Welcome
Welcome

INTRODUCTION
This handbook introduces Homewood post-doctoral fellows, in both the Krieger School of Arts and Sciences and the Whiting School of Engineering, to administrative policies and procedures at Hopkins as well as to address questions and concerns post-doctoral fellows may have as they begin their work here at Johns Hopkins.

Much of the material in the Post-Doctoral Fellow Handbook gives details pertaining to School-wide and University policies. However, there are post-doctoral issues that are department specific. In those instances, post-doctoral fellows are referred directly to their department administrator or department handbook for further information.

CONTACT US

Graduate Affairs & Admissions
Rita Banz
Graduate Affairs Coordinator
Phone: (410) 516-8477
Fax: (410) 516-0780
banz@jhu.edu
101 Whitehead Hall
www.grad.jhu.edu

Krieger School of Arts and Sciences
Anna De Cheke Qualls
Director of Graduate Admissions
Phone: (410) 516-7125
Fax: (410) 516-0780
aqualls@jhu.edu
101 Whitehead Hall
www.grad.jhu.edu

Whiting School of Engineering
Daniel Horn, Ph.D.
Assistant Dean for Academic Programs
Phone: (410) 516-8943
Fax: (410) 516-4880
dhorn@jhu.edu
130 New Engineering Building
www.engineering.jhu.edu

Graduate Deans
Krieger School of Arts and Sciences
Gregory F. Ball, Ph.D.
Dean of Graduate Education and Research
(410) 516-8215
ksasresdean@jhu.edu
237 Mergenthaler Hall

Whiting School of Engineering
Edward R. Scheinerman, Ph.D.
Vice Dean for Education
(410) 516-7395
ers@jhu.edu
126 New Engineering Building
ATHLETIC FACILITIES
The Ralph S. O’Connor Recreation Center offers a wide variety of fitness resources, classes and activities. Facilities include fitness and weight rooms, squash and racquetball courts, a climbing wall, an indoor jogging track, and a multipurpose gymnasium for basketball, volleyball and badminton. A wide variety of group fitness classes are also available. A J-Card is required to enter the facility and to check out equipment. Locker and towel services are available for a fee.

The O’Connor Center also directs an extensive intramural sports program in which graduate students are eligible to participate. The Experiential Education Program oversees HOLT (Hopkins Outdoor Leadership Training) and PEAK Performance (Pursuing Experiential Avenues to Knowledge). HOLT offers guided trips in white-water kayaking, climbing, hiking, caving, canoeing, winter backpacking and mountaineering-instructor training. PEAK Performance offers highly interactive and challenging experiential workshops that foster group dynamics and leadership skills.

All post-doctoral fellows have free membership to the O’Connor Center. In addition, membership is available to spouses of students for a $120 annual fee. After graduation, post-doctoral fellows are eligible for alumni membership with a $240 annual fee. Membership terms and requirements, along with program schedules, are available on the O’Connor Center’s website.

Members of the Ralph S. O’Connor Recreation Center are permitted to bring two guests per day into the building. Guest passes are available for single-day ($5) or five-day ($25) use and must be purchased in the Office of Recreation between 9 A.M. and 5 P.M. Monday-Friday. All guests must provide picture ID and must be 18 years of age. Members are responsible for their guests and must remain with them at all times. Guests must leave the facility at the same time as the member who signed them in. Guests are not permitted to participate in the fitness classes or intramural events. Guest Passes are non-transferable.

BOOKSTORE
The University’s bookstore is located at the Barnes & Noble in Charles Commons on Saint Paul Street. Post-doctoral fellows can purchase books and supplies at this location. The bookstore is open everyday from 9 A.M. until 10 P.M., except for Sunday, when its hours are from 10 A.M. until 9 P.M.

CAMPUS MINISTRIES
Johns Hopkins University Campus Ministries promotes and supports spiritual development, theological reflections, religious tolerance and social awareness among post-doctoral fellows, students, faculty and staff within the university community.

CAREER SERVICES
The Career Center has services ranging from resume and curriculum vitae development to on-campus recruiting. As post-doctoral fellows begin thinking about professional opportunities to pursue with their degree, the Career Center can help explore how skills, values, interests, and personality fit into this decision-making process. The Career Center has several assessments that have proved useful to post-doctoral fellows who have not yet made a final decision about how they would like to use their experiences after work at Hopkins. The Center
also has counselors on hand to assist post-doctoral fellows with any career-related issues that may arise.

The Career Center also offers the following to post-doctoral fellows:

**Individual Career Counseling**
The Career Center also offers practical services for graduate students, including resume or CV support and taped mock interviews.

**Dossier Service**
The Career Center offers a dossier service for Ph.D. students in Arts & Sciences and Engineering disciplines Writing Seminars Masters students. This service provides a central location for housing recommendation letters when applying for academic positions.

**COMPUTER ACCESS**
Computers available to all faculty, staff, post-doctoral fellows and students are located in several public computer labs and kiosks across the Homewood Campus. Labs in Krieger Hall and the Milton S. Eisenhower Library feature extensive software allowing users to print, access email and the Internet and perform other general tasks as well as more advanced computing required for coursework and research. Computer kiosk locations in Krieger, the Mattin Center, Hodson Hall, Levering Hall and throughout the MSE library are more limited.

The largest of all the Homewood labs is the Krieger Academic Computing Lab, located in 160 Krieger Hall. Open continuously through the week and closed only Friday and Saturday nights, the Krieger lab maintains 118 Dell OptiPlex PCs, 15 Apple G5 iMacs, two black-and-white printers, one color printer and four scanners. To gain access to the lab, students must swipe their J-Card at the locked gate. A lab consultant can be contacted during working hours by calling (410) 516-4242 or emailing consult@jhu.edu.

**Guidelines for the Acceptable Use of Hopkins ITS Computing Resources**
The following guidelines set forth standards for responsible and acceptable use of University computing resources. They supplement existing University policies, agreements, and state and federal laws and regulations. Computing resources include host-computer systems, University-sponsored computers and workstations, communications networks, software and files.

Computing resources are provided to support the academic research, instructional and administrative objectives of the University. These resources are extended for the sole use of University faculty, staff, students and other authorized users ("users") to accomplish tasks related to the user's status at the University and consistent with University's mission.

Users are responsible for safeguarding their identification (ID) codes and passwords and for using them for their intended purposes only. Each user is responsible for all transactions made under the authorization of his or her ID and for all network activity originating from his or her data jack. Users are solely responsible for their personal use of computing resources and are prohibited from representing or implying that the content constitutes the views or policies of the University.

Violation of these guidelines constitutes unacceptable use of computing resources and may violate other University policies and/or state and federal law. Suspected or known violations should be reported to the appropriate University computing unit. Violations will be processed by the appropriate University authorities and/or law enforcement agencies. Violations may result in revocation of computing resource privileges, academic dishonesty proceedings, faculty, staff or student disci-
plinary action, or legal action.

The following is a list of rules and guidelines for Hopkins ITS Lab users:

* JHU ID is required for admittance to the lab.
* Do not attempt to access or accessing another’s account, private files, or e-mail without the owner’s permission; or misrepresenting oneself as another individual in electronic communication.
* Do not install, copy, distribute or use software in violation of copyright laws, software agreements or applicable state and federal laws.
* Do not alter system software or hardware configurations without authorization, or disrupt or interfere with the delivery or administration of computer resources.
* Do not use computing resources for commercial or profit-making purposes without written authorization from the University.
* Do not use computer resources for illegal activities. Criminal and illegal use may include obscenity, child pornography, threats, harassment, copyright infringement, defamation, theft, and unauthorized access.
* No eating, drinking, smoking, or chewing tobacco permitted.
* Please be considerate. This is a public facility. Refrain from loud talking, and use radios with earphones only.
* Avoid opening audio files. If you need to open any audio files, do so sparingly and at low volume, or use headphones.
* All temporary user files should be saved in the “SaveFilesHere” folder on the PCs and Macs.
* Any user file not in the above directories may be deleted without notice.

* Hopkins ITS is not responsible for the loss of any data due to hardware failure or software viruses. The center tries to take all precautions to minimize these types of problems; however, unavoidable problems may occur due to the public use of our facilities.
* Do not display on public screens images, sounds or messages that could create an atmosphere of discomfort or harassment to others.
* Close all open applications on the computer you are using before leaving the Lab. On the Macs, make sure there are no applications in the Finder (the pull-down menu on the top right corner of the screen) except “Finder.”
* If the Lab is at capacity, computers left unattended for an extended period of time will be made available to clients waiting to use them. If a screen saver appears on the screen of a Mac or PC, that is an indication that at least ten minutes of disuse have elapsed and waiting clients are free to use that machine. Efforts will be made to save unattended work on the local public drive or folder and have unattended belongings brought to the Lab Assistants’ Desk, but Hopkins ITS claims no responsibility for lost work or stolen property.
* Push in your chairs before you leave. If you have moved any of the chairs, return them to their original places.
* Shirt and shoes are required at all times.
* Defacing the lab is prohibited.
* Gaming is the lowest priority on the PCs and Macintoshes.

COUNSELING SERVICES

The mission of the Counseling Center is to
facilitate the personal growth and development of fulltime undergraduate and graduate students and post-doctoral fellows in the Krieger School of Arts and Sciences, the Whiting School of Engineering, the School of Nursing, and the Peabody Institute. Counseling services and outreach programs are designed to enhance the personal and interpersonal development and to maximize potential to benefit from the academic environment and experience. The Center further strives to foster a healthy, caring university community, that is as beneficial to the intellectual, emotional, and physical development of students as possible.

All contacts in the center are strictly confidential (no information is released on or off campus without the student's prior written authorization), and all therapy, counseling and referrals are strictly voluntary. Counselors are legally and ethically required to take responsible action in two cases: (1) when someone's life is in clear and imminent danger and (2) when it appears that a child or dependent adult is being abused.

Appointments: Students or post-doctoral fellows desiring Counseling Center services can make appointments in person or by telephone. In addition, a professional staff member is on duty each day for immediate assistance in case of an emergency. Emergency and crisis intervention services are also offered at night, on weekends, and during university breaks. Further information about the Counseling Center's services can be found on its website.

Counseling Services: The Counseling Center offers individual, couples and group counseling to all Homewood students free of charge. Severe emotional problems are not a prerequisite for coming to the Counseling Center. Students and post-doctoral fellows may seek counseling services for personal growth and enrichment. All eligible students and post-doctoral fellows are encouraged to utilize the services offered by the center. Some typical concerns that might lead a student to contact the Counseling Center are:

- Career Decision Making
- Feeling overwhelmed/having difficulty coping
- Difficulties in interpersonal relationships
- Academic anxieties and pressures
- Problems with family members
- Inability to make decisions
- Loneliness or depression
- Grief over death or loss
- Concerns about sexuality
- Problems adjusting to college life
- Alcohol/drug concerns
- Eating disorders, weight control
- Desire to understand and feel better about oneself
- Motivational or time-management problems

Students or post-doctoral fellows who come to the Counseling Center for counseling will meet individually with a professional staff member to determine which services may best suit their needs. Individual and couples sessions generally occur once a week and last 50 minutes.

