



Guidelines for Those Providing Non-Medical Documentation to Support Petitions

The University of Toronto will accept medical documentation verifying illness or injury **only** on its official *Verification of Illness or Injury Form*, and **only** if this form is completed by a member of one of the following five groups of medical practitioners: physicians, surgeons, nurse practitioners, dentists and clinical psychologists. Documentation on medical matters from anyone not a member of these five groups **will not be accepted**.

However, others may be asked by a student for documentation about non-medical matters to support a request. The Faculty of Arts & Science may take such documentation into account if it is relevant to the student's request.

Those providing supporting documentation on non-medical matters may wish to keep the following items in mind when providing such documentation:

- Documentation should be on the writer's official letterhead, and provide contact information for the writer, and official stamp if relevant.
- It should identify the student by full name.
- It should indicate the writer's relationship with the student (e.g. pastor).
- It should describe the non-medical circumstances or events that would be relevant to the student's request for exceptional treatment, and be relevant to the current episode.
- It should indicate the severity of the circumstances or events, i.e. how they have interfered with the student's capacity attend to academic work (e.g. moderately, seriously, severely).
- It should indicate that the writer has direct first-hand knowledge of these, rather than second hand knowledge reported by the student.
- It should indicate the relevant dates, i.e. when the writer has had contact with the student.
- It should show the student's signature indicating the student gives permission to share the information in the document with the Faculty, and permission to have the Faculty verify this information with the writer.

The University endeavors to take into consideration circumstances beyond a student's ability to predict or control when applying its rules and regulations. However, requests are considered in their entirety before a decision is made.

Should you have questions regarding this information or its use, you may contact the Assistant Dean & Faculty Registrar as below.

4/2013