

Class of 2014

Handbook



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FROM THE DEAN OF FRESHMEN

Why have you come to the College of Arts and Sciences at Penn? In what direction do you wish to pursue your further intellectual development?

It is important for you to consider these questions at the beginning of your time here. It is expected that you will refine your answers at regular intervals thereafter. Before you can choose a set of courses that are right for you, you must consider the broader question of what you hope to achieve in your time as an undergraduate.

Setting an academic goal means determining the combination of intellectual abilities, knowledge and mastery of methods that makes the most sense for you as an educated adult. Academic goals should be carefully differentiated from career goals—though they may well complement each other, they are pursued for different reasons. Your intellectual development is a process that will continue throughout your life.

Indeed, the purpose of your time at Penn is to help you live your life to the fullest and to make the most of your abilities. Academic goals ultimately must be seen as preparing you in a broader way than for one particular job or profession.

However you determine your priorities, all we ask is that you remember that what you do now lays the foundation for an education that will long outlast your time in the College. Academic advisors are always available in 120 Cohen Hall to aid you in this exploration.



A handwritten signature in black ink that reads "Janet A. Tighe". The script is fluid and cursive.

Janet Tighe

Dean of Freshmen
and Director of Academic Advising

MAKING THE TRANSITION

The transition from high school to college is one of the biggest challenges in a young person's life. Though they may be aware that college offers a very different learning and living environment than the one to which they are accustomed, many will not truly appreciate how significant this difference is until they have become immersed in their new lives.

At Penn, students will spend far less time in class than they did in high school—on average, about 12 to 15 hours per week. The remainder of their time is unstructured, and the challenge is to find a way of organizing this unstructured time in a manner that ensures the students' ability to do well in their academic work while still taking part in the life of the campus. For many Penn freshmen, the learning process that this adaptation entails is like a course in its own right.

The College expects students to be aware of Penn's policies and procedures (page 31), their grades, course registration and all other aspects of their academic career. The Penn InTouch system provides 24-hour access to this information (page 23).

Advisors, professors, house deans and other members of the Penn community stand ready to help, but students must understand an important fact: These people will all assume that the students with whom they work are adults, capable of making their own decisions, understanding the consequences of their actions (or inaction), and seeking the information and help they need when they need it. Ultimately it is the student who must take responsibility for the decisions he or she makes.

The section of this book that deals with "Academic Advising and Support" (pages 16-21) and the Index of Support Services, www.college.upenn.edu/support/ provides listings of people and services that can help.

ACADEMIC CALENDAR

Fall Term 2010

June 28 – July 23			Advance Registration for Freshmen
September	2	Thurs	Move-in for first-year students
	2-7	Thurs–Tues	New Student Orientation, placement examinations (check the NSO calendar)
	5	Sun	Penn Reading Project (check the NSO calendar)
	6	Mon	Labor Day
	7	Tues	College Events, Convocation
	8	Wed	First day of class
	17	Fri	Last day to add writing or language courses below 200-level
	24	Fri	Last day to add a course
October	8–11	Fri–Mon	Fall term break (begins at close of classes on Friday)
	12	Tues	Classes resume at 8:00 a.m.
	15	Fri	Last day to drop a course or change a grade type
	15–17	Fri–Sun	Family Weekend
	30	Sat	Homecoming
November	1–14	Mon–Sun	Advance Registration for spring term
	19	Fri	Last day to withdraw from a course
	24–28	Wed–Sun	Thanksgiving break (begins at close of classes on Wednesday)
	29	Mon	Classes resume at 8:00 a.m.
December	10	Fri	Fall term classes end
	11–14	Sat–Tues	Reading days
	15–22	Wed–Wed	Final examinations
	22	Wed	Fall term ends

Spring Term 2011

January	12	Wed	Spring term classes begin
	17	Mon	Martin Luther King, Jr. Day observed (no classes)
	21	Fri	Last day to add a writing or language course below 200-level
	31	Mon	Last day to add a course
February	18	Fri	Last day to drop a course or change a grade type
March	4–13	Fri–Sun	Spring term break (begins at close of classes on Friday)
	14	Mon	Classes resume at 8:00 a.m.
Mar 21 – April	3	Mon–Sun	Advance Registration for fall term and summer classes
April	1	Fri	Last day to withdraw from a course
	26	Tues	Spring term classes end
April	27–29	Wed–Fri	Reading days
May	2–10	Mon–Tues	Final examinations
	14	Sat	Alumni Day
	15	Sun	Baccalaureate, College Graduation
	16	Mon	Commencement

Summer Sessions 2011

May	23	Mon	12-week evening session and first summer session begin
	30	Mon	Memorial Day (no classes)
July	1	Fri	First summer session classes end
	4	Mon	Independence Day observed (no classes)
	5	Tues	Second summer session classes begin
August	12	Fri	12-week evening session and second summer session end

FRESHMAN CHECKLIST

This checklist will help you keep track of what you need to do during the summer as you prepare for your first semester at Penn. If you have any questions or concerns, check the web pages recommended or talk with your pre-major or peer advisor. You are also welcome to talk with an advisor in the College Office, 215.898.6341.

June

- ☐ Read this handbook carefully and familiarize yourself with the College website, www.college.upenn.edu.
- ☐ Set up your PennKey account. The Office of Information Systems and Computing sends incoming freshmen a PennKey set-up code by post or email. If you did not receive this mailing, or if you need further information, see www.upenn.edu/pennkeyrequest/.
- ☐ Set up your email. Once you have your PennKey, go to www.sas.upenn.edu/computing/newaccount/ to create your School of Arts and Sciences email address. Email is the primary method of communication between you and your pre-major advisor during the summer and with the College's administrative offices throughout the next four years.
- ☐ Consult the information on advanced placement in this handbook (pages 25-30) and on the College website, www.college.upenn.edu/freshmen/ap.php, to determine what type of credit (if any) you are likely to receive.
- ☐ Complete the Advising Questionnaire by June 21 (see page 18). When you have submitted the questionnaire, email your pre-major advisor who will remove the first of two registration holds.
- ☐ View the short Registration Tutorial at www.college.upenn.edu/registration/tutorial.php.
- ☐ Use the on-line resources for choosing courses available from www.college.upenn.edu/registration/selection.php. Pay particular attention to freshman and writing seminars, and the Course Search and Mock Schedule tool (page 24).
- ☐ Contact your pre-major advisor when you have completed the steps above and set up an advising appointment. Your appointment can be in person, by phone or email. Your peer advisor can help you make the connection.

June 28 - July 23, 2010 Advance Registration

- ☐ Speak with your pre-major advisor about your academic and intellectual goals. The Advising Questionnaire and Suggestions on www.college.upenn.edu/freshmen/suggestions.php will help you prepare for this conversation. If your pre-major advisor is unavailable, call 215.898.6341 to speak with an advisor in the College Office.
- ☐ With your advisor's guidance, choose the primary and several alternate courses you would like to request during Advance Registration. Your final courseload will be between 4 and 4.5 credit units (usually four courses). When your advisor feels that you are ready to register, he or she will remove the second registration hold and you will be free to register.
- ☐ Between June 28th and July 23rd, enter your course requests on Penn InTouch (<https://sentry.isc.upenn.edu/intouch/>). Your chances of obtaining the courses you request are the same regardless of when during this period you register. Review the Registration Tutorial and contact your peer advisor if you need assistance with the registration process.
- ☐ Tune in to the live advising webcast(s) with the Dean of the College, Dean of Freshmen and faculty and College advisors. See www.college.upenn.edu/freshmen/webcast/ for dates and times.

August

- ☐ Check your schedule on Penn InTouch in early August. You may need to add to or adjust your initial schedule so that you are enrolled with 4 to 4.5 credit units. Contact your pre-major advisor if you have questions.
- ☐ Check the New Student Orientation schedule at www.upenn.edu/nso/ for College activities and events including the Penn Reading Project.
- ☐ September 2: Freshman move-in day. New Student Orientation begins.

THE COLLEGE WEBSITE

The College website offers over 400 pages of academic options, upcoming events, support services, policies and procedures specifically for students in the College. The site is easy to navigate and is updated daily.

Quick Links:

Includes links to departments and programs, Penn InTouch and course selection resources.

Notes For:

Select “incoming freshmen” for the freshman page below.

Upcoming Events and Reminders:

Special events for College students and a link to the academic calendar.

The three-tiered navigation system allows viewers to scan topics deep within the site.

College A-Z

Site Search



The Freshman Timeline: clarifies what incoming students need to do and when they need to do it. It also links to the academic resources you will need during the summer.

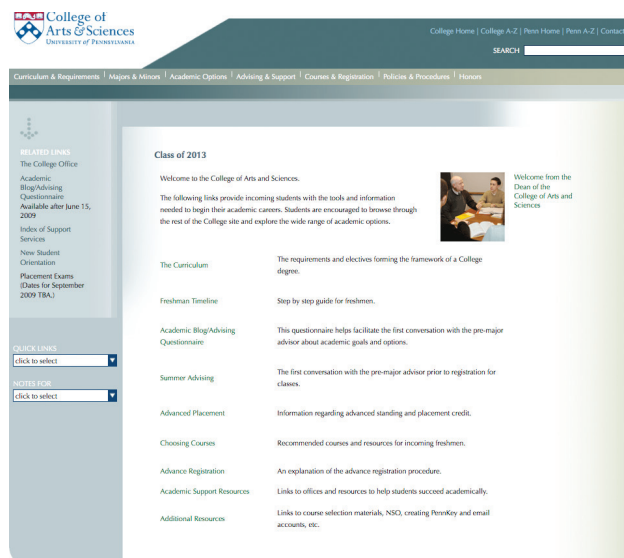
THE INCOMING FRESHMAN PAGE

www.college.upenn.edu/freshmen

The Academic Blog/ Advising Questionnaire, and the page on *Summer Advising* help you prepare for the summer conversation with your pre-major advisor and your fall course selection.

