

**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

\_\_\_\_\_ Fall Term

\_\_\_\_\_ Spring Term

20 \_\_\_\_\_

\_\_\_\_\_ Major

**ADD TO REGISTRATION:**

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

**DROP FROM REGISTRATION:**

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**CHANGE REGISTRATION (Change Grading System, Switch Section):**

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**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 SIS system. The SIS 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 through eleventh 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 (Wyman Park Bldg 2 West)