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: | |
| | |
| | |

| 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 QuickConnect | Canvas Activity | Other |
| Please provide specifics if "Other" was circled: | | | | |
| | | | | |

X _____ _____

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

X _____ _____

**Department Head Signature** **Date** **Department Head Printed Name**

X _____ _____

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

| Official Use Only | | |
|---|---|---|
| Processed By: | Date: | Comments: |
| | | |