 **Student Initiated Change of Status**

**Registration Services**

847.866.3905 | registrar@garrett.edu | 2121 Sheridan Road | Evanston, Illinois 60201 | 800.SEMINARY| www.garrett.edu

Failure to complete this process will change your good standing status, which affects transcripts and reinstatement. Please fill in form down to dashed line and then submit to the registrar’s office.
\*\*PLEASE SEE ADDITIONAL INFORMATION AT BOTTOM OF PAGE\*\*

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| --- | --- | --- | --- |
| STATUS CHANGED TO: | [ ]  Withdrawn;  [ ]  Temporary Leave; ->[ ]  Transferred (name of school)  | Expected date of return to G-ETS |       |
|       |
| or [ ]  Course work all completed for graduation |

|  |  |  |  |
| --- | --- | --- | --- |
| NAME:  |       | ID#  |       |
|  |  |
| MAILING ADDRESS: (other than campus housing) | VISA TYPE: |       |
|   |
| REASON:  |   |

*I understand that a petition for reinstatement is required after being out for more that one semester, and that I must write a letter to the director of academic studies prior to the semester I expect to re-enter, indicating my plans for completing the program. Also, any outstanding balance on my account must be paid.*

|  |  |  |
| --- | --- | --- |
|   | Date: |   |
| Signature of student |  |  |

*Filling in signature line and mailing from garrett.edu e-mail address constitutes signature.*

|  |
| --- |
|  OFFICIAL WITHDRAWAL DATE:  / /  (last day of attendance) Registrar's signature:       |

CC: Advisor, Academic Dean, Financial Aid, Housing, Dean of Student Life, Library, Bursar, Computer Services, Field Education, Enrollment Mgmt

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| --- | --- | --- |
| **For students taking a temporary leave:*** Student may request a leave of absence for up to one calendar year
* Students will retain the garrett.edu e-mail address and remain on the student listserv.
* Students living in Seminary housing (residence halls or apartments) must contact the Office of Housing and Events in order to make appropriate arrangements for leaving seminary housing or, in rare instances, brief continuation (usually no more than one semester).
* Students taking a leave will have their registration access deactivated until their return; they will continue to have access to other information in the myGETS portal. Students should notify the registrar when ready to return to have registration access reactivated.
* Students will retain access to netID and netID resources during their leave.
* Students who fail to return to active studies will be withdrawn
 | **For students withdrawing or transferring to another school:*** Students will be removed from the student listserv
* Student Microsoft 365 accounts and netID access will be deactivated 6 weeks from date of withdrawal
* Students living in Seminary housing (residence halls or apartments) must contact the Office of Housing and Events in order to make appropriate arrangements for leaving seminary housing or, in rare instances, brief continuation (usually no more than one semester).
* Students withdrawing or transferring to another school will have their registration privileges revoked but will retain access to other information in the myGETS portal.
 | **For students who have completed their studies:*** Students will be removed from the student listserv
* Student Microsoft 365 accounts and netID access will be deactivated 6 weeks from date of completion/graduation
* Students living in Seminary housing (residence halls or apartments) must contact the Office of Housing and Events in order to make appropriate arrangements for leaving seminary housing or, in rare instances, brief continuation (usually no more than one semester).
* Students who have completed their studies will have their registration access deactivated but will retain access to other information in the myGETS portal.
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