

# COUNTDOWN TO DEPARTURE

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

For  
Spring 2020  
Participants



Off-Campus Study  
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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.	Pre-Departure Gathering	2
IV.	Student Visa	2
V.	Travel Arrangements	2
VI.	Post-Admission Planning Session(s)	4
VII.	Finances	5
	A. Financial Aid Policy	5
	B. Payment Plan	5
	C. Withdrawal/Refund Policy	5
	D. Budgeting While Abroad	6
	1) Obligatory Expenses	6
	2) Refundable Deposits	7
	3) Discretionary Expenses	7
	4) Additional Expenses	7
	5) How Much Money Will You Need?	7
	6) Budgeting	7
VIII.	Academic Matters	7
	A. Your Course Load Abroad	7
	B. Pre-Estimation of Credit	8
	C. Review by Academic Advisor (s)	10
	D. Swarthmore Course Registration While Abroad	10
	E. Changing Your Pre-Approved Courses Once Abroad	10
	F. Documentation of Work Completed Abroad Presented Upon Your Return	10
	G. Pre-Registration While Away	12
	H. Study Abroad Registration and Credit Policy	13



## **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, applying for visas, 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.

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.

## **II. Your Off-Campus Study Homepage and Acceptance Procedures**

1. Once you have been admitted to a study abroad program, notify OCS and let us know if you accept the offer.
2. Also notify your study abroad program or university that you accept their offer and follow their admission instructions. Follow instructions from the program to apply for housing and to attend the orientation program (if that is a separate process). If you had a secondary application with another program, notify them that you will withdraw your application.
3. Once we are notified that you are accepting the offer of admission to your program or university, OCS will change your status in our application system from "pending" to "accepted." You should then log in and change your status to committed. You will then have a check-list of items to complete.

The following items in the OCS application system will be checked off by OCS once permission is granted by the appropriate offices:

Bursar Office Clearance  
Deans Office Permission to Participate

The following must be completed in order for OCS to pay deposits (**OCS only pays for non-refundable deposits**) or book travel. **You should complete the following within one week of accepting your offer:**

1. Call the Worth Health Center to schedule a travel health consultation (610-328-8058)
2. Completion of the items on your OCS Homepage

**In addition to all of the above, the following must be completed by November 15th.**

This is the final deadline to arrange travel, submit requests for pre-estimation of credit, and complete any other materials in your OCS checklist, or required by your study abroad program.

1. Arrange travel with Key Travel (if approved by OCS)
2. Pre-estimation of Credit Submission (unless given an extension by OCS)
3. Completion of any outstanding items from the OCS application and post-admission check lists
4. Attend a large group orientation session.
5. Attend Post-Admission Planning Session with an OCS Staff Member. The following information will be covered in this session along with other important preparation matters: Financial planning/budgets for the spring semester; paying deposits and invoices for tuition, room and board (be sure to forward all requests for payment to OCS); the payment plan and withdrawal/refund policy; housing applications; credit approval questions; applying for a student visa (if required); travel questions (make sure you understand your arrival and departure dates)
6. Attend at least one Intercultural Orientation Session

By November 30th, students must have completed their travel health consultations and completed their student health records in the OCS system.

**III. Mark your calendar for the Mandatory Semester/Year Abroad Pre-Departure Gathering – Wednesday December 4th 5:30-8:30pm – Scheuer Room/Kohlberg.**  
**This is a required session so be sure to note the date.** 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.

**IV. STUDENT VISA:** Research whether you are required to apply for a student visa. If yes, research the process carefully, collect necessary documents, and apply unless otherwise instructed by your program or OCS. OCS will provide a letter that indicates that we will pay for your tuition, room, and board, that can be used as part of your financial documentation when applying for a visa.

**V. TRAVEL ARRANGEMENTS:**

1. Once you have completed your post-admission documents and the arrival and departure dates for your program have been confirmed, OCS will notify Key Travel that you are eligible to book your travel. Note that you must participate in the abroad orientation program and stay until all examinations and any other program requirements are completed.

