



PROGRAM IN BIOETHICS, HUMANITIES, AND SOCIETY

How to Request a Course Substitution for the BHS Specialization

In order to receive credit for 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.**