

Academic Request Guidelines

REQUESTS RECEIVED WITHOUT PROPER DOCUMENTATION WILL BE DENIED.

BEFORE SUBMITTING AN ACADEMIC REQUEST:

- Discuss your course progress with your instructor(s) and/or advisor for guidance.
- Academic Requests usually take a MINIMUM of TWO WEEKS since they are reviewed by multiple parties (such as advisor, instructors involved, Department Heads, Deans, and the Registrar). Please allow time for this process by submitting your request and complete documentation as soon as you become aware of an issue.
- Midterm is the deadline to withdraw from courses without penalty. The midterm date is posted on the [Academic Calendar](#).
- Consider requesting an Incomplete (Grade of I) from your instructor(s).
 - See the current [Academic Catalog](#) section *Grading System and Grade Point Average*, for information on this request.
- Check to see if these areas of your academic life will be impacted:
 - Learning Support students may not withdraw from all Learning Support courses unless they withdraw from all credit level courses as well.
 - Financial Aid - Withdrawing from courses may require repayment of funds already received.
 - Health Insurance
 - Residence Life - If you live in the dorms, refer to the current [Academic Catalog](#) section, *Residence Life*, for residency requirements to determine if your withdrawal will affect your housing privileges.
 - Veteran's Benefits
 - Immigration Status - If you are an international student attending Gordon State College on an F-1 student visa, contact the Registrar's Office to see how your withdrawal will affect your status with the U.S. Department of Homeland Security.

DEADLINES:

Request Type	Deadline
Hardship Withdrawals	Midterm of the following semester
Grade Appeals	Midterm of the following semester
Rescheduling a final exam	Two weeks before final exams begin for the exam in question

DOCUMENTATION REQUIREMENTS AND NOTICE

All documents submitted must be on official letterhead of documenting provider including names, addresses, office locations, phone numbers, and signatures of provider and legible printed name of provider. All documentation will be verified for authenticity, and any documents received without pertinent information needed for verification will not be considered as support for the academic request.

Submission of altered documents or false information will warrant disciplinary action and possible legal charges.



Academic Request Guidelines

PAGE 2 OF 7

REQUESTS RECEIVED WITHOUT PROPER DOCUMENTATION WILL BE DENIED.

TYPES OF DOCUMENTATION ACCEPTED:

Types of Documentation Accepted

Medical or Psychological	• Brief statement ON LETTERHEAD from attending physician of medical condition and diagnosis & how condition would prevent student from successful course completion. • Must show actual DATES of office visits. • Original medical statements/bills showing dates patient received treatment will be accepted if information covers academic request period. For verification purposes, this documentation must indicate all information pertinent to substantiating the claim. • Hospital/Medical Facility – admission and discharge paperwork with all pertinent information to verify student's explanation.
Deaths	• Death certificates, obituaries from newspapers and on-line printouts of death announcements should contain name of student as a relative of the deceased. • Any notice/obituary/on-line printout must indicate facility that officiated services or performed cremation showing name, address and phone numbers of facility whether in-state or out-of-state. • <u>All forms of documentation must indicate name of deceased, date of death and date documentation was published.</u>
Accidents	• Police Reports / Motor Vehicle Reports: • All pages of police reports are required. Partial reports are not acceptable. Reports are normally 2-4 pages.
Residency	• Documentation concerning residencies must bear the same name as on the request.
Employment	• Dates first employed • Date of dismissal • Official check stub • Official schedule of hours worked or working • Official schedule of change of hours in work schedule • Supervisor's or manager's name • Company name, address and phone number where individual who signed documentation can be contacted. All names of signees must be legible (typed or printed above/below the signature).
Military	• Official orders to report for active duty/deployment or reserve training
Gasoline tickets	• If student's explanation included driving to a far destination that required gasoline purchases: • Gas receipts showing date and location of purchase will be considered as documentation. (In-state or out-of-state)
Vehicle Repairs	• Student GSC parking ID Number • Vehicle repaired must match vehicle information on student's GSC parking permit • Must show name, address and phone number of repair shop.



Academic Request Guidelines

PAGE 3 OF 7

REQUESTS RECEIVED WITHOUT PROPER DOCUMENTATION WILL BE DENIED.

Airline Tickets or Boarding Pass	• Must indicate student's name • Show date of <i>departing flight & destination</i>, and date must support student's explanation. • Show date of <i>returning flight & destination</i>, and date must support student's explanation.
E-mails	• Correspondence between student, professors and/or staff relating to request.
Coursework	• Copies of tests, quizzes, or coursework.
Course Descriptions & Syllabus	• Complete course descriptions and syllabi of current courses & current college • For courses completed at other schools, the course descriptions and syllabi of courses from that institution.
Student Academic Summary	• Copies of student's academic summary indicating current Grade Point Average (for class overloads)

TYPES OF ACADEMIC REQUESTS AVAILABLE AND PROCEDURES FOR SUBMISSION

The following sections provide a brief overview of the purpose for each type of Academic Request available and the procedures for their submission. Please carefully review this information to ensure that you submit the correct type of request and have followed all procedures completely and by the published deadline.

