

**How to  
Request  
Credit**



**Predeparture**

## 1) Gather the Info That You Will Need

Before you can submit any courses to the Abroad Credit Evaluation System (ACES), you will need to compile the information below. Typically, you can often find these details on your program's website. If there is data that you cannot find, contact your program. In cases where your program cannot provide the needed information, send an email to [geo@swarthmore.edu](mailto:geo@swarthmore.edu).

### **Intended courses**

What courses would you like to take on your program? Make note of the full course titles given by the program, as well as course numbers (if provided). You don't need to commit to the courses you select, but it's best to limit this list to probable courses.

### **Syllabi/descriptions**

Find the most detailed syllabus you can for each course. If full syllabi are not available, you can use course descriptions for now. Download and save each syllabus/description. Make sure the title of each saved document contains NO "special characters" (colons, dashes, spaces foreign accent marks, etc.)

### **Program credit units and course load**

What credit units does your program use (e.g., semester credit hours, ECTS, units, tutorials/papers)? How many credits (in the program's units) is considered a full course load by your program? Check [this spreadsheet](#) for information about your program's credit units and course load, or contact your program.

### **Credit amount of each course**

How many credits does your program list for each of your intended courses (in your program's units)? Calculate the total number of credits to make sure you've listed at least a full course load (note that a full course load may be more or fewer than 4 courses).

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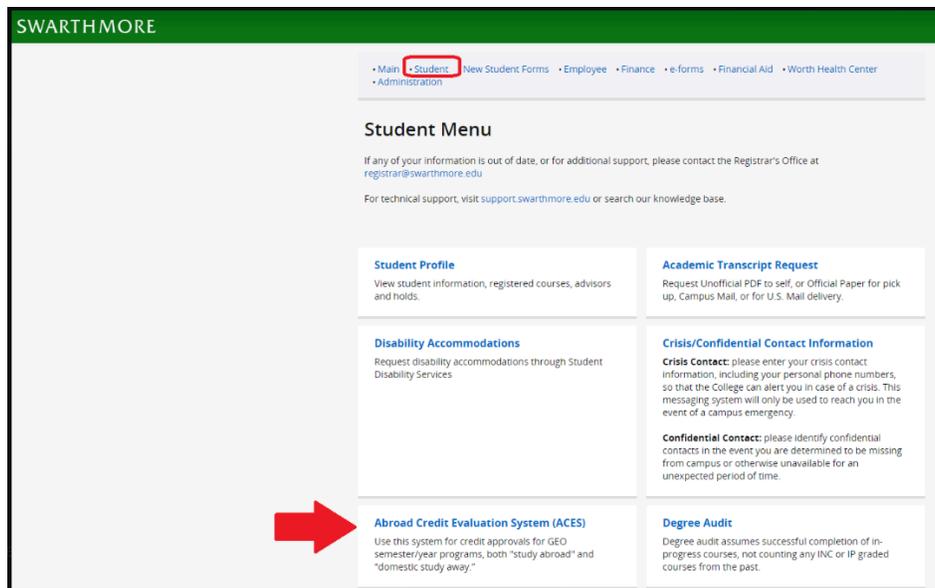
## 2) How to Access ACES

Log into [MySwarthmore](#) using your Swarthmore credentials. If you are off-campus, [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.



## Abroad Credit Evaluation System (ACES)

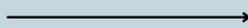
[Add Courses](#) [Upload Documents](#) [Final Credit Evaluation](#) [Proxy](#)

Add a Course

### Add courses

Term Abroad *	-- Select a Term --
Study Abroad Program *	-- Select a Study Abroad Program --
Course Title (and Number if provided) *	-- Enter a Course --
Swat Department/Program Evaluating the Course *	-- Select a Department/Program --
Type of Swarthmore Credit *	-- Select Swat Credit --
# of Course Credits in Program's Units *	-- Enter # of Credits --

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## 3) Using ACES Tab #1 - "Add Courses"

### Term Abroad

For each course you submit, select the term when the course will be taken.

IMPORTANT: Year-long courses need to be "divided" across semesters (½ fall, ½ spring).

### Study Abroad Program

Select your abroad/away program. Click the down arrow and start typing the program name to retrieve it without scrolling.

IMPORTANT: If you cannot find your program, email [geo@swarthmore.edu](mailto:geo@swarthmore.edu).

### Course Title (and Number if Provided)

Enter the title of each course (and number if available), exactly as listed by your program.

IMPORTANT: For year-long courses, designate the title of the fall entry as "Course X - Part 1" and spring entry as "Course X - Part 2."

