



Special Student Information Sheet

The Special Student option provides undergraduate degree candidates with the opportunity to enroll in Faculty of Arts and Sciences (FAS) 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., economics, history, or psychology) at the Extension School, is interested in learning more, and would like to take specific upper-level courses at the College that the Extension School does not offer. The deadlines for submitting the attached Special Student Petition to the Undergraduate Degree Programs Office are listed online as well as the cost of FAS tuition.

In order to apply for Special Student status you must be an admitted undergraduate degree candidate who has completed a minimum of 32 credits at Harvard with a cumulative GPA of 3.33 or higher. Of the 32 credits, a minimum of 12 credits must be in the same discipline as the proposed Harvard College course(s).

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

- Complete the Special Student Petition.
- Meet with Suzanne Spreadbury, Associate Dean, 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.**
- 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 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 Associate Dean will upload 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 the Associate Dean.

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 Associate Dean and submitting a re-application to the Special Student Office by the required application dates (see the website).

A limited number of Special Student Scholarships are available to ALB degree candidates each academic year. Please visit the financial information section of the Extension School website for more information and an application form.



Harvard University Extension School

Undergraduate Degree Programs Office

51 Brattle Street • Cambridge, Massachusetts 02138-3722 • (617) 495-9413 • Fax: (617) 998-8494 • www.extension.harvard.edu/undergrad/

Special Student Petition

Student Information

Name _____
First *Last*

Address _____
Street

_____ *City* *State* *Zip*

E-mail address _____

Daytime phone number _____

DCE ID number @

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

Area of concentration _____ Field of study _____

Cumulative GPA _____ *3.33 minimum* Total number of Extension/Summer School credits completed _____ *32-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 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 _____

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 1 of the Special Student Petition and submit it to Suzanne Spreadbury, Associate Dean, Undergraduate Degree Programs.

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). Before choosing, review the list of restricted courses on the Special Student website (www.gsas.harvard.edu/programs/nondegree). Enrollment in any course is subject to the permission of the instructor. Obtaining permission is difficult in limited-enrollment courses.

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 future plans. Be sure to attach the proposed Harvard College course descriptions as a separate (third) sheet.

Instructor Information

Please list the two instructors providing letters of recommendation:

Continued on next page.

Please note that once you are registered as a Special Student, you will need to provide the Undergraduate Degree 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 College Registrar’s Office, 20 Garden Street.

- I have started the GSAS Special Student Online Application Form (www.gsas.harvard.edu/programs_of_study/special_students.php).
- I have made an appointment to meet with Suzanne Spreadbury, Associate Dean.
- 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 _____

Undergraduate Degree Programs Office use only	
Approved by _____	Date _____
	Coded in BAN _____
Admitted _____	Harvard College transcript 1 received _____
	Harvard College transcript 2 received _____