



Krieger School of Arts and Sciences / Whiting School of Engineering

Homewood Graduate Student Termination/Withdrawal*/Intra-University Department Transfer Form

Graduate Student's Name (Last, First): _____

Graduate Student's Hopkins ID #: _____ Degree Program: _____

Matriculation Date: _____ Effective Date of Change in Student Status: _____

 Termination
 There was an appropriate probation or justified termination without probation (please see the policy: <http://homewoodgrad.jhu.edu/wp-content/uploads/sites/35/2014/08/Graduate-Student-Probation-Funding-Withdrawal-and-Dismissal-Policy.pdf>)

 A copy of any probation and probation outcome documentation must be included with this form.
 Voluntary Withdrawal (student has elected to withdraw or has not registered for classes/responded to requests to register)

 Path 1: Documentation of the student's desire to withdraw voluntarily must be included with this form.
 Path 2: if the withdrawal is due to an unresponsive student, program must provide documentation of communication efforts to reach the student.
 Degree Program Transfer (Intra-University Department)
 Path 1: Student has applied and been accepted to another JHU degree program and wishes to continue solely in that new program
 Path 2: PhD student will not be completing the PhD degree, but has applied and been accepted to continue in a Master's program
 New JHU Degree Program (Degree and Program): _____

 At this point of this request of a change in status, the graduate student has already received a degree from the program: (cite degree and conferral term or cite NA): _____

 Has not already received a degree from the program, but is qualified to receive the following degree and will be added and processed by the department in the next appropriate conferral period (cite degree and anticipated conferral term or cite NA): _____

 The department will make timely and appropriate DGA adjustments following the conclusion of this change in status request. Delays may result in departments absorbing costs for tuition and/or health insurance (if past the refund periods).
 The department needs to notify the student that there may be ramifications of this status change to their health insurance and visa status (when applicable) and that there may be additional costs or actions involved (ex. Student may have to follow up with the health insurance desk to unenroll from health insurance coverage)

Signature of Department Chair

Date

After the completion of the above sections, the Department Academic Staff will upload to the appropriate Office of Academic Affairs via a JHBox Upload

Approved/Acknowledged By _____ Date _____
 WSE Vice Dean for Education/ KSAS Vice Dean for Graduate Education, and Centers and Programs