

**Middle Georgia State University**  
**Instructor Initiated Class Withdrawal**

**Instructions:**

1. This form is used only when a student stops attending after no-show reporting.
2. If the student has never attended and in error you did not report the student as a no-show, complete a no show correction form, per no-show reporting instructions.
3. All information requested on this form is required in order for the withdrawal to be processed.
4. The completed form should be turned in to the Registrar's Office (Macon or Cochran Campus) or submitted electronically to registrar@mga.edu.

Student Name

Student ID

CRN

Subject

Course

Section

Term

Year

Last Date of Attendance (as per Instructor's records)

**5.04.05 ATTENDANCE POLICY**

Faculty members are expected to maintain an attendance record for all of their classes.

The Middle Georgia State University Student Catalog states that, "Students whose number of absences is more than twice the number of class meetings per week may be assigned a failing grade for the course at the discretion of the instructor. Students who have more absences than the number of class meetings per week, but less than twice the number of class meetings per week may be penalized at the discretion of the instructor. Students who have absences which are less than or equal to the number of class meetings per week will not be penalized".

I am requesting this student be withdrawn from my class due to excessive absences.

Instructor Signature

Date

Chair or Dean Signature

Date

Processed by Registrar's Office

Date