

Committee on Academic Standing

Course Overlap Petition

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 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 Course Overlap Petition?

Students are unable to register for classes that result in a scheduling conflict. However, if two **required** classes conflict and both **must** be taken this semester, you may petition CAS for overlap approval. The overlap should not exceed **10-15 minutes**. Course Overlap petitions should be submitted before the change of program period ends.

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 when petitioning for a Course Overlap?

1. Course Overlap Petition (including instructor signatures)
2. If overlap is more than 10 minutes, the student must submit an email from the professor(s) addressing how the student will make up for the lost class time
3. Registration Adjustment Form (complete, except for adviser signature)
4. A typed Statement to the Committee
5. "Grades" screen printed from SSOL

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: CAS will not review 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 of Advising (CC) or 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 approved.

Committee on Academic Standing

COURSE OVERLAP PETITION

(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):** _____
 Columbia Engineering (SEAS) _____
 Visiting/Exchange Student _____

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

Total Overlap Time: _____ *If overlap is more than 10 minutes, the student must also submit an email from the professor(s) addressing how the student will make up for the lost class time*

COURSE INFORMATION

| | Current Course | Overlapping Course (to be added) |
|-------------------------|----------------|-------------------------------------|
| 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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COURSE OVERLAP PETITION

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

- Have both instructors signed the petition? Yes No
- If overlap exceeds 10 minutes, has the student included an email from the professor(s)? Yes No
- Has the Registration Adjustment form been properly completed and signed by the student? 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 |
|-------------------|-------------|----------------|---------------|---------|--------------|----------------------|--|---|---------------------|
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| Additional Notes: | | | | | | Total Points: | For add/drop or point changes, enter total points BEFORE: | | AFTER: |

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 _____