

Department of Development Sociology

Course Substitution Petition

Guidelines

A student who wishes to satisfy a core or elective requirement with a course that is not a part of the major or minor must submit a Course Substitution Request. This form must be filled out completely and submitted with the syllabus to the DSOC Undergraduate Program Coordinator. Incomplete petitions or submissions without supporting documentation will not be reviewed. Paper or electronic submissions are accepted.

Course substitution petitions are reviewed and approved by the Undergraduate Program Committee. The committee's decision will be based on a combination of factors, including the reason provided by the student for the request, the appropriateness of substitution course, student's standing in the major. Until a student receives written confirmation that a substitution has been approved, the student should continue to consider or explore alternative options. Students are advised to have a "plan B" in case the substitution is denied.

- Maximum substitutions permitted for major core courses is one (1) course.
- Maximum substitutions permitted for major elective courses is two (2) courses.
- No substitutions permitted for minor core courses.
- Maximum substitutions permitted for minor elective courses is one (1) course.

The following deadlines have been established so students will know whether their request has been approved PRIOR to pre-enrollment.

Important dates and deadlines	
<u>Semester enrollment</u>	<u>Substitution Request Due</u>
Fall & Summer	May 1
Spring & Winter	December 1

Petition

DSoc Major or Minor? Major Minor

Substitute a Core or Elective course? Core Elective

Name: _____ Date: _____

Student ID#: _____ NetID: _____

Graduation date (month & year): _____

Substitution course:

Institution Course number Course title

****Syllabus for substitution course must be attached.****

Department of Development Sociology

Course Substitution Petition

Substitute course for major and minor CORE courses only:

DSOC course number

DSOC course title

The following two statements are required for all major and minor petitions and will be carefully considered by the committee in its evaluation of your request. Petitions submitted without these statements will not be reviewed. Use the space below or you may submit your statements as a separate document.

Rationale for request:

Describe how the course you are petitioning for fulfills the requirement and/or state any special circumstances to support your petition:

*****The syllabus for the course you wish to substitute must be submitted with this petition.*****

I understand that submitting this Substitution Request does not guarantee approval. If this course substitution request is denied, I understand that I am required to take the required Development Sociology course in order to complete the major.

Student signature: _____

Advisor notification: (For DSoc majors only)

Major advisor name: _____

Major advisor acknowledgment: _____
Signature

Date: _____

Committee decision: Accepted Denied Date: _____

Student's advisor notified: