



**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.

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**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:**

**Required Signatures:**

\_\_\_\_\_  
**Student** Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

**Program Director**

\_\_\_\_\_  
Date: \_\_\_\_\_

**Assistant Director for Master's Studies**

For Office of the Registrar Use Only

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Grad. Date ☐ Status Field

☐ Tuition Fields

☐ Billing Sheet

**Confirmation email 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 online *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 file the petition for part-time study.