Policies & Procedures

Class of 2030

IMPORTANT N O T E

Policies and procedures are subject to change.

- For the most current information, refer to the College website, www.college.upenn.edu, and consult with your academic advisor or an academic advisor in the College Office.
- For the most current dates and deadlines, see the College's Academic Calendar,www.college.upenn.edu/academic-calendar.

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Policies and Procedures

The policies and procedures detailed below are in effect for the academic year 2026-2027. Since policies may change in the future, students are advised to refer to the College website, www.college.upenn.edu, for updated information. Links to specific policies can be found on pages introducing academic topics or in the section on Policies and Procedures. For details on Penn policies, see *the Pennbook* at *https://catalog.upenn.edu/pennbook/.*

If a policy does change, students should speak with an advisor in the College Office to determine what effect, if any, that policy change may have on them.

General Policies and Procedures

Academic Integrity

The fundamental purpose of the University as an academic community is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Academic work represents not only what we have learned about a subject but also how we have learned it.

Values and beliefs about academic integrity have been adopted by scholars so that others may trace our honorable footsteps, verify what we have learned, and build upon our work. Every member of the University community is responsible for upholding the highest standards of honesty at all times.

As members of the University community, students are also responsible for adhering to the principles and spirit of the Code of Academic Integrity. Penn believes strongly in the importance of academic integrity. Students who violate its precepts are subject to punishment through the judicial system. Ignorance of the rules is no excuse. If a student is unsure whether his or her action(s) constitute a violation of the Code of Academic Integrity, it is that student's responsibility to consult with the instructor to clarify any ambiguity.

The best strategy for maintaining academic integrity is to avoid situations where academic dishonesty might occur. When in doubt, cite. There are many publications, such as the *Chicago Manual of Style* or the *MLA Handbook for Writers of Research Papers* (which has been placed in Rosengarten Reserve by the Honor Council), that provide information about methods of proper citation. Failure to acknowledge sources is plagiarism, regardless of intention.

- Consult with instructors about assignments.
- Plan to leave sufficient time to complete work.
- Contact the Weingarten Center for help with time management and study strategies.

See https://catalog.upenn.edu/pennbook/code-of-academic-integrity/

Privacy of Student Information

In high school, students' grades and other records are considered their families' property as much as their own. In college, students' academic and medical records are considered their own property. Penn's policy regarding student information is that students are adults, and the University generally will not share their academic and other records (apart from directory information) with third parties without their explicit consent. This is in accordance with the federal Family Educational Rights and Privacy Act. Though there are situations in which the University can choose to divulge information without a student's consent (for example, if they are listed as dependents on their parents' tax returns), for the most part, students must decide who has access to their academic record. They can indicate whether they wish their parents or others to see their educational records using the Privacy settings screen on Path@Penn.

As students begin their careers at Penn, it is very important for them to think carefully about their own responsibility and to have a discussion with their families about these confidentiality rules. The College expects students to be aware of their grades, course registration, and all other aspects of their academic career.

The Path@Penn system provides 24-hour access to this information. The pre-major advisor is there to help students make the most of their academic career, and the University provides a wide range of support services for both academic and non-academic concerns. Students are expected to familiarize themselves with these services and make use of them when appropriate. While there are many people at Penn who can help, ultimately, students must take responsibility for their own decisions.

See https://catalog.upenn.edu/pennbook/confidentiality-student-records/

Class Attendance

Some professors and departments are very strict about class attendance; others do not consider it part of the grading system. If the instructor determines a student has an excessive number of absences, the student's final grade may be lowered. Some departments, the languages in particular, have very precise rules for attendance.

- A student who misses or anticipates missing more than five consecutive days of classes should contact the College Office as soon as possible.
- Students are responsible for making up any work missed because of illness or extracurricular, career or athletic obligations.
- Students should check Path@Penn before the end of the Course Selection Period and before the end of the Drop period each semester to verify their schedule. Failure to attend a class for which one is registered does not result in being automatically dropped from the class.

Holidays

The University observes the following secular holidays: Martin Luther King, Jr. Day, Memorial Day, Juneteenth,

Independence Day, Labor Day, Thanksgiving Day and the day after, and New Year's Day.

The University also recognizes that there are several religious holidays that affect large numbers of University community members.

Seehttps://catalog.upenn.edu/pennbook/secular-religious-holidays/

Final Examinations

- No instructor may hold a final examination nor require the submission of a take-home final exam except during the period in which final examinations are scheduled; when necessary, exceptions to this policy may be granted for postponed examinations (see 3 and 4 below). No final examinations may be scheduled during the last week of classes or on reading days.
- No student may be required to take more than two final examinations on any calendar day during the period in which final examinations are scheduled. If more than two are scheduled, the student may postpone the middle exam. If a take-home final exam is due on a day when two final examinations are scheduled, the take-home exam shall be postponed by one day.
- Examinations that are postponed because of conflicts with other examinations, or because more than two examinations are scheduled in the same day, may be taken at another time during the final examinations period if the faculty member and student can agree on that time. Otherwise, they must be taken during the official period for postponed examinations.
- Examinations that are postponed because of illness, a death in the family, for religious observance or some other unusual event, may be taken only during the official periods: the first week of the spring and fall semesters. Students must obtain permission from the College Office to take a postponed exam. Instructors in all courses must be willing to offer a make-up examination to all students who are excused from the final examination.
- No instructor may change the time or date of a final exam without permission from the appropriate Dean.
- No instructor may increase the time allowed for a final exam beyond the scheduled two hours without permission from the appropriate Dean.
- No classes or required class activities may be held during the reading period.
- The first examination of the day begins at 9 a.m. and the last examination concludes by 8 p.m. There will be one hour between exam time blocks.
- All students must be allowed to see their final examination. Exams should be available as soon as possible after being graded with access ensured for a period of at least one regular semester after the exam has been given. To help protect student privacy, a student should have access only to his or her own exam and not the exams of other students. Therefore, for example, it is not permissible to leave student exams (or grades or papers) in publicly accessible areas.
- Students may not be asked for their Social Security Numbers. Instructors may not publicly display a student's Penn ID or any portion of the Social Security Number, nor use names, initials, or any personally identifiable information to post grades. Even when an identifier is masked or absent, grades may not be posted in alphabetical order, to protect student privacy.
- Final exams for College of Liberal and Professional Studies (LPS) courses must be given on the regular class meeting night during the week of final examinations. No change in scheduling is permitted without unanimous consent of all students in the class and the director of LPS. An LPS final exam may not be administered during the last week of class or on a reading day.

In all matters relating to final exams, students with questions should first consult with their Dean's offices. Faculty wishing to seek exceptions to the rules also should consult with their Dean's offices. Finally, the Council of Undergraduate Deans and Student Committee on Undergraduate Education (SCUE) urges instructors to see that all examinations are actively proctored.

See https://catalog.upenn.edu/pennbook/final-examinations/

Policies Impacting Athletes

In order to be fully eligible to compete in intercollegiate athletics, student-athletes must:

- keep their g.p.a. at or above a 2.0,
- maintain enrollment in at least 3 c.u. each term,
- earn at a minimum 1.5 c.u. applicable toward the degree each term,
- complete an average of at least 8 c.u. per academic year,
- have a declared major by the beginning of junior year, and
- maintain the appropriate percentage of degree requirements.

These are a few of the eligibility requirements. There are additional minimum academic year (fall/spring) earned c.u. requirements. Student athletes with questions should check with the College Eligibility Officer and Athletics.

Student athletes considering studying abroad should discuss eligibility requirements early with the College Eligibility Officer and Athletics.

Student-athletes whose academic performance falls below these standards may, in some circumstances, retain eligibility to compete by designing, with the help of the College Eligibility Officer and the Academic Coordinator for Athletics, an Academic Enhancement Plan and completing the terms set out in that plan. Any questions about these or any other eligibility issues should be referred to the College Eligibility Officer.

Also see Class Attendance page 2 and Risk of Being Under Enrolled, page 12

Class Standing

A student's class standing is determined by the number of course units the student has accumulated. In addition to course work taken at Penn, this includes A.P. credit, transfer credit from other institutions and credit issued for departmental examinations. Course work in progress is taken into consideration in determining a student's classification for Advance Registration for a future term.

For students in the College, the classification is:

- First-Year: fewer than 8.0 c.u
- Sophomore: 8.0 – 15.99 c.u.
- Junior: 6.0 – 23.99 c.u.
- Senior: 24.0 c.u. or more.

Transfer Students and Class Standing

Transfer students who have questions concerning their class standing should contact the Office of Admissions.

Questions concerning the curriculum should be addressed to an academic advisor in the College Office.

Policies Governing Academic Standing

Good Academic Standing

The College expects all students to maintain good academic standing, which is defined as follows:

- The student must maintain a term and cumulative g.p.a. of 2.0 or higher.
- The student may not earn more than one Incomplete or F in a given term.
- The student must complete at least a total of 6 c.u. over a period of two consecutive terms (summers not included).
- The student must be making progress toward a College degree.

Letters of Academic Standing

Students may need an official letter from the College confirming their academic status, including whether they are full-time and in good academic standing. The College can prepare these letters at a student's request. Students should follow these instructions:

Email college@sas.upenn.edu with the phrase "Request for a full-time good standing letter" in the subject line. The student should provide an email address to which the letter should be sent (it can be sent back to the student or on to a third party). Unless otherwise requested, the letter will be in PDF format.

Those requesting such letters should allow for at least three business days for processing (and during peak periods of the semester even more).

Students must be enrolled in no fewer than 3 c.u. in order to request a letter attesting to their full-time status. If a student is on academic probation for the current semester, the College will not be able to certify "good standing" in this letter.

Academic Difficulty

It is crucial that students experiencing academic difficulty engage actively with advisors and others in the Penn community who can help them. During their regular discussions with their pre-major advisor or an advisor in the College Office, students on probation should reflect on the difficulties encountered in previous courses that led to low grades and follow the advisor's suggestions on ways to remedy such troubles.

Students on probation should also take advantage of support services such as those offered by the Weingarten Center.

- Students are responsible for having accurate, updated contact information on Path@Penn so they can be reached about their academic status in a timely fashion.
- Students who earn more than one F will be subject to the academic standing process and therefore eligible for an immediate drop even if previously in good academic standing.

Classifications

Students who do not fulfill the criteria for good academic standing

may be placed in one of the following categories at the discretion of the Committee on Undergraduate Academic Standing:

Academic Status Alert

Students will be placed on Academic Status Alert if they have not met the criteria for good standing.

Students on Academic Status Alert must meet the following conditions to return to good standing:

- Speak with their academic advisor regularly while on Academic Status Alert.
- Complete exactly 4 c.u. on time, with no grades of F, I, GR (no show) or NR and no more than one pass/fail course.
- Complete at least a total of 6 c.u. over a period of two consecutive terms (summers not included).
- Achieve a minimum g.p.a. of 2.0 for that term and cumulatively.

Students who fail to meet these requirements to return to good academic standing may be placed on Academic Status Warning or Academic Suspension at the discretion of the Committee on Undergraduate Academic Standing.

Academic Status Warning

Students will be placed on Academic Status Warning if:

- Their academic semester or cumulative g.p.a. is below 1.7.
- They are reviewed by the Committee on Undergraduate Academic Standing and not academically suspended.

Students on Academic Status Warning must meet the following conditions to return to good standing:

- Meet with their academic advisor regularly while on Academic Status Warning.
- Complete exactly 4 c.u. on time, with no grades of F, I, GR (no show) or NR and no more than one pass/fail course.
- Complete at least a total of 6 c.u. over a period of two consecutive terms (summers not included).
- Achieve a minimum g.p.a. of 2.0 for that term and cumulatively.

Students who do not meet these conditions may be placed on academic suspension or academic dismissal by the Committee on Undergraduate Academic Standing.

Academic Suspension or Dismissal

Students may be placed on academic suspension by the Committee on Undergraduate Academic Standing if they receive two or more F's in a given term, or they fail to meet the terms of recovery from Academic Status Alert or Academic Status Warning.

Students on academic suspension are required to take a year away from Penn. They may not receive credit at Penn for courses taken at another institution during the term of the academic suspension.

Students on academic suspension will be eligible to apply for readmission after one full calendar year; an academic dismissal is permanent.

Note that an academic supension supersedes any previously granted leave of absence. Students who have requested a leave of absence for a given semester may still be placed on academic suspension if their previous term's grades qualify them for the action.

See Policies Governing Leave on page 21.

Multiple Incompletes Leave

See Policies Governing Leave on page 21.

Policies Governing Petitions

Students in the College who believe that their circumstances might warrant an exemption from a College rule may submit a petition. They may do so by filling out a petition form and writing a statement. In this petition statement, the student must demonstrate why they feel that this exemption should be allowed. If extenuating circumstances such as health or family issues are cited, proper documentation will be necessary.

If the Committee on Undergraduate Academic Standing does not believe that the case warrants review, the petition will be denied. Decisions are final. Students may appeal a decision only if they can present new information or documentation.

The Petition Process

The student must first discuss the issue with an advisor in the College Office. If that advisor is unable to resolve the matter, the student may submit a petition, which will be evaluated by the faculty Committee on Undergraduate Academic Standing. Petitions for waivers of deadlines submitted during the semester in which the student is enrolled in the course are heard by the Committee of Assistant Deans.

The faculty Committee on Undergraduate Academic Standing meets at regular intervals throughout the school year. The committee will consider the student's petition statement and any supplementary materials (such as medical documentation) that the student submits. The student will be notified of the committee's decision, usually within a few days of the committee meeting. Petitions are submitted through the College Office. Dual Degree students should address petitions related to degree requirements to the school whose degree requirements are affected; in some cases, a petition to both schools will be required. All other petitions (e.g., late Drop, late Add, late Withdrawal, late Change of Grade Type) should be submitted to the home school.

Petitions for Seniors

It is possible that students who are waiting for a decision from the Committee on Undergraduate Academic Standing, on a petition submitted regarding graduation requirements, may not be cleared in time for graduation. It is, therefore, important to submit any necessary petitions as early as possible and remain in communication with your College advisor.

Residency Requirement

Because the value of the Penn experience lies not only in courses taken but also in participation in the life of the University community both in and outside the classroom, at least four semesters of full-time study must be completed while enrolled at the University of Pennsylvania. Students must also be registered for their last two semesters at the University, including registration through its approved programs for study abroad.

Students who wish to complete their final courses at another institution by means of credit away must speak with an advisor in the College Office. These students must request a leave of absence as part of this process. Those who propose to take as many as 5 courses at another institution may be required to submit a petition to the Committee on Undergraduate Academic Standing, to waive the residency requirement (students should understand that any petition may be denied). Those who need 4 c.u. or fewer may not be required to submit a petition. In all cases, any courses proposed for Penn credit must be approved by the relevant department through XCAT.

No student may graduate with a B.A. from the University of Pennsylvania without having completed at Penn at least one-half of the total number of required course units. Students must also complete at Penn at least one-half of the courses required for their major (though some major programs may require more than this number).

Transfers and Withdrawal from Penn

Withdrawal from the University

A student who wishes to withdraw from Penn must inform the College Office in writing by filling out the Withdrawal from the University form. If a student withdraws after the fifth week of the semester, all course grades from that semester will be reported on the transcript as W (withdrawal).

Once the Withdrawal is finalized, students are advised to contact any relevant campus offices and follow their specific procedures and deadlines.

