

these courses, students are encouraged to recognize the importance of physical activity as a lifelong pursuit.

Physical Education and Athletics courses that may be counted toward this requirement are numbered 101, 102, 141, and 142. Theatre dance courses that may be counted toward this requirement are 106, 107, 108, 208, 252, 308, and 350. Theatre courses counting toward this requirement may be taken credit-no credit. Music Performance 150 may be counted toward this requirement.

Students may register for no more than one 101 course per semester. The maximum credit in Physical Education and Athletics 101, 102, 141, and 142 courses that may be applied toward the 128 credits required for graduation is 4 semester credits.

LIBRARY USE, BIBLIOGRAPHIC INSTRUCTION, AND INFORMATION/ELECTRONIC COMPETENCY

Information literacy means having the ability to locate, acquire, analyze, synthesize, and structure information. This includes the ability to understand the variety of contents and formats of information; to understand systems for organizing information; to retrieve information; and to evaluate, organize, and manipulate information. As students complete content courses in all academic departments, they also learn to locate and apply information available in libraries, in electronic databases, and on the Internet. Students also work with a variety of computer software appropriate to their academic fields and interests.

Policies and Procedures

Academic Integrity Policy

PRINCIPLES OF CONDUCT

The community of scholars at Lewis & Clark is dedicated to personal and academic excellence. Joining this community obligates each member to observe the principles of mutual respect, academic integrity, civil discourse, and responsible decision making.

ACADEMIC INTEGRITY

Academic integrity finds its genesis in the fundamental values of honesty, tolerance, respect, rigor, fairness, and the pursuit of truth. Scholarship is at the heart of this academic community, and trust between faculty and students is essential to the achievement of quality scholarship. At times scholarship is collaborative, at times independent. All sources, both written and oral, should be properly cited. Acts of academic dishonesty are contrary to the mission of Lewis & Clark and constitute a serious breach of trust among community members.

ACADEMIC INTEGRITY IN PRACTICE

Lewis & Clark believes that each member of the community is responsible for the integrity of his or her individual academic performance. In addition, because each act of dishonesty harms the entire community, all individuals—students, faculty, and staff members alike—are responsible for encouraging the integrity of others by their own example, by confronting individuals they observe committing dishonest acts, and/

or by discussing such actions with a faculty member or academic dean, who will respect the confidentiality of such discussions. When any individual violates this community's standards, Lewis & Clark is committed as a community to take appropriate steps to maintain standards of academic integrity.

Acts of academic dishonesty involve the use or attempted use of any method or technique enabling a student to misrepresent the quality or integrity of his or her academic work.

Academic dishonesty with respect to examinations includes but is not limited to copying from the work of another, allowing another student to copy from one's own work, using crib notes, arranging for another person to substitute in taking an examination, or giving or receiving unauthorized information prior to or during the examination.

Academic dishonesty with respect to written or other types of assignments includes but is not limited to failure to acknowledge the ideas or words of another that have consciously been taken from a source, published or unpublished; placing one's name on papers, reports, or other documents that are the work of another individual, whether published or unpublished; flagrant misuse of the assistance provided by another in the process of completing academic work; submission of the same paper or project for separate courses without prior authorization by faculty members; fabrication or alteration of data; or knowingly facilitating the academic dishonesty of another.

Academic dishonesty with respect to intellectual property includes but is not limited to theft, alteration, or destruction of the academic work of other members of the community, or of the educational resources, materials, or official documents of Lewis & Clark.

For more information about the Lewis & Clark's academic integrity policy, consult *The Pathfinder* (student handbook), the Office of the Dean of the College of Arts and Sciences, or the Office of the Dean of Students.

Academic Standing

ACADEMIC STANDING RULES AND REGULATIONS

A student not on academic probation or academic suspension is considered to be in good academic standing. Academic standing is monitored at the end of each grading period by the registrar, who notifies the student and academic advisor when the student's performance is found to be unsatisfactory. Unsatisfactory performance may be the result of unsatisfactory grades (less than 2.000 semester or cumulative GPA), unsatisfactory completion of registered coursework, or both. Students receiving financial aid need also to be aware of the satisfactory progress requirements for continued eligibility for financial aid. For details, see General Information, Student Financial Services.

The registrar uses a set of report categories to inform a student when performance is unsatisfactory. These categories are as follows:

Warning Academic warning expresses concern that a possible problem is developing. Warnings are not recorded on the student's official transcript.

Probation Academic probation notifies the student that a problem exists. Probationary status is noted on the student's official transcript.

Suspension Academic suspension notifies the student of his or her ineligibility to enroll in the College of Arts and Sciences for a specified period of time, normally two semesters. Suspended status is noted on the student's official transcript. A student on academic suspension must meet the following conditions in order to be considered for reinstatement:

- Earn at least 12 credits in letter-graded work from another institution. The credits must be transferable to Lewis & Clark. (Consult with the Office of the Registrar for applicable courses.)
- Earn a minimum GPA of 2.500 in these 12 credits.
- Submit a written request to the registrar. The request should contain the following: a) Personal assessment of the reason for poor performance; b) An explanation of how the student plans to overcome the difficulty, along with a proposed academic plan; c) An official transcript of all coursework completed elsewhere during the absence from Lewis & Clark.

