

JOHNS HOPKINS UNIVERSITY

Department of Psychological & Brain Sciences

Graduate Student Handbook

Academic Year 2023-2024



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INTRODUCTION

In 1883, G. Stanley Hall founded the first psychological laboratory in America at Johns Hopkins University. Psychology has undergone many changes since then, and the Department of Psychological and Brain Sciences at Hopkins has played a key role in that evolution.

Our graduate students are trained in psychological science through general and advanced seminars in the various sub-disciplines of psychology, and by active engagement in research. Our department emphasizes training and experience in the research methods essential to the development of new knowledge in the various fields of psychology.

The core program for training doctoral students emphasizes scientific methodology and provides training in both pure research and research related to problems in the world. Each doctoral candidate is expected to become familiar with both a relatively narrowly defined area and a broad spectrum of knowledge related to the student's topic of specialization.

The department specifically supports interdisciplinary research in several core areas in biopsychology and cognitive and developmental psychology.

DEPARTMENT DIRECTORY

For current faculty and contact information go to <https://pbs.jhu.edu/people/>

REQUIREMENTS FOR THE PH.D.

Below are descriptions of each of the major requirements of the PhD program and a typical schedule of completion. These should be discussed in greater detail with the faculty advisor well in advance of all deadlines to ensure adequate time for completion.

It is the student's responsibility to be aware of and meet these program deadlines.

Duration of Program

The graduate program typically requires five years to complete. Student progress and timeline will be evaluated and discussed with each student at the close of each semester during the first year, and then annually at the end of the spring semester.

Maintaining adequate progress toward the completion of the Ph.D. is a stipulation of continued stipend and tuition support. Neither tuition nor stipend will be awarded for a fifth-year student who does not have an acceptable dissertation plan by September 1 of their fifth year. Funding is generally not available for graduate study beyond the fifth year.

Faculty Advisor & PhD Student commitments

A good relationship between the student & their advisor is essential to academic research. Please see the [JHU Mentorship Commitment](#) information on the responsibilities of both parties.

Students who wish to speak to someone other than their advisor regarding personal or professional concerns can speak with the Psychological & Brain Sciences' Director of Graduate Students (Dr. Jon Flombaum) or with the chair of the department.

Please also see Evaluating Student Progress & Graduate Board Policies sections in this handbook for more information.

Courses & Seminars

Overview

Two Fundamentals Courses (AS.200.613 & AS.200.617)

Two Statistics Courses (AS.200.657 & AS.200.658)

Two Core Topics Courses (AS.200.654 & AS.200.655)

Topics in Psychological & Brain Sciences (AS.200.661)

Career Development (AS.200.662)

Responsible Conduct of Research (AS.360.625)

Three Teaching Practica (AS.200.849)

Advanced Teaching Practicum (AS.200.850)

Advanced Seminar: PBS Seminar (AS.200.680)

PBS Colloquium (Current Advances in PBS, AS.200.848)

Lab Meeting (AS.200.810, section number varies based on advisor)

Lab Research (AS.200.830, section number varies based on advisor)

Other seminar courses, depending on area of research: AS.200.817 Cognitive Seminar, AS.200.825 Biopsychology Seminar, AS.200.670 Vision Seminar

For students entering the program with advanced degrees (i.e., a M.A.), any waiver of coursework will be determined on a case by case basis in consultation with the student, the Director of Graduate Studies, and the faculty advisor.

GRADUATE CURRICULUM

Fundamentals in Biopsychology and Fundamentals in Cognitive Psychology

A foundation of knowledge in the issues and methods in neuroscience and cognitive psychology will be provided in this 2-semester course sequence, normally taken during the first year. AS.200.613 & AS.200.617

Core Topics A and Core Topics B

This 2-semester sequence, usually taken in the second year, provides students an opportunity to integrate findings from diverse methods and populations, as applied in a series of content-based modules (e.g., Attention, Decision Making, Concepts). This course is mostly discussion based, with frequent writing assignments. AS.200.654 & AS.200.655

Advanced Seminars

Advanced Seminars (sometimes called Cognitive Lunch and Biopsychology Lunch) are more specialized in content than Core Topics. Students should be enrolled in at least one Advanced Seminar in every semester. Enrollment in an Advanced Seminar will require that students make formal presentations; presentations and weekly attendance are required. AS.200.817 or AS.200.825

Statistics

A thorough understanding of statistics is useful in virtually all research settings. Two statistics courses are required during the first year of graduate training. The normal sequence is AS.200.657 / Advanced Statistical Methods, taught in the fall, followed by AS.200.658 / Advanced Research Design & Analysis in the spring. Students are encouraged to take more courses in statistics, as appropriate.

Topics in PBS

First year students will participate in AS.200.661, designed to offer the opportunity to meet each faculty member individually and discuss their research programs. Topics of general interest to beginning graduate students will also be discussed.

Topical Seminars

A Topical Seminar covers a narrow topic tailored to the interests of faculty and students (e.g., Vision Seminar, Cognitive Neuroscience journal club). The topic will vary from time to time. Students are urged to enroll in Topical Seminars as appropriate. AS.200.670, etc.

Professional Development Seminar

In alternate years, students participate in the professional development seminar, AS.200.662. Topics include teaching, preparing a curriculum vita, types of employment, finding a job, writing and reviewing scientific papers, presenting work at professional meetings, preparing grant proposals, professional ethics, and care of animal and human subjects.

Lab Meetings & Lab Research

Students typically enroll in the weekly lab meeting of their advisor's lab, and often enroll in another faculty member's lab meeting for additional breadth. Weekly attendance is expected. AS.200.810

Responsible Conduct in Research

This course, mandatory for all KSAS graduate students conducting original research, is usually held during the January Intersession. Students must take this in their first year, so first year students should consult the schedule before making travel plans. AS.360.625

Colloquium and Research

All students should enroll every semester in the department colloquium series, whose course title is Current Advances in Psychology (AS.200.848). Attendance is expected. Students should also enroll in research (encompassing their regular laboratory research) using the course title Research in Psychology (AS.200.830).

Registration

Students must register online for courses each semester (<https://sis.jhu.edu/sswf/>). Each student should discuss their schedule with their advisor and/or with the DGS. Course selections must be approved by the advisor, at which point the advisor will release the student's registration hold and the student can register online. The Department does not cover late registration fees.

Summer Registration

Each summer, graduate students should be registered for Summer Research. Students should not drop this course as this keeps them in full-time status & not being enrolled could have detrimental financial & visa status affects.

Credit Hours

Beginning Spring 2023, credit hours will be applied to all graduate course & all graduate students must enroll in at least 9 credits to maintain fulltime status (in fall/spring semesters). As you move through the program, credit hours will increase as coursework requirements are met & student begin doing more research for their dissertation. Therefore, students in years 3 & above will be enrolled in more credits than those in years 1 & 2.

SIS will prevent students from dropping below 9 credits, so you may need to add a course before you can drop one. Students can enroll in more than 20 credits, but first must obtain Dean's Office approval.

See the PBS Graduate Student Timetable in this handbook for PBS credit hours or [Graduate & Postdoctoral Affairs](#) for more general information.

Grades

A's and B's are the only passing grades in graduate courses. The grade of C indicates failing performance at the graduate level. The grade of B- is passing but unsatisfactory. (Students will also receive grades for teaching practica and for research.) Graduate grades are related to undergraduate grades by the following guidelines:

Graduate Grades	Equivalent Undergraduate Grades
A = Good	A
A- = Satisfactory	B
B = Marginal	C
B- = Passing but not satisfactory	D
C = Failing	F

Grades for seminars are based in part on participation in discussions, so students must strive to get in the habit of asking questions and contributing ideas in seminar discussions. If a student is confused about an issue, it is likely that others are also.

PBS GRADUATE STUDENT TIMETABLE

Cohort	Fall	Spring
Year 1 <i>Must be registered for 9 credits</i>	<ul style="list-style-type: none"> AS.200.613 / Fundamentals of Biopsychology AS.200.657 / Advanced Statistical Methods AS.200.661 / Topics in PBS AS.200.680 / PBS Seminar AS.200.810 / Research in Psychology AS.200.830 / Research Seminar in PBS AS.200.848 / Colloquium 	<ul style="list-style-type: none"> AS.200.617 / Fundamentals of Cognitive Psychology AS.200.658 / Advanced Research Design and Analysis AS.200.662 / Career Development <i>(Offered every other Spring; all cohorts meet at varied schedule)</i> AS.200.680 / PBS Seminar AS.200.810 / Research in Psychology AS.200.830 / Research Seminar in PBS AS.200.848 / Colloquium

Intercession, summer, and general first-year obligations

- January intercession: Mandatory AS.360.625 / Responsible Conduct in Research (*confirm dates before making travel plans*)
- First Year Research Proposal (Draft due to advisors 5/15 | Final Proposal due to advisor, Academic Program Coordinator, and Second reader 6/1)*
- Identification of 2nd Committee Member (by 4/15) and Committee Meeting (by 6/15)
- SUMMER: Mandatory TA Training in Late August (*prior to Second Year*)

