



# 2023-2024 GRADUATE STUDENT HANDBOOK



**Office of the Vice Provost  
for Graduate Education**

# 2023-2024 Chapman University Graduate Student Handbook

## CONDITIONS OF ACCURACY

The information within this handbook is accurate as of the time of publication. Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. Students and others who use this handbook should be aware that the information changes from time to time at the sole discretion of Chapman University and that these changes may alter information contained in this handbook. More current and complete information may be obtained in the appropriate department, school, or administrative offices. The University reserves the right, at any time and without notice, to make any changes to all rules, policies, procedures, and any other information that pertains to students or to the institution including, but not limited to, admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy, and graduation. This handbook does not constitute a contract or terms or conditions of a contract between the student and Chapman University.

## IN CASES OF CONFLICT BETWEEN THE HANDBOOK AND GRADUATE CATALOG

The [Graduate Catalog](#) is considered the official representation of program requirements for all graduate programs at Chapman University. If a conflict between the information in this handbook and the Graduate Catalog arises, the information in the Graduate Catalog prevails.

**CURRENT INSTITUTIONAL POLICIES** may be found on the Institutional Policies at Chapman webpage, <https://www.chapman.edu/campus-services/legal-affairs/policy/index.aspx>. They include:

[Graduate Catalogs »](#)

[Discrimination and Title IX »](#)

[Religious Accommodations Policy »](#)

[Sexual Misconduct, Sex Based/Gender Discrimination and Title IX »](#)

[Student Code of Conduct »](#)

[Student Complaint Procedures »](#)

[Integrity in Research Policy »](#)

[Inventions and Patents Policy »](#)

[Accessibility Policy \(Web and Electronic Resources\) »](#)

[Administering Online Surveys Involving Students, Faculty and Staff »](#)

[Computer and Acceptable Use Policy »](#)

[Copyrighted Works Policy »](#)

[Records Retention and Destruction Policy »](#)

[Reporting Misconduct Policy »](#)

[Smoking Policy »](#)

[Student Privacy Policies \(FERPA\) »](#)

[Electronic Records Accessibility Policy »](#)

[Privacy Policy »](#)



Dear Graduate Students,

On behalf of Chapman University's faculty and staff, welcome to the 2023-2024 academic year. Whether you are a new or returning graduate student, we know there are various questions you may have about our university, and it is my hope that this Graduate Student Handbook will assist you in navigating your journey at Chapman.

Every effort has been made to ensure the accuracy of the information in this handbook. It is intended as a resource guide for graduate students, where you will find answers to frequently asked questions and helpful information. The [Graduate Catalog](#) is the official Chapman University publication for graduate policies and procedures and will take precedence if there are any discrepancies between the two publications.

In addition to this university-level handbook, your individual graduate program should also have a handbook with program-specific information for you. These three resources - the Graduate Catalog, this Graduate Student Handbook, and your Program Handbook - should provide you with direction in times of uncertainty. Please use them in addition to consulting in person or via email or telephone with our faculty, administrators, and staff; we are all here to help you succeed. Please do not hesitate to reach out if we can be of assistance.

With Panther Pride,

A handwritten signature in blue ink, appearing to read 'I. Maslennikov'. The signature is fluid and cursive.

Innokentiy Maslennikov, Ph.D.  
Interim Vice Provost for Graduate Education

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## GRADUATE STUDENT HANDBOOK SECTIONS

*For easy navigation, topics presented in A - Z format within each section*

- **Academic Policies, Expectations, and Helpful Information**
- **Non-academic Information, Resources, and Supports**

## ESSENTIAL DEADLINES FOR GRADUATE STUDENTS

- [2023-24 Chapman University Graduate Degree Conferral Deadlines](#) (includes thesis & dissertation deadlines)
- [2023-24 Deadlines for Late Thesis/Dissertation Submission without Continuous Enrollment](#)
- [2023-24 Master's Comprehensive Exam Calendar](#) (includes exam dates & registration deadlines)

## ACADEMIC POLICIES, EXPECTATIONS, AND HELPFUL INFORMATION

### Academic Calendar

There are multiple academic calendars in operation simultaneously at Chapman University; which calendar your classes are assigned to depends on your graduate program. Current and future academic calendars can be found [on the Chapman Academics webpage](#) for Chapman University Orange Campus, Rinker Health Science Campus, and Fowler School of Law.

Graduate students may not enroll in semester and trimester, or interterm and trimester, courses within concurrent date ranges; please contact the [Office of the Registrar](#) for more information about these restrictions.

### Academic Integrity

Chapman University is a community of scholars that emphasizes the mutual responsibility of all members to seek knowledge honestly and in good faith. Students are responsible for doing their own work, and academic dishonesty of any kind will be subject to sanction by the instructor/administrator and referral to the University's Academic Integrity Committee or college/school review body, which may impose additional sanctions up to and including expulsion. Please see the [full description of Chapman University's policy on Academic Integrity](#) for complete information.

More detailed information can be found in the Academic Policies and Procedures, Academic Integrity Policy section of the [Graduate Catalog](#) about the types of academic integrity violations, academic integrity in research, possible sanctions, and the appeal process of a violation and/or sanction. It is the responsibility of graduate students to be aware of what constitutes academic dishonesty and to adhere to all policies.

### Academic Integrity Policy Information

## [Chapman University Academic Integrity Policy \(except for School of Pharmacy\)](#)

This policy applies to all graduate programs except for the School of Pharmacy.

## [Chapman University School of Pharmacy Academic Integrity Policy](#)

The School of Pharmacy policy follows the same protocols as the general Chapman University AIC policy (above), with two modifications:

- Professors will consult the Associate Dean of Academic Affairs when deciding on the sanction for the first violation.
- The Academic Affairs Committee will review all cases that result in dismissal from the program.

## **Accreditation**

Chapman University is accredited by the Western Association of Schools and Colleges, Senior College and University Commission. Chapman University is also proud to have many of its programs nationally accredited through the following accreditors:

- Accreditation Council for Pharmacy Education
- Accreditation Review Commission on Education for the Physician Assistant
- American Bar Association
- American Chemical Society
- American Society for Biochemistry and Molecular Biology
- Association to Advance Collegiate Schools of Business
- California Commission on Teacher Credentialing
- Commission on Accreditation for Marriage and Family Therapy Education
- Commission on Accreditation in Physical Therapy Education
- Council on Academic Accreditation in Audiology Speech–Language Pathology of the American Speech–Language–Hearing Association
- Council for the Accreditation of Education Preparation
- International School Psychology Association
- National Association of School Psychologists
- National Association of Schools of Music
- National Association of Schools of Dance
- National Association of Schools of Theatre

It is critically important for graduate students who are in professionally-accredited programs to know that accreditation requirements influence not only the academic curriculum but also, in many cases, the expected standards for student conduct during a student's graduate education. Graduate students in professional programs should consult their Program Handbooks and companion documents for more information. It is the responsibility of the graduate student to be aware of such professional conduct standards and the sanctions for failure to meet them, which may include dismissal from the graduate program.