If the student's request to be reinstated is approved by the Subcommittee for Academic Standing, the student will be reinstated on probation.

Dismissal If after reinstatement to the Lewis & Clark a student receives a second academic suspension, the student is permanently dismissed with no further opportunity to enroll at Lewis & Clark College.

ACADEMIC STANDING CRITERIA

| Current Status | Semester GPA | Cumulative GPA | Resulting Status |
|-------------------------------|--------------|----------------|---------------------|
| Neither warning nor probation | 1.7-1.999 | 1.7-4 | Warning |
| | 1.5-1.699 | 2-4 | Warning |
| | 1.5-1.699 | 1-1.999 | Probation |
| | 1-1.499 | 1-4 | Probation |
| | 0-0.999 | 0-4 | Suspension |
| | 0-4 | 0-0.999 | Suspension |
| Warning | 2-4 | 1.5-1.999 | Continued warning |
| | 1.5-1.999 | 1.5-4 | Probation |
| | 0-1.499 | 0-4 | Suspension |
| | 0-4 | 0-1.499 | Suspension |
| Probation | 2-4 | 1.5-1.999 | Continued probation |
| | 1.5-1.999 | 1.5-4 | Continued probation |
| | 0-1.499 | 0-4 | Suspension |
| | 0-4 | 0-1.499 | Suspension |

To be removed from academic warning or probation, a student must earn at least a semester GPA of 2.0 with at least 12 semester credits in that semester, and have a cumulative GPA above 2.0.

A student who earns a GPA lower than 2.000 after having earned a GPA lower than 2.000 for three consecutive semesters or after having been on warning or probation for three consecutive semesters will be suspended.

A student who completes fewer than 12 credits and fails to complete all registered courses will receive a warning. A student who completes fewer than 12 credits and fails to complete all registered courses for a second consecutive semester or who is already on warning and completes fewer than 12 credits and fails to complete all registered courses will be placed on probation. A student who completes fewer than 12 credits and fails to complete all registered courses for a third consecutive semester or who is already on probation and completes fewer than 12 credits and fails to complete all registered courses will be suspended.

ACADEMIC STANDING APPEAL PROCESS

If extenuating circumstances should be taken into account in determining a student's academic standing, the student may submit a written appeal to the registrar. Appeals will be reviewed by the Subcommittee for Academic Standing, whose decision is final. The major concerns of the subcommittee are the welfare of the student and the student's ability to maintain satisfactory grades and satisfactory progress. The appeal should be made as soon as possible and must contain a personal assessment of the reason for poor performance, an explanation of how the student plans to overcome the difficulty, and a proposed academic plan. The student may solicit support from faculty or staff to help facilitate the appeal process.

COCURRICULAR ELIGIBILITY

In order to participate in certain cocurricular activities such as student government or varsity athletics, a student must be in good academic standing.

Definition of Class Standing

Class standing is based on the total number of completed credits:¹⁰

First year: 0-28 semester credits

Sophomore: 29-60 semester credits

Junior: 61-92 semester credits

Senior: 93 semester credits and above

Standard Academic Progress

Standard academic progress is based on the completion of 128 semester credits over a four-year or eight-semester period, which will normally require completion of 32 semester credits per year. Some variation of up to 3 semester credits below this level is permitted, but the cumulative total of semester credits completed by the end of each

¹⁰ Completed credits are those that apply toward the 128 semester credits required for graduation, including transfer credits and credits by examination.

year must be equivalent to the number required for promotion to the next class standing. Thus, a student is deemed to be making standard academic progress who completes 29 semester credits by the end of the first year, 61 semester credits by the end of the second year, and 93 semester credits by the end of the third year. Mathematics 055 is considered part of the academic course load and is used to calculate standard academic progress, but it cannot be counted as part of the 128 semester credits required for graduation.

Lewis & Clark recognizes that personal circumstances sometimes interfere with the ability to make standard academic progress. Students who plan to complete their degree over a longer than normal period should consult with their advisor or the director of academic advising and, if necessary, with the Office of Student Financial Services.

Advanced Standing

ADVANCED PLACEMENT/INTERNATIONAL BACCALAUREATE

Lewis & Clark grants 4 semester credits for Advanced Placement (AP) scores of 4 or 5, except for Calculus BC, which is granted 8 semester credits. No more than 8 credits for Calculus AB and BC will be awarded.

Lewis & Clark also recognizes the International Baccalaureate (IB) academic program. Four semester credits are granted for scores of 5 on the higher-level exams, or 8 semester credits for scores of 6 or 7 on the higher-level exams, or 16 semester credits for completion of the IB diploma with a score of 32 to 35, or 24 semester credits for a score of 36 or higher.

Credit granted through the AP or IB program is considered elective credit toward graduation and may not be used to fulfill General Education requirements, except for foreign language and literature examinations.

