



Office of Academic Advising

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Degree Audit Checklist:

German Major
(Class of 2008 or later)

Expected graduation date: ___ May ___ January Year: _____

Name: Last Name First Name MI Hopkins ID: _____

Email address: _____ Phone#: _____

Additional major or minor: _____

Instructions: This form indicates which departmental and university requirements you have completed and which you must complete before graduation. If you have any questions, speak to your faculty advisor about department requirements, or to an academic advisor about other requirements.

Special Notes for Juniors:

This form is used to determine your eligibility for graduation and must be completed and filed with the Office of Academic Advising in the spring of your junior year.

- 1. Complete this form and have it approved and signed by your faculty advisor in the spring of your junior year. After this, make an appointment in the Office of Academic Advising and bring this form and a copy of your transcript to the advisor clearing for your major.
2. This form must be filled out completely and neatly, including course title and number as listed on transcript.
3. When noting that a course has been completed, please write in the grade you earned in that course under the column "Completed."
4. If you have completed the checklist with an advisor in the Office of Academic Advising and you make a change in a required course you intended to take you must notify the advisor of that change.

Course No. and Title Completed In Progress To be Done

Students must complete a minimum of 27 credit hours in German beyond 210.161-162 Elementary German and 210.261-262 Intermediate German.

First two years of language instruction. Any language requirement waived by exam must be documented on transcript or in our office before checklist will be accepted.

Table with 4 columns: Course No. and Title, Completed, In Progress, To be Done. Contains four rows of blank lines for data entry.

Course No. and Title	Credits	Completed	In Progress	To be Done
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Twenty-seven (27) credit hours beyond first two years of language instruction in German language or literature.
 Majors are required to complete the Advanced German sequence (210.361-362), which counts for 6 credits. Nine (9) of the remaining 21 credits must be for courses in German literature, culture, and thought designated as 213.xxx in the catalogue. No more than 6 credits for courses in translation.

Other Departmental Requirements:
 A grade of "C-" or better must be earned in required courses, which may not be taken S/U. Students must have a good knowledge of the German language and some familiarity with the culture and history of German-speaking people. The department strongly advises its majors to gain a knowledge of an ancient or second modern foreign language. Students may participate in the Overseas Study Program at the Free University of Berlin, which Johns Hopkins operates together with a consortium of other universities. Early planning for study abroad is highly recommended. Students should consult the Chair of the German Department as well as the undergraduate major advisor.

Please initial here to indicate you have read and understand these requirements: _____

Honors in Your Major

To graduate with honors in your major, you must complete an HONORS CLEARANCE CHECKLIST by April 1st in the year you expect to graduate in May. Most commonly, this means by April 1st of your senior year. Failure to submit this checklist by this date will mean that you will not receive honors in your major. You cannot complete the checklist before February 1st of the same year. Please note that these requirements are not related to "General University Honors." General University Honors are automatically assigned to all students who graduate with a 3.5 or higher.

To receive Honors in German, you must have met the following criteria:

- Have a GPA in your major requirements of a 3.5 or higher.
- Complete Senior Thesis

To notify us that you are eligible for honors, you must:

1. Obtain an honors checklist by either downloading it from www.advising.jhu.edu or by picking one up in the Office of Academic Advising.
2. Complete the checklist after February 1st of your senior year and take it to: Dr. Katrin Pahl or the current Director of Undergraduate Studies.

Return the signed checklist to the Office of Academic Advising by April 1st. You do not need to make an appointment to return the checklist, but it must be signed by the correct representative from your department or it will not be processed.

Distribution Requirements for Majors: These cannot include major requirements or courses. If German is your second major, please complete this section with your advisor as your first major. If you are in the School of Engineering, you still must complete four writing intensive courses in order to receive the degree in the School of Arts and Sciences. All other distribution requirements are completed within your major in Engineering.

Course No. and Title	Credits	Completed	In Progress	To be Done
12 credits of N, Q and/or E				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
18 additional credits of SNQE				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

University Requirements:

120 total credits	_____	_____	_____
60 credits at Johns Hopkins	_____	_____	_____
4 semesters at Johns Hopkins	_____	_____	_____
4 writing intensive courses (12 credits)	_____	_____	_____
No more than 18 D credits	_____	_____	_____
No more than 5 Carey Business School and School of Education courses	_____	_____	_____
C average or better in your major	_____	_____	_____
No more than 12 transfer credits	_____	_____	_____

HOW MANY SEMESTERS WILL YOU HAVE COMPLETED AT TIME OF GRADUATION? _____

Language Elements Courses: Students who take the first semester of an elementary language course in French, German, Greek, Italian, Latin, Modern Hebrew, Portuguese or Spanish must complete the second semester course as well or lose the credit for the first term.

FOR JUNIORS ONLY:

Student's Statement:

I have reviewed my progress toward meeting the graduation requirements for my major. I understand which requirements have been completed and which remain to be completed, including those that are in progress, if any. **I agree to notify the Office of Academic Advising if I make any changes to my plan of study.**

Student's Signature

Date

Advisor's Statement:

I have reviewed progress toward meeting the graduation requirements for the major with the student. We have marked which requirements have been completed and which remain to be completed, including those that are in progress, if any. **I have indicated by initialing or submitting a supporting memo any exceptions to departmental requirements that have been approved for this particular student.**

Faculty Advisor's Name

Signature

Date

Academic Advisor's Name

Signature

Date