

**Swarthmore College**  
**500 College Avenue**  
**Swarthmore, PA 19081-1397**

**Off-Campus Study Office**  
**Cunningham House**

**610-328-7827**  
**Fax: 610-328-7323**

### **APPLICATION FOR PRE-ESTIMATION OF STUDY ABROAD CREDIT (3/15)**

Students who plan regular term (not summer school) study abroad must have approval in advance from the major department/program adviser(s) (actual or prospective), as well as from the Off-Campus Study office. Proposed courses must be approved for evaluation for credit by chairs of appropriate departments/programs or, for intercultural credit, by the Off-Campus Study Faculty Adviser. Pre-approval of courses will estimate but not guarantee an amount of credit for successful completion of the courses. Award of credit will occur upon your return to Swarthmore. It will require you to provide the Registrar's Office with an official record (normally a transcript) certifying the work you have completed as well as substantiating materials as required by the departments/programs (e.g., syllabi, papers, exams). The accrediting of work done abroad should be attended to immediately upon your return.

You will be scheduled for a pre-departure meeting with a member of the OCS office. Use a separate form for each semester abroad. Be sure to complete the first two columns (on the reverse side) for each course before submitting this form, along with course descriptions and syllabi when available, to the pre-departure meeting for review. Off-Campus Study will sign off on the form after you have listed a sufficient number of courses. You must both take what is considered to be a (max) full course load at your abroad program as well as what equates to a full course load at Swarthmore (4 credits for a semester/8 for a full year). Once signed by the Off-Campus Study office, submit the form to the appropriate departments/programs for pre-estimation of credit. If you have any questions about the type of course units used on your study abroad program and the percentage of a full course load that they represent, please discuss this with a staff member in Off-Campus Study.

Keep in mind that it is your responsibility to ask about pre-requisites 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. Be sure to keep the twenty-credit rule and required honors seminars in mind as you select courses. Be aware of any department/program limits on numbers of courses that can be taken away from Swarthmore. Discuss these policies with the reviewing department/program. The extra work/credit added option permits you to increase the amount of credit awarded for completion of a course by doing extra work, planned in consultation with the accrediting department/program. This option is available at the discretion of the department/program. If auto credit is granted you will not need to submit your work to the department upon your return.

Meet with your major adviser(s) to discuss your study abroad plans and request that your advisor sign this form once completed. This completed form must be returned to the Off-Campus Study Office. Be sure to keep a copy for your files.

NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

DATES OF INTENDED STUDY ABROAD SEMESTER/YEAR: \_\_\_\_\_

MAJOR(S) actual/prospective: \_\_\_\_\_ MINOR (S): \_\_\_\_\_

NAME OF STUDY ABROAD PROGRAM: \_\_\_\_\_

LOCATION(S) OF STUDY – City and Country: \_\_\_\_\_

**To the Student:** 1. Please indicate what types of credit units are used for your study abroad program (e.g., credit hours, ECTS, at Oxford/Cambridge only indicate the number of papers): \_\_\_\_\_

2. How many credits constitute a full course load for the semester or term according to the program or university? \_\_\_\_\_

3. For each course you plan to take, list the title of the course, and the number of course units (see #1. above). Use additional forms as necessary.

**To the Credit Reviewer:** Please print your name and initial each course reviewed; indicate how many Swarthmore credits are pre-estimated; and indicate if the extra work credit option is available. Please keep the 20-course rule and honors seminar planning in mind. Please note if there is a department limit on how many credits may be taken away from Swarthmore and if the student is at risk of exceeding the limit. Please contact the Faculty Adviser for Off-Campus Study if you intend to give an amount of credit that is either more or less than the amount assessed by Off-Campus Study. If you approve auto credit, the student does not have to present work upon their return to the department .

Title and Number of Course	Number of Credits in Host Institution Credit Units	Printed Name and Initials of Person Reviewing Credit	Pre-estimated Number of Swarthmore Credits	Is the Extra Work Credit Option Available? Yes/No	Does this Course Qualify for Auto Credit? Yes/No	Can materials for this Course be submitted electronically
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1.						
<b>Comments from Off-Campus Study:</b>						
Has the student completed departmental/program pre-requisites for study abroad (please circle yes/no)?						
Comments specific to the course (instructions/policies, etc.):						

2.						
<b>Comments from Off-Campus Study:</b>						
Has the student completed departmental/program pre-requisites for study abroad (please circle yes/no)?						
Comments specific to the course (instructions/policies, etc.):						

3.						
<b>Comments from Off-Campus Study:</b>						
Has the student completed departmental/program pre-requisites for study abroad (please circle yes/no)?						
Comments specific to the course (instructions/policies, etc.):						

4.						
<b>Comments from Off-Campus Study:</b>						
Has the student completed departmental/program pre-requisites for study abroad (please circle yes/no)?						
Comments specific to the course (instructions/policies, etc.):						

\_\_\_\_\_  
**Major Department/Program Adviser**  
 (actual or prospective)  
**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Second Major Department/Program Adviser**  
 (if applicable)  
**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Off-Campus Study Adviser**  
**Date:** \_\_\_\_\_

**To the Student:** 1. Please indicate what types of credit units are used for your study abroad program (e.g., credit hours, ECTS,