

COUNTDOWN TO DEPARTURE

Policies and Procedures for Students Participating in the Swarthmore Semester/Year Abroad Program

For
Fall Semester 2017
And 2017-18 Academic Year
Participants



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INTRODUCTION

This handbook has been prepared to be useful to students as they prepare to travel abroad and also to be a reference while abroad. It is important that you read this document carefully. It contains information that you will need to complete your preparations and succeed with your abroad experience.

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TABLE OF CONTENTS

I.	Permission to Participate in Off-Campus Study	1
II.	Your Off-Campus Study Homepage and Acceptance Procedures	1
III.	Post-Admission Planning Session(s)	2
IV.	Mandatory Orientation	2
V.	Finances	2
	A. Financial Aid	2
	B. Payment Plan	2
	C. Withdrawal/Refund Policy	3
	D. Budgeting While Abroad	4
	1) Obligatory Expenses	4
	2) Refundable Deposits	4
	3) Discretionary Expenses	4
	4) Additional Expenses	5
	5) How Much Money Will You Need?	5
	6) Budgeting	5
VI.	Travel Arrangements	5
	A. Round Trip Travel	5
	B. Local Transportation in Country	6
VII.	Academic Matters	6
	A. Your Course Load Abroad	6
	B. Pre-estimation of Credit	7
	C. Approval by Major Advisor	8
	D. Swarthmore Course Registration While Abroad	9
	E. Changing Your Pre-approved Courses Once Abroad	9
	F. Documentation of Work Completed Abroad Presented Upon Your Return	9
	G. Pre-Registration While Away	11
	H. Study Abroad Registration and Credit Policy	12

I. Permission to Participate in Off-Campus Study

Students can study abroad spring of the sophomore year, throughout the junior year, or fall of the senior year (with permission from their major(s) department, for a total of no more than two semesters. Note that permission to participate in the Swarthmore Semester/Year Abroad Program requires that you maintain good academic and conduct standing at the College and that your account does not have any outstanding charges. Eligible students must have completed on average four credits per semester. Students will jeopardize their ability to participate in study abroad as part of the Semester/Year Abroad Program with incompletes as part of their academic record. The deadline for the completion of incompletes will reflect the need to meet deadlines relating to acceptance to abroad programs and /or to the submission of acceptance forms, deposits, the purchase of airfares, etc. Normally students will have been accepted into a major or, in the case of sophomores, have a plan for applying for a major.

The Off-Campus Study office (OCS) and the Dean's office meet to review student standing and to determine eligibility. Students must also meet the eligibility requirements of the programs to which they apply.

Note: Permission to participate in Off-Campus Study can be revoked at any time if the student no longer meets the stated eligibility requirements of Swarthmore College and/or the Off-Campus Study program.

II. Your Off-Campus Study Homepage and Acceptance Procedures

Once you have been admitted to your off-campus study program please contact the Off-Campus Study office to indicate whether or not you accept the offer of admission.

Once OCS receives this official confirmation that you intend to participate in the program you will be moved to Accepted status on your OCS homepage. At that point once you log in you are asked to either Commit or Decline your acceptance. Students who choose to Commit will have a new checklist of items to complete and documents to read and sign.

Please note that you will be asked to upload a copy of your acceptance offer from the program, your acceptance of that offer, and a copy of the program's refund and withdrawal policy. These and all other forms must be completed before OCS can make non-refundable deposits, provide funds for airfare, or make other payments on your behalf. The deadline for completion of these forms for admitted students is April 21.

Note that you must provide accurate dates for the start and end of your program, keeping in mind that you must participate in the orientation program and stay until all examinations and any other program requirements are completed.

You must withdraw from any programs you do not plan on attending, both in the OCS online system and directly with the programs to which you applied.

III. Post-Admission Planning Session(s)

Following the OCS deadline for submission of applications, you will be contacted to schedule a meeting with Rosa Bernard, Assistant Director for Off-Campus Study. If you have not been admitted at that point in time it is still important to meet with Rosa prior to the Advising Period (when pre-estimation of credit normally takes place). Rosa will work closely with you on billing, travel allowance, insurance questions, your board and/or room arrangements while abroad (as necessary), preparing for pre-estimation of credit, student visa questions (if required), and any other preparation matters. Please make sure that you get this important work under way early.

Prior to this meeting be sure to read about policies and procedures on the Off-Campus Study website and in the Off-Campus Study handbooks. Carefully read all documents when you log in to your study abroad homepage.

IV. Mandatory Orientation

The mandatory **Study Abroad Pre-departure Gathering will take place on Wednesday April 12, 6:00-8:00pm in Kohlberg/Scheuer Room. This is a required session so be sure to mark your calendar.** This will be the final wrap-up of important information and dinner will be provided. You will be required to RSVP.

Other special topic sessions are offered throughout the semester to help prepare you for the abroad experience.

V. Finances

A. FINANCIAL AID POLICY AND STUDY ABROAD

Financial aid consideration is possible only during a normal eight-semester Swarthmore program of study and only if the student earns at least four credits each semester. Students must return to Swarthmore on schedule for the eight-semester graduation timetable. If this condition as well as those stated above is not met, continuation of financial aid will be in jeopardy.

Your eligibility for Swarthmore financial aid during study abroad will be based on Swarthmore's actual charges and allowances for books and personal expenses as if you were living on campus. In practice, this policy allows for a more generous budget for your study abroad, since you will not pay the student activity fee, and off-campus study programs rarely expect students to buy many books. This leaves room for the expenses you might incur such as any necessary vaccinations or travel visas. Note: Most study-abroad programs do not offer campus work opportunities, so you may wish to borrow additional funds to fill that gap. If that is the case you should discuss this option with the Financial Aid office.

B. PAYMENT PLAN

Students who study abroad and wish to receive credit for it toward the Swarthmore degree will pay to Swarthmore, for the semester or year abroad, the full cost of Swarthmore tuition, room, and board. Swarthmore will pay program tuition, room, and board on the student's behalf. The student activity fee is not charged. If room and/or board are not fully provided by the program, an appropriate amount will be provided to

the student to meet this expense. Swarthmore will pay for any portion of round-trip travel not covered by the program according to established practice for determining the appropriate travel budget.

Note: Students are responsible for paying any refundable program deposits.

The payment schedule for study abroad is the same as the College payment schedule for semesters in residence. Please call the Office of Student Accounts (610 328-8394) for more information.

C. WITHDRAWAL/REFUND POLICY

1. Withdrawal before the Study Abroad Program Begins. As soon as Swarthmore makes a non-refundable payment on the student's behalf to a study abroad program (e.g., application fee, deposit, part or full payment for tuition and/or room and/or board and/or any other program costs), or obligates same, and/or as soon as Swarthmore has paid for round-trip travel in association with study abroad, the student is obligated either to pay the College full Swarthmore tuition, room, and board for the semester or year abroad (less whatever may be covered by financial aid), or to pay to Swarthmore the unrecoverable portion of the paid out or obligated amount. Failure to meet this condition will comprise an unfulfilled financial obligation on the student's part to the College. So long as the obligation remains unfulfilled, the student may be denied re-enrollment by the College; the student's College transcript may not leave the Registrar's Office; and the student will not be permitted to receive a degree from Swarthmore College. Financial aid will not be available for this purpose.

2. If the student withdraws after the program is underway, any adjustment of billed tuition, room, and board, due to involuntary or voluntary withdrawal can only be made after all financial obligations due the abroad program have been satisfied, as verified by Off-Campus Study. Once the unrecoverable portion of the paid out and/or obligated amounts have been met (these include but are not limited to the payment of tuition, room and board and travel allowances), College charges will be reduced in a manner consistent with the charge reduction/withdrawal policy for tuition, room, and board set forth in the Swarthmore College Bulletin. In addition, if the student has received a cash advance for meals and/or lodgings and/or round-trip travel expenses, the unused part must be returned to the college before the student will be permitted to re-enroll at the college, receive an official transcript, or be graduated from the College.

3. If the student is required by the College for any reason to withdraw from the Semester/Year Abroad Program and/or to withdraw from Swarthmore College before or after being accepted by a study abroad program, the student will be ineligible to participate in the Semester/Year Abroad Program until and unless readmitted to Swarthmore. In this event, the student will be obliged to pay to Swarthmore the unrecoverable portion of any amount paid or obligated on his or her behalf by Swarthmore to a study abroad program. Failure to do so will comprise an unfulfilled financial obligation on the student's part to the College. So long as the obligation remains

unfulfilled, the student will be denied re-enrollment and will not be allowed to graduate from the College, and the Registrar's Office will not release the student's transcript.

