Documentation Requirements for Reinstatement Appeal
Reinstatement appeals using this option must be filed no later than two years from the last day of the term in which you were suspended.

Documentation below MUST be provided with petition. Petitions without documentation as stated below will be denied.

❖ MEDICAL ISSUE
Medical issues that merit a petition
- Physical or psychological medical difficulty
- Family medical difficulty

Required documentation for medical issue
A signed letter on official letterhead from your (or your family members) attending health care provider, counselor, or licensed practitioner, 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 the student from completing their course work and following normal university policies and procedures.

NOTE: Dates in official letter from medical practitioner must be congruent with circumstances and timelines reported in your petition. File notes, medical receipts, or copies of prescriptions are not considered sufficient documentation. A formal signed letter on official letterhead with all details mentioned above is required.

❖ PERSONAL ISSUE
Personal issues that merit a petition
- Death of a Family Member
- Legal issue (this does not include illegal activity that you were involved in)
- Accident
- Loss of employment due to forced layoff or military deployment

Required documentation for death of family member:
- a copy of death certificate, obituary, or memorial service program verifying date of death within the requested term

Required documentation requirements for personal issue (other than death of family member)
A signed letter on official letterhead from an appropriate official such as, attorney, law enforcement agent, court official, or other appropriate source, 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 the student from completing their course work and following normal university policies and procedures.

NOTE: Dates in official letter from appropriate official must be congruent with circumstances and timelines reported in your petition. A formal signed letter on official letterhead with all details mentioned above is required.

❖ REQUIRED STUDENT LETTER FOR EITHER MEDICAL OR PERSONAL ISSUE
Provide a letter describing the reason(s) and justification for the term withdrawal request. Be specific.
- describe extenuating circumstances (including dates congruent with circumstances and timelines in your petition)
- steps you took to address the issue/problem at the time it occurred and name of person(s) contacted.

❖ SITUATIONS THAT DO NOT MERIT AN EXCEPTION TO POLICY
The institution expects students to accept responsibility for their academic performance unless there have been severe extenuating circumstances as described above. The following circumstances will not be considered for petitions:
- Academic difficulty (failing grades and/or desire to clean-up academic record)
- Change in major
- Change in career goals
- Overcommitted (i.e. course load, student activities, employment) without additional circumstances beyond student's control.