving and should receive the same standard financial aid package. Exceptions are uncommon, but can include salary supplements provided by the Dean's office, research assistantships funded by faculty grants, unusually onerous duties associated with departmentally funded Teaching Assistantships or Research Assistantships/Apprenticeships, and externally funded Traineeships. Students, in turn, are asked to provide service in exchange for financial aid, usually in the form of Teaching Assistantships or within-University Research Assistantships. As explained below, the latter

may include RAships located outside the Department. The equivalency of Sociology and other within-University RAships is necessary to maintain Department budgetary solvency and the potential for five years of support for everyone.

At the dissertation stage, usually during the fourth or fifth year, one semester of financial aid is provided without a work obligation. Requests for a semester without work obligation for the upcoming year must be submitted by the end of the spring semester of the preceding year, after consultation with the student's faculty adviser. The Department tries to accommodate requests, but flexibility is needed when the volume of requests for a given semester creates unworkable problems in some other area, for example by leaving the Department short of needed Teaching Assistants. Under such circumstances, priority will be accorded advanced students and those whose dissertation research entails timing constraints.

The Department's commitment to five years of support for all students is an uncommon one among U.S. Sociology graduate programs. It is a challenge we welcome, but students too can help by securing Fellowship support from outside the University. Those who secure outside funding are rewarded by extending Departmental support into the sixth year (see Length of Eligibility section below), and we hope in the future to find ways to increase this limit. In addition to the financial benefits of outside funding, students benefit from the prestige an award can confer within the discipline and, depending on the conditions of the award, possibly freeing one's schedule from TA or RA duties. Financial aid is intended to support full-time graduate study for the academic year. University guidelines stipulate that full-time students may not work more than 20 hours per week during the academic year. Students should be especially wary of outside work commitments that do not tie in with the purposes of graduate study. The student's faculty adviser, as part of planning for the upcoming year, must approve outside work commitments. According to University guidelines, students may work up to 20 hours per week during the academic year. During periods of non-enrollment, (i.e., summer, winter vacation, and intersession), students may work up to 40 hours per week. Please note that the hours a student works at multiple (concurrent) jobs within the Hopkins community all count toward the weekly limit and are tracked.

When a student's work commitments are considered excessive, either outside activities will have to be curtailed or, when exceptional circumstances justify, the program of study will be adjusted. The Department's overriding concern is that students move through the graduate program in a timely fashion. This normally requires full-time commitment. The Department does not provide financial support for part-time study and will reduce or eliminate its financial commitments to students whose total work commitment during the academic year, *inside and outside the University*, exceeds 20 hours per week during the academic year.

## **B. Eligibility**

To be eligible for *full* financial aid, students must be full-time doctoral students, in residence and in good academic standing. Students on Term Leave of Absence are not eligible for assistance. Students on non-Resident status are eligible for tuition fellowships but not salary (the rules governing Non-Resident status

permit on-campus employment on an hourly basis, but this is not considered departmental financial aid and may not be an RA or TA assignment). The Department Chair determines eligibility for financial aid.

### **C. Length of Eligibility**

Financial aid ordinarily is for five years, with eligibility for fifth year funding dependent on passing the oral examination of the dissertation proposal at the departmental level by May 31 of the fourth year of graduate study, with provision of requesting an extension from the Chair (such a request must be endorsed by the student's faculty adviser) with a hard deadline of August 1.

If Departmental support is declined in one or more semesters because the student has secured funding for graduate study from outside the university (e.g., a non-university funded fellowships), the department will strive to extend eligibility for departmental funding for a period equivalent to the semester(s) the student is off funding, but not to exceed one year. That is to say, the total of Departmental and outside aid will not exceed six years. For example, a student fully supported for a year by an outside dissertation fellowship in his or her fifth year may receive departmental funding in the sixth year, but a student funded for the first three years of graduate study by an outside award would only be eligible for three additional years of Departmental support.

