Appendix: Supporting Documentation Considerations

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<th>Reason for Appeal</th>
<th>Examples of Supporting Documentation</th>
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| Personal illness or injury                            | • *Satisfactory Academic Progress Medical Documentation Form* (located on SFS Forms site)  
• Statement from a licensed healthcare provider  
• Hospital discharge note  
• Return Authorization Statement from an approved Petition for Excused Withdrawal |
| Death of a family member or significant person in student’s life | • Copy of the death certificate  
• Copy of obituary or funeral notice  
• Student’s personal statement should clearly outline name of the deceased, the date of death, and their relationship to student. |
| Illness, accident, or injury of a family member or significant person in student’s life | • *Satisfactory Academic Progress Medical Documentation Form* (located on SFS Forms site)  
• Statement from a Physician or licensed HealthcareProvider  
• Hospital discharge note  
• 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. |
| Natural Disasters                                      | • Insurance claims  
• Articles related to Natural Disaster  
• Mortgage or lease with address corresponding to area afflicted by a natural disaster |
| Other documented special circumstances beyond a student’s control | • Statement from a Third Party professional  
• Copy of police report with relevant information to student’s personal statement  
• Approved Petition for Excused Withdrawal if applicable  
• 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. |

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 (subject: SAP Appeal).