# Fall 2020 Grade Mode Change Request
## Supporting Documentation

<table>
<thead>
<tr>
<th>Extenuating Circumstance</th>
<th>Examples of Required Documentation</th>
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</table>
| Student was diagnosed with COVID-19 and, due to the diagnosis, was severely ill and unable to engage academically. | • Letter from doctor  
• Medical Records documenting illness                                                      |
| An immediate family member was diagnosed with COVID-19 and suffered an untimely death or whose illness placed an undue burden upon the student | • Letter from doctor  
• Medical Records documenting illness                                                      |
| The student had to be a primary caregiver of someone diagnosed with COVID-19.               | • Letter from doctor  
• Medical Records documenting illness  
• Third party documentation of caregiver status                                                     |
| The student had to become a first responder due to COVID-19.                               | • Letter from employer  
• Military orders                                                                 |
| The student had an economic hardship resulting from COVID-19 directly impacting the ability to meet academic requirements. | • Letter from employer  
• Termination/separation letter  
• Unemployment records  
• Medical bills not covered by insurance                                                      |
| The student had increased hours of employment to address financial hardship related to COVID-19. | • Letter from employer including dates and whether the increase/change was mandatory  
• Unemployment records/termination/separation letter for parent/spouse that caused the student to need to work |
| The student lost a babysitter/childcare due to COVID-19.                                    | • Statement from the childcare provider  
• Documentation of school/childcare closure                                                      |
| The student was unable to complete online education/distance education due to COVID-19.   | Third party documentation of the lack of internet resources or documentation that the student had to move and was unable to complete in-person classes remotely |
| The student had no WIFI access during COVID-19 due to facility closures.                   | Third party documentation describing the facility closure and explanation of the inability to access WIFI due to the closure |
| Other – must be specific and not general “stress due to COVID-19.”                         | • Detailed description of the extenuating circumstances and how they were directly related to Covid-19  
• Third party documentation to support the extenuating circumstances |

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