Advanced Placement: provides links to specific information about A.P. credit and placement exams.

Choosing Courses: suggests the type of courses incoming freshmen should consider.



The Curriculum: links to a description of the College curriculum including an explanation of the components and links to policies governing the requirements.

Advance Registration: provides an explanation of advance registration and a link to the Registration Tutorial.

STUDENT RESPONSIBILITY

Policies and Procedures

It is the student's responsibility to be aware of and comply with University policies and procedures. Many of these policies are outlined in this handbook beginning on page 31. An index of policies and procedures governing specific academic situations can also be found on the College website, www.college.upenn.edu/policies/.

Keep in mind that while policies may change from year to year, students are generally responsible to adhere to the policies in place when they entered the University. A link to the archived versions of academic policies by class is also available from www.college.upenn.edu/policies/.

Students are strongly urged to consult with an academic advisor if they have any questions regarding University 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. 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), provide information about methods of proper citation. Failure to acknowledge sources is plagiarism, regardless of intention.
- Consult with instructors about assignments.
- Plan ahead to leave sufficient time to complete work.
- Contact the Weingarten Learning Resources Center for help with time management and study strategies.

See the Office of Student Conduct, www.upenn.edu/oic/.

Student Responsibility in the Advising Program

Students are expected to be responsible for the following in their relationship with academic advisors:

- Be active and informed participants in the advising process and learn to take responsibility for the shape of their education and definition of their life goals.
- Read the publications sent from the College Office, including all emails, and use the information available on the College website, www.college.upenn.edu.
- Be aware of registration-related deadlines.
- Keep appointments with their pre-major advisor and come to advising sessions prepared with a list of questions and issues to discuss.
- Make appointments with, or send email to, assistant deans for advising in the College Office if they need advice outside the expertise of their pre-major advisor.

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. See pages 16-21 for details.

Confidentiality

www.vpul.upenn.edu/osl/confiden.html

In high school, students' grades and other records are considered their parents' property as much as their own. In college, students' academic, financial 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.

As students begin their careers at Penn, it is important for them to think carefully about their own responsibility and to have a discussion with their parents about these confidentiality rules. They can indicate whether or not they wish their parents or others to see their educational records using the Privacy Settings function on Penn InTouch (page 23).

THE CURRICULUM

The most challenging questions of our time can no longer be addressed by one discipline or one profession, nor is it possible to draw a direct link between specific majors and specific careers. Consider the fact that your future career might not even exist yet. How do you prepare yourself for a 21st century life and a 21st century career?

Now more than ever, success is measured by one's ability to combine a broad knowledge base with the skills and imagination to investigate, assess and communicate. The College's curriculum was designed to provide you with a framework and the freedom to do just that.

It can be tempting to think of the curriculum simply as a set of courses required for graduation: "What requirements do I have to fulfill to get my degree?" This would be an unfortunate interpretation of the curriculum's intent. Fulfilling degree requirements is not the goal of your undergraduate career, and thinking of the curriculum in these terms can cause you to miss the remarkable opportunities right in front of you.

The word *curriculum* comes from the Latin for course, denoting movement from a starting point to a destination. The faculty of the College of Arts and Sciences has created the curriculum to help you navigate the course of your undergraduate studies, to take full advantage of your options and opportunities, and to achieve your intellectual and life goals.

The College curriculum is structured to draw you toward several distinct but related goals. Through courses in the seven sectors you receive a broad, generalized education

across the wide range of the arts and sciences. To complement this breadth, you take part in the deeper, specialized study of a major.

The curriculum guides you in the investigation and acquisition of the skills and approaches fundamental to intellectual activity—writing, the analysis of quantitative data and cultural perspectives—as well as engaging you in the intellectual work of academic disciplines.

As you investigate courses with the curriculum as a guide, you will notice that some give priority to developing skills and approaches while others give priority to the academic field under investigation. In any given course, you are likely to find that these objectives are integral to one another. Your ability to use a foreign language is developed through learning about the culture in which the language is rooted; you come to understand a work of art by learning how to use words to describe, compare, question and argue about the art itself and about the contexts in which it was created; and, you learn how to analyze quantitative data by thinking about what data means for our knowledge of natural or social phenomena we observe.

The commitment to holding these objectives together—general and specialized education, the focus on both skills and fields of knowledge—has been the genius of American higher education since the early part of the last century. The faculty of the College of Arts and Sciences continues to believe that these elements constitute an education that enables intelligent people to prepare for fulfilling and productive lives in the 21st century.

This chart appears on the College website at www.college.upenn.edu/curriculum/2010/ with links to, descriptions of, and policies governing, each component of the curriculum.

General Education Curriculum		Free Electives	Major
Foundational Approaches	Sectors		
Writing	I Society		
Foreign Language	II History & Tradition		
Quantitative Data Analysis	III Arts & Letters		
Formal Reasoning & Analysis	IV Humanities & Social Sciences		
Cross-Cultural Analysis	V The Living World		
Cultural Diversity in the U.S.	VI The Physical World		
	VII Natural Sciences & Mathematics		

Policies Governing the Curriculum

For details about College requirements, see Policies Governing the Curriculum and Requirements beginning on page 34 and www.college.upenn.edu/policies/.

Foundational Approaches

Foundational Approaches are key intellectual capabilities demanded in a variety of disciplines.

Writing

Writing is the primary medium through which the quality of a student's intellectual work will be judged. The ability to express oneself clearly and persuasively in writing is fundamental for success across all academic disciplines, and throughout one's personal and professional life.

Foreign Language

Competence in a foreign language is essential for an educated person. Participation in the global community is predicated on the ability to understand and appreciate cultural difference, and nothing brings this more sharply into focus than the experience of learning a foreign language.

While students often opt to satisfy the Language Requirement by continuing to study the language that they began in high school or earlier, the wealth of language opportunities at Penn gives students the option to explore a new culture and area of our globe by beginning a foreign language that they have never studied before.

Quantitative Data Analysis

In contemporary society, citizenship, work and personal decision-making all require sophisticated thinking about quantitative evidence.

Formal Reasoning and Analysis

In contrast to Quantitative Data Analysis courses which deal with inductive reasoning, Formal Reasoning and Analysis courses focus on deductive reasoning and the formal structure of human thought, including its linguistic, logical and mathematical constituents. These courses emphasize mathematical and logical thinking and reasoning about formal structures and their application to the investigation of real-world phenomena.

Cross-Cultural Analysis

In our increasingly interconnected world, the Cross-Cultural Analysis Requirement aims to increase students' knowledge and understanding of socio-cultural systems outside the United States.

Cultural Diversity in the U.S.

The Cultural Diversity in the U.S. Requirement complements the Cross-Cultural Analysis Requirement and aims to develop students' knowledge of the history, dynamic cultural systems and heterogeneous populations that make up the national culture of the United States.

The Sectors

The sectors ensure breadth of education across wide-ranging fields of knowledge and along interdisciplinary lines linking several fields of knowledge.

I Society

This sector uses analytical techniques to study contemporary society, with its complex relations between individuals and larger forms of mass participation.

II History and Tradition

This sector focuses on studies of continuity and change in human thought, belief and action in both ancient and modern civilizations.

III Arts and Letters

This sector investigates the means, meaning and criticism of the creative arts: musical, literary and visual.

IV Humanities and Social Sciences

This sector combines methods and approaches at work in at least two of the first three sectors, engaging with diverse approaches to society, history, tradition and the arts.

V Living World

This sector deals substantively with the evolution, development, structure and/or function of living systems, from analyses at the molecular and cellular level to analyses of evolutionary processes and ecological systems.

VI Physical World

This sector focuses on the methodology and concepts of physical science, demonstrating the generally-accepted paradigm of modern science—experiment and observation.

VII Natural Sciences and Mathematics

This sector gives students the opportunity to engage with diverse approaches to natural science more deeply than a single course from the physical and life sciences would allow.

Free Electives

In addition to these structural elements, the curriculum provides space in a student's studies for a number of Free Electives. These courses provide the freedom to pursue interests that may lie outside a student's major and that extend beyond those addressed in the General Education Curriculum.

The Major Requirement

All College students are required to complete at least one major. 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 courses.

MAJOR DEPARTMENTS AND PROGRAMS

Exploring New Academic Subjects www.college.upenn.edu/majors/entry.php

With so many interesting courses to choose from, it can be hard to know where to start when investigating a new area of academic interest. This page features entry courses to College majors recommended by leading faculty members.

Links to Departments and Programs www.college.upenn.edu/majors/depts.php

This page provides links to the home pages of all College departments and programs. It also links to details and requirements for all College majors.

Department Listings

African Studies

The African Studies Program is devoted to the study of African cultures, both past and present, from a growing variety of perspectives and disciplines.

Africana Studies

Through an interdisciplinary offering of African-, African-American, and diaspora-centered courses and related extracurricular activities at the University, the Africana Studies program provides students with opportunities to understand and critically evaluate the historical, cultural, social, political and economic factors that have helped define and shape the African-American experience and other African diaspora experiences throughout the world.

Ancient History

The Ancient History major encourages a comparative approach to the study of premodern cultures.

Anthropology

Anthropology is the study of the human species as a whole. The Department of Anthropology integrates cultural anthropology (living peoples), archaeology (prehistoric and historical peoples), biological/physical anthropology (the interaction between culture and human biological variation) and linguistic anthropology (language variation and its relation to culture).

