

THIS FORM, ALONG WITH EITHER THE SIGNATURE OR EMAIL APPROVALS, MUST BE SUBMITTED VIA STUDENT CASE SYSTEM (<https://support.sis.jhu.edu/case-home>)

Instructions:

- Login using your credentials to <https://support.sis.jhu.edu/case-home>
- Select *Records and Registration*
- Select *Add/Drop Inquiry*
- Scroll down & select *Request Support*

**JOHNS HOPKINS UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR
GRADUATE COURSE CHANGE FORM**

Hopkins ID (6 characters)

Date

Last/Family Name

First

Middle

Major Department

Term Fall Interession Spring Summer 20

ADD TO REGISTRATION:

Course School	Course Dept.	Course No.	Section No.	Course Title	For Credit	For Audit	# of Credits

DROP FROM REGISTRATION:

Course School	Course Dept.	Course No.	Section No.	Course Title	For Credit	For Audit	# of Credits

CHANGE REGISTRATION (Change Grading System, Switch Section):

Course School	Course Dept.	Course No.	Section No.	Course Title	For Credit	For Audit	# of Credits

Permission Signatures, When Required

INSTRUCTOR (Please Print)

INSTRUCTOR APPROVAL SIGNATURE

CHAIR OR ADVISOR'S NAME (Please Print)

SIGNATURE OF CHAIR OR ADVISOR

DIVISIONAL DEAN'S OFFICE (Please Print)

SIGNATURE OF DIVISIONAL DEAN

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” grade notation. If the student does not meet those expectations (e.g., fails to attend class), the instructor must notify the Registrar’s Office in order for the student to be retroactively dropped from the course. Dropped coursework does not appear on the student’s transcript.

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 Office of the Registrar’s official deadlines for each semester. 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.

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, Assistant Dean for Graduate and Postdoctoral Academic and Student Affairs

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

1. Instructor
2. Advisor/Department Chair
3. Christine Kavanagh, Associate Dean for Residential Graduate and Postdoctoral Education