

**PROCEDURE**

1. Provide a typed statement with all relevant details of your request. It is incumbent upon the student to provide all relevant evidence and supporting documentation with the petition.
2. Present the petition to your Graduate Program Chair/Director for recommendation and all required signatures.
3. Email the completed petition to the Office of Graduate Education at [graded@chapman.edu](mailto:graded@chapman.edu) from your Chapman email account.
4. You will be informed of the Graduate Academic Council's decisions as soon as possible.
5. A student may not petition to remove the non-punitive "W" mark for a late drop from the student's transcript.

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Graduate Program \_\_\_\_\_

Official Chapman E-mail \_\_\_\_\_ Phone \_\_\_\_\_

**Petition for exception to policy regarding the following:**

Course number \_\_\_\_\_ Semester/Term \_\_\_\_\_ Credits \_\_\_\_\_

Chapman University is sensitive to the educational advantages of a flexible curriculum but is also conscious of a responsibility to ensure equity for all students. Permission to deviate from published regulations is neither automatic nor done as a formality. Each request is considered on its own merits and in light of the petitioner's complete academic record. The committee will base decisions on the information provided with the petition. To ensure the committee's informed decision, the petitioner and the program are strongly advised to provide comprehensive background information and justification for their request. See below for general guidelines. The petition will be reviewed for academic purposes only. Decisions rendered may affect your financial obligation to the University. If submitting a request for a Leave of Absence with incompletes present, then the program must attach a plan to resolve Incomplete grades before the expiration.

**Action requested (check all that apply):**

- ☐ Course add after deadline
- ☐ Course requirement waiver      ☐ Course withdrawal after deadline      ☐ Other
- ☐ Leave of Absence (start date \_\_\_\_\_, return date \_\_\_\_\_; grades of Incomplete ☐ Yes ☐ No)
- ☐ Concurrent Enrollment (Term \_\_\_\_\_)
- ☐ Extension of 7-year limit on credit (list all courses \_\_\_\_\_)

**Required:** Student's reason for request: Please attach a detailed, typed explanation supporting your request.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Required:** Recommendation of the Graduate Program Chair or Director: ☐ Support ☐ Oppose  
Please provide a detailed, typed explanation supporting your recommendation.

Graduate Program Chair or Director Signature \_\_\_\_\_ Date \_\_\_\_\_

**Required:** Recommendation of the Associate Dean: ☐ Support ☐ Oppose

Associate Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by AVP of Graduate Education: \_\_\_\_\_ ☐ Support ☐ OpposeAction: ☐ Approved ☐ Denied

Date Reviewed: \_\_\_\_\_

Reviewed by: ☐ Graduate Academic Council☐ College / School Petition Sub

**General Guidelines for Robust Support Letters:**

Category	Criteria	Responsible Party	Evidence
Support	Does the program support the exception to the policy? What is the justification for exception to the policy?	<b>Program</b>	Statement outlining reasons for the support. For example, if a petition is for exception to retaking classes, a justification on why there is no value in retaking those classes; to be done for each course that is petitioned for.  If an internal review was conducted, then provide a justification why the group approved it.
Plan	How will the program support the student?		A realistic, detailed plan on how the program will support the student. Provide any timelines and planned faculty support as applicable.
Context	How did the student and the program try to handle the situation prior to this petition?		What steps were available to the student prior to this petition? Did the student pursue or participate in any of the steps to mitigate the situation? If so, specify.
Circumstances	What exceptional circumstances can be shared that led you to this situation?	<b>Student</b>	How did these circumstances affect your performance?
Plan	Have the exceptional circumstances been remedied? What is your plan for successful completion?		What has been done since then to mitigate or overcome those circumstances? Provide a realistic, detailed plan on how you plan on achieving success if petition is accepted.
Context	How did you and the program try to handle the situation prior to this petition?		Were there any steps taken to prevent the situation? If so, specify.