Office of the Dean for Graduate Education
Graduate Student Petition

Date of submission: _____/_____/_____ (month/day/year)

1. Student information

Name: last, first, middle _____

MIT ID: _____

Department number or program name: _____

Address: _____

Phone number: _____

Email: _____

2. Student statement of petition request
Please indicate the term for all requests.

3. Department approval
Discuss this petition request with your Graduate Administrator or Officer (see information on back), who in turn should:

A. Write additional departmental comments below.

B. If approved, print and sign name.

Graduate Administrator or Officer: _____

Student's signature: _____

Instructor's signature: _____

4. Institute approval

_____

Dean, Office of the Dean for Graduate Education, ODGE, Room 3-138

Student: Return all copies to the Office of the Dean for Graduate Education for approval.

Important information

The Dean and the Senior Associate Dean in the Office of the Dean for Graduate Education (ODGE) 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 the $100.00 fee that will be charged for an approved petition to register after the fifth week of the term.

Once signed by the ODGE (Room 3-138), copies of the petition are distributed to the Registrar's Office, the student's department of registration, and the student.

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

- Amend a program of study such as the election of a dual degree
- Complete an incomplete subject from a prior semester or year
- Choose a thesis field not currently on the list of departmental thesis fields
- Add or drop a subject after the stated deadlines
- Request a joint thesis
- Request to register after add date due to the clearance of a registration hold
- Establish special tuition rates
- Request approval for retroactive actions in unusual circumstances
- Appoint ad hoc departmental or interdisciplinary dissertation committees
- To request a medical leave or nonresident doctoral thesis leave, please see information at the ODGE website http://web.mit.edu/odge/gpp/oversight/petitions.html