How to Request Credit → During Program

1) Review Course List in ACES

Log into MySwarthmore using your Swarthmore credentials. You must access Swarthmore VPN. Make sure your pop-up blocker is disabled.

→ Click the "Student" link in MySwarthmore. Under "Student Menu."

→ Click the "Abroad Credit Evaluation System (ACES)" link.

🔼 **IMPORTANT**: Do NOT click the "Student Transfer Credit Evaluation" link.
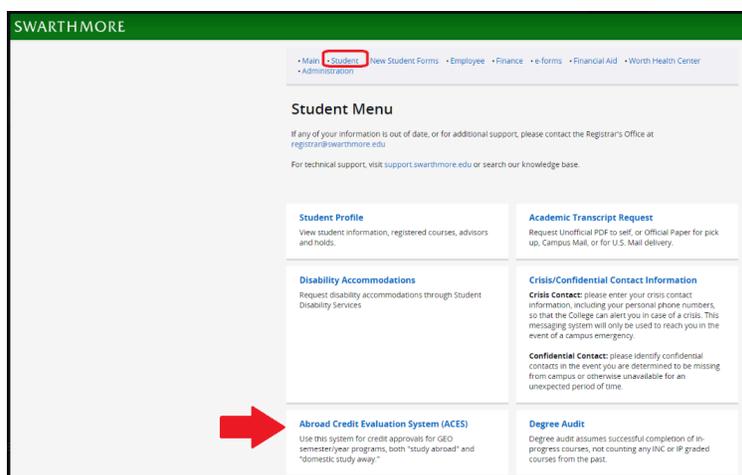
Scroll to the bottom of the page that opens to view the courses you previously submitted to ACES.

Check List of Submitted Courses

Term	Study Abroad Program	Full Course Load at Program	Program Credit Units	Course Title	# Course Credit Units in Program's Units	Swat Department/Program Evaluating the Course	Type Of Swarthmore Credit
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	15-18	Credit Hours	Course Title Five	3	Off Campus Study	OCST
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	15-18	Credit Hours	Course Title Four	3	Off Campus Study	OCST
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	15-18	Credit Hours	Course Title One	3	Art Studio	Major
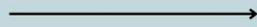
2) Submit Missing Courses and Syllabi

Are any of your actual courses missing from ACES? If so, you must submit these courses and associated syllabi/descriptions to ACES as soon as possible. Credit cannot be guaranteed until departments/programs have pre-estimated all courses you're taking in ACES.
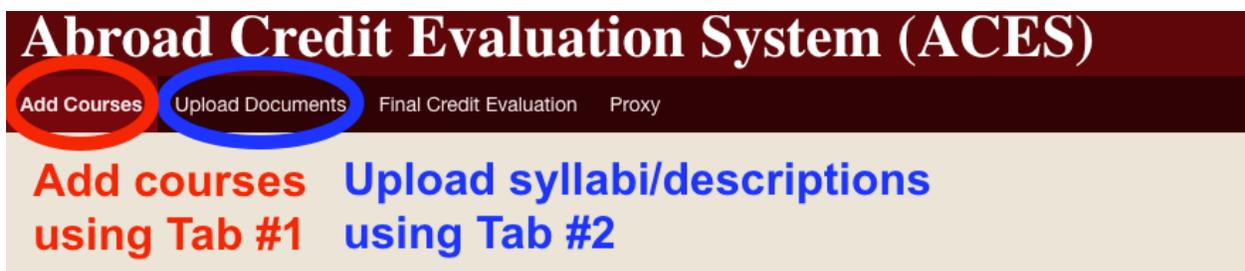
Using ACES Tab #1 - "Add Courses"

For each course, complete all fields in the "Add Courses" tab and click the "Add Course" button.

🔺 **IMPORTANT:** Carefully review credit policies of Swat departments/programs. Select a Swat department/program that could consider credit. If you don't seek to fulfill a major, minor, or distributional requirement, you can likely request OCST elective credit by selecting "Global Engagement."

🔺 **IMPORTANT:** Enter the "# of Course Credits" using the units as **calculated by your program**. Do NOT enter the number of Swarthmore credits you wish to receive.

Using ACES Tab #2 - "Upload Documents"

Before any course can be processed, an associated syllabus or course description needs to be uploaded in the "Upload Documents" tab. To upload each missing syllabus/description, select the associated course, select "**GEO PRE ESTIMATION**" as the document type, choose the file, and click the "Upload" button.

🔺 **IMPORTANT:** The file title CANNOT contain any "special character" (e.g., a colon or accent mark) or **it will fail to upload**. The system is NOT able to send you a notification when a document fails to upload, so please pay close attention.

3) Clean Up Your ACES Submissions

☐ **Remove Courses You're Not Taking**

Under "Courses" (bottom of "Add Courses" tab), are there any courses that you've decided not to take? If so, **submit this form**. GEO will remove these courses from ACES.

☐ **Double-check all Courses**

At the bottom of the "Add Courses" tab under "Courses," review your submissions to confirm that the titles and credit amounts of the courses in ACES match your actual schedule.

☐ **Double-check all Uploads**

Go to the "Upload Documents" tab. Make sure Pre-Estimation Documents appear for ALL your actual courses (on the right side of the screen under "Credit Evaluation Documents"). If any course is missing a document, you must (re-)upload the document following Step 2. Otherwise, no one will be notified of your credit request.

☐ **Request a Change to Info you Submitted**

Students cannot make changes to courses they have already submitted. If any course submissions contain incorrect information, contact geo@swarthmore.edu to request that staff edit these submissions. Do NOT add the same course again.

☐ **Monitor ACES for Status Updates**

Each course you submit will receive faculty decisions on: whether or not a course is pre-approved, how many Swat credits a course is pre-estimated to receive, and if a course is approved for Auto Credit. (See pages 4-5 for details on finding/understanding updates.)

How to Request Credit → **During Program**

4) Check Status of your Pre-Estimation Decisions

Check the "Courses" list in ACES every few weeks (during the academic year) and follow up as needed to make sure that all the courses you're taking can receive credit approval.

Check evaluators' comments [Review Comments]

Type Of Swarthmore Credit	# of SWAT Credits Pre-estimated by Department	Auto Credit	Submit Final Work Electronically	Extra Credit/Work	All Final Materials Submitted	Pre-estimation Decision	Final Department Review Complete
OCST	**Check pre-estimation decisions**					Yes Approved	
OCST		-	-	-		New Course Waiting for Approval	
Major		-	-	-		Not Approved	

☐ **Check Status of Request (Column titled Pre-estimation Decision)**

Yes Approved - Course has been pre-approved; no further action is currently needed.

New Course Waiting for Approval - Department/program has not yet reviewed your course. Typically, it takes 2-4 weeks for courses to be reviewed during the academic year, and courses are not usually reviewed during summer and winter break.

Waiting for Course Material or Student Input - Department/program needs more information before they can make a decision (note: additional details below).

Not Approved - Department/program cannot approve credit OR changes need to be made to course details (e.g., credit type). Email geo@swarthmore.edu to make adjustments.

🔼 **IMPORTANT:** Even if you see "Yes Approved" for Distributional credit, distribution approval isn't guaranteed/automatic. Only the Division and Registrar can determine if you have fulfilled all requirements for distributional credit.

☐ **Follow-up on Comments (Blue Button in Upper Right)**

Click the blue "Review Comments" button to check for comments about your submissions. Action will often be required. In most cases, you will need to share additional information using the "Upload Documents" tab of ACES. Once you have uploaded the requested information, notify the department/program via email that the course can be reviewed again.

5) Check Decisions in Other Important Columns

Check number of pre-estimated credits

Review Comments

Courses NOT marked "Y" require saved coursework

Type Of Swarthmore Credit	# of SWAT Credits Pre-estimated by Department	Auto Credit	Submit Final Work Electronically	Extra Credit/Work	All Final Materials Submitted	Pre-estimation Decision	Final Department Review Complete
OCST	0.8	Y	N	N	Y	Yes Approved	
OCST		-	-	-		New Course Waiting for Approval	
Major		-	-	-		Not Approved	
Minor	1	N	Y	N		Yes Approved	

☐ **Check the Number of Pre-estimated Credits for each Course**

This number will be listed in the column titled "Estimated SWAT Credits Given by Department." Calculate the total number of pre-estimated credits. Prior to departure, you must be pre-approved for at least 4 Swarthmore credits.

🔺 **IMPORTANT:** If this number is less than 1, the course likely cannot meet a major or minor or requirement by itself and can never meet a distribution requirement.

🔺 **IMPORTANT:** If this number is less than 1, some departments/programs may allow students to complete extra work after return from abroad to increase credit. If this is the case for you, the course will be marked "Y" in the "Extra Credit/Work" column.

☐ **Check your approval for Auto-Credit**

Course is marked "Y" in the "Auto-Credit" column - This class has been approved for Auto Credit, meaning you don't need to save materials.

Course is marked "N" in the "Auto-Credit" column - This class has NOT been approved for Auto Credit. While abroad, you will need to save materials for this class (details on page 6). Only after these materials have been reviewed can final credit be considered.
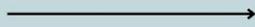
6) Save Materials for Non-Auto Credit Courses

Throughout your term abroad/away, you're required to save materials for all courses NOT marked "Y" for Auto Credit. Ideally, the following records should be saved:

☐ **The syllabus**

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 write out all of this information.

☐ **Copies of all assigned work**

Examples of relevant work include papers, projects, exams, problem sets, lab reports, etc. Students do NOT need graded copies, any copies will do. If you have any questions about what work needs to be saved, contact the relevant department/program.

🔼 **IMPORTANT:** Whenever possible, students should save a copy of required written work before they submit it, in case their submitted copy is not returned to them.

If a course is marked "Y" in the "Submit Final Work Electronically" column of your course list, then you will be able to save materials in an electronic format and submit course materials within ACES.

If a non-Auto Credit course is marked "N" for "Submit Final Work Electronically", or there is work you cannot submit as a PDF (e.g., artwork, audio files, etc.) contact the department/program to check the best method to save and submit materials.

See [Coursework and Credits FAQs](#) for more details on the policies and requirements above.