

Ohio University

Approval for Acceptance of Graduate Coursework for The Consortium of Eastern Ohio MPH Universities

Under specific circumstances, an Ohio University graduate degree-seeking student in the Consortium of Eastern Ohio MPH program may take one or more graduate courses at the University of Akron, Cleveland State University, Kent State University or Youngstown State University without registering as a transient student. The course should contribute to the student's program of study and be unavailable at Ohio University when needed to complete the student's program. The student must be in good standing (GPA > 3.0) and be within time limits for completion of the degree program. The graduate program unit at Ohio University will establish a special topics course (HLTH 694) with a graduate title that corresponds to the course title at the host university, and will incorporate the initials of the host university (UA, CSU, KSU, or YSU). Registration for such a course is controlled by the student's home department and will be permitted only upon receipt of this approved form.

Student Name _____ Ohio Univ. I.D. # P _____
Last/Family First/Given MI

Home Institution **Ohio University** College **Health & Human Services** Degree **MPH**

Permanent Address _____
Street City State Zip

Local Address _____
Street City State Zip

Local Telephone _____ E-Mail _____

Host Institution: Univ. Akron CI Clev. State Univ. Kent State Univ. Youngstown State Univ.

Academic Semester/Term:
 Fall Spring Summer (Full) Summer I Summer II Academic Year _____

Host Institution Course _____
Number Title Semester Credit Hours

Special Topics Course at Ohio Univ. **HLTH 694** Quarter credit hours (semester hrs. x .75) _____

Ohio University Approvals

Academic Advisor

MPH Graduate Chair

Chair's phone Fax E-Mail

Dean, College of Health & Human Services

Host Institution Approvals

Instructor (approval indicates space is available in the course)

Department Chair

Chair's phone Fax E-Mail

Graduate Dean

Return Completed Form to Ohio University
Katherine Tadlock, Office of Graduate Studies
McKee House, Athens, Ohio 45701
Fax 740.593.4625

**Instructions for Graduate Cross-Registration
By Ohio University MPH degree-seeking students**

1. The Ohio University graduate student will complete the reverse side of this form. All information above the "Approvals" section is required.
2. A separate form is required for each course to be completed through cross-registration.
3. The Ohio University graduate student will obtain the signature of the appropriate Ohio University faculty.
4. The Dean of the College of Health and Human Services will fax the form to the Host University to secure the required signatures.
5. The Host University will affix required signatures and make copies as required for institutional purposes.
6. The Host University will FAX the completed form to the Ohio University Office of Graduate Studies, which will distribute copies of the form to all parties at Ohio University.

It is the responsibility of the student to allow enough time to obtain authorization and register for the Special Topics class within Ohio University's posted registration deadlines. Failure to register within the posted deadlines will result in assessment of late registration or change order fees.

Cross registration will be allowed only for courses that meet degree requirements for the Consortium of Eastern Ohio Master of Public Health degree.

The student will be assessed registration fees through Ohio University.