

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 mark of R has no bearing on the GPA. Though the points initially appear on your record, they will disappear at the semester's conclusion (while the course remains on the transcript with the mark of R).
- 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, such students would be ineligible for Dean's list.
- Students **may be required to complete work** as specified by that instructor. An instructor may fail a student who has not completed assigned work.

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

1. Check your Degree Audit Report (DAR) 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 adviser to confirm that 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 final grade of R.

What paperwork must I submit in order to petition for R credit?

1. Petition for R Credit (this packet)
2. Registration Adjustment Form
3. 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/concentration by the end of your final semester, with the proposed courses
4. DAR printed from SSOL

What is the deadline to submit a petition?

Because CAS meets weekly, petitions must be submitted by **3:00pm on Friday** in order to be considered the following week.

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. 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 approved.

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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). In the space below, please indicate the work that must be completed in order to earn a final grade of R.

Instructor's Signature: _____

INTERNAL USE ONLY:

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

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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

<input type="checkbox"/> Email	_____
<input type="checkbox"/> Appointment/Walk-in	_____
<input type="checkbox"/> Phone	_____

ADDITIONAL QUESTIONS

Please check one of the following

Will the student complete all Core requirements and earn enough credits to graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the student's Degree Audit Report included?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the student included departmental confirmation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the Registration Adjustment form been properly completed and signed by the student?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

IS THERE ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE?

Adviser Name

Signature

Date

Registration Adjustment Form

This form will be accepted for the following action codes only:

- A. Add a course that cannot be added using SSOL
- Requires **INSTRUCTOR SIGNATURE**
- B. Drop a course that cannot be dropped using SSOL (before the drop deadline)
- Requires **INSTRUCTOR SIGNATURE**
- C. Add a course or courses that conflict
- Requires **BOTH INSTRUCTOR SIGNATURES** as well as **an authorized signature from your school**

- CODES D - G require an authorized signature from your school**
- D. Add a course for R credit, or change to R credit (CC and GS only)
 - E. Drop a course after the drop deadline
 - F. Enroll in a course over maximum point limit
 - G. Variable points adjustment after the Change of Program period
 - H. Cross Registration
- Requires **BOTH HOME and HOST SCHOOL APPROVAL SIGNATURES**

(BARNARD students should use the Barnard form.)

Grading Option (Optional): Enter "L" for letter grade. Enter "P" for Pass/Fail or P/D/F. If you do not enter a grading option, the grade option on record for the course is automatically selected. Please contact your school for more information on school specific grading policies.

Students in F-1 or J-1 status must contact ISSO if their enrollment drops below full-time status.

Columbia College, undergraduate Engineering, General Studies, and Graduate School of Arts and Sciences students should return this form to their respective student affairs or advising office for review and decision. Forms brought to the Student Service Center from students in these schools will be routed to the school for consideration.

Please check your schedule using SSOL to confirm enrollment.

STUDENT UNI:

In University housing? Y N

Fall Spring Summer Year: 20_____ Degree / Program: _____ School: _____

Print Last Name: _____ Print First Name: _____

Action Code	Call Number	Course Subject	Course Number	Section	Course Title	Pnts.	Grading Option	Instructor, Dean, or Advisor Signature(s)	UNI(S) of approvers	
Additional Notes:						Total Points:	For add/drop or point changes, enter total points		BEFORE:	AFTER:

Additional Advisor/Dean Signature (if required) _____ UNI _____ Date _____

By signing below, I acknowledge that I assume academic and financial responsibility for these adjustments to my registration.

Student Signature _____ Date _____