

Committee on Academic Standing (CAS)

Petition to Register For Fewer than 12 Points (final semester only)

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 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 minimum number of credits I can take per semester?

The Committees on Instruction have determined that students must maintain a full time course load of at least 12 points. However, students in their final semester who have applied to graduate may petition to take fewer than 12 points.

Eligible students must consider the following terms and conditions:

1. You may only take fewer than 12 points during your final term at Columbia.
2. You are required to pay full tuition, regardless of the number of points taken.
3. Registering for fewer than 12 points will make you ineligible for the Dean's List.
4. Registering for fewer than 12 points may impact your financial aid (i.e. loans, scholarships, grants). Check with your financial aid adviser.
5. Some health insurance plans require you to be a full-time student in order to be insured. Check with your insurance provider.
6. If you are an athlete, registering for fewer than 12 points may impact your eligibility to compete. Check with Athletics.
7. If you are an international student, check with ISSO on how registering for fewer than 12 points will affect your visa status.

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 to register for fewer than 12 points?

1. Petition to Register for Less than 12 Points (this packet)
2. 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 or concentration by the end of your final semester, considering the proposed course load
3. Degree Audit Report (DAR) printed from SSOL
4. Registration Adjustment Form (if after the change of program period)

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 (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 if your petition is not approved.

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PETITION TO REGISTER FOR FEWER THAN 12 POINTS

(Please Type or Print Clearly)

Student Name: _____ Date: _____

UNI: _____ Cell Phone: _____ Graduation Date: _____

School: Columbia College (CC) Major(s)/Concentration(s): _____
 Columbia Engineering (SEAS) _____

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

Are you an Athlete? Yes No Team: _____

Coach's Name: _____ Coach's Email: _____

DEGREE PROGRESS

Total number of points completed as of previous semester: _____

Total number of points required this semester to meet the minimum graduation requirement (CC-124/ SEAS- 128): _____

Have you completed all Core course requirements? Yes No

Have you included departmental confirmation that you are on track for graduation? Yes No

PLEASE LIST ALL OF THE COURSES YOU PLAN TO TAKE THIS SEMESTER

Requirement <i>(core, major, general elective)</i>	Course Title	Dept/Course Number	Number of Points
Total Points:			

INTERNAL USE ONLY:

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

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PETITION TO REGISTER FOR FEWER THAN 12 POINTS 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

- Has the student included departmental verification indicating that they will meet requirements for the major or concentration with proposed course load? Yes No
- Will the student complete all Core requirements and earn enough credits to graduate? Yes No
- After the change of program period:* Has the Registration Adjustment form been properly completed and signed by the student? Yes No
- Is the student's Degree Audit Report included? 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 _____