

Appendix: Supporting Documentation Considerations

Reason for Appeal	Examples of Supporting Documentation
Personal illness or injury	<ul style="list-style-type: none"> • <i>Satisfactory Academic Progress Medical Documentation form</i> (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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • <i>Satisfactory Academic Progress Medical Documentation form</i> (located on SFS Forms site) • Statement from a Physician or licensed Healthcare Provider • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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).