You can plan to arrive earlier or leave later if that is permitted by your program and by your visa requirements (check this carefully – you usually cannot enter the host country before the official start date on your visa). You can book your flight from any location to your abroad site if it does not have to be from Philadelphia. Note that we do not pay for travel other than to and from your study abroad site. We will not pay for flights during vacation periods.

**Keep in mind any additional living costs (room and food costs) outside of those dates may not be covered by the College and you must make sure you have appropriate travel and health insurance for those additional dates as well.**

Carefully check the travel and arrival instructions that you have been given by your program or university. We will give Key Travel your latest day of arrival. Your program may allow you to arrive a few days earlier than that, so look carefully when making your decision about day of travel. Each program may have detailed travel, arrival, meet up, pick up, or other details about the day of arrival. Please look for these details. They may be in acceptance letters, in handbooks, emails, or on program websites.

**Note: You will be given a deadline by which you need to request travel. If you book your travel after that time, you will be responsible for any increase in air fares after that date.**

2. OCS can pay for your round-trip airfare up to the cost of a round-trip from Philadelphia, taking into account a reasonable itinerary. If your proposed travel costs more than a round-trip flight from Philadelphia, you will be responsible to pay the additional cost directly to Key Travel.
3. If your flight does not include an allotment for checked bags, OCS will pay for up to two checked bags. OCS can reimburse you if receipts are provided in the designated timeframe.
4. You will be notified by an email from OCS when you are eligible to book your travel. You will complete a travel questionnaire and submit it to Key Travel at that time. THIS IS CRITICAL! Complete the form accurately. You must know your arrival date and arrival time (if you have been given a designated arrival time by your program).
5. Do not contact Key Travel until you have been alerted by OCS to do so. When you are eligible to book travel, the travel request form will be placed on your OCS homepage. You will complete the form and then scan/email it to Key Travel. Once Key Travel suggests a flight, based on the information that you submit to them, please be prepared to confirm back to Key Travel within 24 hours.
6. If applying for a student visa, make sure you do not book a ticket that will have you arrive before the start date on your visa. Be aware of the end date of the visa as well, and how long you will be allowed to remain in the host country.
7. Research if you need to apply for a transit visa if you have a layover in a different country.

8. Be aware that many flights may leave one day and arrive the next, or you might cross the international date line. Therefore, you should check your ARRIVAL DATE carefully!
9. Students are expected to purchase round-trip tickets. Swarthmore will not cover the additional cost of two one-way tickets.
10. 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. Students who receive a round-trip airfare to return home will not receive a stipend to live abroad during that winter break period.
11. If you withdraw from the program after the ticket is issued, you will owe the cost of the ticket to Swarthmore College.
12. IF YOU MAKE CHANGES TO YOUR TICKET AFTER IT IS ISSUED IT MAY COST HUNDREDS OF DOLLARS AND WILL BE YOUR PERSONAL COST.

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

## **VI. Post-Admission Planning Sessions**

Following the OCS deadline for submission of applications, you will be contacted to schedule a meeting with an OCS staff member. If you have not been admitted at that point in time it is still important to meet prior to the Pre-enrollment Advising Period. OCS 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.

You are required to attend one of several post-admission group sessions which will be facilitated by an OCS staff member. The group sessions will explain the online OCS credit system, Key Travel, and other important policies that pertain to all study abroad participants.

Preparing to study abroad involves much more than just logistical issues. To help you prepare for the cultural aspects (culture shock, managing your finances, identity politics abroad, intercultural communication, etc.) OCS offers several intercultural orientation sessions. Some sessions are facilitated by students, others by OCS staff members, and still others are lectures offered by the college. You are encouraged to attend several but only required to attend one.

## **VII. 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.

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. If this represents a hardship, please discuss with your study abroad advisor.**

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), 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 by the student (these include but are not limited to the payment of tuition, room and board and round-trip travel), the 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 along with funds released to the student and the cost of a purchased airfare. 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.

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 buy (and/or cook) 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.

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.

