CHAPMAN UNIVERSITY

SATISFACTORY ACADEMIC PROGRESS APPEAL
Office of Undergraduate Financial Aid

LAST	FIRST	MI	ID NUMBER
STREET ADDRESS			EMAIL ADDRESS
CITY	STATE	ZIP CODE	HOME PHONE

You may use this form to request a reevaluation of your ineligibility for financial aid. Please keep in mind the Office of Financial Aid will review your information after your ineligibility status is official.

- Every student **MUST** fill out the Academic Plan on page 2 and briefly explain your circumstance and a plan of action to be more successful in the future. Include what will be different about the upcoming semester and how you will be able to complete your courses.

- Appeal must be submitted within 60 days of the date the notice of ineligibility is mailed.

- Please check boxes that pertain to your situation.

FINANCIAL AID PROBATION DUE TO <u>LOW GPA OR INSUFFICIENT CREDITS:</u>

❑ **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 photocopy of the death certificate or copy of obituary with a letter of explanation.

FINANCIAL AID PROBABTION DUE TO <u>EXCESSIVE CREDITS:</u>

❑ I am an undergraduate and some of my transfer credit hours do not count toward my degree.

❑ Other academic situation(s). Attach a letter of explanation.

PROGRAM EVALUATION

ALL STUDENTS <u>MUST</u> PROVIDE A COPY OF THEIR PROGRAM EVALUATION
You can obtain your program evaluation by printing it from your Student Portal
(https://my.chapman.edu)

ACADEMIC PLAN

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

FALL 20__	SPRING 20__	FALL 20__	SPRING 20__

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CERTIFICATION STATEMENT
I have enclosed a letter of explanation that addresses the circumstances that prevented me from completing my deficient credits, maintaining a 2.0 GPA, or completing my program in a timely manner. My letter explains what will be different about the upcoming semester and how I will be able to complete my courses. I understand that I will be notified in writing of the final decision.

_____   _____
STUDENT SIGNATURE   DATE