

Committee on Academic Standing (CAS)

SEAS Course Overlap Petition

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 SEAS Course Overlap Petition?

Students are unable to register for classes that result in a scheduling conflict. However, if you are a SEAS student for whom two required classes conflict (and both must be taken this semester), you may petition CAS for overlap approval. The overlap should not exceed **10 minutes**. SEAS Overlap petitions should be submitted before the change of program period ends.

Please Note: CC students in this position must petition the Office of Academic Affairs (208 Hamilton).

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 SEAS Course Overlap Petition?

1. SEAS Course Overlap Petition (including instructor signatures)
2. Registration and Add/Drop Form (complete except for adviser signature)
3. A typed Statement to the Committee
4. "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 SEAS Course Overlap Petitions 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'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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SEAS COURSE OVERLAP PETITION

(Please Type or Print Clearly)

Student Name: _____ Date: _____

UNI: _____ Year: _____ Cell Phone: _____
(First-year, sophomore, junior, senior)

Major: _____

CSA Adviser: _____ Type and Date of Adviser Contact: _____
(email, appointment, walk-in, phone)

Total Overlap Time: _____

| COURSE INFORMATION | | |
|-------------------------|----------------|--|
| | Current Course | Overlapping Course <small>(to be added)</small> |
| Course Title | | |
| 5-Digit Call Number | | |
| Department | | |
| Course & Section Number | | |
| Building & Classroom | | |
| Day and Time | | |
| Instructor's Name | | |
| Instructor's Email | | |
| *Instructor's Signature | | |

**Note to Instructors: By signing this form, instructors indicate that they are aware of the overlap and that the student has presented a reasonable strategy for managing it.*

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) an explanation of why **both** classes must be taken this semester
- (b) an explanation of how you will manage the overlap and address missed class time

INTERNAL USE ONLY:

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

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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

Have both instructors signed the petition? Yes No

Has the Add/Drop form been properly completed and signed by the student? 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:** _____