

# How to Request Credit



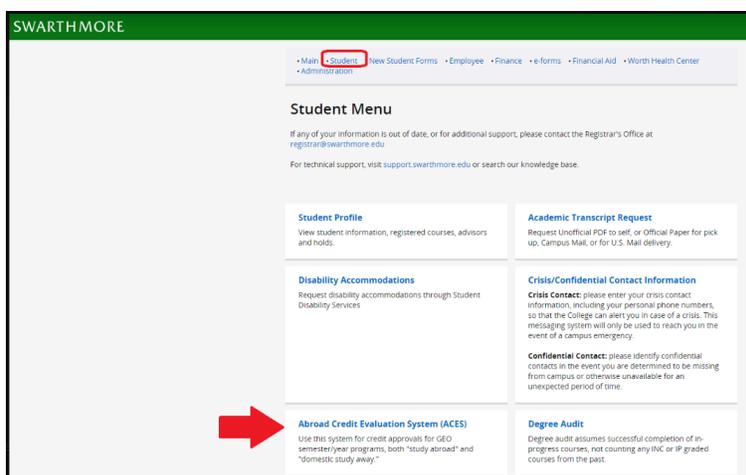
# Post-Program

## 1) Review Course List in ACES

Log into [MySwarthmore](#) using your Swarthmore credentials. If you're off-campus, you must [access Swarthmore VPN](#). Make sure your pop-up blocker is disabled.

- ➔ Click the "Student" link in MySwarthmore. Under "Student Menu."
- ➔ Click the "Abroad Credit Evaluation System (ACES)" link.

**IMPORTANT:** Do NOT click the "Student Transfer Credit Evaluation" link.



Scroll to the bottom of the page that opens to review the courses you previously submitted to ACES.

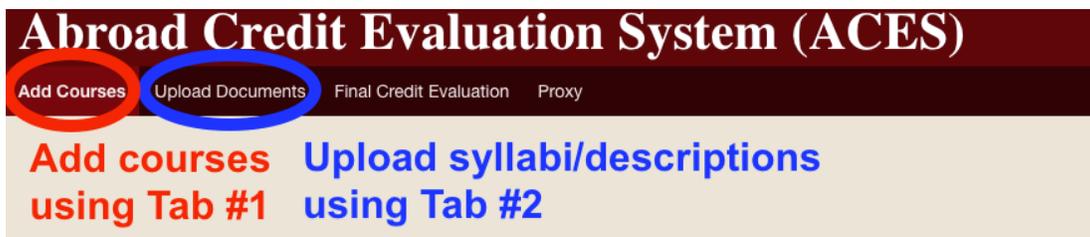
Courses							
Check List of Submitted Courses							
Term	Study Abroad Program	Full Course Load at Program	Program Credit Units	Course Title	# Course Credit Units in Program's Units	Swat Department/Program Evaluating the Course	Type Of Swarthmore Credit
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	15-18	Credit Hours	Course Title Five	3	Off Campus Study	OCST
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	15-18	Credit Hours	Course Title Four	3	Off Campus Study	OCST
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	15-18	Credit Hours	Course Title One	3	Art Studio	Major

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## 2) Submit Missing Courses and Syllabi ASAP

If any courses you took are missing from ACES, this is now a matter of **HIGH URGENCY!** You must submit all missing courses and associated syllabi **ASAP** to reduce delays in the final approval process. GEO will forward the courses to faculty, but credit can no longer be guaranteed.



### Using ACES Tab #1 - “Add Courses”

For each course, complete all fields in the “Add Courses” tab and click the “Add Course” button.

▲ **IMPORTANT:** Carefully review [credit policies of Swat departments/programs](#). Select a Swat department/program that could consider credit. If you don’t seek to fulfill a major, minor, or distributional requirement, you can likely request OCST elective credit by selecting “Global Engagement.”

▲ **IMPORTANT:** Enter the “# of Course Credits” using the units as **calculated by your program**. Do NOT enter the number of Swarthmore credits you wish to receive.

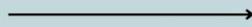
### Using ACES Tab #2 - “Upload Documents”

Before any course can be processed, an associated syllabus or course description needs to be uploaded in the "Upload Documents" tab. To upload each missing syllabus/description, select the associated course, select “**GEO PRE ESTIMATION**” as the document type, choose the file, and click the “Upload” button.

▲ **IMPORTANT:** The file title CANNOT contain any "special character" (e.g., a colon or accent mark) or **it will fail to upload**. The system is NOT able to send you a notification when a document fails to upload, so please pay close attention.

Note: It usually takes 2-4 weeks for faculty to pre-estimate newly submitted courses. Courses are usually not reviewed during breaks.

