

**Guidelines for students seeking to petition the Biology Department for credit
2008 – 2009 Academic Year**

To petition the Biology department for an alternate course to count towards your Biology major here at Lewis and Clark, you will need to provide the Chair with the following information. You should not assume that the Biology department will give you credit towards the major for any course that you take at another institution or summer program. If you need a course to graduate, you should petition the department before you take the course.

Information Required:

1. Is the course a semester or a quarter course? How many LC semester credits would it be worth?
2. Does it 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? Is so, what are those courses? The department will need to know what these courses are-ie. more than the course number.
5. You need to provide a description of the course from the college catalog.
6. You will need to provide the syllabus for the course that explains what will be/was covered, how you will be evaluated, 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 four year 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.

You will also need to provide the form from the Registrar's Office called Application to Use Transfer Courses in the Major. Please fill this form out and turn it in with the other information you provide the Chair.