



Office of the Registrar

UNIVERSITY OF GEORGIA

Instructor-Initiated Withdrawal Request Form
UGA Office of the Registrar
Holmes/Hunter Academic Bldg.
Athens, GA 30602-6113

Students are responsible for withdrawing themselves from a course if they violate the non-attendance policy outlined in the course syllabus. However, instructors can facilitate the process after the drop/add period in the event of excessive student absences. To do so, complete this form and send it from a valid **UGAemail** address to **regsupp@uga.edu**.

PLEASE NOTE: This form should only be used after the drop/add period. Do not submit this form after the withdrawal deadline.

UGA ID Number	Last Name First MI	Academic Term

Withdraw:				
	CRN	Subject/Number	Cr. Hr.	Instructor's Signature

Office Use Only	
System Update By:	Date: