THE COMMITTEE ON ACADEMIC STANDING (CAS) IS COMPOSED OF THE DEAN OF ADVISING AND ADVISING DEANS FROM THE CENTER FOR STUDENT ADVISING. CAS UPholds THE POLICIES AND REGULATIONS OF THE COLUMBIA COLLEGE AND COLUMBIA ENGINEERING COMMITTEES ON INSTRUCTION AND DETERMINES WHEN CIRCUMSTANCES WARRANT EXCEPTIONS. CAS MEETS WEEKLY. CONTACT WITH YOUR ADVISER IS NECESSARY FOR YOUR PETITION TO BE CONSIDERED. STUDENTS SHOULD EXPECT AN E-MAIL NOTIFICATION OF THE COMMITTEE’S DECISION FIVE BUSINESS DAYS AFTER THE COMMITTEE HAS MET TO REVIEW THE PETITION.

PETITION FOR ACTION

Student Name: ___________________________ Date: ___________ ___________

UNI: ___________________________ Year: ___________________________ Cell Phone: ___________________________

Adviser: ___________________________ School: ☐ Columbia College (CC) ☐ Columbia Engineering (SEAS)

ACTION:
☐ Add Class After Deadline
☐ Drop Class After Deadline (SEAS only)
☐ Petition for an Official Withdrawal (W) (CC only)
☐ Change Grading Option
☐ Other: ___________________________

Course Title: ___________________________

Course #: ___________________________ Call#: ___________________________ Instructor: ___________________________

STATEMENT TO THE COMMITTEE

Please attach a statement explaining why you believe your situation warrants an exception to academic policy. Your statement should be addressed to the Committee on Academic Standing and should include the following:

(a) an introduction summary of your request;
(b) an outline of the circumstances that led to your request (including specific dates and times);
(c) steps you might take to avoid this situation in the future.

INTERNATIONAL USE ONLY:

Date: ___________________________

Initials: ___________________________

☐ Approved
☐ Denied
☐ Pending
☐ 1x Exception

INTERNATIONAL USE ONLY:

Center for Student Advising
403 Lerner Hall, MC: 1201
(212) 854-6378
(212) 854-2562 (f)
COLUMBIA COLLEGE
COLUMBIA ENGINEERING

PETITION SUMMARY FORM
(TO BE FILLED OUT BY ADVISER)

Student Name:____________________ UNI:_________________________ Year:________________________

School:  □ Columbia College (CC)
          □ Columbia Engineering (SEAS)

GPA:     Last Term ______  Cumulative ______

POINTS:  Current Term _____  Cumulative _____

SUMMARY OF REASONS FOR REQUEST:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

PRIOR RELEVANT PETITIONS:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

ADDITIONAL INFORMATION (include dates/types of contact with student):
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

______________________________________________  ________________________________________
Adviser Name                                             Signature

CONTACT WITH STUDENT:

   ____ Appointment
   ____ Email
   ____ Other: __________________
   ____ No Contact

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