**Petition to the Bioengineering Graduate Committee**

**Subject:** Enter the Goal of this Petition

**To:** Mark Styczynski, Ph.D., Director and Levi Wood, Deputy Director

**Submitted to:** Ms. Laura Paige, Program Manager

**Endorsed By:** Dr. XXX XXX, Advisor

1. **Background:** Please provide a background statement on the rationale for the current petition (e.g. new class offered that is a good fit for research).
2. **Request:** Please provide details on exactly what you are requesting.
	1. If you are petitioning to add or modify one or more courses in your program of study, please explicitly state each course number and name, and indicate if you are requesting to add each course as a EF, TE, BS, or math. Please justify this categorization in terms of the BioE definitions in the handbook.

Please provide a syllabus and be sure to list the course grading breakdown (% of grade from exams, homework, project, etc). (Note, the Graduate Committee typically only approves EF classes with a substantial portion of the grade derived from exams.)

If the course is a special topics course, please indicate and provide information on whether it has previously been offered and is likely to continue.

* 1. For requests to transfer credit from another institution or program, please indicate the course number and name from the other institution, the equivalent course number and name at Georgia Tech, summarize what makes them equivalent, and provide the syllabi from both institutions as enclosures below.
	2. If the current petition is related to a prior petition rejected by this committee, please explain the reason for the prior rejection, and ii) the change between the current and prior petitions. Please attach your prior petition as an enclosure below.
1. **Reason:** Explain your rationale for choosing course(s) that are not already approved in terms of your program of study, research, or other circumstances.
2. **Feasibility:** Explain when the course is offered and when you plan to take it or provide any other logistical details that support the feasibility of your petition.
3. **Contact Information:** I can be contacted via email at <student’s email address> or by phone at <student’s phone number>. My advisor can be contacted via email at <advisor’s email address>.

**Enclosed:** Please attach course syllabi or other materials relevant to this petition; for PoS petitions please include a BioE PoS Petition Checklist sheet for each course, and for transfer petitions please also include one BioE Transfer Petition Checklist sheet. Combine all files as a single PDF and list all enclosures here.

 Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Student Name

Endorsed:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Faculty Name

# BioE PoS Petition Checklist

If you are submitting a petition for addition of a course to your PoS that is not already listed in the handbook, please address the following questions when submitting your petition. If your petition is not for your PoS, delete this page and transfer petition page.

When petitioning, please attach the syllabus, including grading schemes, topics covered, textbook used, etc.

Please note, we strongly encourage students to petition a class to be counted towards your PoS BEFORE the class is taken.

**Include one checklist for** **each course being petitioned** by copying and pasting this page within your document.

|  |  |
| --- | --- |
| Course title and number:(e.g., ChBE 6200: Transport Phenomena) |  |
| Category requested (EF, BS, TE, EM): |  |
| Number of mid-term exams: |  |
| Is there a final exam? |  |
| Are there homework assignments? |  |
| Is this a special topics course?If so, how many times has it been offered previously? |  |
| If this course was taken at another institution, identify the closest GT course that is listed in the BioE handbook. |  |

Definitions:

Per the BioE Handbook:

* + 1. **Engineering Fundamentals** Engineering Fundamentals are courses that apply a relatively small set of quantitative principles to a wide class of problems for the purposes of design or analysis. The focus should be applying these basic principles to complex problems. These courses should not have a biological or biomedical focus.
		2. **Biological Sciences** Biological Sciences are courses that enhance a student’s knowledge and skills in the biological sciences. Engineering courses involving biomedical applications almost always do not count towards this requirement. The few exceptions are science-focused courses, primarily courses in physiology and pathophysiology offered by the department of BME. Students typically satisfy this requirement with courses offered by the Schools of Biology, Chemistry and Biochemistry, and Applied Physiology. Many students cross-enroll in courses offered by graduate programs at Emory University and Georgia State University. A Ph.D. student must take at least one Biological Foundations course prior to taking the Ph.D. qualifying exam. This list of courses is: APPH 6211, BIOL 7001, BMED 6031, BMED 6042, CHEM 6501, IBS 555, and

IBS 514.

* + 1. **Engineering Mathematics** The Engineering Mathematics requirement is satisfied by a single course taken from the following list: ChBE 6500, MATH 6643, ECE 6601, MATH 6267, or PHYS 6268. Additional courses may be approved by petitioning the Bioengineering Graduate Committee, who will evaluate such requests in terms of course rigor and applicability to engineering problems. Courses at the 4000-level, as well as courses on the topic of statistical analysis, are explicitly not allowed. The Mathematics requirement for Ph.D. students who matriculated prior to 2006, as well as M.S. students, requires 6 semester hours of coursework (not constrained to the above list), of which at least 3 semester hours must be at the graduate level. Courses are subject to approval by the Graduate Studies Committee. It is recommended to consult with the Program Chair regarding acceptable courses in this category prior to submitting a revised PoS
		2. **Bioengineering/Electives** These are courses focused in the student’s chosen area of research and should be justified in the narrative submitted with a student’s Program of Study.

# BioE Transfer Petition Checklist

# (If you are not petitioning for transfer of graduate course credit from another institution, you can delete this page.)

# List course number(s) and title(s) from your previous institution:

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Is your petition for no more than two of these courses to count towards the Engineering Fundamentals category?

# \_\_\_\_\_\_\_\_\_ Yes

# Is your petition for no more than two of these courses count towards the Biological Sciences category?

# \_\_\_\_\_\_\_\_\_ Yes