Cohort	Fall	Spring
Year 2 <i>Must be registered for 9 credits</i>	<ul style="list-style-type: none"> AS.200.655 / Core Topics B AS.200.680 / PBS Seminar AS.200.810 / Research in Psychology AS.200.830 / Research Seminar in PBS AS.200.848 / Colloquium TA+ AS.200.849 / Teaching Practicum 	<ul style="list-style-type: none"> AS.200.654 / Core Topics A AS.200.662 / Career Development <i>(Offered every other Spring; all cohorts meet at varied schedule)</i> AS.200.680 / PBS Seminar AS.200.810 / Research in Psychology AS.200.830 / Research Seminar in PBS AS.200.848 / Colloquium TA+ AS.200.849 / Teaching Practicum OR AS.200.850 / Advanced Teaching Practicum

Intercession, summer, and general second-year obligations

- First year project due: 12/15* | Advanced Exam: Prepare Reading List by late Spring; Study for Advanced Exam
- Committee Meeting (to occur any time before 6/15 of Year 2)
- Advanced Exam: Complete by start of 3rd year**

Cohort	Fall	Spring
Year 3 <i>Must be registered for 9 credits</i>	<ul style="list-style-type: none"> AS.200.680 / PBS Seminar AS.200.810 / Research in Psychology AS.200.830 / Research Seminar in PBS AS.200.848 / Colloquium TA+ AS.200.849 / Teaching Practicum OR AS.200.850 / Advanced Teaching Practicum AS.200.860 / Dissertation Preparation 	<ul style="list-style-type: none"> AS.200.662 / Career Development <i>(Offered every other Spring; all cohorts meet at varied schedule)</i> AS.200.680 / PBS Seminar AS.200.810 / Research in Psychology AS.200.830 / Research Seminar in PBS AS.200.848 / Colloquium TA+ AS.200.849 / Teaching Practicum OR AS.200.850 / Advanced Teaching Practicum AS.200.860 / Dissertation Preparation

Intercession, summer, and general third-year obligations

- Research leading to Dissertation plan | Committee Meeting (to occur any time before 6/15 of Year 3)

Cohort	Fall	Spring
Year 4 <i>Must be registered for 9 credits</i>	<ul style="list-style-type: none"> AS.200.680 / PBS Seminar AS.200.810 / Research in Psychology AS.200.830 / Research Seminar in PBS AS.200.848 / Colloquium AS.200.860 / Dissertation Preparation 	<ul style="list-style-type: none"> AS.200.662 / Career Development <i>(Offered every other Spring; all cohorts meet at varied schedule)</i> AS.200.680 / PBS Seminar AS.200.810 / Research in Psychology AS.200.830 / Research Seminar in PBS AS.200.848 / Colloquium AS.200.860 / Dissertation Preparation

Intercession, summer, and general fourth-year obligations

- Dissertation Proposal submitted by 4/15 of Year 3 and 4/15 of Year 4 ** | Dissertation Proposal Committee Meeting held by 6/30 of Year 4
- Literature Review submitted by 9/15 of Year 5 **

Cohort	Fall	Spring
Year 5 <i>Must be registered for 9 credits</i>	<ul style="list-style-type: none"> AS.200.680 / PBS Seminar AS.200.810 / Research in Psychology AS.200.830 / Research Seminar in PBS AS.200.848 / Colloquium AS.200.860 / Dissertation Preparation 	<ul style="list-style-type: none"> AS.200.662 / Career Development <i>(Offered every other Spring; all cohorts meet at varied schedule)</i> AS.200.680 / PBS Seminar AS.200.810 / Research in Psychology AS.200.830 / Research Seminar in PBS AS.200.848 / Colloquium AS.200.860 / Dissertation Preparation

Intercession, summer, and general fifth-year obligations

- Research & Write Dissertation | Graduate Board Oral Exam & Dissertation Defense**
- Apply for postdocs/jobs

Additional Notes
<ul style="list-style-type: none"> Register for AS.200.810 , 830 , & 848 every semester * Milestone requiring two faculty readers ** Milestone requiring faculty committee approval

<ul style="list-style-type: none"> Confirm with your advisor which seminars, journal clubs, lab meetings, etc., you should be registered for and attending † If you are completing a standard TAsip, enroll in AS.200.849. If you are completing an advanced TAsip, enroll in AS.200.850.

PROGRAM MILESTONES

Milestone requirements are due by 11:59PM on the date specified, to be submitted via email to the Academic Program Administrator, cc'ing the Advisor and any additional faculty readers. It is each student's responsibility to be aware of what is required for each milestone, as well as the milestone deadline.

Annual Committee Meetings

Advice and input from both the primary advisor and other faculty is considered essential to students' growth and success. As such, by January 15 of the first year, each student will identify a second faculty member (other than the primary advisor) who will serve on their committee. This committee member may be from PBS or any other appropriate department. The committee member will serve as the second reader on the First Year Research Proposal, due 6/15 of Year 1 (see below). As each student progresses through the program, the committee will grow to three faculty members by the end of the third year. In Years 4 and 5, as students begin planning their dissertations, some may wish to include on their committees one or more additional faculty with appointments outside of PBS. The composition of a student's committee should bring complementary expertise to advise the student on research, and the faculty serving on the committee may change during the course of graduate training to align with shifts in a student's research plans (also note that all Graduate Board Oral exams require two faculty from outside of PBS; whether these external examiners give regular input to students throughout their years in the program will vary across individual students). Each graduate student should inform the PBS Academic Program Administrator of the faculty members serving on their committee and provide updates as the committee grows in size or changes in composition.

Committee meetings provide an opportunity for each student to receive guidance on their research and advice on supplementary coursework or training. Graduate students are expected to meet with their committees annually in years 1, 2 and 3 and twice each year in years 4 and 5. More frequent meetings are encouraged, as appropriate. The timing of this meeting may vary. For example, the student might find it useful to meet in the Fall immediately following their presentation in their PBS Seminar talk, and/ or in the Spring following their PBS Seminar talk. Or they may wish to meet at some other time, when a project is being planned or new data have been analyzed. In any case, students should send **email verification to the Academic Program Administrator affirming that their annual meeting has taken place by 6/15 each year.** In addition, the **advisor will complete a form that documents the discussion and recommendations made at each committee meeting.** The form will be submitted to the PBS Academic Program Administrator and kept in the student's file.

First Year Research Project

During the first year, each student will carry out a project that will provide extended research experience. The faculty advisor will offer guidance in devising and conducting the project. A project topic should be selected by the beginning of the second semester.

The **First Year Research Proposal, June 1 of the first year**, will be read and evaluated by the faculty advisor and the faculty member serving on the student's committee, and may take either of two forms:

1. *A final report that includes all of the information appropriate for published work; OR*
2. *A formal proposal that presents the nature of the problem, reviews the relevant literature, and describes the work that has been done so far (i.e., by June 1), together with a description of what remains to be done, and how the anticipated data will be analyzed and interpreted. This option is appropriate for projects that are not complete by June 1.*

If the student opts for Option 2, then the **final report of the completed project (i.e., the First Year Research Project, in contrast to the Proposal submitted in Year 1) is due no later than December 15 of the Year 2.** Again, the advisor and other committee member will read and evaluate this report.

The deadlines for submitting the first-year project are firm; students must plan their time to meet this important milestone. A draft of the first-year project research proposal should be submitted to the advisor by May 15 of Year 1 in order to meet the June 1 deadline, and by Dec 1 of Year 2 to meet the Dec 15 deadline. Both of these written reports should follow the style described in the Publication Manual of the APA.

The following references are good guides for writing and formatting the report:

American Psychological Association, Council of Editors. *Publication manual of the American Psychological Association*. Washington, D.C.: American Psychological Association. This publication can be found at the Hopkins MSE library.

Sternberg, R. (1977). *Writing the psychology paper*. Woodberry, N.Y.: Barron's Educational Series, Inc.
Strunk, W., Jr., & White, E.B. (1972). *The Elements of Style* (3rd ed.) New York: Macmillan.

Advanced Examination

The Advanced Examination is designed to assess expertise in the student's area of concentration. The examining committee will consist of the advisor and two additional faculty members. At least two examiners should be from the PBS department and have a sense of the range of performance on advanced exams, so they can assess the student's performance relative to PBS standards. The area of the examination, and its format, is established by this committee and includes both a written and oral portion. Requests to faculty to serve on the Advanced Exam committee will be sent by the faculty advisor.

The exam must be completed **before the fall semester of the third year**, with 72 hours for completion of the written portion, and the oral exam occurring within 1 week of submission of the written portion. The Advanced Exam is broad; e.g., cognitive psychology, not just attention; psychobiology, not just motivation. Before the end of the second year, the student should have committee members selected and should prepare a bibliography of books and articles that cover the relevant advanced area and provide additional breadth outside the specific focus of the student's work. The bibliography should be approved by committee members by the early summer of Year 2. Upon completion of both portions of the examination, the advisor will send an email to the Academic Program Administrator and faculty participants describing the results of the exam.

Dissertation Proposal

The dissertation proposal is a detailed document stating the issue the student wishes to address in their dissertation, the experimental design to be used, and the way the various possible results will be interpreted. In essence, it is a proposal for a research project with predictions and preliminary data, rather than results. The outline of the experiments should be sufficiently clear that the readers will fully understand the procedures. Students should include a timetable with the schedule they anticipate following in conducting the research. The more nearly complete the submitted plan, the easier it will be to carry out the research and to write the subsequent dissertation.

