

**APPLICATION FOR CONDUCTING 303-30200 RESEARCH
OUTSIDE THE BIOLOGY DEPARTMENT**

*Applications must be filed with Biology Curriculum Committee
1 month in advance of the proposed commencement of the research.*

NAME: _____

DATE: _____

1. Proposed Location of Off-Campus Research:

Organization/Company: _____

Street Address: _____

City, State, Zip Code _____

Name of off-campus research advisor: _____

Telephone: _____

Email: _____

2. Brief description of the type of research in which you expect to be involved:

Please attach on separate sheet of paper.

3. Faculty Sponsor within the Biology Department: _____

4. Terms and Conditions

- a. If the application is conditionally accepted, you must then obtain a signed agreement from the off-campus research advisor. This agreement form addresses the responsibilities of the research advisor to 1) provide an opportunity for independent research, 2) be willing to work closely with you in all phases of the project including preparation of a written research paper and oral presentation, and 3) complete a student evaluation form at the completion of the project. This must be filed with the Biology Curriculum Committee (BCC) before you commence your research. The Committee reserves the right to deny applications based on academic standing and/or appropriateness of the proposed research project.
- b. Acceptance of this application by the Biology Curriculum Committee **DOES NOT** guarantee the granting of 302 credit for the research experience. Granting 302 credit by the Biology Department Curriculum Committee will be determined after the Committee assesses the student evaluation by the off-campus research advisor, the research paper, and oral presentation.
- c. The student is responsible for submitting the a petition to the Biology Department Curriculum Committee at the completion of the research project. A petition must include: 1) formal cover letter requesting a waiver of 303-30200, 2) a course waiver/substitution form (available from the Registrar's Office or Biology Office) filled out 3) a copy of the research report, and 4) the student evaluation form completed by the off-campus research advisor.
- d. The Curriculum Committee reserves the right to deny acceptance of a waiver petition if it feels that the student has not demonstrated completion of an acceptable research experience.

5. Signatures:

Student: _____ GPA: _____ Campus address: _____

Faculty Sponsor: _____