

Committee on Academic Standing

# 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 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 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 submit in order to petition to switch course section or level?

1. Petition to Switch Course Section or Level (this packet)
2. A typed Statement to the Committee
3. Instructor Form to Add (for the new course to be added)
4. Registration Adjustment Form (complete, except for adviser signature)
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 TO SWITCH COURSE SECTION or LEVEL

(Please Type or Print Clearly)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

UNI: \_\_\_\_\_ Year: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
(First-year, sophomore, junior, senior)

School:  Columbia College (CC) Major(s)/Concentration(s): \_\_\_\_\_  
 Columbia Engineering (SEAS) \_\_\_\_\_  
 Visiting/Exchange Student \_\_\_\_\_

Adviser: \_\_\_\_\_ Type and Date of Adviser Contact: \_\_\_\_\_  
(email, appointment, walk-in, phone)

## COURSE INFORMATION

	Current Course <small>(to be dropped)</small>	New Course <small>(to be added)</small>
Course Title:		
5 Digit Call Number:		
Course/Section Number:		
Instructor's Name:		

## 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:*

	Date	Initials	Decision notes:
Received:	_____	_____	
Grid:	_____	_____	
Reviewed:	_____	_____	
_____ Approved			
_____ Denied			
_____ Partial Approval			
_____ 1x exception			
_____ Pending			

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# 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:

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STUDENT CONTACT	NOTES/DATES OF CONTACT
<input type="checkbox"/> Email	_____
<input type="checkbox"/> Appointment/Walk-in	_____
<input type="checkbox"/> Phone	_____

ADDITIONAL QUESTIONS	Please check one of the following
Has the Registration Adjustment form been properly completed and signed by the student?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the replacement course conflict/overlap with the student's current schedule?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the Instructor Form been properly completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**IS THERE ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE?**

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Adviser Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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# INSTRUCTOR FORM

## To Add a Course after the Deadline

**Student Name:** \_\_\_\_\_ **UNI:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Course Title and Number:** \_\_\_\_\_

**Name of Instructor:** \_\_\_\_\_

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The student named above wishes to add your course. Because the deadline for adding courses has passed, approval of the Committee on Academic Standing is required. The Committee must have your input in order to consider the request. Please note that you have no obligation to allow a student to join your class late, and Committee approval is not automatic.

- 1) When did this student begin attending your course? *(If possible, please be specific)*
  
- 2) What written assignments, exams, or quizzes has the student missed? How can he/she make up the work?
  
- 3) If the student has missed a substantial number of classes, can he/she make them up?
  
- 4) Is there a reason you believe the student should not be permitted to add this course?
  
- 5) 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.

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Instructor's Name

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Date

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Signature

# 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. 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	Section	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 \_\_\_\_\_