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 for action 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 assemble when submitting a petition to change the grading option or point value after the deadline?
1. Petition to Change a Point Value
   a. Petition for Action
   b. Registration and Add/Drop Form (complete except for adviser signature)
2. A typed Statement to the Committee
3. Instructor support (in cases of independent study/research)
4. “Grades” screen printed from SSOL

What is the deadline to submit a petition?
Because CAS meets weekly, petitions must be submitted by Friday 12noon 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 granted.
Committee on Academic Standing (CAS)

PETITION FOR ACTION

(Please Type or Print Clearly)

Student Name: ___________________________ Date: ___________________________

UNI: ___________________________ Class Standing: ___________________________ Cell Phone: ___________________________

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: ___________________________

(First-year, sophomore, junior, senior)

Please attach a brief statement explaining why you believe your circumstance warrants an exception to CC/SEAS policy. Your statement should be addressed to the Committee on Academic Standing, and should 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

ACTION REQUESTED

<table>
<thead>
<tr>
<th>Action Requested</th>
<th>Add/Drop Form</th>
<th>SSOL &quot;Grades&quot; screen</th>
<th>Instructor Form</th>
<th>Supporting documentation (when applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a Course After the Deadline (SEAS only)</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Withdraw from a Course After the Deadline (CC only)</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Drop a Course After the Deadline (SEAS only)</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Change a Grading Option After the Deadline</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circle one: Cover letter grade OR Uncover letter grade</td>
<td></td>
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<tr>
<td>Change a Point Value After the Deadline</td>
<td>√</td>
<td>√</td>
<td></td>
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</tr>
<tr>
<td>Other (please specify):</td>
<td></td>
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</tbody>
</table>

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 circumstance warrants an exception to CC/SEAS policy. Your statement should be addressed to the Committee on Academic Standing, and should 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)*

<table>
<thead>
<tr>
<th>Student Name: ___________________________</th>
<th>UNI: __________</th>
<th>School: __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semesters Completed: __________</td>
<td>Total Points Earned: __________</td>
<td>Cumulative GPA: __________</td>
</tr>
</tbody>
</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**  
☐ Appointment/Walk-in  
☐ Email/Phone

**NOTES/DATES OF CONTACT**

**ACTION REQUESTED**  
**ADDITIONAL INFORMATION**

**☐ Add Class After the Deadline**  
Has the Add/Drop form been properly completed and signed by the student?  
Yes [ ]  No [ ]

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

The date and time of this course to ensure that it does not conflict/overlap with current schedule.  
Yes [ ]  No [ ]

The student’s current enrollment to ensure that s/he will not exceed the credit limit (SEAS-21/CC-22).  
Yes [ ]  No [ ]

**☐ Withdraw/Drop Course After the Deadline**  
Has the Add/Drop 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 [ ]

The student will maintain the minimum point requirement without this course.  
Yes [ ]  No [ ]

This action will not prevent the student’s ability to graduate within 8 semesters.  
Yes [ ]  No [ ]

**☐ Change Grading Option After the Deadline**  
Has the Add/Drop form been properly completed and signed by the student?  
Yes [ ]  No [ ]

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 Add/Drop form been properly completed and signed by the student?  
Yes [ ]  No [ ]

This action will not place the student above maximum or below minimum point requirement.  
Yes [ ]  No [ ]

**ADDITIONAL INFORMATION**

**Adviser Name** ___________________________  
**Signature** ___________________________  
**Date** ___________________________

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403 Lerner Hall, MC: 1201  
(212) 854-6378  
(212) 854-2562 (f)
Registration and Add / Drop Form

UNI (University Network ID): ______________________________ Check one: ______________________________ Change of Program [ ] Registration [ ]

Last Name: ______________________________ Term / Year: ______________________________

First Name: ______________________________ Program / Major: ______________________________

School: ______________________________ Degree: ______________________________

Instructions:
Follow the example shown and fill in all columns for the action you are requesting.

Action Code:
Enter "A" to add a class. Enter "D" to drop a class.
Enter "C" to change the number of points for a variable course and then enter the new number of points.
Note: Students in F-1 or J-1 status, please consult with ISSO if your enrollment drops below full-time status.

Grading Options:
Enter "L" for letter grade. Enter "P" for pass/fail.
Note: If no grading option is selected, a letter grade is automatically selected.

Signatures:
Please sign this form and, if required, have your advisor sign.
Note: Dean or Department Instructor approval may also be required. Check with your school for departmental requirements.

<table>
<thead>
<tr>
<th>Action Code</th>
<th>Call Number 5-Digit</th>
<th>Course Number/Section</th>
<th>Section Title</th>
<th>Points</th>
<th>Grading Options</th>
<th>Dean Approval, if required</th>
<th>Dept. Instructor Approval, if required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A:</td>
<td>777775</td>
<td>J3502/001</td>
<td>Phy/Alchemy</td>
<td>3.0</td>
<td>L</td>
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</tbody>
</table>

Enter total points BEFORE: ______________________________
Enter total points AFTER: ______________________________

Student Signature: ______________________________ Date: ______________________________

Signature of Official Approving Term Program (if required): ______________________________ Date: ______________________________