

Supporting Documentation

Documentation is required for both the Late Drop and Tuition Appeal process and is intended to help verify the circumstances that impacted your ability to complete your class or classes.

Before You Begin

This document was designed to serve as a general guide. Every circumstance is different. If your specific documentation is not listed as an example, you may still have proper documentation for your request.

Common Examples of Documentation

- Medical paperwork (i.e. hospital discharge documents, after-care plan, etc.)
- Letter from a doctor/therapist
- Legal documents (i.e. court records, court summons, etc.)
- Police report(s)
- Death certificate/obituary
- Letter from a professional
- Other official documents that verify extenuating circumstances

Official Documentation must include:

- Your first and last name
- A date that aligns with the extenuating circumstances
- *If applicable*: a signature from the professional

Helpful TIPS

You may redact any information that you are not comfortable sharing, but ensure there is enough information listed to verify your circumstances.

Every circumstance is different. If your documentation is not listed as an example, ask if the documentation you currently have could be helpful in supporting your request.

If you need further assistance, please contact the Office of the Dean of Students at 719-255-3091, dos@uccs.edu, or visit us in Main Hall 201.