

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, notify the Registrar's Office immediately via email, 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)

Student Name (Last, First, Middle)	MGA ID	Term/Year
---	---------------	------------------

CRN Course Number & Section	Course Title
--	---------------------

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

Please check the following:

I am requesting withdrawal of the student from my class due to excessive absence

Instructor's Signature: _____ Date: _____

Dean's/Chairperson Signature _____ Date: _____

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 Catalogue 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" (2013-2014).

Received by Registrar's Office _____

Processed _____ Date: _____

cc: Student and Academic Advising

Effective Spring 2015

12/5/14