



# 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 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 5<sup>th</sup> 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/gpp/oversight/petitions/>.

**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'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)**

**5. Institutional Approval**

\_\_\_\_\_  
*Assistant Dean for Graduate Education, Office of Graduate Education*

*Revised 8/27/21*