

**Thesis Hold Request**  
**Office of the Dean for Undergraduate Education**

Date of submission: \_\_\_\_/\_\_\_\_/\_\_\_\_ (month/day/year)

**1. Student Information**

Name: last, first, middle: \_\_\_\_\_

MIT ID: \_\_\_\_\_

Primary dept or program: \_\_\_\_\_

Primary degree: \_\_\_\_\_

Expected degree date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Student Request:**

Thesis title: \_\_\_\_\_

Length of time held requested (maximum 90 days\*): \_\_\_\_\_

Have you requested and/or been granted a thesis hold previously? If yes, for how long? \_\_\_\_\_

Reason for Request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Department Approval**

Student's Signature: \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

**4. Institute Approval**

\_\_\_\_\_

*Dean, Office of the Dean for Undergraduate Education, DUE, Room 7-133*

The signed form should be sent directly to the Institute Archives and Special Collections (14N-118) through interdepartmental mail.

\*The Dean for Undergraduate Education will not approve a petition for thesis hold beyond three months. A request for a longer period must be reviewed and approved by the [Vice President for Research and Associate Provost](#).