

## Documentation Requirements for Reinstatement Appeals

**Submission without ALL documentation will most likely result in the denial of the petition.**

*Police reports, divorce decrees, legal paperwork, file notes, medical receipts, or copies of prescriptions are not sufficient documentation.*

### 1. MEDICAL ISSUE

**Medical issues that merit a petition:**

- Physical or psychological medical difficulty
- Family medical difficulty

**Required documentation:** A signed and dated letter on official letterhead from your (or your family member's) attending health care provider, counselor, or licensed practitioner, or clear and concise official documentation which specifies the following:

- The date of onset of illness or accident
- The dates you (or your family member) were under professional care
- The general nature of the medical condition
- How it prevented you from completing your course work and following normal university policies and procedure.

**Also Required: Write a personal statement and include:**

- Describe extenuating circumstances including dates congruent with circumstances and timelines in your petition and documentation.
- Steps you took to address the issue/ problem at the time it occurred and name of person(s) contacted.
- How circumstances prevented completing coursework and following normal university policies and procedures
- What has changed so that this issues will no longer affect your academic performance

### SITUATIONS THAT DO NOT MEET EXTENUATING CIRCUMSANCES GUIDELINES

The institution expects students to accept responsibility for their academic performance unless there have been severe extenuating circumstances as described above. The following circumstances are some examples of what **will not** be considered for appeals:

- Financial issue (**Students are responsible for securing payments and following up on their financial aid to ensure it will disburse on time**)
- Academic difficulty (failing grades and/or desire to clean-up academic record)
- Change in major or career goals
- Overcommitted (i.e. course load, student activities, employment) without additional circumstances beyond student's control

### 2. PERSONAL ISSUE

**Personal issues that merit a petition:**

- Legal issue (this does **not** include illegal activity that you were involved in)
- Eviction – in cases of eviction must illustrate circumstance which were beyond your control more than simply non-payment
- Accident
- Loss of employment due to forced layoff
- Military deployment
- Death of a family member

**Required documentation:** A signed and dated letter on official letterhead from an appropriate official such as, attorney, law enforcement agent, court official, or other appropriate source, or clear and concise official documentation which specifies the following:

- The date of incident
- The dates you (or your family member) were affected by the incident
- The general nature of the incident
- How it prevented you from completing your course work and following normal university policies and procedures

**Also Required: Write a personal statement and include:**

- Dates congruent with circumstances and timelines in your petition and documentation.
- Steps you took to address the issue/ problem at the time it occurred and name of person(s) contacted.
- How circumstances prevented completing coursework and following normal university policies and procedures
- What has changed so that this issues will no longer affect your academic performance

**Required documentation for death of family member:**

- In your personal statement, you must indicate your relationship to the decedent. If the death occurred outside the term, you must also complete the steps under **Required Documentation** above.
- A copy of death certificate, obituary, or memorial service program verifying date of death **within the requested term.**