

## COMMUNICATION REQUIREMENT PETITION



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

### Student Information

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

### Academic Advisor Information

<i>Name of Academic Advisor</i>	<i>Telephone</i>	<i>Room</i>	<i>Email Address</i>
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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 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 CI-M for both of my majors.
- For another reason: \_\_\_\_\_

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

**Academic Advisor Statement (Required, please see page two for more information):** Please indicate the degree to which you support this request, and provide any clarifying comments you might have.

**Academic Advisor Signature (Required)** \_\_\_\_\_  
*Signature of Academic Advisor* *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**

#### Petition Review

<i>Date</i>	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Denied</i>
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#### CR Date Stamp

# COMMUNICATION REQUIREMENT PETITION

## USE THIS FORM TO...

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...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 a CI-H or CI-M subject; or if, as a double degree 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...

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...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/hass/www/transadv.html>.

## THE PETITION PROCESS

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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

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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

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A statement from your advisor is required in the case of substituting a CI-M subject from another major or if you are a dual majors petitioning to overlap CI-M subjects.

## CONTACT INFORMATION

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Office of the Communication Requirement  
Room 12-126  
[commreq@mit.edu](mailto:commreq@mit.edu)  
617.253.2313  
<http://web.mit.edu/commreq>