## **Adding Classes**

Graduate students may add courses to their schedule through the last day of the first week of classes of a semester/trimester using the Student Center in [studentcenter.chapman.edu](http://studentcenter.chapman.edu). Shorter terms (interterm; summer) have reduced add periods; consult your [Academic Calendar](#). During the second week of a semester/trimester, an instructor signature is required to add a class and the student must visit the [Office of the University Registrar](#) in person to add.

Students who add a course after the first class session are responsible for all course material missed and may have missed class sessions counted as absences at the discretion of the instructor (see Attendance Expectations). For information on dropping classes, see Dropping and Withdrawing from Classes section.

## **Attendance Expectations**

Attendance policies are determined by the instructor and included in the course syllabus. The University recognizes the rights of instructors to set their own attendance policies within the University standards, including making attendance mandatory for all class sessions. Please plan vacations and other personal commitments accordingly.

Per University guidelines, students who are absent for 20 percent or more of a course should be failed. This means, for classes that meet only once per week for 150 minutes or more, graduate students who miss in excess of 2 class sessions should be failed.

Students who do not attend the first meeting of a course without receiving prior permission from the instructor may be administratively dropped. Students who anticipate missing the first class meeting must contact the instructor far in advance of the first class; reasons other than valid University excuse (e.g., documented medical reason, jury duty/court appearance, or attendance at a required University event) are generally not accepted.

## **Blackboard (blackboard.chapman.edu)**

Blackboard was discontinued at Chapman in August 2020. See Learning Management Systems (LMS) section.

## **Booking a Study Room in Leatherby Libraries**

To book a study room and to read about room booking policies, visit the [Chapman University Booking System](#).

Room booking quotas are as follows:

- 1-8 hour blocks: Doctoral students
- 1-6 hour blocks: Graduate students
- 1-4 hour blocks: Law students

Find more information about Chapman University library services on the [Leatherby Library webpage](#).

## **Canvas**

See Learning Management Systems (LMS) section.

## **Challenging a Grade**

See Grade Reviews section

## **Changing Your Program of Study**

Students wishing to add or change their program of study must submit a completed Graduate Change of Program form to the [Office of the University Registrar](#). For eligibility requirements and readmission policies and procedures, refer to Academic Policies and Procedures, Degree Requirements, Change of Program Policies in the [Graduate Catalog](#).

## **Commencement**

Graduate students wishing to participate in the annual [commencement](#) ceremony, held in May, must register by the deadline to participate. Students who have their degrees conferred in August or January may participate in commencement the following May. While there is no fee to participate in Commencement, students are required to purchase the Chapman University commencement regalia (cap/gown/hood as appropriate) in order to participate.

Graduate students in programs that require passing the thesis or dissertation defense may not 'walk short' and participate in the May commencement ceremony if they have not passed their defense by the required spring deadline (see Academic Policies and Procedures, Degree Requirements, Comprehensive Examinations and The Thesis/Dissertation Project sections in the [Graduate Catalog](#)). Thus, graduate students whose defenses occur during summer or fall terms should expect to participate in commencement the following May.

More information about application for degree conferral, commencement, and the release of transcripts of diplomas can be found in the [Graduate Catalog](#) and on the [Registrar's website](#).

### **Comprehensive Examination**

Specific master's degree programs require students to pass a comprehensive examination as part of the degree requirements. See the Academic Policies and Procedures, Degree Requirements, Comprehensive Examinations section in the [Graduate Catalog](#) and appropriate Program Handbook for more information on requirements for comprehensive examinations; 'retakes' are limited and remediation may be required prior. See schedule of exams and deadlines to apply as printed in the Graduate Catalog. Only graduate students who are registered for comprehensive exams in June and have completed all other degree requirements may 'walk short' and participate in May commencement; students registered for comprehensive exams in all other months should expect to participate in commencement the following May. Consult the Graduate Catalog for additional information.

### **Degree Award Dates**

Regardless of the date on which the graduate student fulfills all academic requirements of the degree program, the University confers degrees ('posts' degrees to transcripts) only four times per year: at the end of the months of January, May, August, and December. This is extremely important in post-degree employment situations that require the degree to be officially conferred before an employment start or professional licensure application date. See Degree Conferral section of this handbook for more information.

### **Degree Completion - Seven Year Limitation for Graduate Degrees**

All requirements for graduate degrees and credential programs, including courses accepted for transfer credit, must be completed within the seven years prior to conferral of the graduate degree (known informally as the "Seven Year Rule" at most graduate institutions). A petition (see Petitions section) must be submitted to the [Office of the University Registrar](#) using the [Graduate Petition form](#) as well as a written statement of support from the student's program advisor if the student wishes to use coursework older than seven years toward a degree program. Such petitions are heard by the Graduate Academic Council of the University and should be submitted before the penultimate (next to last) term of study so, if denied, the graduate student has adequate time to retake the 'expired' course(s).

### **Degree Conferral**

Degree conferral refers to the issuing of the degree to the student after the completion of all degree requirements (it is sometimes also known as 'degree posting' at other institutions). Degrees are not conferred automatically. Every degree candidate must submit the [Application for Degree Conferral](#) online via [studentcenter.chapman.edu](http://studentcenter.chapman.edu) by [the established deadlines](#). It is the responsibility of every graduate student to refer to their program evaluation regularly in [studentcenter.chapman.edu](http://studentcenter.chapman.edu) to check their completed and incomplete requirements to assure the student is 'on track' for degree conferral. More information about application for degree conferral, commencement, and the release of transcripts or diplomas can be found in the Academic Policies and Procedures, Degree Requirements section in the [Graduate Catalog](#) and on the [Registrar's website](#). See also Degree Award Dates section.

## **Disability Services**

Chapman University is committed to providing support services to achieve equal access to the education experience. Disability Services (DS) approves and coordinates accommodations and services for students with disabilities at Chapman to help students acquire skills essential to achieve academic and personal success. Registration with Disability Services is on a voluntary, self-identifying basis. However, services are only available after a student has registered and presents current documentation of the disability from an appropriate specialist or physician. Accommodations may not be retroactively applied. All information and documentation are confidential.

Students wishing to utilize instructional accommodations MUST forward their official PDF Accommodations letter to all professors each semester/trimester, preferably at least one week before the start of the term. Students needing a testing room in the Testing Center (Orange Campus) are responsible for booking the space at least one week before the exam (or three to four weeks for final exams). Students needing a text in PDF format should allow one to two weeks of processing at the beginning of the term. The Disability Services Office on the Orange Campus is located at 410 N. Glassell; the Rinker Campus office is in the 9401 building. For more information, contact [DS@chapman.edu](mailto:DS@chapman.edu) or visit the [Disability Services website](#).

