

Documentation for Appeals Checklist

Below are some examples of situations that may warrant consideration for an appeal along with appropriate supporting documentation:

Personal Illness:

- Medical document with specific time frame (beginning and end of illness, treatment, injury)

AND

- An indication that the student was not able to attend to his or her course work during this time period.

Family Illness:

- Medical document noting that the student was the primary caregiver for an ill family member.
- A specific time frame (beginning and end of illness, treatment, injury) and an indication that the student was not able to attend to their course work during this time period.

Bereavement within the immediate family:

- Death Certificate
- Obituary
- Funeral card

Accident:

- Police accident report
- Insurance claim
- Injury report

Natural disaster:

- Insurance claim
- Injury report

Note: Documents may not be required in all circumstances (i.e., if disaster is commonly known and the location of the student can be confirmed)