Architecture

The Architecture major is a program for students interested in developing basic skills, knowledge and methods of inquiry in the discipline of architecture in the context of a studio-based liberal arts education. Although the major resides in the College of Arts and Sciences, studio and theory courses are taught by faculty in the Department of Architecture and the Department of Landscape Architecture and Regional Planning in the School of Design.

Asian American Studies (Minor)

Asian American Studies is an interdisciplinary minor that explores the historical and contemporary experiences of Asian immigrants and of persons of Asian ancestry in North America through core courses in Sociology, English and History.

Biochemistry

The Biochemistry major places a strong emphasis on a foundation in chemistry and physical sciences which form the basis for understanding the specific molecular interactions in the living organism.

Biological Basis of Behavior

Biological Basis of Behavior is an interdisciplinary major in which students explore the relationship between behavior (both human and animal) and its organic bases.

Biology

The Biology major introduces students to the many ways of studying and understanding the function and diversity of living organisms.

Biophysics

Biophysics is a major designed for students who are planning a career in biological or medical research and who desire depth in the physical and mathematical aspects of the biosciences.

Chemistry

Chemistry is concerned with the study of matter and the changes matter can undergo.

Cinema Studies

Cinema Studies is an interdisciplinary program designed to acquaint students with the history and interpretation of cinema and to allow them to combine knowledge of the field with the traditional aims of an undergraduate liberal arts education.

Classical Studies

Classical Studies encompasses the civilization of the ancient Greeks and Romans from prehistory to the Middle Ages, with emphasis on the literature, philosophy and history of the classical Greek and Roman periods.

Cognitive Science

Cognitive Science is the empirical study of intelligent systems. Areas of specialization can include: Computational Neuroscience, Logic and Computation, Planning and Reasoning, Language Acquisition, Language Processing, and Learning and Development.

Communication

The purpose of the Communication major is to offer students frameworks for understanding the interpersonal and media processes that lie at the center of contemporary society.

Comparative Literature

This program presents the study of literature and culture from a cross-national and global perspective, exploring criticism, theory, interdisciplinary and philosophic modes of thought.

Criminology

The major in Criminology enables students to acquire a theoretical and methodological framework for generating and assessing knowledge about crime and social control. The program draws upon disciplines from statistics to neuroscience to develop a liberal arts approach to the subject of crime.

Earth Science

Students in the Earth Science program (Earth and Environmental Science Department) study and try to understand the dynamic nature of the Earth, seeking clues to reconstruct events that explain the formation of the Earth's features and the evolution of life.

East Asian Area Studies

This program is intended to offer undergraduates a course of study that focuses on East Asia as a region of the world and human experience and provides an integrated curriculum drawing on the approaches of the social sciences, humanities and legal studies.

East Asian Languages and Civilizations

The Department of East Asian Languages and Civilizations offers majors in Chinese and Japanese and minors in Chinese, Japanese and Korean. In accordance with the name of the department, this programs emphasize the humanistic study of the languages and civilizations of East Asia.

Economics

Economics is the science of choice—the science that explains the choices made by individuals and organizations as they adapt to changing scarcity. Among the topics studied in economics are: the determination of the prices and quantities of goods; consumer and firm behavior; international trade; income distribution; taxes, subsidies and tariffs; the determination of the aggregate level of economic activity; unemployment; inflation; and economic growth.

English

Majors in English take a great variety of courses in English, American and other English-language literatures including courses that emphasize critical approaches, literary theory, cultural studies, anglophone postcolonial literature and culture and film narrative.

Environmental Studies

The Environmental Studies program (Earth and Environmental Science Department) provides students with a broad awareness of environmental problems and the skills to understand and formulate possible solutions.

Fine Arts

The major in Fine Arts is based on the premise that an education in liberal studies should include the challenge of learning to see, and that the education of the artist is dramatically improved by liberal studies. Areas of study include drawing, painting, sculpture, ceramics, print-making, photography, animation, film/video, graphic design and multi-media.

French Studies

This major is designed to give students both an excellent grounding in the French language and a thorough knowledge of the history, culture, civilization and literature of metropolitan France and other regions of the world where the French language is primary.

Gender, Culture and Society

Gender, Culture and Society is an interdisciplinary major and minor within the Women's Studies program that offers opportunities to study the role of gender and sexuality in human societies. There are four concentrations within the major: Women's Studies, Sexuality Studies, Global Gender Studies, and Gender and Health.

Germanic Languages and Literatures

The major in German is designed to acquaint students with the language, literature and culture of German-speaking countries. A variety of courses complements broad surveys and overviews; i.e., courses structured around a theme, an individual author, a specific literary movement or a genre.

Health and Societies

This major is designed to provide students with the skills necessary to work successfully in the interdisciplinary, global world of modern health care and decision-making.

Hispanic Studies

The knowledge of Spanish and Hispanic culture gives students much more than the ability to communicate in the world's third-most spoken language. It prepares them to account for an entirely different national, continental and global reality with all its complexity.

History

The Department of History offers a variety of courses dealing with political, social, economic and intellectual life in Europe, America and the rest of the world, from the medieval period to the present.

History of Art

The History of Art is the study of form and meaning in the visual arts from their beginnings to the present. All students are invited to explore the connections between visual creativity and the history of human civilization.

Individualized Major

The individualized major offers an opportunity for exceptional, creative, self-motivated students to explore innovative and multi-disciplinary fields of knowledge.

International Relations

International Relations is a multi-disciplinary course of study that focuses on the ways in which governments, private groups and individuals relate to each other in the global political and economic systems.

International Studies and Business

The Huntsman Program in International Studies and Business is a joint degree program between the College and the Wharton School. Admission into the program is by a special procedure prior to matriculation into the University.

Italian Studies

Italian Studies presents an opportunity to study the Italian language and related topics in literature, film, linguistics, culture and civilization.

Jewish Studies

Jewish Studies relates Jewish life and culture to the surrounding world, from the biblical period to modern Israel. The program also offers studies in Hebrew and Yiddish.

Latin American and Latino Studies

Penn's combined program in Latin American and Latino Studies undertakes to introduce students to scholarly research on Latin American and Latino cultures in all their diversity of expression—not only “high culture” but also folk and other forms, from pre-Columbian times to the present, from Tierra del Fuego to New York and beyond.

Life Sciences and Management, Roy and Diana Vagelos Program in

This is a joint degree program between the College and the Wharton School that combines coursework in both management and the life sciences. All students participate in a common core course, an upper-division science research project, and internships in both science and business, which help prepare students for careers in fields such as pharmaceuticals and biotechnology.

Linguistics

Linguistics is the scientific study of human language as an aspect of cognition, society and history.

Logic, Information and Computation

This program draws on faculty and courses in Computer and Information Science, Linguistics, Mathematics and Philosophy to offer students a systematic and integrative approach to the study of pure and applied logic, including the applied mathematics of information and computation.

Mathematics

Mathematics at Penn is a lively, wide-ranging discipline taught in a highly-ranked department by nationally and internationally known mathematicians. The traditional core areas of mathematics are well-represented, as well as newly developing areas. Penn is one of the world's leading centers in the application of logic to theoretical computer science.

Modern Middle East Studies

This new interdisciplinary major is designed to allow students to specialize in the Middle East as a region of the world and human experience by combining course work using both social scientific and humanistic approaches, underpinned by relevant language skills.

Molecular Life Sciences, Roy and Diana Vagelos Scholars Program in

The scientific leaders in the next generation will be those who understand the fundamental principles of the basic technologies as well as the integration of the biological phenomena. This rigorous program consists of an essential core in chemistry, mathematics and phys-

ics plus a second science major or a simultaneous M.S. (submatriculation) with a B.A. in either Biochemistry or Chemistry. (Only incoming freshmen may be admitted into this program.)

Music

While recognizing the importance of musical performance, the department views music as a humanistic endeavor which can serve as the focus of a liberal arts education.

Near Eastern Languages and Civilizations (NELC)

The department offers broad-based, culturally integrated general education courses on the civilizations of Mesopotamia/Iraq, Egypt, Israel, Syria, Arabia, Persia/Iran and Anatolia/Turkey. NELC also teaches Sumerian, Akkadian, Egyptian, Hebrew, Aramaic, Arabic, Persian and Turkish.

Philosophy

Philosophy seeks to illuminate fundamental aspects of the world, of our relation to, and knowledge of, the world, and of our own nature as rational, purposive and social beings.

Philosophy, Politics, and Economics

This major involves faculty and courses from the Departments of Philosophy, Political Science and Economics and from the Law School. The program allows undergraduates to study the variety of analytical frameworks that have been developed to interpret and justify political and economic structures.

Physics and Astronomy

Physics deals with the most fundamental aspects of nature. Its practitioners aim to discover the basic principles that govern the workings of the world, using mathematics and experimental investigation as their tools.

Political Science

The Political Science Department provides students with an opportunity to develop a systematic approach to the understanding of politics.

Psychology

Psychology is a multi-faceted discipline that weaves together both social science and natural science approaches to the mind and behavior of organisms in general and of human beings in particular.

Religious Studies

Religious Studies explores specific religious traditions and the general nature of religion as a phenomenon of human life, including cultures around the world, both ancient and modern. Studies involve a variety of textual, historical, phenomenological, social scientific, theological, philosophical and artistic methodologies.

Science, Technology and Society

Science, Technology and Society courses focus on the social and humanistic aspects of science and the professions: the growth of scientific institutions, the role of science in technology and clinical medicine, the influence of economic and political factors on research and the application of knowledge, and problems of science and technology management and public policy.

Slavic Languages and Literature

The Department of Slavic Languages and Literatures offers courses in Russian language, literature and culture, as well as courses in other Slavic languages.

Sociology

The study of sociology provides an understanding of how societies, communities and smaller groups are organized and maintained, and how individual behavior is related to group experiences.

South Asia Studies

South Asia Studies offers an interdisciplinary approach to the life and institutions of people of India, Pakistan, Bangladesh, Sri Lanka, Afghanistan, Nepal and other Himalayan border countries and the South Asian diaspora.

Theatre Arts

The Theatre Arts Program is an interdisciplinary major focusing on all intellectual and creative aspects of theatre and performance studies.

Urban Studies

Urban Studies is an interdisciplinary major. Courses introduce students to a variety of perspectives on the origins, development and nature of cities.

Visual Studies

We live in an increasingly visual culture. New technologies and philosophies of vision influence how we see ourselves and our world, and how we think about seeing itself. Students can engage these developments through a multidisciplinary course of study, connecting the theory, practice and culture of seeing. The major combines work in Art History, Fine Arts, Neuroscience, Philosophy, Psychology and Film Studies, among others.

CREDITS REQUIRED FOR GRADUATION

<i>Major</i>	<i>C.U. For the Major</i>	<i>C.U. Outside the Major</i>	<i>Total C.U. for Graduation</i>	<i>Major</i>	<i>C.U. For the Major</i>	<i>C.U. Outside the Major</i>	<i>Total C.U. for Graduation</i>
African Studies	12	20	32	History	12	20	32
Africana Studies	12	20	32	History of Art	13	20	33
Anthropology	14	20	34	Individualized Major	14	20	34
Ancient History	12	20	32	International Relations	14	20	34
Architecture	16	20	36	Italian Studies	12	20	32
Intensive Architecture	19	17	36	Jewish Studies	14	20	34
Biochemistry	18	18	36	Latin American & Latino Studies	12	20	32
Biological Basis of Behavior	18.5	17.5	36	Linguistics	14	20	34
Biology*	16	20	36	Logic, Info. & Computation	18	18	36
Biophysics	20	16	36	Mathematics	13	20	33
Chemistry	17	19	36	Modern Middle East Studies	12	20	32
Cinema Studies	13	20	33	Music	14	20	34
Classical Studies	12	20	32	Near Eastern Lang. & Civilizations	14	20	34
Cognitive Science	16	20	36	Philosophy	12	20	32
Communication	14	20	34	Humanistic Philosophy	16	20	36
Comparative Literature	14	20	34	Philosophy & Science	16	20	36
Criminology	14	20	34	Philosophy, Politics & Economics	16	20	36
Earth Science	15	20	35	Physics & Astronomy*	17.5	18.5	36
Paleobiology	18.5	17.5	36	Political Science	12	20	32
East Asian Area Studies	12	20	32	Psychology	13	20	33
East Asian Lang. & Civilizations	14	20	34	Religious Studies	12	20	32
Economics	12	20	32	Romance Lang. (2 Languages)	18	18	36
English	12	20	32	Science, Technology & Society	14	20	34
Environmental Studies	15	20	35	Slavic Lang. & Lit. (Russian)	12	20	32
Fine Arts	16	20	36	Sociology	14	20	34
French Studies	12	20	32	South Asia Studies	12	20	32
Gender, Culture & Society	13	20	33	Theatre Arts	14	20	34
German	12.5	20	32.5	Urban Studies	14	20	34
Health & Societies	14	20	34	Visual Studies	15	20	35
Hispanic Studies	12	20	32				

*Some concentrations in this major will require more than this number of c.u. to complete; in these cases fewer courses outside the major will be required, but the total graduation requirement will remain 36 c.u.

ACADEMIC OPPORTUNITIES

The College of Arts and Sciences provides exciting opportunities for you to enhance your academic experience.

We encourage you to look beyond the basics when selecting courses and meeting College requirements. By taking advantage of the academic options below, you can create a truly interesting and enriching undergraduate program that is uniquely your own.

Foreign Language Study

www.college.upenn.edu/language/

The study of foreign languages is a cornerstone of the arts and sciences curriculum for students in the College. Students are especially encouraged to go beyond the Foreign Language Requirement and seek out ways to make further language study a part of their personalized curriculum. For a list of languages offered at Penn, see www.college.upenn.edu/language/offered.php.

Language Certificate

www.college.upenn.edu/language/certificate.php

Students may choose a major or minor in a language and literature department or program, or they may choose to pursue a language certificate.

Writing Programs

www.writing.upenn.edu

The Center for Programs in Contemporary Writing (CPCW) brings together all of Penn's writing programs to form a collaborative whole:

- The Critical Writing Program offers discipline-based writing seminars that satisfy the Writing Requirement.
- The Creative Writing Program offers workshops in fiction, non-fiction, poetry, journalistic writing, screenwriting and playwriting.
- The Kelly Writers House is a center for poetry readings, film screenings, seminars, art exhibits and performances.
- The Penn Writing Center tutors help students write with greater skill and confidence.

Public Speaking

www.sas.upenn.edu/cwic/

Communication Within the Curriculum (CWIC) is Penn's public speaking program. Its mission is to help students express themselves orally with clarity and confidence. CWIC offers speaking-intensive courses, access to trained peer speaking advisors, and a public forum in which to talk about their academic work.

Majors, Minors, Degree Options

Double Majors

www.college.upenn.edu/majors/double.php

A student pursuing a double major satisfies the requirements for two separate majors within the College but earns a single degree, the B.A. (See pages 8-11 for major departments and programs.)

Individualized Major

www.college.upenn.edu/majors/indiv.php

The individualized major offers an opportunity for exceptional, creative, self-motivated students to explore innovative and multi-disciplinary fields of knowledge. The student develops an academic research project and a coherent set of courses, and completes a high quality thesis under a scholar's mentorship.

Minors

www.college.upenn.edu/minors/

Many students choose to complete one or more minors in order to bring an element of cohesiveness to their electives. Students often choose a minor in order to pursue secondary areas of interest, develop skills or a knowledge base that complement their major or express themselves creatively.

Submatriculation

www.college.upenn.edu/degree/submatric/

The submatriculation program allows students in the College to obtain both a baccalaureate degree and a master's degree simultaneously. When considering submatriculation, students should be in a position to complete most of their undergraduate degree requirements by the end of the seventh semester.

The Joint B.A. / J.D. Submatriculation Program

www.college.upenn.edu/degree/submatric/bajd.php

This rigorous program offers an opportunity for highly qualified and motivated College students to apply to Penn Law School during the first semester of their junior year and to submatriculate into the J.D. program in their senior year. See page 14 for more on careers in law.

Roy and Diana Vagelos Scholars Program in the Molecular Life Sciences

www.sas.upenn.edu/biochem/uspmls.html

The program offers Penn's most motivated young scientists an opportunity to begin intensive course work and research in their first year. Students enter the program in their first semester.

Vagelos Science Challenge Award

Each academic year, five Challenge Awards are given to rising junior or senior students majoring in Biochemistry, Biophysics, Physics or Chemistry and doing submatriculation for an M.S. in Chemistry or Physics. This award covers full tuition and fees independent of financial need.

Dual Degree

www.college.upenn.edu/degree/dual.php

Penn undergraduates have the unique opportunity to receive two Bachelor's degrees simultaneously by completing the requirements of the College along with those of the Nursing School, the School of Engineering and Applied Science, or the Wharton School. Students pursuing a dual degree earn a B.A. from the College and a B.S. from Wharton or Nursing, or a B.S.E. or B.S.A. from Engineering.

Careers in Medicine

Students interested in a career in the health professions should familiarize themselves with the required courses needed for most medical schools (those for dental schools are very similar) and make contact with a pre-health advisor in Career Services early in their time at Penn.

While certain science courses are required, students need not major in one of the natural sciences to study medicine, dentistry or veterinary medicine. Moreover, if all the requirements are not satisfied as an undergraduate, it is possible to complete them by taking post-baccalaureate courses.

For a list of the coursework required for entry into most medical schools, see www.vpul.upenn.edu/careerservices/gradproffhealthproffpremdcourses.html.

Careers in Law

Students considering law school should seek balance in their coursework, regardless of their major and should be sure that their coursework reflects both a rigorous and increasingly more advanced curriculum as they proceed throughout their time at Penn. Most law school admissions committees seek students with well-rounded liberal arts educations that focus on strong writing, research and verbal skills. These students are encouraged to speak with a pre-law advisor in the Career Services Office early in their undergraduate career.

Exceptionally motivated students may also investigate the B.A. / J.D. submatriculation program, www.college.upenn.edu/degrees/submatric/bajd.php.

For more on careers in law, see www.vpul.upenn.edu/careerservices/gradprofflaw/.

Study Off Campus

Study Abroad

www.college.upenn.edu/abroad/

Study abroad can be an important and enriching part of a liberal arts education. While engaging in international study, students develop a true understanding of international diversity through immersion in other cultures and by studying in other languages.

Each year, approximately 600 Penn undergraduate students attend credit-bearing programs abroad in more than 50 countries. Students may choose to study for a semester, fall or spring, or an entire academic year abroad. Students may choose to study abroad in the summer through the Summer Study Abroad programs offered by the College of Liberal and Professional Studies.

See the Office of International Programs, www.upenn.edu/oip/, for further detail.

Academically Based Community Service Courses (ABCS)

www.upenn.edu/ccp/

ABCS courses link theory and practice through courses that involve hands-on problem-solving activities that make a significant difference in the community of West Philadelphia and at Penn.

The Quaker Consortium

www.college.upenn.edu/options/quaker.php

Penn students may enroll in courses at Bryn Mawr, Haverford or Swarthmore colleges during the fall and spring terms of the academic year. The four schools have a reciprocal agreement for course credit and tuition.

