Middle Georgia State University

NO-SHOW CORRECTION FORM
MIDDLE GEORGIA STATE UNIVERSITY

POLICY: Financial Aid recipients who become ineligible for funds by not attending at least one class session must be reported as a No-Show. When these and the out of pocket paying students are not reported as a no-show in an accurate and timely manner by NS scheduled deadline, both the University and the student may incur fiscal liability for the portion of the award that the student is no longer eligible to receive.

Please be reminded that only students who have never attended a single class (or in the case of an online class, where the student has no documentation of class participation) should be reported as a no-show. If a student attends one class but is no longer attending, DO NOT report that student as a no-show.

Faculty reporting will begin after drop/add and after a student has attended at least one class session. Faculty must complete a form for each student (one CRN per form).

TO: Registrar

Student Name: _____ MGA ID _____

_____ _____ _____

CRN/Subject/Course Number/Section Number **Term** **Year**

☐ **The above named student has attended class or made contact with the instructor to indicate participation. I hereby request that the No-Show designation be removed from the student record.**

☐ **The above named student has not attended class. I hereby request that the student be updated to a No-Show in the course listed above. (Justification for late reporting required below. Forms will not be accepted without justification for late reporting.)**

Justification for late reporting of No-Show:

_____

Please note: When No-Shows are not reported accurately it impacts a student's Financial Aid and refund.

_____ _____

Instructor **Date**

APPROVED:

_____ _____

Chair or Dean **Date**

PROCEDURE: (1) The Instructor completes the form and sends the form to the Chair or Dean. (2) The Chair or Dean forwards the form to the Registrar's Office for processing.

_____ _____

Processed by Registrar's Office Date

Reset **Print**

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