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