Department of Psychology
Major Requirement Substitution Form

to be filed in 406 Schermerhorn and entered in the student's DAR

Student: Read these instructions, then complete Sections 1-4 of this form and submit it, along with all required materials, to the Undergraduate Curriculum Assistant (UCA) via email (psych-uca@columbia.edu). If permission is granted, the UCA will email you a copy of the signed form for your records.

❶ Name _____ Email _____

UNI _____ Semester entered CU _____ CC GS other: _____ Expected grad. date _____

Psych Major Psych Concentrator Neuro. & Beh. Major Date declared _____ Today's date _____

❷ *I am applying to have the course described in the box below accepted as a substitute for the following course (e.g., "PSYC W1001") or major/concentration requirement (e.g., "Group II") in the CU Psych Dept.:*

Course or requirement _____

Number & name of substitute course _____

Taken where? _____ Prof.'s name _____

Taken in: semester _____ Year _____ Grade rec'd ____ #transfer pts. awarded by CC/GS ____

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❸ *I am providing the following* **required materials**:

syllabus* for the semester I took the course, listing all lecture topics and reading assignments;
course description; **transcript**; **GS/CC transfer credit report**.

*I do not have a complete syllabus, and instead am providing the following:

copy of textbook table of contents with assigned readings marked; copies of my class notes;
list of other assigned readings; copies of exams; copies of my completed assignments.

❹ *I think this substitution is justified because* **all of the following** *apply: The course I took is comparable to one offered in the Columbia University Psychology Dept.;   I have provided sufficient supporting materials to show this;   I took the course less than 8 years ago;   I took the course before transferring to Columbia;   I received a grade of B- or better.*

- - - - - - - - - - - - **To be completed by Psychology Dept. Program Advisor (DUS)** - - - - - - - - - - -

❺ *This is to certify that, for the student named above, the course described above may be substituted for the following course/requirement in the Dept. of Psychology:*

_____, *and it should count for* _____ *credits*.

(If this is a conditional approval) *The following condition must be fulfilled:*

Approved by _____on (date) _____

This form must be signed by one of the Program Advisors.