

CAP Petition to CHANGE GRADING OR REGISTRATION STATUS OF A SUBJECT

Instructions:

- Provide all Student, Registration, Academic Advisor, and Instructor Information requested (pages 1 and 2).
- Print your statement in the Student Statement box below. Sign and date your statement.
- Ask your Academic Advisor to write a brief signed and dated statement in the Advisor box on page 2.
- Ask your Instructor to write a brief signed and dated statement in the Instructor box on page 2.
- Statements may also be attached as separate sheets or emailed to cap-help@mit.edu.
- Submit the completed petition to the CAP Office in 7-104.
- Note: If your petition is approved, the Registrar's Office will add a \$40 processing fee to your term bill account.

Student Information

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

Registration Information

<i>Subject to be Changed</i>	<input type="checkbox"/> From Grades to P/D/F Status <input type="checkbox"/> From P/D/F to Grades Status <input type="checkbox"/> From Credit to Listener Status <input type="checkbox"/> From Listener to Credit Status <input type="checkbox"/> From Regular to Sophomore Exploratory Status <input type="checkbox"/> From Sophomore Exploratory to Regular Status	<i>Number of Units</i>	<i>Term</i>

Student Statement (Attach an additional sheet if necessary.)

Please answer the following questions. What prevented you from submitting the Add/Drop/Change form before the deadline? Why should you be allowed to change the status of this subject after the deadline?

Signature of Student

Date

Academic Advisor Statement

<i>Name of Academic Advisor</i>	<i>Room</i>	<i>Email Address</i>	<i>Telephone</i>
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Please answer the following questions. To what degree do you support this student's request to change the status of this subject? What educational purposes would the change serve?

Signature

Date

Instructor Statement

<i>Name of Instructor</i>	<i>Room</i>	<i>Email Address</i>	<i>Telephone</i>
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Please answer the following questions. To what degree do you support this student's request to change the registration or grading status of your subject? Why?

Signature

Date

For Office Use Only – Do Not Write Below This Line

<i>Petition Number</i>	<i>Date Petition is Complete</i>	<i>Previous Neglect</i>
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CAP Date Stamp

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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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