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 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.

What is the Mark of W (Withdrawal)?
Columbia College students are not permitted to drop a course from their program of study after the drop deadline (usually the 5th week of the semester). In exceptional circumstances, such as medical illness, family emergency, etc., students may petition CAS for permission to withdraw from a course resulting in the mark of W. They may do so after the drop deadline and usually up until the 10th week of the semester. This is a permanent mark, which does not impact the grade point average and remains on the transcript even if the student repeats the course for credit. With the exception of seniors who need less than 12 points to graduate, students should be aware that they may not withdraw from a course if it will put them below 12 credits for the semester.

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 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. Registration and Add/Drop Form (complete except for adviser signature)
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 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). 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 FOR ACTION

(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) □ 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

<table>
<thead>
<tr>
<th>Add/Drop Form</th>
<th>SSOL &quot;Grades&quot; screen</th>
<th>Instructor Form</th>
<th>Supporting documentation (when applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Add a Course After the Deadline (SEAS only)</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Withdraw from a Course After the Deadline (CC only)</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Drop a Course After the Deadline (SEAS only)</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Change a Grading Option After the Deadline</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Circle one: Cover letter grade OR Uncover letter grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Change a Point Value After the Deadline</td>
<td>√</td>
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<td></td>
</tr>
<tr>
<td>☐ Other (please specify):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 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) 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>
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</tbody>
</table>

Received: ___________ ___________ Grid: ___________ ___________ Reviewed: ___________ ___________

Approved     Denied     Partial Approval     1x exception     Pending
# Committee on Academic Standing (CAS)

## PETITION FOR ACTION SUMMARY FORM

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

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>UNI:</th>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Points Earned:</th>
<th>Cumulative GPA:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</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>
</tr>
<tr>
<td>Email/Phone</td>
</tr>
</tbody>
</table>

### ACTION REQUESTED

#### Add Class After the Deadline

- Has the Add/Drop form been properly completed and signed by the student? [ ] Yes [ ] No
- Has the instructor form been properly completed and signed? [ ] Yes [ ] No
- The date and time of this course to ensure that it does not conflict/overlap with current schedule. [ ] Yes [ ] No
- The student’s current enrollment to ensure that s/he will not exceed the credit limit (SEAS-21/CC-22). [ ] Yes [ ] No

#### Withdraw/Drop Course After the Deadline

- Has the Add/Drop form been properly completed and signed by the student? [ ] Yes [ ] No
- Has the instructor form been properly completed and signed? [ ] Yes [ ] No
- Has the student included supporting documentation? [ ] Yes [ ] No
- The student will maintain the minimum point requirement without this course. [ ] Yes [ ] No
- This action will not prevent the student’s ability to graduate within 8 semesters. [ ] Yes [ ] No

#### Change Grading Option After the Deadline

- Has the Add/Drop form been properly completed and signed by the student? [ ] Yes [ ] No
- CC - request to cover – I can confirm that the student does not exceed max of 1 course for P/D/F this term. [ ] Yes [ ] No
- CC - request to cover – I can confirm that this action will not affect the student’s ability to graduate on time. [ ] Yes [ ] No
- The department has confirmed that a letter grade is required for major/concentration or has provided additional feedback to the committee. [ ] Yes [ ] No

#### Change Point Value After the Deadline

- Has the Add/Drop form been properly completed and signed by the student? [ ] Yes [ ] No
- This action will not place the student above maximum or below minimum point requirement. [ ] Yes [ ] No

### ADDITIONAL INFORMATION

________________________________________

________________________________________

________________________________________

**Adviser Name**

**Signature**

**Date**

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COLUMBIA | STUDENT AFFAIRS
Center for Student Advising

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403 Lerner Hall, MC: 1201
(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 ___________________________
Registration and Add / Drop Form

UNI (University Network ID): ____________________________________________

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</th>
<th>Dean Approval, if required</th>
<th>Dept. Instructor Approval, if required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>99985</td>
<td>1302 / 601</td>
<td>Playwriting</td>
<td>0.5</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: ____________________