

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 2<sup>nd</sup> 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.

COLUMBIA COLLEGE

Committee on Academic Standing (CAS)

PETITION to Defer Registration for Frontiers of Science

Columbia College Only

(Please Type or Print Clearly)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

UNI: \_\_\_\_\_ Class Standing: \_\_\_\_\_ (First-year, sophomore, junior, senior) Cell Phone: \_\_\_\_\_

School: [ ] Columbia College (CC) [ ] Columbia Engineering (SEAS) Intended Major(s)/Concentration(s): \_\_\_\_\_

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

Table with 4 columns: Requirement (core, major, general elective), Course Title, Dept/Course Number, Number of Points. Includes a Total Points row at the bottom.

IS THERE ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE?

Four horizontal lines for providing additional information.

INTERNAL USE ONLY:

Table for internal use with columns for Date, Initials, and Decision Notes. Includes a legend for decision types: Approved, Denied, Partial Approval, 1x exception, Pending.

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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 NOTES/DATES OF CONTACT

- Email \_\_\_\_\_
- Appointment/Walk-in \_\_\_\_\_
- Phone \_\_\_\_\_

## 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?

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Adviser Name

Signature

Date