



Special Student Information Sheet

The Special Student option provides Master of Liberal Arts (ALM) degree candidates with the opportunity to enroll in Faculty of Arts and Sciences courses at Harvard College. An ideal applicant for Special Student status is a degree candidate who has completed a number of courses in a particular subject (e.g., English literature, history, or psychology) at the Extension School, is interested in learning more, and would like to take specific upper-level courses that the Extension School does not offer in that subject that will count toward the ALM degree. The 2009-10 Special Student tuition per course is approximately \$4,210. The deadlines for submitting the attached Special Student petition to the ALM Office are September 15, 2009 for the 2010 spring term and February 15, 2010 for the 2010–11 academic year.

In order to be considered for Special Student status you must be an admitted ALM degree candidate 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 Peter O'Malley, Assistant Director, to discuss qualifications for admission and course selection and to request a recommendation letter.
- 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. The deadlines are October 1, 2009 for the 2010 spring term and March 1, 2010 for the 2010–11 academic year.
- Have two Extension School instructors write letters of recommendation to be sent to the Special Student Office.
- Order an official Extension School transcript to be sent directly to the Special Student Office. In addition, transfer students must have official transcripts from their previous colleges or universities sent as well; contact each school directly.

If your Special Student Petition is approved, the Assistant Director will forward his letter of recommendation directly to the Special Student Office. 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 the Assistant Director.

As a Special Student you can take a maximum of two courses per semester for one academic year. You may reapply the following year by requesting an updated letter of support from the Assistant Director and submitting a re-application to the Special Student Office by the required application dates (see above).



Special Student Petition

Student Information

Legal 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 _____

Area of concentration _____ Field of study _____

Cumulative GPA _____ *3.5 minimum* Total number of Extension credits completed _____ *12-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 College courses, and candidates currently deferring loans must inform the Registrar's Office.

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

Course Information

Please list the course(s) you are interested in taking as a Special Student. (Extension School students must take courses for a letter grade; no Satisfactory or Pass grades will be accepted.) Only courses listed as "For Undergraduates and Graduates" or "Primarily for Graduates" will be accepted for ALM credit. Do not sign up for a course listed as "Primarily for Undergraduates." Courses are seminars only if they are designated as such. Enrollment in any course is subject to the permission of the instructor. Obtaining permission may be difficult in limited-enrollment courses.

Please list related Extension School coursework:

In order for the Assistant Director to write an informed letter of recommendation, please state specific reasons why you are interested in taking courses at Harvard College:

Please list the two instructors providing letters of recommendation:

Please note that once you are registered as a Special Student, you will need to provide the ALM Office with an official transcript listing the courses with the final grades (deadlines are February 1, 2010 for fall courses and June 1, 2010 for spring courses). Transcript requests are available at the Harvard College 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 Peter O'Malley, Assistant Director.
- I have contacted my Extension School instructors for letters of recommendation and they will submit the letters to the Special Student office per their instructions.
- I have ordered my transcripts from all the schools I have attended, including the Extension School.

Signature _____ Date _____

ALM office use only:	
Approved by _____	Date _____
Recommendation letters sent to SSO _____	Coded in BAN _____
Admitted _____	Harvard College transcript 1 received _____
_____	Harvard College transcript 2 received _____