## **Dismissal, Probation, and Warnings; Academic basis**

Unless the graduate program has different requirements, graduate students whose cumulative GPA drops below 3.000 will be issued an academic warning, placed on academic probation, or recommended for academic dismissal by the University. More information on the terms of Academic Probation and Dismissal can be found in Academic Policies and Procedures, Probation and Dismissal section of the [Graduate Catalog](#).

Note: Some graduate programs have different GPA and grade requirements than those of the University; please refer to the section of the [Graduate Catalog for your program](#) and your Program Handbook.

## **Dissertation Requirements**

See Thesis/Dissertation Requirements.

## **Diversity and Inclusion**

Chapman University is deeply committed to enriching diversity and inclusion through on-going efforts to cultivate a welcoming campus climate for all members of the Chapman community. We strive to provide an inclusive academic curriculum, promote equity and access in recruitment and retention, and develop meaningful outreach programs and partnerships with our diverse local communities. We value diversity and inclusion in the learning environment and believe it is vital to the fulfillment of the University mission. It is our conviction that an inclusive learning environment facilitates complex, critical and creative thinking and that differences in identities, values, beliefs, and perspectives are fundamental to a comprehensive education.

At Chapman the term diversity implies a respect for all and an understanding of individual differences including race, color, religion, sex, gender identity, gender expression, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information, and any other characteristic protected by applicable state or federal law, so that all members of the community are treated at all times with dignity and respect.

For more information on various campus resources, including academic programs, advocates on campus, clubs and organizations, and more, visit the [Diversity and Inclusion resources website](#).

## **James L. Doti Outstanding Graduate Student Award**



The James L. Doti Outstanding Graduate Student Award is awarded annually and is the highest honor for graduate students at Chapman University. Two Doti awards are granted, one for a master's degree student and one for a doctoral student. The recipients of the Doti Award receive a cash award and a replica of the *Emergence* sculpture, crafted by the artist Nick Hernandez. The recipients are publicly recognized at their school's commencement ceremonies. For more information on previous recipients, the criteria for consideration, and the selection process please visit the [VPGE website](#).

## **Dropping and Withdrawing from Classes**

Students may drop classes through the "last day to withdraw without a record of enrollment" via [studentcenter.chapman.edu](http://studentcenter.chapman.edu) (consult the [Academic Calendar](#) for exact dates). After that date, students must file the appropriate form with the Registrar to withdraw. For instructions on how to completely withdraw from a program and the University and to find the required forms, visit the [Registrar's website](#). For information on tuition refunds, visit [Student Business Services](#).

Graduate students are cautioned that tuition refunds are provided at 100% only during the first week of trimester/semester classes; summer session refunds are provided at 100% only prior to the first class session. Graduate students who drop/withdraw later will receive only a partial refund, which can be as low as 50% in the second week of class. Complete information can be found on the [Student Business Services webpage](#). Please be sure to consider this when making decisions about your enrollment.

## **Email**

Graduate students must use their official Chapman email account, without exception, for all University email communications. Students may obtain assistance with installing email/forwarding to another email address from the Chapman ServiceDesk, [servicedesk@chapman.edu](mailto:servicedesk@chapman.edu), (714) 997-6600.

## **Enrollment, continuous enrollment requirement**

Graduate students must meet the University's continuous enrollment criteria, as well as their program's enrollment requirement, to be considered active students and have access to University resources. Regardless of whether the term is required by the program, graduate students who are (1) taking any Chapman-administered examination that is part of a degree program (e.g., qualifying or comprehensive exams), (2) proposing or defending a thesis or dissertation, or (3) having faculty members read and comment on a thesis or dissertation must be enrolled in a minimum of one graduate credit or pay the University's continuous enrollment fee, which is equal to one credit of graduate tuition. See, Academic Policies and Procedures, Degree Requirements, Continuous Enrollment section in the [Graduate Catalog](#) for more information.

## **Enrollment, full-time vs. part-time**

Unless stated otherwise by the graduate program, a full course load for graduate and credential students is defined as nine (9) graduate credits per regular term (semester or trimester), as well as during summer term. A full academic load for interterm is three (3) credits, however, students may take up to a maximum of four (4) credits in interterm without being considered to be on 'overload'. Graduate students should consult the Academic Policies and Procedures, Registration and Course Information, Course Load section of the [Graduate Catalog](#) and their Program Handbook for enrollment requirements specific to their program.

Students should be mindful of the enrollment requirements attached to financial aid eligibility (see Financial Aid section), student employment, SEVIS (international student visa) reporting, Graduate Assistantships ("GShips"), and fellowships; these all generally require a minimum number of enrolled credits per term. It is the student's responsibility to know the enrollment requirement applicable to their personal situation and to maintain their

enrollment accordingly; classes will not be added to the student's schedule after the last day to add in order to correct mistakes in enrollment.

### **Enrollment Exception Form**

Here are the [Graduate Student Full-Time Enrollment and Continuous Enrollment Policies](#) and the accompanying [Graduate Student Enrollment Exception Form](#) that went into effect August 31, 2020 for all non-Law graduate programs. Please read the policies in their entirety, complete the form (only if applicable), email the completed form or your request for further information on your enrollment status to [GradEd@chapman.edu](mailto:GradEd@chapman.edu).

### **Freedom of Speech and Expression**

Read Chapman University's statement on freedom of speech [on the Office of the Provost webpage](#).

### **GPA and Course Grade Expectations**

It is very important for graduate students to understand the grade point average (GPA) and course grade requirements for all graduate programs, as they differ greatly from undergraduate study.

Unless stated otherwise in the program requirements section of the Graduate Catalog, Chapman University requires a cumulative grade-point average of 3.000 for all coursework applicable to the graduate degree or certificate, excluding prerequisites. Students with a cumulative GPA less than 3.000 may not have their degrees conferred.

In addition, unless stated otherwise in the program requirements section of the Graduate Catalog, the University will not accept a grade below 2.300 "C+" toward a degree or credential, but it will be included in the overall grade-point average. Courses in which a student earns a C or lower must be repeated in order to be counted toward the degree (see Repeating Courses section).

For specific program grade-point average and course grade requirements, please refer to the appropriate section of the [Graduate Catalog](#) or the Program's Handbook.

### **Grade Reviews (e.g., challenging a grade)**

Students seeking Grade Reviews (e.g., challenging the grade given on an assignment or course) begin with the faculty member involved. All appeals beyond the faculty member occur within the college/school. See Academic Policies and Procedures, Grade Review Policy section in the [Graduate Catalog](#).

### **Grading**

Unless stated otherwise by the graduate program, all graduate courses must be taken for a letter grade unless the course is designated as Pass/No Pass. For grades and their corresponding grade points, see the Academic Policies and [Procedures, Registration and Course Information, Grades section of the Graduate Catalog](#). It is important for graduate students to know that most programs at Chapman operate on a 4-point GPA scale with additions/deductions of 0.3 points for plus (+) and minus (-) for each credit.

