

Committee on Academic Standing (CAS)
Petition for R Credit
(Columbia College Seniors Only)

What is the Committee on Academic Standing (CAS)?

CAS is comprised of Advisers and Advising Deans from the Center for Student Advising (CSA). CAS upholds the policies and regulations of the Columbia College (CC) and the Fu Foundation School of Engineering and Applied Science (SEAS) Committees on Instruction (COI), and determines when circumstances warrant exceptions. CAS meets weekly to review petitions for action on a case-by-case basis. Decisions seek to uphold the rules of the CC and SEAS COIs while treating students equitably, bearing in mind the particular circumstances surrounding each student's petition.

What is the "R" Credit policy?

The mark of "R" stands for "registration credit" which is equivalent to auditing a course. The R credit option is available only to Columbia College seniors who have exceeded the 124 points required for graduation and have the met requirements for a major or concentration. Eligible students may submit a petition to enroll in a course for R credit to the Committee on Academic Standing. The deadline to submit an R credit petition is usually the 10th week of each semester.

Eligible students must consider the following terms and conditions:

- **No points are awarded** for R credit, and the GPA is unaffected by the mark of R.
- Students may **be required to complete work** as specified by that instructor. An instructor may fail a student who has not completed assigned work.
- Students registered for exactly 12 points (including the course for R credit) will be considered full time for the semester. However, having ultimately earned less than 12 points of letter grade, such students would also be ineligible for Dean's list at the end of the semester.

What should I do if I need to submit a petition for R Credit?

1. Check your DAR carefully and meet with your CSA Adviser to confirm the course is in excess of the 124 points required for graduation.
2. Meet with your faculty or department advisor to confirm the course is not required for your major/concentration.
3. Meet with the course instructor to request permission to take the course for R credit and determine the work required to earn R credit.
4. Complete an R credit petition form noting the established course requirements along with the instructor's signature.
5. Submit the completed R credit petition form to the Center for Student Advising by the deadline.
6. At the end of the semester, you may want to remind the instructor that they agreed to submit a grade of R for your final grade.

What paperwork must I assemble when submitting a petition to register for R credit?

1. Petition for R Credit
2. Written confirmation from the Director of Undergraduate Studies of your department (or their designee) to confirm that you have completed (or will be on track to complete) your major or concentration by the end of your final semester, considering the proposed course load
3. Degree Audit Report (DAR) printed from SSOL

What is the deadline to submit a petition?

Because CAS meets weekly, petitions must be submitted by **Friday 12noon** in order to be considered the following week. Remember, the deadline to submit an R credit petition is usually the 10th week of each semester.

How will I be notified of the decision?

Students should expect an email notification of the Committee's decision within five business days of the Committee meeting.

May I appeal the decision?

If CAS denies your petition, you may submit a written appeal to the Dean of Advising (CC). Additional information and documentation (not included with the initial petition) must be provided for your appeal to be considered. More details will be provided if your petition is not granted.

Committee on Academic Standing (CAS)
PETITION FOR "R" CREDIT

Columbia College Seniors Only

(Please Type or Print Clearly)

Student Name: _____ Date: _____

UNI: _____ Cell Phone: _____ Graduation Date: _____

Major/Concentrations(s): _____

CSA Adviser: _____ Type and Date of Adviser Contact: _____
(email, appointment, walk-in, phone)

DEGREE PROGRESS

Total number of points earned: _____ Total number of points you plan to take this term
(not including R credit): _____

Have you completed all course requirements for the Core and your major/concentration? Yes No

If you answered no, please list outstanding requirements: _____

COURSE INFORMATION

Title: _____ Department: _____
Call #: _____ Course #: _____ Section #: _____ Points: _____
Instructor's Name: _____ Instructor's Email: _____

TO BE COMPLETED BY THE INSTRUCTOR

The Columbia College student listed above has petitioned to take your courses for R credit (audit). Please indicate the work that must be completed in order to earn a final grade of R in the space below.

Instructor's Signature: _____

INTERNAL USE ONLY:

Date	Initials	Decision Notes:
Received: _____	_____	
Grid: _____	_____	
Reviewed: _____	_____	
_____ Approved		
_____ Denied		
_____ Partial Approval		
_____ 1x exception		
_____ Pending		

Committee on Academic Standing (CAS)
PETITION FOR “R” CREDIT
SUMMARY FORM
(TO BE FILLED OUT BY ADVISER)

Student Name: _____ UNI: _____ School: _____

Semesters Completed: _____ Total Points Earned: _____ Cumulative GPA: _____

STUDENT CONTACT NOTES/DATES OF CONTACT

- Email _____
- Appointment/Walk-in _____
- Phone _____

ADDITIONAL QUESTIONS

Please check one of the following

- The student will meet Core requirements and earn enough credits to graduate. Yes No
- Is the student’s Degree Audit Report included? Yes No

ADDITIONAL INFORMATION

Adviser Name

Signature

Date