Petition to Apply Courses Taken on a Non-degree Basis Toward SAIS Degree Graduation Requirements

This form is required for current SAIS degree-seeking students who wish to apply courses taken on a non-degree basis toward their degree record. This includes admitted degree candidates who take classes during SAIS Summer Programs prior to matriculating as a degree student for the fall semester.

This petition gives the Registrar's Office permission to include the non-degree courses indicated below in the degree audit process for graduation.

All non-degree courses and grades appear on the SAIS transcript regardless of whether this petition is completed. No student may apply credit for language courses toward a SAIS degree.

Please submit the completed form to the Office of Academic Affairs in Nitze 403, via email to sais.nondegree@jhu.edu or fax to 202.663.5670. The Office of Academic Affairs will forward the petition to the Registrar's Office for record entry.

Name: _____
First **Middle** **Last**

E-mail Address: _____ **Phone:** _____

Course Number, Name and Instructor of all courses included in the petition:

Course 1: _____

Course 2: _____

Course 3: _____

Course 4: _____

Degree Program:
__ MA **__ MIPP** **__ PhD**

M.A. candidates may receive credit for **up to four** non-language courses taken on a non-degree basis. M.I.P.P. and Ph.D. candidates may receive credit for **up to two** non-language courses. No credit is awarded for courses taken more than 10 years prior to matriculation as a degree candidate. Because SAIS concentration and degree requirements change from year to year, non-degree students who are admitted to a degree program should verify at the time of acceptance whether courses they have taken can be applied toward a particular requirement.

Approval from the Office of Academic Affairs (for internal use only)**:**

_____ _____
Signature and Printed Name Date

Comments: _____

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