The written proposal should include the following:

- a. *Statement of problem*
- b. *Brief review of literature relevant to the problem*
- c. *Detailed statement of the procedure including experiment design and methods, a realistic time schedule, arrangements for subjects, etc.*
- d. *Nature of expected results and anticipated method of data analysis*
- e. *Contingency plans*

The general nature of the problem should be explained first (in about a page). Then the relevant literature should be discussed. This discussion should be organized to build up to the specific instantiation of the problem, to suggest that the proposed work is the natural next step. Include preliminary data if possible. Dissertation proposals vary in length, but are generally between 10 and 30 pages.

The dissertation proposal must be turned in to the committee and the Academic Program Administrator between April 15 of Year 3 and April 15 of Year 4.

The student should discuss the dissertation proposal with their faculty advisor in considerable detail, well in advance of these deadlines.

By June 30 of Year 4, the student will present their dissertation proposal to their dissertation committee. The committee will be selected by the faculty advisor, in consultation with the student, and will include two additional full-time faculty members, at least one of whom should be a faculty member in PBS. Committee members are invited by the faculty advisor, not the student, although it is likely that one of these will be the faculty member who has served on the student's committee since Year 1. The dissertation plan is first approved by the faculty advisor, and a copy is provided to each member of the committee at least two weeks

before the dissertation proposal meeting.

Students should come to the dissertation proposal meeting prepared to give a 10 to 15-minute oral summary of the proposal, usually with slides. The committee, in turn, may raise questions about problems they foresee and in general help the student to plan a dissertation of the highest possible quality. The dissertation proposal meeting typically lasts 1.5 to 2 hours.

The recommendations of the committee will be discussed at the meeting. The faculty advisor will then send an email to the Academic Program Administrator and faculty participants with a written summary, which usually describes the proposed research and the departmental faculty members who will serve as first and second referees for the Dissertation itself.

No later than December 15 of the student's academic year, the committee is encouraged to reconvene and review with the student their progress on their dissertation research. A summary of progress and analyses should be made available to each member of the dissertation proposal committee prior to this meeting. At the end of the meeting, the committee members will decide if an additional meeting is necessary before the Graduate Board Oral Exam.

Literature Review

The literature review should be modeled on articles appearing in the *Psychological Bulletin* or some other high-quality journal of reviews and it should be suitable for publication in such a journal. Ordinarily, it will provide a background for the dissertation plan (i.e., a much more detailed version of the literature review in the dissertation plan)—students should think of this as the first chapter of their dissertation.

The literature review will be evaluated by the same committee of at least three faculty members from the Department of Psychological and Brain Sciences who evaluated the dissertation plan.

The literature review must be submitted to the committee and the Academic Program Administrator by September 15 of Year 5.

Dissertation

The dissertation should be the student's finest and most independent piece of scholarly work to date. It often establishes the pattern for a research career and the basis for post-doctoral study and/or employment. Faculty members have different styles of working with students on dissertations, but in general the student should initially present a detailed outline of the dissertation to their advisor, and then work closely with the advisor until the dissertation is completed. **A complete draft of the dissertation should be prepared at least two months before the final deadline.** Revisions are always necessary, and several drafts will be needed before the final version is ready.

The GBO exam, reader's letters, dissertation, and department certification must be completed and submitted by the posted deadlines for the graduate student's name to be put on the Graduate Board's degree completion list.

Students should refer to the Electronic Thesis & Dissertation guidelines and instructions at <http://www.library.jhu.edu/library-services/electronic-theses-dissertations/>; dissertations not conforming to the Johns Hopkins University guidelines will not be accepted in fulfillment of the University requirements.

For more information, [read about establishing degree candidacy](#)

Graduate Board Oral Examination Dissertation Process

The [Homewood Graduate Board](#) is responsible for the administration of policies and procedures for the award Doctor of Philosophy, Ph.D. of the Schools of Arts and Sciences and Engineering, and for master's degrees in the School of Arts and Sciences. Students should always refer to the current official policies of the Graduate Board at <http://homewoodgrad.jhu.edu/academics/graduate-board/graduate-board-oral-exams/>.

The final requirement for the Ph.D. is the Graduate Board Oral Examination, at which the student defends their dissertation before a faculty committee consisting of 3 faculty members of the Department of Psychological and Brain Sciences and at least 2 JHU faculty outside of PBS.

In the event that a student and their advisor have selected a Hopkins faculty member whose home department does not offer a graduate degree, special arrangements will need to be made. If a committee member is outside of Hopkins they will need to be approved by the Graduate Board Chair. Please see the Academic Program Administrator for more information.

Additionally, one internal (PBS) and one external (non-PBS) alternate committee member must be listed, in case of emergencies. Selection of outside members of the GBO examining committee is in principle the responsibility of the department, but in practice is the joint responsibility of the faculty advisor and the student. The student is responsible for initiating the process with the faculty advisor. The faculty advisor is responsible for recommending the relevant persons. The Academic Program Administrator will help in scheduling the exam and determining availability of faculty. Graduate students should not invite committee members directly. Scheduling must be arranged according to specific guidelines established by the Graduate Board, so the process must start well in advance of the student's actual GBO exam.

Notify the department's academic program administrator as soon as you have a tentative timeline identified for the completion of your degree requirements.

- All outside examiner requests and documentation should accompany the examination form and must be received by the Graduate Board for review a minimum of five weeks before the scheduled Graduate Board Oral Examination.
- All Graduate Board Oral Examination forms not requiring outside examiner approval must be completed, signed by the chair, and submitted to the Graduate Board four weeks before the proposed examination date.

A copy of the dissertation must be given to each member of the dissertation committee at least two weeks before the exam date. On the date of the GBO exam, the student will give a public presentation of their dissertation research, to be attended by their committee and other members of the PBS community. This talk should last between 30-50 minutes. This will be followed by a closed-door oral examination with the advisor and GBO Committee. The exam usually lasts about two hours.

Once a student has passed their GBO and made all changes to the dissertation suggested or required by the examining committee, the Chair of the Department of Psychological and Brain Sciences will certify to the Graduate Board that the student has fulfilled the requirements for the degree of Doctor of Philosophy in Psychology. The student must submit one electronic copy of their dissertation to the Library, and another electronic final copy to the Department.

The Graduate Board considers candidates for PhD degrees three times each year: August, November, and May. The degree becomes effective when the Graduate Board approves it. While there is only one commencement ceremony, held annually in May, degrees completed during the preceding academic year are conferred periodically throughout the academic year and diplomas are issued at the end of the summer, fall, and spring semesters.

The degree is conferred only if the student is in good financial standing with the University and does not owe the University for loans, parking fines, tuition, etc. Normally, the registrar notifies students of problems before graduation.

Required Graduation Forms

All graduate students expecting to graduate must submit a series of forms (listed below). All documents listed below are to be submitted to the indicated office by the deadlines specified in the [Graduate Board deadlines calendar](#).

- **Application to Graduate** (PhD AND master's candidates)
[Deadlines](#) for submission are posted by the Graduate Board Office. Candidates who do not complete this form WILL NOT be included on the degree candidates listing presented to the president of the university and therefore will be delayed in having their degree conferred.
 - PhD candidates should complete this form online through SIS self-service. The online form is not available to non-final master's candidates.
 - [Directions](#) on how to complete the online form (PhD candidates only)
 - Non-final master's candidates must apply via a manual form, uploaded to SEAM. The Academic Program Administrator will send this form to all eligible students to complete & upload.
- **Graduate Board Oral Exam (PhD only)**
All PhD candidates must defend their dissertation. Our department considers the defense of your dissertation as your Final GBO Oral Exam.

- **Readers Letter (all PhD candidates)**
This document is uploaded to the [Graduate Board](#) via the student's file by the academic program administrator and must be sent to the Graduate Board by the deadline given on the Graduate Board Calendar.
- **Doctoral Dissertation (all PhD candidates)**
Dissertations are to be submitted via the [Electronic Thesis and Dissertation \(ETD\) process](#) by the deadline given on the Graduate Board Calendar.
- **Dissertation Submission Email to the Graduate Board**
Graduate students are required to forward the ETD confirmation email to rseitz5@jhu.edu and ezurbuc1@jhu.edu with the title of their dissertation typed in the body of the email with correct spelling and punctuation. Please do not use all capital letters in the title.
- **Grace Period Policy – Tuition Deferral Form**
PhD students defending by the grace period deadline, can avoid paying tuition by completing a Tuition Deferral Form. If a student completes this form indicating an expectation to complete the degree within a specific grace period, no payment is required to register for that semester. However students should still register for courses that semester in the event that they miss that deadline. If the grace period deadline is not met, that semester's tuition charge will be added to the student's account. The Academic Program Administrator has access to these forms & will need to sign off as the departmental representative and the student submits the form via SEAM.

