How to Request a Course Substitution for the BHS Specialization

In order to receive credit for a course that has not already been approved for the BHS Specialization, you must ask for special approval in the form of a letter. If the course does not closely resemble another approved course, it is unlikely to be approved as a substitute. When composing the letter, please keep in mind:

- Keep the letter brief. You should be able to complete the letter in a few paragraphs.

- The letter should explain what course you want to count, and what semester you’re planning on taking it. Do you want it to count as an A or B category course? Typically, it will be for a B category course.

- You should also discuss how this course ties into the other courses you will take (or have taken) for the Specialization. Does this course strengthen a focus in Philosophy? Does taking the course round out your interests, and help you meet your post-graduation career goals?

- In describing the course you are requesting to take, please make clear the major points you will cover, those that show the connection between the humanities and science/medicine/health topics. This might be done reasonably in a long paragraph; maybe two. Just give a feel here as to why this class is an appropriate fit with the goals of the Specialization.

- Attach a Syllabus. If the final syllabus is not available, but a copy from a previous semester is available (and it won’t change dramatically), this will work for our needs. Your course cannot be considered for substitution without a copy of the syllabus.

- Pass a draft by Monica List, the BHS undergrad advisor. She will be happy to read a draft, and give you suggestions for it. You should submit the final copy to her as well.

- All this should be done (if possible) before you begin taking the class. It may take a bit of time to get the letter through the approval process. It’s also a good idea to have an alternative plan, just in case this course is not approved in the end.