

## 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 of 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.

**Recruitment & Admissions**

**Mail:** 920 Stanton L. Young Blvd., Suite 2450  
Oklahoma City, OK 73104-5036  
**Phone:** (405) 271-2359  
**Fax:** (405) 271-2480  
**Email:** admissions@ouhsc.edu

**PROCEDURE**

First time Special Student applicants must:

1. [Apply online](#) and submit non-refundable fee.
2. Arrange to have separate official transcripts from each institution attended sent to [admission@ouhsc.edu](mailto:admission@ouhsc.edu) or mail to Recruitment & Admissions, PO Box 26901, WP 2450, Oklahoma City, Oklahoma 73126.
3. Submit this completed form to [admissions@ouhsc.edu](mailto: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](mailto:admissions@ouhsc.edu). Special Students who have a one-year lapse in enrollment must submit a new application.

**STUDENT IDENTIFICATION INFORMATION**

Student's Name \_\_\_\_\_ Student ID Number \_\_\_\_\_ Email \_\_\_\_\_ Telephone \_\_\_\_\_ Enrollment Term \_\_\_\_\_

**SCHEDULE**

Class Nbr	Subject	Course #	Section #	Hours	Course Title	Instructor
Instructor Signature						
Instructor Signature						
Instructor Signature						

**AUTHORIZATION**

I understand the conditions and limitations of Special Student Status.

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

<b>ADMINISTRATIVE USE ONLY</b>		
Processed By _____	Date _____	Comments _____