Office of Graduate Education
Graduate Student Petition – General

For Adds, Drops and Changes of Grading Status go to http://student.mit.edu/
See Reverse for Examples of Petition Requests Appropriate for This Form

1. **Student Information**
   - Last Name ____________________________________   First Name ____________________________________
   - Department, Course# or Program ______________________________________  MIT ID ___________________
   - Email Address ________________________________________________________________________________

2. **Student Statement of Petition Request**
   *(Please include type of request, term, subject# if applicable, and a 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**

________________________________________________________
Senior Associate Dean for Graduate Education, OGE, Room 3-138
About Petitions

Note: Late Drops, Adds and Changes of Grading Status are online as of 9/24/2018. Please select Graduate Late Add/Drop in the Forms and Petitions section of Websis for Students (http://student.mit.edu/).

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

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

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.

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

- 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
- Request a joint master’s degree thesis (attach a statement specifying division of labor)
- Late Registration (after add date) due to the clearance of a registration hold
- Establish special tuition rates
- Requesting graduate credit for an undergraduate subject (requires instructor statement of extra or more difficult – e.g. graduate level – coursework. Petition before or at the start of the class).
- Changing a grade of “O” (missing final exam or final project) to OX (excused)
- Request approval for retroactive actions in unusual circumstances

Specific forms are available for the following petition types:

- Appoint an ad-hoc interdisciplinary PhD dissertation committee
- 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) or Parental Leave from academic and research activities

For all OGE forms, visit https://oge.mit.edu/about/services/

For more about petitions, or to request medical or other types of leave, please see https://odge.mit.edu