

Committee on Academic Standing

Petition to Change a Grading Option After the Deadline

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 Change a Grading Option?

- CC Students:** The purpose of the **Pass/D/Fail** grading option is to encourage students to take courses of interest outside their area of specialization and to permit those who have not decided upon a major to test their talents in a field of possible interest. There are two deadlines relevant to the College's Pass/D/Fail policy – the deadline to select the Pass/D/Fail grading option (the 10th week of the semester – refer to calendar in CC Bulletin for specific date), and the deadline to “uncover” a grade of Pass (within the first two weeks of the next semester). In **exceptional circumstances**, students may petition CAS for permission to select the Pass/D/Fail grading option OR to uncover a grade of Pass after the deadlines have passed. Please note that a delay in the receipt of graded work is **not** a sufficient reason to petition CAS for an exception. Also note that a request to change a grading option must include feedback from the relevant academic department when the course could count for a major or concentration.
- SEAS Students:** The purpose of the **Pass/Fail** grading option is to encourage students to extend their academic inquiry into new areas of study. However, no course taken Pass/Fail may be used toward the degree with the exception of PE and two 3-point non-technical electives at the 3000-level or above. The SEAS policy does not allow for “uncovering” a grade of Pass (refer to the SEAS Bulletin for further details). The deadline to select the Pass/Fail grading option is in the 10th week of the semester (refer to calendar in SEAS Bulletin for specific date). In **exceptional circumstances**, students may petition CAS for permission to change a grading option after the deadline has passed. Please note that a delay in the receipt of graded work is **not** a sufficient reason to petition CAS for an exception.

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 change a grading option after the deadline?

- Petition to Change a Grading Option (this packet)
- A typed Statement to the Committee
- “Grades” screen printed from SSOL
- Supporting documentation if warranted (medical note, confirmation of family emergency, departmental support, etc.)

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 to you if your petition is not approved.

Committee on Academic Standing

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</i> OR <i>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		

Committee on Academic Standing

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

Appointment/Walk-in _____
 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 _____

This form will be accepted for the following action codes only:

- | | |
|---|--|
| <p>A. Add a course that cannot be added using SSOL
- Requires INSTRUCTOR SIGNATURE</p> <p>B. Add a course or courses that conflict
- Requires BOTH INSTRUCTOR SIGNATURES as well as an authorized signature from your school</p> <p>C. Grading Option Change*</p> <p>D. Drop a course that cannot be dropped using SSOL or after the drop deadline
- Requires an authorized signature from your school</p> | <p>E. Enroll in a course over maximum point limit
- Requires an authorized signature from your school</p> <p>F. Variable points adjustment after the Change of Program period
- Requires an authorized signature from your school</p> <p>G. Cross Registration
- Requires BOTH HOME and HOST SCHOOL APPROVAL SIGNATURES (BARNARD students should use the Barnard form.)</p> |
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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** _____