PBS Thesis Defense Departmental sample checklist:

Psychological & Brain Sciences (Name) Dissertation Defense

Date/time TBD | location TBD

Primary Committee Members: (5)

3 (internal);
2 (external);
Reader 1:

Alternate Committee: (2)

1 (internal);
1 (external);
Reader 2:

Timeline & To Do

Pre-Oral Exam

<input type="checkbox"/>	6 Months Prior: Advisor & student will communicate with Elissa on target defense date & committee names	
<input type="checkbox"/>	6 Months Prior: International Students MUST visit OIS to discuss their post-doctoral plans, timeline, & OPT	
<input type="checkbox"/>	4 Weeks Prior: [Elissa] Schedule Oral Exam with Graduate Board via form (<i>outside examiner requests</i>)	
<input type="checkbox"/>	3 Weeks Prior: [Elissa] Schedule Oral Exam with Graduate Board via form (JHU-affiliated examiners)	Due:
<input type="checkbox"/>	Student will complete & submit the "Application for Graduation" via SIS	Due:
<input type="checkbox"/>	Student & Advisor email Rebecca & Elissa regarding last date of pay and any JHU postdoc transition plans	
<input type="checkbox"/>	GBO determines Oral Exam Committee Chair; Elissa notifies Chair & forwards related documents	
<input type="checkbox"/>	Students must be registered for courses in the term in which they plan to graduate	Due:
<input type="checkbox"/>	Students trying to complete during the grace period must complete Tuition Payment Deferral Form*	Due:
<input type="checkbox"/>	3 Weeks Prior: Student will make their Dissertation available to their Advisor & 2nd Reader to review	Due:
<input type="checkbox"/>	2.5 Weeks Prior: Advisor drafts and signs Readers Letter, signs, and obtains signature of 2nd Reader	Due:
<input type="checkbox"/>	2 weeks Prior: Student to forward Readers Letter & Dissertation to primary & alternate committee members	Due:
<input type="checkbox"/>	Advisor is responsible for procuring champagne for post-Exam reception	
<input type="checkbox"/>	Admin staff procure committee refreshments and the post-defense department reception	Due:
<input type="checkbox"/>	3 Days Prior: Elissa will remind primary & alternate committee of the Defense Day/Time via email	Due:

Day of Oral Exam – dependent upon guidelines for in-person meetings & dining per COVID restrictions

- Admin staff will prep refreshments, coffee and water for defense committee
- Admin staff will prep post-defense soda, champagne and fruit & cheese platter
- Elissa will provide GBO Oral Exam form to Advisor for completion by the Committee Chair
- Student will confidently and eloquently defend their Dissertation before the committee
- Advisor will submit completed GBO Oral Exam form to Elissa for submission to the Graduate Board

Post-Oral Exam [MUST be completed by the posted deadlines in a given semester]

- Student will make any changes recommended by the committee to their Dissertation
- Student will ensure their Dissertation is formatted per the [ETD Formatting Guidelines & Checklist](#)
- Student will submit final Dissertation via <https://www.library.jhu.edu/library-services/electronic-theses-dissertations/>
- Student will forward the "Your ETD submission is approved" confirmation email to rseitz5@jhu.edu and ezurbuc1@jhu.edu. **This message MUST include the title of their Dissertation typed in the body of the email with correct spelling and punctuation (do NOT use all uppercase letters).**
- Elissa will submit the "ETD Department Payment" form to cover the \$60 ETD submission fee
- To help build a more connected alumni community, student will provide Elissa with information on their new position, department, institution, website address, and email address
- Student will follow instructions for participation in the [University Commencement](#), [University PhD Hooding Ceremony](#), and Department Commencement Reception, if desired

**Grace Period Policy: Students defending their dissertation and completing all other requirements during the first eight weeks of the fall semester or the first four weeks of the spring semester will generate a tuition reimbursement for that semester to whatever entity covered the cost. Student will complete a Tuition Deferral Form ([Fall](#) or [Spring](#)) to avoid paying tuition for that semester; if the grace period deadline is not met, however, that semester's tuition charge will be added to the student's account. This form needs to be signed by the student & the Academic Coordinator & brought to the Registrar's Office for processing prior to the deadline. (See <https://studentaffairs.jhu.edu/student-accounts/bills-payments/> for more information.)*

REQUIREMENTS FOR THE M.A.

The department has no terminal Master's program; however, candidates for the Ph.D. will fulfill all the requirements for their M.A. degree prior to getting their Ph.D.

University Requirements

1. *A minimum of two consecutive semesters of registration as a full-time resident graduate student.*
2. *All of the Department Requirements (below).*

Department Requirements

1. *First Year Research Project*
2. *Two courses in statistics*
3. *Two Fundamentals Courses*
4. *Two Core Topics Courses*

All of these requirements must be passed with a grade of "B-" or. A grade of B- is passing, but unsatisfactory. More than one B-, or a preponderance of B's may be grounds for a negative evaluation.

Required MA Graduation Form

All graduate students expecting to graduate with their MA, must submit a manual "Application to Graduate" form to the Registrar's Office (via SEAM). The document must be submitted by the deadline specified in the [Graduate Board deadlines calendar](#). The academic program administrator will send this form to eligible students to complete.

- **Application to Graduate** (master's candidates)
Deadlines for submission are posted by the Graduate Board Office. The online form is not available to non-final master's candidates. Non-final master's candidates must apply via a manual form & uploaded to SEAM.
 - Candidates who do not complete this form WILL NOT be included on the degree candidates listing presented to the president of the university and therefore will be delayed in having their degree conferred.

TEACHING ASSISTANTSHIPS

The Teaching Practicum

The Teaching Practicum gives students the opportunity to get a feel for classroom teaching; this experience often includes attending lectures, giving one or two lectures, creating tests, holding office hours, and grading tests or assignments. TAing broadens students' background in different domains of Psychological and Brain Sciences, and it is one of the important ways in which graduate students contribute to the University teaching mission. TAs are not expected to substitute for faculty by teaching whole courses nor substantial portions of courses. The teaching practicum is intended to be a learning experience; faculty should provide students with specific feedback when students give lectures or take on other pedagogical duties. Once TA assignments are made, usually shortly prior to the start of the new semester, a student should arrange to meet with the faculty instructor with whom they will be working to discuss expectations and schedule.

Policy on Graduate Teaching Assistantships

The following policies concerning the role of teaching assistantships in the PBS graduate training program and undergraduate teaching mission is intended to cover most typical situations. There may be special situations that will be addressed by the Director of Graduate Studies as needed.

1. *Every graduate student in the Department of Psychological and Brain Sciences is required to complete a minimum of 4 semesters as a Teaching Assistant. At least one of these must be selected from among the designated didactic tutorials (e.g., Research Methods in Experimental Psychology, Foundations of Mind), which provide increased opportunities for course preparation, lecturing, and learning to teach.*
2. *Students will not be required to serve as a Teaching Assistant in their first year.*
3. *Beyond the required 4 semesters of teaching, a student may be required to complete additional semesters as a teaching assistant, depending on: (a) their funding status (fellowship, training grant, faculty research grant, etc.), (b) total number of semesters spent as a TA, (c) focus on dissertation writing, etc.*
4. *Depending on departmental needs, students who have completed the minimum of 4 TAships may be asked to consider TAing more than once, on an optional basis. These extra, non-required TAships come with additional pay. Students considering taking on an additional TAship should make sure to discuss their plan with their advisor prior to finalizing their plan for the semester.*
5. *Your stipend is non-compensatory payment and is a fixed amount, independent of the market wage. TAing does not alter stipend amount AND is required of all students in the Psychological and Brain Sciences PhD program. It is considered part of the training & education of the degree program, thus a non-compensated requirement.*

Student Preferences

Students will typically be given the list of the available TA positions before the start of each semester, and asked to rank their preferences. Preferences will be considered, but it is unlikely that all students will be assigned as a TA in the course of their choice, because assignments depend on the overall scheduling needs of the department. Because serving as a TA should be a broadening experience, it is healthier for students to TA a variety of different courses during their tenure at Hopkins, rather than TAing the same course repeatedly.

TA Duties

TA duties typically require about 8-10 hours per week (although see next paragraph). At times during the semester (e.g., when major tests are given), duties may require more time, but should be limited to 15 hours maximum. It should be noted that exam periods for undergraduates correspond to some extent with deadlines for graduate students, e.g., for first-year papers, statistics classes, etc. Instructors should realize that exams that take a large amount of time to construct or to grade may need to be prepared some time in advance or graded over a period of several weeks, in order to permit TAs to meet other obligations. TA duties may include one or more of the following:

- *proctoring make-up exams*
- *creating and grading exams*
- *grading homework and written assignments*
- *giving one or two course lectures*
- *holding one office hour per week for student consultation*

- *understanding the course material well enough to help with student questions*
- *managing course-rosters, managing grades, photocopying*
- *attending class and taking notes*
- *conducting section meetings*
- *conducting review sessions*

It is understood that these guidelines (including the hours-per-week figures) cannot be considered inflexible rules. Teaching is a department-wide responsibility, and students work alongside the faculty in a spirit of cooperation. Some TA assignments will require more than 8-10 hours per week. TA assignments will be made to ensure that the most time-consuming assignments are distributed equitably among the students.

When more than one TA is assigned to a course, all TAs will be expected to share the work load equally, and should cooperate with each other in deciding who does what. Seniority does not play a role in how much work students assisting in the same course are expected to do, or in who decides how tasks will be split. Consistent with this, faculty should not have just one contact person among the TAs if there are several helping with the course. Coordination between faculty and students, and responsibility for TA duties should be shared.

Faculty Responsibilities

Faculty members are responsible for all test items and keys to the tests they give, and for all final judgments concerning grades for papers, quizzes, and tests. If TAs write the majority of exam or quiz questions, there must be significant interaction with the instructor in checking exam items and generating a key before the test is presented. Exams, for example, should be checked for ambiguous items and for distractors which are not necessarily false. TAs are less experienced in writing exams and less familiar with the specific material than faculty, and undergraduates should be insulated from the effects of TA inexperience.

Grievance Procedure

Occasionally, faculty may have problems with TAs fulfilling their responsibilities, or TAs may feel they have been treated unfairly. These concerns should be initially addressed directly to the student or faculty member involved, (i.e., the problem TA or faculty member). If the issue remains unresolved, the problem should be taken up with the Director of Graduate Studies or Chair.

Procedures for Posting Grades

According to the Family Educational Rights and Privacy Act of 1974 (FERPA) Faculty and/or TA's **MUST NOT**:

- *post grades publicly*
- *require Social Security Numbers (SSN) on submitted materials or link a student's name and SSN in any public manner*
- *leave graded tests in a stack for students to pick up by sorting through the papers of all students*
- *circulate a printed class list with names and social security numbers or grades as an attendance roster*
- *circulate a printed class list with names and SSN number or grades as an attendance roster*
- *discuss the progress of any student with anyone other than the student (including parents) without the written consent of the student*
- *provide lists of students enrolled in classes to any third party for any commercial purpose*
- *provide student schedules or assist anyone other than University employees in finding a student on campus*

Faculty and TAs **MUST**:

- *distribute exams/papers individually*
- *retain all academic material not returned to the students (exams, papers, etc.) to the instructor for retention in alignment with JHU academic policies. Academic material should be returned to the instructor at the end of the semester to secure.*

Under FERPA, exams, papers, and grade books are educational records and should be maintained in a secure location. The American Association of Collegiate Registrars and Admissions Officers (AACRAO)* recommends the following retention schedule:

- Exams/ graded course work: one (1) year after course completion (if the work is not returned to the student)

*AACRAO's *Retention of Records: Guide for Retention and Disposal of Student Records*.

Washington D.C.: American Association of Collegiate Registrars and Admissions Officers, 2010.

More information about FERPA may be found at
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Additional Teaching Opportunities

Advanced students may apply to teach an intersession course in January, and/or for a [Dean's Teaching Fellowship](#) to teach during the academic year. Intersession courses are three weeks long and can be an excellent way to practice independent course design and instruction. The Dean's Teaching Fellowship is for a full, semester-long course, which is proposed by the student and is sponsored by a faculty member. These are highly competitive and prestigious awards.

Students interested in pursuing these extra teaching experiences must first discuss with their advisor, as they are time consuming (but rewarding) experiences.

Additional Teaching Resources

Center for Teaching Excellence & Innovation (CTEI) <https://ctei.jhu.edu/>

CTEI staff are enthusiastically available to help with questions about teaching. The mission of the CTEI is to partner with educators (faculty, graduate student instructors, and teaching assistants) to extend their instructional impact by connecting innovative teaching strategies and digital technologies. The CTEI is located in the Milton S. Eisenhower (MSE) Library.

Training, Resources, and Services offered by CTEI include:

- *Canvas Course Management System Training*
- *Teaching Remotely*
- *On-Demand Instructional Technology Help*
- *Educational Tools*
- *Communication Tools*
- *Equipment Checkout and Multimedia Lab*
- ***The Innovative Instructor Blog***
- ***Technology Fellowship Grant Program***

Teaching Academy, JHU

The Teaching Academy offers Ph.D. candidates and post-doctoral fellows from all divisions across Johns Hopkins University teacher training and academic career preparation opportunities through courses, workshops, teaching practicums, teaching as research fellowships, and individual consultation.

Programs Offered

- ***Workshops***
- ***Teaching Institute***
- ***Certificate of Completion Program***
- ***Collaborative Teaching Fellows Program***
- ***Teaching-As-Research Fellowships***
- ***Teaching Assistant Orientation***

Contact: teachingacademy@jhu.edu

EVALUATING STUDENT PROGRESS

Academic Review Policy | <http://homewoodgrad.jhu.edu/academics/policies/>

Once per academic year, all full-time Homewood graduate programs will provide a written review to all doctoral students.

Faculty will share their insights and reflections on their own and other graduate students in the program. In addition to general progress in the program, feedback to graduate students is provided with respect to: research, written performance on examinations, discussion in classes, TAing, and other departmental activities such as colloquia, departmental service, and informal scholarly interactions.

As part of this process, every graduate student will also complete a self-evaluation documenting progress and challenges over the last year. Examples include achievement of milestones within the PhD program, papers under review or published, posters presented, conference attendance, presentations or guest lectures, grant proposal activity, TAships, and outreach. Note any accomplishments of which the department may not be aware. This narrative should also detail the student's research and academic goals for the coming academic year, with their best assessment of current progress and anticipated timeline for meeting upcoming milestones toward degree completion.

Faculty will convene to discuss the self-evaluations, grades, and faculty insights for development into a letter from the Department Chair. This letter will summarize the student's progress in the program since their last evaluation, outlining specific strengths and weaknesses. The contents of the letter will be discussed in detail between each advisor and student and signed in mutual acknowledgement. Most important are the student's future plans in the department; the student and advisor should clearly establish these plans and the associated timeline during their discussions.

Students who fail to attain a program's minimum level of performance may be placed on academic probation or dismissed using the procedures outlined in the Homewood Schools Policy for Graduate Student Probation, Dismissal, and Funding Withdrawal. In making these decisions, particularly that of dismissal, the program will take into consideration extenuating circumstances beyond the student's control.

Sample of the self-evaluation:

Graduate Student Self-Evaluation

Name	
Advisor	
Current Class Year	
Year Entered Program	
Requirements Checklist	Date/Semester Completed
2 Statistics Courses (200.657 & 200.658)	
2 Core Topics Courses A/B (200.654 & 200.655)	
2 Fundamentals Courses (200.613 & 200.617)	
First Year Research Proposal (Due June 1 of Year 1)	
First Year Research Final Report (Due December 15 of Year 2)	
Advanced Exam (Due August 31 prior to Year 3)	
Dissertation Proposal (Due between April 15 of Year 3 and April 15 of Year 4)	
Literature Review (Due by September 15 of Year 5)	
Teaching Assistantships	
Document course number/name/section, semester/year, enrollment, & professor for all TA experiences below (excluding 200.200-201 / Research Methods & 200.657-658 / Adv. Statistical Methods)	
1 st TA:	
2 nd TA:	
3 rd TA:	
Teaching Intensive Experience (200.850 / Advanced Teaching Practicum) (200.200-201 / Research Methods & 200.657-658 / Adv. Statistical Methods)	
4 th TA (Intensive):	
Additional TA-ships:	
Calculate average ratings on a 5 point scale for all recent TA-ships (Spring 20__ and/or Fall 20__)	
* course evals for the current Spring 20__ semester are not yet available & will be reported on your next self-eval	
Poor (1) - Weak (2) - Satisfactory (3) - Good (4) - Excellent (5) - N/A (0)	
4. The Teaching Assistant for this course is.....	SP20 FA20
12. The TA provided thorough answers to student questions & was effective in helping me learn the material.....	() / 5 () / 5
13. The Teaching Assistant appeared to be focused, organized, and engaged during class.....	() / 5 () / 5
14. Please comment on the Teaching Assistant's overall performance in their role:	
<ul style="list-style-type: none"> List some critical student comments that were helpful to know List some positive student comments that indicate what you do well in your teaching 	

Describe your progress on milestones within the PhD program (for example, this may include courses completed, First Year Proposal, First Year Project, Advanced Exam preparation/ completion, Dissertation Proposal, Literature Review, etc. Please note any upcoming department deadlines and describe your plans to meet these)

Describe your Research Progress

List any Papers (published, under review, in progress) or Grants (submitted, under review, in progress)

Graduate Student Self-Evaluation

For each section below, provide a short NARRATIVE (not a bulleted list) documenting your progress and challenges over the last year, and your goals for the future. Specifically note any accomplishments of which the department may not be aware. Use as much space as needed.

List any Conferences Attended, and any Talks/ Posters Presented or Submitted

Describe any Teaching or TA-ing from this Past Year

Describe any Departmental or University Service

Describe your goals for the coming semester (this may include specific goals for completing an experiment or submitting a paper for publication, and also more abstract goals like improving your writing or having your own perspective on life)

Is there anything else that you learned, discovered, or would like to mention as you reflect on the past year?

Graduate Student Probation, Funding Withdrawal, and Dismissal Policy

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

DEPARTMENT EVENTS AND SERVICE

Colloquia

Colloquia speakers are suggested by a poll of the faculty, post docs, and graduate students. Once a tentative list has been determined, the Student Colloquium Committee & Early Colloquium Committee invite the speakers, works out the basics of each visit, including the date, subject of each talk, and the solicitation of an abstract. Students on the Colloquium Committees also provide support on the day of each visit, including video-recording or online presentations of the talks.

The student Colloquium Committees are given guidance by PBS faculty members: at present, Dr. Kishore Kuchibhotla & Dr. Marina Bedny. Any student may tell the colloquium committee or Dr. Kuchibhotla or Dr. Bedny about researchers they would like to be considered as invited speakers. If a student wishes to become a member of the colloquium committee, they should contact Dr. Kuchibhotla or Dr. Bedny.

Colloquia are an important part of graduate education and it is imperative that all students attend. Colloquia provide an excellent opportunity to meet other scientists and to discuss their work. We encourage every student to take advantage of this opportunity and to participate in any social activities associated with the visits which may include lunch, dinner, or special questions and answer sessions. Graduate students and post-docs are encouraged to meet with the speaker in small groups during scheduled meeting times, if appropriate.

The administrative office will assist with making travel and lodging arrangements as appropriate for each speaker. In addition, the office staff will coordinate other details such as speaker's honorarium, catering and meals, and announcing each talk to our department's listservs. All of these details take significant time to coordinate, so it is best for the committees to communicate needs well in advance of each visit.

