



CHAPMAN  
UNIVERSITY

## SATISFACTORY ACADEMIC PROGRESS APPEAL

Office of Undergraduate Financial Aid

\_\_\_\_\_  
LAST

\_\_\_\_\_  
FIRST

\_\_\_\_\_  
MI

\_\_\_\_\_  
ID NUMBER

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
PHONE NUMBER

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 sent.
- 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**

### **1. ALL STUDENTS MUST PROVIDE A COPY OF THEIR PROGRAM EVALUATION**

You can obtain your program evaluation by printing it from your Student Center (<https://studentcenter.chapman.edu>)

### **2. 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__

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 and that submitting an appeal is not a guarantee that my appeal will be approved. I realize that providing false or misleading information on this form or its accompanying documentation may result in a referral to the university's conduct board and/or the federal Office of the Inspector General.

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STUDENT SIGNATURE

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DATE