Committee on Academic Standing (CAS)

Petition to Defer Registration for Frontiers of Science
(Columbia College Only)

What is the Committee on Academic Standing (CAS)?
CAS is comprised of Advisers and Advising Deans from the Berick 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 defer registration for Frontiers of Science?
Columbia College students are required to take Frontiers of Science during their first year of enrollment. Under certain rare circumstances, students may petition to postpone taking Frontiers of Science until their sophomore year. These circumstances would generally involve an irresolvable course conflict between the Frontiers of Science lecture and another required course - for instance, if a student is enrolled in one of the following science major sequences (CHEM C3045-C3046, PHYS C1601-C1602, PHYS C2801-C2802), but the required science course conflicts with the Frontiers lecture. Another instance might be when a student must take a language course at the Elementary II level or above for which there is very limited availability, and this course conflicts with the Frontiers of Science lecture.

Since Frontiers of Science is a Core class and Core classes are subject to an early drop deadline (the 2nd Friday of the semester), you must submit this petition during the first week of the semester.

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 in order to petition to defer registration for Frontiers of Science?
1. Petition to defer registration for Frontiers of Science (this packet)
2. “Grades” screen printed from SSOL
3. If your petition does not meet the conditions outlined above, you must also submit a statement justifying your request

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: Because this petition concerns a Core Class, you must submit this petition during the first week of the semester.

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. 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.
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PETITION to Defer Registration for Frontiers of Science
Columbia College Only

(Please Type or Print Clearly)

Student Name: ____________________________ Date: ____________________________

UNI: ____________________________ Class Standing: ____________________________ Cell Phone: ____________________________

School: □ Columbia College (CC) □ Columbia Engineering (SEAS)

Intended Major(s)/Concentration(s): ____________________________

Type and Date of Adviser Contact: ____________________________

(email, appointment, walk-in, phone)

CSA Adviser: ____________________________

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: ____________________________

IS THERE ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

INTERNAL USE ONLY:

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<thead>
<tr>
<th>Date</th>
<th>Initials</th>
<th>Decision Notes:</th>
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<td>IF APPROVED, CAS MUST INFORM CORE OFFICE</td>
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<tr>
<th>Received:</th>
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<th>Denied</th>
<th>Partial Approval</th>
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James H. and Christine Turk Berick Center for Student Advising
403 Alfred Lerner Hall | MC: 1201 | (212) 854-6378 | (212) 854-2458(f)
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PETITION to Defer Registration for Frontiers of Science

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

Please check one of the following

Does the Frontiers of Science lecture conflict with a course that must be taken this semester? Yes ☐ No ☐

If there is a conflict, is it with a course in one of the approved science major sequences? Yes ☐ No ☐

If there is a conflict, is it with a foreign language course at the Elementary II level or above? Yes ☐ No ☐

Is the student’s SSOL “Grades” screen included? Yes ☐ No ☐

IS THERE ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Adviser Name ___________________________ Signature ___________________________ Date ___________