

If you wish that a course taken elsewhere be allowed to fulfill a requirement for the Biology major:

When appropriate, the Biology Department will allow courses taken elsewhere to count toward the Biology major at Lewis & Clark. For this to happen, two things must occur. First, any credit received elsewhere must be transferred into the college. This step is facilitated through the [Registrar's Office](#). Secondly, you must have your request for a course substitution approved by the Department Chair. You should not automatically assume that the Biology Department will give you credit toward the major for any course that you take at another institution or summer program. If you need a course to graduate, you should discuss your course choice with the Department Chair before taking the course.

Information that will assist the Chair in evaluating your request:

1. Is the course a semester-long course or a quarter-long course? How many L&C credits will be received for this course?
2. Does the course have a lab, and if so, how often does the lab meet and for how many hours?
3. What is the textbook used for the course?
4. Does the course have any science or math pre-requisites? If so, what are those courses? The department will need to know what these courses are – i.e. more than the course number.
5. A description of the course from the school's catalog.
6. A copy of the syllabus for the course that explains what will be/was covered, how you will be assessed, if there is a cumulative exam and what the assignments for the course are/were.
7. What course do you want this course to substitute for?
8. What other courses do you plan to take to fulfill the requirements for the major? Please provide a current 4-yr plan that you expect to stick to, as we will be looking to see how well-rounded your major will be if we allow this substitution.

Along with supporting materials, you will need to provide the Chair with a "[Course Substitution](#)" form from the Registrar's Office. After you have completed the course and credit has been transferred into Lewis & Clark, submit all relevant materials to the Chair.

