



Special Student Information Sheet

The Special Student option provides Professional Degree Program (ALM) candidates with the opportunity to enroll in 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 School. 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 deadline for submitting the Special Student petition are listed online as well as the cost of tuition. The program will not accept courses 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 24 credits at Harvard with a cumulative GPA of 3.7 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, Assistant Director, or Laura E. Wilcox, Associate Director of Management 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.php. Visit their website for the deadline dates.
- Have two Extension School instructors upload their letters of recommendation to the online application form.
- 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 University Extension School

Professional Degree and Certificate Programs

51 Brattle Street • Cambridge, Massachusetts 02138-3722 • (617) 495-9414 • Fax: (617) 998-8494 • www.extension.harvard.edu

Special Student Petition

Student Information

Name _____
First Last

DCE ID number

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(see www.extension.harvard.edu/login if unsure)

Address _____
Street

_____ City State Zip

E-mail address _____

Daytime phone number _____

Degree program _____ Concentration _____

Cumulative GPA _____ Total number of Extension/Summer School credits completed _____
3.7 minimum 24-credit minimum

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

Candidates receiving financial aid from the Extension School must inform the Financial Aid Office of their intent to take Harvard Graduate School of Arts and Sciences courses, and candidates currently deferring loans must inform the Registrar's Office.

Employment status: Full-time Part-time Number of hours per week _____
 TAP eligible Harvard employee*

** Harvard employees who receive TAP do not need to apply for Special Student status. They only need to check this box and fill out page this page of the Special Student Petition and submit it to Stephen Blinn or Laura Wilcox.*

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 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 Professional Programs Office with two official transcripts during the semester: 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). Transcript requests are available at the Harvard Graduate School of Arts and Sciences Registrar's Office, 20 Garden Street.

- 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 Laura E. Wilcox.
- 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 _____
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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 _____