

Committee on Academic Standing (CAS)

Petition to Add a Course After the Deadline

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.

Under what circumstances should I submit a petition to add a course after the deadline?

Students are encouraged to add all classes to their schedules within the Change of Program Period (the first two weeks of the semester). With faculty approval, students may continue to add courses until their school's drop deadline (which is during the 5th week of the semester for CC students and the 10th week of the semester for SEAS students) using the Post-Change of Program Add/Drop tool in SSOL. After that date, students wishing to add a course must submit a petition to the Committee on Academic Standing. 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.

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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) **Major(s)/Concentration(s):** _____
 Columbia Engineering (SEAS) _____
 Visiting/Exchange Student _____

CSA Adviser: _____ Please indicate type and date of
adviser contact regarding petition: _____
(email, appointment, walk-in, phone)

ACTION REQUESTED

<input type="checkbox"/>	Add a Course After the Deadline
<input type="checkbox"/>	Withdraw from a Course After the Deadline (CC only)
<input type="checkbox"/>	Drop a Course After the Deadline (SEAS only)
<input type="checkbox"/>	Change a Grading Option After the Deadline: <i>Cover letter grade OR Uncover letter grade</i>
<input type="checkbox"/>	Change a Point Value After the Deadline
<input type="checkbox"/>	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		

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PETITION FOR ACTION SUMMARY FORM

(TO BE FILLED OUT BY CSA ADVISER)

Student Name: _____ UNI: _____ School: _____

Semesters Completed: _____ Total Points Earned: _____ Cumulative GPA: _____

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	NOTES/DATES OF CONTACT
<input type="checkbox"/> Appointment/Walk-in	_____
<input type="checkbox"/> Email/Phone	_____

ACTION REQUESTED	ADDITIONAL INFORMATION	Please check one of the following
<input type="checkbox"/> Add Class After the Deadline	Has the Registration Adjustment form been properly completed and signed by the student?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Has the instructor form been properly completed and signed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Would the date and time of this course conflict/overlap with current schedule?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Does the student's current enrollment exceed the credit limit (SEAS-21/CC-22)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Withdraw/Drop Course After the Deadline	CC (W) - Has the Course Withdrawal Form been properly completed and signed by the student?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	SEAS (Drop) - Has the Registration Adjustment form been properly completed and signed by the student?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Has the instructor form been properly completed and signed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Has the student included supporting documentation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Will the student maintain the minimum point requirement without this course?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>
	CC - request to cover – I can confirm that this action will not affect the student's ability to graduate on time.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	The department has confirmed that a letter grade is required for major/concentration or has provided additional feedback to the committee.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Change Point Value After the Deadline	Has the Registration Adjustment form been properly completed and signed by the student?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Will this action place the student above the maximum or below the minimum point requirement?	Yes <input type="checkbox"/> No <input type="checkbox"/>

IS THERE ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE?

Adviser Name _____ Signature _____ Date _____

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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**

- CODES D - G require 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.

Students in F-1 or J-1 status must contact ISSO if their enrollment drops below full-time status.

Columbia College, undergraduate 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 to the Student Service Center from students in these schools will be routed to the school for consideration.

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:** _____

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** _____