

## Instructions for Completing CHD Petitions

Students who are eligible to stay under the “OLD” Major scheme 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 case 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.

Students in the "NEW" Major scheme may petition for non-CHDV courses to count towards their Methods requirement. Please review the list of non-CHDV courses that have already been approved to count towards the Methods requirement.

For students in the "NEW" Major scheme, *any course taught in or cross-listed with CHDV* (apart from the Core courses) will count toward the requirement to take nine CHDV elective courses. 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 a relevant course offered by a study abroad program if a CHDV course is unavailable. If you would like to petition a non-CHDV course to count toward your elective requirements, please e-mail the Preceptor at [humdev-preceptors@lists.uchicago.edu](mailto:humdev-preceptors@lists.uchicago.edu).

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@lists.uchicago.edu](mailto:humdev-preceptors@lists.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 the Preceptor.
5. If you have any problems after following the above procedure, please contact the Preceptor.



THE UNIVERSITY OF  
CHICAGO

### Department of Comparative Human Development

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#### COURSE PETITION FORM

Send to the Preceptor at [humdev-preceptors@lists.uchicago.edu](mailto:humdev-preceptors@lists.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, 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: \_\_\_\_\_