

Georgia Tech Institute Undergraduate Curriculum Committee  
Petitions Sub-Committee  
Guidance for students petitioning the IUCC citing mental health reasons.

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Students often submit petitions to the Institute Undergraduate Curriculum Committee (IUCC) requesting late withdrawals from one or more terms, or withdrawal from individual courses in a term, citing various mental health issues as the primary rationale. The IUCC recognizes that college is a challenging time and that some students may experience increased stress. The IUCC takes into careful consideration petitions from students who present adequate documentation by mental health professionals confirming the student's stated mental health concerns.

This document will serve to provide guidance for students preparing such petitions, as well as for mental health professionals when writing letters of support for students. In general, any support letter from a mental health professional should provide, at a minimum, the following information.

1. The date the letter was prepared.
2. The name and education level or title of the mental health professional.
3. A chronological list of the student's visits to that professional.
4. A statement indicating the diagnosis or other information that provides evidence of the student's condition.
5. A statement specifying how the diagnosis was determined.
6. A statement indicating to what extent the diagnosed condition affected the student's ability to meet the academic standards of Georgia Tech *in the course(s) or during the semester(s) covered by the petition.*
7. A statement indicating whether the student is presently being treated and for how long the treatment is expected to continue.

Petitions supported by complete documentation of the diagnosis and demonstration that the symptoms of the condition significantly reduced the student's ability to perform academically will be more likely to be approved than petitions without this information. To be clear, however, each student petition is evaluated on its own merits by the IUCC, and many factors such as the student's academic history and the timeliness of the petition are included in the decision process.