

NON-SATISFACTORY PROGRESS APPEAL

STUDENT INFORMATION

LAST	FIRST	MI	BRANDMAN ID NUMBER
STREET ADDRESS or PO BOX			EMAIL ADDRESS
CITY	STATE	ZIP CODE	HOME PHONE

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

NON-SATISFACTORY PROGRESS DUE TO LOW GPA OR INSUFFICIENT UNITS

- Extenuating Medical Circumstances** – Attach a detailed letter of explanation **and** have your health care professional complete and sign the back of this form.
- 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.

NON-SATISFACTORY PROGRESS DUE TO EXCESSIVE UNITS

- I am a graduate student in the _____ program and my course of study has been prolonged. Attach a detailed letter of explanation.
- I am an undergraduate and some of my transfer credit hours do not count toward my degree. Attach a detailed letter of explanation.
- Other academic situation(s). Attach a letter of explanation.

ALL STUDENTS MUST PROVIDE A COPY OF THEIR PROGRAM EVALUATION

You can easily obtain your program evaluation by printing it from WebAdvisor.
(<http://www.chapman.edu/RegOffice/OC/webAdvisor.asp>)

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 trimester and how I will be able to complete my courses.** I understand that I will be notified by mail of the final decision at the address provided above.

STUDENT SIGNATURE

DATE

