

*Committee on Academic Standing (CAS)*

# Petition to Change a Point Value 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 change a point value?

While most courses at Columbia have a fixed point value, a small number of courses have a variable point value (i.e. Barnard dance, independent research, etc.). Such courses default to a certain point value, but students may select an alternative point value through SSOL during the change of program period. After this deadline, students must submit a petition to the Committee on Academic Standing.

***Please Note:** Students should be aware that they may not change the point value of a course if it results in fewer than 12 points for the semester. If the point value places students above their credit limit (CC-22/SEAS-21), the student must also submit a petition to register above the credit limit.*

## 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 point value after the deadline?

1. Petition to Change a Point Value (this packet)
2. Registration Adjustment Form (complete, except for adviser signature)
3. A typed Statement to the Committee
4. Instructor support (in cases of independent study/research)
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.

## 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.

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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 summary statement of your request
- An outline of the mitigating circumstances that led to your request (including specific dates and times)
- Discuss how this action may impact your degree progress (if relevant, provide a plan to complete degree requirements)
- 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"/> <b>Add Class After the Deadline</b>	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"/> <b>Withdraw/Drop Course After the Deadline</b>	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"/> <b>Change Grading Option After the Deadline</b>	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"/> <b>Change Point Value After the Deadline</b>	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 \_\_\_\_\_

# 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

<b>Additional Notes:</b>	<b>Total Points:</b>	<b>For add/drop or point changes, enter total points</b>	
		<b>BEFORE:</b>	<b>AFTER:</b>

**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** \_\_\_\_\_