

Part I: Student Information**Please complete the requested student information below.**

ID #:

Name:

Term & Year:

Degree Program:

Part II: Add with (Professor) Permission**Please complete the requested course information below**

Course #/Title/Professor:

Select Grading Option: ☐ Pass/Fail ☐ Letter Grade ☐ Audit

Course #/Title/Professor:

Select Grading Option: ☐ Pass/Fail ☐ Letter Grade ☐ Audit

Course #/Title/Professor:

Select Grading Option: ☐ Pass/Fail ☐ Letter Grade ☐ Audit**Part III: Course Withdrawal****Please complete the requested course information below. Note: This form cannot be used if you are requesting to withdraw from all courses in which you are currently enrolled. To request a complete withdrawal, access the [Change of Status Form \(Student Initiated\)](#), in myGETS, [Student Forms](#).**

Title/Course #/Professor:

Title/Course #/Professor:

Title/Course #/Professor:

In submitting this form, you are confirming your understanding of the following regarding a course withdrawal:

- A “W” will be listed on the transcript for each course in which you are withdrawn.
- There are no financial refunds for courses for which you are withdrawn.

When you have completed the necessary sections listed above, submit this form to student.support@garrett.edu for the appropriate faculty approvals and processing. You will receive initial confirmation when your request is received and final confirmation when your request is processed. To review additional information regarding schedule changes, access [Academic Handbook 2024-2025](#), (page 15, Adding and Changing Courses After Semester Begins).