### Swat Department/Program Evaluating the Course

Carefully review the [credit policies of Swat departments/programs](#). Select a relevant department/program that could consider credit.

### Type of Credit

Select either "Major," "Minor," "Departmental," "OCST," or "Business Elective."

IMPORTANT: OCST credit only displays if the department selected is Global Engagement.

### # Course Credits at the Institution Abroad

Enter the number of credits using the units as **calculated by your program**. Do NOT enter the number of Swarthmore credits you wish to receive.

IMPORTANT: For year-long courses, divide the number of credits in half.

### Add Course

To submit each course, click the blue button in the bottom right.

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## 4) Using ACES Tab #2 - "Upload Documents"

**▲ IMPORTANT:** Before any course can be processed, an associated syllabus/course description needs to be uploaded in the "Upload Documents" tab of ACES. Without this upload, no one will be notified of your credit request.

### Select the Course

Using the dropdown, identify the class (which you previously submitted via the "Add Course" function on Tab 1) that corresponds to the document you are seeking to upload.

### Select Document Type

Each time you request a new/initial review of a course, select "GEO Pre-Estimation Docs."

### Browse to the File

Click on "choose file" to upload a copy of the relevant syllabus/course description

**▲ 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.

### Upload

Click the blue "upload" button in the bottom right corner to submit the document to the system.

## Abroad Credit Evaluation System (ACES)

Add Courses

**Upload Documents**

Final Credit Evaluation

Proxy

### Upload Documents

Select the Course \* -- Select Course --

Select Document Type \* -- Select Document Type --

Browse to the File  No file chosen

**Upload syllabi/  
descriptions**

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## 5) Review your Submitted Requests

### Double-check all Courses

Go to the “Add Courses” tab of ACES. At the bottom of the screen under "Courses," review your submissions to confirm accuracy and completion.

### Double-check all Uploads

Go to the “Upload Documents” tab of ACES. Make sure all documents that you intended to upload appear 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 4.

Credit Evaluation Documents

**Check document uploads** [Review Comments](#)

Term ↑	Off-Campus Study Program	Course	Document	Date Uploaded
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	COURSE TITLE FIVE	OCS PRE ESTIMATION DOCUMENTS	05/07/2024
Fall 2024	DIS - Study Abroad in Copenhagen, Denmark	COURSE TITLE ONE	OCS PRE ESTIMATION DOCUMENTS	05/07/2024

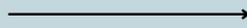
### Request a Change to Info you Submitted

Students cannot make changes to courses they have already submitted. If any course submissions contain incorrect information, contact [geo@swarthmore.edu](mailto: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 6-7 for details on finding/understanding updates.)

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## 6) Check Status of your Pre-Estimation Decisions

Check ACES every few weeks, and follow up as needed, until you know whether each course is pre-approved. (Go to the “Courses” at the bottom of the “Add Courses” tab.

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						Yes Approved	
OCST		-	-	-		New Course Waiting for Approval	
Major		-	-	-		Not Approved	

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

Yes Approved - The 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 over 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](mailto:geo@swarthmore.edu) to make adjustments.

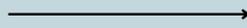
**▲ IMPORTANT:** Even if you see “Yes Approved” for Distributional credit, distribution approval isn’t guaranteed/automatic. Only the Division and Registrar can determine if you have fulfilled all [requirements for distributional credit](#).

### 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. If you have questions about what material or input is needed, contact the department/program. Once you have uploaded the requested information, notify the department/program via email that the course can be reviewed again (there are no automatic notifications about new uploads).

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## 7) Check Faculty 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.

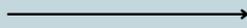
**▲ IMPORTANT:** If this number is less than 1, some departments/programs may allow students to complete extra work after return from abroad to increase credit. If this is the case for you, the course will be marked "Y" in the "Extra Credit/Work" column.

### 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 academic materials/assignments for this class, and upload documents for the department/program at the end of the semester. Only after this material has been reviewed can final credit be awarded.

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## **8) Continue to Add Courses of Interest**

If you discover new courses of interest after your initial submissions to ACES, the additional courses must also be submitted and reviewed in ACES following the steps above. Please submit all courses you might take and associated syllabi/descriptions as soon as you receive course information. The sooner each course is reviewed in ACES, the more quickly you'll know whether to expect credit!

Note: You do not need to take all the courses you have submitted to ACES (provided the courses you do take have been pre-estimated for at least 4 Swarthmore credits). However, all courses you take need to have been pre-estimated in ACES.

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