

Environmental Health and Engineering
(WSE only)
Graduate Program Guide
2017-2018

Contents

Policies and Procedures	4
Requirements for Environmental Health and Engineering Graduate Degrees	5
Research and Safety Courses	6
EHE Safety Seminar Dates (TBD)	6
Lab Safety Course EN.500.401	6
Responsible Conduct of Research (RCR) Course (In Person: AS.360.625 OR Online AS.360.624).....	6
Academic Ethics Course (EN.500.603)	7
Advisers.....	8
Helpful Advising Links	9
Thesis and Dissertation Proposals	10
Master's Thesis Proposals.....	10
PhD Dissertation Proposals.....	10
Thesis Logistics (Master's Essays and PhD Dissertations).....	12
Status Changes.....	13
Preparing to Graduate	14
• Master's	14
• PhD	14
Forms and Checklists	16
Forms	16
Checklists	16
Master's	17
Qualifying Examinations for Master's.....	18
Part-time/Third Semester Status Change Requests for Master's Students.....	18
Part-Time Status for Master's Students in their 3rd and Final Semester	18
Research vs Independent Study:	19
Certification of Master's Degrees	20
PhD	21
General Expectations of EHE PhD Students.....	22
EHE PhD Milestone Timeline.....	23
PhD Annual Review	24
Annual Review Part I: Self-evaluation and Selection of Annual Review Committee	24
Annual Review Part II: Committee evaluation	25

Annual Review Part III: Adviser One-on-One Meeting	25
Preliminary Dissertation Proposal	27
Qualifying Examinations: DQE and GBO	28
Departmental Qualifying Examination (DQE)	28
Graduate Board Examination (GBO)	28
Failure to Complete EHE PhD Milestones/Academic Probation:.....	29
Continuation toward the PhD Degree	30
PhD Dissertation Completion and Defense	30
Step 1: The Annual PhD Review Committee/Dissertation Review Committee	30
Step 2: Dissertation Defense	30
Step 3: Completion and Submission of the Dissertation	31

Policies and Procedures

Requirements for Environmental Health and Engineering Graduate Degrees

Within the PhD in the Geography and Environmental Engineering program, course work requirements for the master's degree and doctorate are generally flexible. Former training and experience and the special field of interest influence the development of each student's program of advanced study.

No 100-level or 200-level courses can be counted toward the credit requirements for master's degrees. As a rule, 300 level courses are generally not permitted to be taken for credit requirements; any special exception requests must be approved by the Department chair.

Proficiency in one foreign language is required for all degree candidates in Human Geography. Based on the nature and need of students' educational and research programs, faculty advisers may require proficiency in one foreign language for an MA or a PhD degree. There is no language requirement for the MS or MSE degrees.

Please visit the individual program pages for more specific curriculum information about graduate programs in the Whiting School of Engineering on the Homewood campus.

- [PhD in Geography and Environmental Engineering](#)
- [MSE in Geography and Environmental Engineering](#)
- [MS in Geography and Environmental Engineering](#)
- [MA in Geography and Environmental Engineering](#)

Research and Safety Courses

Below is information to clarify the different courses that EHE WSE students will be asked to attend regarding safety, ethics and research.

EHE Safety Seminar Dates (TBD)

On the first day of classes, an email invitation will be sent confirming the Safety Seminar Dates for each academic year.

Tentatively, the dates for the upcoming EHE Safety Seminar training sessions are below. **Attendance at BOTH of these September safety meetings is required if you intend to do any lab or field work—this applies to all of our graduate students and most of our undergrads.**

Session I: Tuesday, September TBD, 12:00 - 1:15 (location TBD)

Session II: Tuesday, September TBD, 12:00 - 1:15 (location TBD)

Session III: Tuesday, September TBD, 12:00 – 1:15 (location TBD)

This information is also available on the general EHE Calendar. Be sure to sign the roster so that we can confirm you attended. Attendance is mandatory for anyone planning on doing any:

- lab-based research (whether for credit or for pay or even simply for the experience)
- field-based research
- students enrolling in 570.304, Environmental Engineering and Chem Lab

This safety training needs to be completed each Fall for any student in the above categories. If there is a conflict with another class, students should ask the instructor whether they can be excused from the other class.