D. BUDGETING WHILE ABROAD

1. Obligatory Expenses: Some programs provide you with lodging and all of your regular meals. If you attend one of these programs, you will not have to do any budgeting for room and board. Other programs will require you to make some or all of the payments for food or lodging, or both. In all such cases, an amount of money adequate for these payments will be provided for you in advance, either by the program or by Swarthmore College, or both.

When planning your budget, please note that in some cases (e.g., break periods) expenses for room and board are not covered by Swarthmore College. If money for room and/or board expenses is advanced to you, it is imperative that you understand clearly in advance what your obligatory expenses will be, how much money you have to meet them, and how long this money has to last. For example, you may attend a program that provides breakfast and dinner, and gives you a cash allowance to buy your own lunch. You have to work out the relationship between the size of the allowance and the number of lunches over the time period involved. Or, lodgings are provided for you, but you are required to provide all of your meals for yourself out of a cash allowance. Or, you are expected both to rent lodgings and pay for your meals out of a cash allowance. In all such cases, it will be your responsibility to work out the budget for the time period involved.

2. Refundable Deposits: Some programs may require of you a refundable room/security deposit. Security deposits are not covered under the Semester/Year Abroad Program; you must pay this out yourself. Check with your program regarding the amount of the deposit, conditions for full refund when the program is completed, and how the deposit is to be refunded to you upon completion of the program.

3. Discretionary Expenses: These expenses include toiletries and other personal items, gifts, recreation and entertainment, shopping and vacation travel. This comes out of your own pocket, just as it does while you are at Swarthmore. A few important points here: First, it's important to know at the beginning of your stay abroad how much you can spend, total, on discretionary expenses. Second, for 'musts' (e.g., toiletries), make it a point to learn where local people shop for these items, and do your shopping there. Be willing to purchase local products that are comparable to those you use at home. If you are someplace where the cost of living is significantly higher than here, pick and choose your activities carefully, in line with your budget. Consider purchasing an International Student I.D. Card to help you with discounts (sold by the Off-Campus Study Office) after first determining if it will be useful where you will live abroad. Rules of thumb: if you are attending a university, the recreational practices of university students from the host country will usually be affordable by you. This should also be the case if you are staying with a host family or if you participate in program-recommended activities. If you go to those places in your city or locale where lots of Americans hang out you may expect to spend a lot more.

4. Additional Expenses: Some of the items that you will need to budget for that are not paid for by Swarthmore College are books, printing costs, gym memberships, memberships in student organizations, bedding, visas, and travel immunizations and medications. Please note that for those students who receive financial aid from Swarthmore College, the allowances that have been allocated for books and personal expenses at Swarthmore still apply. The Dean's Office has a discretionary fund that may apply in some cases to some of these expenses.

5. How Much Money Will You Need? If you are going to have obligatory expenses, as described above, it should be clear to you before you go what they will be and how you will be provided with the funds to meet them. For discretionary expenses, normally your program can advise you very specifically about this. This advice will be informed by the standard of living that the program deems suitable for its participants.

6. Budgeting: A budgeting guide is provided in the appendix. This will help guide you as you plan your finances for the semester or year abroad.

VI. Travel Arrangements

A. ROUND-TRIP TRAVEL

In all cases, travel to and from your program, with Philadelphia as the gateway city, is paid for by your program or by Swarthmore according to Swarthmore College guidelines. In almost all cases, though, it will be your responsibility to make the arrangements, that is, to book the tickets. Rosa Bernard will work closely with you on this, including especially referring you to travel offices where you are likely to get the lowest prices for your trip. Since you will be provided with a fixed travel allowance that is sufficient to purchase a round trip ticket to your foreign study destination, and since the further in advance you buy your ticket the more likely you are to get a low price, it is important that you get going on this as soon as possible - normally when you have your acceptance from your program and have completed all of the Off-Campus Study post-admission requirements outlined in your post-admission checklist on your Off-Campus Study homepage.

If you want to travel abroad prior to the start date for your program, do not purchase your ticket until you have thought carefully about how long it will take to get your student visa (if one is required). Do not book a ticket to return prior to the end of the examination period for your program. Students are expected to purchase round-trip tickets.

Swarthmore will not cover the additional cost of two one-way tickets. If you shop wisely and book early and, as a result, spend less than the travel allowance provided by Swarthmore and/or your program, you get to keep the difference. If you delay and have to overspend the allowance, you are responsible for the difference.

For students who are abroad for one semester, the travel allowance provides for one round trip. Students who are abroad for two semesters can be reimbursed for a second round-trip, according to Swarthmore College guidelines, to visit their home once during the year over the winter break. The budgeted amount cannot exceed the cost of a round-trip fare with Philadelphia as the gateway city.

It is extremely important that you arrange your travel through a reputable travel agency. **Be sure to book a flight that is refundable and that can be changed for a relatively low fee.** This is extremely important because you never know when some aspect of your plans might change. Below are suggested travel agents recommended by students, faculty, staff, and study abroad programs:

- STA Travel: www.statravel.com: 800-781-4040.
- Avenue Two Travel: 610-243-1100
beth.heckman@avenuetwotravel.com | 789 East Lancaster Avenue Suite 100
Villanova, PA 19085
- Student Universe: www.studentuniverse.com

Note: More detailed information about travel is available in the *Practical Matters* handbook.

B. LOCAL TRANSPORTATION IN COUNTRY

If you have to take public transportation to and from classes, please contact the Off-Campus Study Office to determine if you are eligible for a local travel allowance.

VII. Academic Matters

A. YOUR COURSE LOAD ABROAD

At Swarthmore the semester course credit is the unit of credit. One semester course credit is normally equivalent to 4 semester hours elsewhere. Four or five units of credit comprise a normal full semester. You are required to take a course load that corresponds to what will transfer back to Swarthmore as at least four credits per semester or eight credits per year. Students are eligible to earn up to a maximum of five credits per semester, or up to a maximum of ten credits per year. Receiving more than five credits per semester or ten credits per year is not permitted.

Swarthmore requires that you, while abroad, take a full academic load by the standards of the program or university you are attending. Sometimes this is a set number of courses or credits, e.g., at many universities four equally weighted courses comprise a full semester, or 15 units of credit comprise a full semester. For other programs or universities, 'full academic load' is defined by positing a range, e.g., four or five courses, 16 to 20 credits. For such situations, Swarthmore students are required to be at the upper end of the range, e.g., five courses or 19 or 20 credits. Swarthmore permits you to take more than a full load. If you wish to do so, and if the program requires approval of the home institution, this office will be glad to provide you with a supporting letter. If you have any uncertainty as to what 'full academic load' means for your program or university, please be in touch with Rosa Bernard.

And please note this regulation is in force irrespective of how much Swarthmore credit you have in hand when you depart, and/or what you believe your credit needs to be for your semester or year abroad. No exceptions.

B. PRE-ESTIMATION OF CREDIT

Students work with Rosa Bernard to complete the *Application for Pre-Estimation of Study Abroad Credit* form before consulting departments about pre-estimation of credit. Students who plan regular term study abroad must have approval in advance from their major department/program adviser(s) (actual or prospective), as well as from the Off-Campus Study office. **This must be completed by April 21.**

Note: This system will be automated shortly and students are likely to use the new on-line system at some stage, particularly for adding and dropping courses. Once the system is in place students will be able to use the system to upload course descriptions and syllabi to forward to faculty for review for pre-estimation of credit. The OCS office will email with more information.

During your post-admission meeting with Rosa Bernard, she will advise you on the credit system and credit weightings for your study abroad program. Be prepared during that meeting to review your preliminary list of courses and to discuss the suggested credit weightings and the equivalent amount of credit you are likely to receive at Swarthmore. You will need to obtain course descriptions and whenever possible, syllabi of proposed courses for the pre-estimation of credit process. You are encouraged to get more than a minimum number of courses approved, to contribute to some flexibility for final course approval should that take place while abroad.

Courses can be approved for credit in the following two ways:

1. Courses proposed for Off-Campus Study credit will be reviewed by the Assistant Director & the Off-Campus Study Faculty Adviser. Courses that are approved for Off-Campus Study credit (OCST) cannot be changed to credit from a department or program at a later time. At a later date a department or program can choose to count OCST credit as credit toward the major or minor, but the OCST designation will remain on the transcript. In most cases students receive auto-credit for these courses. Auto-credit does not require further review. The extra work credit option is not available for OCST courses.
2. Courses proposed for credit by academic departments or programs for major, minor, or distributional credit must be approved for evaluation for credit by chairs (or other nominated person) of appropriate departments/programs. These departments will determine whether the student is required to submit the work that they do in the course for review by the department or program upon return to Swarthmore whether they will receive auto-credit, that does not require further review. The chairs' pre-approval of your courses mean that they agree that, on subject matter grounds, the courses can be evaluated for credit by their departments when you return.

The chairs/Faculty representatives will also pre-estimate the amount of credit you will receive for successful completion of the courses, and will indicate whether or not their departments extend the extra work/credit added option (this option, which is available at the discretion of departments, allows you to do extra work set by the department to increase the amount of credit received for a study abroad course). The extra-work for credit option can

only be used in situations in which a student needs it to obtain the expected four credits for a semester, or eight credits for a year abroad, or when extra-work for credit is specifically necessary to complete a major requirement or minor requirement, and then only with the approval of the appropriate department or program. This will be the case only as long as the semester and yearly maximums are not exceeded.

Keep in mind that it is your responsibility to ask about prerequisites that some departments/programs might have in order to get credit for courses taken abroad. You also must be aware of the limit of how many courses can be taken abroad in each subject area and counted in the major, minor, or toward graduation at Swarthmore College. Keep in mind that you cannot take the same subject matter in a course abroad that you have already taken at Swarthmore. This would result in not receiving full credit for the course at Swarthmore.

Please remember that some departments will not evaluate a course done elsewhere for Swarthmore credit unless the student has completed a course in the department, or program, here at Swarthmore prior to study abroad (e.g., history and art history - see Swarthmore College Bulletin). Additionally, if you would like to take two history courses abroad for credit, you must have already taken two history courses at Swarthmore. Some departments require that you have taken specific introductory courses before taking other courses in that discipline (e.g., economics, education, psychology). Some departments, even if you have completed work in that subject at Swarthmore, will not evaluate a course done elsewhere unless the department has pre-estimated it. If, e.g., your major department has required you to complete a specific course while you are abroad, and you are thinking of replacing this course with another, be sure to be in touch about this with the chair of your major department.

If in order to graduate on time, you must take a specific course while abroad it is important to get a confirmation from the study abroad program or university that the course will be available to you at your study abroad destination. If we are getting the uncertainty message, it is your responsibility to decide whether or not to chance it.

Following the meeting with Rosa Bernard, for any course that you seek major, minor, or distributional credit, you will meet with the appropriate department credit reviewer for written pre-estimation of credit. You should provide as much information as possible (course description and syllabi). This credit review normally takes place during the pre-enrollment advising period each semester.

C. APPROVAL BY MAJOR ADVISOR (S)

Once your courses are pre-estimated for credit you must review your study abroad plans with your faculty adviser, who - for this purpose - is the chair of your actual or prospective major department (note that in some departments a faculty member other than the chair might be designated to review credit for study abroad). You and your advisor should review that your study abroad course of study is compatible with completing all of the requirements for the Swarthmore degree on schedule. These include thirty-two units of credit, completion of major and distribution requirements, and the

twenty-course rule. Your faculty adviser should sign this form on the line entitled, "Major Academic Adviser (Actual or Prospective)."

Off-Campus Study will sign off on the form after you have pre-estimation of credit for a sufficient number of courses for what is equivalent to at least four Swarthmore credits for one semester, or eight Swarthmore credits for the academic year.

D. SWARTHMORE COURSE REGISTRATION WHILE ABROAD

While abroad you will be registered by the Registrar's Office for a full time load of Off-Campus Study (OCST) credit registrations.

E. CHANGING YOUR PRE-APPROVED COURSES ONCE ABROAD

You may want or need to change your schedule of pre-approved courses when you reach your study abroad program, for a number of reasons. If you wish to change your pre-approved program of courses after you have joined the program, here is what to do and remember:

You should notify the Off-Campus Study office/Rosa Bernard for OCST credit, or the department that pre-estimated your credit immediately of the changes that you propose to undertake in your program, and send OCS and the department descriptions (if possible, syllabi) of the courses that you propose to add. If you are unsure of the Department Chair or Faculty representative, email Rosa Bernard.

The Off-Campus Study office will contact you while abroad to request your course registrations and to remind you to make sure that you have obtained pre-estimation for all of the courses being taken abroad.

F. DOCUMENTATION OF WORK COMPLETED ABROAD TO BE PRESENTED UPON YOUR RETURN

Approval of courses will estimate but not guarantee an amount of credit for successful completion of the courses, except in the case of auto-credit and Off-Campus Study Credit (OCST). Award of credit will occur upon your return to Swarthmore.

You are required to provide the Registrar's Office with an official transcript certifying the work you have completed as well as substantiating materials as required by the departments/programs (e.g., syllabi, papers, exams). Ask your program to send your transcript to the Swarthmore Registrar's office. If you receive the official transcript directly please do not open the envelope. The accrediting of work done abroad should be attended to immediately upon your return, following your meeting with the OCS faculty adviser.

By College regulation, a fixed amount of Swarthmore credit cannot be guaranteed in advance for successful completion of academic work done elsewhere, domestic or abroad except for OCST credit, auto-credit, and credit granted under the four school arrangement from Haverford, Bryn Mawr, and Penn, under the four school arrangement. This regulation expresses an important educational principle for Swarthmore. All college-level

work submitted for credit by academic departments and programs toward the Swarthmore degree, must be evaluated by the appropriate members of the Swarthmore faculty.

There is a straightforward procedure for this, not time consuming, and when you return OCS will direct you individually and specifically about this.

IT IS YOUR RESPONSIBILITY TO DOCUMENT FULLY THE ACADEMIC WORK THAT YOU DO ABROAD FOR THIS PROCEDURE.

1. Ideally, this will involve your presentation, for each course, of a syllabus and copies of all of your assigned written work (you do NOT need graded copies, any copies will do). 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, from your knowledge of the course, you can write out an accompaniment to the syllabus which contains all of this information. Written work includes papers or essays, exams, reports (including lab reports), language class exercises, and it is a good idea to hang onto class and reading notes. If you are required to do oral reports for one or more courses, provide a brief summary of what the report consisted of and what you read in preparation for it. Whenever possible, and it is usually possible, make an extra copy of required written work before submitting it, and hang on to it, in the event that your submitted copy is not returned to you.

2. However, (1.) does not always work.

a) An example: Final exams (which often are the larger part of the course grade) are normally hand written under proctored conditions, only one copy of the exam exists, and it is never returned to the student. You can't change this. What you can do, if you face this examination situation, is return to your room as soon as the exam is over and, from memory, write out the questions and a brief summary of how you answered them (e.g., what readings you referred to, brief outline of your essays). This should take 30-45 minutes, two or three pages of writing.

b) On fieldwork programs, often the required field reports or papers don't begin to express what the work actually consisted of. But you can present your field notes, and a brief written summary of the organization of your field work, topical or descriptive foci, time allocated to this and that, methods (e.g., interview, observation, participation) employed, consultations with program staff re your ongoing work, etc.

c) Often, there are out of class 'extras', which enhance the educational value of the course, e.g., field trips, museum visits, lectures, films, and concerts. Be prepared to present a record of these kinds of activities whether assigned or not, which for you was part of the educational experience.

These are guidelines, not an instruction manual. Re the documentation of work requirement, it's impossible to write a manual that will specifically gloss any and every study abroad situation in which you may find yourself. The general point is: YOU will know in full detail what you did for each course you complete while abroad. It is your

responsibility to devise ways fully to represent what you did for the Swarthmore faculty members who will be evaluating your study abroad courses for Swarthmore credit. Please remember: it is the prerogative of the credit awarding departments to give you less than full credit, right down to no credit at all, for courses that they judge to be insufficiently documented. If while you are abroad you have questions, for any of your courses, about what sufficient documentation of work comprises, please be in touch either with Off-Campus Study or the chair of the department that will evaluate the course, or both.

3. As per the Swarthmore Semester/Year Abroad Program guidelines you will be registered as a full-time student at Swarthmore; and you are required to complete your academic obligations to Swarthmore for this period. You are obliged to complete the evaluation of all your study abroad courses in which you earned a grade of straight C or better, regardless of how much Swarthmore credit you have. Upon completion of your study abroad program and your return to campus, and following your return meeting with the Faculty Adviser for Off-Campus Study, you will be required to submit a ***Record of Departmental Materials Submission in Application for Study abroad Credit*** along with your academic materials, to the departments that pre-estimated your courses for credit. **The deadline for completion of this process is normally five weeks after your return to campus.**

The departments will then notify the registrar what credit they have granted for the academic work done abroad. At that time for credits from academic departments/programs the OCST course registrations will be removed from your transcript and the courses taken abroad will be listed on your transcript along with US letter grades. The grades are not included in a Swarthmore grade point average.