See the Before Leaving Checklist on Page 23.

Applying to Transfer to Another University

College of Arts and Sciences students who are applying to transfer to another college or university may submit the Common Application's "College Report" ("CR") form to the College

Office if their application requires it.

Students should pay careful attention to the guidelines below:

- Fill out the top portion of the College Report form, which includes personal information, courses completed or enrolled in during the current academic year, and permission for release of information with signature and date. Be advised that omission of this information may delay processing.
- Email the form, with top portion completed, to the College Office. Be sure to include appropriate information (i.e., email address) for each school to which the form should be sent. as well as what the deadlines are for each copy of the form.
- Please allow a minimum of two weeks for processing. Forms submitted less than two weeks before the deadline may not reach the other school in time.
- It is the responsibility of the student to request that official transcripts be sent directly to the colleges the student is applying to. This is done using Path@Penn. The College Office is note responsible for sending transcripts.

The form will be signed by the Associate Director of Academic Advising and Assistant Dean for Advising.

Students should be aware that the College will use this form solely to report a student's academic and disciplinary standing. Since the College does not rank its students, no ranking will be provided. This is also not a personal recommendation form; students who need a letter of recommendation should speak with their instructors or advisors.

Policies Governing the Curriculum & Requirements

Foundational Approaches

- With the exception of the Language Requirement, none of these requirements may be satisfied with advanced placement credit (including A-Levels, I.B., and other similar credit based on external examination). In addition, credit awarded by departmental exam can also not be used to fulfill any Foundational Approach.
- The same course cannot be used to satisfy more than one Foundational Approach. However, courses taken to satisfy Foundational Approaches may also be used to satisfy the Sector Requirement and/or requirements for the major or minor.
- Non-Arts & Sciences courses used to fulfill the Foundational Approaches are counted as Arts & Sciences courses in calculating total credits needed for graduation.
- Courses taken to satisfy these requirements must be taken for a letter grade, not pass/fail.
- Each of the requirements that make up the Foundational Approaches is satisfied by taking a single course from a list of requirement courses, with the exception of the Language Requirement (which may require anywhere from 0 to 4 c.u. depending on the student's background in the given language).

Double Counting and Auto-Completion between Sectors and Majors

For policies governing double counting courses, see p.8.

Writing Requirement

Students fulfill the Writing Requirement by taking a critical writing seminar and are strongly encouraged to do so during their first year.

- Seminars must be taken for a letter grade, not pass/fail.
- Seminars may not be used to fulfill any other College General Education Requirement.

Transfer Juniors and the Writing Requirement

Students who transfer to Penn as juniors are eligible to request transfer credit for a writing seminar. The Critical Writing Program can help students determine how to fulfill the Writing Requirement and whether credit from a previous institution is likely to be applicable.

Cross-Cultural Analysis Requirement

Students fulfill the Cross-Cultural Analysis Requirement by taking a course from the list of approved courses.

- Courses taken to satisfy the Cross-Cultural Analysis Requirement must be taken for a letter grade, not pass/fail. Any passing grade, from A+ through D, is acceptable for a course to fulfill the Cross-Cultural Analysis Requirement.
- A course used to satisfy the Cross-Cultural Analysis Requirement may not be double counted toward any other Foundational Approach. However, a course fulfilling the Cross- Cultural Analysis Requirement may be double counted with any Sector and with requirements for a major or minor.

  Transfer credit, credit away and credit earned studying abroad may be counted toward the Cross-Cultural Analysis Requirement. Advanced Placement credit may not be used to fulfill the Cross-Cultural Analysis Requirement.

Quantitative Data Analysis Requirement

Students fulfill the Quantitative Data Analysis Requirement by taking a course from the list of approved courses.

- Transfer credit, credit away and credit earned studying abroad may be counted toward the Quantitative Data Analysis Requirement only when departments award credit using the number of a Penn course approved for the Quantitative Data Analysis Requirement.
- Courses taken to satisfy the Quantitative Data Analysis Requirement must be taken for a letter grade, not pass/fail.
- A course used to satisfy the Quantitative Data Analysis Requirement may not be double counted toward any other Foundational Approach. However, a course fulfilling the Quantitative Data Analysis Requirement may be double

counted with any Sector and also with requirements for a major or minor.

Cultural Diversity in the U.S. Requirement

Students fulfill the Cultural Diversity in the U.S. Requirement by taking a course from the list of approved courses.

- Courses taken to satisfy the Cultural Diversity in the U.S. Requirement must be taken for a letter grade, not pass/fail. Any passing grade, from A+ through D, is acceptable for a course to fulfill the Cultural Diversity in the U.S. Requirement.
- A course used to satisfy the Cultural Diversity in the U.S. Requirement may not be double counted toward any other Foundational Approach. However, a course fulfilling the Cultural Diversity in the U.S. Requirement may be double counted with any Sector and with requirements for a major or minor.
- Transfer credit, credit away and credit earned studying abroad may be counted toward the Cultural Diversity in the U.S. Requirement. Advanced Placement credit may not be used to fulfill the Cultural Diversity in the U.S. Requirement.

Formal Reasoning and Analysis Requirement

Students fulfill the Formal Reasoning and Analysis Requirement by taking a course from the list of approved courses.

- Courses taken to satisfy the Formal Reasoning and Analysis Requirement must be taken for a letter grade, not pass/fail. Any passing grade, from A+ through D, is acceptable for a course to fulfill the Formal Reasoning and Analysis Requirement.
- A course used to satisfy the Formal Reasoning and Analysis Requirement may not be double counted toward any other Foundational Approach. However, a course fulfilling the Formal Reasoning and Analysis Requirement may be double counted with any Sector and with requirements for a major or minor.
- Transfer credit, credit away and credit earned studying abroad may be counted toward the Formal Reasoning and Analysis Requirement only when departments award credit using the number of a Penn course approved for the Formal Reasoning and Analysis Requirement.
- Neither advanced placement credit nor credit by departmental exam may be used to fulfill the Formal Reasoning and Analysis Requirement.

Language

- The Language Requirement is normally fulfilled by completing the fourth-semester level course in a particular language or by demonstrating equivalent competency through language placement. Policies may vary by language program; students with questions should contact the relevant department.
- The fourth semester of a Language Requirement course may not be used to fulfill any other General Education Requirement.
- Transfer credit, credit away and credit earned studying abroad may be counted toward the Language Requirement only when departments award credit using the number of a Penn course approved for the Language Requirement.
- All courses taken towards completion of the Language Requirement must be taken for a letter grade, not pass/fail.

Language Requirement Substitution

Students who believe that they have a documented disability that precludes learning a language should contact the Disability Services Office. A member of their professional staff will explain the assessment procedure, which requires up-to-date neuropsychological testing.

If a student's disability is verified by Disability Services, the student should make an appointment to meet with the language substitution advisor in the College Office to confirm approval of the substitution and to select appropriate substitution courses. The number of courses each student will require will depend upon the number of language classes the student has completed before applying for the substitution. A full substitution will require four substitute courses.

Substitution courses are selected as follows: The student must choose one geographical area in the world where English is not the primary language and take at least one course in cinema or literature in translation from that country or region. The remaining courses will focus on the culture or literature of that same geographical area. If no language course has been taken at Penn, the student must also take one class in linguistics or anthropology of language. All classes for the language substitution must be approved in advance by the language substitution advisor.

Courses used as part of the Language Requirement substitution may not also be used to fulfill any major requirement, nor to fulfill any other Foundational Approaches or Sector Requirement.

Transfer Students and the Language Requirement

If not yet completed, students should plan to fulfill the Language Requirement as soon as possible. Language department websites provide information about placement exams for students who plan to continue with a previously studied language and/or receive credit for language courses taken at their previous institution.

Language Placement

It is recommended that students begin to satisfy the Language Requirement in their first semester and continue to take courses consecutively until the requirement is fulfilled. Students planning to continue with a language that they have studied previously should read about language placement below. Students who decide to start a new language at Penn should anticipate that it will require four full semesters of course work to achieve competency in the language and to fulfill the Language Requirement.

At the time they first enroll in a beginning- or intermediate-level language course, all students who have previously studied that language must have a placement score. The only students exempt from having a placement score are those who have never studied the language before. Credit will not be given for a language course taken at a lower level than a student's placement score indicates.

Some language departments offer online exams for placement in the summer or on a rolling basis. Other language departments offer in-person exams at the beginning of each year. Students should check the departmental and the New Student Orientation websites for information on individual exams.

Students wishing to be evaluated in a modern language other than those taught by the language departments should consult the Penn Language Center.

Students who feel their placement scores do not accurately reflect their language level, or students who have other questions about their language study, should make an appointment to speak with the coordinator of their particular language program.

Sector Requirement

To satisfy the Sector Requirement, students must take a different course in each of the sectors, for a total of seven courses. Courses that fulfill the Sector Requirements can be found in Path@Penn.

Advanced Placement and the Sector Requirement

The Sector Requirement may not be satisfied with advanced placement credit (including A-Levels, IB and other similar credit based on external examination). In addition, credit awarded by departmental exam cannot be used to fulfill the Sector Requirement.

- Transfer credit, credit away and credit earned studying abroad may be counted toward the Sector Requirement only when departments awarding credit use the number of a Penn course approved for the Sector Requirement.

Courses Fulfilling the Sector Requirement

- Courses that fulfill the Sector Requirements can be found in Path@Penn.
- In addition to the courses listed in the various sectors, students may use designated first-year seminars and Benjamin Franklin seminars to fulfill the various sector requirements.
- Non-Arts & Sciences courses used to fulfill the Sector Requirement are counted as Arts & Sciences courses in calculating total credits needed for graduation.

Grade Types Fulfilling the Sector Requirement

Courses taken to fulfill the Sector Requirement must be taken for a letter grade, not pass/fail. Any passing grade, from A+ through D, is acceptable for a course to fulfill the Sector Requirement.

Major Requirement

All College students are required to complete a major in the School of Arts and Sciences. This requirement ensures that all graduates of the College develop a thorough understanding in at least one field of knowledge through concentrated study over several years in at least 12 c.u.

Students are subject to the specific policies and requirements of a given major in effect at the time they declare that major, and they remain so even if the major requirements are subsequently changed. With the approval of the department or program, however, one may be permitted to abide by the new requirement structure.

Admission to and Declaring a Major

Qualifications for Admission to the Major

- Students must have a g.p.a. of 2.0 in major and major- related courses already taken. Some majors require a higher g.p.a.
- Some departments and programs require specific coursework or other prerequisites before application to the major.

Declaring a Major

All College students are expected to declare a major by the spring of their sophomore year.

When students are ready to declare their major, they should:

- Check the major department or program website in which they wish to declare for information about the process.
- Students should note that some departments and programs may require a meeting in order to complete the major declaration process.
- Complete the Declare/Update Field of Study form on Path@Penn.

School of Engineering second majors

SEAS students who would like to declare a second major in the College of Arts and Sciences should contact the relevant SAS department and follow the department's procedure for declaring a major.

Students in the College who would like to declare a second major in the School of Engineering and Applied Sciences should *see page 20*.

Courses and Credit Toward the Major

Grade Type for Courses in the Major

All courses taken for a major must be taken for a letter grade, not pass/fail. Some departments have a minimum grade requirement for all courses within the major.

Transfer Credits to the Major

- Only the department or program advisors determine which credits transferred from another institution can count toward the major.
- At least half the course units in the major must be taken at Penn. Some departments require more.

Double Counting and Auto-Completion between Sectors and Majors

For policies governing double counting major courses, *see Double Counting and Auto-Completion between Sectors and Majors on page 11.*

Special Majors

Individualized Majors

Before contemplating an individualized major, students are advised to choose one of the available departmental or interdisciplinary majors in the College. Because the individualized major is grounded in arts and sciences, most of the courses used in the major must be within the School of Arts and Sciences (SAS). Highly qualified students are welcome to apply for an individualized major if they have first declared a standard major by the end of their sophomore year. In order for students to submit the proposal for the individualized major to the Committee on the Individualized Study (CIS) by the beginning of their junior year as required, it is necessary for students to obtain the recommendation of the undergraduate chair of their major department and the strong support of two faculty members who recognize merit in the student's proposed individualized study and accept responsibility of acting as advisors. Please also know that designing a proposal for an individualized major requires considerable effort and time as well as a high degree of creativity. Students should understand that their proposal may not be approved.

As part of the applications students must:

- Make an appointment to speak with the Individualized Major advisor in the College Office no later than their fourth semester to discuss details of the major and the application process.
- Provide a concise rationale for their proposed major.
- Plan a tentative coherent course of study for the major, with at least 14 c.u. to culminate in a major research project which, upon completion, will be presented to the University community in a public lecture. (This should be done in consultation with two faculty advisors. See below.)
- Find at least one standing faculty member in the School of Arts and Sciences who recognizes merit in the proposed individualized study and accepts the responsibility of acting as the student's main advisor for the individualized major and for sponsoring and overseeing the thesis.
- Find another faculty member whose specialty is in some way related to the major but is different from the first advisor's and who is willing to serve as a second advisor.

Honors in the Major

- Students with a minimum g.p.a. of 3.0 may apply to their department or program to become candidates for honors in the major. Some majors will require a higher g.p.a.
- Applications for honors in the major are usually taken in the first semester of the junior year.
- The requirements for honors in the major vary from program to program and may include special courses and individual research on specialized subjects under the guidance of a faculty advisor. In some departments, additional credit is authorized for work done by honors candidates.
- Students who complete honors in the major will have this designation entered on their transcripts.

Policies Governing Double Majors

- Students who wish to double major may do so by applying for, and completing the requirements for, each major.
- Students interested in double majoring should consult with their pre-major advisor.
- Major departments may have rules limiting double counting.
- Students who are completing more than one major must use their largest major to calculate the number of overall c.u. and the minimum Arts & Sciences c.u. required for graduation. The largest major will be designated as the primary major by the College Office when the second major is declared.
- If a student declares a second major that auto-completes the same Sector as their first major, a major advisor will make an exception to auto-complete a different Sector.
- See specific information for College students wishing to declare a second major in one of several Engineering departments. The Engineering second major will not auto-complete a sector.

Transfer Students

Transfer Sophomores

Transfer students who come to Penn with sophomore standing will have one full semester before they are asked to declare their major. It is expected that most will be able to declare the major at the standard time (March of sophomore year). In the first semester, exploration should be the top priority. Students should browse the websites of prospective major departments for more detailed information of requirements and prerequisites.

Transfer students who come to Penn with junior standing should declare their major as soon as they are reasonably able to do so. Junior transfer students who are athletes must declare their major as soon as possible after arriving on campus in order to be eligible for athletic competition.

At least half of the courses satisfying the major requirement must be taken at Penn.

Transfer Juniors

Transfer students who come to Penn with junior status are expected to have a fairly specific idea of their likely major. They should carefully read about any prospective majors on the department's website and speak with the undergraduate major advisor or coordinator as soon as possible in the fall. Courses taken in the major should cover material which is new to the student and for which the prerequisites have been taken. The exact time frame of major declaration will depend on the major and the courses the student has previously taken.

Junior transfer students who are athletes must declare their major as soon as possible after arriving on campus in order to be eligible for athletic competition.

At least half of the courses satisfying the major requirement must be taken at Penn.

Electives Requirement

Electives, by definition, fulfill neither General Education Requirements nor the Major Requirement, but are counted toward the total number of course units required for graduation. Students have a required number of Arts and Sciences electives and depending on the major, there is room for exploration beyond the Arts and Sciences. Certain key courses in Computer Science, Statistics, Design and Fine Arts (identified by the AU16 attribute in Path@Penn) also play a substantial role in the Arts and Sciences Curriculum and count as Arts and Sciences electives. Students should consult with their pre-major advisor to discuss how their Electives fit into their overall curriculum, and how many they are likely to need.

A maximum of 8 c.u. of Electives outside the major and general education requirements may be taken on a pass/fail basis, though normally it is not recommended that students take that many pass/fail courses (two or three is more typical).

Policies Governing Arts & Sciences Courses

The Arts & Sciences Requirement

Because the Bachelor of Arts degree is fundamentally an Arts and Sciences curriculum, students are required to complete a minimum number of c.u. in the Arts & Sciences across the entire degree including General Education, minor, major, and elective requirements.

Because the Bachelor of Arts degree is fundamentally an Arts and Sciences curriculum, students are required to complete a minimum number of c.u. in the Arts & Sciences across the entire degree including General Education, Minor, Major, and Elective requirements.

The number of Arts & Sciences c.u. required varies by major or major concentration. Students in dual degree programs will be required to take two fewer Arts & Sciences c.u.

In some cases, students may need additional c.u. beyond the major and Arts and Sciences in order to complete the total number of c.u. needed for the degree. In those cases, students can choose courses from across the University.

Students can use the Degree Audit in Path@Penn to see how many Arts & Sciences courses they still need to take.

Arts & Sciences Courses

Courses in the Bachelor of Arts Degree are considered Arts and Sciences c.u. if they are:

- Courses offered by a department or program in the School of Arts and Sciences (with the exception of courses for the BAAS program).
- Courses in the Communication Program in the Annenberg School.
- Advanced placement credits given by the above departments and programs.
- Transfer and credit away credits given by the above departments and programs.
- Non-Arts & Sciences courses used in the General Education requirements or non- Arts & Sciences courses that are cross listed with an Arts & Sciences undergraduate department or program. They can be identified by the "College 16 CU (AU16)" attribute in Path@Penn.

Students who are unclear as to whether a given course is in the College should consult with an assistant dean in the College Office.

Non-Arts & Sciences Courses

Non-Arts & Sciences courses are any courses not covered by the considerations above.

Things students should consider when taking non-Arts & Sciences courses:

- Students can take non-Arts & Sciences courses as long as they meet the prerequisites, co-requisites, and have met the criteria to enroll.
- Some non-Arts and Sciences courses may require a certain major, minor, or concentration in order to enroll in them.
- Some non-Arts and Sciences courses may not be taken on a pass/fail basis.

The College does not award credit for ROTC or Preceptorial courses.

Arts & Sciences requirement for Design, Fine Arts, and Architecture majors

As part of the commitment to interdisciplinary programs, the School of Arts and Sciences has a special partnership with the Weitzman School of Design to offer three majors to Arts & Sciences students, resulting in a Bachelor of Arts degree in either Design (DSGN), Fine Arts (FNAR), or Architecture (ARCH).

These majors require fewer overall Arts & Sciences c.u.

Courses that are DSGN, FNAR, or ARCH but are not cross listed with a course from the School of Arts & Sciences and/or do not have the "College 16 CU (AU16)" attribute in Path@Penn will not be counted toward the overall Arts & Sciences requirement need for each respective major whether they are inside or outside of the major.

Students in these three majors should consult with Path@Penn to monitor their Arts and Sciences course requirement as they complete their degree.

Minors

Students who wish to declare a minor in the College of Arts and Sciences, or one of the interschool minors, will need to declare their primary major first. They should then speak with the undergraduate chair or other appropriate representative of the department or program of that minor. A minor can be declared by completing the appropriate form on Path@Penn.

All minor courses must be taken for a grade, not pass/fail.

Interschool Minors

Students in the College may pursue interschool minors that draw on courses offered by Nursing, Wharton* and Engineering. Interschool minors are identified on the list of minors.

Since adding an interschool minor may require students to complete more than the minimum number of course units for graduation, students should consult with an advisor in the College Office when planning their program. As with all minors, only Arts and

Sciences courses within the minor count towards the Arts and Sciences requirement of the B.A. degree.

Students planning to complete a minor in the School of Engineering and Applied Science (SEAS) will be required to complete the Declare/Update Field of Study form on Path@Penn.

* Except for Statistics, it is not possible to do a minor in the Wharton School.

Minor in Engineering

College students may apply for minors offered by the School of Engineering and Applied Science (SEAS) in Path@Penn. As with all minors, only Arts and Sciences courses within the minor count towards the Arts and Sciences requirement of the B.A. degree.

Policies Governing Courses and Registration

Double Counting Courses

Students may use a single course to fulfill more than one requirement across the curriculum. This is known as double counting. Different policies apply to different components of the curriculum.

Double Counting Foundational Approaches

Courses may be double counted between a Foundational Approach and the Sector Requirement, and between a Foundational Approach and the major, but not among two or more Foundational Approaches.

This means that the Writing, Quantitative Data Analysis, Formal Reasoning and Analysis, Cross-Cultural Analysis, Cultural Diversity in the U.S. and Language Requirements must all be fulfilled using separate courses.

Double Counting and Auto-Completion between Sectors and Majors

- Each major has a designated Sector course that will be auto-completed upon the declaration of the major. The remaining Sectors must be fulfilled by non-major courses.
- One course cannot be used to fulfill more than one Sector (i.e., each of the sectors must be fulfilled using a different course.
- If a student declares a second major that auto-completes the same Sector as their first major, a major advisor will make an exception to auto-complete a different Sector.
- Students in majors that allow courses from both the Living World and Physical World to fulfill their major requirements will have both Sectors auto-completed. Majors which have two Sectors auto-completed include, but are not limited to, Neuroscience, Biology, Biophysics and Earth Science.
- Major departments may have additional rules limiting double counting between more than one major.
- There is no limit to the number of courses that may be double counted between General Education Requirements and requirements for a minor.
- Courses being used to fulfill the Language Requirement Substitution may not also be used to fulfill another General Education requirement nor any Major Requirement.

Double Counting Courses for Submatriculation

In any submatriculation program, a maximum of 4 c.u. at the graduate level may be included toward both the B.A. and the M.A. These four courses may be part of the Major Requirement or the electives of the undergraduate program, but may not include courses in independent study. Some graduate programs may permit fewer than four courses to be double counted.

For students in the B.A./J.D. submatriculation program, no more than eight courses in all can be double counted toward both degrees.

Courseload

First-year students in the College are limited to 4.5 c.u. for the first semester.

After the first semester, College students are limited to 5.5 c.u. per semester. Starting in their third semester, students can request to raise these limits using the "Request max course unit increase" form on Path@Penn. This should only be done after Advance Registration (credit loads are not raised during that period), and it requires the permission of an academic advisor. The transcript should show good performance (a g.p.a. of 3.3 or better) in 5 c.u. and contain no outstanding Incompletes. Please note that this request must be submitted at least two business days prior to the end of the add deadline; requests submitted later than that may not be approved in time.

No student will be allowed to register for more than 7.5 c.u. in a term.

Students should always speak with an academic advisor before any action is taken that would cause the student to earn fewer than 4 c.u. in a given term. *Note the risks on page 16.*

Full-Time with 3 c.u.

In extenuating circumstances, students may elect to take only 3 c.u. Special permission is not needed. Full tuition is charged.

Part-Time Status

College students are expected to be enrolled on a full-time basis. Bills are not normally adjusted when a student takes less than a full load of courses.

Seniors who need fewer than 3 c.u. in their final semester to complete their degree requirements may consider declaring part-time status. Students who are considering part-time status must first meet with their major advisor and then with an advisor in the College Office. These advisors will verify that the student needs fewer than 3 c.u. to graduate and will then make the adjustment. Simply registering for one or two courses is NOT sufficient to become part-time; the student must follow the above procedure to make the tuition adjustment.

Part-time status must be declared before the first day of the term in question. Students are advised to complete this process by the

end of the preceding semester (that is, usually by December of the fall semester).

Some students may have special issues related to part-time status:

- Athletes must wait until their previous semester's grades are posted (normally, in early January) before they can officially declare part-time status.
- Students with financial aid should check with the Student Financial Services office, since changing their enrollment status may change their aid status.
- International students who wish to inquire about part-time status in their final semester must speak with an assistant dean in the College Office and the International Student and Scholar Services office.

Risk of Being Under-Enrolled

For a variety of reasons, students need to maintain full-time status (3 or 4 c.u.). Dropping or withdrawing below that number of credits may have adverse effects in a variety of circumstances. The most common concerns are for:

Athletes

All student athletes must complete an average of at least 8 c.u. per year. Carrying less than a full load may jeopardize athletic eligibility.

International Students

The visas that allow most international students to study in the U.S. require carrying a full load of at least 3 c.u. per semester. Any reduction in that number may call their visa status into question. Exceptions to this rule are sometimes available. Students should consult an advisor in the International Student and Scholar Services Office who can provide more information.

Students with Financial Aid

Some aid packages require that the student complete an average of 3 c.u. per semester. Students carrying fewer than this amount of credits may be at risk of losing some of their financial aid. Call the Student Financial Services office for more information.

Students on Academic Status Alert

Students on academic probation must complete exactly 4 c.u. on time, with no grades of F, I, GR (no show) or NR and no more than one pass/fail course. Students on academic probation who find it difficult to manage a 4 c.u. course load should speak with an advisor in the College Office.

Retaking a Course

Students who receive an F in a course may retake the course for credit. Both the new grade and the original F will be tabulated into the final g.p.a.; credit will be awarded if the student receives a passing grade.

Students who fail a course that is required for a major should think carefully before taking the course again, since poor performance in an introductory course may indicate a need to consider another major.

Some students opt to repeat a course in order to demonstrate their ability to achieve a better grade. If a student retakes a course for which that student has previously received a passing grade (including a P in a pass/fail course), the second grade will be recorded on the transcript, but it will not be counted in the student's cumulative average, and no additional credit will be awarded for it.

Please note: A few courses offered at Penn are sufficiently alike that the College will not grant credit for both if both are taken. These include, but are not limited to:

- PHYS 0101 and PHYS 0150
- STAT 1010 and 1110
- MATH 1410 and MATH 1510.

Students should consult with an advisor in the College Office if there are any questions.

Auditing a Course

College students may not register for courses as auditors. However, with the approval of the instructor they may sit unregistered on courses offered in the University. These courses will not appear on students' records. Some departments do not allow this type of informal audit.

Adding a Course

Students may seek to add a class until the end of the Course Selection Period, two weeks into the semester.

During this period, some instructors have their departments impose restrictions on their courses and authorize entry only to students who have been attending regularly.

Dropping a Course

Students may drop a class until the end of the sixth week of the semester by using Path@Penn and should consult the Academic Calendar for the official Drop deadline for each semester. Failure to attend a course does not automatically result in being dropped from the course. Courses that are dropped will no longer appear on a student's transcript.

Students considering dropping a course should speak with their pre-major advisor or an advisor in the College Office before taking any action and should be aware of the risks of being under-enrolled.

Time Conflicts

Students must be enrolled in course sections they are attending. However, the College will in limited cases allow students to enroll in courses whose meeting times slightly overlap.

If the overlap is fifteen minutes or less, and both instructors provide written permission, the student can request the override by coming to the College Office for a drop-in. This should be done at least two business days before the end of the Course Selection Period, ideally sooner. Students are responsible for all material and assignments in both courses, even if they are not present. Instructors are not required to give approval and should not if the missed class time would be disruptive to the course or to the student's learning experience.

In circumstances where a studio or lab course has flexible individual meeting times within the scheduled course time, the College may allow a time conflict with both instructors' support.
In either case, the time conflict override should only be used if absolutely necessary. Students should plan their schedules to avoid such overlaps. Time conflict overrides are not recommended and generally are not appropriate for First-Year students.

Withdrawal from a Course

Students may withdraw from a course through the eleventh week of the semester with the permission of the instructor and should consult the Academic Calendar for the official Withdrawal deadline for each semester.

After the eleventh week, students must petition the Committee on Undergraduate Academic Standing to withdraw from a course. Such petitions will not be granted without documentation of extenuating circumstances.

If a student is considering withdrawing from a course, they should consult their instructors and advisors (pre-major, major or College Contact whose information is in Path@Penn). Students begin the process by completing the Withdraw from a course form on Path@Penn. If the request is granted, a Grade of "W" will appear on the transcript and will not affect the student's grade point average.

To submit a petition to late withdraw from a course after the eleventh week, the student should reach out to their College Contact.

Students should be aware that their petitions may be denied.
Students considering a withdrawal should speak with an advisor before taking any action and should be aware of the risks of being under-enrolled. See above.

Registration Holds

A registration hold may be placed on a student's record that will prevent the student from registering until action has been taken to resolve the issue. If students are unable to register using Path@Penn, it is their responsibility to contact the College Office or other relevant office promptly to determine the cause of the problem and resolve it in a timely manner. Students may see what registration holds, if any, have been placed on their account by reading the messages on Path@Penn.

Any of the following circumstances may prevent a student from registering for courses:

- A first-year student or a first-semester sophomore has not spoken with their pre- major advisor to discuss registration. The student should make an appointment to do so immediately.
- A second-semester sophomore, a junior or a senior has not declared a major. The student should speak with their pre-major advisor and then make contact with the major department or program.
- A student has a past due balance on their student billing account. Contact Student Financial Services.
- A student may need to update their contact and emergency notification information in Path@Penn.
- Student Health and Counseling does not have up-to- date insurance and immunization records.

Other Types of Registration Holds

- Judicial hold: A judicial hold is the result of some judicial action or inquiry concerning the student. The student will be barred from registering until the hold is cleared and should contact the Center for Community Standards and Accountability for more information.
- Departmental hold: Certain departments require their majors to speak with a major advisor at points throughout their academic careers. The hold is removed by the department after the student has spoken with their major advisor.
- Update Required Contact Information hold: Student must update all required contact information. See the Student Registration and Financial Services' pdf for detailed instructions.

Policies Governing Special Course Types

Benjamin Franklin Seminars

Students who are members of the Benjamin Franklin Scholars program have automatic access to these seminars; however, any undergraduate may enroll in a Benjamin Franklin seminar. While most are introductory, they may be taken at any time. See the Benjamin Franklin Scholars website for listings.

Policies Governing Graduate Courses

While primarily intended for graduate students, courses numbered 5000-5999 are also open to undergraduate students. Registration for courses numbered 6000 and above requires permission of the instructor and the department or program leadership (undergraduate chair, program director, or chair) in which the course is offered.

College of Liberal and Professional Studies Courses

Important Note

- College of Arts and Sciences students may not enroll in, and will not receive credit for, BAAS courses through the College of Liberal and Professional Studies.

Registering for LPS Courses

- Students in the College of Arts and Sciences may register for some courses in the College of Liberal and Professional Studies (LPS) courses through Path@Penn.
- Note that a certain number of spaces may be reserved for LPS students until the first week of classes. On the second day of classes, any unclaimed seats held for LPS students will be made available to non-LPS students. Interested students should attempt to register for the course through Path@Penn at that time.
- College students may direct questions about enrollment policies for specific LPS classes to the LPS office.

Course Action Notices

Course Action Notices (CANs) are available for students to submit absence notifications to their instructors when they need to miss class.

Attending class is essential to learning. However, there may be times when a student is unable to attend, including if they are ill. At the start of the semester, they should also proactively let their instructors know if they anticipate absences for religious observance or athletic obligations. They should check their syllabi for each course's attendance policy.

To communicate absences with their instructors, students will use the Course Action Notices in Path@Penn under "My Courses." CANs are designed to provide a way for students to communicate with their instructors when medical issues, family emergencies, or other concerns necessitate missing class. After submitting a CAN, students should make sure to reach out to their instructors to craft a plan for staying on track. Each instructor sets their class attendance policy, which should be on their syllabus.

NOTE: If a student misses or anticipates missing more than five days of classes, they should contact the College's CaseNet team as soon as possible.

Course Action Notices also include the ability for instructors to send support notices to their students.

Policies Governing Credits and Grades

Review of a Grade

The instructor who gives an evaluation, exam or course grade has sole authority for changing such evaluation, exam, or course grade, provided the instructor remains on the faculty (or the emeritus faculty) of the University of Pennsylvania.
Students in the College who wish to have an evaluation, exam, or course grade reviewed must first discuss the matter with the instructor who gave the evaluation, unless the instructor is no longer a member of the University of Pennsylvania faculty or emeritus faculty. In cases in which faculty appointments have terminated, or faculty have resigned or are deceased, sole authority for changing an evaluation rests with the undergraduate chair of the relevant department.

Should this meeting not yield a resolution that is satisfactory to both the student and the instructor, or not be possible, the student may ask the undergraduate chair of the relevant department for assistance in the matter. Should the matter not be resolved with the aid of the undergraduate chair, the student may seek the assistance of the dean of the College. The role of the dean is limited to ensuring that the department has arranged for a proper review of the matter.

Period for a Grade Review

Once a grade from A+ to F has been entered on a student's transcript and has remained through the end of the next regular semester in which the student is enrolled, it is considered permanent, and changes will not ordinarily be permitted. Any exception to this rule must be approved by the dean of the College.

Credit for Pre-College Courses

Credit is not awarded for college-level coursework undertaken at other institutions while a student is enrolled in high school, in the summer after high school, or during the period of deferral for students granted deferred admission. Such coursework is considered a part of a student's preparation for a Penn education. It is used in consultation with the student's academic advisor to inform decisions about placement into appropriate courses at Penn.

Students who enroll in regular undergraduate courses at Penn prior to their matriculation into an undergraduate degree program at the University, during the academic year or in the summer sessions, may elect to have that coursework merged with their undergraduate transcript, in which case it will count toward their undergraduate degree requirements, and the grades will be include in their grade point average.

Equivalent Credit

When students receive College credit for courses or other types of academic work done elsewhere, it is referred to as equivalent credit.

See policies for transfer credit on page 14 and Policies for Credit Away on page 15

Pass/Fail

In registering for courses, students may choose between normal grading status (receiving a letter grade) and pass/fail.

- In courses taken on a pass/fail basis, a passing letter grade (any grade above an F, including a D) assigned by the instructor is converted to P by the Registrar's Office and entered on the student's transcript. P is not calculated into the cumulative average, but an F is entered as a 0.0 and does affect the grade point average. Instructors are not informed by the Registrar as to who is enrolled on a pass/fail basis.

- Courses taken to fulfill any Foundational Approach Requirement, the Sector Requirement, the Major Requirement or a minor cannot be taken pass/fail.

- College students may take no more than 8 c.u. pass/fail, though the College generally recommends against this many.

- Students may change the grading status of a course from normal to pass/fail (or vice versa) in Path@Penn through the end of the ninth week of the semester or just before Advance Registration, whichever comes first. See the Academic Calendar for exact dates.

First-year students are strongly advised not to take courses on a pass/fail basis.

Transfer Credit and Pass/Fail

In order to be eligible for Penn equivalent credit, courses taken at a transfer student's previous institution must have earned a grade of C or better. If the course was taken on a pass/fail (or credit/no credit) basis, Penn credit may still be awarded.

Transfer students should review the pass/fail or credit/no credit policies of their previous institution: if a P or CR represents a grade of not less than a C, it will be possible to award credit pending approval in XCAT. If, however, a P or CR at the previous institution can represent a grade lower than a C, the transfer student should contact

the instructor of any course taken this way and ask that person to confirm that the student earned a grade of C or better. This confirmation should be forwarded to the student's College advisor as confirmation that the credit is eligible for transfer.

The Grading System

The policies below apply only to College students. Students taking courses in other schools within the University will be graded according to the policies of those schools.

Letter Grades

Grades ranging from A+ to F (with no D-) are used to report the standing of a student upon the completion of each course. The numeric value of each letter grade is used to calculate the grade point average.

Additional Grade Types

P (Pass) The pass awarded in a pass/fail course is not used in the computation of the grade point average, but it does confer credit. See additional policies governing the Pass/Fail option.

W (Withdrawal) This notation indicates an approved withdrawal from a course.

The following grade designations are not permanent, i.e., students will not be graduated until these grades have been resolved:

NR (No Grade Reported) This notation indicates that no grades have been submitted for a particular course. Students with an NR must clarify their status with the instructor and the College Office. A student may not graduate with an NR on the transcript.

PR In progress for a two-semester course.

I (Incomplete) A report of Incomplete indicates that a student's work in a course is incomplete with the instructor's permission. Students should be aware of the policies governing Incompletes and that there may be a substantial risk to Incomplete grades.

See Risks of Incompletes on page 17.

Grade Point Average

Grade point averages (g.p.a.) are computed at the end of each semester and on a cumulative basis. The numerical values of letter grades are:

A+ = 4.0	A = 4.0	A- = 3.7	
B+ = 3.3	B = 3.0	B- = 2.7	
C+ = 2.3	C = 2.0	C- = 1.7	
D+ = 1.3	D = 1.0	(There is no D-)	F = 0.0

The g.p.a. is calculated by multiplying the course unit value for each course (usually 1 c.u.) by the numerical equivalent of the grade received. The total for all courses is then divided by the total number of course units taken.

Policies Governing Placement

Students may be able to determine placement at a particular level in a variety of different subjects, either by means of an exam taken before matriculation (A.P., I.B.) or by taking a placement exam offered by a Penn department, usually at the beginning of the semester.

In either case, students should consider the issue of placement very carefully. Determining the proper level at which to begin the study of a subject gives a student the best chance of success in that course. Placement exams are offered at Penn by language and science departments as well as the Mathematics Department.

Sending Placement Scores after Matriculation

After arriving on campus, matriculated students should use the ETS code 2926 to have their A.P. and S.A.T.II scores sent to Penn's College of Arts and Sciences. Students should request their scores directly from the College Board at https://apstudents.collegeboard.org/.

International Exams

A detailed policy statement governing credit equivalence is available from the Office of Admissions (info@admissions.upenn.edu). Credit is also awarded for the following on a case-by-case basis:

- GCE A-Level Examinations
- International Baccalaureate (IB)
- Finland's Matriculation Examination
- Denmark's Studentereksamen
- Canada's CEGEP Program (2nd year only)
- French Baccalauréat
- German Abitur
- Italian Maturità
- Swiss Maturité

Credit cannot be granted until Penn is in receipt of official exam results and official certified translations.

College Credit Away

After matriculation, students may receive Penn credit for courses taken during the summer at other schools. This is called credit away. Note: Students may also be interested in Penn summer courses.

Credit Away is not awarded automatically, and departmental approval does not guarantee a student will receive credit if other credit-away criteria are not met. It is each student's responsibility to be aware of the policies regarding credit away. Students should reach out to the College Office with questions if they are unsure whether their credit-away request satisfies the established criteria.

General Credit Away Policies

- Penn credit will only be awarded for courses taken at another school during the summer. Penn credit will not be awarded for courses taken at another school during the academic year (fall and spring).
- Students must complete the final two semesters of full-time study in the College.
- Students pursuing a degree in the College may take no more than 5 c.u. at another college or university.
- The maximum amount of credit away that can be transferred for one summer is 4 c.u.
- Penn financial aid can only be used for courses taken at Penn.
- Incoming students cannot receive Penn credit away before matriculation at Penn.

- If approved, students will receive credit away equivalency, but the grade will not appear on their transcript, nor will it be factored into their Penn GPA.

Policies Regarding Institution and Course Qualification for Credit Away

To be awarded Penn credit, a course taken at another school must meet the following criteria:

- The school must be a regionally accredited institution.
- The school must be a four-year institution that grants bachelor's degrees.
- No credit away will be awarded for courses taken at two-year institutions (i.e., a junior or community college).
- Both in-person and online courses may be approved for credit away.
- No credit will be given for courses taken in timeframes significantly different from the regular University schedules.
- No credit will be granted for courses (other than field courses) taken on sites without appropriate facilities of a college or university (e.g., libraries and laboratories) unless supervised by School of Arts and Sciences faculty.

Policy Regarding Student Performance

- A student must earn at least a grade of C to have credit away posted on their Penn transcript. Some departments, however, require a minimum grade of B- for a course to be eligible for credit away.

How to Request Penn Credit for Credit Away

Prior approval must be obtained from the appropriate academic department at Penn. To seek approval, students log in to XCAT and submit a course syllabus and other supporting materials from the external institution.

A Penn department can act on an XCAT request for credit away in one of four ways:

1. Departments may **return** the request in XCAT for more information. In that case, students should include the requested information and resubmit to the department.
2. Departments can **approve** the request for a Penn equivalency. This approval applies to the student making the request only.
3. Departments can approve the credit for the student requesting the course and set a **precedent** for students taking the course in the future.
4. Departments may **deny** a request if there is no equivalency in the Penn department.

The kind of Penn credit awarded will depend on Penn departmental review through XCAT. The Penn department will also determine the number of c.u. appropriate for a credit away request.

Students may use the comment section of their XCAT request to ask that a particular course number be listed for the credit. The Penn department will consider whether the requested course number is appropriate.

Credit Away and College Requirements

With careful planning, credit away can be used to satisfy College requirements.

- A General Education Requirement, if the reviewing Penn department awards the same course number (e.g., EESC 1000) for the credit away course as they do for a Penn course that fulfills that requirement. If the Penn department does not grant the exact number, the course cannot be use to fulfill that requirement.
- Major and minor requirements, with the major or minor department's approval. Students are advised to contact the appropriate department for confirmation that the credit away course fulfills their requirements.
- Credit away courses can be used as free electives.

Students are advised to:

- Research which courses at Penn meet the requirement they would like to fulfill with credit away
- Research courses at other schools to determine if there are similar courses at the other institution
- Submit the course information including a syllabus in XCAT to the appropriate Penn department for review prior to taking the course.
- Discuss their plans with their College Contact--and also with their major advisor and the relevant department if they intend to use credit away to fulfill a major or minor requirement.

Posting Credit Away to the Penn Transcript

After the course has been completed, the student must request that the institution send an official electronic transcript to the College email address: college@sas.upenn.edu or a hard copy official transcript to 120 Cohen Hall, 249 South 36th Street, Philadelphia, PA 19104-6304.

Credit away cannot be posted until the course has been approved in XCAT and an official transcript has been received by the College from the institution where the class was taken. Grades received from other institutions are not recorded on the Penn transcript, nor are they included in the grade point average at Penn.

The departments are asked to review a request within two weeks of submission. Students can check on the status of their request if it has not been reviewed by contacting the departmental credit evaluator. The review of requests is done by staff and faculty in Penn departments and requires a good deal of work on their part. Please do not request credit away unless you are fairly certain you will take the course if the Penn equivalency is granted.

Students can check the status of their requests in XCAT. The notations of "Precedent approved, in division queue" or "Dept. approved, in division queue," indicate that departmental approval has been granted and, if all other credit-away criteria are met, Penn credit will be given.

Transfer Credit

Transfer credit is awarded to students who have been admitted to the College through the transfer admissions process. Credit may be given

for courses completed at the student's previous college or university, subject to review and approval by a representative of the appropriate Penn department. To request transfer credit for a course through a Penn department, log in to XCAT (External Credit Approval Tool) and submit all course syllabi and other supporting materials from the previous institution.

A minimum grade of C is required for a course to be eligible for transfer credit. The grade earned in a course approved for transfer credit will not appear on the Penn transcript.

No student may graduate with a B.A. from the University of Pennsylvania without having completed at Penn at least one-half of the total number of required course units. Students must also complete at Penn at least one-half of the courses required for their major (though some major programs may require more than this number).

Math for Transfer Students

Prior College Math Courses

Transfer students who took a math course at their previous college or university should speak with their academic advisor about the proper placement in a math course at Penn. Placement may depend, in part, on the approval for transfer credit received from the Math department via XCAT.

Starting Math at Penn

Students who did not take a math course at their previous college or university and plan to do so at Penn should take the Math placement exam to determine the proper level of calculus course to take. Transfer students wishing to take this placement exam should let their College advisor know as soon as possible, so that they may be given access to the exam.

You can find out more about starting math in the College on page 27.

Transfer Credit from a Two-Year Institution

Credit earned at two-year institutions either while the student is in high school (including the summer after) or after the student has matriculated at Penn (Credit Away) will not be posted to the Penn transcript. For students who transfer to Penn from a two-year institution, however, departments may at their discretion grant credit for course work done at the two-year institution.

Incompletes

Students should request Incompletes rarely, if at all. It is far better to plan ahead and use advising and academic support resources to ensure finishing the coursework on time. If the work for a course is incomplete as a result of the student's unexplained failure to hand in assigned work or to take the final examination at the regularly scheduled time, the instructor will issue a grade of F for the course.

The decision to grant an Incomplete or not is solely that of the instructor teaching the course. If an instructor chooses to grant an Incomplete, they may grant a short Incomplete or a long Incomplete. If an Incomplete is not made up by the deadline below, it will become an F.

See Multiple incompletes leave on page 21.

Risks of Incompletes

- Students with two or more Incompletes will be eligible for a Mandatory Leave of Absence.
- Incompletes affect the number of credits earned in the short term and can have an impact on financial aid, athletic eligibility or visa status for international students.
- Students who receive an Incomplete may be rendered ineligible for election to Phi Beta Kappa, even if their grades would have otherwise been sufficient.
- Students often find that incomplete coursework from previous terms is very difficult to finish while carrying a full schedule in the current term.
- A student may not graduate with an "I" on the transcript.

Repeating an Incomplete Course

The Incomplete designation may not be used to allow a student to repeat the course in a subsequent semester. If a student must repeat a course in order to complete the work for it, the instructor will assign a grade of F for the initial semester, and the student must re-register for the course for credit in a subsequent semester. In some cases, the Committee on Undergraduate Academic Standing may permit a student to withdraw retroactively from the course by petition.

Resolving an Incomplete Grade

The Incomplete is made up only when the official grade is received by the College Office. If a grade is converted to an F, the instructor may choose to change it up to two full semesters (excluding summer) after the term in which the course was taken.

See Support for Finishing Incomplete Work on Page 25.

Policies Governing Graduation

Application for Graduation

The graduation application opens early in the semester and closes on the last day of classes. It can be accessed through Path@Penn, by clicking on the "hamburger" at the upper left and selecting "Apply for graduation" in the drop-down, under "Academic Planning & Registration (more)." Students will receive an email confirmation after they have submitted their application. Further information can be found at https://srfs.upenn.edu/student-records/GradApp.

