

**Office of the Dean for 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)*

**Please submit this form via email to [oge-petitions@mit.edu](mailto:oge-petitions@mit.edu)**

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**4. Institutional Approval**

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*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 5<sup>th</sup> 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 approved, a copy of the 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>