

Students may petition the biology department to have courses included in their major or minor, which are not listed in the HWS course catalog for that purpose OR that are not already pre-approved Biology courses in one of HWS' abroad programs.

These courses may be either:

- (a) courses offered through HWS sponsored terms away from campus.
- (b) courses taken through other institutions, such as summer courses.

Note that 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.

Students should submit a petition to request a course they have taken or are planning to take away from campus as a substitute for a HWS biology course for the Biology major, Biochemistry major, or the Biology minor. Whenever possible, petitions requests should be submitted before the course is taken because Departmental approval cannot be guaranteed. Because petitions may fail, it is also crucial that they be submitted before the last semester of your senior year.

Prior to preparing a petition, the student should meet with their academic advisor to discuss their academic plan, and determine how the course(s) *may* fit into your academic plans. The students and advisor should fill out a major declaration/audit form indicating how the proposed courses will be applied to the major/minor; this form should be submitted with your petition. We generally discourage students from taking required courses (e.g. Genetics, Evolution) at other institutions.

All petition requests should be submitted to the chair of Biology, who will consult with relevant member(s) of the biology department to determine if the course is acceptable and if so at what level (e.g. 200 or 300-level) it will count toward the major or minor. All materials should be submitted in electronic form (if possible) to facilitate the review process.

All petitions should include:

- 1) The one page Biology Department Petition Form (attached), which includes course specific information and a well reasoned argument for your claim that the course in question should be included in your biology major or minor.
- 2) Your major or minor declaration/audit form signed by you and your advisor. Note, your advisors 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, than you risk taking a course that may not be approved for Biology credit.

BIOLOGY DEPARTMENT COURSE PETITION

Student Name: _____

Check one: Biology Major Biochemistry Major Biology Minor

Graduation Year: _____

Academic Advisor: _____

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

include: _____

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.