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.
# COURSE OVERLAP PETITION

(Please Type or Print Clearly)

Student Name: ___________________________ Date: ___________________________

UNI: ___________________________ Class Standing: ___________________________ Cell Phone: ___________________________

School: 
☐ Columbia College (CC) 
☐ Columbia Engineering (SEAS) 
☐ Visiting/Exchange Student 

Major(s)/Concentration(s): ___________________________

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

<table>
<thead>
<tr>
<th>Current Course</th>
<th>Overlapping Course</th>
</tr>
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<tbody>
<tr>
<td>Course Title</td>
<td>(to be added)</td>
</tr>
<tr>
<td>5-Digit Call Number</td>
<td></td>
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<tr>
<td>Department</td>
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<tr>
<td>Course &amp; Section Number</td>
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<tr>
<td>Building &amp; Classroom</td>
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<tr>
<td>Day and Time</td>
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<tr>
<td>Instructor’s Name</td>
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<td>Instructor’s Email</td>
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*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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
<th>Decision Notes</th>
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<tbody>
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[ ] Approved 
[ ] Denied 
[ ] Partial Approval 
[ ] 1x exception 
[ ] Pending

James H. and Christine Turk Berick Center for Student Advising
403 Alfred Lerner Hall | MC: 1201 | (212) 854-6378 | (212) 854-2458(f)
Committee on Academic Standing

COURSE OVERLAP PETITION

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

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 __________________

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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

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: ___________________________

<table>
<thead>
<tr>
<th>Action Code</th>
<th>Call Number</th>
<th>Course Subject</th>
<th>Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th>Pnts.</th>
<th>Grading Option</th>
<th>Instructor, Dean, or Advisor Signature(s)</th>
<th>UNI(s) of approvers</th>
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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 ______________