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Department of Athletics, Physical Education, and Recreation  
500 College Avenue, Swarthmore, Pennsylvania 19081

Phone: 610-328-8218  
Fax: 610-328-7798  
[www.swarthmore.edu](http://www.swarthmore.edu)

Dear Student:

Re: Fulfilling the Physical Education requirement for off-campus remote finishers

For students who are no longer on campus and taking classes at Swarthmore and have completed eight full-time semesters of undergraduate study, the Department of Physical Education and Athletics has developed alternative means to complete the PE requirement. **Please note that one (1) PE unit = at least 18 hours of participation in physical activity.**

These are the two options available:

1. PE classes at another college or institution. A student may earn credit for a physical education class taken at another college by asking the host institution's Physical Education Department to send a letter to the Swarthmore College Registrar confirming the student's satisfactory completion of the class. This policy applies to any certified institution of higher learning provided the courses are part of the respective Physical Education Department's curriculum and taught by faculty members of that department.
2. Documented physical activity by a fitness trainer or the equivalent. For each PE unit needed to graduate, a student will need to provide documentation of 18 hours of participation in that physical activity. Documentation must be on letterhead stationery from the fitness center, signed by the instructor, with contact information (complete address, phone numbers, etc.), description of the activity, number of hours per week, number of days per week, time period of activity, and have a confirmation of successful completion of the course/activity.

The Swarthmore College Registrar and Assistant Athletic Director for Recreation, Wellness, & Physical Education will verify all documentation. The deadline for receipt of final documentation is the final day of classes for the spring semester. Please contact the Registrar's Office by email at [registrar@swarthmore.edu](mailto:registrar@swarthmore.edu) with any questions.

Sincerely,

Karen Borbee  
Interim Director of Athletics, Physical Education, and Recreation  
Head Women's Lacrosse Coach

*Badminton • Baseball • Basketball • Cross Country • Field Hockey • Golf • Lacrosse  
Soccer • Softball • Swimming • Tennis • Track & Field • Volleyball*