Washington Semester

www.fels.upenn.edu/washington-semester/

This program offers students an opportunity to learn from first-hand experience in the political and governmental process while taking courses taught by Penn faculty in the nation's capital.

Internships

www.college.upenn.edu/options/internships.php

The College prefers that 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 "employment," the College will place a notation on their transcript. See page 38.

Credit Away

www.college.upenn.edu/options/creditaway.php

Taking courses at another university after matriculation into the College and transferring the credit back to Penn is called credit away. (See page 40.)

Research

www.college.upenn.edu/research/

One of the major advantages of being an undergraduate at a research university is the wide variety of opportunities available for scholarship.

Research in the College encompasses a wide range of activities. In some disciplines, such as English, philosophy and history, students read original works, or the primary literature, and look for new connections and interpretations of these writings. In areas such as anthropology or history of art, students study artifacts, works of art or ancient languages, gaining insights on earlier civilizations and the lives of those who contributed to them. Some students do research in biology, chemistry or psychology, seeking insights on genetic coding, molecular structure or animal behaviors.

The value of research lies in a student's participation in the process, in the work itself, as much as the product. The experience reinforces and instills mastery of academic skills: how to formulate a question or hypothesis, how to gather evidence, and how to answer that question or test that hypothesis. Even when such efforts go wrong and students cannot answer their questions, in that process they will still learn something that no one can tell them: how new knowledge is created.

Students may receive college credit for research activities and scholarship, or receive work-study funds or stipends from faculty grants.

Center for Undergraduate Research and Fellowships (CURF)

www.upenn.edu/curf/research/

Advisors at CURF are available to assist students as they investigate undergraduate or graduate research opportunities in all areas of study.

College Undergraduate Research Electronic Journal (CUREJ)

<https://fission.sas.upenn.edu/sso/coll/curej/>

CUREJ is an on-line, searchable repository that holds examples of undergraduate research exploring a wide range of academic interests from the natural sciences through the social sciences and humanities.

College 99

www.college.upenn.edu/research/college99.php

College 99 is a course designation that permits a student in the College to undertake independent study with a faculty member outside the School of Arts and Sciences.

Scholars Programs

Benjamin Franklin Scholars (BFS)

www.upenn.edu/curf/bfs/

This program is intended for students committed to performing at the highest level of intellectualism. With the help of an advising team, BFS students plan and participate in a total education that brings scholarly inquiry and challenging courses together into an educational whole.

Benjamin Franklin Seminars are small, in-depth courses with a heavy focus on class discussions, readings from primary sources and paper writing. Students who are members of the BFS 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. For listing of seminars, see www.upenn.edu/curf/bfs/bfs-current-courses/.

University Scholars

www.upenn.edu/curf/uscholars/

The University Scholars program provides an academic environment for intellectually dynamic students who have demonstrated their commitment to research. Students apply to the program from the end of their freshman year through the first semester of their junior year.

Civic Scholars

www.vpul.upenn.edu/civichouse/civicscholars/

Civic Scholars commit to a four-year experience in civic service and scholarship with close faculty mentorship that achieves certification as a Penn Civic Scholar at graduation. Civic Scholars engage in community service or social advocacy work, special proseminars, summer internships, selected courses and capstone research projects aimed at public policy recommendations.

McNair Scholars

www.vpul.upenn.edu/aap/mcnair/

The McNair Scholars program prepares eligible students for graduate studies leading to a Ph.D. by providing research training and early scholarly experiences to high-achieving undergraduate.

Policies and Procedures

Check the section beginning on page 31 for possible policies and procedures governing these academic options. Also see the College's Index of Policies and Procedures, www.college.upenn.edu/policies/.

ACADEMIC ADVISING

You will make countless academic decisions during your four years in the College. You will choose courses, declare a major and define your academic goals. You will need to examine your performance in different courses, identify your skills and those you wish to develop. Ultimately, you will need to decide what really matters to you, and how you will pursue your objectives.

Much of these assessments you will do yourself, but academic advisors can help.

The College Advising System

www.college.upenn.edu/advising/

Students in the College have a strong network of academic advisors available to assist them throughout their undergraduate careers.

All students are welcome and encouraged to speak with assistant deans for advising in the College Office, 120 Cohen Hall. These advisors can help students explore the many options and opportunities available to College students. See page 17 for more about the College Office.

Pre-Major Advising

Each incoming freshman is assigned a pre-major advisor who will work with that student throughout the first two years at Penn. This advisor is a member of the School of Arts and Sciences faculty or professional staff.

Students are encouraged to develop a good working relationship with the pre-major advisor and to seek this person's counsel as often as necessary, not limiting themselves to the required registration meetings.

This relationship with the pre-major advisor culminates with the student's declaration of a major. After major declaration, the student will have an advisor from the major department or program for the balance of his or her undergraduate career.

The Pre-Major Advisor:

- Has a conversation with incoming freshmen before Advance Registration about the student's academic interests and course choice after which the advisor will remove the student from registration hold (see page 41).
- Meets with freshmen and sophomores to discuss course selection before each registration period.
- Provides guidance concerning the selection of a major.
- Challenges students to be adventuresome and take advantage of the wealth of options available at Penn.
- Assists in identifying resources and support services that will help students to succeed academically.

In addition to their pre-major advisor, students can and should discuss courses and majors with other students and faculty, especially the undergraduate chairs of the departments and programs that interest them.

Peer Advisors

Peer advisors are the first point of contact for incoming College students. They provide the perspective of an upperclass student in the College and assist first-year students in making the transition from high school to Penn by sharing their strategies for academic success and their knowledge of Penn's campus.

Peer advisors contact their advisees during the freshman Advance Registration period in the summer and remain accessible to the freshmen by email and/or phone throughout the rest of the summer. Early in the fall semester, peer advisors help freshmen arrange their meetings with the pre-major advisor.

Peer advisors provide the following kinds of assistance to first-year students:

- Help facilitate conversations between the student and pre-major advisor.
- Assist with Advance Registration in the summer and in November and March.
- Help with the use of Penn InTouch, including the use of the Course Search and Mock Schedule tool and creating an academic planning worksheet at the appropriate time.
- Help schedule appointments with the pre-major advisor during Advance Registration.
- Answer general questions about degree requirements, academic support services and University procedures throughout the first semester.
- Help with information about opportunities for research and academic pursuits outside of the classroom.
- Direct students to the College Office, 120 Cohen Hall.
- Provide information about opportunities and academic pursuits outside of the classroom.

Any student who does not know who his or her peer advisor is should contact Angie Estévez in the College Office, 215.898.6341.

Opposite page: Advisors in the College Office.

- 1) J. Curington 2) A. Kelley 3) Button 4) Milo 5) T. Jung
- 6) A. Estévez 7) K. Barbee 8) S. Gangulee 9) G. Purpura
- 10) K. Glanzer 11) J. Tighe 12) W. Pansing 13) H. Fetni
- 14) N. McDowell

College Houses

The undergraduate residences are a hub of intellectual, social and recreational activities. Each House has a resident faculty master who sets the general academic agenda, with the help of two faculty fellows who also live in the House. A house dean heads the administrative functions and supervises its programs. (See www.college.upenn.edu/advising/housedeans.php for listings.)

As advisors in the College of Arts and Sciences, house deans are available to provide curricular advice to freshman and sophomore students.

College Houses

W.E.B. Du Bois	http://dubois.house.upenn.edu
Fisher Hassenfeld	http://fjh.house.upenn.edu
Gregory	http://gregory.house.upenn.edu
Harnwell	http://harnwell.house.upenn.edu
Harrison	http://harrison.house.upenn.edu
Hill	http://hill.house.upenn.edu
Kings Court English	http://kcech.house.upenn.edu
Riepe	http://riepe.house.upenn.edu
Rodin	http://rodin.house.upenn.edu
Stouffer	http://stouffer.house.upenn.edu
Ware	http://ware.house.upenn.edu

The College Office

The College Office
120 Cohen Hall, 249 South 36th St.
Philadelphia, PA 19104-6304
Phone: 215.898.6341, Fax: 215.573.2023

The College Office is “home base” for undergraduate students in the School of Arts and Sciences. A staff of knowledgeable and experienced academic advisors is available to help with general and special academic circumstances, by appointment from 9:00-5:00 or on a walk-in basis for quick questions from 12:00-4:00, Monday through Friday.

Students may wish to contact an assistant dean in the College Office regarding:

- Clarification of the College’s degree requirements, policies and procedures.
- Special academic programs such as study abroad and dual degrees.
- Supplemental advising if the pre-major advisor is not available during the summer.
- Assistance in locating resources on campus and for help with academic problems.

For more on assistant deans, including academic interests, advising specialties and specific study abroad programs, see www.college.upenn.edu/advising/assistdeans.php.

Advisors in the College Office



SAMPLE ADVISING QUESTIONNAIRE

This is a sample of the online Advising Questionnaire you will submit by June 21. The information will help your pre-major advisor provide you with the best possible academic advice as you start your career at Penn. You will find the questionnaire at <https://fission.sas.upenn.edu/sso/col/blog/>.

Once you have completed the questionnaire, contact your pre-major advisor and you will be removed from the first of two registration holds. The second hold will be removed after you have spoken with your pre-major advisor about your academic plans and fall course selections.

