

Directions for Filing an Undergraduate Petition**LATE ADD OF COURSE *Petition fee required**

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.
4. Attach receipt for petition fee.

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

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.
4. Attach receipt for petition fee

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 IM cluster requires approval from the cluster 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 Assistant Provost 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.

*A petition fee is required for all petitions for exceptions to deadlines. Please pay the petition fee and obtain your payment receipt at Chapman's Business Office Cashier located in Bhathal Student Services Building, across the lobby from the Registrar's Office. Please attach the receipt to this form.

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.

*A petition fee is required for all petitions for exceptions to deadlines, i.e. late adds, or late withdrawals. Attach petition fee receipt.

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: _____

- Information to be completed by student in order for transfer course to be considered for a Chapman General Education Category.
- This form should be completed in addition to the General Petition Form.
- One form for each course and GE category.
- Review the [GE Learning Outcomes](#) prior to completing the petition form below.
- **Attach copy of syllabus.**
- Note: GE approval is given based on the course syllabus provided from the home institution. It is not based on a comparison of course descriptions with current Chapman GE courses, which may differ substantially in learning outcomes even if brief course descriptions appear similar.

Student Name: _____ Chapman ID: _____

Transfer Course Number/Title: _____

University/College: _____

Course Learning Outcomes, if listed: _____

Chapman GE Category Requested (one category per form): _____

(Special note on requests for WI approval: The WI designation is not given to courses that are literature studies or creative writing courses. WI status is not based on how much you write in a course. Please review the written inquiry learning outcome carefully and ensure that the course meets those specific learning outcomes.)

All Chapman GE categories have stated learning outcomes, as found [on this page](#). In the space below or on a separate page, explain how the transfer course for which you are requesting GE credit meets the Chapman GE Learning Outcomes for the category you are requesting. In cases where no learning outcomes are listed on the transfer course syllabus, please explain based on the course description and course activities:

