

INSTRUCTIONS FOR BIOLOGY BA

1. Planning your coursework.

- Keep a working copy of your major checklist with your transcript(s) from other colleges and any waivers granted.
- Keep your checklist up-to-date with the coursework you have completed and that is in progress. Note tentative plans that you and your adviser have discussed.
- Bring your checklist every time you talk with your adviser.

2. Instructions on how to complete this major evaluation for graduation.

- As a working copy, use pencil to complete this form. **When you use this form to apply for graduation, this form must be completed in INK.**
- The BA Biology is a 74 credit major. A minimum of 23 credits of supporting coursework is required, but you may wish to take more chemistry, physics, or math courses.
- You may take the Honors Chemistry series instead of Chem 121, 122, 123. List the Honors Chemistry courses as substitute courses for the General Chemistry Series.

3. Western's graduation policies.

- You are responsible for knowing all of Western's graduation requirements. You can review the requirements at: http://www.wvu.edu/depts/registrar/degree_requirements.shtml.
- You must earn a C- or higher in every course applied towards your major.
- You need a total of **3 Writing Proficiency (WP) units** in any discipline to graduate from WWU.
- 50% or 45 credits in your major must be taken at WWU.
- To graduate with a bachelor's degree from WWU, you will need **60 credits of upper-division coursework** (300- & 400-level classes). Use the worksheet below to list all of the upper-division courses you've taken, including GUR courses. If you took courses at a community college that transferred as upper-division courses at WWU (e.g. organic chemistry), you do not receive upper-division credits.

4. Calculate the number of upper-division credits you've taken or plan to take.

Courses (300- or 400-level)	Credits	Courses (300- or 400-level)	Credits
		TOTAL NUMBER OF CREDITS	

5. Applying for Graduation [**Allow 2-3 weeks for this process**]

- **Two Quarters** before you plan to graduate, totally complete this major evaluation (in **INK**). Be sure that you note the quarter/year the course is or will be completed and any substitutes granted. Submit your major evaluation to your advisor for his/her approval. Bring the signed evaluation to the Biology Department Office and give to Kim Kolb Ayre. After the Department Chair has signed your major evaluation you will be notified via email to pick up your checklist.
- **Make a copy of your checklist** with signatures of your adviser and department chair for your records and to remind you of the final courses approved for completion of your major.
- Take your major checklist to the Registrar's office along with the Degree Application (available online at: http://www.wvu.edu/depts/registrar/pdfs/degree_application.pdf).