In the event that psychotropic medication may be indicated, a consulting psychiatrist at the Counseling Center will evaluate the student and prescribe and monitor medication as needed.

Each semester, the Counseling Center offers a variety of counseling groups, support groups, and skills-building groups. Counseling groups address thematic concerns such as “Substance Abuse Education and Recovery,” “Parent Loss,” or “Survivors of Sexual Abuse,” or more general issues, such as a “Personal Growth” group. Groups usually meet for 75 to 90 minutes weekly and may run for a few weeks, a semester or longer.
Counseling Center Staff: The Counseling Center is staffed by licensed, professional psychologists, consulting psychiatrists and social workers. Services are also provided by advanced doctoral students in professional psychology who work under the supervision of senior staff.

Referral: A student or post-doctoral fellows who's needs can be better met by another agency or person, is referred on a voluntary basis to that resource.

Workshops/Outreach Programs: Workshops are offered each semester to enhance personal growth and development. Examples of workshops are “Assertiveness Training” and “Stress Management.” Additional programming is available to organizations and departments on campus.

DINING SERVICES
An assortment of entrees, snacks, coffee beverages and other fare is available at a variety of on-campus locations that are open during all three meals and snack-times. Homewood’s dining services can accommodate students or post-doctoral fellows with dietary restrictions whether that would be kosher, vegetarian, vegan or some other requirement. All locations accept J-Cards and cash, and some take credit cards. On-campus venues are listed on the next page:

Gilman Hall, CLOSED until fall 2010
- Gilman Coffee Cart—Located in the main lobby of Gilman Hall, the Gilman cart offers a variety of specialty coffees, teas and pastries. Hours vary by season.

Levering Hall, Food Court
- Pete’s Arena—Freshly-made Italian specialties such as pizza, pasta, calzones, salads and hot and cold sandwiches.
- Salsa Rico—Baja style fare featuring one-pound burritos, salsa made daily, taco salads, quesadillas and more.
- Sky Ranch Grill—Grilled-to-order burgers, chicken and juicy portablillas.
- Sub Connection—Made-to-order subs loaded with your choice of meats, cheeses and garden fresh vegetables.
- Grab and Go—A daily offering of sandwiches and salads, including a bountiful make-your-own salad bar.

Levering Hall, Main Level
- Pura Vida Organic Coffeehouse—Offers a variety of Seattle’s Best coffee, teas from around the world, plus muffin sandwiches, sushi, soup and salads, along with an array of soft drinks, ice cream novelties and take-home microwaveable meals.

The Mattin Center
- Silk Road—An eclectic menu of pan-Asian and vegetarian options, including Chinese, Indian, Thai, Middle Eastern and American specialties.

Milton S. Eisenhower Library, Q-Level
- Café Q—Serves a variety of sandwiches, pastries, sushi, coffee beverages and teas.

Space Telescope Science Institute
- Café Azafran—A lighter offering of sandwiches, vegetarian options and assorted international offerings. Open for breakfast and lunch only.

Student Book Store
- Barnes & Noble Café—Serves Starbucks coffee as well as a variety of other beverages and snacks.

Resident Hall Dining
AMR II, Main Level
- Blue Jay Cafe—One-stop shopping format including made-to-order grilled specialties, convenience foods, Seattle’s Best coffee, cold bever-
ages and more. Free access PCs.

- Fresh Food Café—The Café has all-you-can-eat food stations, including home-style meals, pizza, pastas, burgers, fries, wraps, and more. It also offers healthier vegetarian and vegan choices daily in addition to a make-your-own-salad, fruit and grains bar.

Charles Commons
- Nolan’s—Located on 33rd Street, this is an upscale food court serving freshly tossed salads, custom-made sandwiches, brick-oven pizzas, home-style entrees, gelato and fresh fruit smoothies.

Wolman Hall
- Charles Street Market—Is a convenience store located in the Charles Street Market as well, which accepts cash, credit and J-cash for purchases. Vending Service
- Einstein Bros.—Serves freshly baked bagels with gourmet spreads, as well as hearty sandwiches, soups, and coffee beverages.

Vending Services: Located in virtually every major building on campus, these machines offer bottled water, juices, and other soft drinks in addition to a wide variety of snacks. Some locations accept J-Cards.

Off-Campus Dining: There are many restaurants surrounding the campus and in adjacent neighborhoods. For the “insider’s guide” to these venues, please contact the Graduate Representative Organization (GRO), which publishes information and student reviews on these and other Baltimore eateries.

HEALTH INSURANCE
It is University policy that all full-time students and post-doctoral fellows in the Schools of Arts and Sciences and Engineering maintain adequate health insurance coverage to provide protection against unexpected accidents and illnesses. Full-time students must either enroll in the University plan or sign a waiver indicating they have health insurance coverage comparable to the University plan. Health insurance is a benefit provided to all full-time resident degree-seeking students at no cost. Details about the student health plan offered by the University are provided in a brochure available upon request.

HEALTH SERVICES
The Student Health and Wellness Center, located in the AMR II residence hall, provides comprehensive, confidential health care to all Homewood students and post-doctoral fellows. Staffed by physicians credentialed through the Johns Hopkins Hospital, the Health and Wellness Center offers an array of health services, including allergy injections, cholesterol screening, HIV testing, immunizations, laboratory testing, physical exams, reproductive health care and international travel consultations. Students are also referred to an extensive network of community-based and Johns Hopkins sub-specialists. A limited pharmacy service is available to students who receive their health care directly from Health and Wellness staff.

During the academic year (September to May), the center is open Monday through Friday from 8:30 A.M. – 5:00 P.M. and on Saturday mornings from 9 A.M. to noon. Visits to the center are by appointment. Appointments are scheduled timely, often on the same day if made before mid-morning. If a student has an urgent condition, the staff will do its best to accommodate. To make an appointment, call (410) 516-8270.

For urgent medical concerns or health problems if the Health and Wellness is closed, students can contact an on-call physician by calling Campus Security: (410) 516-7777. For urgent situations when the clinic is closed, students should go to the nearest emergency room.
The Student Health and Wellness Center is a "Safe Place" for all students regardless of race, ethnicity, gender, or sexual orientation. Updated information about health issues is available on the Health and Wellness website.

Educational Sessions: The Office of Health Education and Wellness promotes a healthy campus community by focusing on risk reduction and prevention initiatives. The office provides fun and interactive educational sessions such as "Great Sexpectations" and "Stressbusters." Other topics include programs on alcohol and other drugs, smoking cessation, stress management, nutrition and physical activity. The office promotes National Collegeiate Awareness Week and the annual relaxation fair, sponsors the Peer Health Education Program, and provides training and resources for RA's, student advisers, departments and other groups upon request.

Additional information on programming, resources and individual consultation may be obtained at the Student Health and Wellness Center.

HOUSING
Johns Hopkins University does not offer graduate student or post-doctoral housing. Prior to or upon arrival, graduate students and post-doctoral fellows should secure their own independent housing.

The Baltimore City neighborhood immediately surrounding the Homewood campus is called Charles Village. In addition, there are lots of other proximal areas in which students may consider living including Hampden, Waverly, Roland Park, Guilford, Remington, Mt. Vernon and others.

Incoming graduate students and post-doctoral fellows in the Krieger School of Arts and Sciences and the Whiting School of Engineering who need housing accommodations while looking for a place to live can contact the Off-Campus Housing Office for information about living in Baltimore.

These two websites may assist post-doctoral fellows looking for housing near the Homewood campus: www.jhu.edu/hds/offcampus/ and www.grad.jhu.edu/studentlife/housing.htm.

INTERNATIONAL STUDENT & SCHOLAR SERVICES
The primary goal of the Office of International Students and Scholar Services (OISSS) is to assist Hopkins' international community with visa status and with the challenges of making a transition from one setting to another.

The OISSS staff is prepared to help with daily issues post-doctoral fellows face in adapting to an academically and culturally different environment. This office should be considered by international students and post-doctoral fellows as their primary source for important information regarding their status in the United States.

OISSS staff members can answer questions and advise students and post-doctoral fellows on immigration regulations, financial concerns, health matters, housing, employment possibilities and other issues relating to an international student's period of stay in the United States. Their website address is: www.jhu.edu/~isss.

J-CARD
The J-Card is the multi-use identification card used for Johns Hopkins students, post-doctoral fellows, faculty and staff. It is issued to post-doctoral fellows through their departments. The Office of ID Card Services is located in the basement of Garland Hall.

The card features typical identification information such as the person's name, photograph, classification (student, faculty or staff) and a randomly generated
ID number.

The J-Card acts as the individual’s library card for the Sheridan Library network. It allows the student to enter the MSE Library beyond Q-Level, to reserve and borrow books and to pay for photocopies or document printing on library printers.

Post-doctoral fellows must show their J-Card in order to gain access to any campus computer lab.

Lost or stolen J-Cards should be reported to the Office of ID Card Services by calling (410) 516-5121 (weekdays 8:30 A.M. to 5 P.M.) or the Office of Security by calling (410) 516-4600 (all other times). The account will be temporarily suspended and a new J-Card will need to be issued. The cost to obtain a new card is $15.

LIBRARY INFORMATION

The Sheridan Libraries

Spanning the city of Baltimore, the JHU Sheridan Library network includes the principal research library on the Homewood campus as well as others specializing in medicine, public health, and music. Regional campus librarians serve the centers operated by the School of Professional Studies in Business and Education, the Krieger School of Arts and Sciences, the Whiting School of Engineering, and the Bloomberg School of Public Health. Graduate students have access to all of the libraries throughout the University. The libraries included in the Sheridan system are:

Albert D. Hutzler Undergraduate Reading Room: The Hutzler Reading Room (commonly known as “the Hut”) houses a collection of non-circulating materials in Gilman Hall. Open 24 hours daily during the fall and spring semesters, it’s also often a quieter study space than the Eisenhower library. The large windows of the atrium create an excellent place to read. The Hut also houses six computers with printing and copying capability.

Eisenhower Library: Located on the Homewood campus, the Milton S. Eisenhower Library is Hopkins’ main research library and University-wide resource supplementing the specialized libraries on other campuses.

The library’s materials and services reflect the development and increasing diversification of resources used for teaching, research, and scholarship. Librarians with subject expertise provide instruction in the use of materials and are available for research consultation.

The collection includes more than 2.6 million printed volumes, 30,000 print and electronic journals, and 4 million microforms, as well as a comprehensive collection of maps and audio-visual resources. Rare books, archives, and sheet music are located in the Eisenhower Library Special Collections department. In addition to traditional collections distinguished by their breadth, depth, and diversity, the Eisenhower Library offers an expansive collection of online information resources. These include image files, extensive abstracting and indexing sources, and statistical, cartographic, and full-text publications from the U.S. government.

Garrett Library: The John Work Garrett Library of rare books is located at Evergreen House, about one mile north of the Homewood campus. Bequeathed to the University in 1942, the library contains 30,000 volumes in diverse collections of architectural history, incunabula, early Bibles, early printed classical texts, slavery and Confederacy pamphlets, natural history, the history of costume, 16th- and 17th-century atlases, and early Maryland and Baltimore imprints.

Peabody Library: Rising five tiers of ornamental cast-iron balconies to a large atrium skylight, the George Peabody Library located at Mount Vernon Place in down-
town Baltimore is the most magnificent of all the Hopkins libraries. The Peabody’s architectural grandeur has landed it as a set in a number of films. The 300,000 volume collection of mostly antique texts includes 15-century books, Greek and Latin classics, British and American history and literature, works on decorative arts and architecture, science history, and an extensive map collection. The library also features an array of decorative items, including an early 20th-century magic lantern projector. A gallery adjacent to the reading room features regular exhibits, usually on Baltimore history and cultural issues. For more information, refer to the website at www.georgepeabodylibrary.jhu.edu.

For more information, refer to the Web site at www.library.jhu.edu.

Other Libraries at the University to which students have access include:

The Arthur Friedheim Library
The Arthur Friedheim Library of the Peabody Institute is located on the Peabody campus at Mt. Vernon Place. University bus service brings the resources of this distinguished music library of 95,000 books and musical scores, and about 23,000 sound recordings within easy reach of the Homewood community. For more information refer to the Web site at www.peabody.jhu.edu/library.

Welch Medical Library
The William H. Welch Medical Library provides resources that support teaching, research, and patient care at the Johns Hopkins Medical Institutions. Since 2001, Welch has been organizing library services around the all-digital collection of the future, creating state-of-the-art interfaces to these collections and redefining the role of librarians who support the digital collection.

WelchWeb (www.welch.jhu.edu) provides online access to a rich array of electronic informational resources, including more than 300 databases, 3,600 online journals, and 500 e-books. The Welch Library offers liaison services and classes on basic computing applications, including searching on-line databases and scientific writing. The print collection contains more than 400,000 volumes and subscriptions to 1,100 journals.

A number of “touchdown suites” (www.welch.jhu.edu/about/will_touchdown.pdf) are being created in locations such as Oncology and the Population Center (poplibrary.jhmi.edu) to provide a range of library services and digital resources supporting teaching research and patient care.

The Welch library also operates satellite libraries. The largest, the Lilienfield Library in the Bloomberg School of Public Health is the primary resource for information in public health, management science and social services. Other satellite libraries are located in the Meyer Building and the School of Nursing.

Located in the Welch Library, the Institute of the History of Medicine houses a collection of 50,000 volumes and 80 current journals. It is one of the most comprehensive collections of secondary literature in the history of medicine.

NEW POST-DOCTORAL FELLOWS GUIDE
This resource assists new students in their acclimation to the Johns Hopkins Community. Students who no longer consider themselves “new” to the campus may also find this website helpful. The KSAS and WSE Dean’s Offices encourages all students to make use of the many links gathered under this one homepage through-out their tenure at the University: http://www.grad.jhu.edu/postdoc/new-postdoc.php.

PARKING ON CAMPUS
Parking is available for post-doctoral fellows on campus at the San Martin and Decker Garages for $82/month or surface lots for $52/month. Post-doctoral fellows receiving a paycheck from the University are eligible for payroll deduction to pay for parking. Hang tags for free evening and weekend parking along academic buildings are also available. Go to the Parking Office, with your J-Card, to pick up your free hang tag.

In addition to these spaces, there are a number of metered and timed parking zones around campus. Check the ordinances governing these roadside spaces. Many have two-hour time limits, and all cars parked northbound along Charles Street and southbound along Saint Paul Street must be removed by 4 P.M. Monday through Friday.

SECURITY SERVICES
The Johns Hopkins University Campus Safety and Security Office is dedicated to establishing and maintaining a safe and secure environment in which to work and visit. The Homewood Communication Center operates 24-hours a day seven days a week at the Homewood Campus. In keeping with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Campus Safety and Security Office publishes crime reports and security bulletins. These may be found on their website.

Campus security and local emergency services including Baltimore City Police, Fire or Ambulance can be summoned through Homewood’s Communication Center from any campus phone by dialing 6-7777. The universal 911 number may also be used to reach Homewood’s Communication Center from any on-campus phone. From off-campus, dial (410) 516-4600 to reach security. Crime and safety concerns may be reported to Campus Safety and Security by calling on-campus emergency numbers, 6-7777 or 911.

Additional services include the following:

Anonymous Tip Hotline: The Campus Safety and Security Office provides an online anonymous tip line. This tip line has been established to provide an opportunity for students to anonymously furnish information regarding criminal or suspicious activity. All information is kept confidential – no IP or Mac addresses are tracked. If you wish to provide such information, please go to this website: www.jhu.edu/~security/services_anonymous.html.

Crime Prevention Tips: The Campus Safety and Security Office provides a list of Crime Prevention tips aimed at reducing the opportunity for crime to be committed against students. These tips can be found at the following website: www.jhu.edu/~security/crimeprevention.html.

Escorts: The Campus Safety and Security Office provides a safe, effective means for Hopkins students and affiliates to travel between their residences and campus. Service is limited to within one mile of the center of campus and is free to all Hopkins students and affiliates holding a valid Johns Hopkins ID. Students should be prepared to display Hopkins ID upon request. The Safety and Security Office’s goal is to provide a van to the student’s location within 20 minutes of the time the call requesting this service. Delays attributed to weather conditions, rush hour traffic congestion or other circumstances beyond their control may occur that will increase waiting time. To request this service please call (410) 516-8700. Please note, at times this service may be suspended due to inclement weather. The operator will inform the caller if the escort vans are not running.

Lost and Found: Campus Safety and Security provides a Lost and Found service for the University. The current list of recently recovered property is provided be-
low. If an item below appears to be property you lost, call (410) 516.5278 or stop by Campus Safety and Security at Shriver Hall, Room 14. Office hours are Monday through Friday 9 A.M. to 5 P.M. A valid university ID card or other photo ID is required to claim property. Found property is kept for 30 calendar days. After 30 days the found property is either donated or destroyed.

Property Registration: This service is made available as an on-line form which, once filled out, is kept in the Safety and Security Office. In the event that registered property is stolen or lost, the information provided will be used to aid in its recovery. The website for this service is: www.jhu.edu/~security/services_oprs.html.

Rape Aggression Defense (RAD): The RAD system is a program of realistic self-defense tactics and techniques for women. The RAD system is a comprehensive women-only course with the instructional objective “To develop and enhance the options of self-defense, so they may become viable considerations to the woman attacked.” The program includes crime prevention awareness, risk reduction and avoidance, and basic self-defense techniques. RAD is not a martial arts program and no prior training or knowledge is required to attend the class. Women of all ages and fitness levels can participate in the class. RAD is a 12-hour course consisting of four, three-hour classes. Class size is limited to 20 students and there is no cost to attend.

SERVICES FOR POST-DOCTORAL FELLOWS WITH DISABILITIES
A person with a disability is defined by the Rehabilitation Act of 1973 and by the Americans with Disabilities Act of 1990 as an individual who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

Any post-doctoral fellow in KSAS or WSE requesting special accommodations must:

1) Complete a Student Request for Accommodations Form.

2) Provide the University with a comprehensive evaluation of a specific disability from a qualified diagnostician that:
   a) Identifies the type of disability.
   b) Describes the current level of functioning in an academic or employment setting.
   c) Lists recommended accommodations.

Post-doctoral fellows whose documentation is out-of-date or incomplete will need to provide new or additional documentation.

Post-doctoral fellows should submit all documentation to the Director of the Student Disability Services Office in Garland Hall, room 385, no later than three weeks before their accommodations are to begin. The Student Request for Accommodations Form must be completed for each semester along with the Current Course List Form.

The Hopkins-wide Office of Disabilities Services will review the required documents listed above once they are submitted. The Director will contact the post-doctoral fellow with a list of approved and/or denied accommodations. The Director will also contact the appropriate faculty members to inform them of the approved accommodations.

SEXUAL HARASSMENT HOTLINE
Homewood post-doctoral fellows are encouraged to use the Sexual Harassment Hotline. Clinicians are available to provide information, counseling, referral or other
assistance regarding the University’s sexual harassment policy or concerns about incidents in the classroom or workplace.

All calls are kept confidential. The hotline can be reached at (410) 516-4001 or, outside Baltimore, at 1 (800) 516-4001.

SHUTTLE AND TRANSPORTATION SERVICES

The University’s shuttles follow four different routes. Homewood to JHMI, Homewood to Eastern campus, Homewood to Mount Washington, and Eastern to JHMI. The Homewood-JHMI shuttle makes stops at Pennsylvania Train Station, where passengers can catch train and light-rail service to farther destinations, and the Peabody Institute in Mount Vernon. Most schedules vary according to time of day and seasonal service, with shuttles running every 5-10 minutes during rush hours and every half-hour during midday and evening hours. The Homewood-Mount Washington shuttle picks up less frequently, running every hour. The Eastern-JHMI shuttle runs at half-hour intervals.

Another shuttle traces the perimeter of Homewood campus, beginning at 7:30 A.M. and continuing until 5:20 P.M. This van circles the campus in a clockwise direction, departing from the front of the MSE Library approximately every ten minutes and stopping at Shriver Hall, the Wyman Park Building, the San Martin Center Garage, 115 W. University (the former Carnegie Institution), the O’Connor Recreation Center and the rear of the Alumni Memorial Residences. Additional drop offs can be made at safe, legal locations upon a passenger’s request. During peak service, from 7:30 A.M. to 9:30 A.M. and 3:30 P.M. to 5:30 P.M., the perimeter shuttle runs up and down San Martin Drive, stopping at the Wyman Park Building, the San Martin Center Garage and 115 West University, with other locations available upon passenger request.

Escort services can be arranged for students with special needs. Handicapped or injured students living within a mile of campus are allotted one ride to and from the Homewood Campus per day. To arrange a pick-up, please call the Homewood Parking and Transportation office. Visitors with handicapped license plates or state-issued hangtags should park in the closest available handicapped spot to their campus destination.

In an effort to improve the shuttle service, the University occasionally makes changes to bus and van schedules and pick-up/drop-off sites depending on the needs of the University community. This means that the shuttle service details given here are subject to change. Students should check for the shuttle map and updates on the Homewood Parking and Transportation website, www.parking.jhu.edu.

Baltimore Collegetown Shuttle: The Baltimore Collegetown Network provides shuttle service to seven area universities, including Hopkins. The shuttle runs in a continuous loop seven days a week, stopping at the following locations: Homewood, MICA, Penn Station, the Inner Harbor, Goucher College, Towson Shopping District, Towson University (weekends only), Belvedere Square (weekdays only), Notre Dame College and Loyola University. Students need only to show a college ID to ride the Collegetown shuttle. Schedules and a map of the shuttle route are available at the Collegetown Network’s website, www.baltimorecollegetown.org. In case of severe weather, students should contact Security Services to check if the shuttle is running. Students with special needs beyond what is offered by the usual schedule should call (410) 337-6166 to make arrangements 48 hours in advance.

Zipcar (Car Sharing): Finding affordable and convenient on-demand transporta-
Maps
For an online guided tour of the campus please go to the following link: www.jhu.edu/~tour/map.html.
Homewood to JHMI Bus Route
tion upon arrival can be a challenge. Ten Zipcars are available to the Hopkins Community. As a member students pay an annual fee and either an hourly or daily rate when using the vehicle. The fees include gas, insurance, maintenance, a reserved parking space on the Homewood Campus, 180 miles per trip, roadside assistance and 24-hour customer service. Please visit JHU’s Zipcar website for further information and rates: www.zipcar.com/jhu.

STUDENT ACCOUNTS
The Student Accounts records and provides students with accurate financial account information. For further assistance in regards to monetary refunds, health insurance and all general billing information visit the Student Accounts office.

TAX INFORMATION
Although the University cannot provide individual tax advice to post-doctoral fellows, the tax manager will answer tax-related questions concerning student wages, scholarships, fellowships and grants. To assist international students, the Office of International Services, in cooperation with the JHU Tax Office, conducts tax seminars in March each year. Their website address is: www.controller.jhu.edu/depts/tax/

TECHNOLOGY SERVICES
Each person is assigned a unique Johns Hopkins Enterprise Directory (JHED) Login ID. This ID allows post-doctoral fellows to set up a Johns Hopkins email account and gain access to various campus services. To access JHED and create a new ID, post-doctoral fellows need to visit my.jhu.edu.

JHED Directory: The Johns Hopkins Enterprise Directory (JHED) is an online resource that provides contact information for faculty, staff, post-doctoral fellows and students at all Johns Hopkins institutions. Basic searches can be conducted by a person’s first and last names. WebCT: Course information, syllabi and other materials for most classes are available online on WebCT (webct.jhu.edu), which provides a web environment for instructors and students to interact outside the classroom. Using WebCT, students can access reserve texts, participate in class discussions, and in some cases find administrative information such as grades. Graduate students working as teaching assistants (TAs) may also use WebCT as a space on which to post course websites and other materials. Access to WebCT requires a JHED login ID and password.

WEATHER EMERGENCIES
When there is an alteration or curtailment of the operating schedule of the University or a designated unit, an official announcement will be made on the University Emergency Telephone Hotline. Since conditions may vary in the geographic areas where Johns Hopkins has campuses, there may be times when the Required Attendance Policy is invoked for some campuses and not others. In addition, conditions may be different on campus than they are in the area where a student lives. In times of bad weather, students should call the University Emergency Telephone Hotline to check on the status of the campus where they work.

- Baltimore - (410) 516-7781
- Outside Baltimore – (800) 548-9004

Each year the University publishes a list of radio and television stations that will be requested to announce operation changes. Because there can be mistakes in the message broadcasted, students can verify the message by calling the University Emergency Telephone Hotline. Students may also check the web at: http://esgweb-proxy.johnshopkins.edu/notice.
Personal Safety Guide
Active Threat Incident

Secure Your Immediate Area:

- Lock and barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off electronics (TV, radio, etc.)
- Dim or face computer monitors away from windows or doors
- Keep occupants calm, quiet, and out of sight
- Take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets
- Stay low – reduce your profile
- Silence cell phones (put on vibrate)
- Place signs (if possible) in exterior windows to identify your location.

Consider Risks Before Exiting Room/Office:

- Remember, the shooter may not stop until they are engaged by an outside force
- Attempts to rescue people should only be made if they can be accomplished without further endangering persons in a secured area
- Consider the safety of many-vs.-safety of a few
- Stay in secure area until Police evacuate you

Contacting Authorities:

- 911
- Campus Safety and Security
  (410) 516-7777
  security@jhu.edu

What to Report:

- Your name and cell phone number
- Your exact location – building name/ floor/office/room number
- Number of people at your specific location
- Injuries – number injured and types of injuries
- Number of assailant(s), specific location, race/gender, clothing description, physical features, type of weapon(s) (long gun or handgun), backpack, suspect(s) identity if known, separate explosions from gunfire, etc.

Campus Police Response:

- Immediate notification of Baltimore Police Department
- Evacuate victims
- Establish appropriate security/response perimeters and traffic control

Get to Know These Locations:

- Emergency exits
- Emergency phones
- First aid stations
- Fire alarm pull stations

Note: 911 system may get overloaded. Program (410) 516-7777 into your cell phone for emergency use. Use e-mailing Security as an option or when unable to speak.
University Policies
ACADEMIC ETHICS CODE
Please refer to the Student Misconduct section.

ALCOHOL AND DRUG ABUSE AND A DRUG-FREE ENVIRONMENT
The Johns Hopkins University recognizes that alcoholism and other drug addictions are illnesses that are not easily resolved by personal effort and may require professional assistance and treatment. Faculty, staff and students with alcohol or other drug problems are encouraged to take advantage of the diagnostic, referral, counseling and preventive services available through the University. Procedures have been developed to assure confidentiality of participation, program files and medical records generated in the course of these services.

Substance or alcohol abuse does not excuse faculty, staff or students from neglect of their employment or academic responsibilities. Individuals whose work or academic performance is impaired as the result of the use or abuse of alcohol or other drugs may be required to participate in an appropriate diagnostic evaluation and treatment plan. Further, use of alcohol or drugs in situations off campus or removed from University activities that in any way impairs work performance is treated as misconduct on campus. Students are prohibited from engaging in the unlawful possession, use or distribution of alcohol or other drugs on University property or as a part of University activities.

It is the policy of the Johns Hopkins University that the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited on the University’s property or as part of University activities. Individuals who possess, use, manufacture or illegally distribute drugs or controlled dangerous substances are subject to University disciplinary action, as well as possible referral for criminal prosecution. Such disciplinary action of faculty and staff may, in accordance with the University policy on alcohol abuse and maintenance of a drug-free workplace, range from a minimum of a three-day suspension without pay to termination of University employment. Disciplinary action against students may include expulsion from school.

As a condition of employment, each faculty and staff member and student employee must agree to abide by the University Drug-Free Workplace Policy and to notify the divisional human resources director of any criminal conviction related to drug activity in the workplace (which includes any location where one is in the performance of duties) within five (5) days after such conviction. If the individual is supported by a federal grant or contract, the University will notify the supporting government agency within ten (10) days after receiving notice.

A list of educational programs and assistance offered by the University may be obtained by contacting the Office of Education for Health & Wellness, AMR II, Room 223, Homewood Campus, (410) 516-8396. The Office provides students with comprehensive, proactive programming for the prevention of substance abuse and related health and social problems. Staff members are available to assist
groups or individuals with programs on alcohol or other drug use/abuse issues, stress management, assertiveness training and other lifestyle enhancing issues or skills. Assistance may also be obtained from the Student Assistance Program.

**ALCOHOL-RELATED ADVERTISING AND PROMOTION**

Official University publications relating to academic programs and offerings will not solicit or accept advertising for alcoholic beverages.

Advertisements for alcoholic beverages may be accepted for non-academic university publications with primary readerships of persons over the legal drinking age. The editors of such publications will reject advertisements that in their judgment encourage excessive use of alcoholic beverages.

Advertisements for alcoholic beverages may be accepted for non-academic university publications with primary readerships of persons over the legal drinking age. The editors of such publications will reject advertisements that in their judgment encourage excessive use of alcoholic beverages.

The University does not regulate content or advertisements in autonomous student-edited publications, such as student newspapers, but encourages the editorship to make responsible decisions regarding advertising for alcoholic beverages.

University-sponsored activities or events that permit consumption of alcoholic beverages are regulated by procedures designed to prevent consumption by underage persons as well as to discourage irresponsible consumption by others. The University will not permit activities and events designed solely or primarily to promote consumption of alcoholic beverages and which can reasonably be expected to attract a primarily underage audience.

**ALTERNATIVE BEVERAGES POLICY**

The University recognizes alcoholism as a treatable disease and encourages affected individuals to use the services of the Student Assistance Program. It is University policy to offer non-alcoholic beverages at any University function at which alcohol is served. Refreshments should include several alternatives. All University academic and administrative personnel and directors of catering services should take note of this policy and plan functions accordingly.

**ANNUAL SECURITY REPORT**

In accordance with both the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Crime Awareness and Campus Security Act of 1990 (Pub.L. 102-26), as amended, and the regulations promulgated there under, the University issues its Annual Security Report which describes the security services at each of the University’s divisions and reports crime statistics for each of the campuses. The report is published in the University’s Gazette, and copies of the report are available from the Campus Safety and Security Office. The Report may also be found online at www.jhu.edu/~security/.

**AWARD OF DEGREES**

The University does not guarantee the award of a degree or a certificate of satisfactory completion for any course of study or training program to enrolled students. The award of a degree or certificate of satisfactory completion is conditional upon (1) satisfaction of all current degree and instructional requirements at the time of the award, (2) compliance with the University and divisional regulations and (3) satisfaction of faculty’s bona fide expectations for the student’s performance.
CAMPUSS VIOLENCE

In recent years, the subject of violence on college and university campuses and in the workplace has received increasing attention as violent events have been widely reported in the news media. This policy is intended to guide members of the Johns Hopkins community both in preventing acts of violence and in responding to them when they occur on or in relation to the University’s campuses.

The Johns Hopkins University is committed to providing a learning and working environment that is safe to all members of the University community. The University will not tolerate violent acts on its campuses, at off-campus locations administered by the University or in its programs. This policy of “zero tolerance” extends not only to actual violent conduct but also to verbal threats and intimidation, whether by students, faculty, staff or visitors to the University.

The University urges individuals who have experienced or witnessed incidents of violence to report them to Campus Security. Alternatively, students are urged to report concerns about violence to the cognizant dean. The University will not permit retaliation against anyone who, in good faith, brings a complaint of campus violence or serves as a witness in the investigation of a complaint of campus violence.

Information regarding incidents of violent conduct and threats of violence will be investigated, and, if warranted, disciplinary action will be taken in accordance with applicable procedures. The University will notify law enforcement authorities of criminal conduct. In addition, the University may refer individuals accused of violations of this policy for an assessment of the likelihood that they will carry out violent acts. If the continued presence of an individual on campus threatens or disrupts the conduct of University business, the individual may be suspended from participation in University programs or activities pending the outcome of the assessment.

When advised of circumstances warranting intervention, the University will render assistance by contacting local or federal law enforcement agencies as appropriate. Individual members of the University community who receive threats of bodily harm or who are the targets of harassing or stalking behaviors are urged to contact Campus Security and to avail themselves of the services offered by the Student Assistance Program.

Every effort will be made to respect the privacy of all individuals involved in the matter; however, the necessity to investigate the matter and to cooperate with law enforcement authorities may require the disclosure of otherwise confidential information.

Individuals accused of engaging in incidents of campus violence may seek legal counsel at their own expense. Individuals and their attorneys are reminded that attorneys do not participate in any internal University hearing.

CLASSIFIED AND OTHER RESTRICTED RESEARCH

As part of the commitment to its public service mission, the Johns Hopkins University endorses faculty participation in research in the national interest. At the same time, however, the University’s commitment to openness in documentation and dissemination of research results precludes the pursuit of classified research or the use of classified information within the academic enterprise. Thus no classified research will be carried out on any academic campus of Johns Hopkins nor will classified information be used to satisfy the criteria for any academic degree requirements, faculty appointments, or faculty promotions. Further, Johns Hopkins will not accept other restrictions on research or research information related
to non-statutory classifications. An exception to this policy is the Applied Physics Laboratory, which is not an academic division, and has a distinct mission that makes it an appropriate venue for classified research.

Please see engineering.jhu.edu/include/content/pdf/adr/Classified_Research_Policy_10-23-05_Final.pdf for the full policy.

COMPLIANCE LINE

The Johns Hopkins University and the Johns Hopkins Health System are world-renowned for excellence in higher education, patient care and research. Our achievement depends largely upon the contributions and dedication of our faculty, staff, and students. Each of us plays a role in ensuring that we conduct our daily activities with integrity.

In today’s large and complex Hopkins organizations, it is important that each of us reaffirms a personal commitment to that excellence and integrity. It is also important that the institutions provide you with appropriate opportunities for bringing to our attention any concerns you may have about issues of integrity. Accordingly, the institutions have established an avenue for reporting such concerns. It’s the Johns Hopkins Compliance Line, an independently administered, toll-free hot line at 1-877-WE COMPLY (1-877-932-6675).

We hope you will never have a reason to question the integrity of any person or practice you encounter at Johns Hopkins. But, if a reason should arise, we assure you that your concerns will be taken seriously and treated in a discreet manner. We also promise that no adverse action will be taken against anyone who has raised a concern in good faith.

Johns Hopkins is highly regarded throughout the world not only for the quality of our work, but for the high ethical standards we meet in performing it. We hope that all post-doctoral fellows will help us in supporting the principles and ideals that are critical to our continued success. As we have become a leader and model for teaching, patient care and research, so, too, should we be a model for ethical behavior. Additional information can be found at http://hrnt.jhu.edu/compliance.

COPYRIGHT VIOLATION/ DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA)

Copyright exists in any original work which exists or is fixed in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, scientific and other journals, photographs and articles are some of the things subject to copyright. A copyright notice is not required.

While in general it is a violation of copyright law to copy, distribute, display, exhibit or perform copyrighted works without authority of the owner of the copyright, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. Additional information can be found at: http://www.copyright.gov/title17/92chap1.html#107.

Transmission electronically includes both copying and distributing. Such things as downloading music, or displaying photographs without authority of the copyright owner may be a violation. Civil penalties can be substantial. Under the United States Digital Millennium Copyright Act, the University is permitted to immediately take down any infringing site on the JHU network, and block access to any infringing sites on other networks, upon proper notice from the copyright owner or upon
actual knowledge of infringement.

FIREARMS
The possession, wearing, carrying, transporting, or use of a firearm or pellet weapon is strictly forbidden on University premises. This prohibition also extends to any person who may have acquired a government-issued permit or license. Violation of this regulation will result in disciplinary action and sanctions up to and including expulsion, in the case of students, or termination of employment, in the case of faculty and staff. Disciplinary action for violations of this regulation will be the responsibility of the divisional student affairs officer, dean or director, or the vice president for human resources, as may be appropriate, in accordance with applicable procedures. Any questions regarding this policy, including the granting of exceptions for law enforcement officers and for persons acting under the supervision of authorized University personnel, should be addressed to the appropriate chief campus security officer.

GUIDELINES FOR CHILDREN IN THE WORKPLACE
Balancing work and family issues can present challenges to working parents, particularly when it comes to child care during work hours.

WORKlife Programs’ resources and referral service and Sick, Emergency and Back-up Care Program are available to assist JHU parents find child care for an on-going or emergency need. To respond to unexpected needs, parents/guardians are advised to work with the WORKlife Programs’ staff to identify in advance a plan for emergency child care should the need arise. When such plans fail or are inappropriate for the immediate need, the University encourages supervisors to be flexible in responding to the employee’s child care emergencies. Staff members are reminded that it is their responsibility to make child care arrangements that will enable them to meet their JHU obligations.

As a rule, it is inappropriate for children to be in the workplace on a regular or sporadic basis, such as after school each day, on holidays when day care is not available or when children are ill. In the rare instance when there are no other alternatives, and a staff member must bring a child to the workplace, advance approval should be obtained from the supervisor and the duration of the child’s visit to the workplace should be kept to a minimum. It is essential that parents provide close constant supervision of their children while they are in the workplace. Because of child labor laws, under no circumstances should a child be allowed to perform work for the University.

It is important to note that due to some work environments and the duties of the parent, children cannot be permitted in the work area at anytime. There are many areas of Johns Hopkins University where hazardous materials or equipment are located or where hazardous operations are conducted. These include laboratories, shops, animal holding areas, power plants, etc. The risk of accident or injury in these areas is increased for those who are unfamiliar with safety requirements. Therefore, children under 18 are not allowed in these areas. Exceptions may be granted for guided tours or other reasons if appropriate precautionary measures are taken, including written consent of parent or guardian and direct adult supervision.

Special occasions that are university-sanctioned, such as “Take Your Kids to Work Day,” should be coordinated and approved in advance. The staff member’s schedule for that day should take the child’s presence into consideration to eliminate unnecessary hazards. For addi-
tional information visit the Worklife web-site at: hrnt.jhu.edu/worklife.

INTELLECTUAL PROPERTY

The Johns Hopkins University strives to support its faculty and employees in securing commercial development of intellectual and other property resulting from their research so that the benefits of that research may reach society at the earliest opportunity. This is consistent with the University’s mission of developing new knowledge and facilitating the practical application of such knowledge to the benefit of the public. The University has developed policies and guidelines that provide incentives for its researchers while protecting the integrity of research emanating from this institution. Moreover, the University provides an array of administrative services to its Inventors to assist them in protecting rights to University Intellectual Property and fostering commercial development.

Intellectual Property Definition: For purposes of this policy, Intellectual Property is defined as any new and useful process, machine, composition of matter, life form, article of manufacture, software, copyrighted work (see IV, E), or tangible property. It includes such things as new or improved devices, circuits, chemical compounds, drugs, genetically engineered biological organisms, data sets, software, musical processes, or unique and innovative uses of existing Inventions. Intellectual Property may or may not be patentable or copyrightable. It is created when something new and useful has been conceived or developed, or when unusual, unexpected, or non-obvious results, obtained with an existing Invention, can be practiced for some useful purpose. Intellectual Property can be created by one or more individuals each of whom, to be an Inventor, must have conceived of an essential element or have contributed substantially to its conceptual development.

Ownership of Intellectual Property:

A. In general, the University has the right to obtain title to Intellectual Property developed as a result of support either directly from or channeled through the University.

B. University support is defined as financial or other support, regardless of origin, which is used in the discovery or development of Intellectual Property and is provided through University channels. In the absence of University support, rights of ownership of Intellectual Property remain with the Inventor. Provision of an appointment shall not in and of itself be construed as University support for purposes of this definition.

C. The University may decline to accept any rights of ownership by assignment or otherwise, in which case all rights revert to the Inventor.

D. When software or other unpatented tangible research property (e.g., cell lines and data sets) is developed by faculty using University support, the University will own all rights to such property, including copyright (subject to agreements with appropriate funding sources).

E. Copyright to, and royalty from, literary or scholarly works in tangible or electronic form (e.g., textbooks and other curricular materials, reference works, journal articles, novels, music, photographs, etc.) produced by faculty members as a part of their usual teaching, service, and research activities, and which do not result directly as a specified deliverable from projects funded in whole or in part by the University or a sponsored research agency shall belong to the faculty who prepared such works and may be assigned or retained by them.
NON-DISCRIMINATION
The Johns Hopkins University admits students of any race, color, gender, religion, national or ethnic origin, age, disability or veteran status to all of the rights, privileges, programs, benefits and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, gender, religion, sexual orientation, national or ethnic origin, age, disability or veteran status in any program or activity, including the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other University-administered programs or in employment. Accordingly, the University does not take into consideration personal factors that are irrelevant to the program involved.

Questions regarding access to programs following Title VI, Title IX and Section 504 should be referred to The Office of Institutional Equity, 130 Garland Hall, 3400 N. Charles Street, (410) 516-8075.

Discrimination Complaints: The University is prepared to receive and resolve complaints of discriminatory treatment that are brought to the attention of any University academic or administrative officer by students, faculty, and staff. Students at the School of Public Health are encouraged to bring such complaints to the immediate attention of the associate dean for student affairs, the chair of the department in which the student is enrolled, or the director of human resources. Regardless of the person to whom the complaint is brought, the University’s Director of The Office of Institutional Equity or the Compliance Officer should be contacted immediately so that an investigation into the facts and circumstances may begin.

The Compliance Officer will coordinate the investigation and resolution of the complaint with affected parties, departments, and offices of Human Resources and will prepare appropriate documentation of the measures taken to ascertain the facts and circumstances pertinent to the complaint. The Compliance Officer will consult with the parties involved in the dispute and make recommendations for the resolution of the complaint to the offices of Human Resources, affected departments and/or divisions, and the Office of the General Counsel.

Inquiries regarding procedures on discrimination complaints may be addressed to the Director of The Office of Institutional Equity, or the Compliance Officer, 130 Garland Hall, Homewood Campus, (410) 516-8075.

Policy on the Reserve Officer Training Corps: Present Department of Defense policy governing participation in university-based ROTC programs discriminates on the basis of sexual orientation. Such discrimination is inconsistent with The Johns Hopkins University nondiscrimination Policy. Because ROTC is a valuable component of the University that provides an opportunity for many students to afford a Hopkins education, to train for a career, and to become positive forces in the military, the University, after careful study, has continued its ROTC program but encourages a change in federal policy that brings it into conformity with the University’s policy.

PREVENTING DISCRIMINATION
Johns Hopkins University is committed to maintaining a work and learning environment that is free of all forms of discrimination. In keeping with that commitment, every faculty, staff and student member of our University is encouraged to participate in an interactive training program.
called Preventing Discrimination. The program outlines current laws on discrimination and the University’s policies and procedures for reporting discrimination. It also provides examples to illustrate the kinds of words and behaviors that might be reasonably regarded as discriminatory, and therefore should be avoided.

As we strive for an inclusive community, our goal must be to foster an environment that recognizes the worth and potential of every individual and communicates respect among all members. The University is fully committed to this goal and asks that you share this resolve to ensure a campus atmosphere that advances both the University’s mission and its reputation for excellence.

Should you have any comments or questions about Johns Hopkins University’s discriminatory harassment policy or desire more information regarding the identification or prevention of discrimination, please contact the Office of Institutional Equity at (410) 516-8075 or (410) 516-6225 (TTY).

PRIVACY RIGHTS OF STUDENTS

Education records are maintained on each student by the registrar of the school in which the student is or has been enrolled. The University is in compliance with the disclosure provisions of the Family Educational Rights and Privacy Act (FERPA). Students who seek clarification or specific information regarding their rights of access to institutional education records maintained in their names are advised to contact the Registrar’s Office.

Release of Public Information: The following student information is designated as directory information, is considered public, and will be released upon request: name, address, email address, telephone number, photograph, verification of current enrollment, full-time or part-time status, department and degree program, dates of enrollment and degree received. If a student does not wish all or some of the above information released to any person other than JHU faculty and staff, such a request must be filed with the Registrar’s Office in writing by the end of the Add/Drop period for the first term.

For additional information on the University’s policy regarding compliance with the FERPA, please contact the Registrar’s Office.

RECRUITMENT AND ENROLLMENT OF JHU STUDENTS IN RESEARCH INVOLVING HUMAN SUBJECTS

The University has implemented a policy with a set of procedures to be followed by faculty and students wishing to engage in research involving human subjects. This policy follows the Code of Federal Regulations Title 45 Part 46 Subpart A Section 46.102, www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm, concerning the protection of human research subjects.

