

**Swarthmore College Office of the Registrar
Application for Prior Approval of Work Done Elsewhere**

One Sheet per Department

This form is for study in the US during a fall or spring semester leave of absence and for summer school in the US or abroad.

NOTE: Taking a personal leave of absence to study abroad without going through the Off-Campus Study Office and its payment plan means those credits earned abroad cannot be transferred to the Swarthmore degree. To receive Swarthmore credit or study abroad during the academic year, students must participate in the College's semester/year abroad program and comply with its payment plan.

Students should complete the form and obtain approval by the Swarthmore College department chair/chair's designate and the students' academic advisor, and submit a copy to the Swarthmore Registrar retaining a copy for the students' records. Students should expect to provide sufficient course descriptions, etc., to facilitate approval of department chair.

Graduation Year _____ Student ID# _____

I, _____, request permission to take the following courses at _____ in the fall, spring, or summer of _____.

COURSE(S) TO BE TAKEN ELSEWHERE

DEPARTMENT FOR SWARTHMORE CREDIT

Final approval of credit at Swarthmore for this work will not be given until after the work has been completed, a grade of C or better has been awarded, an official transcript is received by the Registrar's Office at Swarthmore, and the appropriate department evaluates the completed work and awards "final validation" of credit. Transfer courses cannot be taken for pass / fail. Note that the amount of transfer credit given by Swarthmore may be different than the amount assigned by the other domestic institution.

The faculty regulation concerning work done elsewhere is: "Students desiring to receive Swarthmore College credit for work at another institution are required to obtain the approval of the chair of the Swarthmore department concerned before doing the work. Prior approval is not automatic; it depends upon adequate information about the content and instruction of the work to be undertaken. Validation of the work for credit depends upon evaluation of the materials of the work, including syllabus, reading lists, written papers, and examinations, by the Swarthmore department concerned after the work has been done. Validation may include an examination, written or oral, administered at Swarthmore. As defined by the faculty, no Intercultural Credit will be granted for either domestic or foreign summer study. An official transcript from the school must be presented to the Office of the Registrar before the work can be validated for credit. **Requests for validation must be made within the academic year following the term in which the course is taken.**"

Swarthmore courses are regarded as equivalent to 4 semester hours. Normally one 3 semester-hour course will be awarded 1/2 to 3/4 credits here, unless, by special prior arrangement, the student is permitted to submit extra work to the Swarthmore department concerned.

_____/_____
APPROVED BY ACADEMIC ADVISOR **DATE**

_____/_____/_____
APPROVED BY DEPARTMENT CHAIR **DEPT** **DATE**

Copy to the Registrar and the Student