

Faculty Credit Guide



Final Evaluation

"Final Credit Evaluation" is a review of coursework that students completed while abroad. Faculty "credit evaluators" can assess students' work to make final decisions about how much credit their pre-estimated courses can receive. This second phase of the credit review process is optional for faculty—if an evaluator approves a course for "Auto Credit" during the pre-estimation phase, they will not need to evaluate it again. This guide describes step-by-step instructions to complete the final credit evaluation process and solutions to common issues.

1) Review Notification Email



geo@swarthmore.edu <geo@swarthmore.edu>
to me ▾

Sep 16, 2024, 3:00 PM ☆ ↶ ⋮

Dear Credit Evaluator,

Greetings from the Global Engagement Office (GEO). The following student(s) have requested final credit approval for study abroad course(s) pre-estimated by your department/program.



To review the request(s), please click the "Abroad Credit Evaluation System (ACES)" link in [AppGarden](#). Click the "Final Credit Evaluation" tab of ACES, then click on each student's name under "Students Waiting for Final Credit Evaluation." A new page with a "Final Credit Evaluation" table will appear. The table contains each pending course that the student has submitted to your department/program.

The student has submitted final course materials (e.g., completed coursework) to your department/program. The "Credit Evaluation Documents" below the table usually include the materials that the student has uploaded for each course. If electronic submission of final course materials was NOT approved in the pre-estimation phase, then the student should have submitted their work to your department/program via an alternative method.

In general, GEO does not route any final approval requests to departments/programs until the start of the semester after a student's term abroad.** There are GEO requirements that all returned students must complete before we forward any of their courses to evaluators (e.g., completion of required course and program evaluations). All requirements are due by the end of students' first month back on campus, and evaluators usually receive requests during that month.

Once final approval requests are made available in ACES, evaluators receive automated emails from GEO that list students who have submitted requests to their department/program. Notifications are sent on a weekly basis (on Mondays) until an evaluator in the department has submitted decisions for all pending courses.

***If an evaluator wishes to review a course over the summer break (e.g., to help students make decisions about course registrations), they should contact GEO to make special arrangements.*

Faculty Credit Guide



Final Evaluation

Common Issues with Notification Emails

Were you not notified of a new ACES request?

Evaluators do not receive notification emails immediately after courses become available for their review in ACES. After GEO has routed requests to evaluators, they will receive emails during the next weekly notification period.

Do the recipients of these emails need to be corrected?

If you or a colleague needs to be added or removed from credit evaluation emails, please contact GEO (geo@swarthmore.edu) so that we can update our records. Note: When looking at a notification, each evaluator will only see their own email address listed, even when other evaluators in their department have received the same email.

2) Access ACES



Using the Abroad Credit Evaluation System (ACES), evaluators can view information about course credit requests and submit approval decisions. To access ACES, log into [AppGarden](#) and click “Abroad Credit Evaluation (ACES).”

Faculty Credit Guide



Final Evaluation

3) Click “Final Credit Evaluation” Tab



Click the “Final Credit Evaluation” tab (to the right of the “Pre-Estimation” tab that opens by default).

4) Click Student Name



In the top section of the “Final Credit Evaluation” tab, “Students Waiting for Review,” all students are listed whose courses are pending review by your department/program. Click the name of a student to view the course(s) they have submitted for final review.

Note: Courses listed under the “Final Credit Evaluation Complete” section have already been reviewed by your department/program, and no further action is required.

Faculty Credit Guide



Final Evaluation

Common Issues with Access to ACES Students

If a student was listed in a notification email from GEO but does not appear in the "Students Waiting for Review" section, one of the following issues may have occurred.

- **Incorrect system?**

Semester abroad courses must be submitted to the Abroad Credit Evaluation System (ACES), NOT the Transfer Credit Evaluation System.

- **Incorrect tab?**

Final credit evaluation requests show up in the "Final Credit Evaluation" (to the right of the "Pre-estimation" tab), which does not open by default.

- **Has the course already been reviewed?**

A different evaluator in your department/program may have already pre-estimated the course. In this case, the course should show up in the "Final Credit Evaluation Complete" section (at the bottom of the "Final Credit Evaluation" tab).

- **Are you designated as the evaluator?**

ACES submissions are not accessible to all members of a department/program, only to the designated course evaluator(s) that GEO has on file. If a different faculty member needs to review a specific course, they can ask their AA/AC or another designated evaluator to download course information for them to review and input decisions on their behalf. If the list of designated evaluators needs to be updated, please contact GEO (geo@swarthmore.edu).

5) Review Info in Final Credit Evaluation Table

Final Credit Evaluation for [REDACTED]									
Scroll right over each row in the table and click "Edit" to select/enter decisions. All columns marked with an asterisk (*) need to be completed, and all responses need to be saved.									
If the department/program cannot grant final credit for a course, or grants fewer credits than were pre-estimated, please email GEO (geo@swarthmore.edu) with more information.									
Q Search: All Text Columns Go Actions Edit Save									
Term	Study Abroad Program	Full Course Load at Program	Program Credit Units	# of Course Credits in Program's Units	Course Title	Equivalent SWAT Course (optional)	Type of Credit	Evaluators	# of Pre-estimated SWAT credits
Fall 2025	CIEE Arts and Sciences Program in Seoul, Korea	15	Credit Hours	3	1001 Example Course 1	-	OCST	[REDACTED]	0.8

Faculty Credit Guide



Final Evaluation

Once you click a student's name, a new page will load, which includes information about their course(s) pending final review. Scroll down to the table titled "Final Credit Evaluation for [Name]."

Check the following details entered in the table for each course (you may need to scroll right over the table to view all information).

- **Term** (when student took the course) and **Study Abroad Program**
- **Full Course Load and Credit Units for Program:** Programs use different credit units (e.g., U.S. semester credit hours, ECTS). The table includes information about which units the program uses and how many credits in those units constitute a full course load.
- **Course Title** (and number if provided)
- **Equivalent SWAT Course (optional):** During the pre-estimation stage, an evaluator for your department/program may have entered the number of a specific Swarthmore course that corresponds to the study abroad course (e.g., DEPT 101). In this case, the abroad course would fulfill the same degree requirements as the Swarthmore course.
 - Note: After you review final materials, you can edit this field if necessary.
- **Type of Credit:** During pre-estimation, the student chose whether to request "Major," "Minor," or "Departmental" credit. Your department/program pre-approved this credit type.
- **Evaluators:** Members of your department/program who received this credit request (during the pre-estimation and/or final evaluation stage).
- **# of Pre-Estimated SWAT credits:** The number of credits entered by an evaluator in your department/program during pre-estimation. Your department/program estimated this number based on their review of the course syllabus or description.
- **Extra Work/Credit?** Your department/program's decision (entered during pre-estimation) on whether the course could be considered for more than the pre-estimated number of credits if the student submits "extra work" beyond what the program required.
- **Submit Coursework via ACES?** Your department/program's decision (entered during pre-estimation) on whether completed coursework can be reviewed within ACES.

Faculty Credit Guide



Final Evaluation

6a) Access Final Documents Within ACES (If Applicable)

Credit Evaluation Documents for [REDACTED]					
Term ↑↓	Study Abroad Program	Department/Program	Course	Document	Date Uploaded
Fall 2025	CIEE Arts and Sciences Program in Seoul, Korea	Off Campus Study	1001 EXAMPLE COURSE 1	OCS PRE ESTIMATION DOCUMENTS	10/28/2023
Fall 2025	CIEE Arts and Sciences Program in Seoul, Korea	Off Campus Study	1001 EXAMPLE COURSE 1	OCS FINAL DOCUMENTS	02/26/2025

Click to view completed coursework

If your department/program selected “Y” in the “Submit Coursework via ACES” column for this course (during pre-estimation), then the student has likely uploaded final documents in this portal.

Scroll down to the “Credit Evaluation Documents” section (below the “Final Credit Evaluation” table). Click the “FINAL DOCUMENTS” for the course to view the completed work and other course materials uploaded by the student. The document will load in a pop-up window.

Note: Whenever possible, students are instructed to combine all final materials into a single PDF. However, students sometimes upload multiple documents, which should all be visible to the evaluator.

Common Issues with Access to ACES Documents

- **Are you connected to VPN?**

Evaluators who are working off-campus need to be [connected to VPN](#) to open documents.

- **Is your Chrome browser glitching?**

The "Access Denied: You do not have permission to view this page" error message often appears when evaluators click on document titles while using Chrome. When the issue occurs, close the window and try again—the document should appear on the second attempt.

- **Do you use a pop-up blocker?**

You may need to disable it.

Faculty Credit Guide



Final Evaluation

6b) Access Final Documents Outside ACES (If Applicable)

A student may not have submitted final documents for one of the following reasons:

- An evaluator in your department/program selected “N” in the “Submit Coursework via ACES” column for this course (during pre-estimation).
- The student has work that is difficult to submit in a PDF format (e.g., certain artwork, audio files, coding, or other work).

If a student cannot submit work in ACES, they should communicate with your department/program about what alternative submission method could be accepted (e.g., email attachment, Google Drive folder, in-person presentation of materials, etc.). The student should then share their work with you in the agreed-upon format.