1. How would you define your educational goals for the next four years? (We realize, and in many ways we hope, that your goals will change over the course of the next four years, but we would like you to reflect on the state of your goals at this moment.)
2. What are the academic subjects and areas of intellectual endeavor that most interest you? Why?
3. Please list the number of years that you studied the following in high school: English, Foreign Language (which?), History, Mathematics, Biology, Chemistry, Physics, Other (specify).
4. Please list any A.P. exams that you took and your scores (if you know them).
5. Which subject areas that you never studied in high school would you like to pursue at Penn? (Name at least three.)
6. Is there any discipline you considered studying, but have decided against? If so, which area? And, if so, why have you decided against it?
7. Are there subject areas that cause you anxiety? Why?
8. One of the secrets of success in college (and life) is being able to assess your own strengths and weaknesses and develop ways to enhance these strengths and compensate for the weaknesses. How would you characterize yourself in the following areas:

	Strong	Needs work	Not sure how to judge
Capture and synthesize lectures:	—	—	—
Read critically:	—	—	—
Write effectively:	—	—	—
Balance conflicting time demands:	—	—	—
Use quantitative tools:	—	—	—
Understand the process of science and experimentation:	—	—	—
Appreciate art, literature, music, drama:	—	—	—
9. Please list any extra-curricular activities (including athletics and jobs) in which you intend to participate.
10. What do you most want to accomplish during your first semester at Penn?
11. Briefly, please characterize yourself. Include the following: your most memorable intellectual experience to date, how would you expect to find college different from high school, and the things that are on your mind as you make your plans to come to Philadelphia.

ADDITIONAL ACADEMIC SUPPORT

Penn Libraries

www.library.upenn.edu

Of the 15 University libraries, Van Pelt Library is the primary library for students in the College, providing access to databases, full-text electronic journals and reference sources not freely available through public search engines.

Information Commons

wic.library.upenn.edu

The David B. Weigle Information Commons supports collaborative learning and group activities using the latest technologies. The center offers training, equipment and support for technology, research and digital media creation and hosts student support services for writing, public speaking, study strategies and time management.

Advising and Mentoring

In addition to the academic advising available through the College Office (page 17), Penn has a number of programs designed to provide academic guidance:

The Pennsylvania College Achievement Program (PENNCAP)

www.vpul.upenn.edu/aap/pennncap/

PENNCAP offers a comprehensive personal and academic support system over a student's entire undergraduate career at Penn beginning with a pre-freshman program.

Major Advising Program (MAP)

www.college.upenn.edu/map/

MAP is a peer advising system that helps students with their search for a major. Any College student can access the online database of peer advisors, representing nearly every major within the College of Arts and Sciences.

Graduate-Undergraduate Mentoring

www.gsc.upenn.edu/mentoring/mentor.php

The Graduate/Undergraduate Mentoring Program pairs undergraduates with graduate and professional students to help undergraduates learn first-hand about preparing for, applying to, and succeeding in graduate school.

Major Dinners

www.college.upenn.edu/events/dinners.php

Each semester, the College holds a series of dinner discussions on majors, minors and academic programs. These dinners provide an opportunity to meet with faculty and upperclassmen in a small, relaxed setting.

College Alumni Mentoring Series (CAMS)

www.college.upenn.edu/cams/

CAMS engages College students and alumni in mentoring relationships to help students determine how their current academic paths coincide with career aspirations. The series is composed of events that help to facilitate students' understanding of life beyond Penn.

Learning and Study Skills

Learning Resources Center

www.vpul.upenn.edu/lrc/

The Center provides academic support through a varied menu of services and programs, including: individual instruction with a learning instructor; print information: self-help pamphlets, handouts, and calendar tools for independent use; Interactive workshops; and collaborative University programs.

Public Speaking

www.sas.upenn.edu/cwic/faq.html

The CWiC Speaking Center offers students access to trained peer speaking advisors.

Writing Center

www.writing.upenn.edu/critical/help/

The writing tutors at the Penn Writing Center offer expert writing help to Penn students.

Subject Tutoring

Tutoring Center

www.vpul.upenn.edu/tutoring/

The Tutoring Center offers individual peer tutoring in specific courses in the following formats: Satellite Tutoring Center locations across campus available by appointment, College House tutoring, and course-based student-led workshops and weekly review sessions, and end of semester special events tutorials.

Language Direct

www.plc.sas.upenn.edu/language_direct/

Language Direct is a program of the Penn Language Center that offers peer tutoring for students who want to improve their language skills in French, German, Italian, Spanish, Russian, Chinese and Japanese.

Health Services

The Office of Health Education (OHE)

www.vpul.upenn.edu/ohel

OHE provides risk reduction and public health promotion services including data collection and analysis, educational workshops, health awareness events and campaigns, academic courses, training and consultations.

Student Health Service (SHS)

www.vpul.upenn.edu/shs/

SHS offers accessible and affordable care for illness, injury, general health, travelers' health and emergencies. In addition to the clinical services SHS coordinates public health programs and activities for Penn students.

Counseling and Psychological Services (CAPS)

www.vpul.upenn.edu/caps/

CAPS provides professional psychological and psychiatric services to undergraduate, graduate and professional students who are having personal problems involving social, emotional, academic and career issues. The most frequent concerns presented by clients are poor academic performance, stress management, low self-esteem, eating concerns, drug and alcohol abuse, racial/ethnic identity issues, relationship conflicts, sexual orientation and identity concerns, career conflicts and indecisiveness, loss/grief and depression.

Other services include career development counseling, evaluations for psychotropic medication, interventions in crisis situations, structured workshops, staff and paraprofessional training and consultations. All services are free and confidential for University students. CAPS clinicians work with students who need longer-term care to find a good match with a clinician off campus.

Alcohol and Other Drug Program Initiatives

www.vpul.upenn.edu/alcohol/

The Office seeks to identify methods to reduce substance abuse and violence, control and mitigate campus environments where potential for abusive behavior exists, and foster a campus culture in which healthy living efforts are plentiful and successful.

Student Disabilities Services (SDS)

www.vpul.upenn.edu/lrc/sds/

SDS provides reasonable accommodations to those who self-identify in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Academic accommodations, auxiliary services and technology are made available to students who meet established documentation guidelines. Policies and procedures have been developed to provide students with as much independence as possible, to promote self-advocacy, and to provide students with disabilities the same exceptional opportunities available to all Penn students.

Post-Graduate Preparation

Career Services

www.vpul.upenn.edu/careerservices/

Career Services helps Penn undergraduates define their career goals and take the steps necessary to achieve them by providing resources and services on career direction/assessment, employment and admission to graduate and professional schools through individual advising, career seminars, placement workshops, online job listings and alumni networks.

Resources tailored to undergraduates in the School of Arts and Sciences, including information on internships, alumni mentoring, career fields by major, preparing resumes, interview skills and more, can be found at www.vpul.upenn.edu/careerservices/college/.

Career Paths for College Students

www.college.upenn.edu/img/paths.pdf

Students are encouraged to follow their true academic interests and explore fields that are new and interesting. This booklet features confirmation of this approach by presenting the experiences of several College alumni.

Graduate Study

www.college.upenn.edu/careers/gradstudy.php

Advising for students interested in graduate studies in the humanities, social sciences and natural sciences is available through Career Services and the Center for Undergraduate Research and Fellowships.

Fellowships and Scholarships

www.upenn.edu/curff/fellowships/

The Center for Undergraduate Research and Fellowships assists undergraduates in finding and applying for fellowships to fund post-baccalaureate study.

Careers in Medicine and Law

While there are no pre-medicine or pre-law majors, Career Services provides online information and pre-professional advising for students interested in pursuing these professions. See www.vpul.upenn.edu/careerservices/.

Students can also view information on the College site:

Law: www.college.upenn.edu/careers/law.php.

Health: www.college.upenn.edu/careers/health.php.

