Petitioning CAS to Register for Below 12 Points
(Seniors only)

Please keep in mind the following terms and conditions:
1. You are responsible for meeting all Core and major requirements.
2. You will be required to pay full tuition, no matter how few courses you take.
3. Registering for fewer than 12 points will make you ineligible for the Dean’s List.
4. Registering for fewer than 12 points may impact your financial aid (i.e. loans, scholarships, grants). Check with your financial aid adviser.
5. Some health insurance plans require you to be a full-time student in order to be insured. Check with your carrier.
6. If you are an athlete, registering for fewer than 12 points may impact your eligibility to compete.
7. If you are an international student, check with ISSO on how registering for fewer than 12 points will affect your visa status.

What/Who is the Committee on Academic Standing?
The Committee on Academic Standing (CAS) is composed of the Dean of Advising and Advising Deans from the Center for Student Advising. The Committee upholds the policies and regulations of the Columbia College and Fu Foundation School of Engineering and Applied Science Committees on Instruction (COI) and determines when circumstances warrant exceptions.

When is the deadline for petitioning?
The Committee meets every Tuesday afternoon. A petition will be considered only if it is complete and submitted to the Center for Student Advising by 5 pm on the preceding Friday. Please include any supporting documentation and required forms. It is imperative that your petition be thorough, clear, and legible; incomplete information will mean a delay in the Committee’s response.

How do I find out the Committee’s decision?
Students will be informed via email that the Committee has made a decision.

What if my petition has been denied?
If a petition is not approved, and you have new or updated information not available to the Committee at the time of its decision, you may submit an appeal. You are strongly encouraged to consult with your adviser before filing an appeal, so that you have a more complete understanding of the decision. CC students may appeal the decision to Dean Kathryn Yatrakis (208 Hamilton Hall) and SEAS students to Dean Morton Friedman (510 Mudd). Appeals should be submitted in writing within 10 days.

Center for Student Advising
403 Lerner Hall, MC 1201
(212) 854-6378
(212) 854-2562 (f)
COLUMBIA COLLEGE
THE FU FOUNDATION SCHOOL OF ENGINEERING AND APPLIED SCIENCE

Registering for Below 12 Points
(Seniors only)

Date: _________________________ Name: _________________________________________________

Class Standing: Seniors only School: CC or SEAS

UNI: ______________________________________ Adviser: ___________________________

Are you currently on an NCAA athletic team? Yes No

If yes, which team? _________________________________________________________________

Coach Name: ___________________________ Coach E-mail: ___________________________

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Please explain what reasons and/or circumstances justify your request to register for fewer than 12 credits this semester.

INTERNAL: Date________________ Initials_________
Approved____ Denied____ Pending____