

CAP PETITION REQUEST: *LATE DROP OF AN INCOMPLETE*

⇒ Please see the reverse side for instructions before completing this form. A separate form must be submitted for each subject that a student wishes to drop, as the committee considers each request on an individual basis.

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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Subject Information

<i>Subject to be dropped</i>	<i>Number of Units</i>	<i>Term subject was taken (Ex: Spring 2001)</i>	
<i>Name of Instructor</i>	<i>Telephone</i>	<i>Room</i>	<i>Email Address</i>

Student Statement (Required): Please explain the circumstances that have led to your request. Why should you be allowed to drop this subject rather than receiving a grade for the work you did complete? What has prevented you from addressing this issue sooner? Attach an additional sheet if necessary.

Signature of Student

Date

Academic Advisor Statement (Required): Please indicate the degree to which you support this request, and provide any clarifying or corroborating comments that you might have.

Signature of Academic Advisor

Date

Instructor Statement (Required): Please indicate the degree to which you support this request and provide any clarifying or corroborating comments that you might have.

Signature of Instructor

Date

Additional Relevant Information: (All other Institute personnel) If you can provide additional information regarding this student's request, please do so here.

<i>Name</i>	<i>Telephone</i>	<i>Room</i>	<i>Signature</i>	<i>Date</i>
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For Office Use Only – Do Not Write Below This Line

CAP Date Stamp

<i>Petition #</i>	<i>Date Petition is Complete</i>	<i>Previous Neglect</i>
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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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CAP PETITION REQUEST: LATE DROP OF AN INCOMPLETE

USE THIS FORM IF...

...you would like to petition the Committee on Academic Performance to **drop an Incomplete from your academic record**. If you would like to petition to drop a subject in which you have not received a grade or in which the grade received was other than Incomplete, then you must use a Late Drop form.

Students cannot graduate from MIT with unresolved Incompletes on their record. There are three ways to resolve an Incomplete. A student can

- complete the work in the subject (if the instructor is willing to work with him or her beyond the agreed upon deadline) and receive a grade;
- receive a grade for the work that he or she has completed thus far; or
- petition the CAP to retroactively drop the class from his or her record.

The CAP *very rarely* approves petitions to drop an Incomplete from a student's record, as students have an obligation to complete their work (and receive a grade for the work that was completed) regardless of whether the class fulfills a requirement or is taken a second time. All students are given adequate time to complete their Incompletes, and students who choose not to finish their coursework must receive a grade for the work that was completed.

EACH LATE DROP OF AN INCOMPLETE 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; and
- a signature and statement from the subject instructor.

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/acadinform/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).