

Office of Graduate Education
Graduate Student Petition – General

1. Student Information

Last Name _____ First Name _____

Course# or Program _____ MIT ID _____

Dorm Name, Room or Unit # _____

Email Address _____

2. Student Statement of Petition Request

(Please include request, term, subject number if applicable, brief reason for requested academic change)

3. Department Statement of Approval

A. Write departmental comments below
(please clarify request if necessary)

B. If approved, Print and sign:

Graduate Administrator or Officer: _____

Student's Signature: _____

Instructor's Signature: _____

(Instructor's Signature required for any action pertaining to a subject you have attended)

4. Institutional Approval

Authorized Signature, Office of Graduate Education (OGE) Room 3-138

Important Information

The Vice Chancellor and Senior Associate Dean in the Office of the Dean for Graduate Education (OGE) act with power on behalf of the Committee on Graduate Programs (CGP) with regard to all requests.

A processing fee of \$50.00 will be charged to your student account for each petition approved. The exception is a \$100.00 fee charged for an approved petition to register after the 5th week of term.

Once signed at OGE (Room 3-138), a scanned copy of the approved petition will be emailed to you, your departmental Graduate Administrator, and to the Registrar's office where it will be implemented.

Instructions for Submitting a Petition

This petition may be used for (but is not limited to) the following actions:

- Establish or Amend a dual master's degree (*attach list of subjects and credit units for each degree*)
- Choose a thesis field not currently on the list of departmental fields
- Add or drop a subject after the stated deadlines
- Request a joint master's degree thesis (*attach a statement specifying division of labor*)
- Request to register after add date due to the clearance of a registration hold
- Establish special tuition rates
- Changing a grade of "O" (missing final exam or final project) to OX (excused)
- Request approval for retroactive actions in unusual circumstances
- Appoint an ad-hoc interdisciplinary PhD dissertation committee

Specific forms are available for the following petition actions:

- Request early termination of a housing contract due to unforeseeable circumstances
- Non-resident Doctoral thesis status
- Thesis in absentia
- Exchange Scholar Status
- Childbirth Accommodation (maternity leave from academic and research activities)

Note: To request medical or other types of leave, please see <http://odge.mit.edu/gpp/registration/changes/medical-leave-policy/>