

ACADEMIC REQUIREMENTS COMMITTEE- SUPPORTING DOCUMENTATION GUIDANCE



OSU understands that hardships and barriers can sometimes get in the way of education. To help the committee best understand any challenges you have faced, please provide verifiable documentation that supports the extenuating circumstances explained in your personal statement. There should be documented reason, as to why you were unable to meet the published university deadline. The information should include an explanation of the circumstances and a timeline relevant to the term the request is being made for. See below for guidance on the types of supporting documentation.

TYPES OF SUPPORTING DOCUMENTATION

Medical

Documentation to verify a medical or mental health illness/issue that includes dates of service or treatment and signed by a healthcare provider. **Please do not provide medical records or chart notes.**

Examples:

- Letter on official letterhead, signed and dated by the physician, healthcare provider, or mental health professional that includes dates of service or treatment.
- Discharge summary sheet that includes dates of service or treatment and signature of attending physician.
- Record of approved reduced medical course load
- Letter from Student Health Services (SHS), Counseling & Psychological Services (CAPS), or Student Care Team

Death

Documentation to verify death of family member or other close relationship that includes date of death or date of funeral/memorial service.

Examples:

- Copy of or link to an obituary or news article
- Funeral or memorial service program
- Death certificate
- Invoice or bill from veterinary clinic

Other Life Event

Documentation to verify life event that includes date or timeline relevant to the term the request is being made for.

Examples:

- Legal issues – copy of court order or law enforcement document
- Care for family member – letter from health care provider
- Change-in-status – copy of divorce decree or notice of legal separation
- Change or loss of employment – letter or document from employer
- Change or issues with housing – letter from landlord or lease documents
- Traffic incident – police or traffic accident report
- Natural disaster (e.g., wildfire, floods, winter storm) – news article
- Military deployment and firefighting assignment – copy of official orders or letter from commanding officer
- Resident, immigration or sponsorship status issues – travel document (e.g., airline ticket) with dates or email from Office of International Services

Academic Related

Examples:

- Advising error/registration problem – relevant supporting documentation, i.e., email or other correspondence with university personnel or written statement from academic advisor
- Course access difficulties – screenshots of Canvas Gradebook or email or other correspondence with instructor

Financial Issues

The Petition for Late Change of Registration process is not to be used to resolve financial hardship or issues. Please visit Student Accounts for information about the [Tuition Refund Appeal](#) process.