PROCEDURES FOR VALIDATION OF TRANSFER CREDIT

✓ OTHER COLLEGES/INSTITUTIONS
Students who want to receive Swarthmore College credit in Modern Languages and Literatures 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.

✓ FOREIGN STUDY
Students participating in an approved foreign study program will normally receive credit for language work done in that program.

✓ TRANSFER CREDIT PROCESS
Credit for language study done at another institution requires the approval of the chair of this department before beginning the course. The appropriate form for such a course is available at the Registrar’s office. Prior approval of a student’s plans for language study at other institutions is particularly important for languages not offered at Swarthmore, i.e. Italian, Turkish and Arabic.

Normally, no student will be awarded more credit than would be granted for an equivalent amount of work at Swarthmore. (For example, a semester course of intensive language study at another institution would not be granted more than 1-1/2 credits; and an entire semester’s work in four courses would not be granted more than four credits.)

✓ APPLICATION PROCESS
Application for transfer of credit must be made on forms available from the departmental office (Kohlberg 316). You must complete one form for each course for which credit is being requested. Submit the application and required documentation to Anna Everettts, Administrative Assistant, along with your transcript or grade report, a syllabus and reading list.

✓ LITERATURE COURSES
Students whose plan of study at another institution includes courses in literatures taught in the department are encouraged to take courses that do not duplicate those offered here. Please note that no credit is given for beginning language study if it is less than the equivalent of a full-year course.

Please make every effort to submit your transfer credit request as soon as possible following your return from studying abroad.
VALIDATION OF TRANSFER CREDIT

(Instructions: Complete one form for each course. Please print or write neatly.)

__________________________________________________________  Submission Date
Student’s Name

Student’s Email Address: ___________________________  Class Year ____________

COURSE INFORMATION FOR WHICH CREDIT IS REQUESTED:

Course Title _________________________________________________

Institution _________________________________________________

City/Country ________________________________________________

Start Date ____________  Date of Completion _________________

Number of Weeks ____________  # Class Hours Per Week ______________

TOTAL NUMBER OF CLASS HOURS ________________ (information must be provided)

______ NUMBER OF MODERN LANGUAGE & LITS. CREDIT(S) REQUESTED

- OR -

______ NUMBER OF INTER-CULTURAL CREDIT(S) REQUESTED

Equivalent course at Swarthmore (if any) ________________________________

DOCUMENTS REQUIRED:

_____ Transcript or Grade(s)  _____ Syllabus  _____ Reading List

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

FOR OFFICE USE ONLY:

Date Approved: _______________  Section Head’s Signature ___________________________

MLL Credit(s) ____________  Inter-Cultural Credit(s) _________________

Date ____________  Dept. Chair’s Signature ________________________________

Comment: ____________________________________

The Department of Modern Languages and Literatures will submit this form, signed by the
Department Chair, to the Registrar to have the transfer credit(s) recorded on your transcript.

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