At the end of a student's final semester, the College will review their record for completion of all degree requirements and authorize the posting of the bachelor's degree. A College ceremony is held once a year, in May, to honor all graduates. Prospective graduates need to be aware of timelines and applications for both of these events.

An application for Graduation must be submitted early in the term of expected graduation. Seniors must adhere to a graduation schedule prepared each year by the College Office. A late fee will be charged for failure to apply for graduation by the date specified.

Grade Point Average to Graduate

Students must maintain a 2.0 overall grade point average, and a 2.0 average (or better, depending on the department) in major courses.

Pass/Fail Grade at Graduation

Any courses taken on a pass/fail basis will not automatically apply to a major or minor. Students who wish to use a Pass/Fail course towards the major or minor should consult with the department or program advisor. If that advisor approves, they should email the Administrative Coordinator for Graduation in the College Office. The College will ask the Registrar to uncover the grade. This cannot be done until the student's final semester.

Financial Holds and Obligations

All financial holds must be cleared and resolved before graduation. Graduates who have not resolved these holds may have their diplomas held. Students should contact Student Registration and Financial Services (SRFS) for help resolving their holds.

Graduation Honors

In recognition of distinguished academic achievement and high standards of academic integrity, the University of Pennsylvania awards graduation honors to undergraduate students based on the cumulative g.p.a. on their transcripts at the time of graduation.

- Summa cum laude: 3.8 or higher
- Magna cum laude: 3.6 or higher, but less than 3.8
- Cum laude: 3.4 or higher, but less than 3.6

A student who has received a sanction of probation or greater for a violation of the Code of Academic Integrity, the Code of Student Conduct, or the Sexual Violence, Relationship Violence, and Stalking Policy is not eligible for Graduation Honors. Notation of Graduation Honors will be removed from the transcript if the finding occurs after this honor has been posted.

Major and Minor Certification

Each department, program or individualized major advisor will certify students as having met the requirements for the respective majors and minors.

Seniors should consult with an advisor in the department or program in which they wish to minor, to confirm that the minor has been certified as completed in the Degree Audit in Path and posted to the student's transcript.

Transcripts

All courses applying towards the undergraduate Bachelor of Arts Degree in Arts and Sciences at the University of Pennsylvania before a student receives an undergraduate degree are recorded on the student's undergraduate transcript. At the date of graduation, the transcript is closed, i.e., no changes may be made thereafter.

Students can view and request official copies of their undergraduate transcript on Path@Penn.

Degree Requirements

Students are responsible for fulfilling all the requirements of their curriculum.

The requirements for the Bachelor of Arts in the College provide a flexible structure that is designed to inspire curiosity and frame opportunities while drawing you toward two distinct goals: general education across the wide range of the arts and sciences and specialized education in a major.

The General Education requirement develops skills and approaches to knowledge and engages you in the intellectual work of disciplines in a variety of fields across the arts and sciences. The General Education requirement is made up of Foundational Approaches and Sector requirements.

The Major requirement provides an opportunity to know a segment of human knowledge deeply, with a sufficient grasp of its modes of thinking and analysis.

The Elective requirement gives you the freedom to pursue interests that may lie outside the major and that extend beyond those addressed in the General Education Curriculum.

Because the College curriculum fulfills a Bachelor of Arts degree, students are required to complete a minimum number of c.u. in the Arts & Sciences.

The overall c.u. requirement is determined by the primary major and ensures a broad education across the University with a specialization in the Arts & Sciences and a manageable number of courses taken over four years.

Students are responsible for fulfilling all the requirements of their degree.

Credits Needed for Graduation by Major

Total C.U.

The total number of course units needed for graduation varies between 32 and 36 depending on the number of course units required in the major. Each major specifies a certain number of course units that must be completed, but never less than 12 and no more than 20.

Total Arts & Sciences C.U.

Because the Bachelor of Arts degree is fundamentally an Arts and Sciences curriculum, students are required to complete a minimum number of c.u. in the Arts & Sciences across the entire degree. The number of Arts & Sciences c.u. required varies by major or major concentration. Students in dual degree programs will be required to take two fewer Arts & Sciences c.u.

In some cases, students may need additional c.u. beyond the major and Arts and Sciences in order to complete the total number of c.u. needed for the degree. In those cases, students can choose courses from across the University. *See Policies Governing Arts & Sciences Courses on page 10.*

Students who are completing more than one major must use their largest major to calculate the number of course units and Arts and Sciences c.u. required for graduation. The largest major will be designated as primary by the College Office when the second major is declared.

For the number of c.u. needed by major, see page 33.

Policies Governing Academic Options

Study Abroad

The College, in concert with Penn Abroad, closely monitors the academic quality of the programs in which Penn students enroll. Students are required to meet first with their major advisor followed by the assistant dean in the College Office responsible for the program in question to ensure that the program is academically appropriate and to review the process for receiving credit.

- Good academic standing and a minimum cumulative and semester g.p.a. of 3.0 are required to apply for study abroad; some programs stipulate a higher g.p.a.
- If students do not meet the academic requirements to study abroad, including good academic standing, or they violate academic integrity prior to study abroad, permission to participate will be revoked even if admission has been granted and travel arrangements have been made.
- Students are not allowed to study abroad if a grade notation of I, NR or GR or if more than two F's appear on their Penn transcript or if their major is undeclared, unless permission is specifically granted by the appropriate assistant dean.
- Some abroad programs also require a minimum level of language skill. Refer to the Penn Abroad website for more information on language requirements.
- Students who enter Penn as first-years must complete three semesters of full-time study in Philadelphia and be enrolled at Penn in the fourth full-time semester before applying to study abroad and the semester before they study abroad. Transfer students must complete one semester at Penn before applying. They must have completed two semesters at Penn before studying abroad and be enrolled at Penn the semester before their departure.
- Junior transfer students are not eligible to study abroad.
- Petitioning for an exemption from these policies is an option if there are compelling academic and intellectual reasons. Students should contact the College study abroad advisor to discuss petitioning.
- Students studying abroad pay regular Penn tuition and continue to receive financial aid as if they were in residence on Penn's campus. Students should discuss their financial plans with their advisor in Student Financial Services.
- Students will receive credit for their coursework as long as the relevant academic departments at Penn approve this credit. Their grades become a regular part of their transcript and are calculated into their Penn g.p.a.
- Credit will not be awarded for programs that are not formally affiliated with the University of Pennsylvania.
- Credit earned studying abroad may be counted toward some General Education requirements, but only when departments award credit using the number of a Penn course approved for that requirement. The Writing and Quantitative Data Analysis Requirements cannot be fulfilled with abroad credit. Students should be aware that most abroad credits are not approved for General Education requirements.
- All College academic policies apply to students while away including add, drop, withdraw, and grade type change. Students who are interested in applying to study abroad should refer to Abroad: Step-by-Step on the College website for more information on the application process.

Summer Study Abroad

Students who wish to study abroad on a Penn summer program should contact the College of Liberal and Professional Studies. Students may choose to study abroad in the summer through a four-year, degree-granting, accredited institution other than Penn. If a student wishes to transfer the credits to their Penn transcript, they must seek course approval from the relevant Penn departments before classes begin. These courses are considered credit away, so each course must be approved through the External Credit Approval Tool (XCAT) and the course grades are not calculated into the Penn g.p.a. Students who have questions about this process should contact the College Office.

Study Abroad Course Approval

Individual academic departments at Penn are solely responsible for determining which courses taken abroad are equivalent to Penn courses and whether the courses fulfill the major or other requirements. In some cases, the department may impose additional requirements for course equivalency to be granted, or the department may wish to evaluate courses upon the student's return from study abroad. Students should be aware that it is difficult to fulfill General Education Requirements with courses abroad. Whether pursuing courses for electives or for the major, students should consult with their home school advisor in the College Office responsible for the program, submit electronic syllabi through the External Credit Approval Tool (XCAT), and bring back all papers, exams, bibliographies and syllabi from abroad.

Students submit requests for approval and departments make determinations through XCAT.

The online External Credit Approval Tool (XCAT) allows you to request College course equivalencies for courses taken abroad. This online tool is available to any Penn undergrad. However, Wharton courses taken at non-Wharton approved programs will not be considered.

Requesting Approval

- Students will enter their request for Penn course equivalency in XCAT. If their course was taken previously by other students and pre-approved by departments, it will be listed as a precedent. Precedents are guaranteed and, other than entering

the year taken, no additional supporting materials or departmental approval is necessary.

- Students can submit requests as soon as they are accepted into their study abroad program. Note that some departments will not review requests until the course is completed, and appropriate materials are submitted.
- Please note that any business courses taken at locations where there are also Wharton-approved programs must be submitted to "Wharton Undergrad Division" under "Requested Penn Subject." No departmental credit is given because all approved study-abroad credits are designed with a general WH code.

After submitting your request

Students can check the status of their requests by logging into XCAT. If their request is denied, they should refer to any comments added by the department evaluator.

Getting courses taken abroad listed on your Penn transcript

Students need to submit requests for each course they took abroad regardless of whether they are needed for graduation, and they should all have Penn departmental approval. They should withdraw from the XCAT queue any courses they did not take, so that the only courses that remain in XCAT are the ones in which they were enrolled in while abroad. They will receive notification from Penn Abroad once their abroad transcript has been received and processed. Once all the steps above have been met, they can expect to see their abroad courses and grades on their Penn transcript within two weeks. If this does not occur, they should contact the appropriate home school advisor for their abroad program.

Internships

The College prefers that its students be paid for their work, but when this is not an option and companies insist that the students receive credit as a condition of their internship, the student should see a College Office advisor during drop-in advising or email their College Contact.

The College Office can write to the sponsoring company/organization granting the student permission to work as an intern, while making it clear that the University will not indemnify the company or organization or insure the student during the internship. For further information, contact the College Office.

Optional Practical Training (OPT)

Optional Practical Training, or OPT, is intended to provide hands-on practical work experience in the U.S., complementary to the academic program. For information, see the ISSS website.

Dual Degree

- Like all students in the College, Dual Degree students must complete a minimum number of credits in the Arts and Sciences.
- Dual Degree with the Nursing School: A g.p.a. of 3.0 is necessary for consideration. Consult the Nursing School for further details.
- Dual Degree with the School of Engineering and Applied Sciences: The Engineering School looks for a cumulative g.p.a. of 3.0. The School also likes to see MATH 1400, MATH 1410, PHYS 0150, PHYS 0151, CHEM 1012, CHEM 1101. By the end of the second year, the student should have at least one sophomore-level engineering course. The total number of course units a student must have for the two degrees may be as high as 46.
- Dual Degree with the Wharton School: Students should consult the Wharton School website for eligibility and academic requirements for consideration for the dual degree with Wharton.
- Applications for a dual degree with Nursing or Engineering can be submitted at the end of the first year or at the middle or end of the sophomore year. Applications for a dual degree with Wharton can be submitted at the end of the first year or the middle of the sophomore year at the latest. Students are usually not eligible to apply for the dual degree after the sophomore year.
- To apply for a dual degree at the end of the first year at Penn, students must have completed at least 8 c.u. at Penn. Note that individual schools will have their own policies. See their websites for details.

Both degrees must be awarded at the same time even if the requirements for one are completed in an earlier semester.

Transfer Juniors: Study Abroad and Dual Degree

Students who transfer to Penn with junior standing are not eligible to apply for a dual degree program or for semester study abroad programs.

Engineering Major for College Students

The School of Arts & Sciences and the School of Engineering and Applied Science make their majors available to undergraduate students in each other's school. College students are able to complete a major in one of several Engineering departments. Engineering students are able to complete any of the majors offered in the School of Arts and Sciences.

Prerequisites for the Engineering Major

- Students must declare a College major before declaring a second major in Engineering.
- College students must complete at least two semesters of coursework at Penn before they may declare an Engineering major. In addition, College students must declare an Engineering major no later than the fifth semester at Penn.
- Each of the Engineering majors available to College students has specific prerequisites that must be completed before the major can be declared.
- College students must be in good academic standing to be eligible to declare an Engineering major. In addition, College students must also have a minimum 2.0 cumulative g.p.a. in prerequisites and related/required courses for the intended Engineering major.
- Course requirements and contacts for SEAS majors available to College students are found on the School of Arts & Sciences and the School of Engineering and Applied Science site.

Policies Governing the Engineering Major for College Students

- College students pursuing a second major in Engineering DO NOT earn a dual degree. They earn a single degree from the College of Arts and Sciences.
- Because College students who pursue an Engineering major do not earn the Bachelor of Science in Engineering (BSE) degree, they do not receive professional certification and are not thereby qualified to sit for any certification exam in Engineering.
- The Engineering major does not fulfill the College's Major Requirement for graduation and must be declared as a second (or third) major. College students pursuing a major in Engineering must have a major in the College of Arts and Sciences.
- For College students pursuing an Engineering major, the College major will determine the College of Arts and Sciences requirements for the degree.
- Policies governing academic actions, academic standing and petitions are those of the College of Arts and Sciences.

Procedure for Declaring the Engineering Major

College students who qualify academically and are interested in pursuing an Engineering major are welcome to consult with an advisor in the College Office to determine the feasibility of successfully completing the Engineering major.

College students interested in pursuing an Engineering major should: Have already declared a major in the College.

- Meet with an advisor in the College Office to discuss how the second major fits with the rest of the student's College curriculum.
- Submit a major declaration request using the "Declare/Update Field of Study" form in Path@Penn.
- The Engineering department will assign an advisor to monitor and certify College students in their second major.

Note that College students must declare an Engineering major no later than the start of the fifth semester at Penn.

Submatriculation

The minimum course requirement for the master's degree is 8 c.u., although some graduate programs may require more than this minimum. Courses earning credit for the master's degree must be at the graduate level as specified by the graduate program, usually at the 5000-level and above.

A maximum of 4 c.u. at the graduate level may be counted toward both the B.A. and the master's degree. Thus, the minimum number of combined course units for the two degrees is 36 (assuming a 12 c.u. undergraduate major). These four courses may be part of the Major Requirement or the electives of the undergraduate program, but may not include courses in independent study. Some graduate programs may permit fewer than four courses to be double counted.

Graduate courses taken prior to admission by submatriculation in a master's program may be applied to that master's degree, but they may not be removed from the undergraduate record. These courses will be subject to the normal limitations on double counting.

Courses must be officially designated as a part of the master's degree during the semester in which they are taken - this cannot be done retroactively.

A student submatriculating into a research master's program (M.A. or M.S.) is expected to complete the two degrees within the normal four undergraduate years. For a student submatriculating into a professional master's program, the coursework will extend beyond the baccalaureate career. In both cases, the total number of years normally required to complete the undergraduate and graduate degrees is condensed. In addition, students should speak with the Graduate Chair or Director of the intended graduate program.

Students considering submatriculation are strongly encouraged to speak with a counselor in the Student Registration and Financial Services office as soon as possible to discuss how tuition is billed for students at various stages of submatriculation, and to what extent undergraduate financial aid can be applied.

B.A./J.D. Submatriculation

- Prospective applicants to the B.A./J.D. program should have fulfilled most—if not all—of their undergraduate degree requirements by what is generally a student's junior year.
- A prospective applicant should have a g.p.a. of 3.4 or above to apply.
- Students pursuing dual degrees or coordinated dual degrees are not eligible to apply for this program.
- Following matriculation to the Law School, four College courses (4000-level or above) must be taken and will be counted toward both the B.A. and the J.D. These courses must be approved by a Law School advisor.
- Up to four Law School courses may be counted toward the B.A., either as electives (as long as the student has taken the total required Arts and Sciences c.u. as determined by their major) or as part of their major (as approved by the major advisor).
- No more than 8 c.u. in all can be double counted toward both degrees. Students must satisfy all the requirements for the J.D. during their fourth, fifth, and sixth years of study.
- Students in the program must complete an advanced-level seminar or independent study in their major field of study by the time they complete junior year.