Please see engineering.jhu.edu/include/content/pdf/adr/Student-Participation.pdf for the University’s full policy and procedures regarding human subjects.

RESEARCH INTEGRITY (KSAS ONLY)

The Johns Hopkins University Policy on Integrity in Research [adopted May, 1988] states: “The Johns Hopkins University’s excellence in research rests, in part, on its faculty’s and students’ dedication to objective inquiry and uncompromising pursuit of truth. Integrity in the performance of research is essential, and it must be scrupulously and vigorously maintained.” Each Division of the University has the responsibility to adopt procedures for dealing with allegations of research misconduct.
The Zanvyl Krieger School of Arts and Sciences Policy on Integrity in Research establishes the following procedures, consistent with general University policy and pertinent federal regulations. The goal of these procedures is to provide a fair, deliberative, and efficient process for investigating and resolving allegations of research misconduct.

Definition: Research misconduct includes research fraud: the intentional falsification or fabrication of data or results, dishonesty, plagiarism, misconduct in the application of research procedures so as to bias results or other deceptive research or reporting practices. Research misconduct also includes failure to comply with University or governmental rules, regulations, and laws and disregard of the norms of professional academic conduct, which conduct if subjected to scrutiny would adversely affect the integrity and reputation of the academic and research activities of the University and its faculty. Research misconduct does not include honest error or honest differences in either interpretation or judgment of data or opinion.

Policy: Research misconduct by faculty, staff or students is unacceptable. It is the responsibility of all members of the Arts & Sciences academic community to adhere to strict standards of integrity in their research and to report acts of misconduct when they are known or are suspected to have occurred. It is the responsibility of faculty and other supervisors of research to monitor carefully the research under their supervision and to subject research procedures and findings to rigorous evaluation. To this end the School of Arts and Sciences has established these procedures to foster an academic environment that encourages, fosters, and maintains integrity in research and that preserves the reputation for excellence that is the proud heritage of The Johns Hopkins University.

Promoting Integrity in Research: Chairs of academic departments and directors of research centers in the School of Arts and Sciences are responsible for informing their faculty, students and staff of this Policy on Integrity in Research and of their personal responsibility for the integrity of the research in which they personally participate at any level. This should be done on at least an annual basis and should include the distribution to researchers (faculty, staff, and students) of copies of this policy as well as of other appropriate University policies.

Any faculty member, student, or staff member who suspects that research misconduct has occurred has an obligation to report that suspicion to the chair of the department, the director of the research center, the Associate Dean for Research or the Dean. Information of this nature directed to any other person in authority, such as the Dean of Students, shall be referred to the Associate Dean for Research.

Please see grad.jhu.edu/academicInfo/policies.htm for a detailed description of the Procedures for Handling Allegations of Research Misconduct.

RESEARCH MISCONDUCT (WSE ONLY)

Federal regulations state: "Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Fabrication is making up data or results and recording or reporting them. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit" (from the Office of Science and Technology Policy).

Research misconduct also includes failure
to comply with University or governmental rules, regulations, laws, and policies, as well as the disregard of the norms of professional, scholarly, or academic conduct which could adversely affect the integrity and reputation of the University and its faculty. Research misconduct does not include honest error, honest differences of opinion or judgment, or honest differences in the interpretation of data or opinion.

Please see www.wse.jhu.edu/include/content/pdf/adr/WSE_Research_Misconduct.pdf for the full policy.

SEXUAL ASSAULT
The Johns Hopkins University is committed to providing a safe educational and working environment for its faculty, staff and students. The University is particularly concerned about the increase in reports of sexual offenses occurring on the nation's campuses. The University has adopted a policy addressing sexual assaults and offenses involving sexual violence in order to inform faculty, staff and students of their rights in the event they are involved in an assault and of the services available to victims of such offenses.

Members of the University community who are the victims of, or who have knowledge of, a sexual assault occurring on University property, occurring in the course of a University sponsored activity or perpetrated by a member of the University community, are urged to report the incident to campus authorities promptly. Persons who are victims of sexual assault will be advised by campus security of their option to file criminal charges with local police of the jurisdiction where the sexual assault occurred. Campus security and the Office of the General Counsel will provide assistance to a complainant wishing to reach law enforcement authorities.

A victim of an assault on University property should immediately notify campus security who will arrange for transportation to the nearest hospital. Persons who have been sexually assaulted will be taken to one of the two hospitals in Baltimore City designated as rape treatment centers. They are Mercy Hospital, 301 St. Paul Place (410) 332-9000, and University of Maryland Hospital, 22 S. Greene St. (410) 328-8667. These hospitals are equipped with the State Police Sexual Assault Evidence Collection Kit.

The University will provide counseling to any member of the Hopkins community who is a victim of sexual assault and also will provide information about other victim services. Students can seek the assistance of counseling through the Student Assistance Program. A student who is a victim of sexual assault may request a transfer to alternative classes or housing if necessary to allay concerns about security. The University will try to accommodate the request if such classes and housing are reasonably available.

Persons who are the victims of sexual assault also may pursue internal University disciplinary action against the perpetrator. The University’s disciplinary process may be initiated by bringing a complaint of sexual assault to the attention of a dean, department chairman or director, supervisor, divisional human resources office or security office. The University's Associate Director for Compliance & Conflict Resolution also is available to render assistance to any complainant. Allegations of sexual assault will be investigated by the appropriate security offices and any other offices whose assistance may be valuable for gathering evidence. The University reserves the right to independently discipline any member of the student body, staff or faculty who has committed a sexual or other assault whether or not the victim is a member of the University community and whether or not criminal charges are pending.
Disciplinary actions against students accused of sexual assaults will be processed by the offices of the dean of the appropriate academic division in accordance with established disciplinary procedures. Disciplinary actions against staff members will be governed by the procedures set out in the University’s personnel policies. Disciplinary actions against members of the faculty will also be processed by the offices of the dean of the appropriate academic division according to the procedures established by that division.

Both a complainant and the person accused of a sexual assault will be afforded the same opportunity to have others present during a University disciplinary proceeding. Attorneys, however, will not be permitted to personally participate in University disciplinary proceedings. Both the complainant and the accused will be informed of the resolution of any University disciplinary proceeding arising from a charge that a sexual assault has been committed. The disciplinary measures which may be imposed for sexual assault will vary according to the severity of the conduct, and may include expulsion of a student from the University and termination of the employment of a member of the staff or faculty.

SEXUAL HARASSMENT

The Johns Hopkins University is committed to providing its staff, faculty and students the opportunity to pursue excellence in their academic and professional endeavors. This can only exist when each member of our community is assured an atmosphere of mutual respect, one in which they are judged solely on criteria related to academic or job performance. The University is committed to providing such an environment, free from all forms of harassment and discrimination. Each member of the community is responsible for fostering mutual respect, for being familiar with this policy and for refraining from conduct that violates this policy.

Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other behavior of a sexual nature when:

1) Submission to such conduct is made implicitly or explicitly a term or condition of an individual’s employment or participation in an educational program.

2) Submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement.

3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or educational environment.

Fundamental to the University’s purpose is the free and open exchange of ideas. It is not, therefore, the University’s purpose, in promulgating this policy to inhibit free speech or the free communication of ideas by members of the academic community.

The University will not tolerate sexual harassment any form of discrimination, a violation of federal and state law and a serious violation of University policy. In accordance with its educational mission, the university works to educate its community regarding sexual harassment. The University encourages individuals to report incidents of sexual harassment and provides a network of confidential consultants by which individuals can report complaints of sexual harassment. The means by which complaints are resolved can range from informal to formal.

The University encourages reporting of all perceived incidents of sexual harassment, regardless of who the alleged offender may be. Individuals who either believe
they have become the victim of sexual harassment or have witnessed sexual harassment should discuss their concerns with any member of the Sexual Harassment Prevention and Resolution system. Complainants are assured that problems of this nature will be treated in a confidential manner, subject to the University's legal obligation to respond appropriately to any and all allegations of sexual harassment.

The University prohibits acts of reprisal against anyone involved in lodging a complaint of sexual harassment. Conversely, the University considers filing intentionally false reports of sexual harassment a violation of this policy.

The University will promptly respond to all complaints of sexual harassment. When necessary, the university will institute disciplinary proceedings against the offending individual, which may result in a range of sanctions, up to and including termination of university affiliation.

Complaints of sexual harassment may be brought to Susan Boswell, Dean of Student Life; Ray Gillian, Associate Provost and Directory of Equal Opportunity and Affirmative Action Programs; or the Associate Director for Compliance and Conflict Resolution. The University has also set up a Sexual Harassment Hotline: (410) 516-4001, TTY: (410) 516-6225.

SMOKE-FREE POLICY
Smoking is prohibited inside all facilities owned, leased, or operated by the Johns Hopkins University in the contiguous United States, including (but not limited to) such space as classrooms, general and residence halls, laboratories, studios, open and private offices, corridors, dining areas, restrooms and common areas. This prohibition also includes all vehicles owned, leased or operated by the University. The president, deans and/or directors may also designate, with appropriate signage, certain outdoor areas—especially entranceways—smoke-free.

To effect adherence, members of the Hopkins community are encouraged to directly and politely inform those unaware of the policy, or remind those in disregard of it. If this approach and effort is unsuccessful, the individual in violation of this policy will be brought to the attention of the dean, director, senior staff member or other person in charge for further discussion and progressive counseling. Those who still do not comply will face corrective action consistent with the nature and seriousness of the continuing violations.

SOFTWARE DUPLICATION
It is the policy of the Johns Hopkins University to respect the proprietary rights of owners of computer software and to expect that faculty members, students and staff will refrain from actions that constitute an infringement of the copyright or other proprietary rights attached to software. Members of the University community are required to determine permitted uses of software in their possession, such as the right to make copies, and to obtain appropriate permission when necessary.

Activities of faculty members and staff that infringe upon proprietary rights will not be considered to have occurred in the course of employment since they are expressly prohibited. The University reserves the right to refuse to defend any faculty member, student or staff member named in a lawsuit arising out of alleged infringement activity, and to refuse to pay any damages awarded by a court of law against any such person. In recent years courts have awarded copyright owners significant damages and legal fees in civil suits against copyright infringers. In addition to being liable to the copyright owner for damages, individuals who infringe copyrights are subject to criminal penalties, as well, including fines and imprisonment. Moreover, infringement activities in
the course of University-related programs may constitute grounds for disciplinary action.

The Office of the General Counsel on the Homewood Campus is available to render legal guidance regarding the obligations of software users, and any other questions or concern about copyrighted property. A brochure on correct use of software is available from that office.

**POST-DOCTORAL GRIEVANCE PROCEDURE**

Introduction: This sets forth a procedure whereby a faculty member, postdoctoral fellow or graduate student of the Whitman School of Engineering (WSE) or the Krieger School of Arts and Sciences (KSAS) may grieve an adverse action or failure to act, or for a violation of University, School or departmental policy. Typically a complaint or dispute is brought to the attention of a department chair or center director and is resolved through informal discussion. In some circumstances, the Dean is asked to help in the informal resolution of grievances. The formal procedure set forth below is not meant to supplant attempts at resolving complaints through informal means. When at all possible, complaints and disputes should be settled through informal discussion. The procedures presented here are to be applied only after every effort has been made to settle disputes informally.

