



Special Student Information Sheet

The Special Student option provides ALM degree candidates with the opportunity to enroll in a maximum of 2 pre-approved Harvard Graduate School of Arts and Sciences courses; all other course work for the degree must be completed through the Harvard Extension and Harvard Summer Schools. You can take one course per semester for one academic year or two courses in one semester. This option is **only** for courses not ordinarily offered at the Harvard Extension or Harvard Summer Schools. The deadlines for submitting the Special Student petition are listed online as well as the cost of tuition. The program will not accept courses toward a degree that are not preapproved.

In order to apply for Special Student status you must be an admitted ALM candidate who has completed a minimum of 16 credits toward your program at Harvard with a cumulative GPA of 3.5 or higher.

In order for your Special Student application to be complete, you must:

- Complete the attached Special Student Petition.
- Meet with Stephen J. Blinn, Associate Director of Professional Programs, or Sarah Powell, Assistant Director of Liberal Arts Programs, to discuss qualifications for admission and course selection and to request a recommendation letter. **Please be aware that this is a formal interview and you should be prepared to make the case that you are a strong candidate for Special Student status. Submission of the petition does not guarantee office approval.**
- Complete the Special Student online application for the Harvard University Graduate School of Arts and Sciences at www.gsas.harvard.edu/programs_of_study/special_students_admissions.php. Visit their website for the deadline dates.
- Have two Extension School instructors upload their letters of recommendation to the online application form. These should be from faculty members who teach in the field(s) in which you propose to take courses.
- Order an official Extension School transcript to be uploaded to the online form. In addition, you must upload official transcripts from your previous colleges or universities; contact each school directly.

If your Special Student Petition is approved, the program director will upload his/her letter of recommendation. The final decision on your application rests solely with the Special Student Office. The decision will be based on your overall academic history, previous coursework in the field, letters of recommendation, your application essay, and the letter of support from your program director.



HARVARD EXTENSION SCHOOL

Academic Advising Office, 51 Brattle Street, Cambridge, Massachusetts 02138-3722

Special Student Petition

Student Information

FULL LEGAL NAME (exactly as printed on your government-issued ID)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

HARVARD ID NUMBER	DAYTIME PHONE NUMBER								
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(appears on your ID card)

E-MAIL ADDRESS

ALM FIELD (i.e., English literature, software engineering, journalism)

CUMULATIVE GPA (3.5 minimum)	TOTAL NUMBER OF HARVARD EXTENSION SCHOOL/HARVARD SUMMER SCHOOL CREDITS COMPLETED (16-credit minimum)

Special Student enrollment dates: Semester(s) _____ Year _____

Candidates receiving financial aid from the Extension School must inform Student Financial Services of their intent to take GSAS courses, and candidates currently deferring loans must inform the Registrar's Office.

Employment status: ☐ Full-time ☐ Part-time Number of hours per week _____

Harvard employees who receive TAP do not need to apply for Special Student status. They only need to check this box: ☐, fill out this form, and submit it to Stephen Blinn or Sarah Powell.

Course Information

You must take the courses for a letter grade and you can only register for courses listed as "For Undergraduates and Graduates" or "Primarily for Graduates." Enrollment in any course is subject to the permission of the instructor. Obtaining permission is difficult in limited-enrollment courses. Please review the Special Student website for a list of restricted courses.

Instructor Information

Please list the two instructors providing letters of recommendation:

Course Registration Proposal

Submit a two-page essay outlining the academic reasons for wanting to enroll as a Special Student and detailing how the course(s) will be of benefit to your academic and professional career. Be sure to attach the GSAS course descriptions as a separate (third) sheet.

Continued on next page.

Please note that once you are registered as a Special Student, you will need to provide the Academic Advising Office with a transcript listing the courses in which you are registered (deadlines are October 15 for fall courses and February 15 for spring courses) and a transcript listing the courses with the final grades (deadlines are February 1 for fall courses and June 1 for spring courses). Transcripts can be requested online at www.registrar.fas.harvard.edu/transcript.

- ☐ I have started the Graduate School of Arts and Sciences Special Student online application form, (www.gsas.harvard.edu/programs_of_study/special_students.php).
- ☐ I have made an appointment to meet with Stephen J. Blinn or Sarah Powell.
- ☐ I have contacted my Extension School instructors for letters of recommendation.
- ☐ I have ordered my transcripts from all the schools I have attended, including the Extension School.

Student's signature _____ Date _____

Professional Degree Office use only:

Approved by _____ Date _____

Recommendation letters sent to SSO _____ Coded in BAN _____

Admitted _____ GSAS transcript 1 received _____

_____ GSAS transcript 2 received _____