

MIE Registration Override Request Form B: Independent Study/MS Project/Research/Thesis/Thesis Continuation

This form is required for students within the MIE department only. Use this form to petition to register for Independent Study, Project, Research, Thesis and/or Thesis Continuation

INSTRUCTIONAL STEPS FOR USING OVERRIDE REQUEST FORM B

PROCESS TO OVERRIDE REQUEST FORM B

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

- **Independent Study and MS Project:**
 - **MS Students:** An Independent Study or MS Project must be approved by the research advisor (for MS-Thesis or MS-Project options) or faculty advisor (for MS-Coursework option). The petition must clearly state the reason for taking the course; a brief description of the goals; as well as the expected outcomes, deliverables, and grading scheme. The Independent Study can be substituted with no more than one (4 SH) graduate-level course from outside the approved list of electives.
 - **PhD Students:** An Independent Study must be approved by the research advisor.
- **MS Thesis:** MS students who receive financial support from the university in the form of a research, teaching, or tuition assistantship must complete an 8 SH Thesis. Students who complete the thesis option, must make a presentation at a thesis presentation before approval by the MIE Department.
- **MS Thesis Continuation:** Upon completion of the 8 SH Thesis, MS students may then register for MS Thesis Continuation until the thesis is completed. Students may not register for MS Thesis Continuation until they successfully pass the 8-SH Thesis.
- **Course does not appear on the Banner Schedule:** Sometimes individual instruction courses such as Thesis, Thesis Continuation, Dissertation, Dissertation Continuation, Independent Study, etc. do not appear on the schedule under the faculty member with whom you are working. In that case, please complete the Graduate Registration Form, get the required signatures on the form, and submit it along with the Registration Override Form B to Mr. Jake Kearney. Graduate Registration Form can be found at the link: <https://www.northeastern.edu/registrar/form-gs-thesis.pdf>

MIE Registration Override Request Form B:

NU ID: _____ Current Program/Concentration: _____

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

E-Mail: _____@husky.neu.edu Current Degree Level: _____

Check All That Apply:

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

Term: Fall Spring Full Summer Summer 1 Summer 2 Year: _____

1. Please provide the information below for the Independent Study Course, MS Project, Research, Thesis or Thesis Continuation:

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

 Signature Print Name Date:

2. Reason for taking the Independent course/Project/Thesis/Thesis Continuation: _____
3. A brief description of the goals: _____
4. The expected outcomes and deliverables: _____
5. Grading scheme: _____
6. Student Signature: _____ Date: _____

PLEASE OBTAIN THE FOLLOWING APPROVALS ALONG WITH ANY SUPPORTING DOCUMENTS

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

 Signature Print Name Date

8. **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

Graduate School: Approved Denied No Action Returned for additional information

Comments to student: _____

 Graduate school authorization Date Effective Term