POLICY AND PROCEDURE MEMORANDUM STUDENTS – 4

SUBJECT: Special Student Status: General Preventive Medicine and Occupational Medicine Residents

Policy

Students who are not officially registered in one of the degree programs in the Bloomberg School of Public Health are classified as special students. Regular special students, limited special students, postdoctoral fellows, general preventive medicine residents and occupational medicine residents each represent a distinct category of special student status. As a special student, the General Preventive Medicine Resident is an individual who has been officially accepted into the General Preventive Medicine Residency Training Program which is designed to provide the principles and experience needed for a physician to become effective in the field of preventive medicine, as well as to prepare the resident for certification in that specialty. As a special student, the Occupational Medicine Resident is an individual who has been officially accepted into the Occupational Medicine Residency Program, which trains physicians to become highly competent specialists in occupational medicine, having developed both clinical and public health skills. Residents in either the GPM or the OM Residency Programs may combine their work as a resident with either a master’s or a doctoral degree program beyond the MPH.

The first year of either residency program generally requires acceptance and registration as a Master of Public Health degree student. Successful completion of all requirements for the MPH degree is a prerequisite for continuance in the residency program beyond the MPH year. After the first year, the resident will register as a special student unless accepted and registered as a doctoral degree student. Students who have received an MPH degree elsewhere would register as a special student resident during the first year here, unless also enrolled in a doctoral or Master of Science program. Students in this category would register and be classified primarily as degree candidates.

Procedure

Residents must apply to and be accepted by a department of the School which is accredited in the residency program as well as by the designated residency admissions committee for each program. A full application and application fees must be submitted to the School’s Admissions Office. The individual is formally notified of his/her acceptance and pays the matriculation fee if concurrently accepted into a degree program. Residents must register for a minimum of 16 credit units each quarter during the designated training period. These credits are usually in special studies and research, but selected coursework may also be appropriate. Students in this
category must adhere to established registration and course change deadlines, and are obliged to follow all the academic and administrative policies which apply to degree candidates at the School of Public Health. Full-time tuition is assessed on a quarterly basis during the resident’s training period. The resident will receive a grade each quarter during the training period and an official academic record (transcript) and a file will be maintained and updated. Upon satisfactory completion of the program designed for the resident, the director of the GPM Residency Program or the director of the Occupational Medicine Residency Program will notify the Registrar in writing so that a certificate of attendance may be prepared. If a resident is terminated as unsatisfactory or is withdrawing, the appropriate residency program director shall report this to the Registrar without delay. The Registrar’s Office will issue the resident a certificate following satisfactory completion of the residency program, and will report this certification to the Committee on Academic Standards.