<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CLOSED-COURSE PETITIONING PROCEDURE</th>
</tr>
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<tbody>
<tr>
<td>AFRICANA STUDIES</td>
<td>Please contact department office for more information. Location: Library Tower 311 Phone: 607-777-4248</td>
</tr>
<tr>
<td>ANTHROPOLOGY</td>
<td>E-mail the course instructor to determine if there is a wait-list for the course. If so, obtain a petition card from the department office (S1 137) and submit the completed card to the course instructor on the first day of class.</td>
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<tr>
<td>ART STUDIO</td>
<td>Contact the course instructor to obtain a petition form. When the petition is complete, the professor will submit it to the department office for processing. *Note: a portfolio is required for admission into Graphic Design courses. Contact the department office for more information (Fine Arts 223; 607-777-2667).</td>
</tr>
<tr>
<td>ART HISTORY</td>
<td>Please contact department office for more information. Location: Fine Arts 221 Phone: 607-777-3012</td>
</tr>
<tr>
<td>ASIAN &amp; ASIAN AMERICAN STUD.</td>
<td>Please contact department office for more information. Location: Library North Ground 666 Phone: 607-777-4517</td>
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<tr>
<td>BIOCHEMISTRY</td>
<td>See Biology and/or Chemistry department procedures.</td>
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<tr>
<td>BIOLOGY</td>
<td>Click Here to submit a petition.</td>
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<tr>
<td>CHEMISTRY</td>
<td>No petitions accepted. Monitor the BU Brain to determine if courses become available. In special circumstances, a wait-list may be established for a specific course.</td>
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<tr>
<td>CINEMA</td>
<td>Contact the course instructor and obtain his or her signature on a petition form. Submit the completed petition to SW 203B.</td>
</tr>
<tr>
<td>CLASSICS &amp; ARABIC</td>
<td>Contact the course instructor prior to the start of the semester and attend the first class. Speak with professor about petitioning during the first class and then follow-up with an e-mail. For independent study, the student should contact the instructor and then complete the special add slip.</td>
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<tr>
<td>COMPARATIVE LITERATURE</td>
<td>Petitioning for COLI courses is at the discretion of the instructor. Contact the professor of the closed course and ask if you can be added. If approved, obtain a petition form from the department office (LT 1503) and ask the professor to sign. Return the completed petition form to the department office.</td>
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<tr>
<td>ECONOMICS</td>
<td>Click Here for petition procedures.</td>
</tr>
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</table>
| ENGLISH                          | -Continue to check BU Brain during open registration to see if a seat opens up.  
  -Contact the instructor by e-mail to see if you can be added to a petition list.  
  -If the instructor is unable to add you to the list, continue to check BU Brain.                                                                                                                                                                                                                                               |
| ENGLISH AS A SECOND LANGUAGE (ESL)| Continue to monitor the BU Brain for openings. If you are unable to add an ESL course, please participate in the Conversation Pairs Program. More information available in LN 2412. You will have the opportunity to take an ESL course next semester.                                                                                                                                                                                                 |
| ENVIRONMENTAL STUDIES & GEOLOGY  | **Environmental Studies:** When an ENVI course is closed, an “instructor permission” restriction is assigned. If you are interested in petitioning into a closed course, or in changing sections, please fill out the petition form in its entirety and drop it off at the department office (S1 161). The form is available here and in the office.  
  **Geology:** Complete the petition form above and submit to the Geology office (S1 150).                                                                                                                                                                                                 |
| GEOGRAPHY                        | Obtain a petition from the department office (SW 227) and submit the completed form to Lisa Norris. Priority is given first to majors, then to minors and last to cognate requirements for other majors.                                                                                                                                                                                                    |
| GERMAN & RUSSIAN                 | **German:** Please contact department office for more information. Location: Library Tower 1403 Phone: 607-777-2656  
  **Russian:** Petition cards are available in LT 1403. Fill out the card and ask the instructor for permission to join the course. If approved, submit to LT 1403.                                                                                                                                               |
### HEALTH & WELLNESS (HWS)

Click Here for petition procedures.

### HISTORY
Obtain a petition form from the department office (LT 710) and ask the course instructor to sign it. If there is enough space in the course, you will be added by the department office.

### JUDAIC STUDIES
Please contact department office for more information.
Location: Library Tower 1307 Phone: 607-777-2443

### LACAS
Contact the course instructor to determine if you can petition into a closed LACAS course.

### LINGUISTICS
Continue to monitor the BU Brain for open seats. For LING courses with a “Permission of Instructor” restriction, you may e-mail the course instructor to see if there is a wait-list.

### MATHEMATICS
Visit the Math department office (LN 2200) and complete a petition card.

### MENA
Please contact department office for more information.
Location: Library Tower 1117 Phone: 607-777-3009

### MUSIC
Obtain a petition form from FA 165 and take it to the first class session. Ask the instructor if you may be admitted into the class. If so, obtain the instructors signature and submit the petition to FA 165.

### PHILOSOPHY
Speak with the course instructor to request to be placed on a wait-list or contact the department office (LT 1207) for a petition form. Approvals are first-come, first-served.

### PHYSICS
Petitions not accepted. However, there is a wait-list for closed courses and/or sections. To be placed on the wait-list, go to the department office (S2 256) and complete the wait-list form. The wait-list is cleared in order of when the request was filed.

### PIC
Please contact department office for more information.
Location: Library Tower 1110 Phone: 607-777-3009

### POLITICAL SCIENCE
Obtain a petition form outside of the Political Science office (LNG 82) during regular course registration. Ask the course instructor to sign the form and then return it to the department office.
*Note: some instructors accept petitions only on the first day of classes.*

### PPL
See procedures for Philosophy, History or Political Science.

### PSYCHOLOGY & INTEGRATIVE NEUROSCIENCE
- **Psychology courses:** fill out the [psychology course petition](#) and return it to the Psychology department office (S4 230).
- **Biology courses:** fill out the [online form](#) and return it to the Biology department.

### ROMANCE LANGUAGES (French, Span, Ital)
Obtain a petition form from Library Tower 510. Take the completed petition with you to the first class session and explain to the instructor why you need the class. If the petition is signed by the instructor, return it to the department office within 48 hours for processing. If the professor collects your petition, he or she will determine who will be added and will add those students to the class.

### SOCIOLOGY
Click Here for petition form and instructions.

### THEATER
Contact the instructor via email and attend the first class. There are often spaces on the first day which can be filled by the instructor. The instructor has “Permission to Add” forms which must be submitted to Helen in the Theater Office (FA 127).

### WOMEN'S STUDIES
Please contact department office for more information.
Location: Library North 1105 Phone: 607-777-2815

### WRITING INITIATIVE
No petitions accepted for Writ 111. Continue to monitor the BU Brain for openings. Open to freshmen only in both fall and spring semesters.