

Committee on Academic Standing

# Petition to Add a Course After the Deadline

## 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 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 add a course after the deadline?

Students are encouraged to add all classes to their schedules within the Change of Program Period (the first two weeks of the semester). With faculty approval, students may continue to add courses until their school's drop deadline (which is during the 5<sup>th</sup> week of the semester for CC students and the 10<sup>th</sup> week of the semester for SEAS students) using the Post-Change of Program Add/Drop tool in SSOL. After that date, students wishing to add a course must submit a petition to the Committee on Academic Standing. Faculty support is required in order for a petition to be considered, but does not solely determine its outcome.

## 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 add a course after the deadline?

1. Petition to Add
  - a. Petition for Action
  - b. Instructor Form to Add a Course after the deadline
  - c. Registration Adjustment Form (complete, except for adviser signature)
2. A typed Statement to the Committee
3. "Grades" screen printed from SSOL
4. Additional supporting documentation, if warranted

## 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 if your petition is not approved.

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# 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) 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:

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"/>

<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?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**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

<b>Additional Notes:</b>	<b>Total Points:</b>	<b>For add/drop or point changes, enter total points</b>	
		<b>BEFORE:</b>	<b>AFTER:</b>

**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** \_\_\_\_\_