Swarthmore College
Sociology and Anthropology

Request for Credit, for coursework taken elsewhere.

Students: Complete top portion of this form only.
Note that courses taken elsewhere are not guaranteed credit; credit must be approved by a Swarthmore department. The registrar’s office guidelines indicate that normally courses taken during summer school, if granted credit, will likely receive 1/2 credit. Courses taken elsewhere for 3/4 hours of credit normally receive 1/2 to 3/4 credit; 4-quarter hour courses receive 3/4 to 1 credit. Please see the registrar’s office for more detailed information regarding the transferring of credit. Please see the department chair if you have questions about the department’s procedures.

Date: ___________________________
Student name: _____________________________________________________________ Class year: ____________
College address: ____________________________________________________________ Phone: __________________
Date of application: _______________________________________________________
Course number and title: _______________________________________________________
Department/program of course: _______________________________________________
School at which course was taken: _____________________________________________
Semester/ quarter and year of course: ___________________________________________
Number of credit hours/quarter hours of course: _________________________________
Supporting materials provided (please check):

1. Copy of transcript (unofficial photocopy is acceptable) ___
2. Syllabus ___
3. Exams, how many? ____ ___
4. Papers, how many? _____________________________ ___
5. Other (please specify) _____________________________ ___

Additional comments may be written on the back of this form. Please leave this form and supporting materials with the department secretary. When you receive notice of approval, please retrieve your materials.

For department use only:

Credit approved in the amount of _____ credit(s).

Approving faculty member (printed): _________________________________________

Signature of above: _________________________________________________________

___ Copy to registrar
___ Copy to files
___ Copy to student
___ Materials to student