

## Registration Appeal Documentation Guidelines

### **Medical and Mental Health Documentation must include the following:**

1. Medical treatment facility name and phone number.
2. Student's full name and date of birth.
3. Date of onset of medical condition as well as treatment dates.
4. Detail severity of illness as it relates to impact on ability to be enrolled at Howard Community College. If the diagnosis is pre-existing, detail what has changed to impact student's ability to be enrolled at Howard Community College.
5. Be typed on official letterhead and be signed/dated (handwritten signature required) by an appropriate medical health care provider.

**Please do not send the following: Lab results, Pictures or Videos of your body, X-rays, MRIs, and Prescriptions. The medical diagnosis does not need to be disclosed.**

### **Death Documentation must include one of the following:**

1. Death Certificate. Must also provide documentation on how you are related to the deceased. For appeal purposes the deceased must be an immediate family member (Spouse, Parent, Child, Brother or Sister)
2. Obituary. Must also provide documentation on how you are related to the deceased. For appeal purposes the deceased must be an immediate family member (Spouse, Parent, Child, Brother or Sister)
3. Newspaper Announcement. Must also provide documentation on how you are related to the deceased. For appeal purposes the deceased must be an immediate family member (Spouse, Parent, Child, Brother or Sister)

**Please do not send the following:** Photos or videos of the deceased. Photos or videos of the burial or funeral.

## Registration Appeal Documentation Guidelines

### **Personal**

1. Court Documents
2. Eviction & Foreclosure Notices
3. Lease Agreements
4. Emails
5. Police Reports
6. Bank Statements
7. Paystubs
8. Receipts/Invoices
9. Any other relevant documentation

Everything submitted will be reviewed on a case-by-case basis.

### **Military Deployment**

1. Copy of Military Orders
2. Copy of Military ID

### **Title IX**

Pregnancy, Sex Discrimination, Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Violence, Domestic Violence, Stalking, and Dating Violence registration appeals will be forwarded to Howard Community College's Office of Student Rights and Responsibilities to a trained Title IX professional.