

Committee on Academic Standing (CAS)

# Petition to Withdraw from a Course After the Deadline

(Columbia College only)

## 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.

## 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 5<sup>th</sup> 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 2<sup>nd</sup> 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.

COLUMBIA COLLEGE

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) **Major(s)/Concentration(s):** \_\_\_\_\_  
 Columbia Engineering (SEAS) \_\_\_\_\_  
 Visiting/Exchange Student \_\_\_\_\_

CSA Adviser: \_\_\_\_\_ Please indicate type and date of  
**adviser contact** regarding petition: \_\_\_\_\_  
(email, appointment, walk-in, phone)

ACTION REQUESTED	
<input type="checkbox"/>	Add a Course After the Deadline
<input type="checkbox"/>	Withdraw from a Course After the Deadline (CC only)
<input type="checkbox"/>	Drop a Course After the Deadline (SEAS only)
<input type="checkbox"/>	Change a Grading Option After the Deadline: <i>Cover letter grade OR Uncover letter grade</i>
<input type="checkbox"/>	Change a Point Value After the Deadline
<input type="checkbox"/>	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 summary statement of your request
- An outline of the mitigating circumstances that led to your request (including specific dates and times)
- Discuss how this action may impact your degree progress (if relevant, provide a plan to complete degree requirements)
- 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		

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# 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

<input type="checkbox"/> <b>Add Class After the Deadline</b>	Has the Registration Adjustment form been properly completed and signed by the student?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Has the instructor form been properly completed and signed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Would the date and time of this course conflict/overlap with current schedule?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Does the student's current enrollment exceed the credit limit (SEAS-21/CC-22)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<input type="checkbox"/> <b>Withdraw/Drop Course After the Deadline</b>	CC (W) - Has the Course Withdrawal Form been properly completed and signed by the student?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	SEAS (Drop) - Has the Registration Adjustment form been properly completed and signed by the student?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Has the instructor form been properly completed and signed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Has the student included supporting documentation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Will the student maintain the minimum point requirement without this course?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Will this action prevent the student from graduating within 8 semesters?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<input type="checkbox"/> <b>Change Grading Option After the Deadline</b>	CC - request to cover – I can confirm that the student does not exceed max of 1 course for P/D/F this term.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	CC - request to cover – I can confirm that this action will not affect the student's ability to graduate on time.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	The department has confirmed that a letter grade is required for major/concentration or has provided additional feedback to the committee.	Yes <input type="checkbox"/> No <input type="checkbox"/>

<input type="checkbox"/> <b>Change Point Value After the Deadline</b>	Has the Registration Adjustment form been properly completed and signed by the student?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Will this action place the student above the maximum or below the minimum point requirement?	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

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:** \_\_\_\_\_

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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 Berick Center for Student Advising. Thank you.

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Instructor's Name

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Date

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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 but no later than the Pass/D/Fail deadline, 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. (**Note:** Varsity athletes who go under 12 points become ineligible immediately for the purposes of practice and competitions.)

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 Berick Center for Student Advising and/or the Director of Undergraduate Studies or other faculty adviser of your department. Submit this signed form to the Berick 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)

Will Student Go Under 12? Yes or No (Please Circle One)

My Faculty Adviser's Name \_\_\_\_\_  
(if applicable)

Date of Conversation: \_\_\_\_\_  
(if applicable)

My Advising Dean's Name \_\_\_\_\_

Date of Conversation: \_\_\_\_\_  
(if applicable)

Advising Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_