PROCEDURE FOR VALIDATION OF TRANSFER CREDIT

Students who want to receive Swarthmore College credit in Economics for work done at other academic institutions – whether during a summer session or during the regular academic year – must request validation of the work through this department.

Complete this form and bring it, along with the required documentation, to the Dept. Chairman.

Students are encouraged to take courses that do not duplicate those offered at Swarthmore.

Normally, no student will be awarded more credit than would be granted for an equivalent amount of work at Swarthmore.
Fill out one form for each course.

Name of Student_____________________________________    Date_______________

Course number and title________________________________

Institution_____________________________________

Instructor______________________________________

When course was taken___________________________

How many weeks and how many hours per week_______________

How many credits requested_________________________________

If meant to replace a course you have already taken, state which one:__________________________________________________________

Documents Submitted (check):

Syllabus__________________________
Lecture Notes______________________
Examinations_______________________
Term Paper(s)_______________________
Grade received for course___________

If no syllabus was given in class, please submit one reconstructed from your notes (or memory), describing the material covered in the course, supplementary readings, or any project you completed for the course.

In order to have the transfer credit recorded on your Swarthmore transcript, the Registrar needs this form, signed by the Chair, and an official copy of the transcript from the institution where the course was taken.

APPROVAL:  Amount of Credit___________Equivalent Swat course________________

DATE:_____________________CHAIR SIGNATURE__________________________

Philip Jefferson

COMMENTS:__________________________________________________________________