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 LOW GPA OR INSUFFICIENT CREDITS:**

- **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 PROBATION DUE TO EXCESSIVE CREDITS:**

- 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 MUST 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.

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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 ___________________________