

CAP PETITION REQUEST: *REGISTRATION FOLLOWING FINANCIAL HOLD*

⇒ Please see the reverse side for instructions before completing this form. A separate form must be submitted PAGE 1 of 3 for each term that a student wishes to register.

Student Information

<i>Last Name</i>		<i>First Name</i>		<i>M.I.</i>	<i>MITID</i>
<i>Course #</i>	<i>Year (1, 2, 3 or 4)</i>	<i>Telephone</i>		<i>Email Address</i>	
<i>Complete Address for Reply</i>					

Academic Advisor Information

<i>Name of Academic Advisor</i>	<i>Telephone</i>	<i>Room</i>	<i>Email Address</i>
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Registration Information

<i>Subjects (list numbers)</i>	<i>Total number of units</i>	<i>Term (Ex: Spring 2001)</i>
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Student Statement (Required): Please confirm that your student account was on hold for financial reasons, and that the hold is now lifted, enabling you to register.

Signature of Student *Date*

Academic Advisor Statement (Required): Please indicate the degree to which you support this request.

Signature of Academic Advisor *Date*

Other Supporting Evidence: Please see the reverse side for information concerning additional required signatures and statements.

Name *Telephone* *Room* *Signature* *Date*

For Office Use Only – Do Not Write Below This Line

<i>Petition #</i>	<i>Date Petition is Complete</i>	<i>Previous Neglect</i>	<input type="checkbox"/> Clear Hold <input type="checkbox"/> On Hold
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CAP Date Stamp

Petition Review

<i>Date</i>	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Neglect <input type="checkbox"/> Denied	<input type="checkbox"/> By Chair <input type="checkbox"/> By Committee	<i>Staff Initials</i>
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Please obtain a signature and statement from each of your subject instructors.

<i>Subject</i>	<i>Number of Units</i>	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	<i>Name of Instructor</i>	<i>Telephone</i>	<i>Room</i>	<i>Email Address</i>
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Instructor Statement (Required): Please indicate when the student first joined your class (was it in advance of Add Date?) and the degree to which you support this request.

			<i>Signature of Instructor</i>		<i>Date</i>	
<i>Subject</i>	<i>Number of Units</i>	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	<i>Name of Instructor</i>	<i>Telephone</i>	<i>Room</i>	<i>Email Address</i>

Instructor Statement (Required): Please indicate when the student first joined your class (was it in advance of Add Date?) and the degree to which you support this request.

			<i>Signature of Instructor</i>		<i>Date</i>	
<i>Subject</i>	<i>Number of Units</i>	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	<i>Name of Instructor</i>	<i>Telephone</i>	<i>Room</i>	<i>Email Address</i>

Instructor Statement (Required): Please indicate when the student first joined your class (was it in advance of Add Date?) and the degree to which you support this request.

			<i>Signature of Instructor</i>		<i>Date</i>	
<i>Subject</i>	<i>Number of Units</i>	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	<i>Name of Instructor</i>	<i>Telephone</i>	<i>Room</i>	<i>Email Address</i>

Instructor Statement (Required): Please indicate when the student first joined your class (was it in advance of Add Date?) and the degree to which you support this request.

			<i>Signature of Instructor</i>		<i>Date</i>	
<i>Subject</i>	<i>Number of Units</i>	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	<i>Name of Instructor</i>	<i>Telephone</i>	<i>Room</i>	<i>Email Address</i>

Instructor Statement (Required): Please indicate when the student first joined your class (was it in advance of Add Date?) and the degree to which you support this request.

Signature of Instructor

Date

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If it is now after Drop Date of the term for which you are trying to register, you must also obtain a signature and statement from each of your pre-registration subject instructors (unless you already have that person's signature and statement on page 2).

<i>Subject</i>	<i>Number of Units</i>	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	<i>Name of Instructor</i>	<i>Telephone</i>	<i>Room</i>	<i>Email Address</i>
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Pre-registration Instructor Statement (Required after Drop Date): Please indicate whether the student attended your subject or submitted work for grading at any point. If the student did attend your subject, when did he or she stop attending class and/or turning in assignments (was it in advance of Drop Date)?

<i>Signature of Instructor</i>				<i>Date</i>		
<i>Subject</i>	<i>Number of Units</i>	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	<i>Name of Instructor</i>	<i>Telephone</i>	<i>Room</i>	<i>Email Address</i>

Pre-registration Instructor Statement (Required after Drop Date): Please indicate whether the student attended your subject or submitted work for grading at any point. If the student did attend your subject, when did he or she stop attending class and/or turning in assignments (was it in advance of Drop Date)?

