

EXAMPLES OF SPECIAL CIRCUMSTANCES AND RECOMMENDED DOCUMENTATION

This list is an example of special circumstances and does not include all possible scenarios. There may be other types of documentation that are acceptable. Please make sure the dates on the documentation coincide with the dates you received Pell Grant funds and did not earn academic credit. Submitting an explanation with supporting documentation ***does not guarantee*** financial aid eligibility will be reinstated.

Nature of Appeal

Recommended Documentation

Death of immediate relative	You must include the relationship of the family member Obituary notice or death certificate
Illness of self or immediate relative	Signed doctor's note (must be on doctor's letterhead) Hospital records or bills with dates of stay
Divorce/separation	Divorce papers, signed letter from attorney (on letterhead) Signed statement from pastor or counselor (on letterhead) Copy of lease showing only yourself as the renter School records showing different household for father/mother
Job schedule conflict	Signed statement of schedule change or overtime hours worked from employer (on letterhead) Timesheets – must have company name printed on them
Childcare problems	Signed letter from current daycare center (on letterhead) verifying enrollment of the child. If it the day care provider is a personal friend or relative, the letter must be accompanied by one other signed letter from a friend or family member aware of the situation.
Victim of a crime or unexpected disaster	Must include copy of police report, third-party letters, etc.
Military obligations	Copy of military orders or signed letter from your commanding officer
Never Attended	Instructor verifications of non-attendance or enrollment verification from another institution

Resources available to UTC students

There are many services available to UTC students to help them succeed academically. You may wish to utilize these resources. Should any of these services pertain to the issues that you outline in your appeal, you may submit documentation that you have tried to mitigate your circumstances by seeking assistance.

Counseling Center

338 University Center ♦ (423) 425-4438

The reasons why people seek counseling are as varied as people themselves. Students coming into the Counseling Center for counseling are usually seeking more effective and rewarding lives by addressing personal problems, career questions, skill development issues, or the stressors of being in college. Students come to the Counseling Center for many reasons, including test anxiety, depression, stress management, study skills, relationship stress, and adjustment to college life.

Disability Resource Center

352 University Center ♦ (423) 425-4006

The Disability Resource Center (DRC) is committed to ensuring that each student has equal access to all educational opportunities and maximizes their potential regardless of the impact of their disability. Students with disabilities must register with DRC to determine if they qualify to receive accommodations.

Center for Academic Support and Advisement (CASA)

355 UTC Library ♦ (423) 425-4573

The Center for Academic Support and Advisement offers one-hour tutoring sessions in the following classes:

- * Math 1000-2000
- * Chemistry 1110 and 1120
- * Biology 1110, 1120, and 1910
- * Physics 1030, 1040, 2300, and 2310

Sign up for tutoring session via the CASA website: <https://www.utc.edu/center-academic-support-advisement/tutoring/index.php>

***For full tutoring options, visit the CASS website listed above. Some additional academic support services are listed below.**

Math Plaza

200 McClellan Gym ♦ (423) 425-4028

Writing and Communication Center

UTC Library ♦ (423) 425-4501