

Committee on Academic Standing

# Petition to Register Above the Credit Limit (SEAS 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 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 petition to register above the credit limit?

The Committees on Instruction have set the following credit limits per semester:

- **SEAS:** 21 point maximum

In **exceptional circumstances**, students may petition CAS for permission to register above the credit limit. Students should demonstrate that the course load supports their major or career plans. CAS considers whether students have proven that they can manage a large course load based on their academic history.

## 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 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
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 petitions to register above the credit limit 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

# PETITION TO REGISTER ABOVE THE CREDIT LIMIT

(Please Type or Print Clearly)

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

UNI: \_\_\_\_\_ Class Standing: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
(First-year, sophomore, junior, senior)

School:  Columbia Engineering (SEAS) Major(s)/Concentration(s): \_\_\_\_\_

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 CREDIT LIMIT (21 SEAS)**

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**

Please attach a brief statement explaining why you believe your circumstances warrant an exception to CC/SEAS policy. Your statement should be addressed to the Committee on Academic Standing and include the following:

- (a) a list of all courses you plan to take along with a brief explanation regarding why you must take each course **this** term
- (b) an alternative plan in case the Committee does not approve your request or if you find the workload too challenging

<small>INTERNAL USE ONLY:</small>		
Date	Initials	Decision notes:
Received: _____	_____	
Grid: _____	_____	
Reviewed: _____	_____	
_____ Approved		
_____ Denied		
_____ Partial Approval		
_____ 1x Exception		
_____ Pending		

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# PETITION TO REGISTER ABOVE THE CREDIT LIMIT SUMMARY FORM

(TO BE FILLED OUT BY ADVISER)

Student Name: \_\_\_\_\_ UNI: \_\_\_\_\_ School: \_\_\_\_\_

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?

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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:

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 \_\_\_\_\_