Lab Safety Course EN.500.401

If you are a first year PhD student doing lab or field research, then you must take this course.

Responsible Conduct of Research (RCR) Course (In Person: AS.360.625 OR Online AS.360.624)

- All EHE PhD students must take the in-person version of this course before the end of their 4th semester. This course is called AS.360.625 and you can find a course description in the [Student Information System](#).
- Master's students must take the online version of this course if they are doing any research at Hopkins (this could be for pay or for credit). Master's students being paid from an NIH grant must take the in-person course: AS.360.625. Instructions on how to register for the online course are located at the following page: <https://engineering.jhu.edu/wse-research/resources-policies-forms/responsible-conduct-of-research/>.

- Undergraduates doing research must take either the online (if receiving academic credits for research) or the in-person (if being paid) course.

Academic Ethics Course (EN.500.603)

20-minute online tutorial to help educate all new graduate students about their academic and ethical responsibilities— all new students are required to complete this and receive a passing grade of four out of four. You must successfully complete the online tutorial and quiz within the first eight weeks of your first semester in the graduate program. *Follow these directions in blackboard:* You can log into the training, or any BB course site for which you are registered, [here](#), using your JHED ID. The course is listed as [WSE Academic Ethics \(14-15\)](#).

Please see [Professor Alan Stone](#) (Ames 304, 410-516-8476) for an electronic copy of safety materials and any other questions pertaining to the safety seminars.

Advisers

Each graduate student is initially assigned an adviser from the faculty. The adviser can be consulted in matters of programs of study, financial aid, thesis topics, or hardship situations. Please be aware that the adviser is not necessarily a source of financial support. PhD students should eventually select a Research Adviser who may or may not be the same individual as their initial adviser. This occurs as soon as the student has defined their area of interest and is sufficiently familiar with the faculty of the Department. Both advisers and the Department should be consulted in making the decision and notified of the student's selection.

Word to the Wise:

The administrative responsibility for the candidate's progress rests initially with their adviser. This does not imply that the student should seek guidance in their research only from the adviser. The staff and faculty of the department, and of the university, is available to each student to supply whatever advice and assistance may be needed in pursuing research and other work for the advanced degree.

Helpful Advising Links

- [Schedule of Classes](#) in SIS or alternate view posted on Registrar's Office website [Schedule of Classes](#)
- [Online registration instructions and Deadlines for Graduate Students](#)
- [E-Catalog](#) (academic policies/procedures)
- [Office of the Registrar's Website](#)
- [New Child Accommodation Period](#)

Thesis and Dissertation Proposals

Master's Thesis Proposals

The participation in a thesis (essay) project is an option for the MA, MS, and MSE degrees. For any degree activity involving research, it is important to set research objectives that are well defined and attainable. The writing of a thesis proposal helps to plan and organize the research. The proposal aids to connect ideas and discover inconsistencies in thinking. Relatively short proposals (15-20 pages) are encouraged. All proposals should contain a clear and succinct statement of the proposed work, including the following:

- Title of the proposed thesis
- Specific aims or objectives
- Supporting information (work by others, literature review)
- Research methods
- A proposed time or progress schedule

Discussion of thesis topics may begin as soon as the candidate wishes. It is recommended that this proposal be submitted at the earliest possible date. Completion of the proposal by December 1 is recommended for candidates intending to finish their master's degree in April. Completion of the proposal by May 1 is recommended for candidates intending to complete their degree in October. Candidates for the MA, MS, or MSE must submit copies of a thesis proposal to the research adviser before research is started. Students completing a Master's thesis must receive an annual review from their research adviser. Students who are doing research or an independent study for credit must have a culminating paper or project (deliverable) and must submit a copy of their project/paper to their supervising faculty advisor in order to graduate.

