Committee on Academic Standing (CAS)

Petition to Drop a Course After the Deadline
(SEAS only)

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 drop a course?
SEAS students may drop a course up until the 10th week of the semester by obtaining a signature on an Add/Drop form from their advising dean or faculty adviser. 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 less 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.

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 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 and Add/Drop 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 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’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: ___________
(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 (SEAS only)
☐ Withdraw from a Course After the Deadline (CC only)
☐ Drop a Course After the Deadline (SEAS only)
☐ Change a Grading Option After the Deadline
   Circle one: Cover letter grade  OR  Uncover letter grade
☐ Change a Point Value After the Deadline
☐ Other (please specify):

Additional Forms Required
☐ Add/Drop Form ☐ SSOL "Grades" screen ☐ Instructor Form ☐ Supporting documentation
   (when applicable)

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: ___________ ___________ Approved
Grid: ___________ ___________ Denied
Reviewed: ___________ ___________ Partial Approval
Add/Drop Form: ___________ ___________ 1x exception
☑ SSOL "Grades" screen: _________ ___________ Pending
☐ Instructor Form: _________ ___________
**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>
</table>

<table>
<thead>
<tr>
<th>Semesters Completed:</th>
<th>Total Points Earned:</th>
<th>Cumulative GPA:</th>
</tr>
</thead>
</table>

**STUDENT CONTACT**

<table>
<thead>
<tr>
<th>NOTES/DATES OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Appointment/Walk-in</td>
</tr>
<tr>
<td>☐ Email/Phone</td>
</tr>
</tbody>
</table>

**ACTION REQUESTED**

<table>
<thead>
<tr>
<th>ADDITIONAL INFORMATION</th>
<th>Please check one of the following</th>
</tr>
</thead>
</table>

**☐ 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**
Committee on Academic Standing (CAS)

INSTRUCTOR FORM

To Drop a Course after the Deadline
(SEAS Only)

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 Center for Student Advising. Thank you.

Instructor’s Name ___________________________ Date ___________

Signature ______________________________________________

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: _______________________________________________
**Registration and Add / Drop Form**

**UNI (University Network ID):**

**Check one:**

<table>
<thead>
<tr>
<th>Change of Program</th>
<th>Registration</th>
</tr>
</thead>
</table>

**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>L = Letter Grade</th>
<th>P = Pass / Fail</th>
<th>Dean Approval, if required</th>
<th>Dept. Instructor Approval, if required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>11785</td>
<td>123/402/601</td>
<td>Playwriting</td>
<td>80.0</td>
<td>L</td>
<td>Pass / Fail</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter total points BEFORE:

Enter total points AFTER:

**Student Signature:**

__________________________

**Date:**

__________________________

**Signature of Official Approving Term Program (if required):**

__________________________

**Date:**

__________________________

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*Student Service Center  205 Kent Hall  212-854-4400  http://askus.columbia.edu  www.columbia.edu/cu/registrar*