The chart below shows treatment of AP and IB credit in some academic departments with regard to placement in the curriculum and major requirements. To find out whether AP or IB test results can be used for placement within the curriculum of a department not listed here, students should consult the department chair.

| Department | Elective credit | Course equivalent | Placement |
|------------|--|-------------------|--|
| Art | AP Art History 5: Four credits toward the 44 required for studio art or art history major. | Art 101 or 111. | |
| | AP Art History 4: Credits granted toward graduation, but not toward major. | | Eligible for 200 or 300-level art history courses. Consult department chair. |

| Department | Elective credit | Course equivalent | Placement |
|-----------------------------------|---|--|---|
| Biology | AP 5 or IB 7: Four credits toward the 43 required for biology major. | AP 5 is equivalent to Biology 151. IB 7 is equivalent to Biology 141 or 151, depending on focus of IB course. In all cases, only 4 credits are given. | Consult department chair. |
| | AP 4 or IB 6: Credits granted toward graduation, but not toward major. | | Consult department chair. |
| Chemistry | AP 5 or IB 7: Four credits toward the 40 required for chemistry major. | Chemistry 110 (although only 4 credits are given). | Chemistry 120 or 210. Consult department chair. |
| | AP 4 or IB 6: Credits granted toward graduation, but not toward major. | | May petition department chair for placement into Chemistry 120. |
| Economics | AP 4 or 5, or IB 6 or 7 in both microeconomics and macroeconomics: Four credits toward the 44 required for economics major. | Economics 100. | |
| | AP Statistics 4 or 5: Four credits toward the 44 required for economics major. | Economics 103. | |
| English | | | AP 4 or 5, or IB 6 or 7: Placement into English 205 or 206. Consult department chair. |
| Environmental Studies | AP 5: Four credits toward 63 required for environmental studies major. | Biology 141 (although only 4 credits are given). | |
| Foreign Languages and Literatures | Credits received for AP or IB exam results are not applicable toward majors in this department. | AP 4 or 5 on language or literature examinations and IB 5, 6, or 7 on higher-level examinations meet General Education requirement in foreign languages. | |

| Department | Elective credit | Course equivalent | Placement |
|-----------------------|--|---|---|
| History | | | AP 4 or 5, IB 6 or 7: Suggests students are eligible for 200- or 300-level history courses. |
| Mathematical Sciences | Credits received for AP exam results in mathematics and computer science are not applicable toward majors in this department. | AP Calculus AB 4 or 5 is equivalent to Mathematics 131. AP Calculus BC 4 or 5 is equivalent to Mathematics 131 and 132. | Consult department chair. |
| Physics | | AP 5 in Physics C (mechanics) is equivalent to Physics 141 or 151 (although only 4 credits are given). | Consult department chair. |
| Political Science | AP U.S. Government and Politics 5 and AP Comparative Government and Politics 5 may count toward the 44 credits required for political science major; consult department chair. | | Consult department chair. |
| Psychology | AP 4 or 5, IB 6 or 7: Four credits toward the 40 required for psychology major. | Psychology 100. | Students with AP 4 or IB 6 are encouraged to enroll in Psychology 100. |
| | AP Statistics 4 or 5: Four credits toward the 40 required for psychology major. | Psychology 200. | |

See also Graduation Requirements in this catalog (Scientific and Quantitative Reasoning [footnote 7] and Foreign Languages).

CREDIT BY EXAMINATION

Students interested in challenging a Lewis & Clark course (seeking credit for it by examination) should consult the Office of the Registrar for faculty policy and procedures. Credit is not granted for College-Level Examination Program (CLEP), life experience, or credit by examination from other colleges.

Course Registration

COURSE LOAD POLICIES

Students must complete a minimum of 128 semester credits for graduation. The normal full-time course load is 16 semester credits. To be

considered full-time, a student must take at least 12 semester credits. Students who wish to underload (register for fewer than 12 credits) shall notify the registrar by submitting an underload card. Students who wish to overload (register for more than 19 semester credits) must have a 3.000 cumulative grade point average and obtain written approval from their academic advisor on a card provided by the registrar. Faculty policy recommends that a request to overload be carefully reviewed, taking into account the student's overall academic performance, as well as his or her current schedule. The maximum for which a student may enroll in one semester is 21 semester credits.

Summer semester consists of two six-week sessions. To be considered full-time, a student must take 12 credits during the semester. A student may take up to 9 credits per session and a maximum of 18 credits for the semester. The overload policy for summer semester is the same as that for fall and spring semesters, except that an overload begins at 10 credits per summer session, or 19 for the summer semester.

COURSE NUMBERING

Courses numbered at the 100 level are considered introductory; at the 200 level, intermediate; and at the 300 and 400 levels, advanced. Class standing should generally be used as a guide to enrollment in courses at each level. (For example, first-year and sophomore students generally take 100- and 200-level courses.) Exceptions may be made, taking into account an individual student's academic experience.

