



# Admission as a Special Student Conditions and Limitations

The Office of Admissions and Records will review your application along with your academic records and supporting credentials for consideration as a Special Student. The following outlines the limitations and conditions of Special Student Admission and enrollment policies:

- An applicant who holds a baccalaureate degree from an accredited college or university and does not desire to pursue a degree program but wishes to enroll in a course may seek admission as a Special Student by applying to the Office of Admissions and Records. The Vice Provost for Educational Services and Registrar, located in the Basic Sciences Education Building, Room 200, serves as the academic advisor to Special Students and is responsible for approving admission and enrollment **each** semester.
- Enrollment as a Special Student is limited to a maximum of 12 semester hours or enrollment for 3 terms, whichever comes first. Records indicate that you have completed \_\_\_\_ hours as a Special Student at OUHSC.
- A maximum of 12 credit hours earned under the Special Student status may be applied as credit toward a graduate degree if approved by the admitting program and the Graduate College. Special students may not enroll in graduate courses without permission of the instructor and the Graduate Dean.
- Credit earned as a Special Student may be petitioned through the Graduate College and upon approval may be counted toward a degree program provided the criteria for full standing admission to the Graduate College is met at the time you are admitted to a graduate program.
- Special Student status does not ensure acceptance to a degree program or into any course.
- **Deadline for new Special Student Status – 1 week prior to classes starting.**
- **Deadline for returning Special Student Status – 1 business day prior to classes starting.**
- **First time Special Student applicants must submit:**
  1. OUHSC Application for Admission (<http://www.admissions.ouhsc.edu/Forms/app.pdf>)
  2. Admission as a Special Student Conditions and Limitation form
  3. Official transcript from last institution attended or institution with significant amount of course work – not necessary if the last institution was OU or OUHSC.
  4. Application fee - \$40.00 for U.S. Citizens or \$65 for non-U.S. Citizens
  5. A brief statement describing your educational goals or the reason you are seeking Special Student Status and mention the college/department(s), course title(s), and course number(s) you wish to enroll
- **Each additional semester**, Special Students must provide a new statement describing educational goals including the college/department(s), course title(s), and course number(s) you wish to enroll in and submit a complete updated Special Student form to the Office of Admissions and Records.
- Special Students who have a one-year lapse in enrollment are required to complete a new application, pay application fee and provide a statement describing their educational goals.
- Special Students are ineligible for financial aid.

## I understand the conditions and limitations of Special Student Status.

### TO BE COMPLETED BY APPLICANT

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_ Term \_\_\_\_\_

Name (print) \_\_\_\_\_ ID Number \_\_\_\_\_

Applicants contact telephone number \_\_\_\_\_ E-mail address \_\_\_\_\_

Admission approved by Registrar: \_\_\_\_\_ Date \_\_\_\_\_

System update	Officer initials	Contact Student
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