<i>Signature of Instructor</i>				<i>Date</i>		
<i>Subject</i>	<i>Number of Units</i>	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	<i>Name of Instructor</i>	<i>Telephone</i>	<i>Room</i>	<i>Email Address</i>

Pre-registration Instructor Statement (Required after Drop Date): Please indicate whether the student attended your subject or submitted work for grading at any point. If the student did attend your subject, when did he or she stop attending class and/or turning in assignments (was it in advance of Drop Date)?

<i>Signature of Instructor</i>				<i>Date</i>		
<i>Subject</i>	<i>Number of Units</i>	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	<i>Name of Instructor</i>	<i>Telephone</i>	<i>Room</i>	<i>Email Address</i>

Pre-registration Instructor Statement (Required after Drop Date): Please indicate whether the student attended your subject or submitted work for grading at any point. If the student did attend your subject, when did he or she stop attending class and/or turning in assignments (was it in advance of Drop Date)?

<i>Signature of Instructor</i>				<i>Date</i>		
<i>Subject</i>	<i>Number of Units</i>	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	<i>Name of Instructor</i>	<i>Telephone</i>	<i>Room</i>	<i>Email Address</i>

Pre-registration Instructor Statement (Required after Drop Date): Please indicate whether the student attended your subject or submitted work for grading at any point. If the student did attend your subject, when did he or she stop attending class and/or turning in assignments (was it in advance of Drop Date)?

Signature of Instructor

Date

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USE THIS FORM IF...

...you would like to petition the Committee on Academic Performance to **register for classes following the resolution of a financial hold on your student account.**

EACH FINANCIAL HOLD PETITION REQUEST REQUIRES:

- complete student, advisor and subject information in the first section of the form;
- a signature and statement from the student;
- a signature and statement from the academic advisor;
- a signature and statement from EACH subject instructor (page 2); and
- a signature and statement from EACH of your pre-registration subject instructors, if it is after Drop Date of the term for which you are trying to register (page 3). These statements should indicate either when you stopped attending class or that you never attended at any point. This is to ensure that you are charged the proper amount for tuition for that term.

Students submitting multiple petition requests at once must get separate signatures and statements for each form, as the committee considers each request individually. The top portion of each petition request must be complete (and not simply reference other petition forms). Previous signatures obtained on an add/drop form cannot be substituted for signatures on a petition request. Incomplete petitions will either be returned to the student or held in 7-104 and the student notified. The committee will not review a petition until it is complete.

All students are expected to provide accurate and complete information to the committee. Students are responsible for providing support and corroboration of their statement on the petition. Weak or unsupported petition requests are not given the benefit of the doubt, so it is in students' best interests to provide as much relevant information as possible.

Students citing extenuating circumstances of a medical or personal nature should consult with a counseling dean in Counseling & Support Services (Room 5-104, x8-4861) before they submit their petition. Please note that confidentiality will be maintained by the deans; they will not discuss details of your personal and/or medical situation with the committee without your permission.

The committee reserves the right to request additional information to clarify a petition request.

THE PETITION PROCESS

1. Complete the top section of the form, and provide an explanation for your request. Sign the petition.
2. Bring the petition to your academic advisor, instructor and other Institute personnel as needed. Be certain to obtain signatures AND statements from each person. If you have difficulty reaching these people in person, you may ask them to send an email with their supporting comments directly to cap-help@mit.edu. Email support must be received directly from the person giving the statement (no forwards will be accepted from the petitioning student).
3. Make two copies of the original petition: one for yourself and one for your academic advisor.
4. Submit the original petition, complete with signatures and supporting materials, to 7-104. If you are expecting email support to arrive separately, indicate this on your form.

Petitions are accepted on a rolling basis and reviewed approximated every two weeks. Decision letters are sent within one business day of the committee's decision. For more information about the CAP and the petition process (including petition deadlines), visit <http://web.mit.edu/acadinfo/cap/>.

NOTE: Providing appropriate supporting material with your petition ensures that the committee will give your request careful and timely consideration, however, it does not ensure that your petition will necessarily be approved. A \$40 processing fee will be charged to your MIT account by the Registrar's Office for each petition that is approved. Several petition requests approved at the same time will be charged only one processing fee (as they will be handled together).