Funding extensions beyond the fifth year are not guaranteed: they depend on student progress (as determined by the Department Chair, in consultation with the student's faculty adviser) and the financial situation of the Department (as determined by the Department Chair). Moreover, students who fail to pass the Departmental oral exam by the end of their fourth year (see above) are ineligible for such extensions.

If a student secures a dissertation fellowship or other award during his/her first five years that provides a stipend but not tuition, the department will strive to cover the cost of tuition (resident or nonresident tuition, depending on circumstances) during the period of the fellowship; however, such tuition support will reduce the amount of departmental funds for which the student is eligible in his/her sixth year. For example, if a dissertation fellowship covers stipend but not tuition in the fifth year, and the department pays the resident tuition, eligibility in the sixth year would be for salary support only. As another example, if the Department provides non-resident tuition support in the fifth year — which is half the dollar amount of resident tuition — sixth year eligibility would be salary plus half of the resident tuition fee. The point here is that *the total funding received from the Department may not exceed the dollar amount equivalent to five years of assistantship plus resident tuition funding. Other variations may not extend funding beyond six years of support.*

Occasionally, the Department's need for TA or RA assistance exceeds the pool of students eligible for financial aid. When that happens, the Department and Departmental faculty may hire students who have exhausted their financial aid eligibility. This is done on a fee for service basis and is not an extension of the right to financial aid. Students should *not* count on such opportunities being available as they happen only rarely.

The Department Chair, in consultation with the student's faculty adviser, makes final decisions about eligibility and granting of financial aid.

## **D. Types of Support**

### **1. Tuition Fellowships**

Tuition fellowships cover university tuition. Students who receive Departmental teaching and research assistantships are generally also rewarded tuition fellowships.

### **2. University Teaching Assistantships/Instructorships**

These awards provide a salary for teaching assistance. Within the Department, faculty members having primary responsibility for each course designate specific duties for the TA. Average time spent in class attendance, discussion sections, grading and counseling is 15 hours per week on a semester basis. TA responsibilities are not done until final grades have been submitted, and so may extend into the exam period. Teaching assistantship pay is based on 15 hours per week and is subject to federal and state taxes. For Teaching Assistantships in other departments, the duties, conditions of employment, etc. are governed by the policies of that department.

All Teaching Assistantships/Instructorships that are funded through the University, with the exception of the Dean's Teaching Fellowship, are counted as financial aid when determining whether a student has exhausted his/her five-year eligibility for financial aid.

The "Dean's Teaching Fellowships" are competitive fellowships that provide the opportunity for advanced graduate students to design and teach undergraduate courses. Fellows teach a one-semester course. Salary is set by the Dean's office. One of the primary purposes of the Dean's Teaching Fellowships is to prepare graduate students for their future teaching responsibilities. Applicants must be nominated and supervised by a faculty mentor. The letter of nomination from the faculty mentor should explain the relevance of the proposed course to the student's area of specialization and its importance for the department's undergraduate teaching program. Applicants must have completed the dissertation proposal and passed the Department Oral Examination by the end of the semester prior to teaching in this program.

The Department also occasionally hosts an internal teaching competition for advanced graduate students who otherwise have exhausted their eligibility for Departmental aid. For example, the Doris Roberts Entwisle Graduate Teaching Fellowship, in honor of Doris Entwisle, provides a one semester financial aid package and the opportunity to teach a course of the student's own design in the area of the his/her dissertation research. Teaching in the Arts and Sciences summer and intersession programs does not count against financial aid eligibility. All proposals for independent teaching under the Department's auspices require faculty sponsorship and oversight.

### **3. Research Assistantships**

These awards provide salary for research assistance. Research assistantships are considered financial aid when funded through grants, contracts or General Funds administered by the Department *or the University*.

