

## Department of Biology, Howard University

### APPLICATION FOR COURSE SUBSTITUTION

This course credit transfer procedure applies **only** to resident biology majors and minors. Transfer of credit for new students or transfer students is processed by the Office of Admissions or the Educational Advisory Center through the "Advanced Credit" or other procedure.

Permission to take a course at a non-consortium university for credit toward the biology major at Howard University, must be obtained from the faculty of the Department of Biology, **prior** to taking the course. The Department of Biology is not obligated to grant transfer credit for courses taken without prior approval. Unless there is an articulation agreement between Howard University (COAS) and the institution from which credit is to be transferred, the Department of Biology accepts courses from 4-year, accredited, degree-granting institutions only, providing that such substitution does not conflict with any other Departmental regulation. A detailed course syllabus must be provided (a brief course description such as that found in a catalog is not acceptable as a substitute for an official syllabus) so that the Curriculum Committee may make an informed judgment. The "Transfer of Credit" procedure was set up to evaluate students' requests to take courses elsewhere, such as during the summer, and receive credit for equivalent Departmental electives. The core courses are exempted from this process, and the number of such transfers is limited to two (2) courses.

In **unusual** circumstances, where a course has already been taken without permission, an application must be accompanied by a copy of the official transcript, a copy of the detailed, official course syllabus, and a letter of support from the student's HU Biology Department advisor (in which the advisor provides a detailed justification for the course substitution). The Curriculum Committee solicits the advice of the instructor of record for the equivalent departmental course, and makes its recommendation for approval or disapproval to the faculty of the Department of Biology at a regularly scheduled faculty meeting. The decision of the faculty is final and will be communicated to you by mail. Please allow a minimum of 6 weeks for processing your request. Incomplete applications will not be processed and will be returned. Please include a stamped self-addressed envelope with your application.

#### **Checklist for course substitution application:**

- (1) Completed application request form
- (2) Detailed official **syllabus** for the course to be taken. Do not submit a catalog description.
- (3) Stamped self-addressed envelope
- (4) Letter of support from departmental advisor (if course was already taken)
- (5) Official transcript showing the grade earned (if course was already taken)

Send the completed form and syllabus (not catalog description), and a copy of the transcript (where applicable) to the Biology Department, "Attention Curriculum Committee", Howard University, 415 College Street, NW, Washington, D.C 20059, Fax to (202) 806-4565.

## DEPARTMENT OF BIOLOGY

### Application Request For Course Substitution or Transfer of Course Credit

Permission to transfer credit for biology courses is granted by the faculty of the Department of Biology upon the recommendation of the Curriculum Committee. For resident students, permission to transfer credit or to substitute a course must be obtained prior to taking a course at a non-consortium university. Unless there is an articulation agreement between Howard University (COAS) and the institution from which credit is to be transferred, the Department of Biology accepts credits from 4-yr, accredited, degree-granting institution only, providing that the substitution does not conflict with any other Departmental regulation. A detailed course syllabus must be provided so that the Curriculum Committee may make an informed judgment. In unusual circumstances where a course has already been taken, an application to transfer credit must be accompanied by a copy of the official transcript and a letter of support from the departmental advisor. The decision of the faculty is final, and will be communicated to you by mail. Please allow a minimum of 6 weeks for processing your request.

Name \_\_\_\_\_ ID No. \_\_\_\_\_ Advisor \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_ Classification \_\_\_\_\_

Home Address and Telephone# \_\_\_\_\_

Campus Address, Telephone# and E-mail address: \_\_\_\_\_

Name, address and telephone number of the University at which this course which be taken, and when (semester and year): \_\_\_\_\_

Name and number of the course to be taken: \_\_\_\_\_

\*For transfer of credit already earned, please attach a copy of the official transcript showing the course and the grade\*

If appropriate, provide the name and number of the HU Department of Biology course for which this course is to be substituted:

Reason for taking course at the above- mentioned institution (attach additional sheet if necessary):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Send the completed form and syllabus (not catalog description), and a copy of the transcript (where applicable) to the Biology Department, "Attention Curriculum Committee", Howard University, 415 College Street, NW, Washington, D.C 20059, Fax to (202)806-4565

Modified by Curriculum Committee November 2013  
Approved, Department of Biology, Faculty Meeting 2 December 2013

Received in Department

Date: \_\_\_\_\_

Statement by Faculty responsible for course to be substituted (if appropriate):

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Action of Curriculum Committee:

Statement:

\_\_\_\_\_ Approval

\_\_\_\_\_ Disapproval

Date: \_\_\_\_\_

Signature of CC Chair: \_\_\_\_\_

Recommendation reported to Faculty:

Date: \_\_\_\_\_

Action of Faculty:

\_\_\_\_\_ Approval

\_\_\_\_\_ Disapproval

Date: \_\_\_\_\_

Signature of Dept. Chair: \_\_\_\_\_

Letter informing student of Committee and Faculty Actions sent:

Date: \_\_\_\_\_