POLICY AND PROCEDURE MEMORANDUM STUDENTS – 3

SUBJECT: Special Student Status: Limited Special Students

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. The Limited Special Student category comprises persons who are not degree candidates, but wish to enroll for selected courses of special interest, and whose attendance is limited to those courses for which the individual instructor has given explicit consent to enter. Limited special students subsequently admitted to degree programs may receive credit for academic residence for the courses they take up to a maximum of 16 credit units only with the approval of the Committee on Academic Standards. Academic credit for a course is granted only if a student has registered to take the course for academic credit at the time of enrollment during the official registration period. Retroactive conversion of continuing education units to academic credit is not permitted under any circumstances.

Procedure

Limited special students must enroll for academic credit during the established registration period for the quarter in which the course(s) selected are given. The instructor’s consent for each course enrolled for must be obtained. Should a limited special student be subsequently admitted to a degree program, the accumulated credits earned as a special student may apply toward the individual’s degree program by approval of the student’s department (or the director of the MPH Program) and approval by the Committee on Academic Standards.

These credits may be no older than three years at the time of matriculation. Any credits earned during the quarter of matriculation will count towards the degree program.

A student may not continue in this status beyond four years.