This includes projects directed by the Department's faculty, including faculty holding part-time and joint appointments, as well as projects located at University research centers on the Homewood Campus (including the Center for Social Organization of Schools, the Institute for Policy Studies and the Baltimore Education Research Consortium), the School of Hygiene and Public Health, and the School of Medicine. Research assistants are chosen by the project director. Number of hours worked and wage or salary level is a decision based partly on the amount of funding available and partly on a mutual agreement between the project director and the graduate student, but research apprenticeships funded by the Department (usually restricted to first year students) ordinarily will entail a work commitment averaging 15 hours weekly on a semester basis, the same as Teaching Assistantships. Pay is based on 15 hours per week and is subject to federal and state taxes. Additionally, Research Assistants are not obligated to work on University holidays, Fall break day and during Spring break, and should be accorded two weeks vacation during the academic year (September 1 – May 31) (a list of University holidays is posted). The research assistant and project director should work out details of the vacation schedule and other conditions of the assistantship (e.g., the weekly work schedule) before the work commences.

According to University guidelines, students may work up to a total of 20 hours per week during the academic year and during periods of non-enrollment, (i.e., summer, winter vacation, and intersession), student employees may work up to 40 hours per week. Work during intersession is expected. The scope of work and the time commitment should be determined by the supervising investigator and agreed to by the student before work commences. Potential disagreements regarding such matters should be resolved before work commences, preferably by the principals involved. Under extraordinary circumstances, the Chair may mediate disagreements or refer the matter to the Graduate Standards and Development Committee for its consideration.

## **E. Assignment of Financial Aid**

Financial aid awards usually are announced during the summer preceding the year to which they apply. The work assignment will vary as a function of departmental need for student services, the faculty's needs, and a student's needs, interests, and level of preparation to perform various duties. In making assignments, the Department strives to match student preferences and faculty needs, but the two may not always align, and even when they do align, the department may not always be able to accommodate them. To assist with this "matching" for incoming students, the Department will solicit information about jobs available for students from faculty, including adjunct faculty. Students will receive this information and indicate their preferences for sponsors/projects. Faculty likewise will indicate their preferences for particular students. With that information in hand, the Director of Graduate Studies and the Chair of the Curriculum Committee strive to make Research Apprenticeship and Teaching Assistantship assignments that best match student and faculty interests and the opportunities available.

After the first year, students are encouraged to seek work as research assistants for faculty who have grant monies or other funds to pay for their work. Though the Department will not ordinarily fund Research Apprenticeships/Assistantships beyond the first year, it will seek to provide students with information about potential research jobs.

## **F. Level of Support**

Financial aid awards ordinarily are made annually and the level of support will vary from year to year depending on resource availability. The Department tries to increase salary levels annually to at least match inflation, but that may not always be possible. During the first five years of graduate study, these awards typically will provide tuition, health insurance, and salary. First year awards also cover mandatory University fees. Salaries for research assistantships funded through faculty grants and contracts are set by the research project director, but usually align with the funding package provided to TAs. Salaries that are funded through the Department's general funds (i.e., the budget provided by the University to support its activities) are determined by the Department Chair. These mainly involve teaching assistantships and first year research assistants. Most financial aid awards in a given year are funded at the same level, but there are occasional exceptions, as noted above in the "Statement of Intent."

## **VI. FACILITIES AND COMPUTER RESOURCES**

### **A. Department Reference Materials**

The Department requires a bound copy of each completed dissertation. These copies are filed in the Department office and can be examined there by students and faculty. Single copies of the dissertation proposal and the Trial Research Paper also are required.

### **B. Milton S. Eisenhower Library**

Each year the Chair selects a member of the faculty as liaison with the MSE Library to aid in the Library's selection of new books and journals of relevance to the discipline. Students may request library acquisitions through the Department's faculty representative. Special requests for new materials can be directed to the MSEL Resource Librarian for the Social Sciences (410-516-4156).

### **C. Seminar Series**

Each academic year a faculty-student planning committee organizes two series of special seminars. In the first series, speakers from outside the Department are invited to present research talks. In the second series, faculty members and advanced graduate students in the Department are invited to present and discuss research papers (which are distributed to students and faculty in advance). Graduate students engaged in writing their dissertations are encouraged to present their research as part of this series. Participation in both types of seminars is regarded as an integral part of graduate training and *all resident students are expected to attend*. Additional seminars and meetings may be scheduled by the Department's two special programs.

