

Psychology Department Policies Regarding Off Campus Study **Updated February 2019**

1) Pre-approval is required for any psychology course taken abroad (or away from Swarthmore) for which you hope to receive Swarthmore course credit.

2) If your plans change while you are abroad, you will need to complete the pre-approval process again for any other courses that you are hoping to take.

3) For pre-approval, the psychology department requires a course syllabus in English. Students can translate syllabi that are in other languages. If a current syllabus is not available, a recent syllabus can suffice as long as major changes to the course are not anticipated. If a syllabus is not available, a long (usually 2+ page) course description may suffice if it provides information about the topics to be covered each week, required readings, major assignments, and course format.

A brief course description usually does not provide enough information for psychology department pre-approval. If a syllabus and long course description are not available, students can seek pre-approval through the off campus study office for off campus study credit. Students can re-apply for psychology department pre-approval once the syllabus is available.

4) Be sure to keep all of your course materials (syllabus, notes, papers, exams, projects, etc.). You may be required to submit these when you return to campus. Note that some of your instructors may not return graded papers or projects to students. Therefore, we urge you to keep your own copy of every assignment that you submit for the class so that you can at least turn in your submitted/ungraded version when you return. Incomplete materials will likely result in less course credit.

5) Types of Course Credit:

Psychology Majors: Psychology majors can usually apply one credit from off campus study work towards a major in psychology. This course can occasionally count as a core course in psychology (i.e., as one of the four core courses required for the major) if it covers similar content as a core course. Occasionally, the course can serve as a pre-requisite to a seminar. Normally, however, core courses that will be used as part of honors preparations (core + seminar prep) must be completed here at Swarthmore. Off campus study courses also cannot be used to fulfill the department's senior comprehensive requirement.

Special Majors: Different rules may apply to different special majors involving psychology (e.g., neuroscience, cognitive science, psychology & educational studies). Please complete this application for all psychology courses you would like to take. The department will consult with other programs as needed to which courses can receive credit towards your special major.

Psychology Minors: Off campus study in psychology cannot count towards the 5 course requirement for the psychology minor.

Elective Courses in Psychology: Psychology courses can be considered for elective psychology credit. This means that they will not count towards a program (major or minor) in psychology but will show up on your transcript as a psychology course. When you complete the application, please be sure to indicate the type of credit you are requesting.

Off Campus Study Credit: If you are planning to study in an approved off campus study/study abroad program, you can apply for off campus study credit for psychology courses. In that case, if approved, the course will show up as Off Campus Study Credit (OCST) on your transcript and will not count towards a program in psychology. If you are applying for OCST for a course, you can apply directly through the off campus study office and do not need to complete this application.

6) PSYC 001 or equivalent requirement: Students who would like to receive credit for psychology courses taken at another institution must have taken PSYC 001, a first year seminar in psychology, or placed out of this requirement through AP or IB work. The department may consider exceptions for students who have taken COGS 001 (Intro to Cognitive Science) when taught by a member of the psychology department (i.e., Dan Grodner or Frank Durgin).

7) The Psychology Department does not award course credit for online courses or for courses taken at community colleges.

8) In general, the Psychology Department does not award course credit for summer courses.