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## 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

*Circle 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.**

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Check here if supporting documentation is attached

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

#### FOR ADMINISTRATIVE USE ONLY

Approved  Denied  Pending (see comments)

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Signature \_\_\_\_\_ Date \_\_\_\_\_