

## **SOAN Transfer Credit and Course Substitution Information**

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 ([Course Substitution Form](#) via the Registrar).

- 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. For non-transfer students, up to 12 credits can be transferred from overseas or from other departments on campus. Only one non-SOAN course at the 300 level may be counted toward completion of the major. For students who transfer into LC after the first year, please discuss with the chair of the department.

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 [Course Substitution Form](#) (via the Registrar) which must be filled out by any student requesting transfer credit.**