

## MIE Registration Override Request Form C: PhD Candidacy Preparation/Dissertation/Dissertation Continuation

Use this form to petition to register for PhD Candidacy Preparation, Dissertation and/or Dissertation Continuation. See the explanations on the next page.

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### INSTRUCTIONS FOR USING OVERRIDE REQUEST FORM C

#### PROCESS TO OVERRIDE REQUEST FORM C

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 (electronic signatures are not accepted), submit the completed form to Mr. Jake Kearney either electronically ([j.kearney@northeastern.edu](mailto: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

##### **Dissertation:**

Upon successful completion of the Doctoral Qualifying Examinations (both written preliminary and oral area exams) as well as all the required course work, the doctoral candidate, in consultation with his or her research advisor, must register in two consecutive semesters (may include the full summer term) for ME 9990 – Dissertation or IE 9990 – Dissertation.

##### **Dissertation Continuation:**

Upon completion of the Dissertation Courses sequence above, the student must then register for ME 9996 – Dissertation Continuation or IE 9996 – Dissertation Continuation in every semester (may include summer term) until the dissertation is completed. Students may not register for ME/IE 9996 – Dissertation Continuation until they fulfill the two-semester sequence of ME/IE 9990 – Dissertation.

##### **Doctoral Candidacy Preparation:**

To meet the full-time registration requirement for PhD students who have completed most of their course work and not yet reached PhD candidacy, a zero-credit course, ME 8960 – Doctoral Candidacy Preparation or IE 8960 – Doctoral Candidacy Preparation, can be taken if needed to fulfill full-time course registration. The course is an individual instruction course, billed at 1 semester hour, and graded S or U. There is no course content, and students must register in a section with their research or academic advisor as the “instructor.”

##### **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 C 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. What are you registering for:  
Click here to select the course  
1.b CRN #(required) \_\_\_\_\_
2. Have you passed the Oral exam of the Doctoral Qualifying Examinations or your Proposal defense?  
 Yes – Go to Part 3  
 No – You are not allowed to register to Dissertation Course at this time. Pls. see the instructions under “Doctoral Candidacy Preparation”.
3. How many course work hours have you completed? You cannot register for Dissertation at this time if you haven’t completed all the required course work as indicated below. Pls. see the instructions under “Doctoral Candidacy Preparation”.  
 24 SH if entered with Master's Degree  
 48 SH if entered with Bachelor's Degree
4. Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE OBTAIN THE FOLLOWING APPROVALS ALONG WITH ANY SUPPORTING DOCUMENTS**

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

\_\_\_\_\_  
Signature Print Name Date

6. **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