

## SOAN Transfer Credit Policies and Petition Form

The SOAN Department can sometimes grant credit in the major for courses taken at other colleges (both within the US and overseas), or in other departments at Lewis & Clark College. However, the following conditions must be met. Furthermore, a formal petition must be submitted for every course for which transfer credit is being requested (see next page).

- 1) The Lewis & Clark College Registrar has to verify that the place you take your class is an accredited institution. The Registrar also determines how many LC credits are generated by a course taken elsewhere. Very often, this is less than 4 LC credits. If you get less than 4 credits for a transfer course, then you will have to make up that gap somewhere else in the major (by taking an independent study or extra class) so that you get to the 40 SOAN credits you need in the major. Furthermore, you cannot satisfy a specific SOAN major requirement (ie. an intro, methods, theory class, etc) with a course that generates only 1 or 2 LC credits. A SOAN major requirement has to be satisfied with a course that generates at least 3 or more credits in LC terms.
- 2) The course has to be taught by a professor with an advanced degree (generally a PhD) in either anthropology or sociology. You need to provide that proof (usually with a copy of their resume or cv).
- 3) The academic work you do in a transfer course must be equivalent to the work we require students to do in our typical LC courses (eg. similar number of exams, research paper pages written, etc). You need to show the SOAN chair a copy of the course syllabus, papers you wrote, and other academic work you did, in order to prove that you did equivalent work.

The SOAN department rarely accepts non-LC credit at the 300 or 400 level. So, you should only plan on getting 100 or 200 level credit for any non-LC course. Also, only about 8 credits of non-LC courses are normally accepted in the SOAN major.

The Chair of the SOAN Department is the individual who makes decisions about transfer credit in the major. At the same time, most other SOAN faculty know how our policies work. It is very important to consult with a SOAN professor, or the SOAN Chair, as early as possible about these issues, so that you make smart decisions about whether or not to go on overseas programs, take courses off campus, etc.

**Please see the next page for the petition that must be filled out  
by any student requesting transfer credit.**



## Course Substitution Form

The **Course Substitution Form** is required to apply any courses that fall outside of the major or minor requirements as specified in the catalog to your degree requirements. Course substitutions for Lewis & Clark or transfer courses are entirely up to the discretion of the Department Chair of your major or minor. In the case of transfer courses, the Registrar's Office records the substitution in the student's program evaluation when the coursework is completed and the official transcripts are received and processed. **Please submit one form per substitution.**

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
LC ID#

\_\_\_\_\_  
Email Address

### Substitute Lewis & Clark Course

The Department approves the course substitution of:

\_\_\_\_\_  
Course No.

\_\_\_\_\_  
Title of Course

\_\_\_\_\_  
Term Completed (or will complete)

For the following requirement:

\_\_\_\_\_  
Course No. or Degree requirement

\_\_\_\_\_  
Major / Minor (Circle one)

### Substitute Transfer Credit

Transfer course (or combination of transfer courses) to be used toward degree requirements:

\_\_\_\_\_  
Course No.

\_\_\_\_\_  
Title of Course

\_\_\_\_\_  
College or University attended/to attend

\_\_\_\_\_  
Course No.

\_\_\_\_\_  
Title of Course

\_\_\_\_\_  
College or University attended/to attend

The preceding course is  **Equivalent** to the following Lewis & Clark course

**Not equivalent** to but may be substituted for the following course or degree requirement

\_\_\_\_\_  
Course No. or Degree requirement

\_\_\_\_\_  
Major / Minor (Circle one)

\_\_\_\_\_  
Name of Department Chair

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date