Chapter 15: Medical Student Appointments

Occasionally, medical students and PharmD students are appointed on graduate student academic titles (except that they may not be appointed as Graduate Student Researchers) or hired as staff-titled student employees.

Departments appointing medical students or PharmD students on casual-restricted student titles must follow normal procedures for these appointments as provided in the Job Opportunities Program instructions (ext. 4-0150). Questions regarding the appointment of medical students on academic titles can be referred to the Graduate Division (x43727).

In addition, departments must follow any pre-approval procedures as established by the School of Medicine, Dean of Academic Affairs (x47833) and the School of Medicine, Financial Aid Office, (x44664).

For medical students, the completion of the action online in the Payroll system will be similar to that of graduate students, except that the “college code” will be ‘85’ rather than ‘00’.