### **Graduate degree courses taken while an undergraduate student**

Students who take graduate courses while still an undergraduate must meet the grade expectations of graduate students if the course is to be used for credit toward the graduate degree. This means a grade of C+ or higher must be obtained in graduate courses taken while an undergraduate for the courses to count toward the graduate degree, unless the program has a different standard (see GPA and Course Grade Expectations section of this Handbook). Additionally, there are limits on the number of graduate credits that an undergraduate student may take; see [Graduate Catalog](#) for more information.

## **Graduation (a term we, at Chapman, do not use)**

At Chapman, there are two different terms for what most of us think of as 'graduation'; they are **degree conferral** and **commencement**. The word graduation is not actually used to refer to any part of obtaining a degree at Chapman. Please see Degree Conferral and Commencement sections for more information.

## **Grievances**

Students who have concerns about graduate academic policies, procedures, or other operations are encouraged to bring those concerns or complaints to the Vice Provost for Graduate Education, Dr. Innokentiy Maslennikov [maslenni@chapman.edu](mailto:maslenni@chapman.edu) at (714) 516-5448 (confidential telephone line) or [GradEd@chapman.edu](mailto:GradEd@chapman.edu).

## **Learning Management Systems (LMS)**

Learning Management Systems are online instructional platforms that faculty have the option of using with their classes. Chapman discontinued Blackboard in August 2020 and now exclusively supports Canvas. Some faculty use other third-party LMS platforms (including ones from publishers) and some faculty use no LMS at all - students should make sure they have access to any electronic platform in use well in advance of an assignment being due.

## **Leaves of Absence not related to a disability**

If, for acceptable reasons, students find it necessary to interrupt progress toward their degrees for more than one semester/trimester (interterm and summer sessions do not constitute a semester/trimester, unless the program requires the attendance during these terms), a leave of absence may be granted. The 7-year 'clock' continues to run even while a student is on Leave of Absence (see Degree Limitation section). Requests for a Leave of Absence should be submitted to the Registrar after obtaining the appropriate documentation. More details about the Leave of Absence requirements and request process can be found on the [Registrar's Interrupted Enrollment page](#).

## **Leaves of Absence related to a disability**

Students seeking a Leave of Absence due to a disability should contact the office of [Disability Services](#) - <https://www.chapman.edu/students/health-and-safety/disability-services>. Disability Services will review the leave request, discuss it with the student, and coordinate with the Dean's Office as appropriate.

## **Libraries**

The Leatherby Libraries, located on the Orange Campus, is available to all Chapman University students. It includes nine individually named libraries with distinctive collections representing disciplinary areas of the University: arts and humanities, social sciences, science and technology, education, music, film, television and media arts, and business and economics. In addition, The Leatherby Libraries has multiple specialty collections and archives.

Graduate students can check-out a maximum of 75 items at a time. Books can be checked out for 8 weeks with 2 renewals and audiovisual items can be checked out for 2 weeks with 2 renewals. See the [Leatherby Libraries website](#) for specific checkout policies and late fees and fines.

Interlibrary loan services are available to support the research needs of students and faculty by obtaining books and articles that are not held in our Libraries. Requests for materials from other libraries are easily submitted through an online system that allows individuals to set up personalized accounts, submit their own requests, and track outstanding requests.

In addition to Leatherby Libraries, Chapman University has two other Libraries: the Hugh and Hazel Darling Law Library, located in Kennedy Hall at the Dale E. Fowler School of Law on the Orange Campus; and the Health

Sciences Study Commons at the Harry and Diane Rinker Health Science Campus. Each has its own library staff to assist graduate students.

For specific questions about the resources within each of our libraries, whether the Leatherby Libraries, the Rinker Health Science Commons, or our law library, please see the [Chapman University libraries website](#).

## **Petitions, Academic**

Petitions must be filed with the [Office of the University Registrar](#) if the student wishes to obtain relief from an academic requirement or policy of the University. While Chapman University is sensitive to the educational advantages of a flexible curriculum, it is also conscious of a responsibility to ensure equity for all graduate students. Permission to deviate from published requirements and policies is neither automatic nor done as a formality; each request is considered by the Graduate Academic Council on its own merits and in light of the petitioner's complete academic record. Such petitions should be submitted before the penultimate (next to last) term of study so, if denied, the graduate student has adequate time to take coursework as required. To read information about the process for academic petitions, see Academic Policies and Procedures, Petition and Appeal Process section in the [Graduate Catalog](#).

## **Printing on Campus**

There are several printers located in many of the labs and public access areas for students. Students can either print from one of the University-owned public access lab computers or directly from their own laptop wirelessly. Students are given initial free print credits at the start of each term. Graduate and Rinker Health Science students receive \$35.00 of print credits for Fall, Spring, and Summer terms, and students in the Fowler School of Law receive unlimited printing. If a student exceeds their print credits, printing charges will automatically deduct from their declining balance. For more information about printing on campus, visit the [IS&T Services webpage](#).

## **Probation, Academic basis**

See Dismissal, Probations, and Warnings section.

## **Program Evaluations**

The Program Evaluation is a vitally important student progress document that appears in the Student Center in [studentcenter.chapman.edu](#). It provides the student with all degree program requirements, whether they are 'satisfied' or not, and with GPA and credit accumulation information. It is the responsibility of all graduate students to refer to their Program Evaluation regularly in [studentcenter.chapman.edu](#), checking their complete and incomplete requirements to assure the student is 'on track' for degree conferral. The "other courses not used" section is especially helpful in determining coursework that is not counting toward degree requirements.

## **Qualifying Examinations**

PhD programs require their students to pass qualifying examinations prior to starting their dissertation work. See Academic Policies and Procedures, Degree Requirements section of the [Graduate Catalog](#) and the appropriate PhD Program Handbook for more information on requirements for qualifying examinations.

## **Re-enrollment**

Students who do not enroll in two consecutive fall/spring terms (semester or trimester) will have their academic programs discontinued by the Registrar and will have to formally re-enroll through their college/school in order to return to graduate study. Inactive students do not submit an application to the Office of Admission to return to study; they do so via a re-enrollment form submitted to the program/department. The 7-year 'clock' continues to run even while a student is not actively enrolled (see Degree Limitation section).

At the time of return, the graduate program may opt to change the student's catalog requirements to those currently in place; this can cause the graduate student to need to take different courses in order to obtain their degree. For this reason, it is imperative that graduate students maintain continuous enrollment or formally apply for a Leave of Absence if they must interrupt their graduate study for greater than one fall/spring term. More details about the re-enrollment process can be found on the [Registrar's Interrupted Enrollment page](#).

