

Swarthmore College – Office of the Registrar
December Finisher Form
Application to be **Not Enrolled/Not Registered for classes** for the spring semester.
Recommended Deadline: First week of the Fall semester.

Finishing in December means completing the academic requirements for the degree; not actually graduating in December. Swarthmore graduates students once a year in May. Until graduation, you are still considered a student, still a degree candidate, but no longer enrolled, no longer registered for courses, and no longer billed tuition. Your official status will be Leave of Absence. Be sure to review the information on the Taking Time Off website on [Leaving](#), including the services and activities that are (and are not) available to students who are on a leave of absence. Students may not start a new language (enroll in the first course of a new language) during their last semester. It is strongly recommended that December Finishers contact the Financial Aid office to discuss loan repayment and their insurance provider to discuss health insurance.

The Student Life office will send information about Commencement throughout the spring. Please check your email for those announcements. If you have any questions about commencement, please ask Dean Miller, the Senior Associate Dean of Student Life. If you do not attend commencement your diploma will be mailed to your address on record. During the spring semester, after your major is certified as completed and after all grades are in, you may request a certification letter verifying your degree requirements are complete.

Instructions:

1. After reviewing your degree audit in mySwarthmore, complete part I of this form.
2. Obtain your advisor's signature in Part II.
3. Email the completed form to registrar@swarthmore.edu. The Registrar's office will review the form within five (5) business days and you will receive notification via email that your leave is approved or that more information is needed.

ID# _____ Name _____

Expected Graduation (Spring/Year) Spring: 20 _____ Finishing Course Work (Term/Year) Fall: 20 _____

Part I: Complete this section then complete Part II.

List your official major(s), minor(s), honors: _____

Senior Year requirement complete (Y/N) _____

Will you have 32 credits completed by the end of the current fall term? (Y/N) _____

Are you enrolled in an Introductory Language 1 course during last semester? (Y/N) _____

Have you enrolled in more than 5.0 credits for any semester? (Y/N) _____

Are the [distribution requirements](#) complete (includes 3 in 3 done, NSEP and Writing course requirement)? (Y/N) _____

Have you completed 20 credits outside your major? _____ Foreign language requirement complete? _____

Four semesters of study completed at Swarthmore? _____ PE Req. including Swim Test completed? _____

Expected overall grade average of C or better? _____ Will you have paid all outstanding bills? _____

Do you understand the implications for repayment of your loans? (Y/N) _____

If you're studying at Swarthmore on a student visa, have you met with the International Student Advisor? (Y/N) _____

Are you dropping honors as part of finishing in December? If so, see Dir. of Honors Program. (Y/N) _____

Describe your plan to finish any incompletes (INCs) or In Progress courses (IPs) _____

Student Signature _____ Date _____

Part II: Obtain major advisor signature then forward to Registrar.

Is the major on track to be finished in December? If yes, obtain major advisor signatures:

Signature _____ Dept. _____ Date _____

Signature _____ Dept. _____ Date _____

FOR OFFICE USE ONLY:

Registrar Initials:

Date: