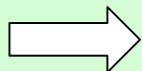


Communication Requirement Petition Form



Please see the reverse side for instructions before completing this form.

Student Information (Please Print)

Last Name		First Name	M.I.	MIT ID
Course #	Year (1,2,3, or 4)	Telephone	Email Address	
Mailing Address	Street Number and Name	City	State	Zip

Academic Advisor Information (Please Print)

Name of Academic Advisor	Telephone	Room	Email Address
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Student Statement (Required): Please explain your request and the reasons for making it on an additional sheet (please see page two for more detailed instructions). Attach supporting materials if appropriate.

I am petitioning:

- To defer completion of a CI subject.
- To substitute a CI-M outside my major to count as a CI-M for my major (please see page two for more instructions).
- To receive credit for a CI subject taken prior to its designation as CI.
- To use one of my major's CI-Ms to count as a CI-M for both of my majors.
- For another reason (explain):

Signature of Student

Date

Academic Advisor Statement (Required): A short statement is required for all petitions. Advisors may write their statements on the petition form, or on a separate sheet, or email them to commreq@mit.edu. Please indicate the degree to which you support this request, and provide any clarifying comments you might have.

Signature of Academic Advisor (Required)

Date

Instructor Statement (Optional): Please indicate the degree to which you support this request, and provide any clarifying comments you might have.

For Office Use Only – Do Not Write Below This Line

<p>Petition Review Date</p>	<p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p>	<p>CR Date Stamp</p>
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COMMUNICATION REQUIREMENT PETITION FORM

USE THIS FORM TO...

- petition the Subcommittee on the Communication Requirement to defer completion of a CI subject;
- substitute a CI-M from a department outside of your major to count as a CI-M for your major;
- receive CI credit for a subject taken before it was designated as a CI-H or CI-M subject;
- or if, as a double degree or double major candidate, you wish to use one major's CI-M to count as a CI-M for both majors.

Please note that these examples represent the most common types of petitions. You may petition under other circumstances. If you have any questions regarding the petition, we strongly urge you to contact the Office of the Communication Requirement (see contact information below).

DO NOT USE THIS FORM TO...

...petition to receive transfer credit for a CI-H subject. Transfer credit must be sought from the transfer credit examiners in the appropriate HASS offices. A list of these may be found at:

<http://web.mit.edu/shass/undergraduate/hass-req/transfer-credit/examiners.shtml>.

THE PETITION PROCESS

1. Complete the form.
2. Make two copies of the original petition: one for yourself and one for your academic advisor.
3. Submit the completed original petition with signatures, statements, and any supporting material to Room 12-126.

Petitions are accepted on a rolling basis and reviewed approximately every other week during the fall and spring terms. Students will be notified within one business day of the Subcommittee's decision.

STUDENT STATEMENT

In your written statement, please explain your request and the reasons you are making it. If you are petitioning to substitute a CI-M from a department outside of your major to count as a CI-M for your major, especially if you are on a flexible degree track, be sure to include information detailing the focus of your program of study and how the CI-M fits into this program. In some cases it may be helpful to include a list of subjects you are taking to fulfill your major requirements.

ADVISOR STATEMENT

A short statement from your advisor is required for all petitions. Advisors may write their statements on the petition form, or on a separate sheet, or email them to commreq@mit.edu.

CONTACT INFORMATION

Office of the Communication Requirement

Room 12-126

commreq@mit.edu

617.253.2313

<http://web.mit.edu/commreq>