## **Registration**

Students enroll for courses using their studentcenter.chapman.edu Student Center. For step-by-step instructions on how to register, visit the guide on the [Registration webpage](#). Some graduate programs administratively register their students into classes (this is typical in our graduate health science programs where students are enrolled as cohorts). If you have any questions about your program's offerings or how to enroll, contact your program.

Graduate students who are not administratively registered are strongly advised to register for courses as soon as their registration appointment permits them to do so. Registration appointment dates/times are found in the studentcenter.chapman.edu Student Center and all students receive emails from the Registrar each term with the upcoming registration windows. Under-enrolled graduate courses are canceled after the tuition payment deadline (July 20 for fall; December 20 for interterm and spring; May 20 for summer), therefore failure to register in a timely manner can cause delays in completing a student's program of study.

## **Repeating Courses**

Except as specified by department or school, any graduate-level course at Chapman may be repeated to improve the grade, but no more than two graduate courses may be repeated once or one graduate course may be repeated twice. The lower grade remains on the record with a notation that the course has been repeated. Only the higher grade and credit are computed in the GPA. Other than possible exceptions related to academic integrity violations, only the higher grade and credit are computed in the grade-point average. It is recommended that a course be repeated as soon as is practical if it is to be taken for a higher grade; students on academic probation due to a course needing to be repeated will not have their probations extended for failure to retake in a timely manner (see Probations section). In exercising this option, a graduate student must repeat the course at Chapman University.

## **Research Integrity**

Chapman University is committed to a culture of research excellence and strives to provide a strong foundation for the implementation, maintenance, and assessment of all essential research compliance activities. All research activities undertaken by faculty, staff, and students at Chapman will be conducted in accordance with strict ethical principles and in compliance with federal, state and institutional regulations and policies. The [Office of Research](#) works with faculty oversight committees to promote the ethical and responsible conduct of research and to ensure compliance with regulatory requirements relating to research involving human and vertebrate animal subjects, recombinant DNA, biohazards, radioactive materials, responsible conduct of research, conflicts of interest, and U.S. export controls.

See the [Office of Research website](#) for resources and support for the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Responsible Conduct of Research (RCR), Financial Conflict of Interest (FCOI), and Export Controls, and to ensure that all research is following the appropriate rules and regulations.

## **Research Involving Human or Animal Subjects**

All research involving human or animal subjects must be reviewed by the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) and formal approval of such research obtained before the graduate student begins the research. See Research Integrity section.

### **“Seven Year Rule”**

See Degree Completion - Seven Year Limitation section.

### **Student Center [studentcenter.chapman.edu](http://studentcenter.chapman.edu)**

Chapman’s enterprise system for student registration, academic records management, contact information, scheduling, transcripts, program evaluations, and more is called [studentcenter.chapman.edu](http://studentcenter.chapman.edu). All students will use the Student Center on [studentcenter.chapman.edu](http://studentcenter.chapman.edu) to manage their course shopping cart, registration, swapping and dropping courses, wait lists, program evaluations, and more. Some faculty and staff will refer to it as Campus Solutions, PeopleSoft (the software platform it is built on), or the student center/portal; if so, realize they are referring to [studentcenter.chapman.edu](http://studentcenter.chapman.edu)! For training and tutorials on how to navigate the Student Center, see the [IS&T Student Tutorial Center](#).

### **Student Privacy**

Chapman University is committed to the protection and confidentiality of student educational records, adhering closely to the guidelines established by the Family Educational Rights and Privacy Act - a federal legislation established to regulate access and maintenance of student educational records.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including the right to inspect their education records, request an amendment of the records that the student believes are inaccurate, and the right to control disclosures of their records except to the extent that FERPA authorizes disclosure without consent. It is important to note that all rights to access move to the student when that student is in a post-secondary education institution; parents, spouses, and significant others have no inherent right to access to student educational records. For more information on student privacy rights, visit the [Privacy Rights webpage on the Registrar's Office](#).

### **Thesis/Dissertation Requirements**

Completion of a thesis or dissertation is required by certain graduate degree programs. In master’s programs where graduate students have an option to complete a thesis or an alternative program of study (such as comprehensive exams) that leads toward conferral of the graduate degree, students must realize that, once decided and begun, students must file an Academic Petition and be approved by the Graduate Academic Council before switching from one option to another (see [Graduate Catalog](#)).

Specific requirements of the thesis or dissertation are listed in Academic Policies and Procedures, Degree Requirements, The Thesis/Dissertation Project section in the [Graduate Catalog](#), with supporting documentation in the appropriate degree Program Handbook and on the [Leatherby Libraries Thesis and Dissertation Submission website](#). Deadlines for thesis/dissertation defense and library submission are found in the [hyperlinks at the bottom of page 2 of this Handbook](#).

### **Three Minute Thesis (3MT<sup>®</sup>) Competition**

The [Three Minute Thesis \(3MT<sup>®</sup>\) competition](#) is hosted annually by the Office of the Provost for Graduate Education. 3MT is a three-minute presentation with a single visual delivered in language appropriate to a non-specialist audience. It celebrates excellent research, scholarship, and creative works of graduate students and cultivates students’ academic, presentation, and research communication skills. Active doctoral and master’s

students in any graduate program at Chapman are eligible to participate and compete for cash prizes. Information is distributed to all graduate students via email and public announcements.

### **Transfer Credit**

The total number of credits permitted for transfer into graduate programs depends on the program's total required credits; see Graduate Catalog. Some degree programs limit transfers to elective credit only. Master's students who wish to transfer prior coursework must petition for transfer within one semester/term after achieving regular admission; doctoral students who wish to transfer prior coursework must petition for transfer within one academic year after achieving regular admission. Graduate students who wish to take courses at another institution after enrolling in their Chapman graduate program must file a Concurrent Enrollment petition and be approved prior to taking coursework elsewhere. All courses for transfer must be taken at a regionally accredited institution and must be graduate-level or accepted in a graduate degree program. For more details on transferring credit, see Academic Policies and Procedures, Transfer Credits and Concurrent Enrollment section in the [Graduate Catalog](#).

### **Warnings, Academic basis**

See Dismissal, Probations, and Warnings section.

### **Withdrawing from Classes**

See Dropping and Withdrawing from Classes section.

### **Writing Assistance**

The Office of the Vice Provost for Graduate Education and the Chapman University Writing Center offer multiple supports for graduate student writing. Graduate Writing Assistants (GWAs) are available for one-to-one writing coaching and support. The Writing Oasis program provides a dedicated time and place for graduate students to concentrate on their writing on a regular basis. The Thesis and Dissertation Bootcamp program offers training in the Pomodoro writing technique as well as writing mentoring. All Chapman faculty, staff, and students have free access to the Premium version of Grammarly. Grammarly will automatically detect grammar, spelling, punctuation, word choice, and style mistakes in your writing. Algorithms flag potential issues and will suggest context-specific corrections. Learn more about these writing supports at the [VPGE website](#).

