

*Committee on Academic Standing (CAS)*

# Petition to Take a Language Instruction Class for a Pass/D/Fail Grade

(Columbia College 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 take a language instruction class for a P/D/F grade?**

Because success in learning a foreign language is dependent on the full engagement of the students enrolled in a language course, all terms of language instruction/conversation courses, whether being used toward fulfillment of the foreign language requirement or not, must be taken for a letter grade and may not be taken for a Pass/D/Fail grade. Any exception to this rule must be approved by the class instructor, the departmental director of language instruction, and CAS. Please note, a language course graded "P" still cannot apply toward the foreign language requirement.

## **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 take a language instruction class for a P/D/F grade?**

1. Petition to take a language instruction class for a P/D/F grade (this packet)
2. A typed Statement to the Committee
3. "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. Additional information and documentation (not included with the initial petition) must be provided for your appeal to be considered. More details will be provided if your petition is not approved.

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# PETITION to Take a Language Instruction Class for a Pass/D/Fail Grade

Columbia College Only

(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)  
Intended Major(s)/Concentration(s): \_\_\_\_\_

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

COURSE			
Title: _____	Department: _____		
Call #: _____	Course #: _____	Section #: _____	Points: _____

### Approval of course instructor

Instructor's Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_ Email \_\_\_\_\_

### Approval of the departmental Director of Language Instruction

Instructor's Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_

### 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 a rationale for your request to take a language instruction class for a P/D/F grade.

INTERNAL USE ONLY:

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

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# PETITION to Take a Language Instruction Class for a Pass/D/Fail Grade SUMMARY FORM

(TO BE FILLED OUT BY ADVISER)

Student Name: \_\_\_\_\_ UNI: \_\_\_\_\_ School: \_\_\_\_\_

Semesters Completed: \_\_\_\_\_ Total Points Earned: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

## STUDENT CONTACT NOTES/DATES OF CONTACT

- Email \_\_\_\_\_
- Appointment/Walk-in \_\_\_\_\_
- Phone \_\_\_\_\_

## ADDITIONAL QUESTIONS

Please check one  
of the following

- Has the instructor signed the petition? Yes  No
- Has the departmental Director of Language Instruction signed the petition? Yes  No
- Is the student already enrolled in a P/D/F class this semester? Yes  No
- Has the student already satisfied their foreign language Core requirement? Yes  No

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

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Adviser Name

Signature

Date