In addition, the Graduate Standards and Professional Development Committee organizes a series of professional development seminars each academic year. These seminars address topics including publishing in academic journals, participating in professional conferences, research funding opportunities, and the job market. *All resident graduate students are expected to attend these seminars.*

#### **D. Computer Facilities**

The department computer lab is available to full-time members of the Department free of charge. This networked facility is designed to meet students' word-processing, statistical, graphics, and other needs. Detailed description of the available computing resources can be found at: [http://www.soc.jhu.edu/computer\\_lab.html](http://www.soc.jhu.edu/computer_lab.html). Computers are shared among students on an informal first-come, first-serve basis. Students are responsible for maintaining the security of this room to prevent theft by keeping the door closed at all times, and for observing the no food or drink policy. The computer facility will be closed every Friday evening for routine cleaning and maintenance.

Wireless Access: The Johns Hopkins University deploys an 11MB, 802.11a/b/g compliant wireless LAN (Local Area Network) which is available in the following locations in the Department: the Seminar Room (536), the computer lab (534), and most student carrels. Detailed description is available at: <http://it.jhu.edu/networking/wireless/>.

In-house technical support is provided for solving problems with software and hardware belonging to the University. Support for non-University owned software and hardware cannot be guaranteed and depends upon available resources. Below are some additional resources:

Information Technology @ Johns Hopkins Web site (<http://www.it.jhu.edu/>); online resource for all IT-related information.

- Student Technology Services (STS) <http://sts.jhu.edu/>, a department within Information Technology@Johns Hopkins, an organization comprised primarily of JHU students, graduates and undergraduate, with various technical backgrounds, whose focus is to research, recommend and help support technologies that meet the needs of students within Johns Hopkins University.
- Academic Technology Facilities: <http://web1.johnshopkins.edu/classrooms/>
- Krieger Academic Computing Lab: <http://web1.johnshopkins.edu/classrooms/kriegerlab/>
- Technical Assistance: <http://www.it.jhu.edu/etso/customerservices/ta/IE9HP> The Technical Assistance staff provides second level and direct customer support for the faculty, staff and students of most of the Johns Hopkins entities. They respond to incidents assigned by the Help Desk (410-516-HELP) and by direct customer service. Direct customer service support is provided at the Technical Assistance Service window, on the Homewood campus in Garland Hall, room 01A, lower level (Mon-Fri, 8:00am-5:00pm).

## APPENDIX A

### Residence Requirements \*

\*Please check <http://www.graduateboard.jhu.edu/residence.htm> for the latest information.

To be classified as a graduate student in the University, the student must be admitted to the graduate program and registered as a Predoctoral Resident student or Special student either on a full-time or part-time basis on campus.

Special student status is awarded to graduate-level students who are not candidates for a Johns Hopkins advanced degree and is limited to two consecutive terms of either full or part-time status.

Once students begin their graduate course of study toward a degree, they 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. The Chair of the department/program or appropriate designated faculty determines, for each of its students, what constitutes a program of full-time or part-time study. In order to be registered full-time, a student must engage in a full-time program of courses, seminars and/or research approved by the Chair of the department/program or appropriate designated faculty. The University does not define full-time in terms of credits, courses, or any other such unit. The Chair of the department/program or appropriate designated faculty certifies each student's status at the beginning of every semester/quarter. The time-to-degree from matriculation for degree candidates is determined by the department/program/division, but may not exceed 12 years. Any approved leave of absence would not count toward the 12 years.

Students wishing to pursue a degree involving more than one department or division must apply to and be accepted by both departments/divisions. Except in approved joint programs, the intention to pursue more than one degree simultaneously must be approved by the Graduate Board before the end of a student's first year. Students pursuing a combined bachelors-masters program must formally apply to and be accepted at the time the program is initiated.

