

**NORTH GEORGIA COLLEGE & STATE UNIVERSITY**  
***Instructor Initiated Class Withdrawal***

**Instructions:**

1. All information requested on this form is required in order for the withdrawal to be processed.
2. Assignment of a grade "W" after the last day to drop with a "W" must be approved by the Office of Academic Affairs.
3. Withdrawal due to violation of university academic policy must be approved by the Office of Academic Affairs.

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Student Name (Last, First Middle)

ngcsuID#

Term/Year

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CRN

Course Number & Section

Title

Grade (W/WF)

Date of Withdrawal by the Instructor

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

**Reason for withdrawal:**

- Excessive absence.
- Failure to meet or comply with published program and/or course academic policies.
- Violation of university academic policy. *(Please attach a separate, brief written explanation and forward to the Office of Academic Affairs for approval.)*

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Instructor Signature

Date

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Department Head Signature (Academic Department housing the course)

Date

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Office of Academic Affairs (Only in the case of instructions 2 & 3 above)

Date

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Received by Registrar's Office (Date)

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