

# Student guide to elective courses for your MPH



## 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 SGS sessional dates here: <https://www.queensu.ca/sgs/graduate-calendar/sessional-dates>)

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

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## 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)

**What to do:** Get an Academic Change Form from the Graduate Assistant and complete it by the enrolment deadline: [http://www.queensu.ca/registrar/sites/webpublish.queensu.ca.uregwww/files/files/SGS\\_Academic\\_Change\\_Form.pdf](http://www.queensu.ca/registrar/sites/webpublish.queensu.ca.uregwww/files/files/SGS_Academic_Change_Form.pdf). This form requires approval signatures from the Course Instructor (this approval often comes via email), MPH Program Director, PHS Department Graduate Education Coordinator, and the School of Graduate Studies. The Graduate Assistant will help you navigate getting signatures.

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

It may be possible, if:

- The course is in the spring/summer term, when you are completing your EPID 887 practicum placement
- Your registration status is "full-time off campus" (see School of Graduate Studies regulations: <https://www.queensu.ca/sgs/graduate-calendar/general-regulations>)
- The course is: graduate level, for credit (not just for audit), and required for your degree (not an "extra" credit)
- 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
- Note: Courses outside Queen's show as unspecified transfer credits, with no grade, on the Queen's transcript.

**What to do:** Get an OVGS Application form from the Graduate Assistant and fill it out. This form requires approval signatures from the MPH Program Director and the Dean of Graduate Studies. Change your status to "full-time off campus" with this form: <https://www.ece.queensu.ca/graduate/documents/FULLTIMEOFFCAMPUSREQUEST.pdf>

**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.**