

CAP Petition to EXCEED WARNING CREDIT LIMIT

Instructions:

- Provide all Student, Registration, Academic Advisor, and Instructor Information requested (pages 1, 2, and 3).
- Print your statement in the Student Statement box below. Sign and date your statement.
- Ask your Academic Advisor to write a brief statement in the box on page 2. Have your advisor sign and date her or his statement.
- Ask the instructor of each subject in which you are registered to write a brief signed and dated statement in a box on page 3.
- Statements may be attached as separate sheets or emailed to cap-help@mit.edu.
- Submit the completed petition to the CAP Office in 7-104 **after Add Date and before Drop Date** in the term in which you want to exceed the Warning Credit Limit.
- Note: If your petition is approved, the Registrar's Office will add a \$40 processing fee to your term bill account.

Student Information

Last Name		First Name			Middle Initial	MIT ID
Major Department	Year in School	Email Address	Campus Address			Telephone

Registration Information

Term to Exceed Limit	Proposed Total Number of Units	Subjects to be Taken											
		Subject #1	Units	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	Subject #2	Units	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	Subject #3	Units	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener			
		Subject #4	Units	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	Subject #5	Units	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener						

Student Statement (Attach an additional sheet if necessary.)

Please answer the following questions. What are your educational reasons for seeking to register for more units than your credit limit allows? What evidence indicates your ability to complete this work successfully?

Signature of Student

Date

Academic Advisor Statement

Name of Academic Advisor

Room

Email Address

Telephone

Please answer the following questions. To what degree do you support this student's request to exceed the Warning Credit Limit? What evidence can you provide that indicates the student's ability to complete this work successfully?

Signature

Date

CAP Date Stamp

For Office Use Only – Do Not Write Below This Line

Petition Number

Date Petition is Complete

Previous Neglect

Petition Review

Date

- Approved
- Approved with Neglect
- Denied

- By Chair
- By Committee

Staff Initials

Instructor Statement, Subject #1				
<i>Subject Number</i>	<i>Instructor Name</i>	<i>Room</i>	<i>Email Address</i>	<i>Telephone</i>
<p><i>Please answer the following questions. Is this student attending and participating in class, completing assignments, and doing well on graded work? To what degree do you support this student's request to exceed the Warning Credit Limit? Why?</i></p>				

<i>Signature</i>				<i>Date</i>

Instructor Statement, Subject #2				
<i>Subject Number</i>	<i>Instructor Name</i>	<i>Room</i>	<i>Email Address</i>	<i>Telephone</i>
<p><i>Please answer the following questions. Is this student attending and participating in class, completing assignments, and doing well on graded work? To what degree do you support this student's request to exceed the Warning Credit Limit? Why?</i></p>				

<i>Signature</i>				<i>Date</i>

Instructor Statement, Subject #3				
<i>Subject Number</i>	<i>Instructor Name</i>	<i>Room</i>	<i>Email Address</i>	<i>Telephone</i>
<p><i>Please answer the following questions. Is this student attending and participating in class, completing assignments, and doing well on graded work? To what degree do you support this student's request to exceed the Warning Credit Limit? Why?</i></p>				

<i>Signature</i>				<i>Date</i>

Instructor Statement, Subject #4				
<i>Subject Number</i>	<i>Instructor Name</i>	<i>Room</i>	<i>Email Address</i>	<i>Telephone</i>
<p><i>Please answer the following questions. Is this student attending and participating in class, completing assignments, and doing well on graded work? To what degree do you support this student's request to exceed the Warning Credit Limit? Why?</i></p>				

<i>Signature</i>				<i>Date</i>

Instructor Statement, Subject #5				
<i>Subject Number</i>	<i>Instructor Name</i>	<i>Room</i>	<i>Email Address</i>	<i>Telephone</i>
<p><i>Please answer the following questions. Is this student attending and participating in class, completing assignments, and doing well on graded work? To what degree do you support this student's request to exceed the Warning Credit Limit? Why?</i></p>				

<i>Signature</i>				<i>Date</i>