2. **Refundable Deposits:** Some programs may require of you a refundable room/security deposit. Such deposits are not covered under the Semester/Year Abroad Program; you must pay for this 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. If paying the refundable deposit represents a financial hardship, please contact your OCS advisor.
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. Rules of thumb: if you are attending a university, the recreational practices of university students from the host country will usually be affordable to 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 (in some cases these are provided), 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 an emergency fund that may apply in some cases to some of these expenses for students with a demonstrated financial need.
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.

## VIII. 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 OCS.

**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 will be instructed on how to use the online OCS Credit Evaluation System which is accessible through mySwarthmore. The group session covers the online system in detail.

You will need to obtain course descriptions and whenever possible, syllabi of proposed courses for the pre-estimation of credit process, which you will upload to the system. 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 Off-Campus Study Faculty Adviser. Courses that are approved for Off-Campus Study credit (OCST) usually 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. The extra work credit option is not available for OCST courses. Students cannot request OCST credit for coursework in their major/minor, unless the department gives the student written permission.
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 credit evaluator in the department) 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 or whether they will receive auto-credit, which does not require further review.

The chairs/credit evaluators 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. English, history and art history). Additionally, if you would like to take two history courses abroad for credit, you must have already taken two history courses at Swarthmore (This may be true for other departments as well). 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, for example, 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. This is not always possible, particularly for direct enrollment and exchange programs. If we are getting the uncertainty message, it is your responsibility to decide whether or not to chance it.

Following the meeting with OCS, you will upload courses, along with the course descriptions and syllabi, in the OCS Credit Evaluation System. When seeking major or minor credit, you are expected to meet with the appropriate department credit reviewer to discuss your academic plans. This credit review normally takes place during the pre-enrollment advising period each semester.

**IMPORTANT NOTE:** Students are only allowed to transfer a total of two business or finance credits to Swarthmore. Consequently, students are limited to only taking business or finance courses that will transfer as up to two business credits. Business credits are approved by the Economics Department.

### **C. REVIEW BY ACADEMIC ADVISOR(S)**

You should arrange to review your study abroad plans with your academic adviser. You and your adviser 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 will be asked to review your course selections within the OCS Credit Evaluation System.

### **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 off-campus study program. If you wish to change your pre-approved program of courses after you have joined the program, you will do this through the OCS Credit Evaluation System during your program's add/drop period. Courses are added through this system, but there is no system for dropping courses once they're pre-estimated; instead, the important thing is that all of the courses that you ultimately take while abroad are added and pre-estimated for credit. **You must upload the syllabus for any course you add to the system. Important: You must only use pre-estimation document types in the OCS Credit Evaluation System.**

**Ultimately all of the courses that you take abroad must be pre-estimated for credit. Remember that you are not guaranteed credit for any courses for which you do not seek pre-estimation of credit.**

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

The pre-estimation of courses will estimate but not guarantee a definite amount of credit for successful completion of individual courses, except in the case of auto-credit and Off- Campus Study Credit (OCST). The final awarding of credit by departments for major, minor, or distributional credit will occur upon your return to Swarthmore. You are guaranteed to receive four credits at Swarthmore and so any deficit of credit awarded by academic departments will be awarded as OCST credit as long as you successfully complete a full load of pre-estimated courses (including no more than two business credits), and receive a grade that is equivalent to a U.S. "C" or better.

**You are required to provide the Registrar's Office with an official transcript certifying the work you have completed. In some cases, you personally must request the transcript directly from the host university or program.**

The accrediting of work done abroad should be attended to immediately upon your return, following your meeting with the OCS faculty adviser. You must submit substantiating materials as required by the departments/programs (e.g., syllabi, papers, exams). This will either be submitted through the OCS Credit Evaluation System, or the course materials will be submitted directly to the departments/programs, as per their requirements.

**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. For each course that did not receive auto credit you will also need to submit a course summary.

