

Students of the Biotechnology Master's Program are required to complete 11 course units of Biotechnology office approved graduate classes (500+) in order to qualify for graduation. Program requirements and approved courses are listed on the Biotechnology Course Planning Guide (CPG).

## INSTRUCTIONS - READ THOROUGHLY

**STEP 1:** Fill out the student section below. Be sure to list the "section" number of the course and what semester the course is offered. The section number is the 3 digits after the course name. For example, 001 is the section number for BIOL-402-001. (See sample below.) This information can be found at the Registrar's site ([www.upenn.edu/registrar](http://www.upenn.edu/registrar))

**Step 2:** Locate and attach a course description and/or syllabus. Most course descriptions are listed on the Registrar's site ([www.upenn.edu/registrar](http://www.upenn.edu/registrar)).

**Step 3:** Attach a brief statement about the reason you would like to take this course and how it will benefit you.

**Step 4:** Make sure that you find out if the course requires a departmental or instructor permit. Students are responsible for obtaining department permits and instructor approval when required. The Biotechnology office **cannot** obtain these on your behalf, nor can it override such restrictions. You should contact the course's home department for specific information on prerequisites, permit issues, and any other questions you may have.

**Step 5:** Submit the completed form with the course information required in step 1 and the statement required in step 3 to the Biotechnology Office, 111 Towne Building. Once reviewed, you will be notified via email of the decision. If approved, you are responsible for registering yourself for the course through Penn InTouch as you would for any other course.

### IMPORTANT

**Only APPROVED free electives will be counted towards the Biotechnology degree.  
Approval is valid only with a department signature on THIS form.**

### STUDENT SECTION

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Biotech Track: \_\_\_\_\_

Course ID: (eg BIOL-402-001) \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Course Title: \_\_\_\_\_

APPROVE

DENY

Biotech Signature: \_\_\_\_\_ Date: \_\_\_\_\_