



# HARVARD EXTENSION SCHOOL

51 Brattle Street, Cambridge, MA 02138-3722 • www.extension.harvard.edu

## ALB/ALM Joint Program Application

Designed for highly motivated adult professional students with a proven track record of success in the Bachelor of Liberal Arts degree program, the Joint Program provides an accelerated pathway to earn both a bachelor's and master's degree at Harvard Extension School. Please submit this form to the Office of ALB Advising and Program Administration (alb@extension.harvard.edu).

**Application deadlines:** August 1 for fall joint course enrollment, December 1 for spring joint course enrollment, and May 1 for summer joint course enrollment.

STUDENT FULL LEGAL NAME (must match exactly your passport or other government-issued photo identification)			
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)	
<b>HARVARD ID NUMBER</b> (appears on your ID card)		<b>DAYTIME PHONE NUMBER</b>	
E-MAIL ADDRESS			
ALM PROGRAM OF APPLICATION			
COURSES Please list the individual course(s) you plan to take			
Subject (example: STAT)	Subject number (example: E-104)	Course title (example: Intro to Quantitative Methods for Econ/Quant)	Term (example: Spring 2024)
Student's Signature _____		Date _____	

### Application Requirement Checklist:

- ALB degree candidate
- 96 credits completed
- Minimum 3.50 cumulative GPA
- Current resume

- CRWS/EXPO completed (for Proseminar enrollment)
- ALB academic advisor has approved this proposed course plan
- ALB academic advisor has confirmed remaining ALB requirements

### Essay:

All applicants must submit an essay - two pages, maximum - that outlines your reasons for pursuing the ALM degree, specifically stating how your professional experience aligns with your graduate field of interest.

### Biotechnology program:

If applying to the Biotechnology ALM program, you also need to have completed at least one year of post baccalaureate scientific research. Please see the [Biotechnology Degree Requirements page](#) for complete details. You would include these details on your resume.

*Continued on next page.*

# ALB/ALM Joint Program: Course Plan Update

Submit this page only if you are proposing changes to your previously approved ALB/ALM Joint Program Application course plan. Be sure to fill out the information on page 1, as well. Complete the information on page 1, including listing the previously approved course plan in the “Courses” section. List your updated course plan on this page (4 courses), including the newly proposed courses. Course plan update deadlines: August 1 for fall joint course enrollment, December 1 for spring joint course enrollment, and May 1 for summer joint course enrollment.

<b>COURSES</b> Please list the individual course(s) you plan to take			
Subject (example: STAT)	Subject number (example: E-104)	Course title (example: Intro to Quantitative Methods for Econ/Quant)	Term (example: Spring 2024)

### Reason for updated course plan:

- Course not offered
- Course canceled
- Other

If “other,” please describe:

Student's Signature _____	Date _____
---------------------------	------------

## Joint Program Policy:

The joint program allows approved ALB degree candidates to double-count four graduate level courses towards the ALB and ALM degrees. Once approved, you must complete all four approved courses with grades of B or higher for graduate credit to successfully complete the program.

- The courses must include the two or three courses required for admission to your chosen ALM field.
- You must complete ALL FOUR approved courses to fulfill the program requirements. One, two, or three courses will not be approved to double-count.
- If you do not complete all four courses with grades of B or higher, all completed courses will count exclusively toward your ALB degree.
- Upon successful completion of your approved courses and after your ALB degree is awarded, you will be moved into the ALM program. You do not need to apply to the ALM degree separately.

## Advising Tips:

**It is extremely important that you work with your academic advisor to plan your courses and determine when to apply to begin the program.**

You should discuss the joint degree option early and often with your academic advisor. This ensures that your course of study in the ALB program does not conflict with the ALM admission requirements and enrollment policies.

### Bachelor's and Master's Degree Requirements

You need to meet all degree, academic standing, and on-campus requirements for both degrees. For the Bachelor of Liberal Arts degree, you need to complete 16 credits on campus. On-campus requirements for the Master of Liberal Arts vary by program.

### Choosing Courses for the Joint Degree Program

Use both the ALB and ALM course searches to ensure that your proposed courses fulfill both ALB degree requirements and the admission requirements for your ALM field of choice. Working with your advisor is important to ensure you are meeting the proper ALB and ALM requirements.

### ALM Five-Year Program Completion Deadline

The five-year timeline begins at the end of the term in which you complete the two or three courses applicable toward the ALM degree, regardless of whether or not you have been admitted to an ALM degree program.

### ALM Repeat Policy

Credit is not awarded for any course that duplicates the subject matter of a previous course taken at the Extension School or Harvard Summer School for which undergraduate or graduate credit has already been received. For example, if you complete a course for undergraduate credit toward the ALB, you cannot repeat the same course for graduate credit towards the ALM. The only exceptions to the repeat rule are creative writing courses with an R in the course number (e.g., CREA 100R). You may repeat those courses once.

### ALM Proseminars

Before you register for your proseminar course, you must have a passing score on the Critical Reading & Writing test (CRWS) or successfully complete the applicable EXPO 42 course with a minimum B grade.

### Thesis vs. Capstone Track

Some ALM programs have both a thesis and capstone track. If you plan to apply to PhD programs, a thesis would be ideal as it will help to strengthen research and analytical writing skills. Students emerge with a significant piece of scholarly research and writing as well as important contacts in the field, which can benefit PhD applications. If you do not plan on further graduate work and instead wish to focus on earning hands-on project experience for the purpose of strengthening your professional position, or to work as a consultant, a capstone might be the best choice as it offers a completed project to include in your portfolio.

### International Students

Different ALM programs have different residency requirements. Be sure to review the webpage for the program in which you are interested to confirm the residency requirements.