

Directions for Filing an Undergraduate Petition

Email completed petitions to the Office of the University Registrar at regforms@chapman.edu using your Chapman email account. Tuition and fees will apply (see current tuition and fees information) at chapman.edu/tuition.

LATE ADD OF COURSE

1. Explain what circumstances beyond your control kept you from registering in a timely manner. Include any applicable documentation.
2. Signature of your instructor is required.
3. Your instructor must indicate on this form the date you started to attend the course and any additional information related to your late add.

LATE WITHDRAWAL OF COURSES (*Decisions rendered on petitions may affect your financial obligation to the University*)

If you are withdrawing from courses due to a medical reason, a family emergency, or military/occupational relocation, you must fill out a "Petition for Late Withdrawal Due to Family Emergency, Medical Reasons, or Military/Occupational Relocation" form and submit it to the Dean of Students in Argyros Forum, Room 101. For other reasons follow the instructions below.

1. Explain what circumstances beyond your control kept you from dropping the course in a timely manner. Include any applicable documentation of the hardship.
2. Signature of your instructor is required.
3. Your instructor must verify on this form your last date of attendance.

OVERLOAD OF CREDIT (*Non-Probation*)

1. If your cumulative Chapman GPA is 3.0 or higher, a petition is not required. You may take up to 21 credits per semester/term.
2. If your Chapman GPA is less than 3.0, or you wish to take more than the standard maximum overload credit, an extremely solid case must be presented in your petition.
3. The signature of your faculty/program advisor is required.
4. You will be billed for any units taken over 18.0 credits in one semester.
5. No more than 4 credits may be taken during interterm. For questions, see the registrar's office.

OVERLOAD OF CREDIT (*Probation*)

1. If you are on academic probation you have been limited to 12 or 14 credits. To take more than the number of credits to which you have been limited, you must provide both a compelling reason and evidence of your ability to handle the workload.
2. The signature of the Academic Advising Center is required.
3. No more than 4 credits may be taken during interterm. For questions, see the registrar's office.

REQUEST FOR WAIVER OF REQUIREMENT DUE TO MISADVISEMENT

1. Explain in detail what change in your requirements you are requesting and in what way you have been misadvised.
2. Attach any additional documentation supporting your claim, including verification of how you were misadvised. Verification might include a statement from a person or office who misadvised you, a copy of documentation that states incorrect information, etc.

GE APPROVAL REQUEST

1. For internship and independent study courses, a copy of the individual study learning agreement and course details or the internship application must be submitted along with the student statement and instructor recommendation. If requesting approval for Citizenship, Community, Service, please review the instructions and complete the [Request for Internship or Individual Study for GE Citizenship, Community, Service Request Form](#), to be considered for the general education Citizenship, Community, Service category.
2. Transfer and Study Abroad requests also require submission of the [Transfer/Study Abroad Course Petition for GE Approval form](#).
3. A second course substitution in the Themed Focus (formerly IM cluster) requires approval from the coordinator.
4. Current Chapman courses not designated for a GE area cannot be petitioned for individual student approval.

APPEALS OF COMMITTEE RULINGS

The decisions of the Undergraduate Academic Council, General Education Committee, or Student Standards Committee are final under most circumstances with no additional process of appeal.

Students may appeal a decision of the Undergraduate Academic Council, General Education Committee, or Student Standards Committee only if they can provide documented evidence demonstrating one or both of the following grounds for appeal:

1. A procedural error was made by the presiding council or committee.
2. Additional evidence is provided that could serve as cause for further review.

Students must submit a written appeal to the Vice Provost of Undergraduate Education in the Office of the Provost within 10 working days of the date they are notified of the decision of the presiding council or committee. The appeal and accompanying documents submitted to the Office of the University Registrar will be forwarded to the Office of the Provost and will not be returned to the student.

Petitioner Information:

Name _____ Major _____

ID# _____ Phone _____ Chapman email _____

Policies that may not be Petitioned:

- A student may not petition for degree conferral with less than the minimum credits required to graduate.
- A student may not petition for degree conferral with less than the 2.0 Chapman GPA and cumulative GPA required to graduate.
- A student may not petition to remove the non-punitive “W” mark for a late drop from the student’s transcript.
- A student may not petition for an overload beyond 4 credits for Interterm.
- Current Chapman courses not designated for a GE area cannot be petitioned for individual student approval.

I do hereby petition for:

Course Number and Section _____ Term _____ Credits _____ Grade Option _____

- | | |
|---|--|
| <input type="checkbox"/> Late Add of Course | <input type="checkbox"/> Late Withdrawal of Courses |
| <input type="checkbox"/> Overload of Credit (Non-Probation) | <input type="checkbox"/> Overload of Credit (Probation) |
| <input type="checkbox"/> Request for Waiver of Requirement Due to Misadvisement | <input type="checkbox"/> GE Approval Request (Additional form is required) |
| <input type="checkbox"/> Other _____ | |

ATTACH A TYPED SHEET (ONE PAGE MAX) EXPLAINING WHY AN EXCEPTION TO POLICY IS WARRANTED.**This petition will be reviewed for academic purposes only. Decisions rendered may affect your financial obligation to the University.**

Signature _____ Date _____

See directions to determine which of the signatures below (if any) are required. If a petition is submitted without the required signatures, it will be returned unanswered.

Instructor _____ Date _____ Recommended Not Recommended Neutral
Print Name Signature

Comments _____

Department Chair _____ Date _____ Recommended Not Recommended Neutral
Print Name Signature

Comments _____

Internship Coordinator _____ Date _____ Recommended Not Recommended Neutral
Print Name Signature

Comments _____

Office of the Provost _____ Date _____ Recommended Not Recommended Neutral
Print Name Signature

Comments _____

Faculty Program Advisor, Academic Advising Center or Disability Services

_____ Date _____ Recommended Not Recommended Neutral
Print Name Signature

Comments _____

Office Use Only:Your Petition has been Approved DeniedPer the Undergraduate Academic Council GE Committee Petitions Sub-Committee Student Standards Committee

Comments: _____