

TEXAS A&M UNIVERSITY-KINGSVILLE

**INSTRUCTOR'S REQUEST FOR A COURSE DROP  
BECAUSE OF REPEATED ABSENCES  
WITHOUT SATISFACTORY EXPLANATION**

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.

Student \_\_\_\_\_ Course and Section \_\_\_\_\_

Student K # \_\_\_\_\_

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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Recommendation Approval (For) (Against)

Chair of Department \_\_\_\_\_ Faculty Member's Signature \_\_\_\_\_

Recommendation Approval (For) (Against) (Approved) (Disapproved)

\_\_\_\_\_  
Dean of the College

\_\_\_\_\_  
Provost and Vice President

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Action Taken: