Committee on Academic Standing (CAS)

Petition to Switch Course Section or Level

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.

When should I submit a Petition to Switch Course Section or Level?
Students are expected to make adjustments to their course schedule within the change of program period (the first two weeks of the semester). A student may submit a petition to switch course level or section after the change of program period in the following circumstances:

- **Section Switch** - for students who are enrolled in a course but wish to switch to a different section of the same course.

- **Level Switch** - for students who are enrolled in a course but believe (in consultation with their instructor) that a different level may be more appropriate. Different course levels are usually found in the departments of Math, Physics, Chemistry and foreign languages. Please note: departments may have various deadlines for permitting a level switch. Please consult with the appropriate department to determine if they have established deadlines.

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 Switch Course Section or Level?

1. Petition Switch Course Section or Level (including instructor signatures)
2. Registration and Add/Drop Form (complete except for adviser signature)
3. A typed Statement to the Committee
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 TO SWITCH COURSE SECTION or LEVEL

(Please Type or Print Clearly)

---

**Student Name:** ____________________________  **Date:** ____________________________

**UNI:** ____________________________  **Year:** ____________________________

**School:**  
☐ Columbia College (CC)  
☐ Columbia Engineering (SEAS)  
☐ Visiting/Exchange Student

**Major(s)/Concentration(s):** ____________________________

**Adviser:** ____________________________  **Type and Date of Adviser Contact:** ____________________________

**COURSE INFORMATION**

<table>
<thead>
<tr>
<th>Current Course</th>
<th>New Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>(to be dropped)</td>
<td>(to be added)</td>
</tr>
</tbody>
</table>

**Course Title**

**5 Digit Call Number**

**Department**

**Course Number**

**Section Number**

**Instructor’s Name**

**Instructor’s Email**

*Instructor’s Signature*

*Note to Instructors: By signing this form instructors indicate that they support the student’s request to switch course levels or sections after the change of program period.

**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) an explanation of why you are requesting the section or level switch after the change of program period
(b) steps you might take to avoid this situation in the future

**INTERNAL USE ONLY:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
<th>Decision notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grid:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reviewed:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Denied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partial Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1x exception</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

403 Lerner Hall, MC: 1201  
(212) 854-6378  
(212) 854-2562 (f)
Committee on Academic Standing (CAS)

PETITION TO SWITCH COURSE SECTION/LEVEL
SUMMARY FORM
(TO BE FILLED OUT BY ADVISER)

Student Name: ___________________________ UNI: _________ School: _________

Semesters Completed: _______ Total Points Earned: ________ Cumulative GPA: ________

Is student in good academic standing? Yes [ ] No [ ] If no, please specify: ________________

Does student have prior petitions? Yes [ ] No [ ]

If yes, please specify request, term, and outcome:
__________________________

STUDENT CONTACT

☑ Email
☐ Appointment/Walk-in
☐ Phone

NOTES/DATES OF CONTACT

____________________________________

ADDITIONAL QUESTIONS

Please check one of the following

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

The date and time of the new course does not conflict/overlap with current schedule. Yes [ ] No [ ]

ADDITIONAL INFORMATION

____________________________________

____________________________________

Adviser Name ___________________________ Signature ___________________________ Date ____________

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 L = Letter Grade 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>77235</td>
<td>41332 / 601</td>
<td>PHy511</td>
<td>0.0</td>
<td>L</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: ___________________________

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