

SOAN Course Substitution Guide

Procedure

To request SOAN major credit for a course taken at another institution or in another department at Lewis & Clark College, please follow these steps after the course has been completed:

- 1) Submit a **Course Substitution Form**, which you can find on the [CAS Registrar Forms webpage](#).
- 2) Email a copy of your completed **Course Substitution Form** to the SOAN department chair.
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Considerations

Upon receipt of these forms, the chair of the SOAN department will determine how many credits approved by the registrar may be applied to fulfill any SOAN major credit. The following considerations will inform that determination:

- Was the course taught by a professor with an advanced degree in either anthropology or sociology?
- Does the course syllabus reflect the disciplines of sociology and anthropology?
- Are the course requirements (eg. number of exams, reading load, research papers, etc) equivalent or comparable to SOAN course requirements?
- For core major requirements: Does the course generate at least 3 LC credits?
- Courses typically transfer into the SOAN major as satisfying 100 and 200 level requirements.
- No more than 8 credits of non-LC courses are typically accepted in the SOAN major.
- No more than 12 credits are typically accepted from off-campus LC programs or from other LC departments.

Transfer students should discuss their situation with the department chair. Students are encouraged to speak with their major advisor about their plans to request credit for SOAN equivalent courses at other institutions or off-campus programs.