

Swarthmore College
Offices of Off-Campus Study and Registrar
Course Material Submission Form (OCS)

As per the Swarthmore Semester/Year Abroad Program, for your semester or year abroad, you were 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.** Before you went abroad, you signed an agreement to do this (STUDY ABROAD REGISTRATION AND CREDIT POLICY), and it is required in order to comply with College Policy. Negative consequences for non-compliance can be severe, see below.

The form, ON THE REVERSE SIDE, sets forth what you must do to comply with this requirement. Returning students **MUST** complete this form by the deadline. If your transcript for your study abroad work has not yet arrived, that is OK for this stage of your accreditation. Eventually, the Registrar must have the original transcript but often transcripts do not arrive until sometime during the return semester. Regardless, do this form now!

This form records your having submitted for accreditation materials from course work abroad. Departments listed must correspond with those listed in the “Returning Student Letter” written by the Faculty Adviser for Off-Campus Study outlining the program you completed and departments from which credit should be sought. Please use one form per semester/program. If you have not met with the Faculty Adviser for Off-Campus Study upon your return, please do this immediately.

After the deadline if you have not yet completed and submitted to the Off-Campus Study Office the form on the reverse of this page, the following will occur:

- 1. Incompletes (INCs) that are on your transcript for foreign study registration will be converted to No Credits (NCs). NC is equivalent to a failing grade elsewhere.**
- 2. Possible ineligibility for further financial aid.**
- 3. A Hold on the release of your transcript.**
- 4. A Hold on pre-registration for next semester.**
- 5. Parents will be notified by letter of 1-4 above.**

(FORM ON REVERSE SIDE)

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REQUIRED DEPARTMENTAL SIGNATURES:

The department signature means that the student has submitted documentation for the courses shown in the returning student letter written by the Professor Sharon Friedler, Faculty Adviser for Off-Campus Study. **(PLEASE USE ONE FORM PER PROGRAM/SEMESTER)**

YOUR NAME: _____ CLASS: _____

SEMESTER ABROAD: _____

PROGRAM ATTENDED (INCLUDING COUNTRY OR COUNTRIES):

<i>COURSE TITLE</i>	<i>EVALUATING DEPT</i>	<i>DEPT SIGNATURE/DATE</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

QUESTIONS RE: THIS FORM SHOULD BE DIRECTED TO THE OCS FACULTY ADVISER OR ROSA BERNARD, CUNNINGHAM HOUSE OR CALL 610-328-7826 OR 7827

RETURN COMPLETED FORM TO ROSA BERNARD IN CUNNINGHAM HOUSE

Rev: 10.15.2015