



## Permission to Transfer Courses Form

This form is for students who entered **fall 2013 and earlier**.

### **TRANSFER POLICY INFORMATION:**

- A maximum of 12 external credits may be transferred to Hopkins.
- Classes must be taken at a **four-year college/university**.
- A grade of "C" or better is required, but the grade will not be included in your Hopkins GPA.
- Online courses must be completed during the term you obtained permission and work must be completed when JHU Fall and Spring courses are not in session.

### **DIRECTIONS:**

1. Complete this form. Each course must be listed separately. Use multiple forms if planning to take more than two courses.
2. Bring a printed course description and/or syllabus from the host institution to the individuals described in # 3 and your respective advising office. A complete syllabus with topical breakdown is REQUIRED for all MATH and CHEMISTRY courses. Full syllabi are encouraged for all courses. The course description must include:
  - Your name and Hopkins ID
  - The name of the host institution
  - The course number and name at the host institution
  - The course credits assigned by the host institution
  - Whether the host institution is on a semester or quarter system
  - A sentence (at least) describing the course (typically copied from the catalog of the host institution)
3. Obtain appropriate signatures:
  - **EN and AS students:**  
**For Physics, Economics, or German & Romance language course:** You **MUST** obtain signature from the department. *Physics – Dr. Morris Swartz; Economics – Dr. Bruce Hamilton; German & Romance languages – language coordinator (see [www.advising.jhu.edu/directors.php](http://www.advising.jhu.edu/directors.php))*
  - **EN students:**  
You **MUST** obtain signature from Faculty Advisor **THEN** Engineering Advising Office for all courses.
  - **AS students:**  
**Required Course for your intended major(s) or minor(s):** You **MUST** obtain signatures from both Director of Undergraduate Studies for major/ minor **AND** the Office of Academic Advising.  
**Elective Course or to be used for University Distribution:** You **MUST** obtain a signature from the Office of Academic Advising.
4. To obtain an advising office signature, you may visit walk-in advising hours or (if the form is complete and the course description(s) attached) drop off your form at the front desk of your respective advising office (AS Advising Office, Garland Hall 3<sup>rd</sup> floor; EN Advising Office, 103 Shaffer). You will be notified by email regarding course(s) approval.
5. When your grade is posted at the end of the term, you must request that the host institution send a transcript to (*unless otherwise noted on front of form*):

**Johns Hopkins University**  
**Registrar's Office, Garland Hall Room 75**  
**3400 N. Charles St.**  
**Baltimore, MD 21218**

Updated 2/6/2014

**Johns Hopkins University**  
**Permission to Transfer Courses Form**  
*This form is for students who entered **fall 2013 and earlier.***

<b>Name:</b>	<b>Hopkins ID:</b>
<b>Major (s) &amp; Minor(s):</b>	<b>Email Address:</b> <span style="float:right"><i>@jhu.edu</i></span>
<b>Institution:</b>	<b>Term &amp; Year:</b>
<b>City &amp; State:</b>	<b>Rising:</b> <i>Sophomore</i> <input type="checkbox"/> <i>Junior</i> <input type="checkbox"/> <i>Senior</i> <input type="checkbox"/>
<i>I have read and understand the rules for transferring credits to JHU.</i>	<b>Have you ever transferred credit to JHU?</b> (not including AP, IB, GCE) Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Student</i> <i>Signature</i> _____	<i>Date</i> _____

Transfer Course Information
<b>Course Name &amp; Number:</b> _____
<b>Lab included:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Number of credits at host institution:</b> _____
<b>Calendar system at host institution:</b> Quarters <input type="checkbox"/> Semesters <input type="checkbox"/>
<b>Is this course required of a major or minor you intend to complete?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Intended use at JHU:</b> _____

Transfer Course Information
<b>Course Name &amp; Number:</b> _____
<b>Lab included:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>Number of credits at host institution:</b> _____
<b>Calendar system at host institution:</b> Quarters <input type="checkbox"/> Semesters <input type="checkbox"/>
<b>Is this course required of a major or minor you intend to complete?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Intended use at JHU:</b> _____

Approvals
<b>Faculty / DUS</b>
<b>Approval:</b> _____ <b>Date</b> _____
<b>Approval:</b> _____ <b>Date</b> _____
<i>Notes:</i>
<b>Department approval ECON, PHYS, or GERMAN/ ROMANCE LANGUAGE courses:</b>
<b>Signature</b> _____ <b>Date</b> _____

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Advising Office Use Only:
JHU Dept. _____ Area Map _____ JHU Credits _____
Pre-req Waiver _____ School Code _____
JHU Course Number:
Signature _____ Date _____

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