7) Review Final Documents

Review the final documents that the student has submitted. The types of materials that are required are up to your department/program. If the student had any questions about what documents your department/program needs to review, they may have contacted you.

If a department/program has not shared specific guidelines on final documents, GEO generally advises the students to include the following materials:

- **The syllabus:** As detailed of a syllabus as possible. If the version from the program does not contain an organized and complete overview of the course (e.g., assigned readings, schedule of classes and topics treated, instructional format, written assignments), then students are encouraged to write out all of this information.
- **Copies of all assigned work:** *Examples* of relevant work include papers, projects, exams, problem sets, lab reports, etc.

You can determine whether the materials submitted by the student are sufficient to confirm the number of credits the course can receive.

Faculty Credit Guide



Final Evaluation

Common Issues with Final Documents

What if documents are in a difficult format to review?

If it would be helpful for the student to present the documents in a more legible or organized format, your department/program can email them to suggest an alternative method to share their work.

What if documents are in another language?

You can leave a comment in ACES (see Step 9) or email GEO and the student to request translations of the work.

What if documents could not be saved?

It is often difficult for students to save work that cannot be returned to them (e.g., exams) or that isn't in a written format (e.g., oral reports). You can decide whether to determine credit based only on work students could save, or to ask the student for a write-up of the work they could not keep.

Notes on Extra Work/Credit Added

Why is “Extra Work/Credit Added” an option?

“Extra Work/Credit Added” is an option for students to receive more credit for a course than the evaluator's default estimate, through completion of extra work beyond what the program requires (paper, project, exam, etc.). Some departments/programs enable this option for courses pre-estimated for less than one credit, so that students have the opportunity to increase credit and fulfill major/minor/divisional requirements. However, we understand that not all departments/programs can supervise extra work.

How and when should students submit extra work?



Departments/programs can determine the types of extra work that can be considered. Generally, we expect students to submit extra work with their final documents, at the same time as the coursework from their program (due early in the post-program semester). However, if a student needs to work with the department/program on extra work after their return to campus, they can contact GEO to request an extension to submit their final documents for the course.

Faculty Credit Guide



Final Evaluation

8) Submit Approval Decisions

		Click "Edit" to complete fields	Enter a number		Select "Yes"			
Click "Save" to record decisions		Type of Credit	Evaluators	# of Pre-estimated SWAT credits	Extra Work/Credit?	Submit Coursework via ACES?	*# of Final Credits	*Final Credit Review Complete?
3	1001 Example Course 1	-	OCST	0.8	No	Yes	-	

Scroll to the far right of the "Final Credit Evaluation" table and click "Edit" to input final approval decisions. Complete the two required column marked with an asterisk (*):

- **Number of Final Credits:** Enter the number of Swarthmore credits your department/program can grant for the course.
 - If this number is less than the amount of pre-estimated credit, please email GEO (geo@swarthmore.edu) to share more information. The student will receive supplemental OCST credit to reach the number of pre-estimated credits for the course (unless this credit is not needed to reach 4 credits for the semester). Supplemental OCST credit is not associated with your department/program and does not count toward any requirements except total credits needed to graduate.
- **Final Credit Review Complete?** Please select "Yes" to confirm that your department/program has finalized the number of course credits to grant.

Click the blue "Save" button to record your decisions.

9) Review Submitted Decisions (Optional)

Final Credit Evaluation Complete					
*** All columns on this report are sortable. Double click on the column header to sort.					
This report can be downloaded to a spreadsheet. Scroll to the bottom and click on Download .					
To view all the documents that a student has uploaded, click on their name .					
Term ↓	Student	Major	Study Abroad Program	Course Title	Eq
Spring 2023		German Studies,	Junior Year in Munich - Wayne State	JYM - Internship - LMU Writing Center	-

Faculty Credit Guide



Final Evaluation

If you need to check decisions you have already submitted, you can return to the “Final Credit Evaluation” tab of ACES and check the “Final Credit Evaluation Complete” section at the bottom of the page (which includes decisions for all courses for which you are listed as an evaluator). You can click column headers to sort the data and find a course. If any decisions you have submitted need to be edited, please email GEO (geo@swarthmore.edu).

After several months, you can also check how a course shows up in Faculty Services. The titles and grades for study abroad courses are added to grade reports and Degree Audits by the Registrar's Office (note: Courses may not appear on student records until the end of students' first semester back on campus). If you believe that a study abroad course does not fulfill the correct requirements on a student's Degree Audit, please contact the Registrar's Office (registrar@swarthmore.edu).

Questions? Contact geo@swarthmore.edu