Nothing in this policy should be construed to impinge upon the responsibilities of any office and/or regularly constituted body of the University. Moreover, no action may be taken with respect to a grievance that would conflict with or modify any policy approved by the Board of Trustees of the University, any policy of the University or WSE/KSAS, any federal, state, or local law or regulation, or any contract to which the University or WSE/KSAS is a party.

Definitions: A grievance is a complaint by a faculty member, postdoctoral fellow or student who alleges that he/she been adversely affected in his/her professional activities as a result of an arbitrary or capricious act, or failure to act, or a violation of a University or WSE/KSAS procedure or regulation by his/her supervisor, department chair, center director or other administrator or administrative body.

Issues excluded from consideration under this grievance procedure include:

1. Complaints alleging discrimination or harassment on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status or veteran status. These complaints are to be referred to the University’s Affirmative Action Officer.

2. Complaints pertaining to general levels of salary, fringe benefits or other broad areas of financial management and staffing.

3. Disputes that are purely personal in nature or that do not involve the grievant’s professional activities.

4. A complaint pertaining to issues within the purview of any other standing committee or policy of the University or School, unless the complaint arises from a committee’s alleged failure to act or to follow the policies or procedures of the University or WSE/KSAS.

5. Disputes involving grades or other evaluation of the grievant’s academic work that are subject to the academic policies and procedures of the department or School.

6. Grievances that are subject to the procedures outlined in the Johns Hopkins Personnel Policy Manual (hrmt.jhu/erl/pol-man).

A grievant is a faculty member, post-
doctoral fellow or a graduate student currently enrolled in WSE/KSAS who brings a grievance pursuant to this procedure.

As used in this grievance procedure, the term faculty member means any person holding a full- or part-time faculty appointment in WSE or KSAS.

As used in this grievance procedure, the term “administrator” refers to anyone with the title of Vice Dean, Associate Dean, Assistant Dean or Graduate Affairs Manager of WSE or KSAS.

As used in this grievance procedure, the term Dean means the Dean of WSE and the Dean of KSAS or their designees.

Please see grad.jhu.edu/academicInfo/policies.htm for a detailed description of the Grievance Procedure.

STUDENT MISCONDUCT

The Krieger School of Arts and Sciences “KSAS” and the Whiting School of Engineering “WSE” full-time programs and Engineering and Applied Science Programs for Professionals “EPP” establish the following procedures to address instances of academic misconduct by all graduate students enrolled in full-time, part-time or non-degree (special student) Krieger School of Arts and Sciences and Whiting School of Engineering graduate programs. The procedures in this document do not apply to Krieger School Advanced Academic Program students. Their policy is contained in the Advanced Academic Programs Code of Conduct posted on the web at www.advanced.jhu.edu/ethics/index.html. The goal of these procedures is twofold: (1) to ensure the highest level of professional conduct by graduate students, and (2) to provide a fair, deliberative, and efficient process for resolving allegations of misconduct by graduate students.

Graduate Student Misconduct: Graduate student misconduct covered by these procedures includes academic misconduct including, but not limited to the following: cheating or facilitating cheating; plagiarism; reuse of assignments; unauthorized collaboration; alteration of graded assignments; knowingly furnishing false information to any agent of the University for inclusion in academic records; unfair competition; lying; and falsification, forgery, alteration, destruction or misuse of official University documents or seal. Graduate student misconduct also includes the failure to comply with University or governmental rules, regulations, and laws, and the disregard of the norms of expected conduct, including nonacademic conduct that would adversely affect the integrity and reputation of the University as a whole or the Krieger and Whiting Schools. These procedures do not apply to research fraud, including the intentional falsification or fabrication of data or results, misconduct in the application of research procedures so as to bias results, and other deceptive research practices which are all addressed under the WSE and KSAS Procedures for Dealing with Issues of Research Misconduct.

Policy: Misconduct by graduate students is unacceptable. It is the responsibility of all full-time, part-time or non-degree (special) graduate students to adhere to strict standards of integrity in their professional and scholarly activities, as well as to high standards of conduct in their nonacademic activities, and to report acts of misconduct when they are known or are suspected to have occurred. It is the responsibility of the faculty and other supervisors of scholarly activities to monitor carefully the academic and other scholarly activities of graduate students under their supervision and to subject these activities to rigorous evaluation. KSAS and WSE have established these procedures to ensure an environment for graduate students that encourages, fosters, and
maintains integrity in both academic and nonacademic activities, and that preserves the reputation for excellence that is the proud heritage of the Johns Hopkins University.

At least once a year, the chairs of academic departments, chairs of academic programs and the directors of degree-granting centers (from this point on referred to as “departments” and “department chairs”) at the Krieger and Whiting Schools are responsible for informing the graduate students in their departments about the WSE and KSAS Procedures for Dealing with Issues of Research Misconduct, the WSE and KSAS Policy on Conflict of Commitment and Conflict of Interest and this Policy on Graduate Student Misconduct, and for distributing these policies in their departments. (In EPP, the Associate Dean will hold this responsibility.) At this same time, they should advise their faculty, students, and staff of their personal and individual responsibilities for the integrity of the research and scholarly activities in which they participate – regardless of the level of participation.

Please see grad.jhu.edu/academicInfo/policies.htm for a detailed description of the procedure for addressing and resolving allegations of Academic Misconduct.

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

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

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

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

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

Improper Use of Electronic Devices:
- Consultation of unauthorized electronic devices (e.g., calculators, cellular phones, computers, PDAs) during examinations.
- Use of electronic devices to communicate within or outside an
examination room (i.e., use of cellular phones is not permitted during an exam).

- Storage of test answers, class notes, and other references in electronic devices for use during Examinations.

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

Alteration of Graded Assignments:
- Submission of an examination or assignment for a re-grade after making changes to the original answers or text.

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

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

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

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

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

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

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

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

### 2008–2009 Academic Calendar for the Krieger School of Arts and Sciences and the Whiting School of Engineering

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 4</td>
<td>First day of classes</td>
</tr>
<tr>
<td>October 13</td>
<td>Fall Break Day—classes suspended</td>
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<tr>
<td>November 17-December 7</td>
<td>Undergraduate registration for spring term</td>
</tr>
<tr>
<td>November 27-30</td>
<td>Thanksgiving Vacation</td>
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<tr>
<td>December 8</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December 9–11</td>
<td>Reading period</td>
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<tr>
<td>December 12–19</td>
<td>Final examination period</td>
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<tr>
<td>December 20th–January 4</td>
<td>Mid-year Vacation</td>
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<tr>
<td>2009</td>
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<tr>
<td>January 5 –23</td>
<td>Intersession</td>
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<tr>
<td>January 19</td>
<td>Observance of Martin Luther King's birthday; No Intersession classes</td>
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<tr>
<td>January 22–23</td>
<td>In-person registration for graduate students</td>
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<tr>
<td>January 26</td>
<td>First day of classes</td>
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<tr>
<td>March 16–22</td>
<td>Spring vacation</td>
</tr>
<tr>
<td>April 13-May 3</td>
<td>Undergraduate registration for fall term</td>
</tr>
<tr>
<td>May 1</td>
<td>Last day of classes</td>
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<tr>
<td>May 4-6</td>
<td>Reading period</td>
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<tr>
<td>May 7–14</td>
<td>Final examination period</td>
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<td>May 21</td>
<td>University Commencement</td>
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59
<table>
<thead>
<tr>
<th>Department</th>
<th>Campus Location</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Anthropology</td>
<td>404 Macaulay</td>
<td>(410) 516-7271</td>
<td>anthropology.jhu.edu</td>
</tr>
<tr>
<td>Applied Mathematics &amp; Statistics</td>
<td>302 Whitehead</td>
<td>(410) 516-7198</td>
<td><a href="http://www.ams.jhu.edu">www.ams.jhu.edu</a></td>
</tr>
<tr>
<td>Biology</td>
<td>144 Mudd</td>
<td>(410) 516-5502</td>
<td><a href="http://www.bio.jhu.edu">www.bio.jhu.edu</a></td>
</tr>
<tr>
<td>Biomedical Engineering</td>
<td>318 Clark</td>
<td>(410) 516-8482</td>
<td><a href="http://www.bme.jhu.edu">www.bme.jhu.edu</a></td>
</tr>
<tr>
<td>Biophysics</td>
<td>101 Jenkins</td>
<td>(410) 516-5197</td>
<td>pmcb.jhu.edu</td>
</tr>
<tr>
<td>Chemical &amp; Biomolecular Engineering</td>
<td>224 A Maryland</td>
<td>(410) 516-4166</td>
<td><a href="http://www.jhu.edu/chembe">www.jhu.edu/chembe</a></td>
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<tr>
<td>Chemistry</td>
<td>138 Renssen</td>
<td>(410) 516-7791</td>
<td>chemistry.jhu.edu</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>210 Latrobe</td>
<td>(410) 516-8680</td>
<td><a href="http://www.ce.jhu.edu">www.ce.jhu.edu</a></td>
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<tr>
<td>Classics</td>
<td>130 Gilman</td>
<td>(410) 516-7556</td>
<td><a href="http://www.jhu.edu/classics">www.jhu.edu/classics</a></td>
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<tr>
<td>Cognitive Science</td>
<td>237C Krieger</td>
<td>(410) 516-5250</td>
<td><a href="http://www.cogsci.jhu.edu">www.cogsci.jhu.edu</a></td>
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<tr>
<td>Computer Science</td>
<td>224 NEB</td>
<td>(410) 516-7451</td>
<td><a href="http://www.cs.jhu.edu">www.cs.jhu.edu</a></td>
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<tr>
<td>Earth &amp; Planetary Science</td>
<td>301 Olin</td>
<td>(410) 516-7034</td>
<td><a href="http://www.jhu.edu/eps">www.jhu.edu/eps</a></td>
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<tr>
<td>Economics</td>
<td>440 Mergenthaler</td>
<td>(410) 516-7570</td>
<td><a href="http://www.econ.jhu.edu">www.econ.jhu.edu</a></td>
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<tr>
<td>Electrical/Computer Engineering</td>
<td>105 Barton</td>
<td>(410) 516-4808</td>
<td><a href="http://www.ece.jhu.edu">www.ece.jhu.edu</a></td>
</tr>
<tr>
<td>English</td>
<td>1102A Dell House</td>
<td>(410) 516-4311</td>
<td>web.jhu.edu/english</td>
</tr>
<tr>
<td>Geography &amp; Environmental Engineering</td>
<td>313 Ames</td>
<td>(410) 516-5533</td>
<td>engineering.jhu.edu/~dogee</td>
</tr>
<tr>
<td>German and Romance Lang. &amp; Lit.</td>
<td>502D Dell House</td>
<td>(410) 516-7226</td>
<td>web.jhu.edu/gril</td>
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<tr>
<td>History</td>
<td>1501B Dell House</td>
<td>(410) 516-5296</td>
<td>web.jhu.edu/history</td>
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<tr>
<td>History of Art</td>
<td>268 Mergenthaler</td>
<td>(410) 516-7117</td>
<td><a href="http://www.jhu.edu/arthist">www.jhu.edu/arthist</a></td>
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<tr>
<td>History of Science &amp; Technology</td>
<td>3505 N. Charles St.</td>
<td>(410) 516-7501</td>
<td>web.jhu.edu/host</td>
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<tr>
<td>Humanities Center</td>
<td>Dell House</td>
<td>(410) 516-7619</td>
<td><a href="http://www.jhu.edu/humctr">www.jhu.edu/humctr</a></td>
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<tr>
<td>Information Security Institute</td>
<td>4th Floor, Wyman</td>
<td>(410) 516-8521</td>
<td><a href="http://www.jhuisi.jhu.edu">www.jhuisi.jhu.edu</a></td>
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<tr>
<td>Materials Science/Engineering</td>
<td>102 Maryland</td>
<td>(410) 516-8760</td>
<td><a href="http://www.jhu.edu/matsci">www.jhu.edu/matsci</a></td>
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<tr>
<td>Mathematics</td>
<td>405 Krieger</td>
<td>(410) 516-4178</td>
<td><a href="http://www.mathematics.jhu.edu/new">www.mathematics.jhu.edu/new</a></td>
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<tr>
<td>Mechanical Engineering</td>
<td>223 Latrobe</td>
<td>(410) 516-7154</td>
<td><a href="http://www.me.jhu.edu">www.me.jhu.edu</a></td>
</tr>
<tr>
<td>Near Eastern Studies</td>
<td>901A Dell House</td>
<td>(410) 516-7499</td>
<td><a href="http://www.jhu.edu/neareast">www.jhu.edu/neareast</a></td>
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<tr>
<td>Philosophy</td>
<td>Dell House</td>
<td>(410) 516-7524</td>
<td>web.jhu.edu/philosophy</td>
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<tr>
<td>Physics &amp; Astronomy</td>
<td>366 Bloomberg</td>
<td>(410) 516-7344</td>
<td>physics-astronomy.jhu.edu</td>
</tr>
<tr>
<td>Political Science</td>
<td>338 Mergenthaler</td>
<td>(410) 516-7540</td>
<td>web.jhu.edu/polisci</td>
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<tr>
<td>Psychological &amp; Brain Sciences</td>
<td>204 Ames</td>
<td>(410) 516-6175</td>
<td><a href="http://www.psy.jhu.edu">www.psy.jhu.edu</a></td>
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<tr>
<td>Public Policy</td>
<td>5th Floor, Wyman</td>
<td>(410) 516-4624</td>
<td>ips.jhu.edu</td>
</tr>
<tr>
<td>Sociology</td>
<td>533 Mergenthaler</td>
<td>(410) 516-7627</td>
<td><a href="http://www.soc.jhu.edu">www.soc.jhu.edu</a></td>
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<tr>
<td>Writing Seminars</td>
<td>702A Dell House</td>
<td>(410) 516-6286</td>
<td>web.jhu.edu/writingseminars</td>
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## Homewood Administrative Services Contacts