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# Post-Program

## 3) Make Final Edits to Course Information

### Remove Courses You Didn't Take

Under "Courses" (bottom of "Add Courses" tab), are there any courses that you didn't end up taking? If so, [submit this form](#). GEO will remove these courses from ACES.

### Double-check all Courses

Review your submissions to confirm that the course titles and credit amounts in ACES match those of the courses you completed. If ACES submissions don't match your official program transcript from your program, credit cannot be applied to your Swarthmore records.

### Double-check all Uploads

Go to the "Upload Documents" tab. Make sure Pre-Estimation Documents appear for ALL your actual courses (on the right side of the screen under "Credit Evaluation Documents"). If any course is missing a document, upload a syllabus/description following Step 2. Otherwise, no one will be notified of your credit request.

Credit Evaluation Documents				
Check document uploads				Review Comments
Term ↑↓	Off-Campus Study Program	Course	Document	Date Uploaded
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	COURSE TITLE FIVE	OCS PRE ESTIMATION DOCUMENTS	05/07/2024
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	COURSE TITLE ONE	OCS PRE ESTIMATION DOCUMENTS	05/07/2024
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	COURSE TITLE THREE	OCS PRE ESTIMATION DOCUMENTS	05/07/2024
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	COURSE TITLE FOUR	OCS PRE ESTIMATION DOCUMENTS	05/07/2024
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	COURSE TITLE TWO	OCS PRE ESTIMATION DOCUMENTS	05/07/2024

### Request a Change to Info you Submitted

Students cannot make changes to courses they have already submitted. If any course submissions contain incorrect information, contact [geo@swarthmore.edu](mailto:geo@swarthmore.edu) to request that staff edit these submissions. Do NOT add the same course again.

# How to Request Credit



# Post-Program

## 4) Gather Final Documents for Non-Auto Credit Courses

Check whether each course is approved for Auto Credit in ACES (“Add Courses” tab). For each course NOT marked “Y,” you must submit additional documents to the department/program before they can finalize credit approval. Prepare the following course records:

### The syllabus

If the syllabus 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 write out all of this information.

### Copies of all assigned work

*Examples* of relevant work include papers, projects, exams, problem sets, lab reports, etc. Students do NOT need graded copies, any copies will do. If you have any questions about what work needs to be saved, contact the relevant department/program.

**IMPORTANT:** If you have lost any important work, contact your program ASAP to check whether they can send it to you.

Type Of Swarthmore Credit	# of SWAT Credits Pre-estimated by Department	Auto Credit	Submit Final Work Electronically	Extra Credit/Work	All Final Materials Submitted	Pre-estimation Decision	Final Department Review Complete
OCST	0.8	Y	N	N	Y	Yes Approved	
		Y	N	N			
		N	Y	Y			
Minor	1	N	Y	N			
Major	0.8	N	N	N		Yes Approved	

**Courses NOT marked “Y” require final documents**

**Dept/program will consider supplemental credit for extra work**

### Note About “Extra Credit/Work”

In rare cases, a department/program will allow a student to complete extra work post-program to increase credit (the course would be marked “Y” for “Extra Credit/Work” in ACES). To pursue this option, work closely with the department/program to plan and complete the work. Make sure the department/program knows which final documents are your “extra work.” Notify [geo@swarthmore.edu](mailto:geo@swarthmore.edu) if you cannot complete the extra work by the deadline for post-program requirements. GEO can consider an extension to submit final documents for this course, but you must proceed with the steps in this guide for all other courses.

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# Post-Program

## 5) Submit Final Documents to Departments/Programs

Type Of Swarthmore Credit	# of SWAT Credits Pre-estimated by Department	Auto Credit	Submit Final Work Electronically	Extra Credit/Work	All Final Materials Submitted	Pre-estimation Decision	Final Department Review Complete
OCST	0.8	Y	N	N	Y	Yes Approved	
OCST	0.8	Y	N	N	Y	Yes Approved	
Major	0.8	N	Y				
Minor	1	N	Y	N		Yes Approved	
Major	0.8	N	N				

Submit final docs within ACES

Submit final docs outside ACES

For each non-Auto Credit course, check the “Submit Final Work Electronically” column in ACES (“Add Courses” tab). Final documents for courses marked “Y” can be submitted within ACES. Documents for courses marked “N” require an alternative submission method.

### Submitting Final Documents Within ACES

First, combine all materials for the course into a **single PDF document**.

**IMPORTANT:** If any materials cannot be saved as a PDF (e.g., video or audio files, certain types of code), check with the department/program whether you can submit final documents outside ACES.

Next, go to the “Upload Documents” tab of ACES. Select the associated course, select “**GEO FINAL DOCUMENTS**” as the document type, choose the file, and click the “Upload” button.

**IMPORTANT:** The file title CANNOT contain any "special character" (e.g., a colon or accent mark) or **it will fail to upload**. The system is NOT able to send you a notification when a document fails to upload, so please pay close attention.

### Submitting Final Documents Outside ACES

If you haven't already, check with the department/program about the best format and method of submission (e.g., documents uploaded to a Google folder, physical copies delivered in person).

Once the department/program credit evaluator has confirmed submission requirements, follow the instructions they have given to provide the materials.

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# Post-Program

## 6) Mark Courses as Ready for Review (ACES Tab #3)

**Abroad Credit Evaluation System (ACES)**

Add Courses Upload Documents **Final Credit Evaluation** Proxy

**Select all completed courses**

Term	Study Abroad Program	Full Course Load	Program Credit Units	Course Title	# of Course Credits in Program's Units	Type Of Swarthmore Credit	Please Check Courses Taken	All Materials Uploaded. (non-Auto Credit Courses)
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	15-18	Credit Hours	Course Title Three	3	Minor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	15-18	Credit Hours	Course Title Five	3	OCST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	15-18	Credit Hours	Test Biology Course	3	Departmental	<input type="checkbox"/>	<input type="checkbox"/>
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	15-18	Credit Hours	Course Title Four	3	OCST	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	15-18	Credit Hours	Course Title One	3	Major	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	15-18	Credit Hours	Course Title Two	3	Major	<input type="checkbox"/>	<input type="checkbox"/>

**Verify submission of course materials**

1 - 6

Click the "Final Credit Evaluation" tab in ACES. Check all required boxes.

### **Select completed courses**

In the "Please Check Courses Taken" column, check off all courses you completed.

### **Verify submission of course materials**

In the "All Materials Uploaded" column, check off all courses for which you have submitted final documents (within or outside ACES). Auto Credit courses are checked off automatically.

### **Save Changes**

Click the blue "Save Changes" button so that your changes aren't lost.

### **Make sure courses are marked as ready for review**

All completed courses should appear in the "Courses Ready for Final Evaluation" section at the bottom of this tab. Credit cannot be processed for courses that do not show up in this section. If a course does not show up, you likely still need to check one of the boxes above.

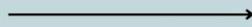
Add Courses Upload Documents **Final Credit Evaluation** Proxy

**Courses MUST show up in this section for credit to be processed**

**Courses Ready for Final Evaluation**

Study Abroad Program ↑	Course Title	# of Course Credits in Program's Units	# of Pre-estimated SWAT Credits	Accept Auto Credit	Extra Work/Credit Option	Submit Final Work Electronically	All Materials Uploaded. (non-Auto Credit Courses)
DIS - Study Abroad in Copenhagen, Denmark	Course Title Three	3	1	N	N	Y	Y
DIS - Study Abroad in Copenhagen, Denmark	Course Title Five	3	0.8	Y	N	N	Y
DIS - Study Abroad in Copenhagen, Denmark	Course Title Two	3	0.8	N	N	N	Y

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## 7) Check Status of your Final Approval Decisions

### Wait for GEO to authorize final credit evaluation process

In most cases, no courses will be processed for final credit until your first semester back on campus has started AND you have completed all post-program requirements outside ACES (emailed to returned students before they arrive back on campus).

**▲ IMPORTANT:** Departments/programs will not receive final approval requests until the above conditions have been met.

### Check final departmental approval status in ACES

During the post-program semester, check ACES every few weeks for updates from departments/programs about your non-Auto Credit courses. The "Final Department Review Complete" column will be marked "Y" once faculty have reached a final decision about a course (this column is left blank for Auto Credit courses). Click the "Comments" button to check for messages from evaluators, which often require follow-up.

**▲ IMPORTANT:** The "# of SWAT Credits Pre-estimated" column does not always reflect the final number of credits you have been awarded.

### Allow time for Registrar to apply your credits

The Registrar's Office verifies all department-approved courses and Auto Credit courses on your official program transcript. They add all courses that have received (the equivalent of) a C or higher to your Swarthmore records. Expect the entire final credit process to take several months (credits are often finalized a few weeks after the post-program semester has ended).

### Check your grade report and Degree Audit

After your post-program semester, check your Grades at a Glance and Degree Audit on MySwarthmore to make sure you understand the number of final credits you have received and the requirements that your study abroad/away courses have fulfilled.

See [Coursework and Credits FAQs](#) for more details on the policies and requirements above.