



**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) in 406 Schermerhorn. If permission is granted, the UCA will contact you to come pick up a copy of the signed form for your records.

**1** Name \_\_\_\_\_ Email \_\_\_\_\_

UNI \_\_\_\_\_ Semester entered CU \_\_\_\_\_ ☐ CC ☐ GS ☐ other: \_\_\_\_\_ Expected grad. date \_\_\_\_\_

☐ Psych Major ☐ Psych Concentrator ☐ Neuro. & Beh. Major Date declared \_\_\_\_\_ Today's date \_\_\_\_\_

**2** *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 \_\_\_\_

**3** *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.

**4** *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)** -----

**5** *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) \_\_\_\_\_

Must be signed by the relevant [Program Advisor](#).