

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?

Signature below indicates approval of this request.

Faculty Member _____

Department Chair _____

College Dean _____

Action Taken:

Registrar _____