**Note: The SOAN department requires that all course materials are compiled into one document.**

**Note: Some departments will not review work that is not in English. Be sure to check with the departments before you leave for your study abroad program.**

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. When possible, in advance, check with the department/program that will award credit for this course, to see if this is part of their expectation for the documentation of work completed for the course.
  - 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. Regarding the documentation of work requirement, it's impossible to write a manual that will specifically gloss any and every academic 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 to fully represent what you did for the Swarthmore faculty members who will be evaluating your courses for Swarthmore credit. Please remember: it is the prerogative of the credit awarding departments/programs 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 credit evaluator of the department/program 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 a 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 your documentation of academic work done abroad either through the OCS Credit Evaluation System or when a department requests that materials be submitted directly to the department for review, through a ***Record of Departmental Materials Submission in Application for Study Abroad Credit***. The deadline for completion of this process is normally five weeks after your return to campus. Some departments have their own forms that must be submitted as well.

Through the OCS Credit Evaluation System, departments/programs will grant credit for the academic work done abroad. Once all of the department/program and OCST credits have been awarded, the Registrar's Office will remove the temporary OCST course registrations 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, except in cases in which departments/programs award actual Swarthmore credit for their courses (e.g., for the Cloud Forest program or for certain courses in the Swarthmore/Pomona/Macalester Cape Town program).

Departments/programs 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 award final credit. You will be able to observe this process through the OCS Credit Evaluation system.

**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. This is likely to result in a hold on your transcript and a hold on your registration for the following semester. 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 Off-Campus Study programs should follow these instructions for

how to pre-register from away. Try to use mySwarthmore to pre-register. Use the 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 the equivalent to a grade of a straight C or better. All completed study abroad work receiving the equivalent grade of a straight C or better must be evaluated for credit at Swarthmore. Study abroad work, with equivalent 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/programs (with the exception of auto-credit and OCST credit). Once all credits have been finalized, the Registrar will enter it upon students' permanent records.
6. Study abroad courses on the Swarthmore transcript will show department/program or OCST, course title, and corresponding U.S. letter grade. The grades will not count in the Swarthmore grade point average.
7. For students who were pre-estimated for four credits at Swarthmore, and who successfully completed their courses with an equivalent grade of a straight "C" or better, OCST credit will be used to round up the credit to four credits in cases in which students did not receive all of the credit that was pre-estimated by departments/programs. Note that OCST credit cannot be used for business classes.
8. 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.
9. Upon return, you are required to complete the program evaluation, and to meet with the OCS Faculty Adviser. Failure to do either will result in a hold on your account, preventing you from registering for classes the following semester.

## STUDY ABROAD BUDGET ALLOWANCE

The following is a breakdown of the funds you have been allotted for the duration of your time abroad. These are the expenses that Swarthmore covers. Some of the expenses below may be marked as N/A. If N/A appears on the sheet below it is because the expense is covered and will not require you to pay out of pocket or does not apply to your program. Some expenses are reimbursable if you paid for them yourself. You will need to provide OCS with receipts in order to be reimbursed.

Expense	Amount allotted
Room/Rent/Utilities/Internet	
Meals/Board	
Break housing & Break Meals	
Immigration Costs (The cost of a visa or in-country immigration registration)	
Checked Luggage – The cost of up to two bags each way if flight does not cover this.	
Local transportation plus Roundtrip Airport transfer (bus, train or public transport)	
Internet & Utilities	
Application Fee (To program you have committed to attend)	

### TOTAL BUDGET:

#### \*Discretionary and Additional Variable Expenses

It is important to note that your time abroad will incur other costs and fees. Below is a list of expenses that Swarthmore does not cover, and that you will need to budget and plan for. Just as you pay the below expenses out of pocket while at Swarthmore, you will need to consider how to cover these expenses out of pocket while you are abroad. The funds that you have been allotted **are not intended to** go towards any of the below fees. Please note that the \$200 activities fee normally charged each semester is not charged when participating in Off-Campus Study. You should use that uncharged amount toward the following expenses.

Textbooks and printing	+
Personal expenses (e.g., toiletries, Bedding, kitchenware etc.)	+
Shopping and gifts	+
Entertainment and Recreation Social or Athletic Events	+
Membership in Student Organizations	+
Gym membership	+
Vacations	+
Optional program trips, if applicable	+
Travel Immunizations and Medication	+
Laundry	+
Passport Expenses	+

\*more information about budgeting and additional expenses can be found in Countdown to Departure handbook