Committee on Academic Standing

Petition to Change a Point Value 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 change a point value?

While most courses at Columbia have a fixed point value, a small number of courses have a variable point value (i.e. Barnard dance, independent research, etc.). Such courses default to a certain point value, but students may select an alternative point value through SSOL during the change of program period. After this deadline, students must submit a petition to the Committee on Academic Standing.

Please Note: *Students should be aware that they may not change the point value of a course if it results in fewer than 12 points for the semester. If the point value places students above their credit limit (CC: 18/SEAS: 21), the student must also submit a petition to register above the credit limit.*

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 change a point value after the deadline?

1. Petition to Change a Point Value (this packet)
2. Registration Adjustment Form (complete, except for adviser signature)
3. A typed Statement to the Committee
4. Instructor support (in cases of independent study/research)
5. "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 (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 to you if your petition is not approved.

Committee on Academic Standing

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

☐	**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:

	Date	Initials	Decision Notes:
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)

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	
☐ **Add Class After the Deadline**	Has the Registration Adjustment form been properly completed and signed by the student?	Yes ☐	No ☐
	Has the instructor form been properly completed and signed?	Yes ☐	No ☐
	Would the date and time of this course conflict/overlap with current schedule?	Yes ☐	No ☐
	Does the student's current enrollment exceed the credit limit (SEAS-21/CC-22)?	Yes ☐	No ☐
☐ **Withdraw/Drop Course After the Deadline**	CC (W) - Has the Course Withdrawal Form been properly completed and signed by the student?	Yes ☐	No ☐
	SEAS (Drop) - Has the Registration Adjustment 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 ☐
	Will the student maintain the minimum point requirement without this course?	Yes ☐	No ☐
	Will this action prevent the student from graduating within 8 semesters?	Yes ☐	No ☐
☐ **Change Grading Option After the Deadline**	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 Registration Adjustment form been properly completed and signed by the student?	Yes ☐	No ☐
	Will this action place the student above the maximum or below the minimum point requirement?	Yes ☐	No ☐

IS THERE ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE?

_____

_____

_____

_____

_____

_____ _____ _____
Adviser Name *Signature* *Date*

Columbia University
Office of the Registrar

Registration Adjustment Form
Updated fall 2015

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	Sec-tion	Course Title	Pnts.	Grading Option	Instructor, Dean, or Advisor Signature(s)	UNI(S) of approvers

Additional Notes:

Total Points: _____

For add/drop or point changes, enter total points BEFORE: _____ AFTER: _____

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 _____