JOHNS HOPKINS UNIVERSITY
OFFICE OF THE REGISTRAR
GRADUATE COURSE CHANGE FORM

Full Time
Part Time

Hopkins ID (6 characters)
Date

Last/Family Name  First  Middle

Fall Term    Spring Term    20__

Major

ADD TO REGISTRATION:

<table>
<thead>
<tr>
<th>Course School</th>
<th>Course Dept.</th>
<th>Course No.</th>
<th>Section No.</th>
<th>Course Title</th>
<th>For Credit</th>
<th>For Audit</th>
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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.

Seventh and eighth 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 Seitz, Director of Graduate Academic Affairs (Wyman Park Bldg 6th Fl)

EN—3 signatures required (in order as listed):
1. Instructor
2. Advisor/Department Chair
3. Christine Kavanagh, Director of Academic Affairs (Shaffer 103)