

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.

In order to request an exception to the point limit, a student will have to demonstrate by presenting an academic plan 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.

In order to request an exception to the limitation of two programs, 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 exceptions to the point cap, and 3) all the programs can be completed in 8 semesters.

(Seniors in the Class of 2018 and juniors in the Class of 2019 who already have a third program on their records do not have to petition. Students in the Classes of 2020 and beyond are not eligible to declare more than two programs of study including special concentrations.)

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 CAPP 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 above the credit limit?

1. Petition to Register Above the Credit Limit (this packet)
2. Registration Adjustment Form (complete, except for adviser signature)
3. Instructor Form to Add a Course after the deadline (if after the change of program period)
4. A typed Statement to the Committee outlining your academic plan or proposed course of study for all remaining semesters.
5. "Grades" screen printed from SSOL

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

Petitions should be submitted by **12:00 pm (noon) on Monday** to be considered that week. Students can expect a decision (via email) within 10 business days of when CAPP considers the petition.

May I appeal the decision? If CAPP denies 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 not approved.

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

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)

PLEASE LIST ALL COURSES REQUESTED ABOVE THE 18-POINT LIMIT FOR THIS SEMESTER

COURSE 1			
Title: _____	Department: _____		
Call #: _____	Course #: _____	Section #: _____	Points: _____
Instructor's Name: _____		Instructor's Email: _____	

COURSE 2			
Title: _____	Department: _____		
Call #: _____	Course #: _____	Section #: _____	Points: _____
Instructor's Name: _____		Instructor's Email: _____	

COURSE 3			
Title: _____	Department: _____		
Call #: _____	Course #: _____	Section #: _____	Points: _____
Instructor's Name: _____		Instructor's Email: _____	

STATEMENT TO THE COMMITTEE

Your statement should be addressed to the Committee on Academic Programs and Points and include the following:

- a) Please attach a statement explaining why you believe your circumstances warrant an exception to CC policy and an outline of your academic plan for all remaining semesters;
- b) a list of all courses you plan to take, along with a brief explanation of why you must take each course **this** term;
- c) an alternative plan in case the Committee does not approve your request or if you find the workload too challenging.

INTERNAL USE ONLY:

	Date	Initials	Decision notes:
Received:	_____	_____	
Grid:	_____	_____	
Reviewed:	_____	_____	
_____ Approved			
_____ Denied			
_____ Partial Approval			
_____ 1x Exception			
_____ Pending			

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

Please fill out the grid below, detailing which classes you will 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 six semesters. Those with fewer than six semesters remaining may fill out the corresponding number of semesters—i.e., four for juniors and two for seniors.)

Semester 1: _____ (Fall/Spring + Year)

Semester 2: _____

Course No.	Course Title	Points	Required for what?*

Total number of points: _____

Course No.	Course Title	Points	Required for what?*

Total number of points: _____

Semester 3: _____

Semester 4: _____

Course No.	Course Title	Points	Required for what?*

Total number of points: _____

Course No.	Course Title	Points	Required for what?*

Total number of points: _____

Semester 5: _____

Semester 6: _____

Course No.	Course Title	Points	Required for what?*

Total number of points: _____

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.

Committee on Academic Programs and Points

PETITION TO REGISTER ABOVE THE 18-POINT LIMIT SUMMARY FORM

(TO BE FILLED OUT BY ADVISER)

Student Name: _____ UNI: _____

Semesters Completed: _____ Total Points Earned: _____ Cumulative GPA: _____

Is the student in good academic standing? Yes No If no, please specify: _____

Greatest # of points taken in previous semesters: _____ Greatest # of academic courses taken in previous semesters: _____
(consider courses 3 points and higher)

Does the student have prior petitions? Yes No If yes, please specify request, term, and outcome: _____

STUDENT CONTACT

NOTES/DATES OF CONTACT

- Email _____
- Appointment/Walk-in _____
- Phone _____

ADDITIONAL QUESTIONS

Please check one of the following

Has the Registration Adjustment Form been properly completed and signed by the student? Yes No

Will the additional course(s) conflict/overlap with the student's current schedule? Yes No

If the course is full or restricted, has the instructor signed the Registration Adjustment Form? Yes No

If petition is submitted after the deadline, has the student also submitted an Instructor Form to add a course after the deadline? 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. 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 _____