

## Petition Documentation Definitions

**Non-attendance documentation** must include confirmation from instructors, for coursework taken within two years of request, that no courses were attended during the semester requested. Students in their first semester at KU can also provide proof of non-attendance if they show that they were enrolled full time at another institution.

**Medical documentation** must be presented in the format of the CLAS Medical Assessment Form. In extreme situations, documentation of hospitalization/in-treatment can be accepted for current semester issues.

**Bereavement documentation** on the passing of a close family member such as child, parent, spouse, sibling, or individual that resided with student includes media notification, memorial card or death certificate along with proof of relationship (if not included in submitted documentation).

**Military Deployment documentation** must be a copy of military orders that list date received by student and date of deployment.

**Extenuating circumstances beyond student control documentation** would consist of documentation related to a serious accident, crime or similar serious issue that has official documentation such as police report, legal paperwork or something comparable. Dates of incidents must be within semester of concern or proof of impact documentation will need to be included addressing how the extenuating circumstances continued to affect academics.

**Proof of impact documentation** addresses why and how circumstances affected the student's academics and can be presented in the format of the CLAS Medical Assessment Form or by letter from an official University representative (e.g. staff in AAAC or CAPS) assisting with academic accommodations.

**Graduation hardship documentation** must be presented in written format indicating that a student has a pending job offer, acceptance to graduate school or post-baccalaureate program, military commission, medical documentation or extenuating circumstance beyond student's control that impacts ability to complete requirement, or materials that show requirement cannot be fulfilled through currently offered courses and/or student's schedule.

**Misadvising documentation** must be a written statement of misadvising/miscommunication from academic advisor, faculty advisor or other official staff representative of the University of Kansas advising documentation (Kyou portal notes, Orientation advising, email exchanges, etc.) demonstrating misadvising/miscommunication. All advising notes and materials (whether or not they are provided by the student) will be used to assess misadvising/miscommunication petitions.

**Faculty support documentation** must be presented in written format explaining why exception should be made for individual student.

**Departmental support documentation** must be presented in written format explaining why exception should be made for individual student.

**Administrative error documentation** is considered to be documentation from Enroll & Pay that an attempt to drop all courses or an attempt to drop single course prior by withdrawal deadline, written

support from University official that an error was made, or written support that a representative of the University indicated that they were to have acted on the student's behalf.

**Non-evaluation documentation** is considered to be feedback from instructor/department that indicates no grades were received, prior to the last day to drop, or written communication between student and instructor that demonstrates that the student did not receive feedback.