

I am a graduate student in the \_\_\_\_\_

course of study has been prolonged. Attach a detailed letter of explanation.

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

gradfinaid@chapman.edu

\_ program and my

## STUDENT INFORMATION

LAST	FIRST	MI	ID NUMBER			
STREE	T ADDRESS or PO BOX		EMAIL ADDRESS			
CITY	STATE	ZIP CODE	HOME PHONE			
writi	ng once the Satisfactory Academic ppeal. You are ineligible for any Fe	Progress Committee ederal Aid until you ha	pility for financial aid. You will be notified has met and rendered a decision on ave been granted a successful appeal.			
•	Please check boxes that pertain to your situation  Every student must fill out the Academic Plan on page 2 and provide a detailed letter of explanation including what changes you will make to ensure you have a successful semester and how you will be able to complete your courses.					
•	ALL STUDENT MUST PROVIDE A COPY OF THEIR PROGRAM EVALUATION					
	You can obtain your program eval	uation via my.chapma	an.edu			
ow (	GPA (Qualitative) or Insufficier	nt Units Completed	I (Quantitative):			
	<b>Extenuating Medical Circumstances –</b> Attach a detailed letter of explanation <b>and</b> a signed statement from your health care professional that you are able to return to Chapman University.					
	<b>Extenuating Personal Circumstances –</b> Attach a detailed letter of explanation and supporting documentation.					
	documentation.					
	Difficulty in completing courses	s– Attach a detailed le				
0			etter of explanation.			

## **ACADEMIC PLAN**

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

FALL 20	SPRING 20	FALL 20	SPRING 20				
FALL 20	SPRING 20_	FALL 20	SPRING 20				
TALL ZO	OF KING 20	TALL 20	01 Kii10 20				
<b>CERTIFICATION S</b>	TATEMENT						
I have enclosed a le	etter of explanation that address	es the circumstances tha	t prevented me from				
completing sufficier	nt credits, maintaining a 2.0 GPA	A, or completing my progretion of sufficient credits	am in a timely manner. My				
	letter explains a detailed course of action for completion of sufficient credits. I understand that I will be notified by mail of the final decision at the address provided above.						
•							
STUDENT SIGNATU	RE	DATE					
	OFFICE	USE ONLY					
APPROVED	COMMENTS:						
DENIED							