

MIE department now requires students to use **MIE specific petition and override forms** which are very different from what other departments are using. Please don't use incorrect forms when submitting your requests.

Please note that requests submitted with wrong forms will not be processed.

I) MIE Petition Form: Please use this form for one of the following reasons:

- * Core Course Wavier
- * Elective outside curriculum to count towards your degree
- * PhD minor requirement waiver
- * Change in status from part-time to full-time and vice versa
- * Extension on Doctoral Qualifying Examination
- * Course Substitution

II) Override Registration Request Form A: Use this form when you encounter a technical course registration error such as student attribute error, program restriction error, prerequisite and test score error, etc.

III) Override Registration Request Form B: Use this form when you need to register for MS Project, Independent Study, Thesis, and Thesis Continuation.

IV) Override Registration Request Form C: Use it when you need to register for Dissertation, Dissertation Continuation, and PhD Candidacy Preparation.

Instructions on how to correctly fill out these Forms

1. It's extremely important that you download these forms (see web links below) and fill them electronically before sending them to your Academic/ Research Advisor for review.

MIE Petition is found on the link:

<http://www.coe.neu.edu/sites/default/files/pdfs/coe/gse/miepetitionform.pdf>

Form A is found on the link:

<http://www.coe.neu.edu/sites/default/files/pdfs/mie/overriderequesta.pdf>

Form B can be found on the link:

<http://www.coe.neu.edu/sites/default/files/pdfs/mie/overriderequestb.pdf>

Form C is found on the link:

<http://www.coe.neu.edu/sites/default/files/pdfs/mie/overriderequestc.pdf>

2. While using the pdf fillable version of these forms, you will notice that there are some fields that have a drop down menus. You will need to select one of the options from the drop down menu to make sure you completely fill out all the information that is relevant before submitting your form to the advisor for review.

Please see an example of a drop down menu field listed below. In this case Current Program/Concentration field needs to be filled out using a drop down menu.

Northeastern University
College of Engineering
Mechanical and Industrial Engineering

Department of Mechanical and Industrial Engineering
334 Snell Engineering Center Phone: 617.373.2740
360 Huntington Avenue Fax: 617.373.2921
Boston, MA 02115
Web: www.mie.neu.edu

PETITION FORM

(Do NOT use this form to petition to register for Independent Study, PhD Candidacy Preparation, Dissertation, and/or Dissertation Continuation) Follow the instructions on the next page. Use fillable pdf or PRINT CLEARLY to ensure your writing is legible. You must provide **all** required supporting documents before a final decision is made on your petition.

NU ID Current Program/Concentration

Name

Last or Family Name First or Given Name

Phone Husky E-mail

Current degree level: Int Int

Industrial Engineering
 Operations Research
 Mechanical Engineering/General
 Mechanical Engineering/Material Science
 Mechanical Engineering/Mechanics
 Mechanical Engineering/Mechatronics
 Mechanical Engineering/Thermofluids

1. Check all that apply: Elective outside approved curriculum (M.S. degree only) Change in status

3. Read all the instructions listed on the form and follow all the steps that are listed in the instructions to make sure that you have all the necessary approvals before submitting your form to Ms. Sara Belotti in 334 Snell Engineering.

4. If you have any questions about using these forms then contact Ms. Sara Belotti by emailing her at s.belotti@neu.edu

Please note that as a graduate student, it's your responsibility to:

- Use the right forms when submitting your requests to the advisor.
- Use pdf fillable version of these forms and fill them out completely before submitting them for review.
- Read and follow all the instructions listed on the forms.