Petition to Change a Grading Option 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 Grading Option?
- **CC Students**: The purpose of the Pass/D/Fail grading option is to encourage students to take courses of interest outside their area of specialization and to permit those who have not decided upon a major to test their talents in a field of possible interest. There are two deadlines relevant to the College’s Pass/D/Fail policy – the deadline to select the Pass/D/Fail grading option (the 10th week of the semester – refer to calendar in CC Bulletin for specific date), and the deadline to “uncover” a grade of Pass (within the first two weeks of the next semester). In **exceptional circumstances**, students may petition CAS for permission to select the Pass/D/Fail grading option OR to uncover a grade of Pass after the deadlines have passed. Please note that a delay in the receipt of graded work is not a sufficient reason to petition CAS for an exception. Also note that a request to change a grading option must include feedback from the relevant academic department when the course could count for a major or concentration.

- **SEAS Students**: The purpose of the Pass/Fail grading option is to encourage students to extend their academic inquiry into new areas of study. However, no course taken Pass/Fail may be used toward the degree with the exception of PE and two 3-point non-technical electives at the 3000-level or above. The SEAS policy does not allow for “uncovering” a grade of Pass (refer to the SEAS Bulletin for further details). The deadline to select the Pass/Fail grading option is in the 10th week of the semester (refer to calendar in SEAS Bulletin for specific date). In **exceptional circumstances**, students may petition CAS for permission to change a grading option after the deadline has passed. Please note that a delay in the receipt of graded work is not a sufficient reason to petition CAS for an exception.

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 grading option after the deadline?
1. Petition to Change a Grading Option (this packet)
2. A typed Statement to the Committee
3. “Grades” screen printed from SSOL
4. Supporting documentation if warranted (medical note, confirmation of family emergency, departmental support, etc.)

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: ___________________________

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: ___________________________

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:

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<th>Initials</th>
<th>Decision Notes</th>
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James H. and Christine Turk Berick Center for Student Advising
403 Alfred Lerner Hall | MC: 1201 | (212) 854-6378 | (212) 854-2458(f)
# 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>
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<tr>
<th>Semesters Completed:</th>
<th>Total Points Earned:</th>
<th>Cumulative GPA:</th>
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**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**

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<th>NOTES/DATES OF CONTACT</th>
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<tr>
<td>[ ] Appointment/Walk-in</td>
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<td>[ ] Email/Phone</td>
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**ACTION REQUESTED**

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<th>ADDITIONAL INFORMATION</th>
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**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?**

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**Adviser Name**

**Signature**

**Date**

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James H. and Christine Turk Berick Center for Student Advising
403 Alfred Lerner Hall | MC: 1201 | (212) 854-6378 | (212) 854-2458(f)
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

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: ___________________________________________________________________

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<th>Course Subject</th>
<th>Course Number</th>
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<th>Course Title</th>
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<th>Instructor, Dean, or Advisor Signature(s)</th>
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Additional Notes: ____________________________________________________________________

Total Points: ________________________________________________________________________

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

Additioal 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 __________________________