



**Office of the Registrar**  
**UNIVERSITY OF GEORGIA**

**Section Cancellation Request Form**  
 UGA Office of the Registrar  
 Homes/Hunter Academic Bldg.  
 Athens, GA 30602-6113

This form must be submitted to drop students from a section that is being cancelled due to low enrollment or extenuating circumstances. Please refer to the [Section Cancellation Requests](#) information on the Office of the Registrar website for term-specific deadline information. The Office of the Registrar will accept forms any time prior to each deadline and will process the forms as they are received. **It is the responsibility of the department to notify students of the section cancellation and to cancel the section in Banner.**

**Please Note:** After this form is submitted, all students will be dropped, not withdrawn, from the section by the Office of the Registrar. This may negatively impact students' financial aid and enrollment status.

**Requestor Information**

Department Official: \_\_\_\_\_ Department: \_\_\_\_\_

UGA Email Address: \_\_\_\_\_

**Course Information**

_____	_____	_____	_____
CRN	Subject (ex. ENGL)	Number (ex. 1101)	Academic Term

Course Title: \_\_\_\_\_ Primary Instructor: \_\_\_\_\_

**Justification for Section Cancellation –** Please explain why the section needs to be cancelled after students have registered.

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Request Approved

Request Denied

System Update By: \_\_\_\_\_