

## Appendix: Supporting Documentation Considerations

Reason for Appeal	Examples of Supporting Documentation
<b>Personal illness or injury</b>	<ul style="list-style-type: none"> <li>• <i>Satisfactory Academic Progress Medical Documentation form</i> (located on SFS Forms site)</li> <li>• Statement from a licensed healthcare provider</li> <li>• Hospital discharge note</li> <li>• Return Authorization Statement from an approved Petition for Excused Withdrawal</li> </ul>
<b>Death of a family member or significant person in student's life</b>	<ul style="list-style-type: none"> <li>• Copy of the death certificate</li> <li>• Copy of obituary or funeral notice</li> <li>• Student's personal statement should clearly outline name of the deceased, the date of death, and their relationship to student.</li> </ul>
<b>Illness, accident, or injury of a family member or significant person in student's life</b>	<ul style="list-style-type: none"> <li>• <i>Satisfactory Academic Progress Medical Documentation form</i> (located on SFS Forms site)</li> <li>• Statement from a Physician or licensed Healthcare Provider</li> <li>• Hospital discharge note</li> <li>• Student's personal statement should clearly outline who was injured or ill, when this occurred, treatment dates in correspondence with the semester(s) student did not make academic progress.</li> </ul>
<b>Natural Disasters</b>	<ul style="list-style-type: none"> <li>• Insurance claims</li> <li>• Articles related to Natural Disaster</li> <li>• Mortgage or lease with address corresponding to area afflicted by a natural disaster</li> </ul>
<b>Other documented special circumstances beyond a student's control</b>	<ul style="list-style-type: none"> <li>• Statement from a Third Party professional</li> <li>• Copy of police report with relevant information to student's personal statement</li> <li>• Approved Petition for Excused Withdrawal if applicable</li> <li>• Student's personal statement must clarify how the situation was extenuating and unforeseen, and how it corresponds with the semester student did not meet Satisfactory Academic Progress.</li> </ul>

### Do NOT submit the following documentation with your Appeal

- Temple Academic Transcript
- Entire medical history from a doctor's office or hospital
- Transcripts from universities or institutions outside of Temple
- Original copies of legal or medical documents, as any submitted appeal will not be returned to a student
- Petitions for Excused Withdrawals that have not been approved.

**Students are highly encouraged to meet with a member of the SFS SAP Committee prior to submitting an appeal to discuss supporting documentation in greater detail. While meeting with a SAP Committee member is recommended, it is not required, and it does not guarantee appeal approval. To schedule an appointment with a committee member please email [sfs@temple.edu](mailto:sfs@temple.edu) (subject: SAP Appeal).**