## **Term Leaves of Absence and Predoctoral Nonresident Status**

<http://www.graduateboard.jhu.edu/images/AppLOA.pdf>

Predoctoral nonresident status is normally reserved for doctoral candidates who have completed all requirements for the degree except the dissertation and have the permission of the Chair of the department/program or appropriate designated faculty and the Graduate Board to continue work away from the University. Arts & Sciences and Engineering students must petition the Graduate Board for changes of registration status. Before submitting the *Application for Term Leave or Nonresidency* (see Appendix A) to the Graduate Board, students must submit it to their department/program chair for approval and, in the case of international students, to the Director of International Student and Scholar Services for the Homewood Campus or the International Student and Faculty Services Office on the East Baltimore Campus for approval. A letter of explanation must accompany the request for a term leave. Generally, students will petition the Graduate Board for a leave of absence or nonresident status well in advance of the semester for which it is desired. When requesting a change of status for the current term, such petitions must be submitted no later than the end of the second week of the semester.

### **Term Leave of Absence**

Students may apply for a term leave of absence when medical conditions, compulsory military service, or personal or family hardship prevent them from continuing their graduate studies. Financial difficulty **alone** does not warrant a leave. A term leave of absence will be granted for a specific period of time, not to exceed a total of two years. When placed on term leave of absence, the Chair of the Graduate Board will notify the student. During the leave period, a student may not be enrolled at another university. The university cannot guarantee that financial support will be available when the student resumes his/her studies. (Students on leave of absence must reapply for tuition assistance, research assistantships, fellowships, or teaching assistantships.) There is no fee for a term leave; the period of leave is simply regarded as an approved interruption of the degree program.

### **Predoctoral Nonresident Status**

With the approval of the Chair of a Department and the Chair of the Graduate Board, a graduate student may be placed on predoctoral nonresident status for a period not to exceed five years. Such status is normally reserved for doctoral candidates who have completed all requirements for the degree except the dissertation and who have permission to continue dissertation work away from the University. When placed on nonresident status, the Chair of the Graduate Board will notify the student. Each student on nonresident status will be required to pay a fee of 10% of the full-time tuition to cover administrative costs and a computer account each semester he/she is a nonresident. Nonresident registration materials are mailed to the student in July for the Fall semester and the end of November for the Spring semester.

While on nonresident status there are no restrictions on access to campus facilities, faculty advising, or

JHU services, with the exception that nonresident students are not permitted to enroll for courses. International students who file for CPT1 and must show enrollment in a course should contact the Graduate Board or Registrar's Offices for information. If approved, you will be responsible for securing your own health insurance. Nonresident students may be employed on campus (through the Student Employment Office only), but may only work up to 20 hours per week. Nonresident students working for the University must be paid an hourly rate and therefore must be categorized as salaried employees for Student Payroll purposes.

### **Reporting Responsibilities**

Departure of a student from one of the Homewood Schools without prior arrangement of a term leave of absence or pre-doctoral nonresident status will be deemed a permanent withdrawal from the student's program. While on leave or nonresident status, students must maintain their registration status, provide the registrar's office and their department with an updated current address and respond to all communications and mailings (e.g. the Annual Report Form) within the deadlines specified. Failure to return these forms will be deemed a withdrawal.

### **Re-admission to the School of Arts and Sciences or the School of Engineering**

Departure of a student from one of the Homewood Schools without prior arrangement of a Term Leave of Absence or Predoctoral Nonresident Status will be interpreted as withdrawal. Students who withdraw from their programs must be formally readmitted, at the discretion of the Department, before they may return to the University. If readmitted, they must satisfy the residence requirements for the degree following readmission (even if previously satisfied) and pay all outstanding nonresident fees. Any graduate student who withdraws from the graduate program or is terminated by their department should complete a Graduate Student Termination Report form.

## APPENDIX B

### GRADUATE BOARD ELIGIBILITY

#### Oral Examination Committee Eligibility\*

\*Please check: <http://www.graduateboard.jhu.edu/examProcedures.htm> for the most current information.

