

Supporting Documentation

Examples of appropriate documentation include proof of hospital stay, copy of obituary or death certificate, police report, or letters from a physician, mental health professional, or counselor.

If providing documentation from a mental health professional, counselor, or physician, please have the prepared document:

- Be on the official letterhead of the provider
- Be typed, dated, and bear the signature of the provider
- Include the name of the patient
- Confirm that the reason the student is being seen is adversely affecting their academic success in a given semester
- Include dates of treatment
- Include a recommendation supporting the student's request

Information **NOT** to be included:

- Diagnosis or details of a diagnosis
- Treatment plans
- Photos
- Prescriptions
- Social security numbers
- Date of birth