CROSS-REGISTRATION

Graduate School of Education and Counseling An undergraduate student may be eligible to register for courses in Lewis & Clark's Graduate School of Education and Counseling during fall or spring if he or she meets all the following criteria:

- Has completed 93 undergraduate semester credits.
- Is in good academic standing.
- Has obtained the consent of the graduate course instructor and graduate registrar.
- Is enrolled full-time (is taking no fewer than 12 credits) at the College of Arts and Sciences during the semester of cross-registration.
- Is not taking more than 19 credits, including the Graduate School of Education and Counseling course) during the semester of cross-registration, unless otherwise allowed to overload. Regular College of Arts and Sciences rules for overloading apply.

During the summer term, students need not be registered full-time at the College of Arts and Sciences, but regular Graduate School of Education and Counseling tuition rates will apply.

In order to apply credit earned in a Graduate School of Education and Counseling course toward an undergraduate degree, the course must be approved in advance as applicable to the major or minor by the department chair in the College of Arts and Sciences.

Other Private Colleges and Universities Lewis & Clark participates in a cross-registration program with other members of the Oregon

Independent Colleges Association (OICA). Under this program, full-time Lewis & Clark students may enroll in one undergraduate course per semester at another OICA campus without paying additional tuition. However, the host campus may charge special course fees (such as laboratory fees) that apply to all students enrolled in the course. Not all courses at host institutions are covered by the program.

Cross-registration through the OICA program requires approval of both the Lewis & Clark registrar and the host campus registrar. (Approval of both registrars is also required to drop a cross-registered course.) Students should ask their advisor or department chair for information on cross-registered courses that meet program or major requirements.

Students may not cross-register for a course already offered at Lewis & Clark unless there is a legitimate scheduling conflict. Further details on the cross-registration program and a complete list of participating institutions are available from the Office of the Registrar.

PRACTICA, INTERNSHIPS, DIRECTED STUDY, AND INDEPENDENT STUDY

Students are encouraged to pursue educational opportunities that occur outside the regular curriculum. These may include student and faculty research collaborations, directed or independent study of topics not covered in existing courses, on-campus activities and practicum experiences, and internships, including both noncredit and for-credit activities. Such learning experiences are a valued part of a Lewis & Clark education. Students should consult with their academic department and the Center for Career and Community Engagement regarding the range of opportunities available to them.

Students must work with faculty to receive academic credit for learning experiences that occur outside the regular curriculum.

244/444 *Practica and Internships* Courses numbered 244 and 444 enable students to earn credit for a practicum or internship. (Some departments also offer internships that include regular class meetings and therefore bear course numbers other than 244 or 444.) Practica and internships allow students to gain academic credit for field experiences. Faculty supervision ensures a rigorous academic component. Practica typically take place on campus. Internships often occur off campus and entail collaboration with an onsite supervisor who provides direction to the student and reports to the faculty member about the student's onsite performance. Departments determine whether 244 or 444 credit is more appropriate for a particular field experience; likewise, departments determine whether to title an experience as practicum or internship. These activities are usually graded on a credit-no credit basis.

299/499 *Directed and Independent Studies* Courses numbered 299 and 499 are available for directed and independent pursuit of faculty-supervised study. Topics are limited to those not addressed by the existing curriculum. Such experiences range from studies in which an instructor provides considerable supervision (e.g., convenes small classes or meets regularly with research teams) to independent studies

in which students consult with faculty to develop a more autonomous project. Departments determine whether 299 or 499 credit is more appropriate and whether to title a particular experience directed or independent study. Letter grades are the default, but these activities can also be graded on a credit-no credit basis (following the normal procedures for credit-no credit grading).

Regulations The following rules govern students and faculty members participating in practicum, internship, directed study, or independent study opportunities:

- Students may earn 1 to 4 semester credits from any single course numbered 244/444 or 299/499, and up to 4 credits from such courses in a single semester. Students may not apply more than 16 credits total of practicum, internship, directed, or independent study credit toward graduation requirements, and no more than 8 of those 16 semester credits may be from courses numbered 244 or 444. Credit earned for practicum and internship experiences under other course numbers is included in the 16-credit limitation.
- Practicum, internship, directed study, and independent study courses may not be used to fulfill General Education requirements.
- A written agreement between the faculty member and the student is to be finalized before the activity commences. This agreement acts in lieu of a syllabus and specifies the activity to be done, the amount of time to be spent on the activity, the amount of credit to be granted, the nature and length of the product of the activity, and the expectations for both the student and the faculty member. Registration and this written agreement between the student and the faculty member must be submitted to the registrar's office before the activity commences.
- The amount of credit awarded should be based on the academic component of the activity as well as the amount of time spent on the activity. A suggested metric is 2.5 to 3 hours per week per credit over a 14-week term.
- The student must submit a product of the activity to the faculty member by an agreed date. The nature of the product, to be determined by the faculty member and the student before activity commences, should be appropriate for the activity. It is recommended that for a written product, the required length be commensurate with the amount of credit being granted.
- The faculty member will submit a grade (whether letter or credit-no credit) to the registrar at the appropriate time.
- A paid position may qualify for academic credit if the student, faculty member, department, and, in some instances, an off-campus organization or institution, determine that there is an academic component to the experience that warrants credit.