PhD Dissertation Proposals

The preparation of an acceptable dissertation represents a significant portion of the PhD degree. For any degree activity involving research, it is important to set research objectives that are well defined and attainable. The writing of a thesis proposal helps to plan and organize the research. The proposal aids to connect ideas and discover inconsistencies in thinking. Relatively short proposals (15-20 pages) are encouraged. All proposals should contain a clear and succinct statement of the proposed work, including the following:

- Title of the proposed thesis
- Specific aims or objectives
- Supporting information (work by others, literature review)
- Research methods

- A proposed time or progress schedule

The PhD is a research degree, in which the student learns how to initiate and carry out original research. The current state of knowledge in the chosen field will be explored first. Information and ideas developed by others are critically examined and placed in proper context. The student then proposes new research to improve understanding in this key area. A research proposal is written that outlines how key questions will be addressed in an orderly and logical manner. Candidates for the PhD must submit a formal thesis proposal prior to their Graduate Board Oral Examination. For more information about the process leading up to the Formal Dissertation Proposal, visit our [Preliminary Dissertation Proposal Page](#).

Thesis Logistics (Master's Essays and PhD Dissertations)

The Graduate Board issues regulations regarding the preparation of essays and dissertations and can answer questions about University requirements for PhD and Master's degrees, however answers to questions about dissertation format can be found on the [Eisenhower Library](#) website. All theses should be submitted to the library using their electronic thesis/dissertation (ETD) submission process. EHE students are strongly encouraged to submit a hard copy (bound) copy of their dissertation or formal thesis to the department and faculty adviser.

Word to the Wise:

The challenge for students near the end of the program is to complete the research and carry out final synthesis of the findings. The difficulties of this latter phase of the PhD program often come as a surprise to students as they near the end of their studies at Hopkins and are anxious to graduate. Students that take on other obligations almost without exception experience disappointing delays in obtaining their PhD degree.

EHE PhD student's time to complete is five years or less. For details, please see the [EHE PhD Milestone Timeline](#).

Status Changes

- [Part-time/third semester status requests](#) – Visit our policy page about part-time/third semester status requests for Master’s students.
- [Non-resident status requests](#) – We follow the Whiting School of Engineering’s policy. Please review the policy on the office of Graduate & Postdoctoral Affairs website.
- [Leave of absence \(LOA\) status requests](#) - We follow the Whiting School of Engineering’s policy. Please review the policy on the office of Graduate & Postdoctoral Affairs website.

Visit our [Forms page](#) for a comprehensive list of forms with links.

Preparing to Graduate

Please note: in addition to the departmental graduation requirements, students are subject to the [policies and degree requirements of the Whiting School of Engineering](#).

Planning on graduating this semester? The following links will give you information regarding deadlines for your degree track:

- [Master's](#)
- [PhD](#)

The following steps must be completed for your degree to be conferred and to generate a diploma. Submit all paperwork to the Academic Program Administrator for review. You must obtain your adviser's signature—we will take care of the rest.

Email the [Academic Program Administrator](#) to give her a heads up that you are graduating. I want to be sure that you have been added to the registrar's list.

