



Student Absence/Lack of Progress Report

(Administrative Withdrawal Form)

-- This form is intended to Administratively Withdraw currently enrolled students ONLY --

Submitting Instructions: Send completed and approved form, by NMSU email, to University Student Records at record_grade@nmsu.edu or by fax to (575)646-1579. For questions or additional information on this form please call University Student Records at (575) 646-3411.

Student Information			
Aggie ID Number:	Last Name, First Name, Middle Initial:		
Semester/ Year :	Fall 20_____	Spring 20_____	Summer 20_____

Course Information				
CRN	Subject	Course Number	Section	Credit Hours

Reason for Administrative Withdrawal (Check one or both)	
Persistent absences (list dates below)	Persistent failure to complete assignments (list dates below)
Dates absent or date last attended and/or number of missing assignments:	

Signatures Below Indicate the Signator or Their Designee Has Made an Effort to Reach Out to the Student. Indicate Method(s) of Communication By Circling Below.				
NMSU Email	Telephone Call	NMSU Navigate	Canvas Activity	Other
Please provide specifics if "Other" was circled:				

<input checked="" type="checkbox"/>	_____	_____	_____
Instructor/Professor's Signature	Date	Instructor/Professor's Printed Name	
<input checked="" type="checkbox"/>	_____	_____	_____
Department Head Signature	Date	Department Head Printed Name	
<input checked="" type="checkbox"/>	_____	_____	_____
Academic Associate Dean/VPAA Signature	Date	Academic Associate Dean/VPAA Printed Name	

Official Use Only		
Processed By:	Date:	Comments: