

Students may petition the biology department to have courses not listed in the HWS course catalog included in their major or minor. These courses generally include:

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

The Biology Department only approves biology classes. Petition for classes taken in other disciplines should be directed to those departments (e.g., chemistry, physics).

Types of transfer courses: Generally students may petition for transfer courses in biology with a minimum of 45 contact hours taught by an instructor with an advanced degree in biology. Transfer credit can be used to substitute for the following:

- (a) BIOL167 – Introductory Biology. Introductory biology courses taken elsewhere at a minimum need to have a laboratory component to substitute for BIOL167.
- (b) BIOL212 – Biostatistics. Statistics courses taken elsewhere should generally address the following concepts: sampling & experimental design, probability, estimation, and hypothesis testing.
- (c) 200-level elective credit. Generally biology courses taken elsewhere should have introductory biology as a pre-requisite in order to count for 200-level elective credit. Confer with your advisor on categorizing the class as A or B.
- (d) 300-level elective credit. Generally biology courses taken elsewhere should have an upper-level biology course as a pre-requisites to count for 300-level credit. If the class does not have pre-requisites beyond introductory biology, the petition should clearly explain why the class should qualify for 300-level credit (e.g., project-focused, extensive discussion of peer-reviewed literature). Confer with your advisor on categorizing the class as A or B.

Limit on transfer courses: Non-transfer students may transfer credit from other institutions for a maximum of three biology courses for the major and two biology courses for the minor via petition. Courses from abroad programs are not considered transferred credit but still require approval.

Prior to preparing a petition: Meet with your academic advisor to discuss your plans and fill out a 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.

Submit a petition: All petition requests should be submitted by email 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 to facilitate the review process. **Whenever possible, petition requests should be submitted before the course is taken.** There is no guarantee a petition will be approved, even if you have taken the course you are petitioning.

All petitions should include:

- 1) The HWS Biology Course Petition Form (below) signed by you and your advisor. The petition includes course specific information and a well-reasoned argument for why the course should be included in our biology major or minor. Note, your advisor's signature only validates your plan; it does not mean the petition will be approved.
- 2) Your major or minor declaration/audit form signed by you and your advisor.

- 3) A syllabus, or at minimum an official course description (including pre-requisite requirements), for the courses you are petitioning for credit. 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. Sometimes 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.

HWS Biology Course Petition Form

Student Name:

Graduation Year:

Check one: Biology Major Biology Minor Biochemistry Major Other

Academic Advisor:

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Course number:

Course name:

Institution:

HWS-sponsored abroad program? Yes No

Course format: In-person Online Hybrid

Course URL (if available):

Requested credit: BIOL167 200A elective 300A elective
 BIOL212 200B elective 300B elective
 BIOL460 Other:

List all biology pre-requisites for the course:

Check Yes, No, or Not Sure

Yes	No	Not sure	The course has a laboratory section.
Yes	No	Not sure	Did the course have a textbook?
Yes	No	Not sure	Did the course include reading/discussion of peer-reviewed literature?
Yes	No		I've included a course description/syllabus with this petition.
Yes	No		I've included a declaration/audit form with this petition.

Brief explanation for why this course should be included in your biology major/minor:

HWS Biology Course Petition Form

Course number:

Course name:

Institution:

HWS-sponsored abroad program? Yes No

Course format: In-person Online Hybrid

Course URL (if available):

Requested credit: BIOL167 200A elective 300A elective
 BIOL212 200B elective 300B elective
 BIOL460 Other:

List all biology pre-requisites for the course:

Check Yes, No, or Not Sure

Yes	No	Not sure	The course has a laboratory section.
Yes	No	Not sure	Did the course have a textbook?
Yes	No	Not sure	Did the course include reading/discussion of peer-reviewed literature?
Yes	No		I've included a course description/syllabus with this petition.
Yes	No		I've included a declaration/audit form with this petition.

Brief explanation for why this course should be included in your biology major/minor: