

Students may petition the biology department to have courses, which are not listed in the HWS course catalog, included in their major or minor.

These courses may be either:

- (a) courses offered through HWS-sponsored semester abroad programs.
- (b) courses taken through other institutions, such as summer courses.

Note: On-line courses or hybrid courses are not allowed by HWS.

Prior to preparing a petition: Meet with your academic advisor to discuss your academic plan and fill out a major declaration/audit form indicating how the proposed courses will be applied to the major/minor. We generally discourage students from taking required courses at other institutions. Non-transfer students may take a maximum of two biology courses for the major or minor via petition. Courses from abroad programs are not considered transferred credit but still require approval.

Submit a petition: All petition requests should be submitted to the chair of the Biology Department, who will consult with relevant faculty to determine if the course is acceptable and at what level (e.g. 200 or 300-level). All materials should be submitted in electronic form (if possible) to facilitate the review process. **Whenever possible, petition requests should be submitted before the course is taken.** Because petitions may not be approved, it is also crucial that you submit before the last semester of your senior year.

All petitions should include:

- 1) The one page Biology Department Petition Form (below), which includes course specific information and a well-reasoned argument for why the course should be included in our biology major or minor.
- 2) Your major or minor declaration/audit form signed by you and your advisor. Note, your advisor's signature only validates your plan; it does not mean the course will be approved.
- 3) A syllabus, or at minimum an official course description (including pre-requisite requirements), for the course. To properly assess any course, the department needs to know the course context, pre-requisites, types and numbers of assignments and whether the course has a laboratory section. Some times all this information is hard to gather, but the more information you can provide, the better your chances of a successful petition. If enough information cannot be gathered prior to taking the course, the petition request can be submitted after the course has been taken. However, then you risk taking a course that may not be approved for Biology credit.
- 4) If you are petitioning for a course credit to be transferred from another college, AFTER you complete the course, you must also fill out the "Course Approval from Transfer" form from the Deans' offices.

**BIOLOGY DEPARTMENT COURSE PETITION**

Student Name: \_\_\_\_\_

Check one:  Biology Major       Biology Minor       Biochemistry Major

Graduation Year: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Name and Number of the course(s) you are petitioning to include:

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Name of the institution offering the course: \_\_\_\_\_

In the space below provide a well-reasoned argument for your claim that the course in question should be included in your biology major or minor.

Additional document checklist:

- Your major/minor declaration/audit form, signed by you and your advisor
- A copy of the syllabus or course description of the course you are petitioning to include in your major or minor