Procedures To register for a course numbered 244/444 or 299/499, students must follow these steps:

- 1) Obtain the appropriate online form from the Office of the Registrar.

- 2) Meet with the faculty member to complete the form and develop the written agreement.
- 3) Obtain the signature of the faculty member and the department chair. Students pursuing internships must also obtain the signature of the on-site supervisor.
- 4) Submit the form and written agreement to the registrar before starting the practicum, internship, directed study, or independent study.

Students pursuing an internship are strongly encouraged to contact the Center for Career and Community Engagement to learn about regularly scheduled orientation sessions and support resources.

REPEATED COURSES

Certain courses may be taken more than once for credit toward the degree (see individual course descriptions). Otherwise, courses that are repeated may not be counted for credit toward the degree. For example, if a student repeats a particular course in order to improve the grade, Lewis & Clark counts the course credits only once toward graduation requirements. Both the original grade and the repeated grade are used in calculating the student's grade point average and will appear on the transcript.

Changes in Registration and Enrollment Status

ADDING, DROPPING, AND WITHDRAWING FROM COURSES

After the first day of classes, students may add courses by filing an Add/Drop/Withdrawal form in the Office of the Registrar during the first two weeks of the semester.¹¹ The instructor's signature is required on this form. First-year students must also obtain the consent of their academic advisor to add a course. Students are not normally permitted to add courses after the second week of the semester.¹¹

Any student seeking to change sections of the required first-year course, Exploration and Discovery, must have the approval of the Core program coordinator. Changes are approved only in cases of special need and on a space-available basis. Changes after the third meeting of a section are not permitted. Students are normally not permitted to withdraw from Exploration and Discovery.

Before the end of the second week of the semester, students may drop courses by filing an Add/Drop/Withdrawal form in the Office of the Registrar or by dropping the course online. The online option is not available to first-year students, who need the signature of their academic advisor on the form.

Students may use the same form to withdraw from a course through the 10th week of the semester. Any withdrawal that takes place after the second week is recorded on the student's transcript with a grade of W (withdrawal). After the 10th week of the semester, students need the consent of the instructor to withdraw from a course.

Students who need to drop all of their courses at any time after the semester has started will be considered as completely withdrawn for the semester. All courses will appear on the transcript with a grade of

¹¹ Dates are compressed for the summer semester. See the academic calendar.

W (withdrawal). Complete withdrawals that take place after the 10th week of the semester require consent from each instructor.

COMPLETE WITHDRAWAL DURING THE SEMESTER

If a student needs to withdraw from all courses due to an emergency, medical situation, disciplinary suspension, or administrative withdrawal, he or she must meet with the dean of students (or an associate dean) before completing the online form. This meeting should be in person if circumstances allow. Policies for withdrawing from courses are outlined above. In cases where it would be difficult or impossible for the student to obtain the consent of the instructors, the dean of students will arrange for assistance with completing the process.

Semester charges to the student's account are adjusted on the basis of the date the Office of the Registrar receives written notification of withdrawal. For details, please refer to the Policy for Adjustment of Charges in this catalog.

LEAVE OF ABSENCE

Students who plan to leave Lewis & Clark for a period of one or two semesters must apply for a leave of absence. The filing deadline for a leave beginning in the spring semester is November 1 and for a leave beginning in the fall semester is April 1.

Before filing a request for a leave of absence the student must meet with his or her faculty advisor to explore how the leave will fit into the overall academic plan. The request for the leave of absence is completed online, and following review by the dean of the College of Arts and Sciences and the dean of students is forwarded to the registrar. The student will be notified by e-mail of the decision. If the request is denied, the student may appeal the decision to the Curriculum Subcommittee on Petitions.

If a leave of absence is approved, the General Education requirements as well as the major and minor requirements in effect at the start of the leave will apply when the student returns from the leave.

Students who do not apply for a leave of absence or whose period of absence exceeds two semesters will be withdrawn from Lewis & Clark. They must apply to the registrar for readmission, and will be subject to the graduation requirements in effect at the time of their return.

Students intending to complete academic coursework during their leave are strongly advised to consult with the Office of the Registrar in advance to obtain approval for transfer credit. Any transfer credits that the student wishes to apply to major or minor requirements or use as a prerequisite for registration must also be approved by the appropriate department or program chair. (See transfer credit policies in the Admission section of this catalog.) Students wishing to study abroad with a non-Lewis & Clark program must also have their program approved by the International Studies Coordinating Committee. Students will not be able to receive federal financial aid through Lewis & Clark, and should not expect to be granted transfer credit without prior approval of their overseas program and courses. Students exploring this option are strongly encouraged to meet with

the director of Overseas and Off Campus Programs to investigate alternatives early in the process.

REENROLLING AT LEWIS & CLARK

Prior to the on-campus registration period for the following semester, the registrar will contact students on leave through their Lewis & Clark e-mail addresses to confirm their intention to return the next semester. Students must meet all regular deadlines for registration, housing reservations, financial aid applications, and similar matters. Students are also required to contact their faculty advisor prior to registration in order to obtain approval for registration, and must meet with their faculty advisor in person when they return to campus. Students register online using WebAdvisor during the regular on-campus registration period.

PERMANENT WITHDRAWAL

Students who withdraw from Lewis & Clark and who do not intend to return are expected to meet with the dean of students before completing their withdrawal form. Students who fail to follow these procedures may not be withdrawn from their courses, may receive failing grades, and may become ineligible to reenroll or to transfer to another institution.

READMISSION

Students who want to return to Lewis & Clark after having left without taking an official leave of absence or who have been away from the institution for more than two semesters must apply for readmission. Information concerning readmission, including application materials and procedures, is available in the Office of the Registrar. Readmitted students are subject to Lewis & Clark requirements in effect during the year of their return.

Final Examinations

Lewis & Clark College has a four-day final examination period. Students who have three examinations scheduled on the same day will be allowed to reschedule one of their exams to another day. Students who have courses in periods that share the same final exam time will be allowed to reschedule, as necessary, the conflicting exam(s). Students must initiate a request to the faculty involved, and the faculty will determine which examination may be rescheduled within the examination period.

Degree Application Deadlines

Seniors must file a degree application during the semester following completion of 92 semester credits. This allows the registrar sufficient time to review the application and to inform the student of any inconsistencies or remaining requirements. Deadlines for filing degree applications are as follows:

October 15, 2010, for May 2011 degree date

March 1, 2011, for August 2011 degree date

May 1, 2011, for December 2011 degree date

Family Educational Rights and Privacy Act

Lewis & Clark follows policies in the maintenance and distribution of student records that are in conformity with the Family Educational Rights and Privacy Act (FERPA) of 1974 (The Buckley Amendment). The abbreviated text of these policies is published annually in the student handbook, *The Pathfinder* (go.lclark.edu/college/handbook), and at go.lclark.edu/college/registrar.

Grading System

GRADES

The registrar compiles and maintains permanent academic records for all students. Grades are assigned by instructors as follows:

A Outstanding work that goes beyond analysis of course material to synthesize concepts in a valid and/or novel or creative way.

B Very good to excellent work that analyzes material explored in class and is a reasonable attempt to synthesize material.

C Adequate work that satisfies the assignment, a limited analysis of material explored in class.

D Passing work that is minimally adequate, raising serious concern about readiness to continue in the field.

F Failing work that is clearly inadequate, unworthy of credit.

DFD Deferred. A temporary designation normally used at the end of a semester for a course continuing for two semesters. When the full sequence is completed, the given grade applies to both semesters.

I Incomplete. An Incomplete grade may be assigned at the discretion of the instructor when a student has been unable to complete the coursework in the normal time period. An Incomplete for Core 106 or 107 must also be approved by the Core director. It is the responsibility of the individual faculty member—in consultation with the student—to decide whether the student has a legitimate reason for not completing the work on time. In general the Incomplete grade is used when circumstances beyond the control of the student prevent completion of the course.

When an Incomplete grade is assigned, the completed coursework must be submitted to the instructor of record no later than the end of the fourth week of the following semester, unless otherwise arranged with the instructor and the registrar, as well as the Core director in the case of Core 106 or 107. An Incomplete for a Core course cannot be carried longer than six months from the end of the semester in which the course was taken. In no case will an Incomplete grade be carried longer than 12 calendar months from the last day of the semester when the course was taken. An Incomplete grade may not be carried beyond a student's graduation date. Upon expiration, an unresolved Incomplete grade becomes an F or NC, depending on the grading option for the course.

CR-NC Credit-No Credit. Successful completion of course requirements at the level of C (2.000) or higher is signified on the transcript by Credit (CR). Students who fail to successfully complete the

requirements at the level of C (2.000) receive a designation of No Credit (NC).

Most courses are offered for a letter grade. In certain cases, a student may request the CR-NC option by filing a special form with the registrar during the add/drop period at the beginning of the semester. Consent of the instructor is required for the CR-NC option in regularly graded courses. This option may not be changed after it is filed.¹² In courses designated CR-NC only, a student may not request a letter grade. CR-NC grades are not used for calculating the student's GPA. Lewis & Clark does not limit the number of courses that may be taken on a CR-NC basis.

Note: Courses taken to fulfill General Education requirements (except physical education/activity courses) may not be taken with the CR-NC option.

W Withdrawal. A Withdrawal grade is recorded when a course is dropped after the second week of the semester. Withdrawal after the end of the 10th week requires consent of the course instructor. W grades are also recorded in the case of a complete semester withdrawal at any time after the semester begins. W grades are not used for calculating the student's GPA.

