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

- Every student must fill out the Academic Plan on page 2 and provide a detailed letter of explanation including what changes you will make to ensure you have a successful semester and how you will be able to complete your courses.

- ALL STUDENTS MUST PROVIDE A COPY OF THEIR PROGRAM EVALUATION

You can obtain your program evaluation via my.chapman.edu

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 copy of the obituary and/or 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.
ACADEMIC PLAN

Complete this section by listing the required coursework you plan to take to complete your degree on time.

<table>
<thead>
<tr>
<th>FALL 20__</th>
<th>SPRING 20__</th>
<th>FALL 20__</th>
<th>SPRING 20__</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATION 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 by mail of the final decision at the address provided above.

STUDENT SIGNATURE ___________________________ DATE ____________________

OFFICE USE ONLY

__ APPROVED  
__ DENIED

COMMENTS: