

CAP Petition to EXCEED WARNING CREDIT LIMIT

Instructions:

- Identify yourself, your proposed registration, your Academic Advisor, and your major department Undergraduate Academic Officer (pages 1 and 2).
- Print your statement in the Student Statement box below. Sign and date your statement. Attach another page if necessary.
- Ask your Academic Advisor to write a brief signed and dated statement in the Advisor Statement box on page 2.
- Ask the department Undergraduate Officer to check next to the appropriate statement in the Undergraduate Officer Statement box on page 2, sign, and add optional comments.
- Advisor's and Officer's statements may be emailed to cap@mit.edu. In that case they do not need to sign the printed form.
- Submit the completed petition to the CAP Administrator in 11-101 in time for review during the **first CAP meeting** in the term in which you want to exceed the Warning Credit Limit. Submission deadlines are posted at <http://web.mit.edu/acadinfo/cap/petitions/-deadlines.html>.
- Note: If your petition is approved, the Registrar's Office will add a \$25 processing fee to your MITPAY account.

Student Information

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

Registration Information

Term in which to Exceed Warning	Proposed Total Units	Subjects to be Taken								
		Subject #1	Units	☐ Grades ☐ P/D/F ☐ Listener	Subject #2	Units	☐ Grades ☐ P/D/F ☐ Listener	Subject #3	Units	☐ Grades ☐ P/D/F ☐ Listener
		Subject #4	Units	☐ Grades ☐ P/D/F ☐ Listener	Subject #5	Units	☐ Grades ☐ P/D/F ☐ Listener	Subject #6	Units	☐ Grades ☐ P/D/F ☐ Listener

Student Statement (Attach an additional sheet if necessary.)

Please answer the following questions. What are your educational reasons for seeking to register for more units than your credit limit allows? What evidence indicates your ability to complete this work successfully?

Signature of Student

Date

Academic Advisor Statement (may also be emailed to cap@mit.edu)

Name of Academic Advisor	Room	Email Address
Please answer the following questions. To what degree do you support this student's request to exceed the Warning Credit Limit? What evidence can you provide that indicates the student's ability to complete this work successfully?		
_____ Advisor's Signature		_____ Date

Undergraduate Officer Statement (may also be emailed to cap@mit.edu)

<i>Undergraduate Officer Name</i>	<i>Room</i>	<i>Email Address</i>
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☐ I support this petition and recommend that CAP approve it.
☐ I do not support this petition and recommend that CAP deny it.

Optional comments:

Undergraduate Officer's Signature
Date

For Office Use Only – Do Not Write Below This Line

<i>Petition Number</i>	<i>Date Petition is Complete</i>	<i>Previous Neglect</i>
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Petition Review

<i>Date</i>	☐ Approved ☐ Approved with Neglect ☐ Denied	☐ By Chair ☐ By Committee	<i>Staff Initials</i>
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CAP Date Stamp

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