

Submit completed form academicexceptions@parkland.edu.

Parkland College

REQUEST FOR EXCLUSION OF ACADEMIC RECORD

TO THE STUDENT

- You may request exclusion of prior academic records only after an absence of at least two years.
- You must, upon your return, complete 15 credit hours at Parkland within two years before submitting this request.
- Approval of exclusion means that grades in the earlier period will be excluded from the computation of your grade point average. The grade(s) and course(s) will continue to be listed on your permanent academic record and on any transcript. Credits earned in the earlier period remain valid.
- Exclusion will apply to all of the credits attempted or completed during the period of exemption.

STUDENT INFORMATION *(please print clearly or type)*

Last name _____ First name _____
Student ID ____ _ Daytime phone (_____) _____
Street Address _____
City, State, Zip _____ Email: _____

PERIODS OF ENROLLMENT/NON-ENROLLMENT

Select appropriate semesters; fill in years in provided blanks.

Period to be excluded:	FROM:	Fall	Spring	Summer	Year	TO:	Fall	Spring	Summer	Year
Period not attending:	FROM:	Fall	Spring	Summer	Year	TO:	Fall	Spring	Summer	Year
Period of latest enrollment:	FROM:	Fall	Spring	Summer	Year	TO:	Fall	Spring	Summer	Year

RATIONALE: *Give reasons for your request and attach supporting documentation. If preferred, you may attach a typewritten statement of your rationale.*

Check here if supporting documentation is attached

Student's signature _____ Date _____

FOR ADMINISTRATIVE USE ONLY

Approved Denied Pending (see comments)

Signature _____ Date _____

The original copy remains in the Dean's office. Student should keep a copy for their records.
A copy will be filed in the student's permanent record in Admissions and Records.