

Instructions for Completing CHD Petitions

Students may petition for non-CHDV courses to count towards the Methods, Electives, and two of the four Specialization requirements. Petitions are *not* allowed for the Core Courses or Distribution requirements. A maximum of **four** petitions are allowed, unless one of these is the Methods requirement, in which a maximum of **five** petitions are allowed. Only university courses at the U of C or study abroad may be petitioned for CHD requirements. Other forms of credits (including AP) are not allowed.

In order to submit a petition, please follow these instructions:

1. Complete the Petition Request Form found on page 2 of this document.
2. Attach the syllabus for the course you are requesting to be counted for a requirement. The syllabus **MUST** be attached or your petition will not be considered.
3. Email the completed form and syllabus to the Preceptor at humdev-preceptors@list.uchicago.edu.
4. The HD secretary will contact you when your petition has been reviewed. If you have not received notice within three weeks of submitting your petition, please follow up with your HD preceptor.
5. If you have any problems after following the above procedure, please contact your HD preceptor at humdev-preceptors@list.uchicago.edu.



Department of Comparative Human Development

Social Sciences Research Building, Office 103, 1126 East 59th Street, Chicago, Illinois 60637

PHONE: 773-702-3971 · FAX: 773-702-0320

COURSE PETITION FORM

Send to the Preceptor at humdev-preceptors@list.uchicago.edu

Name: _____ UCID: _____ Email: _____ @uchicago.edu

Year in College: _____ Date: _____

Advisor: _____ Advisor's Email: _____ @uchicago.edu

Note: Requests lacking complete information or explanation will be returned and action delayed. Be sure to **attach course syllabus**.

Name of Course: _____ Course Department/Number: _____

State your request clearly and in full. What distribution are you petitioning for this course to fulfill? (e.g., elective, methods, Life Course Development specialization, etc.)

Present your case for approval of this petition. Make sure that you address why you needed or wanted to take the course instead of a course offered in the Department of Comparative Human Development. For example: you were out of the country, classes that would meet a certain departmental requirement were not being offered at the time, you have a particular interest in the topic at hand and there were no CHD classes being offered that addressed this topic, etc.

Student's signature: _____

Do not write below this line. For office use only.

Action take: Approved Denied More information needed (see below)

Signature: _____ Date: _____