



CHAPMAN UNIVERSITY

Graduate Academic Council

Graduate Petition

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 required signature.
3. Submit the completed petition to the Office of the University Registrar, 120 Bhathal Student Services Center.
4. You will be informed of the Graduate Academic Council's decisions as soon as possible.

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. Internal guidelines have been established to help committee members with their deliberation on individual cases. The petition will be reviewed for academic purposes only. Decisions rendered may affect your financial obligation to the University.

Action requested (check all that apply):

- Leave of absence Course add after deadline Course drop/withdrawal after deadline
Course requirement substitution Course requirement waiver Extension on 7-year limit on credit
Other (explain)

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: Approved Denied
Please provide a detailed, typed explanation supporting your recommendation.

Graduate Program Chair or Director Signature Date

Required: Recommendation of the Associate Dean: Approved Denied

Associate Dean Signature Date

Action: Approved Denied Date Reviewed:

Reviewed by: Graduate Academic Council College / School Petition Sub