

CALIFORNIA INSTITUTE OF TECHNOLOGY

Petition to the Dean of Graduate Studies for Excessive Registration
M/C 230-87, Room 230 Center for Student Services

Last Name _____ First Name _____

Option _____ Email _____

The Graduate Study Committee, in the spring of 1982, established the following regulation:

“No student will be allowed to continue work toward the doctor's degree in excess of five academic years of graduate residence without the approval of a petition by the Dean of Graduate Studies in consultation with the option representative, the thesis advisor and the candidacy/advisory committee chair.”

Additionally, in the spring of 2003, the Graduate Study Committee instituted a further requirement that each student, fourth year and above, meet informally each year with their advisory committee to ensure satisfactory progress. These regulations reaffirm our long-standing procedures pertaining to duration of study for the Ph.D. Each student considered “Excessive” according to the above guidelines must complete the appropriate requirements before the end of the summer quarter or submit a petition to the Graduate Dean. Completed petitions should be submitted no later than **September 25**. The option representative, your advisor, and in some cases your candidacy committee chair or advisory committee chair must recommend approval of the petition before the Dean will grant final approval. Please note that your formal enrollment will be placed on hold for the fall term until after a petition has been approved. The only exceptions are those students who are scheduled to complete the appropriate requirements by the first Friday of the term (October 2).

Please explain below, on the reverse, or on a separate sheet of paper the circumstances responsible for the delay, and give an estimate of when the particular requirement will be completed. Incomplete petitions will be returned for additional information, which may result in an enrollment hold.

Date

Student Signature

- Recommended
- Not Recommended

Date

Thesis Advisor Signature

- Recommended
- Not Recommended

Date

Candidacy/Advisory Committee Chair Signature

- Recommended
- Not Recommended

Date

Option Representative Signature

- Approved
- Not Approved

Date

Dean of Graduate Studies Signature