To be eligible to serve on a Graduate Board Oral Examination Committee, a faculty member must hold:

- A faculty appointment as a Professor, Associate Professor, or Assistant Professor in a University department/program. Such appointments may be regular or visiting, full-time or part-time.
- One member of a committee may be from the public health scientist faculty track. Lecturers and visiting scholars may not serve.

**Exceptions** - The Chair of the Graduate Board and one other member of the Board must approve anyone not meeting these criteria. To be considered for approval, the chair of the department/program petitioning for authorization of an examiner outside of the University must submit:

- the full curriculum vita of the outside examiner, including recent peer-reviewed publications and evidence of scholarly work
- a one-page summary of the research of the Ph.D. student
- a one-page letter explaining how the expertise of the examiner meshes with the student's research and why the department must go outside of the University to have this expertise represented on the committee.

The above request and documentation should accompany the examination form and must be received by the Graduate Board for review **a minimum of four weeks before** the scheduled Graduate Board Oral Examination.

Faculty members who leave the University may continue to mentor their former students for a period of five years with the approval of the chair of the department/program.

#### Composition of the Oral Examination Committee

Members of the Graduate Board Oral Examination Committee are selected by the candidate's department chair or graduate program director and approved by the Chair of the Graduate Board. There must be at least five members. The chair of the committee, ordinarily the most senior non-departmental member, must be either a Professor or Associate Professor and is named by the Graduate Board. Although consultation with candidates and their faculty advisers regarding possible exam committee members is appropriate, selection of the committee is the department/program chair's responsibility and is not the candidate's responsibility or prerogative.

**Inside and Outside Examiners** - Two examination committee members must be inside the department or

program sponsoring the candidate, and two committee members must be from outside the department or program sponsoring the candidate. The fifth examination committee member will serve either as inside or outside the department. In Sociology, the fifth member of the committee usually is from within the department (exceptions require approval by the Chair of the Graduate Board).

Ordinarily, the primary appointment of faculty members determines whether they are considered *inside* or *outside* the department. When determining a faculty member's primary appointment, the Graduate Board generally disregards appointments in non-Ph.D. degree granting departments. Advisers, however, are considered inside examiners even if their appointment is *outside* of the department sponsoring the candidate. Generally, the two primary readers/advisers serve as the two *inside* members of the examination if the final examination is considered as the Graduate Board examination. A department chair may request the Graduate Board to designate certain divisions within very large departments as *outside programs*.

## **APPENDIX C DEPARTMENT OF SOCIOLOGY Committee Assignments\***

**\*Committee assignments change yearly. New assignments are announced in late August or early September and are posted near the Graduate Student Mailboxes.**

Graduate Standards and Development Committee: 3 faculty and 2 graduate students

Curriculum Committee: 2 or 3 faculty and 2 graduate students

Graduate Admissions Committee: 3 faculty

Committee on Part-Time and Adjunct Faculty: 2 faculty

Undergraduate Committee: 3 faculty and 3 undergraduates

Computer Facilities Committee: 1 or 2 faculty, 2 staff and 1 graduate student

Departmental Seminars: 2 faculty and 2 graduate students

Faculty Search Committee: 3 faculty and 1 advanced graduate student

### **Individual Appointments:**

Academic Council Liaison

AKD Chapter Representative

Director of Undergraduate Studies

Director of Graduate Studies

PGSC Coordinator

PSI Coordinator

MSEL Liaison

United Way Campaign

GRO Representative

Graduate Liaison

## APPENDIX D

The Johns Hopkins University

Departments of Sociology and Mathematical Sciences

Doctorate in Sociology and Master's in Applied Mathematics & Statistics

**(Updated October 20, 2004)**

*The Department of Sociology, Krieger School of Arts and Sciences, and the Department of Applied Mathematics & Statistics, Whiting School of Engineering, announce a joint program leading to a **Ph.D. in Sociology and an M.A. or M.S.E. in Applied Mathematics & Statistics**. The purpose of the joint program is to offer Sociology doctoral students an opportunity to acquire **advanced statistical knowledge and applied research skills**.*