Departments have until the end of the semester in which you returned to Swarthmore to complete their review of the work that you did abroad and to report the amount of credit granted to the registrar's office.

Note: If you fail to complete the credit review process within the established deadline, following your meeting with the OCS Faculty Adviser, your case will be referred to the Dean's Office and will be subject to policies and procedures that pertain to the incompleteness of academic course requirements. Any courses that were supposed to be reviewed by academic departments will remain listed as OCST courses with grades of Incomplete.

G. PRE-REGISTRATION WHILE AWAY (see Office of the Registrar website)
Students on approved Study Abroad programs should follow these instructions for how to pre-register from away.

* Try to use mySwarthmore to pre-register. Use the lettered steps below to ensure your pre-registration.

* **Make note of the dates for pre-enrollment for the semester you plan to return to campus.**

1. Confer with your Academic Adviser(s): The ideal is to communicate with your academic adviser(s) and/or the chair(s) of your actual or prospective major department(s) before pre-registration to make sure that whatever credits you may be earning while away as well as your future registration plans are compatible with completion of the major(s) and all other requirements for the degree on schedule with your planned graduation date. If you can't confer with your adviser before pre-registration, try to pre-register anyway, and confer with your adviser after. This should include examining in detail how, in your remaining semesters (including the ones away), all of your requirements will be met and, especially, how you will complete your major and your honors program, if you are hoping or planning to do honors.

2. Pre-Register for your Return Semester:

* Use mySwarthmore if you can, just as if you were on campus (try this on the first day of pre-registration)

* If somehow you cannot use mySwarthmore:

a) Tell the instructor(s) your wish to be in their course(s) or seminar(s), and then request in writing (email) to have your name entered on the list for the course(s) and/or seminar(s) offered at that future time. If you cannot tell who the instructor is, contact the Department Chair.

* b) Also send a copy of these communications to the Off-Campus Study Office.

* Please note: This procedure does not guarantee you membership in the course(s) and/or seminar(s) at issue. Normally, however, it will make the probability of membership the same, as it would be if you were here next semester to participate in the pre-registration.

3. If you miss pre-registration, use Drop/Add

If you were not able to pre-register, you can register afterwards by completing the online Add "e-form" available on mySwarthmore "Registration". The on-line form is routed to the faculty, who may need time to approve it, especially over a break.

H. STUDY ABROAD REGISTRATION AND CREDIT POLICY FROM THE OFFICES OF OFF-CAMPUS STUDY AND THE REGISTRAR

Please note the following registration and accreditation procedures:

1. Following admission by programs, students will - upon the approval of the Off-Campus Study Office and faculty advisers - be registered by the Registrar's Office for a full time load of Off-Campus Study (OCST) credit registrations. The Off-Campus Study Office will notify the Registrar's Office, each semester, of all students to be so registered for the following semester(s).

2. Students must take all courses abroad for a grade. Students are not permitted to take courses pass/fail.

3. Note: for any abroad course to be eligible for evaluation for Swarthmore credit, it must receive a grade of straight C or better. All completed study abroad work receiving a grade

of straight C or better must be evaluated for credit at Swarthmore. Study abroad work with grades lower than C is not eligible for transfer of credit to Swarthmore.

4. Upon completion of programs abroad, the notation of Incomplete (INC) will be recorded by the Registrar for all OCST registrations for which transfer of credit has not yet been approved at Swarthmore (this will be virtually all of them).

5. Returning study abroad students must submit all of their study abroad work for evaluation by Swarthmore departments (with the exception of auto-credit and OCST credit). As credit for study abroad work is reported to Swarthmore on official transcripts from the programs, and validated for credit at Swarthmore by departmental approvals, the Registrar will enter it upon students' permanent records. When doing so, the Registrar will delete the equivalent amount (rounded down to the nearest whole number) of OCST registration credit and the corresponding INC grade(s). OCST registration credit is always in units of 1.0, although transfer credit often is not.

6. Study abroad courses on the Swarthmore transcript will show department, course title, and corresponding U.S. letter grade. The grades will not count in the Swarthmore grade point average.

7. Note: If you fail to complete the credit review process within the established deadline, following your meeting with the OCS Faculty Adviser, your case will be referred to the Dean's Office and will be subject to policies and procedures that pertain to the incompleteness of academic course requirements. Any courses that were supposed to be reviewed by academic departments will remain listed as OCST courses with grades of Incomplete.