

SWARTHMORE COLLEGE

Office of the Registrar. 500 College Avenue, Swarthmore, PA 19081. registrar@swarthmore.edu Phone: 610-328-8297

TRANSCRIPT GUIDE

Units of Credit

Since 1934, the semester course has been the unit of credit. Each Swarthmore semester course credit is equivalent to four semester hour credits elsewhere. A semester course usually includes three class periods of 50 minutes per week per semester, or two class periods of 75 minutes, with conferences and laboratory periods in addition. Half-credit courses meet for fewer hours per week or for only one-half semester. Laboratory periods (not transcribed) are three hours or more in length. Prior to 1934, the unit of credit was the semester hour.

Earned credit vs. CRSE column

Earned credit is subtotaled semesterly as "Total Earned Credits". The "CRSE" column lists the credit for which the course was offered. Older transcript styles do not total earned credit.

Length of semester

Swarthmore College follows a semester calendar, where a semester is 16 to 16 1/2 weeks in length, including vacations and examination periods.

Student Load

Since 1968, the normal load has been four semester course credits per semester. The minimum load for full-time status is three semester course credits. From 1945 to 1968, five courses were required, with certain exceptions, in the first two years. From 1934 to 1945, the normal load was 4 courses per semester. Prior to 1934, the normal load was 15 semester hours.

Degree Requirements

Since 1968, thirty-two semester course credits with an average grade of C are required for the Bachelors degrees (BA and BS); a comprehensive examination in the major subject, and other requirements listed in the College Bulletin are also required. From 1945 to 1968, from 34 to 36 course credits were required. From 1934 to 1945, 32 course credits were required. Before 1934, 120 semester hours were required.

Course Numbering System

Courses are generally numbered as follows: 1 to 10, introductory courses; 11 to 99, more advanced courses, some of which are not open to first-year students and sophomores; 100 to 199, seminars for upperclass students and graduate students. Inter-institutional courses are often indicated by the course number; BMC indicates Bryn Mawr, HAV indicates Haverford, and UPA indicates Univ. Penn.

Grades

A+, A, A-, excellent; B+, B, B-, good; C+, C satisfactory; C-, D+, D, D-, passing, but below

the average required for graduation; CR, credit, no specific grade assigned; NC, no credit (work unsatisfactory or uncompleted); NR, grade not reported; IP, work in progress; INC, incomplete; R, audit, no credit; S, requirement satisfactorily fulfilled; W, withdrawn; X, conditioned. From 1997 to 1999, the senior honors study course was graded H, honors; HH high honors; or HHH, highest honors. Prior to 1997, a single asterisk '*' indicated ungraded credits earned for honors work; students who earned honors did so because this work was very good to excellent. Prior to Spring 1973, plus and minus were not used. Prior to Fall 1971: P, passed; E, failed. Grades followed by an asterisk indicate that the letter or numeric grade was earned elsewhere. Numeric grades are used for inter-institutional courses done at Bryn Mawr or Haverford, whose letter point equivalencies are on a 4.0 scale.

GPA Policy

Swarthmore College does not release rank in class or GPA outside the College. The following are the College's grade point equivalents: A+, A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ = 1.33, D = 1.0, D- = 0.67, HHH = 4.0, HH = 3.83, H = 3.5. The following grades do not have grade point equivalents: CR (credit), NC (no credit), NR (grade not reported), INC (incomplete), IP (in progress), R (audit), W (withdrawal) and a single asterisk '*' (ungraded credits earned for honors work prior to 1997). Grades for excluded courses (see below), and grades for work done elsewhere are recorded on the Swarthmore transcript but are not applied in Swarthmore's calculations of grade averages.

Credit/No Credit Grading

Since 1968, by College policy, all first year students in all first semester courses receive only Credit/No Credit (CR/NC) grading. (From Fall 1968 to Spring 1970, the policy extended to the first full year; the notation was P, passed; E, failed.) After the first semester, students may elect to take up to four more courses to be graded on the CR/NC basis. For first-year students and sophomores, straight D or better work is required for credit in CR/NC courses; for juniors and seniors, straight C or better work is required for credit in CR/NC courses. From 1968 to 1972, honors candidates' non-honors work during the junior or senior year was graded on the CR/NC basis.

Excluded courses - "R" column

Courses excluded from degree credit are indicated with an "E" in the "R" column. Swarthmore normally excludes two kinds of courses: the earlier instance of a repeated course (except for courses which may be repeated for credit), and the first semester of the first year of language instruction if the second

semester is not completed. Alternative notations of exclusion (on transcripts without an R column) are parentheses or a circle around the grade.

Credit for Work Done Elsewhere

Credit for work done elsewhere has been awarded by Swarthmore faculty in the department or program within whose discipline the work was completed. In most cases, credit is based on work submitted by the student.

Inter-institutional Agreements

Swarthmore has inter-institutional agreements with Bryn Mawr College, Haverford College, and the University of Pennsylvania. Courses taken through these agreements are transcribed by Swarthmore (only), and are indicated in the course title. Courses taken through these agreements are approved by the student's Swarthmore faculty advisor.

Honors Notations

The Honors program: Since 1923, Swarthmore College has awarded three levels of honors: Honors, High Honors, and Highest Honors; the level of honors being determined at the end of the senior year by external examiners using their own written and oral Honors examinations of the students. Since 1997, honors candidates prepare 8 credits of honors work, which is graded. Prior to 1997, honors work was not graded and was noted with an asterisk on the transcript; credit for honors work depended upon achieving a level of honors at the end of the senior year. From 1972 to 1996, honors candidates prepared 12 credits of honors work. From 1934 to 1972, honors candidates prepared 16 credits of honors work, comprising their junior and senior years. From 1923 to 1933, under the semester hour system, honors work comprised the junior and senior years.

Distinction in Course: From 1956 to 1996, Swarthmore awarded Distinction in Course to departmentally recommended students of distinction. Students had to choose between programs leading to Distinction or Honors.

Accreditation

Swarthmore College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. Tel: 267-284-5000.

Privacy of Transcript

Federal law (PL93.380 Section 438, as amended) prohibits access to this record by any other party without the written consent of the student.