- All students must take Academic Ethics (the registrar will automatically sign you up for this class in SIS) in order to graduate and confer
- Application to Graduate – Fill out via [SIS Self Service](#), print a copy to give to Adena. Or pick up the form at the Registrar's office and print a copy to give to the Academic Program Administrator.
- [Master's Checklist Department Approval Form](#) – Print the form, obtain adviser signature, and submit to the Academic Program Administrator.
- Print out of your unofficial transcript from SIS for our records.
- If a formal Master's Essay/PhD Dissertation is used to complete degree requirements, you need to submit a properly-formatted essay/dissertation electronically to the JHU ETD Repository by 4:00 p.m. by the appropriate deadline listed at the link above.
- Email a copy of the Electronic Thesis and Dissertation (ETD) submission approval email (generated by the library) to the [Academic Program Administrator](#) immediately upon receipt and attach your Dissertation Title and Abstract Page(not the the whole dissertation). You must include your exact degree, department, and expected conferral semester in the body of the email. (Example: PhD, Geography and Environmental Eng, Fall 2017). Please cc [Christine Kavanagh](#) on this email.
- The department strongly encourages that you submit one hard copy of your formal essay/dissertation to the Department for our records and recommends that you also have one made for yourself and your adviser. The library no longer requires a hard copy. See the ETD policy [here](#).
- If you do any kind of research you must prove that you took the [Responsible Conduct of Research course](#). If you've taken the course it will appear on your transcript as AS.360.624 or

AS.360.625. Research can include independent study, research project and paid research among others. Follow the link for more information about who is required to take the course. If you have not done any research, simply check the option “coursework only” on the Master's Certification of Completion Form.

- All final paperwork such as copies of GBOs, final defense paperwork/Reader’s Letter must go to the Academic Program Administrator prior to the conferral deadline. Please email any outstanding paperwork in one complete packet.
- If you are completing by a grace period and would like to request to defer tuition, you can find that form [here](#). (Please take the form directly to the Student Accounts office.)
- Finally, you should complete the [Graduation Exit Questionnaire](#), which also goes to the Academic Program Administrator.
- Schedule a meeting with the [Academic Program Administrator](#) and have your completed packet on hand for her to review and sign.
- Final Step: Master’s or PhD Certificate of Degree Completion (this form will be provided during your meeting with the Academic Program Administrator).
- Please note that if you are a part-time student you must graduate at the end of the semester in which you are part-time.

Forms and Checklists

Forms

[EHE Research – Independent Study Request](#)

[WSE GBO Form](#)

[WSE Non-resident Request Form](#)

[Leave of Absence \(LOA\) related forms](#)

[EHE Annual Review Form](#)

[Graduate Exit Questionnaire](#)

Checklists

[Master’s Checklist](#)

[New Graduate Student Checklist](#)

Master's

Qualifying Examinations for Master's

Except in unusual cases, no oral examinations are required for candidates for the MA, MS, or MSE degrees.

Part-time/Third Semester Status Change Requests for Master's Students

Part-Time Status for Master's Students in their 3rd and Final Semester

Generally, the EHE Master's program is a nine month, two semester program with our students taking about 5 classes per semester to total 30 credits in two semesters. However, in special cases, students may choose to stay on for a third semester to do a thesis, research project, or independent study.

Please note that students will not be automatically granted part-time status. Requests will be reviewed on a case-by-case basis and status will be granted by the Department Chair.

Students are eligible to **apply** to move to part time when:

1. the student has completed two semesters of coursework as a full time student AND
2. the student has been working with a faculty member who is willing to provide them with a research project for an extra semester (thesis, research project, or independent study) OR
3. The student has one, required course left that must be taken in order to graduate.

Students who wish to apply to move to part time for a third semester must:

- Find a professor in EHE who will agree to supervise their thesis, research study, or independent study.
- Submit an [EHE Research/Independent Study Request Form](#) to the Department (signed by the supervising faculty member) which includes an outline of their proposed work.
- The supervising faculty member must notify the [Academic Program Administrator](#) (an email is sufficient) that they have accepted the student's proposal and will be working with them on the project.
- Once the research topic has been approved, the student should email the Academic Program Administrator with a request to move to part-time for a third (and final) semester.
- If the request is approved, the Department will issue a letter to the student to take to the registrar switching the student to part-time. Whether part-time time or full time, the student will register for 570.803 (Masters Research) OR 570.800 (Graduate Independent Study) with

appropriate corresponding faculty supervisor OR their final, 3 credit required course. ***Per Department policy, students are only permitted to take one course in part-time status.***

- The completion of the research proposal must result in a Masters thesis for official graded report. The report must be submitted to the supervising faculty prior to the student's graduation.
- Note that the minimum cost for one course is approximately \$5,000 and the estimated cost of health insurance is \$900 per semester. Part-time students are not eligible for insurance support from the university or Department. As a reminder, Hopkins has a mandatory insurance requirement for international students so they should be prepared to pay this fee.
- Part time students must register at the Registrar's Office, using a paper form, and should be prepared to pay the full fee (approximately 10% of tuition and full health insurance costs) when they register.