USEFUL WEBSITES

Of Particular Interest

College Website
www.college.upenn.edu

Freshman Information
www.college.upenn.edu/freshmen/

Course Selection Materials
www.college.upenn.edu/registration/selection.php

Curriculum, General Education
www.college.upenn.edu/curriculum/2010/

Penn InTouch
www.upenn.edu/pennintouch/

A-C

Advanced Placement
www.college.upenn.edu/freshmen/ap.php

Alcohol and Other Drug Program Initiatives
www.vpul.upenn.edu/alcohol/

Athletics
www.pennathletics.com

Blog / Advising Questionnaire
www.college.upenn.edu/freshmen/blog.php

Careers and a Liberal Education
www.college.upenn.edu/careers/liberaled.php

Career Services
www.vpul.upenn.edu/careerservices/

Center for Undergraduate Research and Fellowships
www.upenn.edu/curf/

Chaplain, Office of the
www.upenn.edu/chaplain/

Civic House
www.vpul.upenn.edu/civichouse/

College Alumni Mentoring Series
www.college.upenn.edu/cams/

Communication Within the Curriculum (CWIC)
www.sas.upenn.edu/cwic/

Computing Services
www.sas.upenn.edu/computing/help/students/

Counseling and Psychological Services
www.vpul.upenn.edu/caps/

D-G

Departments and Programs
www.college.upenn.edu/majors/depts.php

Disabilities Services, Student
www.vpul.upenn.edu/lrc/sds/

Email Account
www.sas.upenn.edu/computing/help/students/email/

Financial Services, Student
www.sfs.upenn.edu

Freshman Seminars
www.college.upenn.edu/courses/seminars/freshman.php

General Education Curriculum
www.college.upenn.edu/curriculum/2010/

Graduate/Undergraduate Mentoring Program
www.gsc.upenn.edu/mentoring/

Graduation Requirements
www.college.upenn.edu/seniors/requirements.php

Greenfield Intercultural Center
www.vpul.upenn.edu/gic/

H-O

Health Education, Office of
www.vpul.upenn.edu/ohel/

Health Professions, Careers in
www.college.upenn.edu/careers/health.php

Health Services, Student
www.vpul.upenn.edu/shs/

Information Commons, David B. Weigle
wic.library.upenn.edu

Intellectual Life Outside Class
www.college.upenn.edu/support/intellect.php

International Programs, Office of
www.upenn.edu/oip/

Law Careers
www.college.upenn.edu/careers/law.php

Lesbian Gay Bisexual Transgender Center
www.vpul.upenn.edu/lgbtc/

Library
www.library.upenn.edu

New Student Orientation
www.upenn.edu/nso/

Ombudsman, Office of the
www.upenn.edu/ombudsman/

P-S

Phi Beta Kappa
www.college.upenn.edu/honors/pbkl/

Registrar, Office of the
www.upenn.edu/registrar/

Requirement Courses
fission.sas.upenn.edu/coll/genreq/

Research, Undergraduate
www.college.upenn.edu/research/

Student Life, Office of
www.vpul.upenn.edu/osl/

T-W

Tutoring Center
www.vpul.upenn.edu/tutoring/

University Life
www.vpul.upenn.edu

Webcast for Incoming Freshmen
www.college.upenn.edu/freshmen/webcast/

Weingarten Learning Resources Center
www.vpul.upenn.edu/lrc/

Women's Center
www.vpul.upenn.edu/pwc/

Writing Center
www.writing.upenn.edu/critical/help/

COURSE SELECTION AND REGISTRATION

Summer Advising

Incoming freshmen register for fall courses between June 28th and July 23rd. Before they can register, they must have submitted the online Advising Questionnaire (page 18), and discussed their academic interests and fall course selection with their pre-major advisor. (See Registration Hold below.)

For students who live close to Penn, a visit with the advisor is best. Students who live farther away may communicate either by phone or by email with their pre-major advisor.

An advisor who is a member of the faculty may not be on campus during the summer. Pre-major advisors will inform their advisees about the best way to reach them during this period. If a pre-major advisor is not available during the summer, the student may call the College Office (215.898.6341) and speak with an assistant dean for advising.

Incoming students will be contacted during the summer by their peer advisor who can assist in contacting the pre-major advisors, answer questions and help freshmen acclimate to the College.

Students may also want to take part in a live summer webcast of College faculty and advisors discussing academic life at Penn. Students can email questions to the panel before or during the webcast and may also view archived webcasts at www.college.upenn.edu/freshmen/webcast/.

Registration Hold

Freshmen will be unable to advance register for fall courses until the Advising Questionnaire has been submitted and the advising discussion has taken place. After this discussion, the pre-major advisor will remove the student from Registration Hold and he or she will be free to register.

First-Semester Courses

www.college.upenn.edu/registration/selection.php

There are a wide variety of resources available for students investigating and selecting courses for the fall. Students can access these resources from www.college.upenn.edu/registration/selection.php.

Courseload

Incoming freshmen should register for 4 to 4.5 c.u. for the fall semester. (See page 32 for further details.)

Academic Exploration

The first few semesters are a prime opportunity to be adventurous and request courses that arouse intellectual curiosity. It is wise to keep potential major interests in mind, but not be limited to a single potential field of study. For a brief introduction to major departments and programs see pages 8-11. You may also wish to visit the College website (www.college.upenn.edu/majors/entry.php) for a listing of courses recommended by faculty for students interested in investigating particular academic fields.

Freshman Seminar

www.college.upenn.edu/courses/seminars/freshman.php

The primary goal of the freshman seminar program is to provide every freshman with the opportunity for a direct personal encounter with a faculty member in a small class setting devoted to a significant intellectual endeavor. While not required, freshman seminars are an excellent introduction to academic life in the College and are highly recommended for first- or second-semester students. See the URL above for a list of fall seminars.

Writing Seminar

www.writing.upenn.edu/critical/

Writing seminars are small, writing-intensive courses offered on a wide variety of academic subjects. Students are encouraged to take a writing seminar in their first year in order to gain maximum benefit from improved writing skills. These seminars fulfill the Writing Requirement.

Mathematics

Though the College has no math requirement, a variety of majors and pre-professional curricula require calculus and many undergraduates take some math. Students should consult with their advisor and consult the appropriate department's website. For details on freshman math, see www.college.upenn.edu/freshmen/math.php.

Language Course

www.college.upenn.edu/language/

It is recommended that students begin to satisfy the Foreign Language Requirement in their first semester and continue to take courses without break until the requirement is fulfilled. Students planning to continue with a language that they have studied previously should read about language placement on page 30. 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 Foreign Language Requirement.

The Registration Process

Registration at Penn occurs at two distinct times: Advance Registration and the Course Selection Period. Each period functions differently. For details and tips on course selection and using Penn InTouch, see the video tutorial, www.college.upenn.edu/registration/tutorial.php.

Advance Registration

Students request courses for the upcoming semester during the Advance Registration period. For students in the Class of 2014, freshman Advance Registration begins on June 28 and ends on July 23, 2010.

During Advance Registration, students submit their preferred courses, as well as alternate courses, using Penn InTouch, the on-line registration system. Students can submit their requested courses at any time during this period. All course requests are processed at the conclusion of the Advance Registration period, regardless of when the request was submitted. There is no advantage to registering early and no guarantee that students will be enrolled in all their requested courses.

It is very important to take part in Advance Registration. Students who do not advance register may find themselves closed out of the courses they wish to take.

Course Selection Period

The Course Selection Period begins a few weeks after Advance Registration and extends into the semester. During this period, students can make immediate changes to their course roster. The Course Selection Period allows students to visit classes before finalizing their schedules, but students are expected to attend all classes they may wish to add in order to keep up with assignments and material. Even during this period, instructors may choose to grant admission only to students who have been attending regularly.

Unlike Advance Registration, during the Course Selection Period courses are filled as students register for them, so timing is important and students know immediately if they are enrolled.

Penn InTouch

<https://sentry.isc.upenn.edu/intouch/>

Penn InTouch is the on-line information system for Penn students. To use Penn InTouch, a PennKey and password are required. (See www.upenn.edu/pennkeyrequest/ for information about obtaining a PennKey.)

Some of the functions of Penn InTouch include:

Addresses: Update local and permanent addresses. Students must keep their contact information on Penn InTouch accurate and up to date. The University uses these addresses, as well as the Penn email account, to communicate critical information to students.

Privacy Settings: Indicate to whom academic and/or financial information may be disclosed.

Course Search: Find courses for an upcoming semester. This tool allows students to search for courses by subject, time, instructor, College requirement or other criteria.

Registration: See information here and on page 24 for details about registration using Penn InTouch.

Student Schedule: View current or past course schedules, class locations and instructors.

Transcript: View course and grade information, g.p.a. and print unofficial transcript.

Academic Planning Worksheet

One of the many features available through Penn InTouch is a planning worksheet that helps students track their progress toward completion of the degree requirements. Freshmen should explore this tool with the assistance of their peer advisor after Advance Registration. It is important to note that the worksheet is not the final certification for requirement satisfaction, major certification or graduation.

To create a new worksheet, students should:

- Log in to Penn InTouch
- Select WORKSHEET from the menu
- Click on NEW WORKSHEET
- Select "College of Arts and Sciences, Bachelor of Arts" degree program
- Select the appropriate worksheet template based on the student's entering class
- Select CONFIRM
- Select OPEN from the drop-down menu to view the worksheet.

Resources for Course Selection

Links to all the resources that follow are available from www.college.upenn.edu/registration/selection.php.

Course Timetable: This resource is updated every semester before the start of Advance Registration. It lists those courses that will be offered during the upcoming semester.

Freshman Course Timetable: This publication lists courses specifically recommended for incoming students.

Course and Room Roster: This publication is available online before the start of classes each semester, and is an updated version of the *Course Timetable*. It lists courses to be offered in the upcoming semester including their room assignments.

Course Register: A listing of all courses offered by the University. Please note that these are not specific to any given semester.

Penn Course Review: A student-run publication that lists the numerical ratings and general comments for all undergraduate courses taught in an academic year at Penn.

College Requirements Course Listings: Students can use this page to browse through lists of courses that fulfill the College's General Education requirements.

Freshman Seminars: These small classes are an excellent introduction to University study. They are generally taught by distinguished faculty members and are offered in both the fall and spring.

Writing Seminars: These courses are designed to improve students' writing skills across a variety of disciplines.

Entry Courses: These courses are recommended by leading faculty in College departments and programs as entry points for academic investigation.

Communication Within the Curriculum: CWiC courses emphasize the art of public speaking, rhetoric and oral presentation.

Benjamin Franklin Seminars: Small seminar courses that tend to rely on scholarly books and discussions, rather than textbooks and faculty lectures.

Academically Based Community Service Courses: These courses are supported by the Netter Center for Community Partnerships that focus on West Philadelphia and/or the public schools in this area.

Study Abroad Courses (XCAT): This site lists courses taken by students at Penn-affiliated programs abroad.

Course Search and Mock Schedule Tool www.upenn.edu/pennintouch/

The Course Search and Mock Schedule tool on Penn InTouch provides students with the ability to search through courses being offered for an upcoming term and to view them on a mock planning schedule.

A. Course Search

- 1 To get started, enter criteria for a search into the form and click the [Find courses] button.
- 2 Use advanced search for more options
- 3 View search results in a list you can sort
- 4 View course details by clicking on a Course ID
- 5 Save a list of courses to your Course Cart

B. Course Details

- 1 View details for a course, including description, instructors, credit and cross-listed sections.
- 2 Click on a department name for the departmental web page.
- 3 Click on a building code for classroom locations (once room scheduling information is available, usually 2-3 weeks before each term begins)
- 4 View important information restrictions and required permits.
- 5 Associated courses/activities display at the bottom, such as lectures, recitations and labs.

