

GUIDELINES FOR COMPLETING THE REQUEST FOR EXCEPTION TO ACADEMIC POLICY

from the Dean of Learning Support

1. **Form:** Complete all sections of the form, *Request for Exception to Academic Policy*. Incomplete forms will be returned to the student.
2. **Financial Aid:** Student must meet with a Financial Aid Advisor to determine the financial implications of the request. A Financial Aid Advisor's signature is required even if the student **does not** receive financial aid. The Financial Aid section of the form must be completed **before** it is submitted to the Dean's office.
3. **College Deadlines:** The deadlines for drops-without-record with refund, withdrawals, and other functions are published in college catalog, semester timetables, college web site, and WebAdvisor. **There is no grace period for these deadlines.**
 - The drop-without-record period is intended to allow students to ensure that they have selected the appropriate class. After the drop period ends, students should not expect a refund or a clearing of record except under extenuating circumstances, as described below.
 - Withdrawal is the responsibility of the student. Students should not assume that instructors will withdraw them if they have ceased attending class. When an instructor-initiated withdrawal takes place, no tuition refunds are given.
4. **Extenuating circumstances:** Exceptions to academic policy are only granted for **significant extenuating circumstances**. Circumstances commonly cited by students include:
 - a. Pre-existing conditions:
 - Students with documented physical or mental conditions that may limit their ability to perform in class should work with the Office of Disabilities Services to receive accommodations **before** classes begin.
 - Students with on-going physical or mental conditions that are not eligible for accommodations should carefully consider their decision to register for classes. Such pre-existing conditions are not likely to be eligible for exceptions or billing adjustments.
 - b. Medical reasons: Students requesting a change in their academic records or billing adjustments for medical or health-related reasons need to submit a letter from the attending physician (in the appropriate field) with the following information:
 - Time and nature of incident or illness
 - Duration of incapacitation or hospitalization.
Medical incidents that are minor or of short duration should be handled by working with the student's instructors, not through the appeal process.
 - Statement of the limits imposed on student's ability to perform cognitive and/or skills related to course work.
 - c. Life management situations (ex. transportation difficulties, loss of childcare, increased work demands) are generally not considered extenuating.

Students should file using the MEDICAL WITHDRAWAL process and not the EXCEPTION TO ACADEMIC POLICY process

- d. Concerns about a class and course grade: Any concerns about a class or a grade must first be discussed with the faculty member and the department chair. **Requests that have by-passed this process will not be considered.**
5. **Unacceptable reasons:** Some reasons commonly submitted but are **unacceptable** include:
- **“I don’t want a W (or F) on my transcript because it will hurt my GPA or my ability to transfer.”**
 - **“I am a student at University of _____. I do not want a W (or F) on my transcript.”**
Not wanting a poor grade on a transcript does not constitute a reason for exception.
 - **“I discovered that the Parkland class does not transfer to my university.”**
Concurrent enrollment students are responsible for checking on the transferability and advisability of Parkland courses before enrollment by following established processes.
 - **“I did not know the deadline to withdraw.”**
It is the student’s responsibility as a college student to be aware of and abide by publicly posted deadlines.
 - **“I disagree with Parkland’s policies regulating dropping for full refund.”**
Disagreement with college policy does not constitute a reason to waive the said policy.
 - **“A Parkland staff person told me that the deadline was”**
This will be considered only if a signed and dated note from the said person is attached.
 - **“I dropped or withdrew from my course by phone or online.”**
 - *Drops without record can be done online or in person but only within a limited time frame. Drops cannot be done beyond publicly posted deadlines.*
 - *Withdrawing (or dropping with record) from classes must be done in person or by mail. Withdrawals are NEVER done by phone or online through WebAdvisor.*
 - **“My father (or mother, brother, sister, boyfriend, girlfriend, husband, wife, etc.) came in and withdrew/dropped my course(s) for me.”**
Only the student is authorized to make changes in his or her class schedule. Withdrawals or drops-without-record must be done in person or by a letter signed by the student and within the right time frame.
 - **“After classes started, I discovered that my class load is too heavy and/or I can’t balance work with school. I would like to drop my course(s) and receive a refund on my tuition. Or please transfer the tuition already paid to the next semester.”**
It is the student’s responsibility to properly assess his or her ability to manage work and life responsibilities before enrolling for class(es). Parkland resources were committed to providing a seat for the student in the class(es). Tuition paid will not be transferred to a subsequent semester.
6. **Timely submission of request:** The student has until the end of the fall or spring semester following the semester in question to submit a request for exception to academic policy or for medical withdrawal.

Submit completed form to the Dean of Learning Support (Room D108)

Parkland College

REQUEST FOR EXCEPTION TO ACADEMIC POLICY

STUDENT INFORMATION *(please print clearly or type)*

Last name _____ First name _____

Student ID _____ Daytime phone (_____) _____

Street Address _____

City, State, Zip _____

REQUEST

Course (Prefix, Number, Section) _____ Fall Spring Summer Year _____

Drop class Withdraw after deadline Grade change from _____ to _____

Other _____

RATIONALE *Use the space provided or attach it to this page. Supporting documentation is required in addition to your statement.*

Note: Exceptions to Academic Policy are granted only for documented significant extenuating circumstances.

_____ Check here if supporting documentation is attached

Student's signature _____ Date _____

FINANCIAL AID *Student must meet with a Financial Aid Advisor to complete this section.*

A Financial Aid Advisor must complete and sign this section before the form is forwarded to the Dean of Learning Support.

___ Student receives financial aid ___ Student does not receive financial aid

Financial aid implications if request is approved:

___ No implications Student will owe \$ _____ Student will be refunded \$ _____

Financial Aid Advisor's signature: _____ **Date:** _____

FOR ADMINISTRATIVE USE ONLY

Approved Denied Pending (see comments) Effective Date: _____

Signature _____ **Date** _____