For visa reasons, international Master's students have strict stipulations that must be followed when requesting to stay for a third semester. Please note that international Master's students can stay for a third semester **only** under one of these conditions:

- student has not completed all their course requirements due to insufficient credits, scheduling issues, or unsatisfactory performance (e.g., they need to retake a class)
- student has completed their course requirements, and has established an agreement to do a semester of research/independent study (more on this below) with a faculty supervisor.

Research vs Independent Study:

If the student falls under the condition of having completed their course requirements and is simply staying here to do a semester of research, they must register for Master's research or Master's independent study, under a particular faculty supervisor. The thesis is optional. What is not optional, however, is some sort of quantifiable method by which the faculty supervisor can grade the student on their work. It can be weekly reports, an informal paper at the end of the research, etc. Their work must be graded and it must be for credit. If they are not engaged in actual lab/field/computer/project research then they will be doing independent study.

Independent study usually implies library research, not lab related (students pick a topic, do research in the library, do literature reviews, etc.). This research should differ from work in a lab on projects sponsored by an adviser. Independent study should be for the student's betterment. There also needs to be some quantifiable method by which the faculty supervisor can grade their independent study, such as a paper or report.

Certification of Master's Degrees

In order to graduate, candidates for the MA, MS, and MSE degrees (with or without an essay) must have their advisers complete and sign a Master's Checklist Certification of Department Approval Form that certifies the degree requirements have been met. The “check-out” sheet is used to confirm that the required courses have been taken, the required number of credits have been satisfied, and if applicable, confirms that an acceptable essay has been completed and submitted to the university. The completed “check-out” sheet must be signed by the student’s adviser, and department chair and then submitted prior to the graduation deadline.

Please see our [Forms page](#) for a comprehensive list of EHE WSE forms.

PhD

General Expectations of EHE PhD Students

EHE PhD students are expected to show a spirit of inquiry, an ability to think critically, and the investment required to master a wide array of material relevant to their chosen area of expertise. EHE expects PhD students to:

- perform at a high level in their formal coursework, earning a minimum GPA at the B+ level or higher.
- function as good “citizens” in the Department: helping to host visitors, actively participating in seminars, and attending Department events
- present the results of their research on an annual basis in in-house seminars to foster verbal communication skills and learn to think independently.

Please see the [EHE PhD Milestone Timeline](#).

EHE PhD Milestone Timeline

Semesters 1 and 2

- courses
- research

Semester 3 and 4

- courses
- research
- During the 4th semester, PhD students, in consultation with the Research Adviser, should begin developing a research topic, selecting a date for their DQE, and preparing a Preliminary Dissertation Proposal.
- Before the beginning of the 5th semester (by August 1) PhD students should:
 - submit their Preliminary Dissertation Proposal to their faculty adviser
 - schedule and complete their DQE.

Semesters 5 and 6

- final courses
- prepare Final Dissertation Proposal
- research
- By the end of the 6th semester, PhD students, in consultation with the Research Adviser, should select a date for their GBO, schedule and successfully pass the GBO.

Semester 7 and 8

- research
- preparation for dissertation writing

Semesters 9 and 10

- dissertation writing and preparation
- defense
- dissertation submission
- conferral

PhD Annual Review

POLICY: Per Homewood Academic Review policy, all PhD students and “thesis-option” Master’s students must receive an Annual Academic Review each year until their conferral and graduation.

