

Guidelines for Petitioning 199 Courses with Faculty Sponsors OUTSIDE Ecology and Evolutionary Biology

For credit toward their major, Biology majors must enroll in 199 courses with sponsors who are members of the faculty of the Department of Ecology and Evolutionary Biology at UCLA. However, the Department will consider petitions to accept **four units (the equivalent of one course)** of 199 credit from outside the department to be applied toward the **three upper division science elective courses (Category 5 in the Biology major)**, if the following conditions are met.

1. The focus of the study must be biological in nature and involve original research (i.e., not a library research project, clinical trials, software design, etc.).
2. The course petitioned must have been taken for a grade (not P/NP).
3. The student must have been primarily responsible for the work performed (i.e., projects where the student's participation is mostly as a technician or a junior member of a larger research project will not be considered).
4. The student must write a report in the form of a research paper. The student must be the **sole** author of this paper. Handouts describing the expected form and content of the paper are available from the EEB Undergraduate Office. Students will be expected to adhere to the required format.
5. The student must ask his or her faculty supervisor to send an e-mail to the EEB Undergraduate Advising Office (eebundergrad@lifesci.ucla.edu) confirming the subject of the student's research, the quarter in which it was performed, and assigning a letter grade for the student's work.
6. The student must present his/her paper to a **second** faculty member not directly affiliated with the project, but with a general knowledge of the research area for evaluation of the merit of the project, and ask them to send an e-mail to one of the counselors above confirming that the research design was appropriate and recommending that it be applied on the student's major.
7. The paper and the two e-mails will be reviewed by the EEB Undergraduate Faculty Advisor and a decision made on whether the course can be applied on the Biology major. Please allow approximately one to two weeks for this review process.

Students enroll in 198 or 199 courses OUTSIDE of Ecology and Evolutionary Biology through the department of their faculty sponsor, NOT through EEB, and that sponsor will assign their grades. After the course is completed and the grade is assigned, students may petition to have the course count for their major requirements through the process above.

Generally students will need to do three times the amount of units for the course in the lab. For example if the student is taking the 199/198 for two units they will be in the lab for six hours per week. Please be sure to check with the department for clarification on this regulation.