

APPENDIX VII
DEPARTMENT OF BIOLOGY
PETITION FOR OFF-CAMPUS RESEARCH CREDIT
BY 309 OR 409

Instructions: This petition requesting Off-Campus credit for a BY309/409 research project is to be completed in full and handed to the Chair or Associate Chair of the Department of Biology, BY THE BEGINNING OF THE ACADEMIC BLOCK PRIOR TO THE INTENDED STARTING DATE OF THE PROJECT. This deadline is enforced. Please do not ask for an exception!

Research directly supervised by a member of the CC Biology faculty does not require this departmental petition. See the Biology Majors' Handbook for guidelines on off-campus studies, research and transfer credit. Print or type the information below. Only one unit of off-campus research credit (BY309 or 409) may be counted for the biology major. Except for the ACM program, a maximum of two off-campus units may be counted toward the major, only one of these may be BY 309 or 409.

Name of Applicant _____

Date _____ Local Address _____

Phone _____

Credit desired: BY 309 or 409 (circle one)

Do you have (or have you requested) other off-campus credit for the major? _____ If yes, explain below:

Class standing of applicant: _____ Name of your academic advisor: _____

Is this course needed for graduation? _____ For the Biology Major? _____

Courses (numbers) completed toward the biology major: (attach a COPY of your transcript) _____

Has the registrar approved all-college credit for this study? _____

Explain:

Attach a concise and comprehensive description of the off-campus study to be done (you should type your answer on a separate page and attach to this form - one page maximum).

Method of summarizing the results of the off-campus study (see major's handbook). You may answer below or on a separate page as above.

Location of off-campus research _____ Dates of research _____

Name, title, address, and telephone number of person at that institution who will supervise and evaluate your research (see back also):

Name & Title: _____

Address: _____

Telephone: _____ Fax: _____

PETITION FOR POTENTIAL BY 309 OR 409 CREDIT --continued

TO BE COMPLETED BY PERSON SUPERVISING THE RESEARCH OFF CAMPUS

- Are you willing to sponsor, supervise and evaluate the student research project proposed above? _____
- Are you willing to submit a written evaluation of the student's research project after its completion? Please explain the nature of your intended evaluation:
- Are adequate research facilities, supplies and support available for the student to undertake the project? _____ Explain briefly, as necessary:
- Additional comments (please attach a letter if needed):

Off-campus supervisor signature

Date

TO BE COMPLETED BY THE STUDENT

I understand and agree to the Biology Department guidelines for off-campus research and to the requirements and evaluation methods set by the CC Biology Department and my on-campus advisor:

Student signature

Date

TO BE COMPLETED BY THE CC FACULTY SPONSOR AFTER ABOVE IS COMPLETED

As this student's on-campus advisor, I have evaluated this student's proposal and am willing to administer the study for the department. I agree to evaluate the research and submit a grade for the BY 309 or 409 credit to the registrar. The student will enroll in the BY 309 or 409 under my name.

CC Biology Faculty supervisor signature

Date

TO BE COMPLETED AFTER THE STUDY, BY THE CC BIOLOGY FACULTY SPONSOR

I certify the student has successfully completed all requirements and should receive a unit of credit for the study.

Credit received: BY 309 or BY 409 (circle one)

CC Biology Faculty supervisor signature

Date

FOR DEPARTMENT USE ONLY--DO NOT WRITE BELOW THIS LINE

Date Application Filed: _____ Request
for: _____

Application: Approved Denied
Comments:

Unit of BY 309 BY 409 credit granted: _____