## NON-ACADEMIC INFORMATION, RESOURCES, AND SUPPORTS

### Apps to Install

There are some mobile applications that all students should download on their mobile devices to stay connected on campus and access information quickly and easily. The CU Panther Experience app ([iOS](#); [Android](#)) provides information on various campus resources, parking, on-campus dining, as well as access to their LMS and studentcenter.chapman.edu accounts. [Passio Go](#) ([iOS](#); [Android](#)) provides Chapman shuttle bus service locations and times of arrival. The Chapman Parking App ([iOS](#)) gives up-to-the minute information on the number of spots available in two of the main campus parking lots, Anderson and Barrera. The [Panther Rave Guardian App](#) ([iOS](#); [Android](#)) is our institutional safety app at Chapman (See Panther Guardian section for detailed information).

### Campus Stores

Chapman University has two campus stores, both located on the Orange Campus: the Agora Gift Shop and the University Bookstore. The Agora Gift Shop, located on the first floor of Argyros Forum, contains various Chapman apparel, merchandise, and supplies. Students can find essentials like exam materials, medications, and basic school supplies here. The University Bookstore, located in the Bhatl Student Services Center behind the Fowler School of Law - Kennedy Hall, carries required course texts and materials for the Chapman community, additional Chapman University merchandise, and school supplies. Once enrolled in classes, students can enter their student ID number on the [Bookstore website](#) to find a list of their required texts. Students can then view pricing options for rentals and purchases and order online for in-store pickup if desired. To view store hours or to visit the campus stores' website, see the [Campus Services webpage](#).

### Career and Professional Development Center

The Chapman University Career and Professional Development Center serves all current students and Chapman alumni, regardless of their year of graduation. The [Career and Professional Development Center](#) offers online resources, group programming, and one-on-one meetings to support students in their professional development in areas such as creating a resume and cover letter, assessing student strengths, networking, building online profiles, interviewing, and more. Most colleges also have their own dedicated career educator who can provide specific, [school/college-related support](#). The Career and Professional Development Center is located on the Orange Campus at 342 N. Glassell and is open for drop-in hours and appointments. For more information, contact the Center at (714) 997-6942 or [career@chapman.edu](mailto:career@chapman.edu).

### Center for Global Education

Chapman University has a high percentage of graduate students who participate in study internationally. Chapman faculty representing a wide range of academic departments lead travel courses during the January interterm or summer session(s). Courses range from one to four weeks and may travel domestically or internationally. All students are encouraged to participate in these courses in order to gain a perspective about other countries and cultures. Credit is awarded for the academic work involved in the course. Students may be eligible for a tuition waiver for their participation in a travel program. Visit the [Center for Global Education](#) for more information.

### Cross-Cultural Center (CCC)

The Cross-Cultural Center (CCC), located on the third floor of Argyros Forum on the Orange Campus, is a space designed to be used by – and to enhance the development of – all Chapman students in order to gain greater insight into their own identity, develop a stronger sense of empathy for others' identities, and use their learning to help create a more positive and inclusive Chapman community. To facilitate this student development, the CCC designs programs and services intended to expose all students to diverse ideas and perspectives, affirm the value of our students from underrepresented identities, and support students in their pursuit of self-authorship. Email



[crossculturalcenter@chapman.edu](mailto:crossculturalcenter@chapman.edu) to be added to the weekly newsletter announcing programs and services designed to foster learning about and affirmation of student identities, cultivate empathy, and create community.

## **Dining Services**

Chapman University Restaurant Services is more than great food. It is a community centered on culinary expertise, fresh ingredients, healthy options, and a shared sense of environmental and social responsibility. Join us to enjoy the comfort, convenience, outstanding food and inviting atmosphere designed especially for you. To see details on dining options at both the Orange and Rinker campuses, see General Information, Restaurant Services - Graduate Student Dining Options section in the [Graduate Catalog](#).

Of particular interest to graduate students is late-night dining (8 p.m. - 1 a.m.) at the eatery Twelve, adjacent to the Randall Dining Commons in the Sandhu building on Orange Campus. Self-service food options are available at the Marketplace on the Rinker Campus in the Student Commons in the 9501 building. Food trucks also visit both campuses during the busy lunch hours most weekdays. Text **chapRS** to 82257 at any time to find out what is open.

For those who bring their own food to campus and need information on Chapman microwaves and refrigerators available to graduate students, see Microwave and Refrigerators section.

## **Events.Chapman.edu**

Visit [Events.Chapman.edu](http://Events.Chapman.edu) to find a calendar of events happening at Chapman University. Search for events by type, date, audience, or host; and register or purchase tickets online as well.

## **Financial Aid for Graduate Students**

Financial aid offers are made to graduate students at the time of their admission and are dependent on a variety of criteria and availability. Graduate students are responsible for fulfilling the requirements tied to such financial aid and submitting all required documents to remain eligible.

In addition to aid provided by the University, there are two types of loans that graduate students can borrow in order to help finance their cost of attendance: federal and private loans. Federal loans require at least half-time enrollment in a graduate program (the equivalent of 4.5 graduate credits per term).

Changes in enrollment status will affect any financial aid that has been awarded and may result in a balance due to the University. For more information and the University schedule for tuition refunds, visit the [Student Business Services Office](#).

Consult the [Graduate Financial Aid Office](#) for further questions and more information.

## **Graduate Student Assistantships (“GShips”)**

Graduate Assistantships, known informally as GShips, are student employment positions where graduate students provide assistance to faculty and staff in research and teaching. To the extent possible, graduate assistantships are also designed to further the graduate student’s own graduate career and development as a researcher, scholar, teacher, and professional.

There are various types of graduate assistantships available to Chapman graduate students: Course Assistants, Writing Assistants, Research Assistants, and Teaching Assistants. For further information on responsibilities, eligibility, and compensation, see the [Graduate Student Assistantship \(“GShip”\) Policies and Procedures Manual](#).

## **Graduate Student Hourly Employment**

Graduate students are able to [apply online](#) for hourly positions in a variety of roles on both campuses through the [Office of Human Resources](#) and may stop by the Student Employment Services office in DeMille Hall on the Orange Campus in person for more information or assistance or the Department Staff on Rinker Campus.

## **Grant Funding for Graduate Students**

Scholarly/Creative Activity Grants and Travel Grants are offered to all current graduate students through funds available from the Office of the Vice Provost for Graduate Education that are distributed to each college/school. These grants are intended to provide financial support for a variety of clearly defined scholarly or creative projects or related travel. For more information and to apply to a grant, visit the Graduate Student Grants section on the [Academic Supports and Events page at the Vice Provost's website](#).

## **Health Insurance for Graduate Student**

Proof of health insurance is required for all graduate students and must be submitted each term in the Student Center on [studentcenter.chapman.edu](http://studentcenter.chapman.edu). Look for "My To Do List" and follow the links.

Graduate students who do not submit proof of health insurance will be automatically enrolled in and billed for UnitedHealth's Student Health Insurance. The cost of the Student Health Insurance plan for the 2023-2024 academic year is \$2,005 (\$1,002.50 per fall/spring semester; \$668.33 per trimester - note the spring semester payment also covers summer). For more information on the Student Health Insurance plan, visit the [Student Health Insurance webpage](#).

Graduate student access to the Chapman Student Health Center on the Orange Campus (see next section) can be purchased for an annual cost of \$244 (\$122 per semester) and must be purchased at the beginning of the year/term. "On demand" access and fee payment later in the term is not permitted. Proof of health insurance must be submitted in addition to paying the Health Center access fee. Access to the Student Health Center is purchased within the Student Center on [studentcenter.chapman.edu](http://studentcenter.chapman.edu). Direct questions to [ocbusn@chapman.edu](mailto:ocbusn@chapman.edu).

## **Health Services for Graduate Students**

[Chapman University Student Health \(CUSH\)](#) is staffed with nurse practitioners, nurses, and physicians to promote good health and to assess and treat a variety of physical ailments. Services include first aid treatment and triage, primary medicine, gynecological services, immunizations, and health screening. Some medications are provided for a modest fee and some prescriptions are called into the students' pharmacy of choice. When a student's condition is beyond the scope of CUSH, the student may be referred off-campus for health care to a physician or clinic in the community.

In order to have access to the Chapman University Student Health (CUSH) Center on the Orange Campus, graduate students must have health insurance either through a private insurance company or opt-in to the Student Health Insurance plan ([offered by United HealthCare](#); see also Health Insurance section) AND must sign up for Health Center Access via the Student Center on [studentcenter.chapman.edu](http://studentcenter.chapman.edu) at the beginning of the year/term. Direct questions to [ocbusn@chapman.edu](mailto:ocbusn@chapman.edu).

The Chapman Student Health Center is located at 402 North Glassell Street. The center is available for walk-in visits Monday through Friday, 8:30 a.m. to noon during regular terms. It is recommended that appointments be made for afternoon hours. Contact the Student Health Center with further questions at (714) 997-6851 or see the [Student Health Services webpage](#).

## Housing for Graduate Students

Chapman has very few graduate student housing options on its campuses; however, we have an extensive network of off-campus housing partners and referrals and a staff member to assist you in your search. For assistance, visit the [Off Campus housing webpage](#) to find local rental listings and other useful resources or contact the Off-Campus Housing Coordinator, Amanda Zamora, at [azamora@chapman.edu](mailto:azamora@chapman.edu). For more information about graduate student housing, see our [Housing for Graduate and Law Students](#) page. If you are interested in staying on campus or in our nearby apartments, submit this [Graduate and Law Student Housing Request Form](#).

## Identification Card (Chapman ID)

Your Chapman University student ID card is used to authorize your use of a host of campus resources and confirm your role as a current student. Students are responsible for submitting their own photo for use on their Chapman ID card. For photo submission requirements, visit the [Chapman University First Year Experience webpage](#).

Your identification card should be with you on campus at all times. In the case that you need to replace a lost or broken ID card on the Orange Campus, visit the IS&T Service Desk in Leatherby Libraries; replacements are \$10. On the Rinker Campus, call the Cashier's Office at 714-997-6838 to pay by phone. After you pay, the staff member will contact the IS&T Office on the First Floor of the 9401 Building, Room 124, where you will be able to pick up your new card.

## Interactive Map

On Chapman University's [Interactive Map](#), you can find anything you may need on the Orange or Rinker campus. Whether it's parking lots, buildings, specific offices, or campus amenities like lactation stations, non-gender identified restrooms, accessible building entrances, microwaves and refrigerators, or even Amazon lockers, you'll find them all in the searchable interactive map. In addition, important services within buildings, like the Student Business Services Office, Health Center, Disability Services, Public Safety, and more are identified. Full PDF versions of both campus maps, as well as small sections of any part of our campuses, can be printed from the Interactive Map.

## International Student Resources

Information for international students regarding applications, GPA evaluations, official academic documents, advising, and more, visit the [International Students admissions website](#).

International Student Services provides support for international students. For more information visit the [International Student Services webpage](#) email [iss@chapman.edu](mailto:iss@chapman.edu) or call (714) 744-2110.

## Lactation Rooms

The Lactation Rooms on campus provide a secure, private or semi-private, restful and sanitary environment for breastfeeding or pumping. More information can be found on the [Pregnant and Parenting Students Website](#). All lactation rooms are equipped with a comfortable chair, table, electrical outlet, and refrigerator. Lactation rooms are located at Rinker Health Science Campus in the 9401 building and on Orange Campus in Kennedy Hall, West Palm complex, and Wilkinson Hall. The lactation rooms require keycard access which must be set up in advance. Contact the Wellness and Leave Administration Specialist, Tim Frenchcampbell, at [frenchca@chapman.edu](mailto:frenchca@chapman.edu) to request keycard access to these amenities; your Chapman ID card must be encoded for swipe access.

## Microwave and Refrigerator Access for Graduate Students

For locations of accessible microwaves and refrigerators, use the search box on the [Interactive Map](#).

## **Operation Safe Ride**

Public Safety also offers [Operation Safe Ride](#) on the Orange Campus. This service is provided to escort students, faculty, staff, and visitors around Chapman University during the hours in which safety is of utmost concern. Public Safety Officers can also provide an escort anytime outside the operation hours if requested by someone who feels the need for a safe escort. The service is offered free of charge and provides a designated person who will pick up a student, faculty member, staff member, and/or visitor to the Campus, and deliver that person to their vehicle or other location within the boundaries around the Orange Campus. Call (714) 997-6680 to request a ride.

## **Panther Alert**

Chapman University Public Safety utilizes a system called [Panther Alert](#), so that in the event of an emergency on campus, the community will be notified. All community members are automatically in the system to be contacted via Chapman email but can [sign up](#) for additional contact options if they choose.

## **Panther Guardian (provided through Rave Guardian)**

The [Panther \(Rave\) Guardian App](#) should be downloaded as a way for graduate students to communicate with Public Safety and stay safe on campus. This application provides rapid and proactive communications with friends, family, co-workers, Public Safety, and even participating 9-1-1 call centers in the event of an emergency. On the app, you can set a safety timer to notify people you trust to check in on you if you are alone or in an unfamiliar place. Invite family, friends, or others to be your Guardian, and communicate with them within the app as needed, and call Public Safety directly for help if you are in trouble. You can also submit completely anonymous text tips on the Panther Guardian App, including photos, if you see something suspicious on campus, and Public Safety will be notified.

## **Parking and Transportation Services**

Parking & Transportation Services coordinates and regulates the administration of the Parking Policy with respect to vehicle registration and parking enforcement in an effort to provide safe and available parking for all members of the campus community and their guests. They also manage the University Shuttle Service for parking lots, train stations, and off-site residence complexes.

