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 $50 processing fee to your term bill account.

**Student Information**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>MIT ID</th>
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<tr>
<th>Major Department</th>
<th>Year in School</th>
<th>Email Address</th>
<th>Campus Address</th>
<th>Telephone</th>
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**Registration Information**

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<tr>
<th>Subject to be Changed</th>
<th>From Grades to P/D/F Status</th>
<th>From P/D/F to Grades Status</th>
<th>From Credit to Listener Status</th>
<th>From Listener to Credit Status</th>
<th>From Regular to Sophomore Exploratory Status</th>
<th>From Sophomore Exploratory to Regular Status</th>
<th>Number of Units</th>
<th>Term</th>
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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 change the status of this subject after the deadline?*

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Signature of Student ___________________________ Date ___________
Academic Advisor Statement

Name of Academic Advisor
Room
Email Address

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

Name of Instructor
Room
Email Address

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

Petition Number
Date Petition is Complete
Previous Neglect

Petition Review

Date
☐ Approved
☐ Approved with Neglect
☐ Denied

☐ By Chair
☐ By Committee
Staff Initials