



Office of the Registrar

UNIVERSITY OF GEORGIA

Drop for Non-Attendance Request Form
UGA Office of the Registrar
Holmes/Hunter Academic Bldg.
Athens, GA 30602-6113

Students are responsible for dropping themselves from a course if they violate the non-attendance policy outlined in the course syllabus. However, instructors can facilitate the process prior to and during the drop/add period by completing this form and sending it from a valid **UGA email** address to **regsupp@uga.edu** along with the course syllabus and record of an attempted email correspondence with the student.

PLEASE NOTE: Do not submit this form after the drop/add period.

UGA ID Number	Last Name First MI	Academic Term

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

Department Chair's Signature

OFFICE USE ONLY
System Update By: