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. Check with Athletics.
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 submit when petitioning to register for fewer than 12 points?
1. Petition to Register for Less than 12 Points (this packet)
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 Adjustment 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 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 (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 approved.
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)  
☐ Columbia Engineering (SEAS)

Major(s)/Concentration(s): ___________________________

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 departmental 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>
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Total Points: ___________________________

INTERNAL USE ONLY:

Date  Initials  Decision Notes:

Received: ________  ________

Grid: ________  ________

Reviewed: ________  ________

☐ Approved  ☐ Denied  ☐ Partial Approval  ☐ 1x exception  ☐ Pending

403 Lerner Hall, MC: 1201
(212) 854-6378
(212) 854-2562 (t)
Committee on Academic Standing (CAS)

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

Student Name: ___________________________ UNI: ___________ School: ______________

Semesters Completed: ______ Total Points Earned: _______ Cumulative GPA: ___________

STUDENT CONTACT

☐ Email
☐ Appointment/Walk-in
☐ Phone

NOTES/DATES OF CONTACT

ADDITIONAL QUESTIONS

Has the student included departmental verification indicating that they will meet requirements for
the major or concentration with proposed course load?

☐ Yes ☐ No

Will the student complete all Core requirements and earn enough credits to graduate?

☐ Yes ☐ No

After the change of program period: Has the Registration Adjustment form been properly
completed and signed by the student?

☐ Yes ☐ No

Is the student’s Degree Audit Report included?

☐ Yes ☐ No

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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<th>Additional Notes:</th>
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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 __________