

# CAP Petition to DROP A SUBJECT WITH A GRADE OF INCOMPLETE

## 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. If the instructor is no longer at MIT, an administrator in the department that offered the subject may write a statement instead.
- Advisor and instructor statements may also be emailed to [cap@mit.edu](mailto:cap@mit.edu). In that case, they do not need to sign this form.
- Submit the completed petition to the CAP Administrator in 7-104.
- Note: If your petition is approved, the Registrar's Office will add a \$25 processing fee to your MITPAY 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>MIT Email Address</i> |  | <i>Telephone</i>      |               |

## Registration Information

|                              |                        |   |             |
|------------------------------|------------------------|---|-------------|
| <i>Subject to be Dropped</i> | <i>Number of Units</i> | <input type="checkbox"/> <i>Grades</i><br><input type="checkbox"/> <i>P/D/F</i><br><input type="checkbox"/> <i>Listener</i> | <i>Term</i> |
|------------------------------|------------------------|---|-------------|

## Student Statement (Attach an additional sheet if necessary.)

*Please answer the following questions. Why should you be allowed to drop this subject rather than receive a final grade for the work you did complete? What efforts did you make to complete the work? What prevented you from addressing this issue sooner?*

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*

**Academic Advisor Statement**

|                                 |             |                      |
|---------------------------------|-------------|----------------------|
| <i>Name of Academic Advisor</i> | <i>Room</i> | <i>Email Address</i> |
|---------------------------------|-------------|----------------------|

*Please answer the following questions. To what degree do you support this student's request to drop this subject instead of completing the work or receiving a final grade on work done? What educational purposes would the drop serve?*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Instructor Statement**

|                           |             |                      |
|---------------------------|-------------|----------------------|
| <i>Name of Instructor</i> | <i>Room</i> | <i>Email Address</i> |
|---------------------------|-------------|----------------------|

*Please answer the following questions. What was the date on which the student agreed to submit the missing work in your subject? Did the student make further efforts to complete the work? During the term the subject was offered, when did this student stop participating (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**

**CAP Date Stamp**

|                        |                                  |                         |
|------------------------|----------------------------------|-------------------------|
| <i>Petition Number</i> | <i>Date Petition is Complete</i> | <i>Previous Neglect</i> |
|------------------------|----------------------------------|-------------------------|

**Petition Review**

|             |  |  |                       |
|-------------|--|--|-----------------------|
| <i>Date</i> | <input type="checkbox"/> Approved<br><input type="checkbox"/> Approved with Neglect<br><input type="checkbox"/> Denied | <input type="checkbox"/> By Chair<br><input type="checkbox"/> By Committee | <i>Staff Initials</i> |
|-------------|--|--|-----------------------|