

Guidelines for students seeking to petition the department for credits

To petition the Psychology department for an alternate course to count toward your Psychology major here at Lewis and Clark, you will need to provide the Chair with the information listed below. You should *not* assume that the Psychology 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 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? (you can check with the registrar's office, if you have questions about this).
2. Is the course a lab course? If so, how often does the lab meet and for how many hours?
3. Does the course have any pre-requisites? If so, what are those courses? The department will need to know the names and course numbers of the prerequisite classes.
4. You must provide the syllabus for the course. The syllabus should include the textbook(s) for the course, what will be covered, and how you will be evaluated.
5. What LC course do you want this course to substitute for?

Guidelines for using transferred credits towards LC Psychology Major requirement

After you complete the pre-approved alternate course, and after your credits have been transferred into the LC system, you will need to fill a form called [Use Transfer Credit in the Major/Minor form](#), which is available in the Registrar's Office. Please fill this form out and turn it in with the other information to the Chair.

If you are a transfer student, you will need to fill the form [Use Transfer Credit in the Major/Minor form](#) for all courses that you intend to count towards your Psychology major here at Lewis and Clark. You will need to provide the Chair with some course information including the course syllabus.