

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 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.

Under what circumstances should I submit a petition to register above credit limit?

The Committees on Instruction have determined 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 assemble when submitting a petition to register above the credit limit?

1. Petition to Register Above the Credit Limit
2. Registration and Add/Drop 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 **Friday 12noon** 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 granted.

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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) Major(s)/Concentration(s): _____
 Columbia Engineering (SEAS) _____
 Visiting/Exchange Student _____

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

CSA Adviser: _____ Please indicate type and date of
 adviser contact regarding petition: _____
(email, appointment, walk-in, phone)

PLEASE LIST ALL COURSES REQUESTED ABOVE THE CREDIT LIMIT (21 SEAS/22 CC)

COURSE 1				
Title: _____				Department: _____
Call #: _____	Course #: _____	Section #: _____	Points: _____	
Instructor's Name: _____				Instructor's Email: _____

COURSE 2				
Title: _____				Department: _____
Call #: _____	Course #: _____	Section #: _____	Points: _____	
Instructor's Name: _____				Instructor's Email: _____

COURSE 3				
Title: _____				Department: _____
Call #: _____	Course #: _____	Section #: _____	Points: _____	
Instructor's Name: _____				Instructor's Email: _____

STATEMENT TO THE COMMITTEE

Please attach a brief statement explaining why you believe your circumstance warrants an exception to CC/SEAS policy. Your statement should be addressed to the Committee on Academic Standing, and should 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) provide an alternative plan for if the committee does not approve your request or if you find the workload to be too challenging

INTERNAL USE ONLY:

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

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PETITION TO REGISTER ABOVE THE CREDIT LIMIT SUMMARY FORM

(TO BE FILLED OUT BY ADVISER)

Student Name: _____ UNI: _____ School: _____

Semesters 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 student have prior petitions? Yes No If yes, please specify request, term, and outcome: _____

STUDENT CONTACT NOTES/DATES OF CONTACT

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

ADDITIONAL QUESTIONS

Please check one of the following

- Has the Add/Drop form been properly completed and signed by the student? Yes No
- The additional course(s) do not conflict/overlap with the student's current schedule. Yes No
- The course(s) in question are not full or restricted, and do not require instructor permission. Yes No
- If I answered "No" to the previous question, I can confirm that the instructor has signed the add/drop form. Yes No
- If petition is submitted after the deadline, the student has also submitted an Instructor Form to add a course after the deadline. Yes No

ADDITIONAL INFORMATION

Adviser Name

Signature

Date

Registration and Add / Drop Form

UNI (University Network ID): _____ **Check one:** **Change of Program** **Registration**

Last Name: _____ **Term / Year:** _____

First Name: _____ **Program / Major:** _____

School: _____ **Degree:** _____

Instructions:
Follow the example shown and fill in all columns for the action you are requesting.

Action Code:
Enter "A" to add a class. Enter "D" to drop a class.
Enter "C" to change the number of points for a variable course and then enter the new number of points.
Note: Students in F-1 or J-1 status, please consult with ISSO if your enrollment drops below full-time status.

Grading Options:
Enter "L" for letter grade. Enter "P" for pass/fail.
Note: If no grading option is selected, a letter grade is automatically selected.

Signatures:
Please sign this form and, if required, have your advisor sign.
Note: Dean or Department Instructor approval may also be required. Check with your school for departmental requirements.

Action Code	Call Number 5-Digit	Course Number/ Section	Section Title	Points	Grading Options L = Letter Grade P = Pass / Fail	Dean Approval, if required	Dept. Instructor Approval, if required
A	77785	R3502 / 001	Playwriting	03.0	L		

Enter total points **BEFORE** : _____

Enter total points **AFTER** : _____

Student Signature: _____ **Date:** _____

Signature of Official Approving Term Program (if required): _____ **Date:** _____