The Center for Student Advising

403 Lerner Hall, MC: 1201
(212) 854-6378
(212) 854-2562 (f)

Committee on Academic Standing (CAS)
Petition to Register Above the Credit Limit

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 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.

Under what circumstances should I submit a petition to register above the credit limit?
The Committees on Instruction have set the following credit limits per semester:

- SEAS: 21 point maximum
- Columbia College: 22 point maximum

In exceptional circumstances, students may petition CAS for permission to register above the credit limit. Students should demonstrate that the course load supports their major or career plans. CAS considers whether students have proven that they can manage a large course load based on their academic history.

What should I do if I need to submit a petition?
You must contact your CSA Adviser if you believe your situation should be reviewed by CAS for a possible exception. Your adviser will review your case, clarify policies, discuss options, and ensure that all paperwork is complete.

What paperwork must I submit when petitioning to register above the credit limit?
1. Petition to Register Above the Credit Limit (this packet)
2. Registration Adjustment Form (complete, except for adviser signature)
3. Instructor Form to Add a Course after the deadline (if after the change of program period)
4. A typed Statement to the Committee
5. “Grades” screen 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. *Please Note: CAS will not review petitions to register above the credit limit until the semester begins.

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) or the Dean’s Office (SEAS). Additional information and documentation (not included with the initial petition) must be provided for your appeal to be considered. More details will be provided to you if your petition is not approved.
Committee on Academic Standing (CAS)

PETITION TO REGISTER ABOVE THE CREDIT LIMIT

(Please Type or Print Clearly)

Student Name: ___________________________ Date: ___________________________

UNI: ___________________ Class Standing: ___________________ Cell Phone: ___________________

(First-year, sophomore, junior, senior)

School: □ Columbia College (CC)        □ Columbia Engineering (SEAS)        □ Visiting/Exchange Student

Major(s)/Concentration(s): ___________________________

Total # of points you wish to take this term: ________ Total # of courses you wish to take this term (3 points and higher): ________

Please list all courses requested above the credit limit (21 SEAS/ 22 CC)

<table>
<thead>
<tr>
<th>COURSE 1</th>
<th>COURSE 2</th>
<th>COURSE 3</th>
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<tbody>
<tr>
<td>Title: ___________________________</td>
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<td>Department: __________________</td>
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<td>Call #: __________________</td>
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<td>Course #: __________________</td>
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<td>Section #: __________</td>
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<tr>
<td>Points: ________</td>
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<tr>
<td>Instructor’s Name: __________________</td>
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<td>Instructor’s Email: __________________</td>
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STATEMENT TO THE COMMITTEE

Please attach a brief statement explaining why you believe your circumstances warrant an exception to CC/SEAS policy. Your statement should be addressed to the Committee on Academic Standing and include the following:

(a) a list of all courses you plan to take along with a brief explanation regarding why you must take each course this term

(b) an alternative plan in case the Committee does not approve your request or if you find the workload too challenging

INTERNAL USE ONLY:

Received: __________________ Initials: __________________

Grid: __________________

Reviewed: __________________

Approved

Denied

Partial Approval

1x Exception

Pending
Committee on Academic Standing (CAS)

PETITION TO REGISTER ABOVE THE CREDIT LIMIT
SUMMARY FORM
(TO BE FILLED OUT BY ADVISER)

Student Name: ___________________________ UNI: ___________ School: ___________

Seminers Completed: _________ Total Points Earned: _________ Cumulative GPA: _________

Is the student in good academic standing? Yes ☐ No ☐ If no, please specify: ________________________________

Greatest # of points taken in previous semesters: _________ Greatest # of academic courses taken in previous semesters: _________
(consider courses 3 points and higher)

Does the student have prior petitions? Yes ☐ No ☐ If yes, please specify request, term, and outcome: ________________________________

STUDENT CONTACT

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<tr>
<th>NOTES/DATES OF CONTACT</th>
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<tbody>
<tr>
<td>☐ Email</td>
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<tr>
<td>☐ Appointment/Walk-in</td>
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<td>☐ Phone</td>
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ADDITIONAL QUESTIONS

<table>
<thead>
<tr>
<th>Has the Registration Adjustment form been properly completed and signed by the student?</th>
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<tr>
<td>Yes ☐ No ☐</td>
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<th>Will the additional course(s) conflict/overlap with the student’s current schedule?</th>
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<td>Yes ☐ No ☐</td>
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<th>If the course is full or restricted, has the instructor signed the Registration Adjustment form?</th>
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<td>Yes ☐ No ☐</td>
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<th>If petition is submitted after the deadline, has the student also submitted an Instructor Form to add a course after the deadline?</th>
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<td>Yes ☐ No ☐</td>
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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.

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: ___________________________________________

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

Additional Notes: __________________________________________________________

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 ____________________________