

**NORTH GEORGIA COLLEGE & STATE UNIVERSITY**  
**Class Withdrawal or Grade Assignment**

***Class Withdrawal - to be initiated by the student***

It is the responsibility of the student to process a class withdrawal. Return the completed form to the Registrar's Office. Withdrawals without penalty (W) are not permitted after the midpoint of the total grading period except in cases of hardship. Such cases must be stated in writing and require the approval of the Vice President for Academic Affairs.

\_\_\_\_\_  
Student Name (Last, First Middle)                      ngcsulD#                      Term/Year

**I hereby request permission to withdraw from the class below. I understand that this withdrawal may impact any or all of the following items: HOPE scholarship, health insurance, fee waivers, athletic eligibility, scholarships, VISA revocation, etc.**

\_\_\_\_\_  
CRN                      Course Number & Section                      Title

\_\_\_\_\_  
Student Signature                      Date

- I have conferred with the student concerning this withdrawal.
- I have advised the student that I do not recommend this withdrawal.

\_\_\_\_\_  
Academic Advisor Signature                      Date

\_\_\_\_\_  
Grade                      Instructor Signature                      Date

\*Last Date of Attendance (to be completed by Instructor): \_\_\_\_\_

\_\_\_\_\_  
Department Head Signature (For Academic Dept of the course)                      Date



***Withdrawal For Excessive Absences - to be initiated by the instructor***

\_\_\_\_\_  
Student Name (Last, First Middle)                      ngcsulD#                      Term/Year

\_\_\_\_\_  
CRN                      Course Number & Section                      Title                      Grade                      Date of Withdrawal by Instructor

\_\_\_\_\_  
Instructor Signature                      Date

\*Last Date of Attendance (to be completed by Instructor): \_\_\_\_\_

\_\_\_\_\_  
Department Head Signature (For Academic Dept of the course)                      Date

\_\_\_\_\_  
Received by Registrar's Office (Date)