

Instructions for Completing CHDV Course Petition

METHODS COURSE: Students may petition for non-CHDV courses to count towards their Methods requirement. Please see our website for a list of non-CHDV courses that have been approved to count towards the Methods requirement without a petition.

ELECTIVE COURSE: (Note that approval of a petition is only granted in limited circumstances)

1. No need to fill out petition for CHDV cross-listed courses. Any course taught in or cross-listed with CHDV (apart from the Core courses) will count toward the requirement of nine CHDV elective courses.
2. Because the elective requirement is easy to fulfill over the course of four years, petitions to have non-CHDV courses count for one of the electives are accepted only in very limited circumstances. These limited circumstances may include taking a relevant course offered by a study abroad program or taking a comparable course from another department following sudden, unanticipated changes in CHDV departmental course offerings.

In all cases, students must demonstrate that the alternative course uses approaches from multiple disciplines and centers on themes of study offered in established CHDV courses. Students should provide one or more examples of recently offered CHDV courses they believe are comparable. **The Director of Undergraduate Studies will make the final determination as to whether the syllabus for a petitioned class is sufficiently comparable.**

If you would like to petition a non-CHDV course to count toward your elective requirements, please fill out the petition below and e-mail it to the Preceptor at humdev-preceptors@lists.uchicago.edu.

To submit a petition, please follow these instructions:

1. Complete the Petition form found on page 2 and 3 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@lists.uchicago.edu.
4. The CHD Student Affairs administrator 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 the Preceptor.
5. If you have any problems after following the above procedure, please contact the Preceptor.

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COURSE PETITION FORM

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

PLEASE READ THE INSTRUCTIONS ON THE PREVIOUS PAGE BEFORE FILLING OUT FORM

Name: _____ Date: _____ UCID: _____

Year in College: _____ Email: _____

Advisor: _____ Advisor's Email: _____

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

Name of Course: _____ Course Department/#: _____

1. What requirements are you taking this course to fulfill?

Methods

Elective

2. Was this class taken as part of a study abroad program?

Yes

No

3. Select reason for petition (you MUST check at least one box. If no option is applicable, explain your circumstances in specific detail in your response to Question 5 on the next page.)

This class is a methods course comparable to approved methods classes listed in the college catalog.

This class is offered as part of a study abroad program and is on a topic covered in other CHDV classes.

A recurring CHDV course offered in the college catalog has been permanently canceled.

You are a 4th year CHDV major and an elective listed on your approved graduation plan has been canceled or rescheduled for a quarter in which you will not be able to enroll.

4. List one or more CHDV courses offered within the past two academic years that you believe are comparable in both general topic and approach to the material in the course you are petitioning for:

Please continue to page 3.

5. Present your case for approval of this petition. Be sure to address 1) the specific and compelling circumstances that led to you being unable to meet the major requirements without a petition and 2) why you believe this class is comparable to the CHDV class(es) you named above.

Student's signature:

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

Action: Approved Denied More information needed

DUS signature:

Date: