

**Swarthmore College
Sociology and Anthropology**

Request for Credit, for coursework taken elsewhere.

Students: Complete top portion of this form only.

Note that courses taken elsewhere are not guaranteed credit; credit must be approved by a Swarthmore department. The registrar's office guidelines indicate that normally courses taken during summer school, if granted credit, will likely receive 1/2 credit. Courses taken elsewhere for 3/4 hours of credit normally receive 1/2 to 3/4 credit; 4-quarter hour courses receive 3/4 to 1 credit. Please see the registrar's office for more detailed information regarding the transferring of credit. Please see the department chair if you have questions about the department's procedures.

Date: _____

Student name: _____ Class year: _____

College address: _____ Phone: _____

Date of application: _____

Course number and title: _____

Department/program of course: _____

School at which course was taken: _____

Semester/ quarter and year of course: _____

Number of credit hours/quarter hours of course: _____

Supporting materials provided (please check): _____

Copy of transcript (unofficial photocopy is acceptable) _____

Syllabus _____

Exams, how many? _____

Papers, how many? _____

Other (please specify) _____

Additional comments may be written on the back of this form. Please leave this form and supporting materials with the department secretary. When you receive notice of approval, please retrieve your materials.

For department use only:

Credit approved in the amount of _____ credit(s).

Approving faculty member (printed): _____

Signature of above: _____

- Copy to registrar
- Copy to files
- Copy to student
- Materials to student