HARVARD EXTENSION SCHOOL

Office of ALB Advising and Program Administration

51 Brattle Street, Cambridge, Massachusetts 02138-3722 • (617) 495-9413 • www.extension.harvard.edu/undergraduate-degrees

Special Student Procedures

The Special Student option provides undergraduate degree candidates with the opportunity to enroll in Harvard College courses through the Special Student and Visiting Fellows Program sponsored by the Harvard University Graduate School of Arts and Sciences.

To apply, you must be an admitted undergraduate degree candidate who, at the time of application, has completed a minimum of 64 credits, 32 of which must be completed at Harvard Extension School or Harvard Summer School, with a cumulative GPA of 3.50 or higher. Of the 64 credits, a minimum of 12 credits must be in the same discipline as the proposed Harvard College course(s).

The cost of FAS tuition is listed online: www.gsas.harvard.edu/programs_of_study/special_students_costs_tuition_and_fees.php

There are two steps to the process:

Step 1

1. Submit the attached Special Student Petition and schedule an appointment with Mark Ouchida (mark_ouchida@harvard.edu), Director of Undergraduate Advising, by the deadlines: September 1 to take Harvard College courses in the spring and February 1 to take courses in the next academic year (fall and spring).

2. Mark Ouchida will review your qualifications, course selections, two faculty recommender choices, and application essay. When filling out the petition:

   • refrain from listing limited enrollment courses

   • choose recommenders who teach in the same field of your prospective course selections

   • focus your essay on how Harvard College courses will support your future plans and enhance your learning within your chosen field of study.

3. Depending on Mark Ouchida's advice, you need to be prepared to make revisions to your list of recommenders, course choices, and essay topic.

Step 2

1. After approval by Mark Ouchida, complete the online Special Student and Visiting Fellows application for the Harvard University Graduate School of Arts and Sciences at: www.gsas.harvard.edu/programs_of_study/apply_online_deadlines_and_requirements.php by **October 1** to take Harvard College courses in the spring and **March 1** to take Harvard College courses in the next academic year. **IMPORTANT:** If you don't meet the deadline for this first step, you cannot move on to the next.

2. Your three recommenders (two faculty and Mark Ouchida) will receive an e-mail request from the Special Student and Visiting Fellows Office asking them to upload their letters directly on to the application form.

3a. Order an unofficial Harvard Extension School transcript to be uploaded to the online form as well as an official Harvard Extension School transcript to be mailed directly to the Special Student and Visiting Fellows Office.

3b. If you attended other schools, you must also upload unofficial transcripts from your previous colleges or universities and request official transcripts to be sent directly to the Special Student and Visiting Fellows Office.

The final decision of your application rests entirely with the Special Student and Visiting Fellows Office. You will receive a letter from that office in May (if you applied in spring) or November (if you applied in fall).

Special Student courses are taken for a letter grade and recorded as undergraduate credit, unless you cross register at one of the graduate schools at Harvard. All Special Student courses count toward your Harvard Extension School cumulative GPA and fulfill Harvard instructor requirements (fulfillment of other requirements will vary). Students taking two Special Student courses may cross-register at one of the Harvard graduate schools, MIT, Tufts, or Brown University.

Special Student payment of tuition and fees (e.g., health insurance) is due in full prior to registration (visit www.gsas.harvard.edu/programs_of_study/special_students_costs_tuition_and_fees.php for more information). If, for any reason, you have an outstanding balance with the Graduate School of Arts and Sciences prior to the end of the term, you will not be able to register for the following semester. Moreover, you cannot graduate from the undergraduate program owing any money to the University, so be sure you have the funds to cover the added cost of Special Student tuition and fees.

A limited number of Special Student Scholarships are available to Undergraduate Degree candidates each academic year. Mark Ouchida will provide additional information about the scholarship at your initial meeting.

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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 (appears on your ID card)

DAYTIME PHONE NUMBER

E-MAIL ADDRESS

AREA OF CONCENTRATION	FIELD OF STUDY

CUMULATIVE GPA (3.33 minimum)	TOTAL NUMBER OF HARVARD EXTENSION SCHOOL/HARVARD SUMMER SCHOOL CREDITS COMPLETED (64-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: , fill out this form, and submit it to Mark Ouchida, Director of Undergraduate Advising.

Course Information

Please list the course(s) you are interested in taking as a Special Student. Before choosing, review the list of restricted courses on the Special Student website (www.gsas.harvard.edu/programs_of_study/restricted_courses.php). Enrollment in any course is subject to the permission of the instructor.

_____   _____

_____   _____

_____   _____

_____   _____

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:

_____

_____