REQUEST FOR A COURSE SUBSTITUTION/DEGREE REQUIREMENT EXCEPTION

PURPOSE:

The purpose of an academic request for a Course Substitution/Degree Requirement Exception is to allow students the possibility of using one course to fulfill the requirements for another course for a degree program.

PROCEDURE:

1. Complete the Academic Request Form (found on the GSC website) – ONE REQUEST for each substitution.
2. You will need to submit one Academic Request Form for each course substitution/exception being requested.
3. Complete a brief explanation describing the course/exception you wish to substitute and the substitution course name & title.
 - a. Explain how the requested course fits the description of the requested area of substitution.
 - b. Attach official course description(s) found in the course catalog and/or the syllabus.
4. Once you have completed all of the steps outlined for the academic request, submit your request to the department of your major.



Academic Request Guidelines

PAGE 4 OF 7

REQUESTS RECEIVED WITHOUT PROPER DOCUMENTATION WILL BE DENIED.

REQUEST FOR A PHYSICAL EDUCATION WAIVER

PURPOSE:

The purpose of a request for a Physical Education Waiver is to allow students the possibility of using one course to fulfill the requirements for another course for a degree program.

PROCEDURE:

1. Complete the Academic Request Form (found on the GSC website) – ONE REQUEST for each substitution.
2. You will need to submit one request form for each course substitution/exception being requested.
3. Complete a brief explanation describing the course you wish to substitute and the substitution course name & title.
 - a. Explain how the requested course fits the description of the requested area of substitution.
 - b. Attach official course description(s) found in the course catalog and/or the syllabus.
4. Once you have completed all of the steps outlined for the academic request, submit your request to the department of your major.

REQUEST FOR COMPLETE OR PARTIAL WITHDRAWAL AFTER MIDTERM DUE TO HARDSHIP/EXTENUATING CIRCUMSTANCES

PURPOSE:

The purpose of a hardship withdrawal is to allow students, who have experienced an unanticipated, incapacitating hardship or extenuating circumstance, which prevented them from completing courses or officially withdrawing by the stated deadline posted on the [Academic Calendar](#), the right to withdraw without penalty.

Note: You are NOT ELIGIBLE to request withdrawal if you have taken final exams for the classes in question.

ACCEPTABLE REASON(S) FOR A HARDSHIP WITHDRAWAL:

- Medical
- Psychological
- Deaths, Accidents
- Legal Issues
- Military Requirements

PROCEDURE:

1. Appeals and all documentation must be received by midterm of the term following the semester being appealed. The midterm date is posted on the [Academic Calendar](#).
2. Complete the Academic Request Form (found on the GSC website).
3. Complete a Student Withdrawal form through the Registrar's office to attach as documentation.
4. Complete a detailed, but brief, explanation outlining the events in chronological order of what happened, when and how it prevented your academic success.
5. Clearly outline the details of the request and how the hardship or extenuating circumstances affected your ability to complete coursework successfully.



Academic Request Guidelines

PAGE 5 OF 7

REQUESTS RECEIVED WITHOUT PROPER DOCUMENTATION WILL BE DENIED.

- a. You may submit a typed or handwritten brief explanation, with a chronological listing of events which can be documented, showing the dates the events occurred which prevented course completion. Explanations should include answers to all questions below appropriate to your situation:
 - i. What did you experience that prevented you from being successful this semester?
 - ii. When did these events begin and how did they affect your attendance and academic success?
 - iii. Are the conditions/circumstances ongoing? If so, when will they end?
 - iv. What type of assistance or medical attention did you receive to help you through the hardship or extenuating circumstances?
 1. When did the assistance or medical attention begin?
 2. Are you still receiving this help?
 - v. What prevented you from officially withdrawing by the midterm deadline?
 - vi. Will you be capable of performing at full capacity when returning to school?
 - vii. If you are withdrawing from Part of a Schedule, explain why some of your courses were affected by your hardship and others were not.
6. Once you have completed all of the steps outlined for the student request:
 - a. If appealing a *complete withdrawal*, submit your academic request to the department of your *major*.
 - b. If appealing a *partial withdrawal*, submit your academic request to the department of the *course*.

REQUEST TO OVERLOAD: SCHEDULING A CLASS LOAD OVER THE MAXIMUM CREDIT HOURS ALLOWED

Purpose:

- Student wishes to take more than 18 hours during fall or spring semesters or more than 11 hours during summer semesters.
 - Capstone, Senior Seminars and Internships that are assigned credit hours may require an overload.

PROCEDURE:

1. Complete the Academic Request Form (found on the GSC website)
2. Complete a brief explanation stating the reasons that your maximum allowed credit hours should be reviewed and possibly increased.
3. Include the total hours needed and the semester in which you plan to graduate.
4. Once you have completed all of the steps outlined for the student request, submit your academic request to the “home” department of your major.



Academic Request Guidelines

PAGE 6 OF 7

REQUESTS RECEIVED WITHOUT PROPER DOCUMENTATION WILL BE DENIED.

REQUEST TO APPEAL A PREVIOUSLY ASSIGNED GRADE

PURPOSE:

- Student feels that a test, quiz or final grade was miscalculated.
- Student was not provided with proper accommodations as assigned by Student Counseling Director and presented to the instructor in a timely manner.
- Student was not granted the full amount of time to complete an assignment or test.

PROCEDURE:

1. You must file a request within established deadlines as stated in your [Academic Catalog](#).
2. Before filing a Request to Appeal for Previously Assigned Grade, you must first discuss the situation with the professor in an effort to resolve the grade disagreement.
3. If no resolution is reached, you will then request a meeting with the professor's Department Head.
4. If resolution is not determined at this level, you can file a request as follows:
 - a. Complete the Academic Request Form (found on the GSC website)
 - b. Complete detailed, but brief, explanation stating the reasons that the grade assigned should be reviewed and possibly amended.
 - c. Provide documentation substantiating your claim.
 - i. This should include any emails, D2L grade sheet downloads, reports of any conversations you had regarding the grade, and the dates they occurred.
 - d. Once you have completed all of the steps outlined above, submit your academic request to the department in which the grade was earned.

REQUEST TO RESCHEDULE A FINAL EXAM

PURPOSE:

- If a student has three or more final exams scheduled for one day, the student may request to take the third and/or fourth exam on a different day.

PROCEDURE:

- Verify the date and time of the exam.
 - The [Final Exam Schedule](#) is posted online when registration opens for each term.
 - Your course syllabus will also display the final exam schedule for the course.
- Before filing a request, you must first discuss the situation with your professor in an effort to resolve and tentatively reschedule the exam in an alternate time/testing center.
- If resolution is not determined at this level, student can file a request.
 - Complete the Academic Request Form (found on the GSC website).
 - Complete a brief explanation stating the reason(s) why the scheduled exam period should be reviewed and possibly amended.
 - Submit the academic request to the department of the course being appealed (the instructor's "home" department).



Academic Request Guidelines

PAGE 7 OF 7

REQUESTS RECEIVED WITHOUT PROPER DOCUMENTATION WILL BE DENIED.

- You must file a request within a reasonable amount of time (2 weeks before final exams begin is preferred) to allow resolution and full processing of the request **before** the originally scheduled date/time for the final exam.

REQUEST FOR READMISSION/ADMISSION INTO AN ACADEMIC PROGRAM

PURPOSE:

The purpose of a request for Readmission/Admission into an Academic Program is to allow students, who have experienced an unanticipated hardship or extenuating circumstances that prevented them from completing program requirements, to request an additional attempt in an academic program. The request type may also be used to request reconsideration of an admission decision into a particular program from which initial admission was denied.

PROCEDURE:

1. Complete the Academic Request Form (found on the GSC website)
2. Complete a brief explanation describing the circumstances that inhibited successful completion of the program and why an additional attempt is warranted.
3. Once you have completed all of the steps outlined for the student request, submit your request to the department of your major.

ACADEMIC REQUEST

For Official Use Only:

Entered By:

Date Docs Scanned:

STUDENT INFORMATION

GCID (929):

Major:

Advisor:

Student's Name:

Date of Request:

Street Address:

City, State

Zip

Semester to which the request applies:

Phone No.

Are you receiving Financial Aid? Yes No

Do you expect to graduate this semester? Yes No

Did you take the final exam for the class(es) in question? Yes No

SUBMIT THE FOLLOWING REQUEST AND DOCUMENTATION TO THE DEPARTMENT OF YOUR PROGRAM OF STUDY

Requests regarding any of the following must include dated documentation regarding the hardship.

Course Substitution/Degree Requirement Exception

Physical Education Waiver

Complete Withdrawal from **ALL classes** after midterm due to Hardship/Extenuating circumstances

Readmission/Admission into an Academic Program

Overload (Scheduling a Class Load Over Maximum Allowed Credit Hours) **Total Hours Needed:**

FALL & SPRING Maximum credit hours allowed: 18

SUMMER Maximum credit hours allowed: 11

SUBMIT THE FOLLOWING REQUEST AND DOCUMENTATION TO THE DEPARTMENT OF THE CLASS IN QUESTION

Requests regarding any of the following must include dated documentation regarding the request. Please include the CRN of the class in question - **1 request per course.** **Class CRN:**

Drop/Withdrawal from **PART of a schedule** after Mid-Term due to Hardship/Extenuating circumstance

Appeal of Assigned Grade

Reschedule a Final Exam

Date & Time of conflict:

PROVIDE A BRIEF DESCRIPTION OF THE REASON FOR YOUR REQUEST, YOU MAY PROVIDE A WORD DOC. IF NEEDED.

Student's Signature: