

UMW Guidelines for Medical Documentation for Exceptions to Policies and Deadlines

No exception to University of Mary Washington academic policy will be made until supporting medical documentation is verified as applicable to the requested exception. Please request documentation from your doctor as soon as possible even if the documentation is incomplete and will need a follow up. Academic Services will not request documentation for the student nor will we accept phone statements or e-mail from medical providers. Students must provide us with written documentation; no decisions will be made regarding a student's request for an academic policy exemption until the written documentation is received, verified, and evaluated.

1. The documentation letter should:

- be typed on the medical authority's letterhead stationery
- contain contact information for verification purposes and
- be signed by the treating medical practitioner.

2. The letter must state all of the following (or indicate why certain items are inappropriate)

- date of onset of the condition(s) in question
- diagnosis (using DSV IV designations if appropriate)
- dates of appointments
- treatments prescribed (including dates) and a statement of the expected effects of the treatments
- prognosis for student's academic goals both the short term and (if appropriate) long term and
- a medical recommendation regarding limitation(s) of student's activities.

3. The letter can be delivered

- by mail to: University of Mary Washington
Academic Services
Lee Hall
1301 College Avenue
Fredericksburg, Virginia 22401
- by Fax to: 540-654-1163
- or scanned copies can be submitted via Email: Advise@umw.edu