



## Satisfactory Progress Appeal

Office of Graduate Financial Aid

Phone: (714) 628-2730  
gradfinaid@chapman.edu

### STUDENT INFORMATION

Last

First

MI

ID NUMBER

You may use this form to request a reevaluation of your ineligibility for financial aid. You will be notified in writing once the Satisfactory Academic Progress Committee has met and rendered a decision on your appeal. You are ineligible for any Federal Aid until you have been granted a successful appeal.

- Please check boxes that pertain to your situation.

#### Low GPA (Qualitative) or Insufficient Units Completed (Quantitative):

- ☐ **Extenuating Medical Circumstances** – Attach a detailed letter of explanation **and** a signed statement from your health care professional that you are able to return to Chapman University.
- ☐ **Extenuating Personal Circumstances** – Attach a detailed letter of explanation and supporting documentation.
- ☐ **Difficulty in completing courses**– Attach a detailed letter of explanation.
- ☐ **Death in the immediate family** – Please attach a letter of explanation.

#### Excessive Units (Time Limit):

- ☐ I am a graduate student in the \_\_\_\_\_ program and my course of study has been prolonged. Attach a detailed letter of explanation.
- ☐ Other academic situation(s). Attach a letter of explanation.

#### CERTIFICATIN STATEMENT

I have enclosed a letter of explanation that addresses the circumstances that prevented me from completing sufficient credits, maintaining a 2.0 GPA, or completing my program in a timely manner. My letter explains a detailed course of action for completion of sufficient credits. I understand that I will be notified via my Chapman email of the final decision.

STUDENT SIGNATURE

DATE