



**HARVARD
GRADUATE SCHOOL OF EDUCATION**

Office of the Registrar

**PETITION FOR PART-TIME STUDY
Ed.M. and C.A.S.**

Before completing this petition, please read the HGSE part-time study policies on the reverse side.

Name: _____

U.S. Citizen? Yes No

Student I.D.#: _____

Degree: Ed.M. C.A.S.

Part-time Plan:

Semester: Fall 20_____

Number of Courses: 1 1½ 2 2½ 3 3½

Semester: Spring 20_____

Number of Courses: 1 1½ 2 2½ 3 3½

Reason for requesting part-time study:

Date: _____

Student

Date: _____

Financial Aid Representative*

**If you are not receiving financial aid, this signature is not required.*

Date: _____

Program Director

Date: _____

Assistant Director for Master's Studies

Confirmation from the Office of the Registrar will be sent to:

Student, Assistant Director for Master's Studies, Director of Financial Aid, Program Director, Program Administrator, Advisor

Harvard Graduate School of Education

Part-Time Study Policies

Ordinarily, degree and certificate candidates must be enrolled for full-time study (meaning four half-courses or sixteen credits per semester). In some cases, students will be permitted to study part-time. Usually, part-time students are expected to enroll in two courses per semester. Permission is rarely given to enroll in fewer than two courses per semester.

Students who are given permission to study part-time are required to meet the same basic tuition requirements as full-time students, although courses are taken over a longer period of time.

Part-time students are expected to officially add and drop courses according to the same procedures and by the same deadlines as full-time students. Please refer to the *Academic Calendar* for add and drop deadlines, as well as for information about tuition refunds.

Ed.M. students are given three consecutive years from the date of original matriculation to complete degree requirements and graduate. If an Ed.M. candidate plans to apply one course taken prior to entering a HGSE Master's program, the student has two-and-one-half years from the time of matriculation into the degree program to complete the degree. Likewise, if an Ed.M. candidate plans to apply two courses taken prior to entering a HGSE Master's program, the student has two years from the time of matriculation to complete the degree.

Please be aware that any change in time status may affect your eligibility for financial aid, student loans, and loan deferments. For this reason, it is imperative that you discuss your plans with the Financial Aid Office before you submit the petition for part-time study.