

# GENERAL PETITION FORM - ORANGE CAMPUS



## UNDERGRADUATE

- 1. Please read ALL information on the back of this form.
- 2. Pay processing fee for all applicable petitions.
- 3. Submit all required documents including fee receipt with petition submission.

Name and mailing address of Petitioner:

Name: \_\_\_\_\_ Major: \_\_\_\_\_

ID# \_\_\_\_\_ Phone: \_\_\_\_\_ Chapman E-mail: \_\_\_\_\_

I do hereby petition for:

**See reverse side for guidelines and instructions.**

Course Number and Section: \_\_\_\_\_ Term: \_\_\_\_\_ Credits: \_\_\_\_\_ Grade Option: \_\_\_\_\_

- Challenge of Grade in Course
- Overload of Credit (Non-Probation)
- Request for Waiver of Requirement Due to Misadvisement
- Other \_\_\_\_\_
- Late Add of Course
- Overload of Credit (Probation)
- Substitution of Physical Activity Requirement
- Late Withdrawal of Courses

**ATTACH A TYPED SHEET (ONE PAGE MAX) EXPLAINING WHY AN EXCEPTION TO POLICY IS WARRANTED.**

**This petition is for academic purposes only and in no way affects your financial obligation to the University.**

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

**See back of form 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:**

Faculty/Program Advisor \_\_\_\_\_ 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: \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_  Recommended  Not Recommended  Neutral  
Print Name Signature

Comments: \_\_\_\_\_

Center for Academic Success \_\_\_\_\_ Date \_\_\_\_\_  Recommended  Not Recommended  Neutral  
Print Name Signature

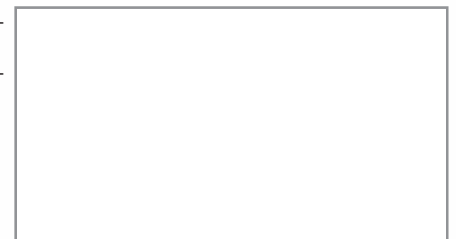
Comments: \_\_\_\_\_

**Office Use Only:**

\_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_ **Late Fee Receipt #**

Per the [ ] Academic Council [ ] GE Committee [ ] Petitions Sub-Committee [ ] Student Standards Committee

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**CHALLENGE OF GRADE IN COURSE:**

1. State the reason(s) for the petition and provide evidence you have attempted to remedy the matter with the instructor.
2. All Challenge of Grade petitions must be filed within 130 days from the date the grade was assigned.
3. Refer to the current Academic Policies and Procedures section of the Chapman University Catalog for more information on challenging a grade.

**LATE ADD OF COURSE:**

1. Explain what circumstances beyond your control kept you from registering in a timely manner. Include any applicable documentation.
2. Your Instructor must indicate the date you started to attend the course and any additional information related to your late add on the front side of this form.
3. Signature of instructor is required.
4. If late add of internship, signature of Internship Coordinator is required.
5. Fee receipt.

**LATE WITHDRAWAL OF COURSES (this petition does not resolve refunds of tuition/fees):**

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" form with 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 this course in a timely manner. Include any applicable documentation of the hardship.
2. Instructor must verify your last date of attendance on the front side of this form.
3. Signature of instructor is required.
4. Fee receipt.

**OVERLOAD OF CREDIT (Non-Probation):**

1. If your cumulative CU GPA is 3.0 or higher, a petition is not required. You may take up to 21 credits per semester/term.
2. If your CU 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. You must have applied for a degree conferral and be in your last term prior to graduation.
4. The signature of your faculty/program advisor is required.
5. You will be billed for any units taken over a full load.

**OVERLOAD OF CREDIT (Probation):**

1. To take more than 12 or 14 credits while on probation, both a compelling reason and evidence of your ability to handle the workload must be presented.
2. You must have applied for a degree conferral and be in your last term prior to graduation.
3. The signature of the Center for Academic Success is required.

**REQUEST FOR WAIVER OF REQUIREMENT DUE TO MISADVICE:**

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

**SUBSTITUTION OF PHYSICAL ACTIVITY REQUIREMENT (OC):**

1. For students with a physical disability, which bars their participation in a PA class, submit a petition form to substitute AT 160.
2. Meet with the Director of Athletic Training Education Program with your appropriate medical documentation to be reviewed.
3. The signature of the Director of Athletic Training Education Program is required on your petition form.

**APPEALS OF COMMITTEE RULINGS:**

The decisions of the Student Standards Committee are final under most circumstances and there is no additional process of appeal.

Students may appeal a decision of the Student Standards Committee only by demonstrating one or both of the following grounds for appeal:

1. That a procedural error was made by the Student Standards Committee.
2. Additional evidence is provided that could serve as cause for further review.

Students must provide documented evidence to demonstrate one or both of these grounds of appeal.

Students must submit an appeal to the Office of the Chancellor within 10 working days of the date they are notified of the decision of the Student Standards Committee. Contact the Registrar's Office for more information.

A petition is not required for the following request. Follow the instructions listed.

**REQUEST TO TRANSFER COURSEWORK TOWARD CHI AND/OR CHII OR WORLD CULTURES AND/OR HUMAN DIVERSITY REQUIREMENTS:**

1. Verify transferability of coursework via Web Advisor's Transfer Courses for Orange Campus.
2. If the course is not listed or listed as 1TR, 3TR (no specific or pre-approved CU equivalency) e-mail the course list title, institution, description from catalog, link from where the description was copied, and your CU student ID# to [articulation@chapman.edu](mailto:articulation@chapman.edu). Requests for Human Diversity and World Cultures approval may require a full course outline. Approval for major courses requires department chair approval. Responses will be sent to your Chapman e-mail address within two to three business days.