

AP Petition Support Documentation

Examples for Submitting an AP Petition	Examples of Support Documentation (not inclusive):
Personal Crisis	<ol style="list-style-type: none"> 1. A detailed explanation of the crisis including the date of occurrence, duration, and how it negatively affected your coursework. 2. Support documentation (i.e. physician's statement, copy of police report, Personal Protection Order, medical documentation) 3. Support documentation regarding what steps you've taken to resolve and successfully move forward (i.e. physician's statement, academic advisor, 3rd party agency that assisted you with resolving this crisis).
Death of a Family Member/Roommate/Close Friend	<ol style="list-style-type: none"> 1. A detailed statement including the name of the deceased and his/her relationship to you with an explanation of how this event negatively affected your coursework. 2. Support documentation (i.e. copy of the obituary, notice of the funeral, or death certificate). 3. Support documentation that demonstrates your ability to return to classes and successfully complete your course load (i.e. academic advisor, letter of support from Counseling and Wellness Services, physician statement).
Personal Illness or injury (to include medical withdrawal)	<ol style="list-style-type: none"> 1. A detailed explanation of the medical circumstances including the date of occurrence, duration, and how it negatively affected your coursework. 2. Support documentation (i.e. physician's statement, copy of police report, medical documentation) 3. Support documentation regarding what steps you've taken to successfully move forward (i.e. physician's statement, DSO, academic advisor, 3rd party agency that assisted you during your illness or injury).
Illness of a family member	<ol style="list-style-type: none"> 1. A detailed explanation of the medical circumstances of the family member, including the name and relationship of the family member to you, the date(s) of occurrence(s), duration, and how it negatively affected your coursework. 2. Support documentation (i.e. physician's statement, medical documentation) 3. Support documentation regarding what steps you've taken that will allow you to successfully move forward (i.e. physician's statement, academic advisor, 3rd party agency).
Academic Hardship Due to Disability (to include medical withdrawal)	<ol style="list-style-type: none"> 1. A detailed explanation regarding the nature/type of disability and how it's negatively impacted your academic progress. 2. Support documentation (i.e. physician's statement, medical documentation, counselor statement) substantiating the nature/type of disability and how it's impacted your academic progress. 3. Support documentation regarding what steps you've taken to successfully move forward (i.e. physician's statement, DSO, academic advisor, 3rd party agency that has been and is assisting you with your disability and/or academic progress).
Exceeded Maximum Hours for Degree Completion	<ol style="list-style-type: none"> 1. A detailed explanation of the circumstances that resulted in you exceeded the maximum hours required obtaining a degree in your program of study. 2. A prescribed academic plan of work from an academic advisor outlining your remaining degree requirements and projected completion date.
Fresh Start Program/Academic Dismissal	<ol style="list-style-type: none"> 1. An explanation of the circumstances that resulted in you not meeting the AP standards. 2. A detailed explanation of the change in your circumstances that has diminished or eliminated the difficulties you experienced during your previous enrollment. 3. A prescribed academic plan of work from an academic advisor outlining what courses and/or course load you will enroll in that will aid you in meeting the AP standards.
Other Circumstances	<ol style="list-style-type: none"> 1. A detailed explanation of the circumstances and how they negatively impacted your academic progress. 2. Support documentation substantiating your circumstances. 3. Support documentation supporting that your circumstances have been either resolved or being managed. 4. A prescribed academic plan of work from an academic advisor outlining what courses and/or course load you will enroll in that will aid you in meeting the AP standards.