While parking at Chapman is free to all members of the Chapman community, students must register their vehicle(s) with the University to avoid ticketing. Chapman utilizes license plate recognition (LPR) technology and automatically issues tickets to any license plate not in the system. To register your vehicle visit the [Parking Services webpage](#). If you have questions, contact Parking Services at (714) 997-6560, (714) 997-6543 or [parking@chapman.edu](mailto:parking@chapman.edu).

Many streets near and around the Chapman University Orange Campus require separate city parking permits and have limitations on when vehicles can be parked on the streets for street cleaning. If parking outside of designated University parking areas, be sure to attend to all nearby street signs to find information on parking rules and regulations.

Chapman University also provides a shuttle bus service for students traveling between various campus locations. This service operates between west side parking areas and Schmid Gate, the Orange Campus and Chapman Grand, the Orange Campus and Panther Village, and between the Irvine Train Station and the Rinker Campus. Shuttles can be tracked on a mobile device using the Passio Go app (see Apps to Install section).

## **Public Safety**

The mission of the Chapman University Department of Public Safety is to facilitate a safe environment conducive to learning, working, and personal growth through education, engagement, and the development of community

partnerships. There are many programs and services that Public Safety provides for students. For more information about Public Safety resources visit the [Public Safety webpage](#).

Public Safety's 24-hour dispatch line is (714) 997-6763; all graduate students should put this number in their cell phones so they may call for assistance whenever needed.

### **Refrigerators Available to Graduate Students**

See Microwave and Refrigerator Access for Graduate Students section.

### **Restroom Locations and Access**

Chapman University has ADA accessible restrooms, single-stall restrooms, gendered and non-gender-identified restrooms, as well as restrooms equipped with baby changing stations on both campuses. Graduate students are advised to use the [Interactive Campus Map](#) to locate their desired restrooms on campus. All individuals at Chapman University have equal opportunity to use the restroom facilities on campus that best correspond to their own gender identity. Those who do not identify with the gender binary may determine whichever facility is the most appropriate and most comfortable for them. No individual is required to provide any documentation of their gender identity in order to access any facility corresponding to their own gender identity.

### **Scholarships, Fellowships and Merit awards**

For information on financing education through fellowships, endowments, and scholarships, contact your Program Director.

### **Sexual Misconduct/Harassment Policies**

Chapman University is deeply committed to creating and sustaining an educational, working and living environment that is conducive to learning and scholarship and is supportive of students and employees. Part of this commitment is fostering a campus free of sexual misconduct in all its forms. All University employees (faculty, staff, administrators, and student employees) are required to report any gender- or sex-based discrimination or harassment (this is inclusive of all alleged incidents of sexual violence) to a Title IX Coordinator except for those individuals who are designated as privileged and confidential resources. For more information on policies regarding harassment, discrimination, and sexual misconduct, as well as reporting policies and procedures, visit the [Health and Safety webpage](#).

### **Shuttle Bus Service**

See Parking and Transportation Services section.

### **Student Clubs and Organizations**

Chapman University's clubs and organizations provide opportunities for networking and hands-on learning outside of the classroom. Some clubs and organizations are specific to graduate students while others enroll undergraduate and graduate students. [Student clubs and organizations](#) are supported by the Department of Student Engagement.

### **Student Conduct Code**

All Chapman University students are expected to adhere to the policies that govern student behavior outlined in the [Student Conduct Code](#). For more information, visit the [Dean of Students Office](#).

### **Technology Support**

The Chapman Information Systems and Technology (IS&T) Service Desks, located in Leatherby Libraries on the Orange Campus or on the first floor of the 9401 building on the Rinker Campus, provide telephone and walk-in service for students, staff, and faculty. They also offer a fee-based, carry-in repair service to provide support on personally-owned student computers. IS&T also offers a wide array of software free to graduate students, including Office 365, Google Suite, Grammarly Premium, Adobe Creative Cloud, EndNote, and many more. Visit [chapman.edu/software](http://chapman.edu/software) for a full list of software offered and instructions on how to use these resources.

The Tech Hub, located in DeMille Hall on the Orange campus, is a space for hands-on support with technologies for learning and scholarship. The Genius Corner offers drop-in technical expertise for graduate students during business hours. The Tech Hub also has a software trainer who can help students learn how to use the software available to them. Follow @EduTechChapman on Facebook for workshops, hands-on demos, and events.

For more information on IS&T services and supports, visit the [IS&T website](#).

### **Tuition and Fees: Amounts**

To view a detailed listing of current individual program tuition costs and additional student fees, see the [Student Business Services webpage](#).

### **Tuition and Fees: How to Pay**

Chapman University's standard method of payment is by electronic check through [Chapman University's ePay system](#). Billing notification emails are sent to students' University email accounts notifying them when their statements are available. Students and Panther Partner Authorized Users can view student account information online using Chapman's ePay system. Tuition payments may be submitted online with an eCheck through a regular checking or savings account. Credit cards are not accepted for tuition or fees charged to the student account.

Students must set up Panther Partner Authorized Users by logging into [studentcenter.chapman.edu](http://studentcenter.chapman.edu) and accessing ePay through the Student Self Service Portal. For instructions on how to set up a Panther Partner Authorized User and additional links and information, visit the [Student Business Services webpage](#).

### **Tuition and Fees: Payment Options**

Students have two options for paying their tuition and fees:

- Option 1: Tuition payment in full by term due dates (July 20 for fall, December 20 for interterm/spring, and May 20 for summer), or
- Option 2: Payment plan enrollment per term with a \$50 set up fee.

For further information regarding payment options, visit the [Student Business Services webpage](#).

### **Tuition Refunds**

Changes in enrollment status will affect any financial aid that has been awarded and may result in a balance due to the University. Graduate students are cautioned that tuition refunds are provided at 100% only during the first week of trimester/semester classes; summer session refunds are provided at 100% only prior to the first class session. Graduate students who drop/withdraw later will receive only a partial refund, which can be as low as 50% in the second week of class. Complete information can be found on the [Student Business Services webpage](#). Please be sure to consider this when making decisions about your enrollment.

### **Wellness and Recreation**

Chapman University offers a variety of recreation, fitness, and wellness opportunities for students. Students can use the pool, gym, field, and tennis courts at the Orange Campus during open recreation hours and after filling out the

liability form, which can be found on the [Chapman Athletics website](#). Chapman also offers group fitness sessions with various classes and mindfulness meditation sessions. Graduate students can gain access to the Doti-Struppa Rock Wall and the two fitness centers: the Julianne Argyros Fitness Center and the Henley Hall Fitness Center . Current students can obtain valid access to the Fitness Centers by filling out the [online waiver](#).

For more information on fitness and wellness for Chapman students, visit the [Wellness and Recreation website](#).

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