

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

ID #:

Name:

Term & Year:

Degree Program:

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

Title/Course #/Professor:

Select Grading Option: Pass/Fail Letter Grade Audit

Title/Course #/Professor:

Select Grading Option: Pass/Fail Letter Grade Audit

Title/Course #/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 enrolled for the current term.**

Title/Course #/Professor:

Title/Course #/Professor:

Title/Course #/Professor:

In submitting this form, you are establishing 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- **A “W” will be listed on the transcript for each course in which you are withdrawn.**
- **There are no financial refunds for courses for which you are withdrawn.**
- **Master’s students only: If you will be enrolled in less than 5 credit hours following the requested action indicated above, you must email financial.aid@garrett.edu to determine if your financial aid or scholarship funding will be impacted.**

Upon completion of all the necessary parts listed above, submit this form to student.support@garrett.edu for the appropriate faculty approvals (as needed) and processing. You will receive initial confirmation when your request is received and final confirmation when your request is processed.