



DIVISION OF UNDERGRADUATE EDUCATION
COLLEGE OF LETTERS AND SCIENCE

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Supporting Documentation

- Must be on official letterhead
- Documentation should be from a professional employee

Employment documentation must include the following:

- Duration of the commitment (Start and end date)
- Average number of hours per week
- Consequences of non-attendance
- Job specific responsibilities
- Supervisor's title and contact information (Must be a professional staff employee)

Medical documentation must include the following:

- Physician verifying you have a condition that would impact your ability to comply with the minimum cumulative progress policy. The physician should NOT specify the diagnosis.
- Start of the condition or when the condition was diagnosed
- How long the condition is expected to last

Personal documentation

- Please provide, where possible, documentation supporting your personal situation