Committee on Academic Standing

Petition to Drop a Course
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 drop a course?
SEAS students may drop most courses up until the 10th week of the semester (with the approval of either their advising dean or faculty adviser, depending on the course). In **exceptional circumstances**, such as medical illness, family emergency, etc., students may petition CAS for permission to drop a course after the deadline. With the exception of seniors who need fewer than 12 points to graduate, students should be aware that they may not drop from a course if it will put them below 12 credits for the semester.

Columbia College students may request to drop most courses until the 5th week of the semester via SSOL. After the drop deadline and before the P/D/F deadline, Columbia College students must request to withdrawal from a course with a mark of "W".

Note: Core Curriculum courses (i.e., Art Humanities, Music Humanities, Literature Humanities, and Contemporary Civilization) have a much earlier drop deadline (the 2nd Friday of the semester). As described above, a student with **exceptional circumstances** may petition to drop a Core course after that deadline.

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 drop a course after the deadline?
1. Petition to Drop
    a. Petition for Action
    b. Instructor Form to Drop 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. Supporting documentation (medical note, confirmation of family emergency, 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 SEAS Dean's Office. 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)
☐ Columbia Engineering (SEAS)
☐ Visiting/Exchange Student

Major(s)/Concentration(s): _____
_____
_____

CSA Adviser: _____

Please indicate type and date of
adviser contact regarding petition: _____
(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

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	
☐ **Add Class After the Deadline**	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*

James H. and Christine Turk Berick Center for Student Advising
403 Alfred Lerner Hall | MC: 1201 | (212) 854-6378 | (212) 854-2458(f)

Committee on Academic Standing

INSTRUCTOR FORM
To Drop a Course after the Deadline

Student Name: _____ **UNI:** _____ **Date:** _____

Course Title and Number: _____

Name of Instructor: _____

The student named above wishes to drop your course. Because the deadline for dropping courses has passed, approval of the Committee on Academic Standing is required. Your input is necessary for the Committee to consider the student's petition. Please note that Committee approval is not automatic.

1) To your knowledge, did this student ever attend your course?

2) Did the student regularly complete coursework (i.e. written assignments, homework, exams, or quizzes)?

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

4) 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 Berick Center for Student Advising. Thank you.

_____   _____
Instructor's Name   Date

_____
Signature

SEAS Students: In order to drop a class that is required for your major, you must get the approval and signature of your faculty adviser below.

Faculty Adviser Signature: _____

Columbia University
Office of the Registrar

Registration Adjustment Form
Updated fall 2015

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 Add a course or courses that conflict
   - Requires **BOTH INSTRUCTOR SIGNATURES** as well as **an authorized signature from your school**

C. Grading Option Change*

D. Drop a course that cannot be dropped using SSOL or after the drop deadline
   - Requires an authorized signature from your school

E. Enroll in a course over maximum point limit
   - Requires an authorized signature from your school

F. Variable points adjustment after the Change of Program period
   - Requires an authorized signature from your school

G. Cross Registration
   - Requires **BOTH HOME and HOST SCHOOL APPROVAL SIGNATURES**   (**BARNARD** students should use the Barnard form.)

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	Sec-tion	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** _____