

JOHNS HOPKINS UNIVERSITY
OFFICE OF THE REGISTRAR
GRADUATE COURSE CHANGE FORM

_____ Full Time

_____ Part Time

_____ Visiting/
 _____ Non-degree

_____ Hopkins ID (6 characters)

_____ Date

_____ Last/Family Name

_____ First

_____ Middle

_____ Major

_____ Fall Term

_____ Spring Term

20 _____

ADD TO REGISTRATION:

Course School	Course Dept.	Course No.	Section No.	Course Title	For Credit	For Audit	# of Credits (WSE Only)

DROP FROM REGISTRATION:

CHANGE REGISTRATION (Change Grading System, Switch Section):

Permission Signatures, When Required

 INSTRUCTOR (Please Print)

_____ INSTRUCTOR APPROVAL SIGNATURE

 CHAIR OR ADVISOR'S NAME (Please Print)

_____ SIGNATURE OF CHAIR OR ADVISOR

 DEAN'S OFFICE (Please Print)

_____ SIGNATURE OF DEAN'S OFFICE

Remarks:

INSTRUCTIONS: Please note, permissions are not always required for every course change transaction.

INSTRUCTOR Permission is Required:

- *when a course is FULL and there are no open seats available, or
- *if there are Graduate-level prerequisites that the student has not met here at Hopkins, or
- *if Instructor Approval is required in the course description

ADVISOR Signature is Required-when the student has an active advisor alert

DEPT CHAIR Signature is Required-for all course Withdrawals

Audit (AU): When a graduate student enrolls in a course with "audit" status, he/she must reach an understanding with the instructor as to what is required to earn the "Audit." Permission to audit a course is left to the discretion of the instructor. **No signature required.**

Changing a course registration from "Audit" [student receives no letter grade] to "Credit" [student receives letter grade], or from "Credit" to "Audit" is permissible during the Registrar's Office official add/drop dates. Registration changes beyond this deadline are not permissible.

The following ASEN Graduate Courses **cannot be taken for AU (Audit):**

- Graduate Research
- Dissertation Research
- Master's Thesis
- Master's Essay
- Independent Study

These courses can only be taken as P/F or a letter grade, at the instructor's purview.

Prior to the beginning of classes: Returning graduate students may make changes to their registration in-person or online through the ISIS system. The ISIS system is available for use up to ten weeks prior to the first day of classes.

First six weeks of classes: Graduate students may add or drop classes online (as long as the electronic Advisor Hold has been released) or in-person at the Registrar's Office.

Through the eleventh week of classes: Graduate students may withdraw from a course with the signatures of the instructor, department chair, and the student's respective Dean's Office personnel. All withdrawals during the seventh and eighth weeks will be noted with a "W" on the student's transcript.

After the end of the sixth week and until the end of the eleventh week, a student may withdraw from a course with a W on the academic record. Required signatures, and the order of the signatures required, detailed below:

AS—3 signatures required (in order as listed):

1. Instructor
2. Department Chair
3. Renee Eastwood, Director of Graduate & Postdoctoral Academic Affairs (Wyman Park Bldg 6th Fl)

EN—3 signatures required (in order as listed):

1. Instructor
2. Advisor/Department Chair
3. Christine Kavanagh, Assistant Dean of Graduate and Postdoctoral Academic Affairs (Shaffer 103)