

Swarthmore College Shadow Grades Request Form

Date: _____

Please **print** your name: _____

If different; name while attending school: _____

Student ID#: _____

If you don't remember your ID please retrieve it from the alumni webpage,
<https://apex.swarthmore.edu/prod/apex/f?p=126>

Graduation Year: _____

Phone number: _____

Please choose which secure way you would like to receive your shadow grades

Gmail address for Google doc secure share: _____

US mail address: _____

Please use the email or mailing address you have already given the Alumni Office

- **If you are supplying a new email or address, we will share it with the Alumni Office.**
- **Please use a personal email address you can access securely.**

Your signature: _____

- **Your signature is required.**
- **You can US mail, fax, or email your signed form to our office.**

Swarthmore College, Office of the Registrar, 500 College Avenue, Swarthmore, PA 19081
fax: 610-957-6100 email: registrar@swarthmore.edu

If you select email, a google credential is needed to access your grades in which you will have 30 days to access.

The Faculty Regulations regarding [Credit/No Credit Grading](#):

"The only grades recorded on students' official grade records for courses taken during the first semester of the first year are CR and NC. In the balance of their work at Swarthmore, students may exercise the option to take up to four more courses for credit/no credit by informing the Registrar's Office within the first 9 weeks of the term in which the course is taken, using the form provided for this purpose.

Instructors are asked to provide the student and the faculty adviser with an evaluation of the student's CR/NC work. The evaluation for first-semester first-year students includes a letter-grade equivalent. For other students, the evaluation may be either a letter-grade equivalent or a comment. Such evaluations are not a part of the student's official grade record. If available, letter-grade equivalents for first-semester first-year students may be officially provided to other institutions only if requested by the student and absolutely required by the other institution. Students should save their copies of these evaluations for their records."