

Admission as a Special Student

Deadline for new Special Student application – 1 week prior to the start of classes.
Deadline for returning Special Student application – 1 business day prior to the start of classes.

POLICY

- An applicant who does not desire to pursue a degree program may seek admission as a Special Student only after obtaining advisement from the department housing the program. Graduate College applicants must hold a baccalaureate degree from a US accredited college or university.
- Special Student status is granted under restricted circumstances such as professional advancement or recertification. Special Student status is not granted to individuals wishing to enhance their application.
- Special Student status does not ensure acceptance to a degree program.
- Enrollment is limited to a maximum of 12 semester hours or enrollment or 3 terms, whichever comes first. A maximum of 12 credit hours earned as a Special Student may be applied as credit toward a degree if approved by the admitting program and College dean.
- Special Students may petition to have the earned credit count toward a degree program if the criteria for full standing admission was met at the time admission was granted. The petition letter should be sent to college dean's office.
- Special Students are not eligible for financial aid.
- International students attending on an F1 visa are not eligible to enroll as a Special Student.

PROCEDURE

First time Special Student applicants must:

1. Apply online and submit non-refundable fee at <http://apps.ouhsc.edu/admissions/>.
2. Arrange to have separate official transcripts from each institution attended, send to Admission@ouhsc.edu or mail to Admissions and Records, PO Box 26901, LIB 121, Oklahoma City, Oklahoma 73126.
3. Submit this completed form to Admissions@ouhsc.edu and include a brief career goal statement describing why you wish to enroll in the course(s) below.

For additional semesters: Resubmit this form and an updated educational goal statement electronically to admissions@ouhsc.edu. Special Students who have a one-year lapse in enrollment must submit a new application.

*****An email from the instructor approving enrollment may be sent to admissions@ouhsc.edu in lieu of instructor signature*****

| Subject Area | Catalog No. | Section | Class No. | Course Title | Hours |
|----------------------------|-------------|---------|-----------|-------------------------------------|-------|
| | | | | | |
| Printed Name of Instructor | | | | *Instructor's Signature of Approval | |
| | | | | | |

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I understand the conditions and limitations of Special Student Status.

Name _____ Signature _____ ID# (Repeat applicants Only) _____
 Phone _____ Date _____ Term _____ Email _____