

NORTH GEORGIA COLLEGE & STATE UNIVERSITY

Course Withdrawal Request

It is the responsibility of the student to submit a completed Class Withdrawal Request. The student should return the completed form to the Registrar's Office in person, via FAX, or via U.S. Mail. Withdrawals without penalty (W) are not permitted after the last day to withdraw with a "W" as posted in the University calendar. In order to avoid a grade of "WF," this completed form must be in the Registrar's Office no later than 5:00 PM on the last day to withdraw with a "W." Students are urged to discuss course withdrawals with both their instructor(s) and academic advisor prior to processing a withdrawal request.

Student Name: _____

Last
First
Middle
NGCSU ID#
Term/Year

I hereby request permission to withdraw from the course(s) shown below. I understand that this withdrawal may impact my status including, but not limited to, any or all of the following items: HOPE Scholarship, health insurance, automobile insurance, fee waivers, athletic eligibility, scholarships, VISA status, etc. I further understand that the date the completed online or paper request is received in the Registrar's Office will be considered to be the last day of my attendance in the class(es) shown below.

CRN	Course Number	Section	Course Title

Student Signature: _____ Date: _____

Registrar's Office
 Price Memorial Hall, Room 221
 Dahlonega, GA 30597
 706-864-1760
 706-867-2749 (fax)