POLICY AND PROCEDURE MEMORANDUM STUDENTS – 2

SUBJECT: Special Student Status: Regular Special Student

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. The regular special student category is designated for those individuals who either have not yet attained degree status, but have been admitted to a department in the School and are not degree candidates or are not seeking a degree, but are taking selected courses for their own professional purposes.

Procedure

Regular special students must apply to and be accepted by an academic department of the School and may be registered for coursework on a full- or part-time basis. They will receive academic credit for all successfully completed coursework although they are not enrolled in a degree program. A regular special student must submit a completed application, including complete and official transcripts, to the Admissions Office which will subsequently undergo a review by the appropriate academic department. The applicant will be formally notified of his/her acceptance as well as the University’s requirements for payment of a matriculation fee, which will be applied toward the cost of tuition at the time of initial registration. If the student is subsequently accepted into a degree program, he/she must pay the University matriculation fee. Regular special students 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. Should a regular special student be accepted into a degree program, the residence time and accumulated credits earned as a special student may be applied toward the degree program, contingent upon approval of the student’s department or the director of the MPH Program and of the Committee on Academic Standards. However, the total number of accumulated credits for application may not exceed one-half of the maximum number of credits required for the degree and may not exceed 64 credits. These credits that can be applied to any degree program can be no older than three years at the time of matriculation. Any credits earned during the quarter of matriculation will also count towards the degree program.