Application

Students apply to the Law School for admission to this program in the fall semester of their junior year. The application includes an essay explaining the relationship between his or her experience in the College and the study of law and a proposed plan of study developed in consultation with the College advisor.

Please visit www.law.upenn.edu/admissions/how-to-apply.php and note that either the LSAT, GRE or GMAT is required.

Although the Law School makes the final decision about acceptance into the submatriculation program, the student's application must also be approved by the College committee.

Students who are serious about this program should contact the B.A./J.D. advisor in the College Office.

Inquiries about the J.D. requirements should be addressed to the Penn Law School Office of Admissions and Financial Aid, contactadmissions@law.upenn.edu.

Leave of Absence

Requesting the Leave

- Students are encouraged to request a leave of absence before the beginning of the semester in question. If a student is granted a leave after the beginning of the semester in question, the normal drop and withdrawal deadlines apply.
- Students begin their request for a leave of absence by speaking with an advisor in the College Office to discuss their reason for taking the leave and their plans for the time away from Penn. The advisor will provide the leave of absence request form to the student.
- The student then submits the completed leave of absence request form to the College. After review, the College will notify the student of their decision.
- The College will outline any specific conditions that must be met by the student before returning from leave.
- Students on leave may not be enrolled in Penn classes and will not receive credit for classes taken elsewhere during the leave unless special approval by the College is given. Students on leave may not live in University-owned housing during the term of their leave or participate in and/or hold a leadership position in a registered University organization.
- Discontinuance of study without permission from the University does not constitute a leave of absence. Students who have requested a leave of absence for a given semester may still be academically suspended if their previous term's grades qualify them for this action.
- Students who are granted a leave of absence after the first five weeks of the semester will receive the notation of W (withdrawal) after each course on their transcript. After the withdrawal deadline (tenth week) a leave of absence will be granted only under extremely extenuating circumstances and with proper documentation.
- The PennCard will be deactivated as soon as the leave has been processed, and the leave will be posted on the student's transcript.

See the Before Leaving Checklist on page 23.

Duration

- The standard length of a College leave of absence is one full calendar year. Students may request an early return from leave after one full semester on leave, but should bear in mind that this request may be denied.
- Students who remain on leave longer than two years and who do not respond to the University's attempts to contact them will be withdrawn from active status.

Returning from Leave

Return Request Timeline

- July 15 for enrollment in the fall semester
- November 15 for the spring semester
- April 15 for the summer session
- Two weeks before the beginning of the relevant Advance Registration period, if wishing to advance register.
- If you need to or want to live on campus, please check with Residential Services for their relevant deadlines.

Timely submission of requests and documentation is a condition of any return and any submission received after the relevant deadline may be denied.

See the Returning to Penn Checklist on page 23.

Tuition Adjustment

A student who is granted a leave of absence during either term of the academic year (fall or spring) or who withdraws from the College will be eligible for a reduction in tuition and fees in accordance with the conditions set forth below. The effective date of separation is the date the student files a written request for withdrawal or leave of absence.

- Request within the first two weeks of class - 100%
- Request within the third and fourth weeks of class - 50%
- Thereafter - 0%.

In the case of students receiving financial aid, eligibility for the term will be redetermined based on actual charges and prorated allowances for living expenses.

A student who is required to withdraw because of a violation of University regulations will receive no tuition adjustment.

For rules regarding reductions in residence and meal contract charges, see the current year's residential handbook and the terms and conditions of meal plans.

For summer deadlines, see the LPS Summer calendar.

Special Circumstances

Resolving Incompletes before Returning

Students with Incompletes will be required to resolve them and receive final grades for the courses in question before August 1 for a fall return, December 1 for a spring return and May 1 for a summer return.

Student Conduct Issues

If applicable, students will need to clear any pending issues with the Center for Community Standards and Accountability and the Office of the Associate Vice President for Equity and Title IX Officer before August 1 for a fall return, December 1 for a spring return and May 1 for a summer return.

Medical Circumstances
Students whose leave request indicated medical circumstances as at least part of the reason for that request will be required to present a treating clinician's current evaluation of the medical condition to the relevant health office (Student Health and Counseling). The College, in consultation with these offices, will determine whether the results of the evaluation suffice to satisfy the conditions set forth in the original message granting approval for the leave.

Students on Financial Hold
Students who have been placed on financial hold by Student Financial Services office must resolve these issues and have the hold cleared before August 1 for a fall return, December 1 for a spring return and May 1 for a summer return.

Leave Pending Graduation
When students complete their final semester of enrollment in the College but need a bit more time to finish degree requirements, they are placed on (or may request) leave pending graduation. This means they will not continue to be enrolled at Penn but have not yet graduated. This type of leave allows students to:

- Resolve incomplete grades;
- Fulfill remaining requirements with courses taken as credit away at another institution;
- Address other issues preventing graduation.

Please note: College students may earn no more than 5 CU of credit away over their entire undergraduate career.
Students on leave pending graduation are not expected to re-enroll at Penn. After all degree requirements have been fulfilled, they will be awarded their degree in the next available graduation cycle (May, August, or December). Students on leave pending graduation should get in touch with their College Contact (listed on Path@Penn) to request that a graduation application be created for the term in which they plan to finish their work.

Students who remain on leave longer than two years and who do not respond to the University's attempts to contact them will be withdrawn from active status.

Before Leaving

Below is a list of services you may need to notify before leaving campus. Please know that once your status has been processed, your PennCard will be deactivated.

Student Registration and Financial Services
Review the Student Financial Services Leave of Absence Checklist to understand your obligations, and then meet with a financial aid counselor to discuss how your status may impact your finances and student loans.

Residential Services (On-Campus Housing)
Reach out to Residential Services at living@upenn.edu for instructions on how to move out of your on-campus housing assignment. In general, you will need to submit a Request for Early Termination form at MyHomeAtPenn, remove all of your belongings and any trash from your room, and go to the Information Center in the lobby of your College House to officially check out of your room, like you would at a hotel. If you do not remove all of your belongings from your room and officially check out of your room, you will continue to be charged rent, even if you are no longer present on campus.

Dining Services
Contact Penn Dining at dining@upenn.edu to advise of your leave. Include your name and 8-digit PennID# in your email. Dining will confirm your next steps with you regarding cancelling your plan for the semester(s) you are away from the University.

Student Health and Counseling
Check with the Insurance Navigator at Student Health and Counseling about how your change in status will affect your coverage, policies and procedures. Students on leave of absence are covered by the general fee through the academic year of the leave.

Check with your private insurance carrier regarding your health coverage during your leave of absence. Some insurance providers discontinue coverage if a student is not enrolled full time at a college or university.

International Student and Scholar Services
If you are an international student, contact International Student and Scholar Services and talk with your ISSS advisor about any change in your student status. You will be required to update your student status. If you submit an e-form through the iPenn system, contact your College Contact to let them know that a form is waiting to be processed. It is not automatically approved.

Office of Fraternity and Sorority Life
If you are living in a fraternity or sorority house, you will need to contact the Office of Fraternity and Sorority Life to be sure that your occupancy agreement is cancelled.

Center for Community Standards and Accountability
You must clear any pending issues with the Center for Community Standards and Accountability before your return. Failure to do so will result in a disciplinary hold that will prevent you from registering for classes or from getting copies of your transcript should you choose to transfer.

Returning to Penn

Return Request Timeline

- July 15 for enrollment in the fall semester
- November 15 for the spring semester
- April 15 for the summer session
- Two weeks before the beginning of the relevant Advance Registration period, if wishing to advance register.
- If you need to or want to live on campus, please check with Residential Services for their relevant deadlines.

Timely submission of requests and documentation is a condition of any return and any submission received after the relevant deadline may be denied.

Returning from Leave

When you are ready and eligible to request a return to the University, please follow the steps outlined in your original leave of absence approval letter to request the return from leave form. You can also email the Casenet team at col-casenet@sas.upenn.edu to request the return form.

Returning from Multiple Incompletes Leave
The following conditions must be met before a student is eligible to return from Multiple Incompletes Leave:

- All Incompletes must be resolved and final grades posted to the transcript.
- Students who were not in good academic standing during the term in which they were placed on Multiple Incompletes Leave, or whose final grades in their incomplete courses make them eligible for academic probation, are placed on Multiple Incompletes Leave for a full academic year and are placed on academic status alert when they return.
- Any additional conditions for return specified in the original notification of Multiple Incompletes Leave must be satisfied before the beginning of the term in which the student wishes to enroll.
- Students may be asked for additional documentation to help determine their readiness to successfully resume full-time studies.

Requesting a Return from Multiple Incompletes Leave
When a student is ready to request a return from a Multiple Incompletes Leave, the student must contact the academic standing coordinator in the College Office and ask for the Request to Return from Leave form. The form must be returned to the College Office by the relevant deadline (above).

Any return request for a particular semester submitted to the College later than the deadlines may be denied by the College. Timely submission of requests and documentation is a condition of all leaves.

All students returning from a Multiple Incompletes Leave will be required to meet with an advisor in the College Office to discuss their plan for re-integrating themselves in the academic community of the University. This discussion will include plans for completing the student's degree program as well as the use of appropriate University support services.

Returning from Academic Suspension
All students returning to Penn after being on academic suspension will be placed on Academic Status Alert.

In order to re-enroll, a student must speak with the Academic Standing Coordinator in the College Office and ask for the return form.

General Steps for Return Once Approved

To ensure a smooth return to campus, students should contact the appropriate offices below and comply with any deadlines and procedures:

Update Contact Information
Update contact information in Path@Penn by following these steps.

See Student Registration and Financial Services
Review the Returning to Penn checklist from Student Registration and Financial Services to understand any financial obligations when returning to Penn.

Apply for On-Campus Housing, if applicable
Reach out to Residential Services at living@upenn.edu for instructions on how to submit a new application for housing at MyHomeAtPenn. Please note that undergraduate students are required to live in on-campus housing for their first four complete semesters at Penn, regardless of the number of course credits or class standing.

Complete an occupancy agreement with Office of Fraternity and Sorority Life, if applicable
Contact the Office of Fraternity and Sorority Life to complete an occupancy agreement if planning to live in a fraternity or sorority house.

Arrange for a meal contract with Dining Services
Enroll in a dining plan via Campus Express. Email Penn Dining at dining@upenn.edu with any questions you may have.

For students that have not yet met their 4-semester dining plan requirement: if you do not enroll in a plan, a default plan will be loaded for you. For all other students, you have the opportunity to enroll in a dining plan for the Academic year.

Update student status with International Student and Scholar Services (ISSS)
Review these steps to update your student status and connect with International Student and Scholar Services (ISSS) prior to returning to Penn.

Contact Student Health and Counseling to consult with an Insurance Navigator
Student Health and Counseling to consult with an Insurance Navigator about coverage, policies and procedures upon return. Any private insurance carrier should also be notified of re-enrollment.

Go to the PennCard Center if your card has expired
PennCard Office will reactivate their PennCard as soon as a student registers, provided the card has not expired. If the card has expired, the student should go directly to the PennCard Center. Additional questions should be directed to penncard@upenn.edu.

Check the appropriate dates on the academic calendar and use available resources to select courses
Check the appropriate dates on the academic calendar and use available resources to select courses. Students who discover that they are on hold should follow the steps outlined by Student Registration and Financial Services (SRFS).

Connect with Disability and Learning Support

Connect with learning consultants and disability specialists at the Weingarten Center who can support you academically and review eligibility for accommodations.

Multiple Incompletes Leave
A Multiple Incompletes Leave prevents students from re-enrolling at Penn until all the incomplete coursework has been finished and those courses' grades reported. This frequently entails at least one semester off from school.

Notification of at risk of Multiple Incompletes Leave
Students who accumulate two or more Incomplete grades in each term or in cumulative terms and do not finish the work by the Multiple-Incomplete deadline will be placed on a Multiple Incompletes Leave by the Committee on Undergraduate Academic Standing until all academic work is finished satisfactorily. This action is not intended to be punitive; rather, it is an opportunity for students to finish incomplete courses so that they may start a new term without the burden of extra work and address the issues that led to the incomplete work. At the end of each semester, students who have multiple Incomplete grades are notified that they are eligible for Multiple Incompletes Leave and informed of the deadline by which they must resolve all coursework connected to multiple Incompletes to avoid being placed on leave. Students are requested to fill out an Incomplete Course Support Plan (see red box above) and return it to the Academic Standing Coordinator.

Multiple-Incomplete Deadline
The Multiple-Incomplete deadline is earlier than the deadline for single Incompletes and falls between the end of the make-up exam period and the end of the Course Selection Period in the fall and spring semesters. The exact date is listed in the Incomplete Course Support Plan for a particular semester. Students should be aware that instructors are not obligated to adjust to this shorter timeframe.

Restrictions on Summer Coursework
Students who are enrolled in summer courses and have Incompletes from the spring must finish all Incomplete work (other than postponed exams scheduled for the beginning of the fall semester) before Summer Session I begins if they want to participate in summer coursework at Penn. Summer Credit Away at other institutions will not be accepted if a student has not resolved all Incomplete work prior to the Penn Summer Session I deadline.

Instructor Confirmation of Completed Work
When all coursework is completed, it is the student's responsibility to ask the instructors to email the Academic Standing Coordinator in the College Office and confirm that the work is completed and the student is expected to receive a passing grade.

Placement on Multiple Incompletes Leave
If all incomplete work is not confirmed completed and passing by instructor(s) by the Multiple Incomplete deadline, students will be placed on Multiple Incompletes Leave. A Multiple Incompletes Leave entails at least one semester off from school. Students may not apply to return to classes until all coursework has been completed and the grades reported.

There are several things to consider when placed on a Multiple Incompletes Leave:

- Courses for the following term may be dropped immediately and students will not be able to return from leave until the work for ALL Incompletes is confirmed as finished.
- A return from Multiple Incompletes Leave is contingent upon achieving good academic standing. If one or more of the incomplete courses results in a failing grade or if the term or cumulative g.p.a. is below 2.0, students may be placed on academic probation or required to remain on leave for a full academic year.
- Students who were not in good standing in the semester in which they were placed on Multiple Incompletes Leave are required to remain on leave for a full academic year.
- Students may not receive Penn credit for courses at any other institution while on leave.
- Student PennCards will be deactivated when the leave is imposed.
- Students may not live in University-owned housing, nor may they participate in and/or hold a leadership position in a registered University organization while on leave.
- Students may be asked for additional documentation to help determine their readiness to successfully resume full-time studies.

