

Acceptable Documentation

Documentation needs to confirm that the situation directly affected the semester you are using as the basis for your petition. Documentation of situations that did not impact the semester in question will not be considered in support of your petition.

Reason for Petition	Examples of Appropriate, Verifiable Documentation
Significant trauma in student's life that impaired the student's emotional and/or physical health. Provide detailed explanation regarding the specific circumstances of the trauma.	<ul style="list-style-type: none"> • Documentation from a third party such as a psychiatrist, physician, or police accident/incident report. • A statement from a psychiatrist or physician should include the following and be on official letterhead: The name of the patient, approximate dates and duration of the illness, and whether it was severe enough to impact the student's coursework.
Serious illness or injury to student or immediate family member (parent, sibling, spouse, child) that required extended recovery time.	<ul style="list-style-type: none"> • Documentation from a physician on official letterhead giving the name of the patient, relationship to the student, dates of the illness or injury, and confirming that it would have kept the student from completing their coursework, as they were the primary caregiver.
Death of an immediate family member (parent, sibling, spouse, child) during the semester.	<ul style="list-style-type: none"> • A copy of the death certificate, obituary, or order of service from the funeral. The relationship to the student needs to be established or indicated in the publication.
Other unexpected circumstances beyond the control of the student.	<ul style="list-style-type: none"> • A police accident/incident report. • Legal documentation such as a divorce decree or custody decree. • An eviction notice. • A copy of a military activation letter.