



THE OHIO STATE UNIVERSITY

COLLEGE OF PUBLIC HEALTH

ELECTIVE APPROVAL PETITION

Approval of any course not appearing on the pre-approved electives list for each program will require submission of a this form together with documentation describing the proposed course (i.e., a syllabus indicating course content, assignments, and grading policy).

Students who plan to take electives at another university, must first apply for transient graduate status at that university. Students are required to provide a copy of their transcript showing the final grade when the course is complete.

A grade of **B or higher** is required for any course to transfer to a graduate degree program at Ohio State.

Instructions to Student:

Submit this form along with appropriate documentation (syllabus, transcript or advising report) to your advisor for a decision. Return this form, with all required signatures, and accompanying syllabus to the Office of Academic Programs and Student Services (OAPSS), 100 Cunz Hall for official processing and posting.

If this course was previously taken at another University, a Transfer of Graduate Credit form (along with an Official University transcript) is required to be completed and signed by the faculty advisor. Forms can be found at: <http://www.gradsch.ohio-state.edu/Depo/PDF/TransferCredit.pdf>

If the course has not yet been completed, advisor approval must be obtained **before** enrolling in the course.

Student Name: _____

OSU ID #: _____

Select Degree (choose one): ☐ PhD ☐ MS ☐ MPH ☐ MHA

List Specialization: _____

Faculty Advisor name (print): _____

Course for which approval is requested:

Course Name:			
Course Title:			
University			
Department name and course number			
Credit Hours		Year and Term to be taken/Year and Term Taken	

Students: How is this course relevant to public health and to your career goals and objectives?

For Faculty Advisor Use Only:

___ Approved ___ Not Approved ___ Approved with Conditions (specify below):

Signature of Faculty Advisor

Date

Return this form and accompanying syllabus to OAPSS, 100 Cunz Hall for official processing and posting.

To be completed by OAPSS: ___ Degree Audit Exception ___ Student file ___ Scanned in Shared Drive