

## IMPORTANT INFORMATION

Before completing the attached petition, please review the following information carefully:

- In keeping with UTSA policy, Administrative Drops will **ONLY** be approved in the case of “**urgent and substantiated, nonacademic reasons.**” The list below includes **unacceptable** reasons for an Administrative Drop:
  - to avoid a failing grade
  - inability to drop class on Banner, due to failure to follow instructions
  - failure to meet financial obligation
- Approval for an Administrative Drop does not guarantee you will receive a grade of W. If you are failing the course at the time you request the drop, faculty are not obligated to award you a W, and may elect to award you an F.
- If you are approved for an Administrative Drop and receive a W, the W will be reflected on your UTSA transcript. The COLFA Dean’s Office **cannot** remove the W from your transcript.
- No Administrative Drops will be considered or approved after the final day to withdraw from UTSA each semester.
- Due to FERPA regulations and the large volume of requests for Administrative Drops, please do not call the Dean’s Office for information regarding your request. You will be notified in writing regarding the decision.
- If you have been attending the class, continue to go until you are notified if your request has been approved.
- **Administrative Drops cannot be used to change a student grade to a W. Once the student is issued a grade, grades may only be changed via Change of Grade form.**

## STUDENT DIRECTIONS

1. Complete student portion of the form
2. Attach all supporting documentation
3. Take form and documentation to instructor
4. **Continue attending class until you are notified if your request is approved. Failure to continue attending class may result in a grade of F if your request is denied.**

## INSTRUCTOR DIRECTIONS

1. Complete instructor portion of the form
2. Forward signed form and all documentation to the COLFA Dean’s Office for review
3. If the Administrative Drop Request is approved, the COLFA Dean’s office will prepare the Administrative Drop form and forward it to the Registrar.

**The University of Texas at San Antonio**  
**College of Liberal and Fine Arts**  
**Request for Administrative Drop**

**Directions: Complete this petition, providing answers to all questions. Attach any additional explanation that you believe supports your request. Incomplete petitions will not be approved.**

Name: \_\_\_\_\_ Student ID @ \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

CRN: \_\_\_\_\_ Course Number \_\_\_\_\_ Instructor: \_\_\_\_\_

Course Name: \_\_\_\_\_ Semester: \_\_\_\_\_

**REQUIRED: Why do you believe an Administrative Drop is warranted? Attach any additional justification or explanation that may have a bearing on the decision regarding your request.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Faculty Response: (check one) I \_\_\_\_\_ recommend \_\_\_\_\_ do not recommend approval of this petition and request the grade of (circle one) F or W.**

**Faculty** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional comments:**

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This petition has been \_\_\_\_\_ approved \_\_\_\_\_ disapproved \_\_\_\_\_ approved with conditions:

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_