Table of contents (Linked to referenced sections within the PDF)

Please note, the following financial resources are NOT accessed via petition or email to OGE:

- **Graduate Student Short-Term Emergency Grant** (information and application)
- **Grant for Graduate Students With Children** (information and application)

Updated August 2024

Important registration deadlines and policies

Late Add/Drop/Change petitions

Purpose: To add, drop, or change subject registration (including changes to Listener status) after the term Add/Drop deadlines.

Deadline: No set deadline, however please note that late petitions to change to/from Graduate P/D/F grading mode are discouraged and will be approved only in exceptional circumstances, such as medical or personal emergencies.

Process: Submit online petition via the Graduate Late Add/Drop (GLAD) system.

Notes: Many GLAD petitions occur after students receive previous approval for changes, but fail to complete the final step in the process. **Please remind students that once the change has been approved by their department, a final step is required to submit their add/drop/change to the Registrar.**

Nonresident thesis research status petitions

Purpose: To conduct thesis research or writing while not in formal residence at MIT (for late-stage doctoral students only).

Deadline: July 15 for Fall term and November 15 for Spring term.

Process:

1. Student submits DocuSign petition into approval workflow;
2. Student will be notified via DocuSign once all parties have approved. DocuSign email notifications come from "Office of Graduate Education via DocuSign;"
3. OGE sends letter to student, dept, Registrar (and ISO if applicable) confirming nonresident status.

Notes: Nonresident period is a minimum of one regular term and maximum of six regular terms. Students are eligible for Grant for Graduate Students with Children and can be considered for Short-Term Emergency resources while in nonresident status.

Thesis research in absentia
Application through DocuSign

Purpose: For master's and doctoral students to conduct research away from MIT.

Deadline: July 15 for Fall term and November 15 for Spring term.

Process: Submit Thesis in Absentia petition via DocuSign, found on our website.

Notes: Full tuition rates are effective. Students can receive a full stipend while on this status.

Graduate credit petitions
Application through DocuSign using General Petition

Purpose: To receive graduate credit for an undergraduate MIT subject with prior approval from the instructor and with additional graduate-level work.

Deadline: Before the class starts or with an exception no later than the end of the 2nd week of term in which the class is being taken.

Process: Submit Graduate General Petition through DocuSign through our website.

Notes: Petition must include a written statement of additional graduate-level work. Subject instructor must sign the petition form.

Dual degree petitions
Application through DocuSign using dual degree petition

Purpose: To pursue master's degrees in two academic fields simultaneously with a single thesis or two theses.

Deadline: Two regular terms prior to degree end date, but no later than registration deadline of final term: Sept. 6, 2024 for February degree recipients, Feb. 7, 2025 for May degree recipients.

Process: Submit Graduate General Petition through DocuSign through our website.

Notes: Students must attach a detailed concise curriculum plan for each degree. **We will not accept a string of emails. Also note that the exact titles of each degree must be typed out.**

Joint thesis petitions
Application through DocuSign using general petition

Purpose: To request a collaborative single thesis for two students.

Deadline: Two regular terms prior to degree end date, but no later than registration deadline of final term: Sept 6, 2024 for February degree recipients, Feb. 7, 2025 for May degree recipients.

Process: Submit Graduate General Petition through DocuSign through our website.

Notes: The proposal must include descriptions of each student's unique contribution to the thesis and the joint contributions of both students.

O grade to OX grade petitions
Purpose: To excuse a grade of "O" which indicates that the student was progressing satisfactorily during the subject but was either (a) absent from the final examination or (b) absent during the last two weeks of the term (for a full-term subject) or the last week of the term (for a half-term subject), or both (a) and (b), due to verifiable medical or personal issues.

Deadline: Should submit the petition by the end of the term of which the O grade was received.

Process: Submit Graduate General Petition through DocuSign through our website with the semester the subject was taken, name of the subject, and the name of GradSupport dean who communicated with the student and supports this request. OGE petitions team will confirm with GradSupport dean before petition is approved.

Notes: An OX carries no credit for the subject; make-up work must be completed to receive course credit.

Petitions to establish a special thesis field
Application through DocuSign using General Petition

Purpose: To request a thesis field not currently on the list of departmental thesis fields.

Deadline: Should submit by the start of the expected graduation term.

Process: Submit Graduate General Petition through DocuSign through our website.

Notes: Petition must be approved and signed by the student's advisor.

Late registration petitions

Application through DocuSign using General Petition

Purpose: To register after the term deadline has passed

Process: Submit Graduate General Petition through DocuSign through our website.

Notes: A petition ($100 late fee) is required to complete registration after the final deadline.

Thesis hold requests

More information on thesis hold requests

Purpose: To request a thesis publication delay of up to 90 days from the Vice Chancellor.

Deadline: Submit hold request prior to/or concurrent with thesis submission to the relevant department.

Process: Send thesis hold request form to **ovc-thesis-holds@mit.edu** when related to:

- Student-initiated patents (student holds intellectual property rights as previously determined by the Technology Licensing Office)
- Pursuit of business opportunities (student holds intellectual property rights as previously determined by the Technology Licensing Office)
- Government/military review
- Privacy and security of author or thesis subjects
- Book publication [up to 24-month hold]
- Planned or pending submissions to scholarly journals related to thesis work

Thesis hold requests should be directed to the Technology Licensing Office (TLO) when related to MIT-initiated patent applications.

Where to send questions

General questions about **registration** should be directed to the Registrar's Office at records@mit.edu.

Questions about **any graduate petition type** should be sent to oge-petitions@mit.edu, including questions about petitions submitted via the Graduate Late Add Drop (GLAD) system

Questions about **student personal or academic concerns, including medical leave,** should be sent to the GradSupport team: gradsupport@mit.edu

Questions about **thesis holds** should be sent to ovc-thesis-holds@mit.edu

All other **general questions for the OGE** should be sent to grad-ed@mit.edu

The OGE is glad to advise on academic scenarios that do not require a petition to our office, including:

- Transfer graduate credit for courses taken outside of MIT (learn more on the Registrar's website)

- Changes to thesis committee membership or thesis advisor

- Substitutions and/or adjustments to degree requirements for individual students, provided that minimum units are met for the degree type