EHE students are responsible for submitting a fully completed and signed [Annual Academic Review Form](#) to the Department before the first day of Spring classes each academic year.

PURPOSE: The Academic Annual Review is designed to support doctoral students by tracking academic progress and activity, identifying major milestones for development and completion, and supporting the overall forward movement of their academic work in a timely manner. The academic relationships formed within this committee may eventually transition to mentors and reviews for other academic committees such as the DQE, GBO, Dissertation, and Defense.

PROCESS: There are three parts to the Annual Review Form:

Annual Review Part I: Self-evaluation and Selection of Annual Review Committee

- November 1– Academic Staff will reach out to students and faculty to provide a reminder about timelines and guidelines for the academic review process. **Note: At matriculation students will be reminded by Academic Staff and their faculty advisers to begin compiling a list of faculty who they hope might serve on their Annual Review Committee. They should have identified and gathered their Annual Review Committee by Nov 15 at the very latest.**
- December 1 – Student will complete and return Part I to the [Department](#) electronically by this date.
- December 15 – Deadline for Annual Review Committee to meet and conduct the student’s formal review. (Annual Review Committee chair will be assigned by Academic Staff.)

Self Eval: The self-evaluation portion of the academic review form is designed to give students the opportunity to discuss any academic accomplishments that they have completed within the past year (January – present.) Students should detail:

- academic work they have completed over the previous year
- expected goals and accomplishments that are upcoming for the following year (January – December)
- anticipated conferral/graduation date
- tentative plan for completion of the coursework
- issues, concerns, or roadblocks that might prevent them from moving forward

Committee Selection: The Committee Selection section of the Annual Review Form should be completed by the student with input from Faculty Adviser on Committee selection. The Faculty Adviser and student should select and contact the committee members to set a date of formal review no later than December 15.

Annual Review Committee should consist of:

- two (2) tenure-track faculty members who are internal to the department (This should include the faculty adviser and one other EHE WSE faculty.)
- one (1) tenure-track committee members who are external to the department and/or university
- the graduate student who is to be reviewed annually

Note: *EHE PhD students do not need to identify and form their Annual Review Committee until their 5th semester (after they have completed their DQE) and thus may skip page one of the Annual Review Form which asks for committee details.*

Annual Review Part II: Committee evaluation

December 15 – Annual Review Committee Chair will complete, sign, and electronically return Part II to 1) the Faculty Adviser and 2) the [Academic Program Administrator](#). **Both the student and the student and the faculty adviser must participate in the Annual Committee Evaluation.**

The Annual Review Committee will meet formally (Skype is permitted) once per year by December 15 in order to discuss and outline:

- Academic Progress
- Research and Publication Progress
- Professional Development
- Logistics/Other

Annual Review Part III: Adviser One-on-One Meeting

Prior to 1st day of Spring classes – Faculty Adviser/Student will complete, sign, and electronically return Part III to the [Academic Program Administrator](#) by this day.

It is the responsibility of the faculty adviser to meet formally with the student, prior to the first day of Spring classes to discuss the Self-Evaluation, Committee Review, and to give feedback on the academic progress of the student. The total, completed [Annual Academic Review Form](#) is intended to guide a discussion between adviser and graduate student about the previous academic year's accomplishments, progress, and areas for improvement. Faculty advisers should use this opportunity to evaluate the previous academic year's accomplishments, delineate upcoming goals for next year, and create a more effective research partnership. Additionally, if there are academic concerns, and especially concerns

leading to possible academic warnings, probation, or suspension, they should be outlined and addressed with the student directly as well as within the form.

Need an abbreviated, printable version of the annual review policy and timeline? Check out our [Annual Review Quick Look](#).

Preliminary Dissertation Proposal

The purpose of the Preliminary Dissertation Proposal is to support the student in outlining the key questions to be addressed within a student's dissertation topic. The Dissertation Preliminary Proposal will provide a good foundation for what will eventually be the formal dissertation. The writing of the Preliminary Dissertation Proposal will:

- set research objectives that are well defined and attainable
- plan and organize the research, connecting ideas and discovering inconsistencies in logic
- demonstrate that the proposed work is feasible, by including preliminary results

Relatively short proposals (15-20 pages) are encouraged. All proposals should contain a clear and succinct statement of the proposed work, including the following:

- title of the proposed thesis,
- specific aims or objectives,
- supporting information (work by others, literature review),
- research methods and preliminary results,
- a proposed time or progress schedule.

The Preliminary Dissertation Proposal should be submitted at the earliest possible date, but no later than August 1 before the start of the 5th semester of study. Submission of a Preliminary Dissertation Proposal is required in order for the student to schedule the Departmental Qualifying Examination (DQE) and ultimately the Graduate Board Oral Examination and Dissertation Defense.

For more information about the entire Annual Review Process and the form that supports the Preliminary Dissertation Proposal, visit our [PhD Annual Review page](#) and the [EHE Annual Review form](#).

Qualifying Examinations: DQE and GBO

In order to complete the PhD degree, an EHE PhD candidate must pass the following two major hurdles in our program:

- **Departmental Qualifying Examination (DQE)** (scheduled as soon as the Research Adviser approves the Preliminary Dissertation Proposal, must be completed by August 1 prior to the 5th semester)
- **Graduate Board Examination (GBO)** (scheduled upon satisfactory completion of the DQE, mandated and reviewed by the University, must be completed by the end of the 6th semester)

The Research Adviser should work with the student and the department in scheduling these examinations.

Departmental Qualifying Examination (DQE)

The Departmental Qualifying Examination is administered by three or more members of the faculty within EHE. (Note: This committee should not be confused with the PhD Annual Review Committee which is formed immediately after the completion of the DQE and includes 2 members from within the department and 1 member outside the department.)

The DQE should be held after the student has zeroed in on an area of primary interest and research and prepared a Preliminary Dissertation Proposal (by August 1 before the beginning of the 5th semester, as described above.)

The DQE serves four purposes:

- to review and evaluate the Preliminary Dissertation Proposal, prepared prior to the examination,
- to assist the Department in determining the areas of weaknesses and strengths in the student's reasoning skills and educational backgrounds, and
- to provide the student with experience in being examined orally. The Research Adviser is responsible for preparing a written statement summarizing the outcome of this examination for placement in the student's file.
- to determine whether the student is qualified to move on to take the Graduate Board Examination (GBO)

Graduate Board Examination (GBO)

The Graduate Board Examination is scheduled after successful completion of the Departmental Qualifying Exam, by the 6th semester.

For more information about the official university examination, visit the KSAS and WSE Postdoctoral and Graduate Affairs website here: <http://homewoodgrad.jhu.edu/academics/graduate-board/graduate-board-oral-exams/>

In order to give adequate time for approval and submission of GBO request, students should complete and submit a [GBO Request Form](#) to their Department at least four weeks prior to the proposed date of the GBO exam.

Failure to Complete EHE PhD Milestones/Academic Probation:

*Students who fail to **submit the Preliminary Dissertation Proposal before the beginning of the 5th semester, schedule and complete their DQE before the beginning of the 5th semester (by Aug 1), or schedule and complete their GBO exams by the end of their 6th semester will receive:***

1. a conversation (documented by a follow-up email to the department by the faculty advisor) between student and adviser resulting in an agreed upon deadline for the completion and submission of the proposal, (this conversation should happen no later than four weeks after the semester in which the proposal was due)
2. a formal pre-probation letter to the student from the department which details all academic concerns, and expectations, and deadlines, as well as, next steps.

If students fail to meet the expectations and deadlines set by the formal pre-probation letter, they will be placed on academic probation and may be dismissed from the program.

