

MIE PETITION FORM

This form is required for students who wish to waive a core course, extend qualifying examinations, extend program, substitute a course, change in status, take an elective outside curriculum

INSTRUCTIONAL STEPS FOR USING THIS PETITION FORM

1. Use ONLY the fillable version of this PDF form to obtain approval of your advisor(s). PhD, MS-Thesis and MS-Project students require both Research and Concentration Faculty Advisors' approvals; while MS-Coursework students require only the approval of their Concentration Faculty Advisor (see the form).
2. After getting your Advisor's signature, submit the completed form to Mr. Jake Kearney either electronically (j.kearney@northeastern.edu) or in-person (334 Snell Engineering).
3. Mr. Kearney will have your form reviewed by the MIE Graduate Program Director, Prof. Marilyn Minus, and submit it to the Graduate Student Services Office at 130 Snell Engineering for further processing.
4. Once your form is processed at the Graduate Student Services Office, you will be notified of the results of your request within 5 to 7 business days.

EXPLANATIONS OF PETITIONED ITEMS ON THIS FORM

- **Electives Outside of Approved Curriculum or Program of Study (MS Students Only):** If the course you wish to take is not on the list of approved courses for your program, you must request permission from your research/academic advisor(s) to take the course BEFORE registering for the course. Failure to obtain permission to take the course may result in the course not counting toward your graduate degree program requirements.
- **Change in Status:**
 - **Full-Time to Part-Time:** International students who hold F-1 or J-1 visa AND are on assistantship or are on Co-op are not eligible to change their status.
 - **Part-Time to Full-Time:** Students with minimum 3.000 QPA are eligible after successfully completing 8 SH of coursework while a part-time student. International students with H-1 visa are NOT eligible to change their status.
- **Core Course Waiver:** This option is to petition to waive a required (core) course. Note that students must still fulfill the required semester hours for their degree program. Approval of this request is extremely rare unless supported by the research/academic advisor(s).
- **Extension of 7-year Time Limit:**
 - **PhD Students** have a maximum of five years for the completion of their degree requirements from the time of their PhD Candidacy. To request an extension, include the reason(s) for your request, an intended course of action, and length of time needed to complete degree requirements.
 - **MS Students:** All degree course credits earned in a program of graduate study, or accepted by transfer, are valid for a maximum of seven years. To request an extension, include the reason(s) for your request, an intended course of action, and length of time needed to complete degree requirements.
- **Course Substitutions:** The option is to substitute a grade received in one course for a grade received in an equivalent course (applies to electives only). Approval of this request is extremely rare unless repeating a course.
- **Extension on Doctoral Qualifying Examinations:** All doctoral students who hold a master's degree must take the Written Comprehensive part of the Doctoral Qualifying Examinations no later than the first time that it is offered after their first academic year of study. Those admitted directly with a bachelor's degree must take these exams no later than the first time that it is offered after their first two years of study.

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PART I. To be completed by the student

NU ID: _____ Current Program/Concentration: _____

Name: _____
Last or Family Name First or Given Name Middle Name

E-Mail: _____@husky.neu.edu Phone _____

Check All That Apply:

BS/MS MS PhD Certificated Only Special Student International Domestic
 Part-Time Full-Time

1. Check all that apply:

Elective outside of approved curriculum (M.S. degree only) Change instatus
 Core course waiver Extension of 7-year time limit Course substitution
 Extension on Doctoral Qualifying Examinations Other (specify): _____

2. For each course concerned, please provide the information below:

Course Name	Term	CRN #	Subject Code	Dept/Course #	# Credits

3. Why are you petitioning? Please explain (attach separate sheet if necessary): _____

4. Student Signature _____ Date: _____

PART II. Please Obtain the Following Approvals Along with any Supporting Documents

Research Advisor (for PhD and MS-Thesis or MS-Project options students)

Signature

Print Name

Date

Faculty Advisor [Click here for Faculty Advisor](#)

Recommendation: Approved Denied

Signature

Print Name

Advisor's comments and/or instructions

Date

MIE Graduate Program Director – Professor Marilyn Minus

Approved

Denied

Signature

Date

Graduate School: Approved Denied No Action Returned for additional information

Comments to student: _____

Graduate school authorization

Date

Effective Term