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<tr>
<th>Office</th>
<th>Location</th>
<th>Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Office</td>
<td>101 Whitehead Hall</td>
<td>(410) 516-8174</td>
<td><a href="http://www.grad.jhu.edu/admissions/admissions.htm">www.grad.jhu.edu/admissions/admissions.htm</a></td>
</tr>
<tr>
<td>Alumni Relations Office</td>
<td>3211 N. Charles Street</td>
<td>(410) 516-0363</td>
<td>alumni.jhu.edu</td>
</tr>
<tr>
<td>Audio-Visual Services</td>
<td></td>
<td>(410) 516-8303</td>
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<td>Bookstore</td>
<td>3330 St. Paul Street</td>
<td>(410) 516-8317</td>
<td>johns-hopkins.bncollege.com</td>
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<tr>
<td>Campus Ministries &amp; Community Service Center</td>
<td>Bunting-Meyerhoff Interfaith &amp; Community Service Center</td>
<td>(410) 261.1880</td>
<td><a href="http://www.jhu.edu/~chaplain">www.jhu.edu/~chaplain</a></td>
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<td>Community Service Center</td>
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<td>(410) 261.1880</td>
<td><a href="http://www.jhu.edu/~chaplain">www.jhu.edu/~chaplain</a></td>
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<td>Campus Safety &amp; Security</td>
<td>14 Shriver Hall</td>
<td>(410) 516-4600</td>
<td><a href="http://www.jhu.edu/~security">www.jhu.edu/~security</a></td>
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<tr>
<td>Career Center</td>
<td>3rd Floor, Garland Hall</td>
<td>(410) 516-8056</td>
<td><a href="http://www.jhu.edu/~careers">www.jhu.edu/~careers</a></td>
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<td>Center for Educational Resources</td>
<td></td>
<td>(410) 516-7181</td>
<td><a href="http://www.cer.jhu.edu">www.cer.jhu.edu</a></td>
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<td>Commercial Binding Office</td>
<td>A Level, MSE Library</td>
<td>(410) 516-8397</td>
<td>library.jhu.edu/departments/cbo</td>
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<td>Counseling Center</td>
<td>358 Garland Hall</td>
<td>(410) 516-8278</td>
<td><a href="http://www.jhu.edu/~center">www.jhu.edu/~center</a></td>
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<td>Dean's Office, KSAS</td>
<td>237 Mergenthaler Hall</td>
<td>(410) 516-8220</td>
<td><a href="http://www.krieger.jhu.edu">www.krieger.jhu.edu</a></td>
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<tr>
<td>Dean's Office, WSE</td>
<td>126 New Engineering Building</td>
<td>(410) 516-4050</td>
<td>engineering.jhu.edu</td>
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<td>Dining Services</td>
<td>1st Floor, Wilman Hall</td>
<td>(410) 516-7962</td>
<td><a href="http://www.jhu.edu/hds">www.jhu.edu/hds</a></td>
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<td>Disabilities Services</td>
<td>237 Mergenthaler Hall</td>
<td>(410) 516-6487</td>
<td><a href="http://www.jhu.ua.org/dss">www.jhu.ua.org/dss</a></td>
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<td>Escort Vans &amp; Walking</td>
<td>14 Shriver Hall</td>
<td>(410) 516-8700</td>
<td><a href="http://www.jhu.edu/~security">www.jhu.edu/~security</a></td>
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<td>Financial Aid Office</td>
<td>146 Garland Hall</td>
<td>(410) 516-8128</td>
<td><a href="http://www.jhu.edu/~finaid">www.jhu.edu/~finaid</a></td>
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<tr>
<td>General Counsel's Office</td>
<td>1st Floor, Garland Hall</td>
<td>(410) 516-8128</td>
<td>it.jhu.edu</td>
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<td>Graduate Board</td>
<td>101 Whitehead Hall</td>
<td>(410) 516-5320</td>
<td><a href="http://www.graduateboard.jhu.edu">www.graduateboard.jhu.edu</a></td>
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<td>Graduate Student Affairs (KSAS)</td>
<td>101 Whitehead Hall</td>
<td>(410) 516-8477</td>
<td><a href="http://www.grad.jhu.edu">www.grad.jhu.edu</a></td>
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<tr>
<td>Graduate Student Affairs (WSE)</td>
<td>126 New Engineering Building</td>
<td>(410) 516-8943</td>
<td>engineering.jhu.edu</td>
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<tr>
<td>GRO</td>
<td>2nd Floor, Levering Hall</td>
<td>(410) 516-7682</td>
<td><a href="http://www.jhu.edu/~gro">www.jhu.edu/~gro</a></td>
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<td>Health &amp; Wellness Center</td>
<td>AMR II</td>
<td>(410) 516-8270</td>
<td>www2.jhu.edu/~shcenter</td>
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<td>Health Insurance</td>
<td>75 Garland Hall</td>
<td>(410) 516-8079</td>
<td><a href="http://www.jhu.edu/~registr/health.html">www.jhu.edu/~registr/health.html</a></td>
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<td>Housing, Off-Campus</td>
<td>3339 N. Charles Street</td>
<td>(410) 516-7961</td>
<td><a href="http://www.jhu.edu/hds/office">www.jhu.edu/hds/office</a></td>
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<td>Information Technology</td>
<td>01-A Garland Hall</td>
<td>443.997.8100</td>
<td>it.jhu.edu</td>
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<td>Institutional Equity Office</td>
<td>130 Garland Hall</td>
<td>(410) 516-8949</td>
<td><a href="http://www.jhuaa.org/DSS/index.html">www.jhuaa.org/DSS/index.html</a></td>
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<td>International Student &amp; Scholar Services (OISSS)</td>
<td>3339 N. Charles Street</td>
<td>(410) 516-1013</td>
<td><a href="http://www.jhu.edu/~isss">www.jhu.edu/~isss</a></td>
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<td>J-Card Office</td>
<td>51 Garland Hall</td>
<td>(410) 516-5121</td>
<td><a href="http://www.idcs.jhu.edu">www.idcs.jhu.edu</a></td>
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<td>Library, MSE</td>
<td></td>
<td>(410) 516-8725</td>
<td>library.jhu.edu</td>
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<td>O'Connor Recreation Center</td>
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<td>(410) 516-5229</td>
<td>web.jhu.edu/recreation</td>
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<td>Parking and Transportation</td>
<td>7 Shriver Hall</td>
<td>(410) 516-7275</td>
<td><a href="http://www.parking.jhu.edu">www.parking.jhu.edu</a></td>
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<tr>
<td>President's Office</td>
<td>242 Garland Hall</td>
<td>(410) 516-8068</td>
<td>web.jhu.edu/president</td>
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<tr>
<td>Provost's Office</td>
<td>265 Garland Hall</td>
<td>(410) 516-8070</td>
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<td>Registrar's Office</td>
<td>75 Garland Hall</td>
<td>(410) 516-8080</td>
<td><a href="http://www.jhu.edu/register">www.jhu.edu/register</a></td>
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<tr>
<td>Research Administration</td>
<td>W400 Wyman Park Building</td>
<td>(410) 516-8668</td>
<td>huresearch.jhu.edu</td>
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<td>Sexual Harassment Hotline</td>
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<td>(410) 516-4001</td>
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<td>Student Accounts Office</td>
<td>31 Garland Hall</td>
<td>(410) 516-8158</td>
<td><a href="http://www.jhu.edu/~studacct">www.jhu.edu/~studacct</a></td>
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<tr>
<td>Student Employment Office</td>
<td>831 Garland Hall</td>
<td>(410) 516-8158</td>
<td><a href="http://www.jhu.edu/~stujob">www.jhu.edu/~stujob</a></td>
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<td>Student Life Office</td>
<td>102 Levering Hall</td>
<td>(410) 516-8208</td>
<td>web.jhu.edu/studentlife</td>
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<td>Tax Office</td>
<td>Suite D200, Eastern Campus</td>
<td>443.997.8442</td>
<td><a href="http://www.controller.jhu.edu/depts/tax/index.html">www.controller.jhu.edu/depts/tax/index.html</a></td>
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<td>Weather Emergency Hotline</td>
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<td>(410) 516-7781</td>
<td>esgwebproxy.johnshopkins.edu/notice</td>
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