

Committee on Academic Programs and Points

Petition to Register Above the 18-Point Limit and/or to Declare Three Programs of Study (Columbia College Only)

What is the Committee on Academic Programs and Points (CAPP)?

Members of CAPP are deans in the James H. and Christine Turk Berick Center for Student Advising (CSA). CAPP upholds the policies and regulations of the Committee on Instruction (COI) concerning the number of programs and points. CAPP determines when circumstances warrant exceptions. CAPP meets regularly to review petitions on a case-by-case basis. Decisions seek to uphold the rules of the COI while treating students equitably, bearing in mind the particulars of each student's petition.

Effective May 2017, Columbia College students may complete a maximum of two "programs of study" (e.g., majors, concentrations and special concentrations) and take a maximum of 18 points per semester. In **rare and exceptional circumstances**, students may petition CAPP for permission to complete three programs of study and/or register above the 18-point limit. Students may not petition to exceed the 18-point limit in their first semester of study in Columbia College.

To request an exception to the point limit, a student must demonstrate that exceeding the point cap is necessary to complete their program(s) of study. As part of this plan, students must show why none of the courses that they are proposing to take in a given semester could be taken at a later date. **Students may submit only one CAPP petition per semester.** No student should expect to be approved to exceed the 18-point cap more than **three times total** (out of eight semesters).

For seniors in the Class of 2020: To request an exception to the limitation of two programs of study, students will have to demonstrate through the presentation of their academic plan that: 1) they have been working on the third program; 2) that completing the third program will not require regular exceptions to the 18-point cap; and 3) all of the programs can be completed within 8 semesters. Students in the Classes of 2021 and beyond are not eligible to declare (or petition to complete) more than two programs of study (including special concentrations).

What should I do if I need to submit a petition? You **must** contact and meet with your CSA Adviser if you believe your situation should be reviewed by CAPP for a possible exception. Your adviser will review your case, clarify policies, discuss options, and ensure that all paperwork is properly completed.

What paperwork must I submit when petitioning to register above the credit limit?

1. Petition to Register Above the 18-Point Limit and/or Declare Three Programs of Study (this packet);
2. A completed Registration Adjustment Form, with the instructor's signature if the class is full or if the "Change of Program" period has ended (note: adviser signature can come later, if the petition is approved);
3. Documentation of permission from the relevant instructor and/or department for any course that you are seeking to add for which you lack the stated prerequisite(s). **Failure to provide such documentation will result in a denial;**
4. A typed Statement to the Committee outlining your academic plan or proposed course of study for all remaining semesters;
5. A complete semester-by-semester grid of planned coursework (included in this packet);
6. "Grades" screen printed from SSOL.

What is the deadline to submit a petition? How will I be notified of the decision? May I appeal the decision?

Petitions should be submitted no later than **3:00 pm on a Friday** to be considered the following week. Students can expect a decision (via email) within 5 business days of when CAPP reaches a decision on the petition. Incomplete petitions will be delayed. *If approved, extra courses may take a few weeks to appear on your SSOL record.* **The last day to submit an "Over Points" petition to CAPP in a given semester is the CC drop deadline, which is the fifth week of the semester (for Fall 2019, it is Tuesday, October 8, 2019).** If CAPP does not approve your petition, you may submit a written appeal to the Dean of Advising, Andrew Plaa. 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 denied.

Committee on Academic Programs and Points

PETITION TO REGISTER ABOVE THE 18-POINT LIMIT

(please type or print clearly)

Student Name: _____ Date: _____

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

School: Columbia College (CC) Major(s)/Concentration(s): _____
 Visiting/Exchange Student _____

Total # of points you wish to take this term: _____ Total # of courses you wish to take this term (3 points and higher): _____

CSA Adviser: _____ Please indicate type and date of adviser contact regarding petition: _____
 (email, appointment, walk-in, phone)

1. WRITE AND ATTACH A STATEMENT TO THE COMMITTEE

Your statement should be addressed to the Committee on Academic Programs and Points and include the following:
 a) why you believe your circumstances warrant an exception to CC policy, along with a brief explanation of why you must take each of your proposed courses **this semester**;
 b) a list of your anticipated coursework for all remaining semesters (use the grid provided below and on the subsequent page);
 c) an alternative plan in case the Committee does not approve your request or in case you find the workload too challenging.

2. Fill out the grid below and on the next page, detailing which classes you plan to take in each of your remaining semesters. "Semester 1" refers to the current/upcoming semester. (If you still have three years remaining at Columbia, fill out all seven semesters—the current semester and the six semesters thereafter.) *** **Important: List courses for Semester 1 in the order of importance to you to take this term. List the course(s) last that you will drop if not approved to exceed the 18-point limit.**

Semester 1: SAMPLE SCHEDULE – Fall 2019

Semester 1: _____ (Fall/Spring + Year)

Course No.	Course Title	Pts	Req. for what?*
COCI 1001	Contemporary Civilization	4	Core
MATH 1201	Calculus III	3	Econ major
ECON 1105	Principles of Economics	4	Econ major
CSER 3928	Colonization/Decolonization	4	Global Core
SPAN 2101	Intermediate Spanish I	4	Core
PHED 1001	Beginning Swimming	1	P.E.

Total number of points: 20

Course No.	Course Title	Points	Required for what?*

Total number of points: _____

* "Required for what?" refers to why you're taking this particular class in a given semester. Note whether the class is required for the Core, required for a program of study (major, concentration or special concentration), or an elective for a program of study (i.e., it fulfills a requirement for a program of study but isn't required for it). **If not required for anything, the class is a general elective.**

Internal Use Only	Decision notes:
Reviewed: _____ date _____ initials _____	
_____ Approved	
_____ Partial Approval	
_____ 1x Exception	
_____ Denied	
_____ Pending	

Committee on Academic Programs and Points

PETITION TO REGISTER ABOVE THE 18-POINT LIMIT

(please type or print clearly)

Semester 2: _____

Course No.	Course Title	Points	Required for what?*

Total number of points: _____

Semester 3: _____

Course No.	Course Title	Points	Required for what?*

Total number of points: _____

Semester 4: _____

Course No.	Course Title	Points	Required for what?*

Total number of points: _____

Semester 5: _____

Course No.	Course Title	Points	Required for what?*

Total number of points: _____

Semester 6: _____

Course No.	Course Title	Points	Required for what?*

Total number of points: _____

Semester 7: _____

Course No.	Course Title	Points	Required for what?*

Total number of points: _____

* "Required for what?" refers to why you're taking this particular class in a given semester. Note whether the class is required for the Core, required for a program of study (major, concentration or special concentration), or an elective for a program of study (i.e., it fulfills a requirement for a program of study but isn't *required* for it). **If not required for anything, the class is a general elective.**

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. Add a course or courses that conflict
- Requires **BOTH INSTRUCTOR SIGNATURES** as well as **an authorized signature from your school**
- C. Grading Option Change*
- D. Drop a course that cannot be dropped using SSOL or after the drop deadline
- Requires an authorized signature from your school
- E. Enroll in a course over maximum point limit
- Requires an authorized signature from your school
- F. Variable points adjustment after the Change of Program period
- Requires an authorized signature from your school
- G. Cross Registration
- Requires **BOTH HOME and HOST SCHOOL APPROVAL SIGNATURES** (BARNARD students should use the Barnard form.)

Students in F-1 or J-1 status must contact ISSO if their enrollment drops below full-time status.

Columbia College, Engineering, General Studies, and Graduate School of Arts and Sciences students should return this form to their respective student affairs or advising office for review and decision. Forms brought directly to the Student Service Center by students in these schools will not be processed.

*Grading Option (Optional): Enter "L" for letter grade. Enter "P" for Pass/D/Fail. 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.

Check your schedule in SSOL to confirm registration adjustments.

STUDENT UNI: _____

In University housing? Y N

Fall Spring Summer Year: 20_____ Degree / Program: _____ School: _____

Print Last Name: _____ Print First Name: _____

Action Code	Call Number	Course Subject	Course Number	Section	Course Title	Pnts.	Grading Option	Instructor, Dean, or Advisor Signature(s)	UNI(S) of approvers

Additional Notes:

	Total Points:		For add/drop or point changes, enter total points	BEFORE:		AFTER:
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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 _____