The Department pays for lunch and dinner for participants, within reason. Lunch is usually limited to 5 graduate student/post-docs. Exceptions must be cleared in advance.

Student Representation on Steering Committee

Graduate students should always feel free to discuss important issues with any and all members of the faculty. To ensure that such interaction takes place on a regular basis, a Student Steering Committee (consisting of five student representatives, one elected annually from each class), meets each month with the Director of Graduate Studies and the Academic Program Administrator. Representatives should try to keep in touch with students in their cohort to maintain open lines of communication between students and faculty. The minutes from this meeting will be distributed to all graduate students. If a student has any issues they would like addressed at a meeting, they should contact the Academic Program Administrator.

Student Service to the Department

Each graduate student will be asked to take on one or more service roles during their time in the Department. These are ways to contribute to the overall health of the department community, and may include: serving on the colloquium committee, serving as the Graduate Steering Committee representative, serving on the social events committee, preparing the department newsletter, maintaining the department Coke machine (whose proceeds are used to fund graduate student events), coordinating recruitment visits for prospective graduate students, coordinating department outreach events (e.g. Brain Awareness week visits).

INSTITUTIONAL POLICIES

General Policies | <https://e-catalogue.jhu.edu/arts-sciences/full-time-residential-programs/graduate-policies/>

Includes:

*Policy on Alcohol and Drug Abuse and Drug-free
Environment Policy on Possession of Firearms on
University Premises Policy on the Privacy Rights of
Students (FERPA)
Notice of Availability of Annual Security and Fire Safety Report
Equal Opportunity/Nondiscrimination Statement
Anti-Harassment Policy
Sexual Misconduct Policy
Photography and Film Rights Policy*

General Academic Policies | <http://e-catalog.jhu.edu/grad-students/academic-policies/>

Includes:

*Student Enrollment Statuses
Course Information and
Academics Graduation & Degree
Completion*

Graduate-Specific Policies | <https://e-catalogue.jhu.edu/arts-sciences/full-time-residential-programs/graduate-policies/graduate-specific-policies/>

Includes:

*The Johns Hopkins University Student Conduct Code
Statement of the Rights and Responsibilities of Ph.D. Students at Johns Hopkins University
Academic and Research Misconduct Policy
Assistant Leave Policy
[Grievance Policy](#)
Jury and Witness Duty
Homewood Schools Policy for Graduate Student Probation, Funding Withdrawal, and Dismissal
Information Technology Policy
Zanvyl Krieger School of Arts and Sciences*

PhD Student & Advisor policies <https://provost.jhu.edu/education/graduate-and-professional-education-resources/phd-mentoring-policies-and-resources/>
& <https://homewoodgrad.jhu.edu/academics/policies/>

GRADUATE BOARD POLICIES

General Policies | <http://homewoodgrad.jhu.edu/academics/policies/>

Includes:

Statement of the Rights and Responsibilities of PhD Students

Graduate Student Probation, Funding Withdrawal, and Dismissal

Policy General Misconduct Policy

Research

Misconduct Policy

Homewood

[Grievance Policy](#)

RA_TA Leave

Guidelines

Academic Review

Policy

Grade and Registration Change

Guidelines Health Insurance Policy

Course Retake Policy

Leave of Absence

During graduate training, a student is a full-time degree candidate. In special circumstances, a student may also be placed in one of the following categories.

Leave of Absence status To petition the Dean's Office for a Leave of Absence, students must submit the [Application for Leave of Absence](#) to their department chair and, in the case of international students, to the Office of International Services (OIS) for approval prior to its submission to the KSAS Dean's Office.

Nonresident status To petition the Dean's Office for a change of registration status from Resident status to Nonresident status, students must submit the Nonresident to their Department Chair and, in the case of international students, to the Office of International Services (OIS) for approval prior to its submission to the KSAS Dean's Office.

Generally, students will petition the Dean's Office for status changes 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. Students must be sure that the Academic Program Administrator receives a copy of this form for their file.

Term Leave of Absence

Graduate students may apply for up to four semesters of leave of absence (not including the summer term) when medical conditions, compulsory military service, or personal or family hardship prevents them from continuing their graduate studies. Financial difficulty alone does not warrant a leave. To be approved for a leave of absence, graduate students must complete the LOA application and provide the proper documentation for their given situation, as indicated below:

- **Medical Condition:** a letter from a physician (this may be a letter from a doctor at the Student Health and Wellness Center), the Counseling Center or the Office of Student Disability Services
- **Military Duty:** a letter or verification from the Armed Forces
- **Personal or Family Hardship:** a letter from the applicant explaining the hardship. A leave of absence will be granted for a specific period of time, not to exceed a total of two years.

When approved for a term leave of absence, the office of the vice dean will notify the student. During the leave period, a student may not be enrolled at another university. Before applying students should consult their

department for information regarding funding for when they return from their LOA. Prior to requesting the LOA, it is also highly recommended that the student contact the health insurance coordinator in the Registrar's Office for information on how the LOA will affect their health insurance coverage. When on an approved LOA there is no tuition charge; the period of leave is simply regarded as an interruption of the degree program.

A student on a leave of absence is not to make use of any University services or facilities (e.g., counseling center, health center, library, athletic facilities, etc.). A student on a leave of absence that wishes to continue working at the University is not eligible to be paid through the Student Payroll Office. Therefore, they must be hired through the Human Resources division of the department employing them. No exceptions can be made. Degree requirements may not be completed by students while on a leave of absence, including work done on their dissertation or the submission of the dissertation to the library.

Taking a leave of absence may affect a graduate student's Johns Hopkins student health insurance. It is recommended that students interested in applying for a leave contact the Registrar's Office to find out how their coverage will be affected should they be approved for a leave of absence. For federal aid purposes, a student on a leave of absence is considered to be withdrawn from Johns Hopkins University and will go into repayment on education loans once the grace period is exhausted. For more information, visit the [financial aid website](#).

When returning from leave of absence, a graduate student must complete and submit the Application to Return from Leave of Absence before registering for classes. The form must be accompanied by a letter (from one of the sources below) for their given situation that explains what progress has taken place in the student's absence that would enable him/her to be successful upon return.

- Medical Condition: a letter from a physician (including the Student Health and Wellness Center), the Counseling Center or Office of Student Disability Services
- Military Duty: a letter or verification from the Armed Forces
- Personal or Family Hardship: a personal letter

Any additional letters of support (e.g. from an adviser, department chair, etc.) are welcome.

When approved for a returning from a leave of absence, the Office of Vice Dean (for the student's particular division) will notify the student.

Full-time graduate students (and post docs) are also eligible for 8 weeks of paid parental leave. Details are available here: <https://www.jhu.edu/assets/uploads/2017/06/newchildaccommgradandpostdoc.pdf>

International Student Medical Leave of Absence Requests

INS requirements have become stricter for international students as a result of 9/11. The Office of International Students and Scholar Services (OISSS) has now informed us that international students requesting a leave of absence from the University must include with their request a letter from their physician. The physician's letter should include 1) the reason for the leave, 2) a recommended timeframe, and 3) the expected outcome. Leave of absence requests and accompanying physicians' letters should continue to be sent to the OISSS prior to receipt by the Graduate Board for review.

Reporting Responsibilities

Application to Return to Resident Status

To petition the Dean's Office for a return from nonresident status, students must submit this [Return to Resident Status application](#) to their department chair and, in the case of international students, to the Office of International Services for approval prior to its submission to either the KSAS Dean's Offices.

Failure to return this form will be deemed a 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 need not pay a second admission fee, but must satisfy the residence requirements for the degree following readmission (even if previously satisfied) and pay all outstanding nonresident fees. The expense of this will be the responsibility of the student, not the department. Instructions for non-resident students are mailed from the registrar's office.

For more information, please see <https://homewoodgrad.jhu.edu/academics/graduate-board/enrollment-status-change-forms/>

GRADUATE SUPPORT FOR STUDENT WELLNESS

The PBS Department values the safety and well-being of all of our community members. We are committed to helping students find appropriate resources to support their physical and mental health. Students can contact the Director of Graduate Studies for assistance; in addition, the following resources offer a helpful starting point:

The [Office of Student Services](#) is a great starting point for students looking for various support services on campus, including the [Counseling Center](#).

[Renee Eastwood](#) is the Assistant Dean for Graduate and Postdoctoral Academic and Student Affairs, & can be contacted should you have an emergency or should you need confidential assistance.

Emergency Services

Information for students in need emergency assistance or resources, contact information for key [university resources](#).

In case of medical emergency, students should dial 911 from any phone.

In case of on-campus safety concerns, students should contact Campus Safety and Security at 410-516-7777. To contact Campus Security with non-emergency needs (i.e. access to a locked classroom): 410-516-4600.

In case of sexual assault, students should call the confidential Sexual Assault Hotline at 410-516-7333 (available 24 hours a day, 7 days a week).

GRADUATE STUDENT FINANCIAL SUPPORT

Entering graduate school is a significant step in life; it is the start of one's professional career. A career is more than a job, and represents substantially more commitment and autonomy in planning and working. The departmental policy on tuition and salary support reflects our view of the importance of the student's commitment to their career. Consequently, two conditions are required for tuition and stipend support from the department.

