



**DROP FOR NON-ATTENDANCE**

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](mailto:regsupp@uga.edu) along with the **course syllabus and record of an attempted email correspondence with the student.**

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

**STUDENT INFORMATION**

Last Name *	First Name *	Middle Name
UGA ID (81X) Number *	Contact Email Address *	

**DROP:**

CRN *	Course Prefix *	Course Number *	Credit Hours *
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Instructor's Signature *	Date *
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<b>OFFICE USE ONLY</b>
System Updated By:
Date: