

TEXAS A&M UNIVERSITY-KINGSVILLE  
INSTRUCTOR'S REQUEST FOR A COURSE DROP  
BECAUSE OF REPEATED ABSENCES WITHOUT SATISFACTORY EXPLANATION

Submit approved form to the Office of the Registrar

Date \_\_\_\_\_

It is requested that the student named below be dropped from the course indicated for excessive absences without satisfactory explanation. I do so in accordance with university policy regarding class attendance as stated in the Faculty Handbook (See Academic Calendar for last day for faculty to drop for non-attendance.)

Student's K-number \_\_\_\_\_ Student's Name \_\_\_\_\_

CRN \_\_\_\_\_ Course \_\_\_\_\_ Section \_\_\_\_\_

Last Date of Attendance \_\_\_\_\_

Days absent without satisfactory explanation \_\_\_\_\_

Is student passing this course at present? \_\_\_\_\_

What attempts have been made to reach, contact, or counsel student? \_\_\_\_\_

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Signature below indicates approval of this request.

Faculty Member \_\_\_\_\_

Department Chair \_\_\_\_\_

College Dean \_\_\_\_\_

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Action Taken:

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