

Undergraduate Petition to the CAP to DROP A SUBJECT AFTER THE DEADLINE

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.
- Advisors and instructors may email their statements to cap@mit.edu. In that case, they do not need to sign the form.
- Submit the completed petition to the CAP Staff Associate in 5-104.
- Note: If your petition is approved, the Registrar's Office will add a \$50 processing fee to your student account.

Student Information

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

Registration Information

Subject to be Dropped	Number of Units	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	Term
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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 drop this subject after the deadline?

Signature of Student

Date

Academic Advisor Statement

Name of Academic Advisor	Room	Email Address
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Please answer the following questions. To what degree do you support this student's request to drop this subject after the deadline? What educational purposes would the change serve?

Signature Date

Instructor Statement

Name of Instructor	Room	Email Address
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Please answer the following questions. When did this student stop participating in your subject (stop attending class and/or submitting work)? Did the student take the final or submit a final project? To what degree do you support this student's late drop request? Why?

Signature Date

For Office Use Only – Do Not Write Below This Line

Petition Number	Date Petition is Complete	Previous Neglect
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CAP Date Stamp

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Petition Review			
Date	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Neglect <input type="checkbox"/> Denied	<input type="checkbox"/> By Chair <input type="checkbox"/> By Committee	Staff Initials