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 in the Parkland class schedule, on the student portal (my.parkland.edu), and at [www.parkland.edu](http://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 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.

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

<table>
<thead>
<tr>
<th>DROP</th>
<th>WITHDRAWAL</th>
<th>DROP WITHOUT RECORD</th>
<th>WITHDRAWAL AFTER DEADLINE</th>
<th>MEDICAL WITHDRAWAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEADLINE</strong></td>
<td>11:59 p.m. on the Sunday following the start of class</td>
<td>5:00 p.m. on the last business day of the week before the last week of instruction</td>
<td>End of Fall or Spring semester following the semester in question</td>
<td>End of Fall or Spring semester following the semester in question</td>
</tr>
<tr>
<td><strong>REFUND</strong></td>
<td>100% refund of tuition and fees if dropped by deadline</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>GRADE ON TRANSCRIPT</strong></td>
<td>Course not recorded on transcript</td>
<td>“W” grade does not affect GPA but may affect financial aid eligibility</td>
<td>Course not recorded on transcript</td>
<td>“W” grade does not affect GPA but may affect financial aid eligibility</td>
</tr>
<tr>
<td><strong>CRITERIA</strong></td>
<td>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 <a href="http://www.parkland.edu">www.parkland.edu</a></td>
<td>Extenuating circumstances that cause the student to be unable to drop</td>
<td>“F” grade was recorded because the student was unable to withdraw</td>
<td>Student is MEDICALLY UNABLE to complete the course</td>
</tr>
</tbody>
</table>

### HOW?

**ONLINE**
- Drop the class online by the Sunday following the first day of class
- Go to Admissions & Records by the last day of the week following the first day of class

**IN PERSON**
- 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

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

### Request for Exception to Academic Policy or Medical Withdrawal

### STUDENT INFORMATION – Print clearly

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Daytime phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(___) ________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City, State, Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student's Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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 _________________________________________________________________

<table>
<thead>
<tr>
<th>FA Advisor signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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 after published deadline

- [ ] Withdraw from class after published deadline
What **extenuating circumstances** 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:  

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
</table>

Year: 

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 _____________________________