COLUMBIA COLLEGE

Petition for R Credit for Academic Classes
(CC Seniors only)

Name: ___________________________ Date: __________________

UNI: ___________ Phone: ___________ Adviser: __________________

Major/Concentration: ___________________________ Cumulative Points: _______

Before you decide to register for R credit this term, please note the following:

The mark of "R" stands for "registration credit" which is equivalent to auditing a course. You do not earn points for courses taken for R credit. Only Columbia College students in their senior year are eligible to take courses for R credit. R credit must be requested by the pass/D/fail deadline of each semester. Please note that points will not actually be removed until the end of the semester after the “R” has been posted.

Instructions:
1. Check your DAR carefully to verify that the course or courses are not needed for a major or core requirement and are in excess of the 124 points required for graduation.
2. Contact your instructor to request permission to take their course for R credit.
3. Complete an R credit petition form with the established minimum requirements and the instructor’s signature.
4. Submit completed R credit petition form to the Center for Student Advising by the pass/D/fail deadline.
5. You should expect an e-mail notification of the Committee on Academic Standing’s decision five business days after the Committee has met to review your petition.
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. Please note that an instructor may choose to fail a student who has not completed the minimum work agreed upon for R credit.

Course Title: ___________________________ Course #: __________________

Instructor’s Name: ___________________________ Email: __________________

Please specify the minimum amount of work that will be required in order to earn R credit in this course:

Instructor’s Signature: ___________________________ Date: __________________

Center for Student Advising
403 Lerner Hall, MC 1201
(212) 854-6378
(212) 854-2562 (f)