

## Request/Petition to Take a Non-HKS Course for Credit

### What is the purpose of the request/petition?

If you are interested in taking a course outside of HKS and it does not fall into one of the already approved categories, as described on the Registrar's website, you will need to use this form to request approval. Only approved courses may be taken for credit toward your degree.

Please refer to the cross-registration policy on the Registrar's website, (<http://www.hks.harvard.edu/degrees/registrar>), before completing this form.

\*Language courses are approved by your program director and do not require this form.

### Timeline for this process

You must submit this petition by Wednesday, 9/17 for Fall 2008 and Wednesday, 2/4 for Spring 2009. All submitted requests/petitions will be reviewed and students will be notified of the outcome within one week. Decisions may not be appealed.

### What is the process to request approval?

Submit this request/petition along with a copy of the course description/syllabus and a statement detailing how this course is relevant to public policy and public administration. Your statement should not be more than one page in length.

### Your statement should include:

- (1) Why you cannot take a similar course at HKS
- (2) Explain how the course content is relevant to public policy and public administration
- (3) How does this course relate to **your** academic and career goals

### Things to know

- The course must be graduate level.
- You must also submit a cross-registration petition to the school where the course is being offered (available at: <http://crossreg.harvard.edu>) by the deadline of that school. Do not wait for the outcome of HKS's decision. Follow all necessary steps to ensure that the host school will enroll you in the course.
- You can take courses for zero credit and have the course and grade appear on your transcript.
- All cross-registration policies apply; check the HKS Student Handbook.

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Student Name: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Mailbox #: \_\_\_\_\_

School where course is offered: \_\_\_\_\_ Semester: \_\_\_\_\_

Course name and number: \_\_\_\_\_

**Office use only**

- Approved*  
 *Not Approved*

\_\_\_\_\_  
*Signed/Date*