

GUIDELINES
REQUEST FOR EXCEPTION TO ACADEMIC POLICY or MEDICAL WITHDRAWAL

Requests may be granted ONLY for significant extenuating circumstances

1. **Timeline:** Request for Exception to Academic Policy or Medical Withdrawal must be submitted by the end of the fall or spring semester following the semester in question.
2. **Form:** Complete all sections. Incomplete forms will be returned to the student.
3. **Financial Aid:** A Financial Aid Advisor's signature is required even if the student does not receive financial aid. Student must meet with a Financial Aid Advisor to determine the financial implications of the request. The Financial Aid section of the form must be completed by the Financial Aid Advisor **before** it is submitted to the Dean's office.
4. **College Deadlines:** Class start and end dates - and deadlines to Add / Drop / Withdraw - are published on the student portal (my.parkland.edu), and at www.parkland.edu. *There is no grace period for these deadlines.*
 - The drop without record period is intended to allow students to make sure they have selected the appropriate class. After the drop period ends, students should not expect a refund or a clearing of record except under significant extenuating circumstances.
 - Withdrawal is the responsibility of the student. Students should not assume that instructors will withdraw them if they do not attend the class.
5. **Pre-existing conditions:**
 - Students with documented physical or mental conditions that may limit their ability to perform in class should work with Accessibility 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.
6. **Medical withdrawal:**

REQUIRED: A statement on official letterhead, signed by a medical professional (physician, psychiatrist, physician's assistant, or nurse practitioner). **The statement must clearly indicate that the student is MEDICALLY UNABLE to complete the course.**
7. **Circumstances that do NOT meet the criteria of significant extenuating circumstances MAY include, but are NOT limited, to the following EXAMPLES:**
 - Life management situations (i.e., transportation difficulties, loss of childcare, increased work demands).
 - Concerns about an instructor, class policies, or grade. This must first be discussed with the instructor, and then with the department chair. Requests that have by-passed this process will not be considered.
 - "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 the University of _____ and I discovered that the Parkland class does not transfer to my university."
 - "I did not know the deadline to drop or withdraw." (OR) "I forgot to drop or withdraw by the deadline."
 - "I withdrew from my course by phone or online."
 - "My father (or mother, brother, girlfriend, husband, etc.) withdrew/dropped my course(s) for me."
 - "After classes started, I discovered my class load is too heavy; I want to drop my course(s) and receive a refund or transfer my paid tuition to the next semester."
 - "I disagree with Parkland's policies regarding dropping for a full refund."
 - "A Parkland staff person told me"

			EXCEPTIONS		
	DROP	WITHDRAWAL	DROP WITHOUT RECORD	WITHDRAWAL AFTER DEADLINE	MEDICAL WITHDRAWAL
DEADLINE	11:59 p.m. on the Sunday following the start of class	5:00 p.m. on the last business day of the week before the last week of instruction	End of Fall or Spring semester following the semester in question	End of Fall or Spring semester following the semester in question	End of Fall or Spring semester following the semester in question
REFUND	100% refund of tuition and fees if dropped by deadline	No	Yes	No	Full or partial billing adjustment is possible – but NOT for students who receive financial aid
GRADE ON TRANSCRIPT	Course not recorded on transcript	“W” grade does not affect GPA but may affect financial aid eligibility	Course not recorded on transcript	“W” grade does not affect GPA but may affect financial aid eligibility	“W” grade does not affect GPA but may affect financial aid eligibility
CRITERIA	Class start and end dates, and deadlines to Add / Drop / Withdraw, are published in the Parkland class schedule, on the student portal (my.parkland.edu), and at www.parkland.edu		<u>Extenuating circumstances</u> that cause the student to be <u>unable</u> to drop These requests are <u>very rarely</u> granted	“F” grade was recorded because the student was <u>unable</u> to withdraw	Student is <u>MEDICALLY UNABLE</u> to complete the course
HOW?	<p><u>ONLINE</u></p> <p>Drop the class online by the Sunday following the first day of class</p> <p>(or)</p> <p><u>IN PERSON</u></p> <p>Go to Admissions & Records by the last day of the week following the first day of class</p>	<ol style="list-style-type: none"> 1. Obtain a Request to Withdraw from Classes (My.parkland.edu or in Admissions & Records). 2. Contact your instructor, department chair, or program director for a signature. 3. If you are a degree-seeking student withdrawing from all courses, you should meet with a Financial Aid Advisor. 4. Submit completed form to Admissions & Records with a photo ID. 	<ol style="list-style-type: none"> 1. Obtain a Request for Exception to Academic Policy (my.parkland.edu) 2. Meet with a Financial Aid Advisor for the <u>REQUIRED signature</u> on the form. 3. Attach documentation as necessary 4. Submit completed form to the Dean of Learning Support 	<ol style="list-style-type: none"> 1. Obtain a Request for Exception to Academic Policy (my.parkland.edu) 2. Meet with a Financial Aid Advisor for the <u>REQUIRED signature</u> on the form. 3. Attach documentation as necessary 4. Submit completed form to the Dean of Learning Support 	<ol style="list-style-type: none"> 1. Obtain a Request for Exception to Academic Policy (my.parkland.edu) 2. Meet with a Financial Aid Advisor for the <u>REQUIRED signature</u> on the form. 3. Attach medical professional's signed statement on official letterhead 4. Submit completed form to the Dean of Learning Support

Return completed form to academicexceptions@parkland.edu.

Parkland College
Request for Exception to Academic Policy or Medical Withdrawal

Return completed form to academicexceptions@parkland.edu

STUDENT INFORMATION – Print clearly

Last name _____ First name _____

Student ID _____ Daytime phone (____) _____

Student's Parkland email _____

Street Address _____

City, State, Zip _____

Student's Signature _____ Date _____

FINANCIAL AID ADVISOR VERIFICATION

This section must be completed and signed by a Parkland College financial aid advisor, even if the student has not / does not receive financial aid.

- Student receives financial aid Student does not receive financial aid or Veterans benefits
 Student receives Veterans benefits

Subject to R2T4? No Yes R2T4 Calculation Date: _____

Possible implications:

Financial implications _____

SAP implications _____

FA Advisor signature _____ Date _____

STUDENT'S REQUEST

Must be submitted by the end of the Fall or Spring semester following the semester checked:

CHECK ONE:

- Medical Withdrawal (STOP – go to next page)**
- Drop class without record after published deadline**
- Late withdraw from class after published deadline**

Semester: Fall Spring Summer Year: _____

Course and Section _____ - _____

Course and Section _____ - _____

Course and Section _____ - _____

Course and Section _____ - _____

Course and Section _____ - _____

Course and Section _____ - _____

Describe the **extenuating circumstances** that prevented you from dropping or withdrawing by the published deadline. (Attach a separate sheet if there is not enough space on this form.) **Check here if supporting documentation is attached**

MEDICAL WITHDRAWAL REQUEST

Must be submitted by the end of the Fall or Spring semester following the semester checked:

REQUIRED: A statement on official letterhead, signed by a medical professional (physician, psychiatrist, physician's assistant, or nurse practitioner). **The statement must clearly indicate that the student is MEDICALLY UNABLE to complete the course.**

A medical withdrawal results in a W grade on the academic transcript and may be approved with a billing adjustment resulting in a full or partial refund of tuition and fees (not available to students on financial aid). W grades do not affect a student's grade point average. However, the attempt in the class remains on record and may have financial aid implications.

Semester: Fall Spring Summer Year: _____

Course and Section _____ - _____

Course and Section _____ - _____

Course and Section _____ - _____

Course and Section _____ - _____

Course and Section _____ - _____

Course and Section _____ - _____

I wish to apply for a billing adjustment to receive a refund (full or partial) of tuition and fees paid (this option is not available to students on financial aid).

I do not wish to apply for a billing adjustment.

FOR ADMINISTRATIVE USE ONLY

Approved Denied Effective Date: _____

Student notified of decision: Email Phone Letter

Dean's Signature _____ Date _____