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 withdraw from a course?
Columbia College students are not permitted to remove a course from their academic record after the drop deadline (the 5th week of the semester). A student may elect to withdraw from a course after the drop deadline and no later than the Pass/D/Fail deadline, resulting in the mark of W for that course. In exceptional circumstances, such as medical illness, family emergency, etc., students may petition CAS for permission to withdraw from a course* after the deadline. With the exception of seniors who need less than 12 points to graduate, students should be aware that they must successfully complete at least 12 points in a given semester in order to remain in good academic standing.

*Core Curriculum courses (i.e., Art Humanities, Music Humanities) have a much earlier drop deadline (the 2nd Friday of the semester). As described above, a student with exceptional circumstances may petition to withdraw from 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 withdraw from a course after the deadline?

1. Petition to Withdraw
   a. Petition for Action
   b. Instructor Form to Withdraw from a course after the deadline
   c. Acknowledgement of Course Withdrawal Form
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 Dean of Advising. 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 (CAS)

PETITION FOR ACTION

(Please Type or Print Clearly)

Student Name: ___________________________ Date: ___________________________

UNI: _____________ Class Standing: __________________________ (First-year, sophomore, junior, senior) 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: ___________________________

(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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
<th>Decision Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Received: _______ _______ _______
Grid: _______ _______ _______
Reviewed: _______ _______ _______

☐ Approved
☐ Denied
☐ Partial Approval
☐ 1x exception
☐ Pending

403 Lerner Hall, MC: 1201
(212) 854-6378
(212) 854-2562 (f)
# PETITION FOR ACTION SUMMARY FORM

**(TO BE FILLED OUT BY CSA ADVISER)**

**Student Name:** ____________________________  **UNI:** ____________  **School:** ____________

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

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

### ACTION REQUESTED

<table>
<thead>
<tr>
<th>ADDITIONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Has the Registration Adjustment form been properly completed and signed by the student?</strong>  Yes [ ]  No [ ]</td>
</tr>
<tr>
<td><strong>Has the instructor form been properly completed and signed?</strong>  Yes [ ]  No [ ]</td>
</tr>
<tr>
<td><strong>Would the date and time of this course conflict/overlap with current schedule?</strong>  Yes [ ]  No [ ]</td>
</tr>
<tr>
<td><strong>Does the student’s current enrollment exceed the credit limit (SEAS-21/CC-22)?</strong>  Yes [ ]  No [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Withdraw/Drop Course After the Deadline</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CC (W) - Has the Course Withdrawal Form been properly completed and signed by the student?</strong>  Yes [ ]  No [ ]</td>
</tr>
<tr>
<td><strong>SEAS (Drop) - Has the Registration Adjustment form been properly completed and signed by the student?</strong>  Yes [ ]  No [ ]</td>
</tr>
<tr>
<td><strong>Has the instructor form been properly completed and signed?</strong>  Yes [ ]  No [ ]</td>
</tr>
<tr>
<td><strong>Has the student included supporting documentation?</strong>  Yes [ ]  No [ ]</td>
</tr>
<tr>
<td><strong>Will the student maintain the minimum point requirement without this course?</strong>  Yes [ ]  No [ ]</td>
</tr>
<tr>
<td><strong>Will this action prevent the student from graduating within 8 semesters?</strong>  Yes [ ]  No [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Change Grading Option After the Deadline</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CC - request to cover – I can confirm that the student does not exceed max of 1 course for P/D/F this term.</strong>  Yes [ ]  No [ ]</td>
</tr>
<tr>
<td><strong>CC - request to cover – I can confirm that this action will not affect the student’s ability to graduate on time.</strong>  Yes [ ]  No [ ]</td>
</tr>
<tr>
<td><strong>The department has confirmed that a letter grade is required for major/concentration or has provided additional feedback to the committee.</strong>  Yes [ ]  No [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Change Point Value After the Deadline</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Has the Registration Adjustment form been properly completed and signed by the student?</strong>  Yes [ ]  No [ ]</td>
</tr>
<tr>
<td><strong>Will this action place the student above the maximum or below the minimum point requirement?</strong>  Yes [ ]  No [ ]</td>
</tr>
</tbody>
</table>

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

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**Adviser Name** ____________________________  **Signature** ____________________________  **Date** ____________________________

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(212) 854-6378  
(212) 854-2562 (f)
Committee on Academic Standing (CAS)

INSTRUCTOR FORM

To Withdraw from a Course after the Deadline

(CC Only)

Student Name: ___________________________  UNI: __________  Date: __________

Course Title and Number: __________________________

Name of Instructor: __________________________

The student named above wishes to withdraw from 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, has the student attended your course regularly?

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 withdraw from 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 ___________________________
COLUMBIA COLLEGE * ACKNOWLEDGEMENT OF COURSE WITHDRAWAL
COLUMBIA COLLEGE STUDENTS SHOULD USE THIS FORM TO ACKNOWLEDGE THEIR DECISION TO WITHDRAW FROM A COURSE BETWEEN THE DROP DEADLINE AND THE P/D/F DEADLINE.

Columbia College students are not permitted to remove a course from their academic record after the drop deadline (the fifth week of the semester). A student may elect to withdraw from a course after the drop deadline and no later than the Pass/D/Fail deadline (the eleventh week of the semester), and the transcript will show a mark of W for that course. W is a permanent mark but does not factor into the GPA. Note that a W precludes a student from qualifying for the Dean’s List in a given semester. The W will remain on the transcript even if the student repeats the course. Students may not drop or withdraw from any course after the College Pass/D/Fail deadline. After that point, a student will receive the letter grade earned in the course.

Note: Students may not drop or withdraw from a Core Curriculum course (i.e., University Writing, Literature Humanities, Frontiers of Science, Contemporary Civilization, Art Humanities, and Music Humanities) after the Core drop deadline. This does not apply to global core courses or other courses taken to fulfill the science core requirements or the language requirement.

Students should be aware that, in order to remain in good academic standing, they must successfully complete no fewer than 12 points in a given semester. Students who do not earn at least 12 points in a semester will face academic probation, suspension, or dismissal. In no case will additional terms of study, residence or funding be granted to a student as a result of choosing to withdraw from a course or courses.

To withdraw from a course and thereby receive a W in the course, please print the required information clearly and sign to acknowledge your responsibilities. It is highly recommended that you discuss this decision with your advising dean in the Center for Student Advising and/or the Director of Undergraduate Studies or other faculty adviser of your department. Submit this signed form to the Center for Student Advising (403 Lerner), either at the front desk or directly to your advising dean.

Read and then sign below acknowledging that you understand the above conditions and agree with these statements.

I certify that I have read and fully understand the implications of electing to receive the mark of W for the course and acknowledge the following:

- The mark of W will remain on my transcript, even if I retake the course;
- I will receive no points for the course;
- If I complete the semester with fewer than 12 points, I face academic probation, suspension, or dismissal;
- If I receive a W for a course required for my major, concentration or degree, I will have to retake and successfully complete the course in another semester;
- I will not be granted additional terms of study, residence or funding to make up for the points I otherwise would have earned through completion of this course.

Your Name: _________________________ Your UNI: ________
Course Name: __________________________ Course Designator & Call #: __________________________
(e.g., Phil C1010, 70517)
Course Instructor and TA: _________________________ FALL or SPRING YEAR 20____
(circle one)
My Advising Dean’s Name __________________________ Date of Conversation: ___________
(if applicable)
My Faculty Adviser’s Name __________________________ Date of Conversation: ___________
(if applicable)
Signature __________________________ Date _________