Support for Finishing Incomplete Work
- **Weingarten Center:** Learning Consultations at the Weingarten Center are available for students who have Incompletes to help develop and work through manageable plans for finishing the work. The Center offers individual appointments as well as group workshops on completing your Incompletes.
- **Incomplete Course Support Plan:** Students who are working on multiple Incompletes should fill out an Incomplete Course Support Plan, Academic Standing Coordinator, will receive a copy. The completed Plan should detail what work remains for each Incomplete course and include a timetable for finishing the work by the Multiple-Incomplete deadline. Students should use the Incomplete Course Support Plan to frame a conversation with each instructor about how the coursework will be resolved within the Multiple-Incomplete deadline.
- **Communication with Instructors:** Students should keep in contact with the instructors whose courses they are working toward completing. Students should clarify with instructors what work remains and when it needs to be submitted to comply with the College's Multiple-Incomplete deadline, as

well as with any stipulations made by individual instructors about their own availability to review work. All work should be submitted to allow instructors ample time to review students' work before the College deadline.

Transfer Within the University

Students who wish to apply for an internal transfer between any of the four undergraduate schools should attend an information session or speak with an advisor in the school to which they are applying. Applicants should be prepared to discuss why the curriculum of the target school is a good fit for their academic interests and goals.

- Students are not eligible for transfer until they have completed 8 c.u. (or two semesters, whichever comes later) at Penn.
- Applications for internal transfer will not normally be considered after the end of the sophomore year.
- Students applying for internal transfer must be in good academic standing in their home school and should have no NR's, or I's on their record.
- Internal transfers to any of Penn's undergraduate schools or divisions are not eligible to transfer again within the University.
- External transfers admitted to any of Penn's undergraduate schools or divisions are not eligible to transfer again within the University.
- Students in Penn's College of Liberal and Professional Studies are not eligible to apply for an internal transfer into the College of Arts and Sciences.

Students with questions about transferring into the College should contact the Transfer Coordinator in the College Office.

Transfer into the Wharton School

Students should be aware that there are specific eligibility requirements for those wishing to transfer into the Wharton School and that the process is very competitive.

Transfer into the College from Another Penn Undergraduate School

Students whose curricular interests change after they have matriculated into one of the other full-time undergraduate programs at the University of Pennsylvania (Engineering, Nursing or Wharton) may apply to transfer into the College of Arts and Sciences.

- Students considering such a transfer should contact the Transfer Coordinator in the College Office to discuss their academic interests and plan for completing a College degree. Students interested in transferring into the College should review the curriculum of the College of Arts and Sciences and consider possible majors.
- The Internal Transfer Committee will look for indications of future success in the College by reviewing students' academic records from Penn and their high school.
- Since this is a competitive process, applicants who wish to pursue a liberal arts program are encouraged to consider opportunities at other institutions as well.
- The College will consider applications of students who have demonstrated an interest in the liberal arts and completed at least two semesters and 8 c.u. at Penn. Competitive candidates will typically have a minimum Penn g.p.a. of 3.0 and high school grades and testing consistent with first-year students in the College of Arts and Sciences.
- Applications will not be considered after a student's fourth semester at Penn. All applicants are expected to be in good academic standing at the time of applying to transfer to the College, have no incomplete coursework, and have no pending student conduct or academic integrity cases. Students may apply through May 15 for entry the following fall, and December 15 for the following spring.
- External transfers admitted to any of Penn's undergraduate schools or divisions are not eligible to transfer again within the University.
- Students in Penn's College of Liberal and Professional Studies are not eligible to transfer into the College of Arts and Sciences at Penn.

Language Certificate

- The language certificate may be earned by completing three courses of language study or courses in literature and culture taught in the original language. Courses used for the language certificate must be at a level beyond that required for the Language Requirement by the relevant department. The courses must be taught in the original language. Study abroad courses may be used with departmental approval.
- Students must earn a minimum average grade of B+ in the three courses used for the language certificate. The courses may not be taken on a pass/fail basis. Students who would like to obtain a language certificate should apply to the department in which that language is offered. If it is not offered in any department, they should apply to the Director of the Penn Language Center. The department or Center will verify completion of the requirements for the certificate.
- Completion of the certificate will be noted on the student's transcript at the time of graduation.

The Quaker Consortium

College students wishing to enroll in courses at Bryn Mawr, Haverford or Swarthmore should meet with an advisor in the College Office.

- Students will need a dean's letter of permission and must have the chosen course(s)approved for credit by the equivalent Penn department. At the end of the semester, students should request that a transcript be forwarded to the College Office. Upon receipt of the transcript and signed credit forms, the courses and the grades will be entered onto the Penn transcript. The grades will be included in the Penn g.p.a.
- Summer sessions at Bryn Mawr, Haverford or Swarthmore are not subject to the Quaker Consortium agreement and are treated as credit away.

Policies Governing Academic Honors and Awards

Phi Beta Kappa

Selection Process
Students may not apply for Phi Beta Kappa. Those juniors with a 3.85 g.p.a. or higher and seniors with a 3.7 g.p.a. or higher by the end of the fall semester are automatically considered and their transcripts are evaluated by the Electoral Board, which also solicits letters of recommendation for eligible students.

The records of students who graduated the previous year are reviewed, and a number of these students may be elected as well. Therefore, each student is granted at least two opportunities for review by the committee. Students who have Incompletes on their transcripts may be denied membership.

Students must have a minimum of 16 completed course units and not have been subject to a disciplinary action for an academic integrity violation to be eligible. It is the practice of the Delta Chapter to elect no more than eight percent of the graduating class each year. A small number of juniors is also selected at the spring meeting.

Eligibility
In addition to grades, the committee looks for independent research, participation in honors programs, advanced work in the major and in cognate disciplines, and evidence of intellectual rigor in an undergraduate program.

Notification
Students are notified of election by letter at the end of the spring term, prior to graduation.

Policies Governing Placement

Starting STEM at Penn

Starting Physics in the College
Initial placement in the appropriate level of Physics is essential to student success in science, engineering and many other fields.

Advanced Placement
Credit will be granted to students who achieve a score of 5 on the appropriate Advanced Placement (A.P.) exam. Students may also receive credit based on their performance on the A-level, International Baccalaureate or other centrally administered examinations.

A student who has A.P. credit for the equivalent Physics course and who wishes to enroll in introductory-level mechanics, PHYS 0008, 0101, 0140, 0150, 0170 or electricity and magnetism, PHYS 0009, 0102, 0141, 0151, 0171 at Penn must ask their advisor to remove the A.P. credit from their transcript.

Potential Physics majors with advanced placement credits are strongly encouraged to take the Honors Physics sequence PHYS 0170/0171.

Starting Biology in the College
Initial placement in the appropriate level of Biology is essential to student success in science, neuroscience, pre-med and many other fields. For the majority of students who take Biology in their first year, the choice is to start with either BIOL 1121 or BIOL 1101 and should follow one of the two recommended Biology sequence tracks below.

Departmental Exams for Credit
Incoming First-Year and Transfer students may receive credit for the lecture portion of one introductory course (BIOL 1101, 1102, or 1121) by passing the Departmental equivalency exam for that course. These exams are offered annually at the start of the Fall semester and are open only to incoming First-Year and Transfer students. To learn more about these exams and how to register to take these exams, please contact the Biology department.

Advanced Placement
The Department of Biology does not offer advanced placement credit based on external exams. See the Biology Department's website for additional information including internal placement exams.

Biology Sequence Tracks
Track 1
Recommended for students with AP, IB, or other advanced biology courses and high school chemistry. Introductory level:

- BIOL 1121 Introduction to Biology: The Molecular Biology of Life (lecture and recitation, 1.0 c.u.)
- BIOL 1123 Introductory Molecular Biology Lab (lab only, 0.5 c.u.)
- BIOL 1124 Introductory Organismal Biology Lab (lab with one hour lecture, 0.5 c.u.)

Track 1 is a one semester introduction to the major and is designed for students with a strong foundation in high school Biology and Chemistry. It is generally recommended for students who have earned either a 4 or 5 on the AP Biology exam and who have also taken at least one course of high school Chemistry. The BIOL 1121 lecture covers topics similar to those found in BIOL 1101, but in greater detail and at a quicker pace. Majors are advised to complete BIOL 1121 lecture with BIOL 1123 lab. Please note that biology majors and students completing pre-health requirements will need one additional intermediate level or advanced biology lecture course.

Track 2
Recommended for students with one year of high school biology. Introductory level:

- BIOL 1101 Introduction to Biology A (lecture and lab,1.5 c.u.)
- BIOL 1102 Introduction to Biology B (lecture and lab, 1.5 c.u.)

Track 2 is the more standard two semester introduction to the major. Biology 1101 covers topics in cellular and molecular biology and genetics, and BIOL 1102 covers topics in ecology, evolution, and organismal biology.

Starting Math in the College
Math is not a requirement for all plans of study in the College. Every student does need to fulfill the Formal Reasoning requirement in the General Education requirements, and there are many courses available in addition to math courses that you may take for this requirement including linguistics, philosophy and music theory among others.

But if you are planning on...

- Majoring in a STEM field including Economics
- Pursuing a pre-health path
- Or you like math and want to take more of it

you will need some math and should carefully consider which first course is right for you.

The Two Calculus Sequences
There are two primary calculus sequences:

- MATH 1300 -> MATH 1400 -> MATH 1410: Most students taking calculus at Penn (including students interested in the mathematical and physical sciences) will take one or more of these courses.
- MATH 1070 -> MATH 1080: If you are interested in a major in Economics, you have the option to satisfy your calculus requirements using these courses.

Math Placement Exam
Math placement at Penn takes place in two stages:

- Placement Exam – determines which courses you are allowed to register for.
- Credit Exam – grants official Penn credit for prerequisite courses and allow you to remain enrolled in the course into which you placed.

The placement exam does not award credit.

A score of 5 on the AP Calculus BC exam grants credit for Math 1300.

Departmental Exams for Credit
All students are eligible to take the Mathematics Department's internal exams for credit, which are offered at the beginning of the fall semester. More information is available on the Mathematics Department website.

Advanced Placement
See the placement charts below for information about AP and IB scores for Mathematics.

The Mathematics Department does not give credit for foreign examinations, such as the German Abitur, the French Baccalaureat and the English A-Levels.

Starting Chemistry in the College

Initial placement in the appropriate level of chemistry is essential to student success in science, engineering and many other fields. For the majority of students who take chemistry in their first year, the choice is between an entry course in CHEM 1011, CHEM 1012 or CHEM 1151.

Chemistry Placement Exam
Chemistry placement at Penn takes place in two stages:

- Placement Exam – determines which courses you are allowed to register for
- Credit Exam – grants official Penn credit for prerequisite courses and allows you to move ahead in the sequence

The placement exam does not award credit.

AP Chemistry scores do not award credit, but a score of 5 may qualify you for the honors sequence.

Advanced Placement
The Department of Chemistry does not grant advanced placement credit based on external exams.

Entry Courses in the Chemistry Sequence
CHEM 1011 - Introduction to General Chemistry I is designed for students with more limited experience in high school science and math.

CHEM 1012 - General Chemistry I is a more advanced introductory chemistry course that is geared toward students who had AP Chem in high school.

CHEM 1151 - Honors Chemistry I is a course for students who earned a 5 on the AP Chem exam and are enrolled in MATH 1410

Placement Charts

GCE Advanced A-Level Exams

GCE Advanced (A) Level Exam Policy

Examination	Grade of A* or A or B	Grade of C
Accounting	No credit	No credit
Ancient Greek	No credit (consult Classical Studies Department for Ancient Greek Placement Test and advising on language placement)	No credit
Biology	No credit	No credit
Economics	A* or A=Waiver ECON 0100 & 0200 B=No waiver	No credit
English	No credit	No credit
French	A* or A=FREN 212 (1 c.u.) (fulfills language requirement) A- =No credit (fulfills language requirement) B=No credit	No credit
Greek	A* or A=GREK 0400 (1 c.u.) (fulfills language requirement) B=No credit (fulfills language requirement)	No credit
History	No credit	No credit
Latin	No credit (consult Classical Studies Department for Latin Placement Test and advising on language placement)	No credit
Math with Further Math (Edexel)	No credit	No credit
Math with Special paper with merit (Cambridge)	No credit	No credit
Physics	A* or A=PHYS 0150 (1.5 c.u.) and PHYS 0151 (1.5 c.u.) B=PHYS 0101 (1.5 c.u.) and PHYS 0102 (1.5 c.u.)	No credit
Spanish	A* or A=SPAN 1200 (1 c.u.) (fulfills language requirement) A- =No credit (fulfills language requirement) B=No credit	No credit

Please note: These policies are in effect for students entering in the fall of 2026. They remain under ongoing review by the faculty of the University and are subject to change without notice.

Advanced Placement Equivalence

EXAMINATION	SCORE	PENN CREDIT AWARDED
Art History	5	Waiver for ARTH 1010 or ARTH 1020, consult with undergraduate chair
Art (Studio)	5	No credit (possible exemptions for majors, portfolio considered)
Biology		No credit
Chemistry*		No Credit
Computer Science A	5	CIS 1100 (1 c.u.) (credit for "A" or "AB" but not both exams)
Computer Science AB	5, 4	CIS 1100 (1 c.u.) (credit for "A" or "AB" but not both exams)
Economics		
Micro	5	ECON 0100 waiver
Macro	5	ECON 0200 waiver
English		
Language/Composition		No credit
Literature/Composition		No credit
Environmental Science		No credit
European History		No credit
French Language	5	FREN 1000 (1.cu.) (fulfills language requirement)
	4	No credit (fulfills language requirement)
German Language	5	GRMN 0400 (1 c.u.) (fulfills language requirement)
	4	No credit, (must pass the department exam to fulfill language requirement)
Government and Politics		No credit
Human Geography		No credit
Italian Language / Culture	5	ITAL 1000 (1 c.u.) (fulfills language requirement)
	4	No credit (fulfills language requirement)
Japanese	5	JPAN 0400 (1 c.u.) (fulfills language requirement)
	4	No credit
Latin - Literature		No credit (consult Classical Studies Department for Latin Placement Test and advising on language placement)
Mathematics AB		No credit
Mathematics BC*	5	MATH 1300 and satisfies 1400 prerequisite(1c.u.)
Music Theory		No credit

EXAMINATION	SCORE	PENN CREDIT AWARDED
Physics		
Physics 1	5	PHYS 0101 (1.5 c.u.)
Physics 2	5	PHYS 0102 (1.5 c.u.)
Physics-C (Mechanics)	5	PHYS 0150 (1.5 c.u.)
Physics-C (Electricity and Magnetism)	5	PHYS 0151 (1.5 c.u.)
Psychology	5	PSYC 0001 Waiver
Spanish Language	5	SPAN 1000 (1 c.u.) (fulfills language requirement)
	4	No credit (fulfills language requirement)
Spanish Literature	5	SPAN 1200 (1 c.u.) (fulfills language requirement)
	4	No credit (fulfills language requirement)
Statistics	5	STAT 1010 waiver or STAT 1110 waiver, consult with undergraduate chair
United States History		No Credit
World History		No Credit

*An internal departmental examination is also available for credit.

Policies remain under ongoing review, and are subject to change without notice.
See www.admissions.upenn.edu/apply/freshman-admission/externalexamcredit for updates.

International Baccalaureate Equivalence

HIGHER LEVEL EXAMINATION	SCORE	PENN CREDIT AWARDED
Anthropology		No credit
Biology		No credit
Economics	7, 6	ECON 0100 and 0200 waiver
English A/B		No credit
French A	7, 6	FREN 1212 (1 c.u.)
French A	5	FREN 1000 (1 c.u.)
French B	7, 6	FREN 1000 (1 c.u.)
Geography		No credit
German A	7, 6	GRMN 2100 (1 c.u.) (fulfills language requirement)
German A	5	GRMN 0400 (1 c.u.) (fulfills language requirement)
German B	7, 6	GRMN 0400 (1 c.u.) (fulfills language requirement)
History of the Americas		No credit
History of Europe		No credit
Latin		No credit (consult Classical Studies Department for Latin Placement Test and advising on language placement)
Mathematics Applications & Interpretations SL and HL and Analysis & Approaches SL *		No credit
Mathematics Analysis and Approaches – High Level*	7	satisfies 1400 prerequisite but no credit
Music		No credit
Philosophy	7, 6	PHIL 1000 (1 c.u.)
Physics	7, 6	PHYS 0150 (1.5 c.u.) and PHYS 0102 (1.5 c.u.)
Psychology	7, 6	Waiver for PSYC 0001
Spanish A	7, 6	SPAN 1200 (1 c.u.)
Spanish A	5	SPAN 1000 (1 c.u.)
Spanish B	7, 6	SPAN 1000 (1 c.u.)
Theater Arts	7, 6, 5	Departmental review on case-by-case basis

*An internal departmental examination is also available for credit.

Please note: These policies are in effect for students entering in the fall of 2024. They remain under ongoing review by the faculty of the University and are subject to change without not

Arts and Sciences Requirement & Sector Completed by Major Concentration

Major & Concentration	# of Arts	Total	Sector Fulfilled by the required major course
Africana Studies - African American Studies	28	32	Sector 4: Humanities & Social Science
Africana Studies - African Diaspora Studies	28	32	Sector 4: Humanities & Social Science
Africana Studies - African Studies	28	32	Sector 4: Humanities & Social Science
Ancient History	28	32	Sector 2: History & Tradition
Anthropology - Archaelogy	30	34	Sector 5: The Living World
Anthropology - Biological Anthropology	30	34	Sector 5: The Living World
Anthropology - Cultural and Linguistics Anthropology	30	34	Sector 5: The Living World
Anthropology - Environmental Anthropology	30	34	Sector 5: The Living World
Anthropology - General Anthropology	30	34	Sector 5: The Living World
Anthropology - Medical Anthropology & Global Health	30	34	Sector 4: Humanities & Social Science
Architecture - Design	20	33	Sector 3: Arts & Letters
Architecture - Design (Intensive)	20	36	Sector 3: Arts & Letters
Architecture - History and Theory (Declared Before Feb. 2023)	19	34	Sector 3: Arts & Letters
Architecture - Design (Declared Before Feb. 2023)	20	36	Sector 3: Arts & Letters
Art History	29	33	Sector 3: Arts & Letters
Biochemistry	34	36	Sector 6: The Physical World
Biology - Computational Biology	28	36	Sector 5: The Living World & 6: The Physical World
Biology (declared Feb 2024 and forward)	31	36	Sector 5: The Living World & 6: The Physical World
Biology- Mathematical Biology (declared before Feb 2024)	31	36	Sector 5: The Living World & 6: The Physical World
Biology- Molecular & Cell Bio (declared before Feb 2024)	31	36	Sector 5: The Living World & 6: The Physical World
Biology - Neurobiology (declared before Feb 2024)	32	36	Sector 5: The Living World & 6: The Physical World
Biology - Mechanisms of Disease (declared before Feb 2024)	32.5	36	Sector 5: The Living World & 6: The Physical World
Biology - Ecology & Evolutional Biology (declared before Feb 2024)	32.5	36	Sector 5: The Living World & 6: The Physical World
Biophysics	36	36	Sector 5: The Living World & 6: The Physical World
Chemistry	33	36	Sector 6: The Physical World
Cinema and Media Studies	29	32	Sector 3: Arts & Letters
Classical Studies - Classical Civilizations	28	32	Sector 2: History & Tradition
Classical Studies - Mediterranean Archaeology	28	32	Sector 2: History & Tradition
Classical Studies - Classical Languages and Literature	31	32	Sector 2: History & Tradition
Comparative Literature - Globalization	30	34	Sector 3: Arts & Letters
Comparative Literature - Theory	30	34	Sector 3: Arts & Letters
Comparative Literature - (Trans)national Literatures	30	34	Sector 3: Arts & Letters
Cognitive Science - Computation and Cognition	27	36	Sector 7: Natural Science Across Disciplines
Cognitive Science - Individualized	27	36	Sector 7: Natural Science Across Disciplines
Cognitive Science - Cognitive Neuroscience	32	36	Sector 7: Natural Science Across Disciplines
Cognitive Science - Language & Mind	32	36	Sector 7: Natural Science Across Disciplines
Communication - Communication, Culture, and Journalism Studies (Effective Fall 2026)	30	34	Sector 1: Society
Communication - Communication and Public Service (Effective Fall 2026)	30	34	Sector 1: Society
Communication - Data and Network Science for Communication (Effective Fall 2026)	28	34	Sector 1: Society
Communication - Media, Audiences, and Persuasion (Effective Fall 2026)	28	34	Sector 1: Society
Communication - Politics, Policy, and Advocacy (Effective Fall 2026)	30	34	Sector 1: Society
Communication - Data & Network Science	27	34	Sector 1: Society
Communication - Advocacy & Activism	30	34	Sector 1: Society
Communication - Politics & Policy	30	34	Sector 1: Society
Communication - Culture and Society	30	34	Sector 1: Society
Communication - Communication & Public Service	30	34	Sector 1: Society

Communication - Audiences & Persuasion	27	34	Sector 1: Society
Communication - General	30	34	Sector 1: Society
Criminology	29	34	Sector 1: Society
Design	18	34	Sector 4: Humanities & Social Science
Earth and Environmental Science (Declared After Feb 2023)	28	--	Sector 5: The Living World & 6: The Physical World
Earth Science - Environmental Science (Declared Before Feb 2023)	29	35	Sector 5: The Living World & 6: The Physical World
Earth Science - Geology (Declared Before Feb 2023)	31	35	Sector 5: The Living World & 6: The Physical World
Earth Science - Paleobiology (Declared Before Feb 2023)	34.5	36	Sector 5: The Living World & 6: The Physical World
East Asian Languages and Civilizations - East Asian Area Studies	28	32	Sector 2: History & Tradition
East Asian Languages and Civilizations - Dual Language	34	36	Sector 2: History & Tradition
East Asian Languages and Civilizations	28	32	Sector 2: History & Tradition
Economics	28	32-34	Sector 1: Society
English - Creative Writing	29	33	Sector 3: Arts & Letters
English - Africana Literatures & Culture	29	33	Sector 3: Arts & Letters
English - Cinema and Media Studies	29	33	Sector 3: Arts & Letters
English - Literary Theory & Cultural Studies	29	33	Sector 3: Arts & Letters
English - 18th/19th Centuries	29	33	Sector 3: Arts & Letters
English - 20th/21st Centuries	29	33	Sector 3: Arts & Letters
English - Drama	29	33	Sector 3: Arts & Letters
English - Gender/Sexuality	29	33	Sector 3: Arts & Letters
English - General English	29	33	Sector 3: Arts & Letters
English - Individualized	29	33	Sector 3: Arts & Letters
English - Literature, Journalism and Print Culture	29	33	Sector 3: Arts & Letters
English - Medieval/Renaissance	29	33	Sector 3: Arts & Letters
English - Poetry and Poetics	29	33	Sector 3: Arts & Letters
English - The Novel	29	33	Sector 3: Arts & Letters
Environmental Studies - Sustainability and Environmental Management	26	35	Sector 6: The Physical World
Environmental Studies - Environmental Policy and Application	29	35	Sector 6: The Physical World
Environmental Studies - Environmental History and Regional Studies	29	35	Sector 6: The Physical World
Environmental Studies - General Environmental Studies	29	35	Sector 6: The Physical World
Environmental Studies - Global Environmental Systems	29	35	Sector 6: The Physical World
Fine Arts	20	34	Sector 3: Arts & Letters
French and Francophone Studies	28	32	Sector 3: Arts & Letters
Gender, Sexuality and Women's Studies - Health and Disability Studies	28	33	Sector 1: Society
Gender, Sexuality and Women's Studies - Feminist Studies	28	33	Sector 1: Society
Gender, Sexuality and Women's Studies - LGBTQ Studies	28	33	Sector 1: Society
Gender, Sexuality and Women's Studies - Self Designed	28	33	Sector 1: Society
Gender, Sexuality and Women's Studies - Global Gender and Sexuality Studies	28	33	Sector 1: Society
German	28.5	32	Sector 3: Arts & Letters
Health and Societies - Health Care Markets & Finance	27	34	Sector 4: Humanities & Social Science
Health and Societies - Public Health	27	34	Sector 4: Humanities & Social Science
Health and Societies - Health Policy & Law	27	34	Sector 4: Humanities & Social Science
Health and Societies - Global Health	27	34	Sector 4: Humanities & Social Science
Health and Societies - Bioethics and Society	27	34	Sector 4: Humanities & Social Science
Health and Societies - Race, Gender and Health	27	34	Sector 4: Humanities & Social Science
Health and Societies - Disease and Culture	27	34	Sector 4: Humanities & Social Science
Hispanic Studies	28	32	Sector 3: Arts & Letters
History - Intellectual History	28	32	Sector 2: History & Tradition
History - American History	28	32	Sector 2: History & Tradition

History - World History	28	32	Sector 2: History & Tradition
History - European History	28	32	Sector 2: History & Tradition
History - Diplomatic History	28	32	Sector 2: History & Tradition
History - Jewish History	28	32	Sector 2: History & Tradition
History - Economic History	28	32	Sector 2: History & Tradition
History - Gender History	28	32	Sector 2: History & Tradition
History - General History	28	32	Sector 2: History & Tradition
Huntsman Program in International Studies	24	40	Sector 1: Society and Sector 4: Humanities & Social Science
Individualized Major	30	34	--
International Relations	30	34	Sector 1: Society
Italian Studies	28	32	Sector 3: Arts & Letters
Jewish Studies	30	34	Sector 2: History & Tradition
Latin American & Latinx Studies	28	32	Sector 2: History & Tradition
Law and Society (Starting February 2024)	30	34	Sector 1: Society
Linguistics	28	34	Sector 7: Natural Sciences Across Disciplines
Logic, Information and Computation	30	36	Sector 6: The Physical World
Mathematical Economics	29	36	Sector 1: Society
Mathematics	27	33	Sector 7: Natural Sciences Across Disciplines
Mathematics - Biological Mathematics	33.5	36-37	Sector 5: The Living World and Sector 7: Natural Sciences Across Disciplines
Modern Middle Eastern Studies	28	32	Sector 2: History & Tradition
Music	30	34	Sector 3: Arts & Letters
Middle Eastern Languages and Cultures - Ancient Middle East	30	34	Sector 2: History & Tradition
Middle Eastern Languages and Cultures - Arabic & Hebrew Studies	30	34	Sector 2: History & Tradition
Middle Eastern Languages and Cultures - Arabic & Islamic Studies	30	34	Sector 2: History & Tradition
Middle Eastern Languages and Cultures - Hebrew & Judaica	30	34	Sector 2: History & Tradition
Middle Eastern Languages and Cultures - Persian Language & Literature	30	34	Sector 2: History & Tradition
Middle Eastern Languages and Cultures - Cultures and Societies of the Middle East and North Africa (Declared After Feb 2023)	26	--	Sector 2: History & Tradition
Neuroscience	34	36	Sector 5: The Living World & 6: The Physical World
Nutrition Science	23	34	Sector 5: The Living World & 6: The Physical World
Philosophy - Philosophy and Science	27	36	Sector 2: History & Tradition
Philosophy - General Philosophy	27	32	Sector 2: History & Tradition
Philosophy - Humanistic Philosophy	31	36	Sector 2: History & Tradition
Philosophy - Political and Moral Philosophy	31	36	Sector 2: History & Tradition
Philosophy, Politics and Economics - Globalization	30	36	Sector 1: Society
Philosophy, Politics and Economics - Public Policy & Governance	30	36	Sector 1: Society
Philosophy, Politics and Economics - Ethics & Professions	30	36	Sector 1: Society
Philosophy, Politics and Economics - Choice & Behavior	30	36	Sector 1: Society
Philosophy, Politics and Economics - Distributive Justice	30	36	Sector 1: Society
Physics - Computer Techniques	31.5	36	Sector 6: The Physical World
Physics - Physics, Business & Technology	31.5	36	Sector 6: The Physical World
Physics - Physical Theory and Experimental Technique	33.5	36	Sector 6: The Physical World
Physics - Biological Science	33.5	36	Sector 5: The Living World & Sector 6: The Physical World
Physics - Chemical Principles	34.5	36	Sector 6: The Physical World
Physics - Astrophysics	35.5	36	Sector 6: The Physical World
Political Science - Political Economy	28	32	Sector 1: Society
Political Science - International Relations	28	32	Sector 1: Society
Political Science - Comparative Politics	28	32	Sector 1: Society
Political Science - American Politics	28	32	Sector 1: Society
Political Science - Individualized	28	32	Sector 1: Society
Political Science - Political Theory	28	32	Sector 1: Society

Political Science - General Political Science	28	32	Sector 1: Society
Psychology	28	33-34	Sector 5: The Living World
Religious Studies	28	32	Sector 3: Arts & Letters
Romance Languages - Italian and Spanish	34	36	Sector 3: Arts & Letters
Romance Languages - French and Spanish	34	36	Sector 3: Arts & Letters
Romance Languages - French and Italian	34	36	Sector 3: Arts & Letters
Russian and East European Studies - Language, Literature and Culture	28	32	Sector 4: Humanities & Social Science
Russian and East European Studies - History, Politics and Society	28	32	Sector 4: Humanities & Social Science
Russian and East European Studies - Cinema, Arts and Letters	28	32	Sector 4: Humanities & Social Science
South Asia Studies	28	32	Sector 2: History & Tradition
Science, Technology and Society - Biotechnology & Biomedicine	27	34	Sector 4: Humanities & Social Science
Science, Technology and Society - Information and Organizations	27	34	Sector 4: Humanities & Social Science
Science, Technology and Society - Global Science and Technology	27	34	Sector 4: Humanities & Social Science
Science, Technology and Society - Science/Nature/Culture	27	34	Sector 4: Humanities & Social Science
Sociology - Population and Immigration	30	34	Sector 1: Society
Sociology - Structures of Opportunity and Inequality	29	34	Sector 1: Society
Sociology - Applied Research and Data Analysis	30	34	Sector 1: Society
Sociology - Medical Sociology	30	34	Sector 1: Society
Sociology - Cities, Markets, and the Global Economy	30	34	Sector 1: Society
Sociology - Law and Society (Declared February 2024 and earlier)	30	34	Sector 1: Society
Sociology - Culture and Diversity	30	34	Sector 1: Society
Sociology - Family, Gender and Society	30	34	Sector 1: Society
Sociology - Education and Society (Declared After Feb 2023)	26	34	Sector 1: Society
Theatre Arts	29	33	Sector 3: Arts & Letters
Urban Studies	27	34	Sector 4: Humanities & Social Science
Visual Studies - Architecture Practice and Technology	26	36	Sector 7: Natural Sciences Across Disciplines
Visual Studies - Art Practice and Technology	27	35	Sector 7: Natural Sciences Across Disciplines
Visual Studies - Philosophy and Science of Seeing	27	35	Sector 7: Natural Sciences Across Disciplines
Visual Studies - Art and Culture of Seeing	30	35	Sector 7: Natural Sciences Across Disciplines

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