

# Department of Biology

## Student Manual

### Student Advising

All students who express the desire to major in Biology are advised in the Biology Department. Faculty members are assigned to advise incoming Freshmen, alphabetically by last name as posted. Transfer students will be assigned an advisor by the departmental office as well. Students may change advisors, but must do so through the departmental office. All “program changes” [including withdrawals] should be done in consultation with, and approved by, each student’s faculty advisor. Go to Room 130, E.E. Just Hall to locate your Freshman Advisor.

### Recommended Sequence of Courses

The *Curriculum Guide* contains the recommended sequence of courses. It is available from <http://www.biology.howard.edu/CurGuide.pdf> or from the Main Office of the Biology Department, Room 130, E.E. Just Hall, telephone (202) 806-6933.

Students may not enroll in either core or advanced electives until they have passed the core courses, Biology (101 and 102) and Genetics (200), with a grade of “C” or better.

### Courses in Major and Minor

Students must earn a minimum of thirty-five [35] credit hours in Biology, obtaining a grade of C or better in each course, in order to fulfill the requirements of the major. The supporting courses required by the major may fulfill the minor requirement, such as Chemistry or combined allied sciences [15-18 credits]. Students must maintain a 2.0 average in the minor.

### Declaration of Major

By the end of the sophomore year, or the accumulation of 30 credit hours at the university, the student should officially declare Biology as her/his major. A graduation scheme (a contract between the University and the student) is initiated by the Educational Advisory Center (EAC), in Locke Hall, Rm. 110, but is completed in the Biology Department by departmental faculty members [not their academic advisor] assigned to this task. The student receives a copy of this scheme and uses it as a guide for future registration. The student is then assigned a non-Freshman Biology faculty member as an advisor.

### Class Attendance

Members of the faculty will hold students responsible for *regular* and *prompt* class attendance at *all* times.

## **Academic Probation**

Students on academic probation are required to report to the Educational Advisory Center in the College of Arts and Sciences for counseling and assistance with respect to academic status, participation in University activities, and other related matters. They are permitted to take only 12 credit hours per semester.

## **Biology Courses Taken at Nonconsortium Universities**

The Biology Department accepts credits from 4-year, accredited, degree-granting institutions, and certain community/junior colleges that have articulation agreements with Howard University; provided that the courses are equivalent. A detailed course description or course syllabus must be provided to the Curriculum Committee *prior* to taking a course when seeking permission to transfer credit or to substitute a course.

See the form *Request for Transfer of Course Credit*, available for download at <http://www.biology.howard.edu/transfer.pdf> or from the main Biology office. It takes 6-8 weeks to obtain approval. Submit forms in time.

## **Senior Comprehensive Examination**

All Biology majors must take and pass an examination in essay form, on the core and core elective courses before graduation. This examination can be taken as early as the Junior year. The passing grade is 60.

## **Exit Interview**

The EAC in the College of Arts and Sciences must clear students for graduation in the semester prior to the last semester of enrollment. Procedures for graduating will be explained at that time.

## **Biology Departmental Honors**

Students with a cumulative gpa of 3.2 and departmental gpa of 3.5 may enter the Departmental Honors Program. Students should apply for admission to departmental honors in the sophomore year and be admitted by the first semester of the junior year. They should apply to the curriculum committee and will be considered for admission by vote of the faculty at a regularly scheduled meeting. The student must locate a mentor prior to registering for any Departmental Honors Courses. The approval form may be downloaded from the web at <http://www.biology.howard.edu/research.pdf>. The student must enroll in a Departmental Honors Research [3 credits], write a proposal with the assistance of her/his mentor and submit it to the Honors Research Coordinator; complete an experimental research project; and give a seminar presentation. During this sequence the student will be expected to take Departmental Honors Thesis [1 credit] and two Departmental Honors Seminars [1 credit/seminar]. Students in the Departmental Honors Program are expected to take their writing intensive course in the major. They are encouraged to attend a scientific meeting or symposium off campus and must have at least one monitored, relevant summer research experience followed by a detailed report of research activities

to be given in a Seminar or substitute two Directed Reading courses from the College Honors Program. A selection of texts, from a recommended list, will be read and discussed critically with designated faculty.

Students are NOT eligible to graduate with honors if they have repeated a course, if they have not carried at least 12 credit hours per semester, and if they have not completed the last half of the work required for the degree in residence at Howard University. In addition, a 3.5 gpa must be maintained in Biology while in the program until graduation. Students must pass the Senior Comprehensive Examination by the end of the Junior year. The student will graduate with Departmental High Honors if he/she has a gpa of 3.5 and higher and earns a grade of "A" in Honors Research. The student will graduate with "Departmental Honors", if he/she has a gpa of 3.2 and higher and earns a grade of "B" in Honors Research.

### **The College of Arts and Sciences Honors Program**

Biology majors admitted to the College of Arts and Sciences Honors Program may follow a course sequence designated by the Honors Program in the College from the Freshman year. For further information on the program contact:

Director, Honors Program  
Locke Hall, rm. 124  
202-806-2363

### **College Support Services**

**Educational Advisory Center (EAC)**—Room 110, Locke Hall. It provides overall academic advisement for the completion of College of Arts and Sciences requirements and counseling.

Director - Mrs. L. Whitfield  
202-806-6985

**Center for Preprofessional Education**—Howard Inn, Suite 518, Georgia Avenue. This office provides information and counseling for careers in the health professions, assistance in completing applications for professional schools, as well as information on the GRE, MCAT, DAT, *etc.* The center offers information regarding accelerated programs in the health professions [BS/DDS – Bachelor of Science/Doctor of Dentistry; BS/MD – Bachelor of Science/Doctor of Medicine; and BS/DPM – Bachelor of Science/Doctor of Podiatric Medicine].

Director - Dr. Georgianna F. Aboko-Cole  
202-238-2363