

[date]

TO:

[Faculty Name]

[Course Number]

[Faculty Name]

[Course Number]

[Faculty Name]

[Course Number]

[Faculty Name]

[Course Number]

[College Name] Associate Dean, [Associate Dean Name]

[Student Name]

[Student ID Number]

Dear Professor:

I write to confirm that **[Student Name]** is experiencing documented and compelling non-academic circumstances that are beyond their control. Please be assured that this student is receiving all available support services at UNH.

Faculty Senate policy, as set forth in [the Attendance Policy in the undergraduate catalog](#), provides you with discretion on how you proceed in the face of these reported circumstances. Discretion can take different forms including, but not limited to, flexibility on deadlines or attendance. The specific flexibility you offer will depend on what is appropriate for the course.

This letter would typically go out within one business day of receiving relevant supporting documentation. However, please note that the exact timing of the concern may vary. We encourage students to be in touch with their faculty about the timing of their needs and how to stay on top of the work.

As a note, though you may offer whatever flexibility you deem appropriate, this letter is typically meant to address temporary extenuating circumstances. Students seeking long-term accommodations for a medical condition would need to be working with Student Accessibility Services.

Any consideration you can offer this student would be helpful.

Thanks very much.

Sincerely,

Michael Blackman
Dean of Students