University Student Records Office

Student Absence/Lack of Progress Report

(Administrative Withdrawal Form)

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

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:	

X _____ _____

Instructor/Professor's Signature **Date** **Instructor/Professor's Printed Name**

X _____ _____

Academic Associate Dean/VPAA Signature **Date** **Academic Associate Dean/VPAA Printed Name**

Official Use Only		
Processed By:	Date:	Comments:

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