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## Request for Exception to Deadline – Grading Method or Withdrawal

Use this form to request one of the following:

- Change the grading method of a course to Pass/Fail or Audit after the published deadline
- Withdraw from a course after the published deadline

**To be considered, you must clearly explain the reason why you did not change your grading method or withdraw from the course by the published deadline and include supporting documentation.**

Criteria for approval includes: documentable medical reasons; documentable college error; or significant, documentable personal circumstances.

*Please note that retroactive changes to your record may affect your financial aid eligibility.*

### Important definitions

<b>Pass/Fail grading method</b>	If you complete the course with the grade equivalent to an A, B, or C, you will receive a grade of P on your transcript. <b>P grades do not impact your GPA.</b> P grades may or may not transfer to other institutions. If you complete the course with the grade equivalent of a D or F, you will receive an F grade on your transcript. <b>F grades do impact your GPA.</b>
<b>Audit grading method</b>	If you audit a course, you attend but are not graded on performance. No credit is earned and your GPA is not impacted. Audited courses are subject to normal tuition rates, but are not financial-aid eligible. A grade of AU will appear on your transcript. AU grades are not likely to transfer to other institutions.
<b>Letter grade</b>	A grade of A, B, C, D, or F.
<b>Drop</b>	A dropped course is removed from your transcript as if you had never registered and tuition is refunded or reversed. If you miss the deadline to drop a course, requests for retroactive drops must be submitted via a Petition for Tuition Refund form available at Business Services.
<b>Withdrawal</b>	If you withdraw from a course, you receive a W on your transcript. W grades do not impact your GPA, but do impact your completion rate for Satisfactory Academic Progress.

### Other types of requests

What are you trying to do?	Should you use this form?
Change grading method <i>from</i> Pass/Fail <i>to</i> a letter grade (A-F)	<b>No.</b> This type of request cannot be approved.
Change grading method <i>from</i> an Audit <i>to</i> a letter grade (A-F)	<b>No.</b> This type of request will only be considered with the instructor's written support to change back to the letter grading method.
Drop a course after the drop/add deadline	<b>No.</b> Retroactive drops are only available in situations where the college made an error. Verification is required. Contact Business Services for this type of request.
Withdraw more than one year after the last day of the course	<b>No.</b> Requests to withdraw after the deadline will not be considered if more than a year has passed since the last day of the course.

### Instructions:

1. Meet with your Academic Advisor to discuss how your request will impact your student record and/or financial aid eligibility.
2. Complete form sections A, B, and C and clearly explain the reason for your request. You must save your completed form before sending it as an attachment.
3. Submit your saved form and all supporting documentation to the Student Services Center (T.2100) or sent as an email attachment to [records.office@minneapolis.edu](mailto:records.office@minneapolis.edu)
4. Allow 7-10 business days for processing. **You will receive the decision via email delivered to your Minneapolis College student email account.**

Contact us at [records.office@minneapolis.edu](mailto:records.office@minneapolis.edu) if you have any questions about this process.



## Request for Exception to Deadline – Grading Method or Withdrawal

### SECTION A. Student and Program Information

Last Name	First Name	Student ID Number or Star ID
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### SECTION B. Request Information/Course Information

Select one of the following. I am requesting to:

**Change the grading method on a course to Pass/Fail**

**Change the grading method on a course to Audit**

**Withdraw from a course after the published withdrawal deadline**

Select Term:  <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span>Fall</span> <span>Spring</span> <span>Summer</span> </div> Year: _____ Course title _____ Subject (ex. ENGL) _____ Course number (ex. 1110) _____	Please explain why you did not change the grading method or withdraw from the course by the deadline:         
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### SECTION C. Student Certification

I understand that if I my grading method change request is approved, I cannot petition at a later date to have the grading method changed back to a letter grade.

I understand that if my late withdraw request is approved, I will receive a W on my transcript that will be calculated in my course completion rate.

Student Signature	Date
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### MCTC Use Only

Date received:	Approved	Denied	Notified Student Date:
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Explanation:

  
  
  
  

Staff signature	Date
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