Continuation toward the PhD Degree

PhD Dissertation Completion and Defense

Step 1: The Annual PhD Review Committee/Dissertation Review Committee

The Annual PhD Review Committee will be formed in the 5th semester following the successful completion of the DQE. The role of this committee is to provide general oversight of the candidate's progress and to provide critical feedback and suggestions during the period of the student's dissertation research and writing. This committee may change as needed, but will eventually form the core of the Dissertation Defense Committee which is composed of at least three members:

- Two (2) tenure-track faculty members who are internal to the Department
- One (1) tenure-track member who is external to the Department or university

The committee will be formed immediately following the DQE, at the time of the Annual PhD Annual Review in the student's 6th semester. The adviser should confirm members of the committee on the [Annual PhD Review Form](#). The composition of the committee may be changed subsequently as dictated by the needs of the student, the direction of the research, or the availability of faculty. The adviser must report changes in writing (email is appropriate) to the Department.

The committee should meet with the student once a year during the [Annual PhD Review Process](#) to assess the student's progress, share ideas, and address any perceived problems.

Step 2: Dissertation Defense

A final dissertation defense is required of all EHE doctoral students. The student must complete the defense before the dissertation can be submitted electronically to the binding office. The purpose of the defense is to demonstrate that the student has successfully carried out a rigorous program of original research and is able to respond adequately to questions and challenges to the research. The Academic Program Administrator must be notified as soon as the student sets a dissertation defense date.

The dissertation defense must take place at least two weeks before the dissertation filing deadline published by the Graduate Board. Draft copies of the dissertation must be provided to the defense committee at least two weeks prior to the date of the defense.

Dissertation Defense Committee

- composed of the research advisor and at least two other faculty members
- at least one member of the defense committee must be from outside the department
- the chair of the defense committee will be appointed by the academic staff member or Office of Graduate Affairs

The adviser will submit prospective members of the defense committee to the academic staff in writing (email is appropriate). The department will approve the composition of the committee in writing (email is appropriate). A copy of this confirmation should be included in the student's active file.

The EHE dissertation defense is made up of two important parts:

- an open seminar, and
- a closed oral examination

The seminar is open to the public and consists of a summary (~45 min.) presentation by the student of the principal results and conclusions of the dissertation, followed by questions from the general audience. A closed session, consisting of questions and discussion of the dissertation with the Dissertation Defense Committee immediately follows the open seminar. The entire defense should last from two to three hours, although the committee is not restricted to this time limit. The outcome of the defense is decided by majority vote of the defense committee. The possible outcomes include:

- pass – signifies that the student will be awarded the PhD degree after making suggested revisions to the dissertation and filing the final dissertation with JHU in accordance with the rules of the Graduate Board
- conditional pass – a conditional pass signifies that further work is required to produce an acceptable dissertation

The defense committee may decide whether a new defense will be required upon completion of this work. At least two members of the defense committee must review the new draft and certify that the required work has been successfully accomplished before the dissertation can be accepted and the degree conferred.

The outcome of the defense as decided by the committee should be unanimous. The letter to the Graduate Board (completed by the student's research advisor) certifying the successful completion of all requirements for the PhD must be signed by the research advisor and all other members of the dissertation defense committee.

Step 3: Completion and Submission of the Dissertation

Dissertations must be completed and submitted to the Eisenhower library by 4:00 pm on the date specified by the University on the Deadlines for Degree Completion Calendar (<http://homewoodgrad.jhu.edu/>.) Once the dissertation has been submitted, the student will be issued an approval email receipt from the library. The language of the approval receipt will clearly state "Your ETD submission is approved." The approval email from the library must be date marked by 4:00 pm on the date specified on the Graduate Board Calendar (<http://homewoodgrad.jhu.edu/>.) A copy of this receipt should immediately be emailed to the academic staff member for approval and submission to the Graduate Board. Note: The student will not be approved for conferral without a copy of this receipt.

Per university policy, the student must submit an *electronic dissertation copy to the library*.

It is customary but not mandatory that students also submit *hardbound copies to the department, their adviser, and readers*.