

Examples of Appropriate Evidence/ Documentation



Evidence and documentation for Satisfactory Academic Progress/ TELS appeals should support the student's personal statement concerning the circumstances that prevented the student from meeting the academic standards. Evidence and documentation can include but is not limited to the following:

Reason for appeal	Documentation examples
Major illness of student	<ul style="list-style-type: none"> • Statement from a medical doctor or other licensed healthcare provider indicating the type of illness or injury, the date of onset, and whether or not the student is still under medical care. This statement must be on appropriate letterhead. • Other appropriate medical records/documents.
Illness or death of immediate family member	<ul style="list-style-type: none"> • Statement from a medical doctor or other licensed healthcare provider indicating the type of illness or injury, the date of onset, and whether or not the family member is still under medical care. This statement must be on appropriate letterhead. • Copy of obituary or funeral program. • Copy of an official death certificate.
Extreme financial hardship of the student or student's immediate family	<ul style="list-style-type: none"> • A letter explaining, in detail, the nature of the extreme financial hardship and what action the student and/or family is taking to address the situation. • Documentation of the current family income, outstanding medical expenses not covered by insurance, etc • Copies of court documents that will support the basis for appeal.
Fulfillment of a religious commitment expected of members of the student's faith	<ul style="list-style-type: none"> • A letter indicating religious affiliation, verification of membership, and the contact information of the local branch with which the student is affiliated. • A letter from a cleric or officer of the local branch of the faith stating what type of commitment is required of the student, when the commitment must be fulfilled, the time frame for fulfilling that commitment, and who is expected to fulfill that commitment.
Military obligations of student or of immediate family member	<ul style="list-style-type: none"> • Copy of activation letter for student/immediate family member who is activated. • A letter from the student/immediate family member's commanding officer or recruiter that indicates dates of activation. • Copy of deployment orders.
Earning an Associate's degree after completing another degree/certificate/diploma	<ul style="list-style-type: none"> • Copy of previously earned degree/certificate/diploma.
Other extraordinary circumstances beyond the student's control	<ul style="list-style-type: none"> • Documentation from a third party such as a high school counselor, professor, advisor, or other non-family member to support your letter of explanation.