

NON-SATISFACTORY PROGRESS APPEAL

STUDENT INFORMATION

LAST	FIRST	MI	CHAPMAN ID
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 (first-year freshman or transfer student only)** – Attach a detailed letter of explanation.
- Death in the immediate family** – (parent, spouse, sibling, dependent child). Please attach a photocopy of the death certificate or copy of obituary.

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.
- 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 semester 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

OFFICE USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments:

