

Undergraduate Petition to the CAP 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.
- Advisor and Instructor statements may also be emailed to cap@mit.edu. In that case, they do not need to sign this form.
- Submit the completed petition to the CAP Administrator in 11-101 or email to cap@mit.edu.
- Note: If your petition is approved, the Registrar's Office will add a \$50 processing fee to your term bill account.

Student Information

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

Registration Information

Subject to be Changed	☐	From Grades to Flexible PNR	Number of Units	Term
	☐	From Flexible PNR to Grades		
	☐	From Grades to Jr./Sr. P/D/F		
	☐	From Jr./Sr. P/D/F to Grades		
	☐	From Credit to Listener		
	☐	From Listener to Credit		

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?

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 change the status of this subject? What educational purposes would the change serve?

Signature

Date

For Office Use Only – Do Not Write Below This Line

Petition Number	Date Petition is Complete	Previous Neglect
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Petition Review

Date	☐ Approved ☐ Approved with Neglect ☐ Denied	☐ By Chair ☐ By Committee	Staff Initials
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CAP Date Stamp