

COLLEGE OF LIBERAL ARTS
Petition for Administrative W

This Administrative W request will be treated as confidential. It must include a signed and dated personal statement explaining fully the **extremely extenuating circumstances** justifying the request, along with relevant documentation. Possible documents are a hospital bill, an obituary, a divorce decree, a medical diagnosis, a disability diagnosis, a work record, court records, etc. Submit copies of the documents, and mark out any credit card numbers or Social Security numbers. **No case will be reviewed without documentation. This petition cannot be processed until a grade is posted for the course. In accordance with Texas State's records retention policies, a student appeal for a change of grade must be filed no later than 2 years after the grade is issued.**

Name: _____ Texas State ID #: _____

Address: _____ City _____ State _____ Zip _____

Telephone: _____
(home) (work) (e-mail address)

Major: _____ Minor _____

- Please list below course(s) in which you are petitioning an Administrative W.
- Please use a separate form for each semester in which the Administrative W request is being made and furnish documentation specifically for that semester.

Course Name, Number & Section	Department	Instructor	Semester	Year

Please submit the following with your request:

- This completed form.
- Your signed and dated personal statement explaining fully the extremely extenuating circumstances justifying this request.
Note: Please be aware that the Administrative W Committee includes at least three people, usually the instructor of the course, the chair of the department in which the course is taught, and the committee chair, so that you know who will be reading your request. The Committee reviews the completed material and renders a final decision on the petition.
- Relevant documentation. **No case will be reviewed without documentation.**
- A copy of your current Texas State transcript reflecting grade(s) in the course(s) listed above.

Please return Administrative W request to:

Administrative W Committee
College of Liberal Arts, Flowers Hall 313
601 University Drive
Texas State University-San Marcos
San Marcos, TX 78666-4616

Student Signature

Date