GRADE POINT AVERAGE

Letter grades are converted to a numerical equivalent as follows:

| | |
|-------------------------------|--------------------------------|
| A 4.0 points/semester credit | C 2.0 points/semester credit |
| A- 3.7 points/semester credit | C- 1.7 points/semester credit |
| B+ 3.3 points/semester credit | D+ 1.3 points/semester credit |
| B 3.0 points/semester credit | D 1.0 points/semester credit |
| B- 2.7 points/semester credit | F, DFD, I, W, CR-NC: no points |
| C+ 2.3 points/semester credit | |

The grade point average (GPA) is calculated by dividing the total number of grade points by the number of semester credits carrying numerical equivalent grades. Excluded from the GPA calculation are all courses in which the designation DFD, I, W, or CR-NC was awarded. The GPA is based entirely on Lewis & Clark coursework.

GRADE REPORTS

The Office of the Registrar processes grades during the two weeks following examinations. Students may access their grades online. Students who wish to have their grades mailed must submit their request in writing to the Office of the Registrar.

ACADEMIC GRIEVANCE PROCEDURE

If a student alleges that a final grade in a course is an inaccurate reflection of his or her performance, the student should first attempt to resolve the matter with the individual faculty member.

If unable to reach a resolution, the student and faculty member will request assistance from the department chair or program director. If this attempt at resolution is unsuccessful, either party may submit a

¹² The single exception to this rule is that a faculty member may assign a grade of F if a student is found guilty of a violation of Lewis & Clark's Academic Integrity Policy.

formal written appeal to the Dean of the College of Arts and Sciences, whose decisions in matters of academic grievances are final.

No grade may be changed after one year from the date of issuance.

Honors

Most departments recognize student academic achievement through an honors program for which students may be nominated or may apply. Honors standing requires a minimum cumulative and major grade point average of 3.500 or higher and successful completion of a senior project in the student's major. Details are included under the appropriate departmental headings.

Degrees with distinction are awarded on the basis of students' overall academic record at Lewis & Clark College (minimum 60 credits): *cum laude* (with honors), 3.700 to 3.799; *magna cum laude* (with high honors), 3.800 to 3.899; *summa cum laude* (with highest honors), 3.900 to 4.000.

The Dean's List honors academic achievement each semester. Students who are enrolled full time and achieve a GPA of 3.700 or higher, with at least 12 graded semester credits, are named to the Dean's List and this distinction is recorded on their transcript for the semester.

The Dr. Robert B. Pamplin Jr. Society of Fellows singles out and brings together students and teachers of the highest caliber in a life-long association beginning with study at Lewis & Clark. The fellows are chosen by the president of Lewis & Clark from students who show exceptional potential for leadership, maintain a superior GPA (normally 3.75 or higher), demonstrate an interest in physical fitness, and conduct themselves in an exemplary manner marked by integrity and service to others. Within its fundamental commitment to recognize outstanding merit, the Pamplin Society is strongly committed to ethnic diversity in its membership.

The Rena Ratte Award is made annually to recognize a senior whose abilities and commitment have combined to produce work of the highest distinction. Colleagues, students, and friends of the late Professor Ratte established this award in 1970 in memory of a distinguished philosopher and esteemed teacher.

Phi Beta Kappa, the nation's oldest honor society, established a Lewis & Clark chapter in 1997. Members are chosen for academic excellence and breadth in the liberal arts as well as good character. For more information, visit go.lclark.edu/phi_beta_kappa.

The AAUW Senior Woman Award, sponsored by the American Association of University Women, recognizes a senior of outstanding scholarship, character, personality, contributions to campus and community life, and potential for future achievement.

The College of Arts and Sciences holds an annual convocation to honor students who are awarded departmental and collegewide honors.

Majors and Minors

MAJORS¹³

Lewis & Clark offers 28 majors. A student's major presents an opportunity to explore an area of interest in depth, to develop knowledge and skills for that particular field of inquiry, and to learn both the discipline and the satisfaction of pursuing a rigorous course of study.

Students with junior class standing or higher (61 or more completed credits) must have a declared major. Those who have not officially declared a major with the Office of the Registrar will not be allowed to register for courses in any subsequent semester.

The choice of a major does not imply the choice of career, but instead represents the base for a range of future opportunities. With careful advising and creative choice of electives, two students majoring in the same field may be preparing for quite different careers; similarly, students with nearly identical careers may have arrived there from very different majors. After graduation, some students proceed directly to graduate study or employment in the field in which they majored. Others apply the skills and knowledge gained from the major in less obvious but equally valid ways. For example, a philosophy major may choose a career in law, business education, medicine, or research; a biology major may go on in oceanography; a chemistry major may choose to work in industry or government; a history major may decide on publishing, public administration, or the broadcast media.

In today's economy people can expect to change careers several times. The skills of thinking and communicating and the aptitude for learning developed through a liberal arts education are more useful and adaptable than any narrowly defined vocational specialization.

A major normally constitutes approximately one-third of a student's academic program, but in no case may a student receive credit toward graduation for more than 60 semester credits in one academic department. Majors consist of a group of required and elective courses. At least 20 semester credits for the major must be taken at Lewis & Clark with a cumulative GPA of 2.000 or higher in the major. See academic department listings for major requirements. (See also Graduation Requirements.)

DOUBLE MAJORS

Students may graduate with a maximum of two majors, if they complete all requirements for each major. Where requirements for majors overlap, a student must complete at least 28 discrete semester credits in each major. In no case may students double major if they complete a student-designed major.

STUDENT-DESIGNED MAJORS

A student may propose a major focusing on a body of knowledge that has a definable character and extends beyond the bounds of existing majors or departments. The course of study for a student-designed major must be planned and submitted for approval before the major

¹³ For a complete list of majors and minors offered by Lewis & Clark, see the College Profile in this catalog.

may be officially declared, and approval of the student-designed major may be granted only if a student has achieved a GPA of 3.000 or higher for the previous 32 semester credits. Students undertaking a student-designed major may not double major.

Development of a student-designed major involves selection of and consultation with a three-member faculty advisory committee, and submission of a formal proposal to the Curriculum Subcommittee on Petitions, Appeals, and Student-Designed Majors. Students are urged to begin constructing a proposal during the sophomore year, because they must initiate it no later than the first semester of the junior year. Transfer students seeking to undertake a student-designed major must follow the same timeline.

A student-designed major must consist of courses from more than one department, and must include a balance between upper- and lower-division courses and a senior-year project that integrates work in the major. The senior project can take the form of a thesis, internship, creative project, or artistic performance for which students receive 4 credits in SD 490. The total number of credits for the major should be no fewer than 40.

Students wanting to pursue a student-designed major must take the following steps:

- 1) Discuss a plan with the chair of the Curriculum Subcommittee on Petitions, Appeals, and Student-Designed Majors and faculty members who might serve on a faculty advisory committee.
- 2) Submit a statement of intent to propose a student-designed major (forms available in the Office of the Dean of the College of Arts and Sciences) no later than the third week of the semester in which the process is initiated. No proposal may be initiated later than the first semester of the junior year (defined as the fourth semester before the student's anticipated graduation date).
- 3) Submit to the Office of the Registrar (on forms provided by the Office of the Dean of the College of Arts and Sciences) an application that includes the following: **a)** A clearly written rationale for the major, describing the integration of the disciplinary elements in detail and the focus of the proposed course of study; **b)** A brief description of the anticipated senior project; **c)** A list of courses to be completed and the sequence of study that will compose the major; and **d)** The signatures of three faculty members who approve the proposal and agree to serve as the faculty advisory committee.
- 4) Submit to the Registrar's Office a letter of support from one member of the faculty advisory committee attesting to the student's ability to pursue an independent course of study, as well as the faculty member's preparation and willingness to guide the student's program.

The completed proposal must be filed in the Office of the Registrar no later than the end of the sixth week of the semester. The proposal must be approved by the Curriculum Subcommittee on Petitions, Appeals, and Student-Designed Majors before the major can be officially declared. Students declaring a student-designed major must submit a prospectus of the senior project to the faculty advisory committee and to the Office of the Registrar in the semester prior to

registering for the project (using the Directed and Independent Study Learning Agreement form, available on the registrar's webpage).

Honors Students completing a student-designed major may receive honors upon graduation if they have a GPA of 3.500 and if the faculty advisory committee judges the senior project worthy of honors.

MINORS¹⁴

At Lewis & Clark students are expected to devote roughly one-third of their studies to fulfilling major requirements and one-third to General Education requirements. This leaves one-third available for electives.

Some students choose to coordinate their choice of elective courses in order to complete requirements for a minor. A minor represents a clearly defined set of courses identifying a secondary area of expertise. The student may opt for a minor that complements the major or one that is seemingly unrelated to the major. Some overlap is permitted, with courses counting toward both the major and the minor, but a minimum of 12 semester credits must be discrete to the minor (i.e., may not be used in any other set of major or minor requirements). Students must also maintain a cumulative GPA of 2.000 or higher in minor courses.

Minors consist of a group of required and elective courses. At least 12 semester credits for the minor must be taken at Lewis & Clark. Minors are offered through a department, program, or curriculum; some are interdisciplinary. See departmental listings for minor requirements.

Students declare a minor on a form available from the Office of the Registrar. Department chairs are responsible for verifying the completion of a student's minor on a Minor Verification Form, available in the Office of the Registrar. No more than two minors may be recorded on a student's transcript.

Modification of Requirements

Students may petition to have an academic requirement modified. Before submitting a petition, a student should meet with his or her advisor and/or the Office of the Registrar to consider ways of fulfilling the requirement without the need for modification. If that is not possible, the student may obtain a petition form from go.lclark.edu/college/registrar. This form should be filled out online, printed, given to the advisor for his or her signature, and returned to the Office of the Registrar. The Curriculum Subcommittee on Petitions reviews the petition and approves or denies the request. The subcommittee's decision is final.

Veterans

Lewis & Clark is required by law to report to the Veterans Administration any undergraduate veteran student who remains on academic probation for more than two semesters.

In addition, Lewis & Clark must inform the Veterans Administration if a veteran is suspended from the institution for academic dishonesty.

¹⁴ For a complete list of majors and minors offered by Lewis & Clark, see the College Profile in this catalog.