



Office of Graduate Education

Graduate Student Petition – General

About Petitions

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, to your departmental Graduate Administrator, and to the Registrar's office where it will be implemented. A \$100.00 late registration fee is charged for an approved petition to register after the 5th week of term.

This general petition may be used to request the following:

- Establishment or amendment of a dual master's degree
 - Attach list of subjects and credit units for each degree
- Thesis field not currently on the list of departmental fields
- Joint master's degree thesis
 - Attach a statement specifying the unique and joint contributions from each student
- Late registration (after Add Date) due to the clearance of a registration hold
- Graduate credit for an undergraduate subject
 - Requires instructor statement of extra or advanced – e.g. graduate level – coursework
 - Must petition before or at the start of the class
- Change a grade of "O" (missing final exam or final project) to OX (excused)
- Approval for retroactive actions in unusual circumstances
- Establishment of special tuition rates

Requests to add, drop, or change grading status for a subject after the deadlines set by the Registrar must be submitted via Graduate Late Petition in WebSIS. Go to <http://student.mit.edu/>.

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

1. Student Information

Last Name _____ First Name _____

Department, Course# or Program _____ MIT ID _____

MIT 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

Write departmental comments below (please clarify request if necessary)

4. Required Signatures:

Graduate Administrator or Officer: _____

Student: _____

Instructor: _____

(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

5. Institutional Approval

Office of Graduate Education signature