

CUEE Student Accessibility Project: Access to Graduate Evaluation Courses

UNIVERSITY OF WATERLOO

School of Public Health and Health Systems

<http://uwaterloo.ca/public-health-and-health-systems/>

Contact: Dr. Anita Myers

Dr. John Garcia

School of Public Health & Health Systems

University of Waterloo

200 University Ave, West

Waterloo ON, N2L 3G1

Email: amyers@uwaterloo.ca

Email: john.garcia@uwaterloo.ca

Tel: 519-888-4567 ext. 36352

The School of Public Health & Health Systems offers a Master of Science program in Health Studies and Gerontology and a doctoral program in Health Studies and Gerontology. The School of Public Health & Health Systems also offers a Master of Public Health, Master of Health Informatics and a Master of Health Evaluation delivered in an online format. In addition, two collaborative PhD programs are offered in Aging, Health and Well-being and Work and Health. All programs include evaluation course offerings.

Evaluation Courses	Semester Offered
<u>HSG 604 Evaluation of Health and Human Service Programs</u> (0.5 credits) offered on-campus about 20 seats available for visiting students Prerequisites:	Fall
<u>HSG 720 Advanced Program Evaluation</u> (0.5 credits) offered on-campus about 20 seats available for visiting students Prerequisites: HSG 604 or Equivalent basic evaluation course	Winter
<u>PHS 614 Evaluation of Public Health Programs</u> (0.5 credits) offered online about 5 seats available for visiting students Prerequisites:	Spring

UNIVERSITY OF WATERLOO – Transfer Rules

Procedures for University of Waterloo Students to Take a Course at another CUEE Member University for Transfer Credit to their University of Waterloo Program

1. University of Waterloo graduate students currently registered in a program, who wish to undertake studies at another institution for transfer credit toward their graduate program at University of Waterloo must first:
 - i. Acquire the OVGS or CUGTA application forms from the Graduate Studies Office (GSO) website.
 - ii. The form and course must be approved by the Department and sent to the GSO for processing
 - iii. The GSO will send the form to the Host University for approval

2. Once the University of Waterloo **Graduate Officer** approves the course, the student will informally approach the institution offering the course to ask for permission to take the course:
 - i. For CUEE students, that will mean confirming the availability of a course (checking the CUEE website) to make sure that the course is being offered when the student wants to take it; and
 - ii. confirming how to secure permission from the host institution to take the course.

3. Students must apply (Ontario Visiting Graduate Student or The Canadian Universities Graduate Transfer Agreement (CUGTA) – *see below*) to the **Home Department or School** at University of Waterloo:
 - i. specifying the host institution;
 - ii. the exact course(s) of interest and their unit values;
 - iii. the application must be supported in writing by the Graduate Officer or Department Chair (signature obtained); and
 - iv. students will be required to provide supporting information such as a calendar description or course syllabus.

See more information at: [Ontario Visiting Graduate Student](#).

“The student completes an Ontario Visiting Graduate Student form which she/he must obtain from the graduate office of his/her Home University. On this form she/he must indicate the course(s) to be taken and the term during which the course is offered at the Host University. Admission is not complete until the form has been approved (signed) by the Department Chair and Graduate Dean of both the Home University and Host University.”

The Canadian Universities Graduate Transfer Agreement (CUGTA, 1998) is to provide students in good standing enrolled in a graduate degree or diploma program at a CAGS member university the opportunity to avail themselves of courses offered at another member institution (host) for transfer credit to the program at their institution (home).

For more information on this agreement and procedures, please refer to the [CAGS website](#).

4. Once University of Waterloo approves the course, the **Graduate Studies Office** will send the written application to the proposed host institution.

5. University of Waterloo students cannot be registered in courses at University of Waterloo and in another university in the same semester. If permission is granted to take a course at another institution, the student must either take a temporary leave of absence from University of Waterloo or register concurrently in a non-course option such as the Co-op Work Term at University of Waterloo.
6. Tuition fees must be paid to either the home or host institution. In Ontario, under the Ontario Visiting Graduate Student Agreement, graduate students pay tuition at their home institution for a course taken at another member university.
7. . Typically, the hosting university will send the final grade directly to the **Home Graduate Studies Office. This grade will be added to the student's transcript.**
8. Course costs fluctuate. Please check current University Calendars.

Procedures for Visiting Students to Take One or More Evaluation Courses at University of Waterloo for Transfer Credit

1. Prospective students should review the course offerings that will be available in coming semesters.
2. Prospective students must have informal (email) instructor permission to take a course at Waterloo.
3. The student must obtain approval in writing from the department or school at their home institution to take the University of Waterloo course for transfer credit.
4. The agreement form is sent to the Host institution's GSO.
5. The form is sent to the Department for Graduate Officer/Chair approval.
6. The form is sent back to the Host GSO to be sent back to the home institution GSO.
7. The form is sent for approval to the home department.

Ontario Visiting Graduate Student Plan <http://gradcalendar.uwaterloo.ca/page/GSO-OVGS>

"The student completes an Ontario Visiting Graduate Student form which she/he must obtain from the graduate office of his/her Home University. On this form she/he must indicate the course(s) to be taken and the term during which the course is offered at the Host University. Admission is not complete until the form has been approved (signed) by the Department Chair and Graduate Dean of both the Home University and Host University."

8. Tuition fees must be paid to either the home or host institution. In Ontario, under the Ontario Visiting Graduate Student Agreement, graduate students pay tuition at their home institution for a course taken at another member university.
9. If the student decides to drop the course, deadlines of the host institution must be respected.
10. Course costs fluctuate. Please check current university calendars.