Committee on Academic Standing (CAS)

Petition to Register
For Fewer than 12 Points
(final semester 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 minimum number of credits I can take per semester?
The Committees on Instruction have determined that students must maintain a full time course load of at least 12 points. However, students in their final semester who have applied to graduate may petition to take fewer than 12 points.

Eligible students must consider the following terms and conditions:
1. You may only take fewer than 12 points during your final term at Columbia.
2. You are required to pay full tuition, regardless of the number of points taken.
3. Registering for fewer than 12 points will make you ineligible for the Dean’s List.
4. Registering for fewer than 12 points may impact your financial aid (i.e. loans, scholarships, grants). Check with your financial aid adviser.
5. Some health insurance plans require you to be a full-time student in order to be insured. Check with your insurance provider.
6. If you are an athlete, registering for fewer than 12 points may impact your eligibility to compete.
7. If you are an international student, check with ISSO on how registering for fewer than 12 points will affect your visa status.

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 for fewer than 12 points?
1. Petition to Register for Less than 12 Points
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
4. Registration and Add/Drop Form (if after the change of program period)

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.

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 if your petition is not granted.
Committee on Academic Standing (CAS)

PETITION TO REGISTER FOR FEWER THAN 12 POINTS
(Please Type or Print Clearly)

Student Name: _____________________________ Date: _____________________________

UNI: _____________________________ Cell Phone: _____________________________ Graduation Date: _____________________________

School: □ Columbia College (CC) Major(s)/Concentration(s): _____________________________
□ Columbia Engineering (SEAS)

CSA Adviser: _____________________________ Type and Date of Adviser Contact: _____________________________

(email, appointment, walk-in, phone)

Are you an Athlete? Yes □ No □

Team: _____________________________

Coach’s Name: _____________________________ Coach’s Email: _____________________________

DEGREE PROGRESS

Total number of points completed as of previous semester: _____________________________

Total number of points required this semester to meet the minimum graduation requirement (CC-124/ SEAS- 128): _____________________________

Have you completed all Core course requirements? Yes □ No □

Have you included department confirmation that you are on track for graduation? Yes □ No □

PLEASE LIST ALL OF THE COURSES YOU PLAN TO TAKE THIS SEMESTER

<table>
<thead>
<tr>
<th>Requirement (core, major, general elective)</th>
<th>Course Title</th>
<th>Dept/Course Number</th>
<th>Number of Points</th>
</tr>
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<tbody>
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</tbody>
</table>

Total Points: _____________________________

INTERNAL USE ONLY:

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
<th>Decision Notes:</th>
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<tbody>
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Received: _____________________________ Grid: _____________________________ Reviewed: _____________________________

Approved □ Denied □ Partial Approval □ 1x exception □ Pending □
Committee on Academic Standing (CAS)

PETITION TO REGISTER FOR FEWER THAN 12 POINTS
SUMMARY FORM
(TO BE FILLED OUT BY ADVISER)

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>UNI:</th>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semesters Completed:</td>
<td>Total Points Earned:</td>
<td>Cumulative GPA:</td>
</tr>
</tbody>
</table>

### STUDENT CONTACT

<table>
<thead>
<tr>
<th>NOTES/DATES OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Email</td>
</tr>
<tr>
<td>□ Appointment/Walk-in</td>
</tr>
<tr>
<td>□ Phone</td>
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### ADDITIONAL QUESTIONS

Please check one of the following:

- The student has included departmental verification indicating they will meet requirements for the major or concentration with proposed course load.  
  - Yes □ No □

- The student will meet Core requirements and earn enough credits to graduate.  
  - Yes □ No □

- *After the change of program period:* Has the Add/Drop form been properly completed and signed by the student?  
  - Yes □ No □

- Is the student’s Degree Audit Report included?  
  - Yes □ No □

### ADDITIONAL INFORMATION

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Adviser Name

Signature

Date
# Registration and Add / Drop Form

**UNI (University Network ID):** ____________________________ **Check one:** ____________________________

**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.

<table>
<thead>
<tr>
<th>Action Code</th>
<th>Call Number 5-Digit</th>
<th>Course Number/Sect</th>
<th>Section Title</th>
<th>Points</th>
<th>Grading Options</th>
<th>Dean Approval, if required</th>
<th>Dept. Instructor Approval, if required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>TR353</td>
<td>R13002 / 60</td>
<td>P113w1122</td>
<td>010</td>
<td>L</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter total points **BEFORE:** ____________________________
Enter total points **AFTER:** ____________________________

**Student Signature:** ____________________________ **Date:** ____________________________

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

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Student Service Center  205 Kent Hall  212-854-4400  http://askus.columbia.edu
www.columbia.edu/cu/registrar