



Cornell University

Department of Development Sociology

Development Sociology Course Substitution Policy for Undergraduate Majors and Minors

The Department of Development Sociology requires undergraduate student majors and minors to complete all core courses and elective courses from those offered by the department (majors: 7 core and 4 electives; minors: 3 core and 2 electives). Under unique and extenuating circumstances students may request to substitute a non-DSOC course for a core or elective course. The maximum number of credits that can be substituted is limited to 6 (not including DSOC 1101 and statistics).

Substitution of a Core Course: To request substitution of a core course, students must formally petition the Development Sociology Teaching and Curriculum Committee. This petition must be submitted at least one semester prior to enrolling in a substitute course. All requests to substitute a non-DSOC course for DSOC core course must include: (1) a completed *Development Sociology Core Course Substitution Petition Form* (2) syllabus for the course you are petitioning to substitute and (3) a letter of support from your faculty advisor. Transfer students wishing to substitute a core course must file a petition upon their admission to the department. The Teaching and Curriculum Committee will review the petition and supporting documentation and notify the student and their advisor of its decision. Any substitution of a core course would count toward the total allowable substitution credit limit of 6. Petitions for substitution of a core course and supporting documentation must be filed with the Undergraduate Program Coordinator in 133 Warren Hall.

Substitution of an Elective Course: Requests to substitute an elective course are at the discretion of the student's advisor. If the faculty advisor approves substitution of an elective course, the student must submit a *Development Sociology Elective Course Substitution Form* with the Undergraduate Program Coordinator in 133 Warren Hall.

Any questions regarding substitutions should be forwarded to the Undergraduate Program Coordinator in 133 Warren Hall.



Cornell University
Department of Development Sociology

Development Sociology Core Course Substitution Petition Form

Name: _____ Date: _____

Email: _____

Advisor (Printed): _____

Advisor's Signature: _____

Requested Course Substitution (a separate form must be completed for each course substitution request)

DSOC Course Number: _____ Title: _____

Substitution Course Number: _____ Title: _____

Reason for Request: (Attach another page, if necessary.)

Attach supporting documentation (i.e., course syllabi, supporting letter from advisor).

Accepted

Denied

Date: _____



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Department of Development Sociology

Development Sociology Elective Course Substitution Form

Name: _____ Date: _____

Email: _____

Requested Course Substitution (a separate form must be completed for each course substitution request)

DSOC Course Number: _____ Title: _____

Substitution Course Number: _____ Title: _____

Reason for Request:

Advisor's Approval:

Advisor name (print): _____

Advisor signature: _____

Maximum total of allowed substitution credits (not including DSOC 1101 and statistics) is no more than 6 credits.

File a copy of this form with the Undergraduate Program Coordinator in 133 Warren Hall.