

Committee on Academic Standing

# Petition for R Credit

(Columbia College Seniors Only)

## What is the Committee on Academic Standing (CAS)?

CAS is comprised of Advisers and Advising Deans from the James H. and Christine Turk 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.

## What is the "R" Credit policy?

The mark of "R" stands for "registration credit" which is equivalent to auditing a course. The R credit option is available only to Columbia College seniors who have exceeded the 124 points required for graduation and have the met requirements for a major or concentration. Eligible students may submit a petition to enroll in a course for R credit to the Committee on Academic Standing. The deadline to submit an R credit petition is usually the 10<sup>th</sup> week of each semester.

*Eligible students must consider the following terms and conditions:*

- **No points are awarded** for R credit, and the mark of R has no bearing on the GPA. Though the points initially appear on your record, they will disappear at the semester's conclusion (while the course remains on the transcript with the mark of R).
- Students registered for exactly 12 points (including the course for R credit) will be considered full-time for the semester. However, having ultimately earned less than 12 points, such students would be ineligible for Dean's list.
- Students **may be required to complete work** as specified by that instructor. An instructor may fail a student who has not completed assigned work.

## What should I do if I need to submit a petition for R Credit?

1. Check your Degree Audit Report (DAR) and meet with your CSA Adviser to confirm the course is in excess of the 124 points required for graduation.
2. Meet with your faculty or department adviser to confirm that the course is not required for your major/concentration.
3. Meet with the course instructor to request permission to take the course for R credit and determine the work required to earn R credit.
4. Complete an R credit petition form noting the established course requirements along with the instructor's signature.
5. Submit the completed R credit petition form to the Berick Center for Student Advising by the deadline.
6. At the end of the semester, you may want to remind the instructor that they agreed to submit a final grade of R.

## What paperwork must I submit in order to petition for R credit?

1. Petition for R Credit (this packet)
2. Registration Adjustment Form
3. Written confirmation from the Director of Undergraduate Studies of your department (or their designee) to confirm that you have completed (or will be on track to complete) your major/concentration by the end of your final semester, with the proposed courses
4. DAR 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.

## 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  
**PETITION FOR "R" CREDIT**

Columbia College Seniors Only

(Please Type or Print Clearly)

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

UNI: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Major/Concentrations(s): \_\_\_\_\_

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

**DEGREE PROGRESS**

Total number of points earned: \_\_\_\_\_ Total number of points you plan to take this term  
(not including R credit): \_\_\_\_\_

Have you completed all course requirements for the Core and your major/concentration? Yes  No

If you answered no, please list outstanding requirements: \_\_\_\_\_

**COURSE INFORMATION**

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Call #: \_\_\_\_\_ Course #: \_\_\_\_\_ Section #: \_\_\_\_\_ Points: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Instructor's Email: \_\_\_\_\_

**TO BE COMPLETED BY THE INSTRUCTOR**

The Columbia College student listed above has petitioned to take your courses for R credit (audit). In the space below, please indicate the work that must be completed in order to earn a final grade of R.

Empty box for instructor to specify work requirements.

Instructor's Signature: \_\_\_\_\_

*INTERNAL USE ONLY:*

Date	Initials	Decision Notes:
Received: _____	_____	
Grid: _____	_____	
Reviewed: _____	_____	
_____ Approved		
_____ Denied		
_____ Partial Approval		
_____ 1x exception		
_____ Pending		

COLUMBIA COLLEGE

Committee on Academic Standing

PETITION FOR "R" CREDIT  
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

Will the student complete all Core requirements and earn enough credits to graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the student's Degree Audit Report included?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the student included departmental confirmation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the Registration Adjustment Form been properly completed and signed by the student?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

IS THERE ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE?

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Adviser Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_