

SECTION 2: Extenuating Circumstances

Indicate the reason(s) that have caused your academic progress to be unsatisfactory and attach relevant supporting documentation, such as physician’s statements, hospitalization/treatment records, accident reports, death certificates, obituary notices, notarized letters, work- related documentation etc. **Documentation of extenuating circumstances is required. Check all that apply.**

Extenuating Circumstances	Required Documentation
<input type="checkbox"/> Personal Illness or injury *Detailed written statement from the student	Letter from Health Care Provider from whom you received treatment.
<input type="checkbox"/> Death or Illness of immediate family member (mother, father, sibling(s), stepparent, etc.) * Detailed written statement from the student	Death certificate or letter from Health Care Provider if family member is ill
<input type="checkbox"/> Personal Crisis or undue hardship *severe personal or family problems *financial or personal catastrophe	**Notarized letter of explanation from parent Detailed written statement from student if they are independent.
<input type="checkbox"/> Work conditions beyond your control *Detailed written statement from student Explaining work-related changes	Letter from manager/supervisor on company letterhead or ***notarized letter from mgr./supv.
<input type="checkbox"/> Involuntary call to active Military Duty	Military documents
<input type="checkbox"/> Change of Curriculum or return for a second degree or certificate	Change of curriculum explanation *Detailed written statement from student
<input type="checkbox"/> Traumatic event or natural disaster (fire, flood etc.)	Attach supporting documentation *Detailed written statement from student
<input type="checkbox"/> Other circumstances than above *Detailed written statement from student *Supporting documentation	Detailed explanation and provide supporting **notarized letter from parent

Other supporting documentation: Police reports, letters of support from counselor or therapist, etc.
****A notarized letter is a typed or written correspondence to a person or organization that has been stamped by a notary.**

SECTION 3: Student's Personal Statement

Explain in detail how the circumstances you checked in Section 2 affected your academic performance or contributed to your withdrawing from or not completing your classes. Make sure to address each semester that you did not meet the minimum standards. (Attach additional sheets if necessary).

SECTION 4: Steps for Future Academic Success

Explain the changes you have made in your personal situation to ensure future academic success. Outline specific steps you had to overcome, and any obstacles you previously faced that kept you from attaining your academic objectives. Attach evidence from individuals aware of your circumstances, if applicable (e.g. your employer, physician, psychologist, social worker, tutor, academic advisor, counselor, etc.).

Student's Signature

Date

For Office Use Only

- Appeal Approved
- Appeal Approved with Academic Plan
- Appeal Denied

Comments: _____

Committee Chairperson's Signature

Print Name

Date