First, recipients of stipend and/or tuition support from the department must be in good standing academically. To be in good standing, a student must accomplish the required steps in the graduate program with good quality and on time. For example, a dissertation plan must have been submitted and approved before the beginning of the 5th year in graduate school, in order to be eligible for support in that academic year.

Second, because a scientific career is usually a full-time activity, extra outside employment is strongly discouraged. Significant outside demands on a student's time will inevitably detract from their primary activity, the pursuit of a graduate education. The exception is when this outside employment is career-related. Teaching relevant courses is obviously related to an academic career, and is sometimes permitted after a student has earned the M.A. degree at Johns Hopkins.

Consequently, the Department requires that students seeking outside employment request permission in writing from the Chair or the DGS. The department will consider the request at a regular faculty meeting.

Tuition and financial support for students come from a variety of sources (i.e., University funding, grants and contracts, and work study).

Applying for Fellowships

All students are strongly encouraged to apply for competitive fellowships that are offered by Federal agencies such as NSF and NIH, by similar agencies in non-US countries, and by private foundations. These provide stipend and research support at various stages during the graduate and postdoctoral career, and are excellent additions to a student's vita, as they show the capacity to attract research funding.

First-year students who are eligible may wish to apply for NSF Graduate Fellowships, which provide 3 years of stipend support. The applications are due during the Fall term of the first or second year.

More advanced students who are eligible should apply for Pre-doctoral Fellowships from the National Institutes of Health. The application consists of a research and training plan that is written by the student in collaboration with their faculty advisor. These fellowships can provide one or more years of stipend and research support.

Students who are nearing the completion of their graduate training may wish to apply for an NIH postdoctoral fellowship. The first step is to identify a mentor at another institution with whom the student would like to continue their training. The application again consists of a research plan that is drawn up in consultation with the proposed mentor. Students must start early in order to have funding at the desired start date.

Both the pre-doctoral and postdoctoral NIH fellowships have three application deadlines per year, and the review process from application to start date takes a minimum of 10-11 months. US Federal Fellowships are generally open only to U.S. Citizens. Application forms are available from Homewood Research Administration. Students should consult with their advisor for further details.

A number of private foundations also offer research and fellowship support, as do agencies of many non-US nations (generally for their nationals only). As with NSF and NIH fellowships, these fellowships are used to offset JHU tuition and stipend costs. Students should consult with their advisor and/or the Director of Graduate Studies before applying for these fellowships.

Finding a Job/Post-Doctoral Position

The Department makes every effort to help students to obtain a first post-doctoral position. Job announcements are often sent electronically through the departmental listserv. Students should consult the APA Monitor, the monthly publication of the American Psychological Association, the APS Observer, the monthly publication of the American Psychological Society, and relevant society listservs to seek such positions. Students should also plan to attend and present their research at meetings of appropriate professional societies during their graduate years. The APA publishes a book, Finding Your First Job, which may be helpful.

The Tax Office posts information on their website. They specifically do not advise individuals on their individual circumstances, unless it is regarding some sort of treaty benefit or other general question. To find information about the tax office, students should visit http://www.controller.jhu.edu/depts/tax/about_tax.html.

Travel

The department provides a travel allocation for each full-time student to use during the fiscal year (July 1 through June 30). The annual amount is determined when we project our budget needs for the upcoming year, but is typically around \$1000 for the year.

Travel and Collaboration Awards

The [PBS department also offers several awards](#) designed to promote excellence in research & training. These awards support supplementary opportunities for graduate students to conduct & present research that goes beyond their typical focus, and to facilitate collaboration. In all cases, applying for any of these awards requires that students be in good standing in the department and receive approval from their advisor. Proposed projects should not be perceived as replacements for ongoing research, but rather as special opportunities that require extra effort. Awards can be terminated should faculty conclude that progress in other areas has halted.

Applications are considered on a rolling basis, and should be submitted to the Academic Program Administrator at least a month before the travel or conference registration deadline, as applications could take 2-3 weeks to be reviewed.

There are 4 types of these awards:

[Special Conference Travel Award \(SCTA\)](#) – for students seeking to attend a conference outside their laboratory's immediate area of interest, or a conference that the student's advisor would not normally attend.

[Collaborative Research Award \(CRA\)](#) – for students looking to foster collaborative projects between graduate students within the Department of Psychological and Brain Sciences. Students within the same lab or students in different labs may apply, but the project proposed should be student-initiated and not assigned by the advisor(s), and must be sufficiently distinct from the applicant's main direction of research.

[Research Expansion Award \(REA\)](#) – to provide opportunities for students to visit other labs in the Department or the University in order to conduct collaborative research and acquire new skills.

[Off campus Research Expansion Award \(OREA\)](#) – to provide opportunities for students to visit labs outside of

the University in order to conduct collaborative research and acquire new skills.

More details about how to apply for these awards are shared with all graduate students through the departmental listserv.

International Students

Each year a course “English as a Second Language for Professionals and Graduate Students” is offered, and often the University also offers courses on writing or public speaking for non-native English speakers. Students should call 1-800- 847-3330 or visit <https://krieger.jhu.edu/cle/language-programs/esl/> for details.

RESEARCH INFORMATION & RESOURCES

Research with Human Subjects

Homewood Institutional Review Board (HIRB) Responsible Conduct of Research Policy | <http://web.jhu.edu/Homewood-IRB/RCR.html>

The Johns Hopkins University is committed to protecting the rights and welfare of individuals participating as subjects in research. All human participant research conducted under the auspices of the University is evaluated by an Institutional Review Board (IRB) to ensure that the rights and welfare of participants are fully protected.

Research with Human Subjects

All students who will have any contact with human subjects in their research must complete the Human Subjects Research course located at

<https://homewoodirb.jhu.edu/files/2016/03/InstructionsCITI.pdf> *The course you want is Human Subjects Research (HIRB) training.*

During a student's graduate education, they may conduct research involving human subjects. The use of human subjects in research is governed by Federal rules and regulations, as interpreted by a University committee on the use of human subjects. No experiment using human subjects may be conducted without prior approval of the research protocol by this committee even if the research will take place off campus. Such approval may take several weeks. The principal investigator of a project is responsible for obtaining this approval. This is usually a faculty member, but may be the student, as in the case of dissertation research. Research subjects are often students in psychology courses participating in a research experience for course credit. The department has established procedures to ensure the smooth functioning of course-related participation.

Ethical Considerations

Recent years have seen a greatly increased awareness of and sensitivity to a variety of ethical problems involved in the conduct of research involving human subjects. This has led to the establishment of Federal guidelines and laws for the protection of subjects who participate in any kind of experiment. As an employer, as an educational institution, and as a recipient of Federal support, the Johns Hopkins University is in an especially sensitive position with regard to these matters. To comply with the ethical precepts embodied in the federal regulations, the University has established several groups to monitor these activities throughout the university. One of them is the Homewood Institutional Review Board (HIRB). The purpose of this Board is to review all projects involving human subjects conducted throughout the Homewood Campus to ensure that they comply with federal and university regulations.

The Federal regulations define "subjects" in the broadest possible terms. "Subject" means not only a person who is hired for experimental purposes, but students who might be used in classroom demonstrations, or people from outside the University (for example, children) who might be brought in as exhibits in certain classes. Federal regulations are designed to protect "subjects" from "unnecessary risks," where "risks" are also broadly defined. Risks include not only possible physical injury, but psychological injury as well. Psychological injury may result from procedures that might involve varying degrees of "discomfort, harassment, invasion of privacy, or may constitute a threat to the subject's dignity through the imposition of demeaning or dehumanizing conditions.

Central to the enforcement of federal regulations is the concept of "informed consent." Insofar as possible, subjects should not be deceived. They should be fully informed about the purpose of the experiment and all possible risks that they might encounter, and should have the freedom to withdraw or refuse to participate in an experiment whenever they please. There must be no coercion involved in either the solicitation or employment of human subjects.

Review Board on the Use of Human Subjects

All research, whether or not it is funded and regardless of funding source, is subject to review for compliance with federal regulations protecting the rights of research participants, unless it is determined by the chairman of the Review Board to be exempt from review. Research is reviewed by the HIRB, or if participants are studied at one of the other components of the university, by another of the Institutional Review Boards at Hopkins. Every experiment that uses human subjects must be approved by this group before the experiment takes place.

Any new research project must be approved by the Board prior to their implementation, and this responsibility lies with the student for any research that they develop on their own or in collaboration with faculty or other students. Unless a study in which a student is involved falls directly within an on-going project that has already been approved, students should assume that their research will require some form of review. A summary of the guidelines and procedures of the Board, which describe the steps that need be taken to obtain approval of projects, is available at <https://homewoodirb.jhu.edu>

Informed Consent

Written informed consent is required for most experiments. This document explains that the subject is freely volunteering for an experiment, has been given a fair and full explanation of it, has been apprised of any risks and benefits of participation, and informed of the right to terminate participation at any point. The guidelines for the preparation of an assurance of compliance with Federal Regulations, which are available from the HIRB, spell out what must be included in a consent form. These guidelines also explain record-keeping requirements, as signed consent forms are subject to audit under the regulations of the Office for Protection from Research Risks of NIH.

Payment of Subjects

Students who plan to conduct experiments should first discuss these plans with their faculty advisor to determine the source of support. Some labs may choose to offer payment to research subjects. There are different ways in which payment is rendered, depending on the lab and the nature of the experiment. Please discuss details and available options with your lab's manager or your faculty advisor in advance.

Some labs utilize Amazon Mechanical Turk or similar portals (e.g., Prolific) for online experiments. Payment for MTurk subjects can be implemented in different ways, and students should speak with their faculty advisor or the administrative staff for more information. If a student pays participants with cash vouchers, they (or their lab manager) must scan the original signed voucher before issuing it to the participant. Scans must be emailed to the administrative office (or uploaded to a shared file system) on a regular basis, ideally monthly. Vouchers charged to sponsored sources must be kept separate from those charged to non-sponsored sources as the accounting for these various accounts is kept separate. If there are any questions, students should speak with the administrative office.

Volunteer Subject Pool

As in many universities, Hopkins maintains a pool of students who volunteer to participate in experiments for extra course credit (also known as Sona). Arrangements for the use of these students as subjects must first be approved by the HIRB. If a student uses the departmental subject pool, they must agree to abide by the guidelines set up to ensure the proper functioning of the pool. In order for an experiment to be registered by Sona (the online participation system used by the PBS Department), a form must be filled out, signed by the advisor, and given to the faculty contact, Dr. Jonathan Flombaum. They will then enter the experiment into the Sona system which will allow the student access. Procedures for accessing the Sona subject pool are available from Dr. Flombaum. Students are urged to register their experiments well before the end of the semester. The cutoff date for posting to Sona is always the last day of classes.

Research with Animal Subjects

All students who will have any contact with animal subjects in their research must complete the web-based Animal Care and Use course at the <http://lms4.learnshare.com/l.aspx?CID=89&A=2&T=442442>

Additionally, researchers may be subject to additional protocols regarding compliance with University rodent vivarium spaces. Students who work with rodent models should speak with their lab manager or faculty investigator regarding any additional compliance courses that may be required.

Several members of the department maintain active research programs involving animals. Animal research is under the strict control of the faculty members involved, and no one is to use animals without the explicit approval and under the supervision of a faculty member. The quality of animal research depends directly on the care and humane treatment of the animals involved. There are several simple but important rules that must be followed.

All research animals are to remain in research facilities. No research animals are to be taken home as pets or taken outside of the lab space, nor are outside animals to be allowed anywhere near animal research space in the Department of Psychological and Brain Sciences.

The security of animal research facilities is especially important. Every student involved in animal research must make sure that doors and windows are locked and otherwise secured. Any strangers in or near animal facilities should be immediately reported to a faculty member or to Campus Security. Admission to the research area is by card key only. Card keys for authorized personnel are available in the department office. No one is ever to be admitted to research space without a card key; if someone is supposed to be in the research space, they should have a card key. There is no exception to this rule.

The Animal Care and Use Committee (ACUC) of the School of Arts and Sciences reviews and approves all proposals for research with animals and oversees animal care and maintenance. Research proposals are submitted to this committee for approval by faculty and students as they apply for grants and contracts involving animals. No animal research of any sort may be conducted unless the species and the procedure have been approved by the Animal Care and Use Committee. Graduate students should be acutely aware that all animal research must be approved for both ethical standards and humane treatment. All students working with animals should become familiar with the NIH Guidelines for Laboratory Animal Welfare: <https://olaw.nih.gov/sites/default/files/Guide-for-the-Care-and-Use-of-Laboratory-Animals.pdf>

Also, with the Johns Hopkins University “Blue Book” on the use of animals:
<http://web.jhu.edu/animalcare/UpdatedBlueBookNoDrugFormulary.pdf>

Please also complete animal training (if research pertains to the use of animals) via this website:
<http://lms4.learnshare.com/l.aspx?CID=89&A=2&T=442442>

DEPARTMENT INFORMATION & RESOURCES

Instrument Design Shop Services

PBS labs that rely on specialized instrumentation for research may call upon the services of the instrument design staff for assistance. The staff member is not fee-for-service; support for their effort is paid through salary distribution in the University's payroll system. For this reason, faculty advisors must arrange directly with the instrument design staff and administrative office to support an appropriate percentage of salary based on anticipated effort for the lab during the course of a fiscal year.

Computer Facilities

In addition to the University mainframes, there are workstations and microcomputers associated with various laboratories within the Department. Students may contact Brance Amussen for assistance at brain-it@jhu.edu.

Laboratory Space

Laboratory space is available for student research. The faculty member who supervises a student's research is responsible for helping them to find space and facilities for research, but this issue may also be discussed with the Department Chair. Use of laboratory space and equipment must be cleared with the faculty member responsible for that space.

Undergraduate Research Assistants

If a graduate student's research project is sufficiently extensive, they may be able to obtain one or more undergraduate assistants in return for teaching them about the nature of their research. Undergraduates may register for a course called Undergraduate Research. This course must be sponsored by a full-time faculty member and requires that the student submit a short research paper at the end of the semester to the faculty sponsor. Credit and grades are awarded by the faculty sponsor.

A graduate student working with undergraduate assistants is responsible for their conduct. If they are to run an experiment, they must be thoroughly trained in procedures, especially in regard to the use of human subjects. If they are to use a computer or other equipment, it is the graduate student mentor's responsibility to ensure that they know how to use these devices.

Copier

A photocopier is located in 219 Ames Hall and is accessed by personal identification number (PIN). Students should see the Department Administrative Assistant for their PIN. Students will be given 1000 copies free, annually. Additional copies will be billed at \$.07 per page or side. Bills for copier use will be placed in the student's mailbox. Students should plan to pay bills when they are due so that the amount owed does not become unreasonable. *Remember: PINs should be kept confidential. Specific budgets are charged for the costs.*

Graduate students are requested to help keep the copier room neat and organized, to conserve resources by making two-sided copies whenever possible, to recycle paper, and to fill the paper tray before leaving the room as needed.

Materials for Classes

Preparation of material for courses is the responsibility of the Teaching Assistants. Copies of textbooks used in classes are available to TAs for their use during the semester at no charge. Desk copies and course PIN codes specific to course needs will be available from the Department

Administrative Assistant before the semester begins.

Keys

Keys and/or swipe access to the individual offices, labs, and buildings utilized by the department are issued by the Administrative Assistant. In the past there have been instances of theft resulting in substantial losses to students, staff, and the department. To avoid such incidents, department keys are restricted to persons authorized to have them. Therefore, students must not lend their keys to anyone, must not leave keys where others can gain access to them, and must not admit anyone to the building when it is locked. If keys or access card are lost or stolen, inform the Administrative Assistant (ext. 6-7055) immediately.

Mailboxes

Mailboxes are located in Ames Hall across from the Administrative Suite. It is each student's responsibility to check their mail for timely receipt of items. Students are asked to use their home mailing address to receive personal mail, with limited exceptions for packages for which home delivery is not possible.

Bulletin Boards

General information & announcements will be posted on the department-managed bulletin boards located throughout Ames Hall. Please share relevant information, postings, announcements, ads, etc. with the Academic Program Assistant for posting and dissemination to the department through the appropriate means (listserv, department website).

Department Rooms

The department maintains a classroom (Krieger 110), a seminar room (Ames 217), and a lounge (Ames 131) available for scheduling classes/seminars/meetings/etc., in addition to the Mailroom & Common Area (Ames 235) and Administrative Suite (Ames 232). To avoid conflicts, the administrative office manages the reservation calendar and use of these spaces. Students should contact the Administrative Assistant for assistance in scheduling these rooms.

Employment Verification

Students (and alumni) who need employment verification need to contact Tanya Spruill in the Payroll Shared Services office (tspruill@jhu.edu). The Department isn't permitted to provide employment verification.

CAMPUS OFFICES & RESOURCES

Academic information

Academic Catalog <http://e-catalog.jhu.edu/>
Homewood Office of the Registrar <https://studentaffairs.jhu.edu/registrar/>
Financial Aid, Billing & Registration issues [Welcome | JHU Shared Services](#)

Campus Health & Safety

Campus Safety & Security <http://security.jhu.edu/>
Student Health & Wellness Center <https://studentaffairs.jhu.edu/student-health>
Transportation Services (parking & shuttle info) <http://ts.jhu.edu/>

Career Services

Student Employment Services <https://studentaffairs.jhu.edu/studentemployment/>
Career Center <https://studentaffairs.jhu.edu/careers/students/graduate-students/>
PHutures <https://provost.jhu.edu/integrative-learning-and-life-design/life-design/phutures/>

Educational Support

Information Technology <http://www.it.johnshopkins.edu/>
Milton S. Eisenhower Library/Sheridan Libraries <http://www.library.jhu.edu/>
Barnes & Noble Campus Bookstore <https://johns-hopkins.bncollege.com/shop/johns-hopkins/home>

Financial Services

Student Accounts <https://studentaffairs.jhu.edu/student-accounts/>
Financial Aid, Billing & Registration issues [Welcome | JHU Shared Services](#)
Johns Hopkins Federal Credit Union <https://www.jhfcu.org/>

Housing

Off-Campus Housing Office <https://offcampushousing.jhu.edu/>

International Students

Office of International Services <http://ois.jhu.edu/>

Student Representation

Graduate Representative Organization (GRO) <https://studentaffairs.jhu.edu/gro/>
Homewood Student Affairs <https://studentaffairs.jhu.edu/>
Office of Multicultural Affairs <https://studentaffairs.jhu.edu/oma>

Teaching Assistant support

Center for Teaching Excellence & Innovation [Center for Teaching Excellence and Innovation \(jhu.edu\)](#)
The Teaching Academy [Teaching Academy, JHU](#)

