

COLUMBIA COLLEGE
THE FU FOUNDATION SCHOOL OF ENGINEERING AND APPLIED SCIENCE

Petitioning the Committee on Academic Standing (CAS)

What/Who is the Committee on Academic Standing?

The Committee on Academic Standing (CAS) is comprised of the Advising Deans from the Center for Student Advising. The Committee upholds the policies and regulations of the Columbia College and the Fu Foundation School of Engineering and Applied Science Committees on Instruction (COI) and determines when circumstances warrant exceptions.

Why do I need to petition the Committee?

If you wish to request an exception to academic policy or the extension of a deadline, you must petition CAS. If supporting documentation is necessary or if your reason for petitioning does not appear below, please speak with your Adviser prior to submitting a petition. Some common reasons to petition are:

- **To add or drop a class after the deadline:** Also complete the *Registration and Add/Drop Form* and submit it with this petition. All late add or drop requests also require either the *Instructor Approval to Add a Class* form or *Instructor Approval to Drop a Class* form.
- **To change the grading option (change a class to pass/fail or vice versa) after the deadline**
- **To take more than 22 points for CC or 21 points for SEAS**

When is the deadline for petitioning?

The Committee meets every Monday morning. A petition will only be considered if it is complete and submitted to the Center for Student Advising by **NOON ON THE PRECEDING FRIDAY**. Please include any supporting documentation and required forms. It is imperative that your petition be thorough, clear, and legible; incomplete information will mean a delay in the Committee's response.

Exceptions:

- **Physical Education:** Requests to add a course late must be submitted directly to Dr. Kenneth Torrey, 332 Dodge Physical Fitness Center.
- **CC Students ONLY:** The CC Academic Affairs Office handles requests concerning the Science or Major Cultures requirements and CC course overlaps. Please visit the Center for Student Advising or 208 Hamilton Hall for the necessary forms.

How do I find out the Committee's decision?

Students will be informed via email or phone that the Committee has made a decision.

What if my petition is denied?

If a petition is not approved, and you have new or updated information not available to the Committee at the time of its decision, you may submit an appeal. You are strongly encouraged to consult with either your Adviser or the CAS chair before filing an appeal, so that you have a more complete understanding of the decision. CC students may appeal the decision to Dean Kathryn Yatrakis (208 Hamilton Hall) and SEAS students to Dean Morton Friedman (510 Mudd). Appeals should be submitted in writing within 10 days.

Center for Student Advising

☐ 403 Lerner
(212) 854-6378
(212) 854-2562 (f)

☐ 1st floor Schapiro
(212) 854-1870
(212) 854-1879 (f)

☐ 103 Broadway Residence
(212) 854-8711
(212) 854-8723 (f)

☐ 103 Furnald
(212) 854-3514
(212) 854-2458 (f)

☐ 101 Carman
(212) 854-9802
(212) 854-0042 (f)

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Petition for Action

Date: _____ Name: _____

School: CC or SEAS Class Standing: 1st Year 2nd Year 3rd Year 4th Year Other _____

CUID: _____ E-mail: _____

Lerner Address: _____ Cell Phone: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip Code: _____

Adviser: _____

A. What action are you requesting of the Committee?

- Add a class
- Drop a class
- Other
- Go above semester credit limit
- Change grading option

If referring to a course: Title: _____ Number: _____

Instructor: _____

Title: _____ Number: _____

Instructor: _____

B. Please explain what reasons and/or circumstances justify your request for an exception to academic policy. If you have missed a deadline, please explain why. (Use additional sheets as necessary.)