



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. Except for highly unusual requests, course substitutions in the major/minor are up to the discretion of the Department Chair or Program Director of the major or minor. **Please submit one form per substitution.**

_____	_____	_____
Last Name	First Name	Date
_____	_____	_____
LC ID#	Email Address	Anticipated Graduation Term

1) Lewis & Clark Major/Minor Requirement

List the major/minor course or requirement to which the substitute course will be applied:

_____ - OR - _____
Course No. (ex: PSY 100) **Title of Course** (ex: Intro to Psychology) **Requirement** (ex: "Comparative Politics course")

Required in: Major: _____ Minor: _____

2) Substitute Course

List the course that should be applied to the major/minor requirement above.

_____ _____ _____
Course No. (ex: PSY 100) **Title of Course** (ex: Perspectives in Statistics) **Term completed/to be completed** (ex: Fall 2020)

This course was/will be taken at which institution?

Lewis & Clark College # of Credits _____

- OR -

Transfer Institution: _____
 (ex: Portland State University)

—————> Quarter Semester Other: _____ # of Credits: _____

To be completed by Department Chair or Program Director:

- For LC substitute course: Please update major/minor requirements to include this course in next year's catalog. Yes No
- For transfer course: Please make this transfer course equivalent to the course listed in Section 1.
 —> If you check this box the course will fulfill the same prerequisite as the LC course and will permanently change the transfer equivalency for all students. Yes No
- For transfer course: Course is not equivalent, but satisfies the same prerequisite(s) as the course in section 1. Yes No

REQUIRED: Please explain, either in the space below or in an attached document, how the content and focus of the course adequately substitutes for the intent of the original major/minor requirement. Please limit your explanation to the course itself and not to the circumstances of particular students.

_____ _____ _____
Name of Department Chair (please print) **Signature of Department Chair** **Date**