

# Student guide to elective courses for your MPH



## 1. Want to take an elective from our own Department of Public Health Sciences?

For sure! You can enroll in any course from our department as an elective as long as you meet the course pre-requisites or have the permission of the instructor. Of course, make sure you meet the enrolment deadline date. (See School of Graduate Studies sessional dates here: <https://www.queensu.ca/academic-calendar/graduate-studies/sessional-dates/>)

**What to do:** Inform the Graduate Assistant (Gerri), and she will register you.

## 2. Want to take an elective from another department at Queen's?

It is possible, if:

- The course is at the graduate level
- There is no equivalent course offered or available in our department
- The course is closely related to the program outcomes and degree expectations of the MPH (as determined by the MPH Program Director)
- The course is approved by the Course Instructor (this approval often comes by email), MPH Program Director, Public Health Sciences Graduate Education Coordinator, and School of Graduate Studies

**What to do:** Get an Academic Change Form from the Graduate Assistant and complete it by the enrolment deadline:

[https://www.queensu.ca/registrar/sites/webpublish.queensu.ca.uregwww/files/files/SGS\\_Academic\\_Change\\_Form.pdf](https://www.queensu.ca/registrar/sites/webpublish.queensu.ca.uregwww/files/files/SGS_Academic_Change_Form.pdf)

The Graduate Assistant will help you navigate getting approval signatures.

## 3. Want to take an elective from another Ontario university through the Ontario Visiting Graduate Student (OVGS) Plan?

It may be possible, if:

- All of the conditions in #2 (above) are met
- All of the School of Graduate Studies regulations for “Off Campus Study” are met:  
<https://www.queensu.ca/academic-calendar/graduate-studies/general-regulations/>

According to School of Graduate Studies regulations, approval for OVGS courses is subject to registration status. Also note that OVGS courses require approval not just from Queen's, but also from the host university and host instructor. OVGS courses must be for credit (not for audit) and the course must be required for your degree (not an “extra” credit). The course will show as an unspecified transfer credit, with no grade, on the Queen's transcript.

**What to do:** Get an OVGS Application form from the Graduate Assistant and complete it.

**Important note! Decisions on approvals for MPH students to enroll in an elective course from another department at Queen's University or elsewhere are made on a course by course, student by student basis.**