What is the Committee on Academic Standing (CAS)?
CAS is comprised of Advisers and Advising Deans from the 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.

What is the policy for adding a course after the deadline?
Students are not permitted to add courses to their program of study after the change of program period has concluded without approval. The change of program period covers the first two weeks of the semester. This period should be sufficient time for students to make informed decisions about adding classes to their schedules. Students seeking to add after this point risk undermining their academic performance for several reasons, including missed class time, the obligation to catch up on course material and missed assignments, and less time to evaluate their class experience before the drop deadline. Requests for exceptions to this policy are reviewed by CAS as a means of ensuring equity across the student body. Faculty support is required in order for a petition to be considered, but does not solely determine its outcome.

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 add a course after the deadline?
1. Petition to Add
   a. Petition for Action
   b. Instructor Form to Add a Course after the deadline
   c. Registration Adjustment Form (complete, except for adviser signature)
2. A typed Statement to the Committee
3. “Grades” screen printed from SSOL
4. Additional supporting documentation, if warranted

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.
Committee on Academic Standing (CAS)

PETITION FOR ACTION

(Please Type or Print Clearly)

Student Name: _____________________________ Date: _____________________________

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

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: _____________________________

ADVISER CONTACT: (email, appointment, walk-in, phone)

ACTION REQUESTED

☐ Add a Course After the Deadline
☐ Withdraw from a Course After the Deadline (CC only)
☐ Drop a Course After the Deadline (SEAS only)
☐ Change a Grading Option After the Deadline: Cover letter grade OR Uncover letter grade
☐ Change a Point Value After the Deadline
☐ Other (please specify):

COURSE INFORMATION

Title: _____________________________ Department: _____________________________

Semester Registered: _____________________________ Call #: _____________________________ Course #: _____________________________ Section #: _____________________________

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 summary statement of your request
(b) An outline of the mitigating circumstances that led to your request (including specific dates and times)
(c) Discuss how this action may impact your degree progress (if relevant, provide a plan to complete degree requirements)
(d) Steps you might take to avoid a similar situation in the future

INTERNAL USE ONLY:

Date Initials Decision Notes:

Received: ________ ________
Grid: ________ ________
Reviewed: ________ ________

Approved
Denied
Partial Approval
1x exception
Pending
Committee on Academic Standing (CAS)

PETITION FOR ACTION SUMMARY FORM
(TO BE FILLED OUT BY CSA ADVISER)

Student Name: ___________________________ UNI: ___________ School: ___________________________

<table>
<thead>
<tr>
<th>Semesters Completed:</th>
<th>Total Points Earned:</th>
<th>Cumulative GPA:</th>
</tr>
</thead>
</table>

Is the student on academic action?  
Yes ☐ No ☐ If yes, please specify: 

Does the student have prior petitions?  
Yes ☐ No ☐ If yes, please specify request, term, and outcome: 

STUDENT CONTACT

<table>
<thead>
<tr>
<th>NOTES/DATES OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment/Walk-in</td>
</tr>
<tr>
<td>Email/Phone</td>
</tr>
</tbody>
</table>

ADDITIONAL INFORMATION

ACTION REQUESTED

Has the Registration Adjustment form been properly completed and signed by the student?  
Yes ☐ No ☐

Has the instructor form been properly completed and signed?  
Yes ☐ No ☐

Would the date and time of this course conflict/overlap with current schedule?  
Yes ☐ No ☐

Does the student’s current enrollment exceed the credit limit (SEAS-21/CC-22)?  
Yes ☐ No ☐

Withdraw/Drop Course After the Deadline

CC (W) - Has the Course Withdrawal Form been properly completed and signed by the student?  
Yes ☐ No ☐

SEAS (Drop) - Has the Registration Adjustment form been properly completed and signed by the student?  
Yes ☐ No ☐

Has the instructor form been properly completed and signed?  
Yes ☐ No ☐

Has the student included supporting documentation?  
Yes ☐ No ☐

Will the student maintain the minimum point requirement without this course?  
Yes ☐ No ☐

Will this action prevent the student from graduating within 8 semesters?  
Yes ☐ No ☐

Change Grading Option After the Deadline

CC - request to cover – I can confirm that the student does not exceed max of 1 course for P/D/F this term.  
Yes ☐ No ☐

CC - request to cover – I can confirm that this action will not affect the student’s ability to graduate on time.  
Yes ☐ No ☐

The department has confirmed that a letter grade is required for major/concentration or has provided additional feedback to the committee.  
Yes ☐ No ☐

Change Point Value After the Deadline

Has the Registration Adjustment form been properly completed and signed by the student?  
Yes ☐ No ☐

Will this action place the student above the maximum or below the minimum point requirement?  
Yes ☐ No ☐

IS THERE ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE?

Adviser Name: ___________________________ Signature: ___________________________ Date: ___________________________

403 Lerner Hall, MC: 1201  
(212) 854-6378  
(212) 854-2562 (f)
Committee on Academic Standing (CAS)

INSTRUCTOR FORM
To Add a Course after the Deadline

Student Name: __________________________ UNI: ______ Date: ____________

Course Title and Number: __________________________

Name of Instructor: __________________________

The student named above wishes to add your course. Because the deadline for adding courses has passed, approval of the Committee on Academic Standing is required. The Committee must have your input in order to consider the request. Please note that you have no obligation to allow a student to join your class late, and Committee approval is not automatic.

1) When did this student begin attending your course? *(If possible, please be specific)*

2) What written assignments, exams, or quizzes has the student missed? How can he/she make up the work?

3) If the student has missed a substantial number of classes, can he/she make them up?

4) Is there a reason you believe the student should not be permitted to add this course?

5) Do you wish to share any additional information?

Please return this form to the student as soon as possible. If you have any questions or concerns, please contact the Center for Student Advising. Thank you.

Instructor’s Name __________________________ Date __________________________

Signature __________________________
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. Drop a course that cannot be dropped using SSOL (before the drop deadline)
   - Requires INSTRUCTOR SIGNATURE
C. Add a course or courses that conflict
   - Requires BOTH INSTRUCTOR SIGNATURES as well as an authorized signature from your school
D. Add a course for R credit, or change to R credit (CC and GS only)
E. Drop a course after the drop deadline
F. Enroll in a course over maximum point limit
G. Variable points adjustment after the Change of Program period
H. Cross Registration
   - Requires BOTH HOME and HOST SCHOOL APPROVAL SIGNATURES
   (BARNARD students should use the Barnard form.)

Grading Option (Optional): Enter "L" for letter grade. Enter "P" for Pass/Fail or P/D/F. 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.

Please check your schedule using SSOL to confirm enrollment.

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>
</tr>
</thead>
</table>

Action Table

Total Points: ________________________

For add/drop or point changes, enter total points BEFORE: ___________ AFTER: ___________

Additional Notes: ____________________________________________________________

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 ___________________________