Interested Sociology students should apply to the joint program after being admitted to the Sociology Ph.D. program at Hopkins. Students who wish to apply to the joint program in Applied Mathematics & Statistics are now required to submit a separate formal application packet. In order to streamline the application process, an abbreviated application was created. The steps are as follows:

1. Abbreviated one-page application (Available in Sociology Office)
2. Offer letter to student (From Applied Mathematics)
3. Acceptance letter from the student
4. Letter from the Sociology Department Chair that they acknowledge, recommend, and agree to the student working towards the joint degree in Mathematical Sciences.
5. For an international student, we will need a Graduate International Student Information Form (Available in Sociology Office, and required by INS)

**Sociology Ph.D. candidates are encouraged to apply to the joint program as soon as possible, but no later than the start of their third academic year. Students are permitted to take courses before applying to the program, but must officially apply after completing no more than 3 of the required Applied Mathematics & Statistics core courses. The deadline for submitting applications for the joint program is February 1 for Fall applicants and September 15 for Spring applications.**

The joint program requirements include all the Ph.D. requirements in Sociology and the specially designed requirements for an M.A. or M.S.E. in Applied Mathematics & Statistics. If a REQUIRED core course fulfills the Ph.D. requirement in Sociology and also fulfills the Master's requirement for the Joint Program with Applied Mathematics & Statistics, the course can be counted as fulfillment towards both degrees. Electives,

however, will not count towards both degrees. For Sociology Ph.D. requirements, see the *Sociology Ph.D. Students Handbook*. Applied Mathematics & Statistics course numbers 550.430 and 550.432 can substitute for Sociology course numbers 230.301 and 230.604. Two options for fulfilling the requirements are available for an M.A. or M.S.E. in Applied Mathematics & Statistics. For both options, students are required to meet the Applied Mathematics & Statistics Department's computing requirement, the purpose of which is to ensure that students are able to effectively use computers to solve mathematical problems. Listed below are the requirements for the Master's in Applied Mathematics & Statistics.

### **Option I - Eight courses and a research project including a Master's Degree Essay**

- One required sociology course and two 600-level elective courses in Sociology or Economics
  1. Required Sociology course: 230.601 Research Design
  2. Elective Sociology courses: 230.605 Categorical Data Analysis, 230.615 Seminar on Panel Data Analysis, 230.622 Seminar on Limited Dependent Variable Models, 230.631 Confirmatory Factor Analysis and Linear Structural-Equation Modeling
  3. Elective Econometrics courses: 180.633-634 Econometrics, 180.635 Advanced Econometrics
- Five 400-level graduate courses in Mathematical Sciences, with four core courses and one elective course
  1. Prerequisites: three semesters of Calculus and one semester of Linear Algebra, taken at any college (including summer courses)
  2. Core courses: 550.420 Introduction to Probability, 550.430 Introduction to Statistics, 550.432 Linear Statistical Models, and 550.426 Introduction to Stochastic Processes
  3. Elective courses including, but not limited to: 550.400 Mathematical Modeling and Consulting, 550.413 Applied Statistics and Data Analysis, 550.433 Statistical Computation, 550.453 Mathematical Game Theory, 550.463 Network Models in Operations Research, and 550.472 Graph Theory
- Research project
  1. Participate and conduct analyses in a research project under the supervision of a Sociology faculty member
  2. Write a Master's Degree Essay on the project in the form of a journal article under the joint supervision of the Sociology faculty member and an Applied Mathematics & Statistics faculty member

### **Option II - ten courses**

1. Four courses in Sociology or Economics (see Option I, 1)

2. Six courses in Applied Mathematics & Statistics (see Option I, 2)

Students who are interested in the joint program should first discuss it with their faculty adviser and then must obtain the permission of Lingxin Hao, Statistical Coordinator for the Department of Sociology. The completed application must be approved by the Statistical Coordinator in the Sociology Department and the Academic Affairs Committee of the Applied Mathematics & Statistics Department. For additional information and application forms, please contact the Academic Program Coordinator in the Department of Sociology.

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