C. Mock Schedule

- 1 Select courses to use for planning and click [Update schedule] to view a mock schedule.
- 2 Time conflicts are highlighted with red text. (You may want to leave some on your list to submit as "alternate" requests during advanced registration).
- 3 Courses with required associated activities noted with "I"; click on Course-ID for more info.
- 4 Print a copy of this page to reference when you submit registration on Penn InTouch.

ADVANCED PLACEMENT

Many incoming students have earned pre-college or advanced placement credit. It is important to understand the policies governing the awarding of these credits since it is the student's responsibility to submit all appropriate materials and documentation for approval. Please note that different policies may be in place depending on the date of matriculation at Penn.

Penn will grant either credit or placement (waiver) for high achievement on most Advanced Placement (A.P.) exams taken before matriculation if the student indicated on the exam registration form that the scores were to be sent to Penn.

After arriving at Penn, students should check their transcript on Penn InTouch. If expected A.P. or I.B. credit does not appear, they should contact the Office of Undergraduate Admissions (215.898.7507 or info@admissions.upenn.edu) and ask if Penn received the A.P. or I.B. scores.

It is wise for students to bring their student copy of the Advanced Placement score report with them to campus.

Students must show their original A-Level certificates to the Office of Undergraduate Admissions to have their scores evaluated for credit. For exams not listed here, and those which specify departmental review, students will be referred to the relevant department.

Office of Undergraduate Admissions
215.898.7507
info@admissions.upenn.edu

Terms Used in the Charts Below

Waiver: Students do not receive credit, but do not need to take the course in question. Waivers can serve as placement for higher-level courses in the subject.

Free: Indicates that students receive credit without a specific course listed on their transcript.

Language Exams: A score of 4 or 5 in an A.P. language exam may place a student out of the College's Language Requirement. (See page 30 for more on language placement.) No other part of the General Education Curriculum can be satisfied with A.P. credits.

International Exams

A detailed policy statement governing credit equivalence is available from the Office of Undergraduate Admissions. Credit is also awarded for the following on a case-by-case basis:

- G.C.E. A-Level Examinations
- International Baccalaureate (I.B.)
- French Baccalauréat
- German Abitur
- Swiss Maturité
- Canada's CEGEP Program (2nd year only)
- Italian Maturità
- Denmark's Studentereksamen
- Finland's Matriculation Examination.

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

G.C.E. Advanced A-Level Exams

EXAMINATIONS	GRADE OF A OR B	GRADE OF C
Accounting	No credit	No credit
Biology*	BIOL 091	No credit
Chemistry*	CHEM 091	No credit
Economics	A=Waiver for ECON 001, 002 B=No credit	No credit
English	Departmental review	Dept. review
Greek	GREK Free (1 c.u.)	No credit
History	A=Choice of HIST 041, 042 or 044 (2 c.u. limit) B=No credit	No credit
Latin	LATN Free (1 c.u.)	No credit
Math w/Further Math (Edexcel)*	A=MATH 104 B=No credit	No credit
Math w/Special paper w/merit (Cambridge)	A=MATH 104 B=No credit	No credit
Physics	A=PHYS 093, 094, 050, 051 (Total 3 c.u.) B=PHYS 091, 092, 050, 051 (Total 3 c.u.)	PHYS 091

* An internal departmental examination is also available for credit.

Advanced Placement Equivalence

The subjects and scores listed here receive the equivalencies indicated. These policies are in effect for students entering Penn during the 2010-11 academic year. All policies remain under ongoing review and are subject to change without prior notice. If an A.P. exam is not listed here, Penn does not grant credit for it. For the most up-to-date listings see www.admissionsug.upenn.edu/applying/advanced.php.

All scores of 4 to 1 receive no credit or equivalency unless otherwise indicated.

EXAMINATIONS	SCORE	EQUIVALENT
Art History	5	Waivers (no credit) for ARTH 001 or ARTH 002 (consult with undergraduate chair)
Art (studio)	5	No credit (possible exemptions for majors, portfolio considered)
Biology*	5	BIOL 091 (1 c.u., no A.P. credit given for labs)
Chemistry*	5	CHEM 091 (1 c.u., no A.P. credit given for labs)
Computer Science-A	5	CIS 110 (1 c.u., credit given for the A or AB exam, but not both)
Computer Science-AB	5, 4	CIS 110 (1 c.u., credit given for the A or AB exam, but not both)
Economics (Macro)	5	Waiver for ECON 002 (no credit)
Economics (Micro)	5	Waiver for ECON 001 (no credit)
English Lang./Comp.	5	ENGL Free (1 c.u., does not fulfill the Major or Writing Req.)
English Lit./Comp.	5	ENGL Free (1 c.u., does not fulfill the Major or Writing Req.)
Environmental Science	5	ENVS 200 (1 c.u. non-majors only, majors must see department)
European History	5	HIST 041 (1 c.u.)
French Language	5	FREN 210 (1 c.u., fulfills the Foreign Language Requirement)
	4	No credit (fulfills the Foreign Language Requirement)
French Literature	5	FREN 220 (1 c.u., fulfills the Foreign Language Requirement)
	4	No credit (fulfills the Foreign Language Requirement)
German Language	5	GRMN 104 (1 c.u., fulfills the Foreign Language Requirement)
	4	No credit (fulfills the Foreign Language Requirement)
Italian Language	5	ITAL 210 (1 c.u., fulfills the Foreign Language Requirement)
Latin/Literature	5	LATN Free (1 c.u., fulfills the Foreign Language Requirement)
	4	No credit (fulfills the Foreign Language Requirement)
Latin/Vergil	5	LATN Free (1 c.u., fulfills the Foreign Language Requirement)
	4	No credit (fulfills the Foreign Language Requirement)
Mathematics-AB	-	No credit
Mathematics-BC*	5	MATH 104 (1 c.u.)
Physics-B	5	PHYS 091, 092 (2 c.u.)**
Physics-C (Mechanics)	5	PHYS 093 (1 c.u.)**
Physics-C (Elect. & Mag.)	5	PHYS 094 (1 c.u.)**
Psychology	5	Waiver for PSYC 001 (no credit)
Spanish Language	5	SPAN 210 (1 c.u., fulfills the Foreign Language Requirement)
	4	No credit (fulfills the Foreign Language Requirement)
Spanish Literature	5	SPAN 220 (1 c.u., fulfills the Foreign Language Requirement)
Statistics	5	STAT 111 (1 c.u.)
United States History	5	HIST 042 (1 c.u.)
World History	5	HIST 044 (1 c.u.)

* An internal departmental examination is also available for credit. ** For information on laboratory credit, see pages 28-29.

International Baccalaureate Equivalence

Credit is awarded for superior performance on the International Baccalaureate Higher Level exams. These policies are in effect for students entering Penn during the 2010-11 academic year. In several instances evaluations have changed from previous years. All of these policies remain under ongoing review and are subject to change without prior notice. For the most up-to-date listings see www.admissionsug.upenn.edu/applying/advanced.php.

All scores of 4 to 1 receive no credit or equivalency unless otherwise indicated.

EXAMINATIONS	SCORE	EQUIVALENT
Anthropology	-	No credit
Biology*	7, 6	BIOL 091 (1 c.u., no I.B. credit given for labs)
Chemistry*	7, 6	CHEM 091 (1 c.u., no I.B. credit given for labs)
Economics	7, 6	Waiver for ECON 001, 002 (no credit)
English A/B	7, 6, 5	ENGL Free (1 c.u., does not fulfill the Major or Writing Requirement)
French A**	7, 6	FREN 220 (1 c.u.)
	5	FREN 210 (1 c.u.)
French B**	7, 6	FREN 210 (1 c.u.)
Geography	7, 6	Geography Free (2 c.u.)
	5	Geography Free (1 c.u.)
German A**	7, 6	GRMN 216, GRMN Free (2 c.u.)
	5, 4	GRMN 212 (1 c.u.)
German B**	7, 6	GRMN 216, GRMN Free (2 c.u.)
	5, 4	GRMN 104 (1 c.u.)
History of the Americas	7, 6, 5	HIST 042 (1 c.u.)
History of Europe	7, 6, 5	HIST 041 (1 c.u.)
Latin**	7	LATN Free (1 c.u.)
	6	No credit (fulfills the Foreign Language Requirement)
Mathematics*	-	No credit
Math with Further Math*	7	MATH 104 (1 c.u.)
Music	-	No credit
Philosophy	7, 6, 5	Departmental review on case-by-case basis
Physics	7, 6	PHYS 091, 092 (2 c.u., for more on laboratory credit, see page 28)
Psychology	7, 6	Waiver for PSYC 001 (no credit)
Spanish A**	7, 6	SPAN 220 (1 c.u.)
	5	SPAN 210 (1 c.u.)
Spanish B**	7, 6	SPAN 210 (1 c.u.)
Theatre Arts	7, 6, 5	Departmental review on case-by-case basis

* An internal departmental examination is also available for credit.

** All language credits fulfill the Foreign Language Requirement.

All other Higher Level International Baccalaureate examinations will be reviewed on an individual basis. For more on the University's International Baccalaureate policies, contact the Office of Undergraduate Admissions.

A.P. Physics

Students may receive credit based on their performance on the A-level, International Baccalaureate or other centrally administered examinations; such students should consult the department or the Office of Undergraduate Admissions for details. Credit will be granted to students who achieve a score of 5 on the appropriate Advanced Placement exam. Students who wish to receive credit for prior lab experience must submit their lab reports and lab manual to the undergraduate chair. Students who do so should recognize that many high school physics courses and courses offered at other universities do not provide a laboratory experience equivalent to that offered by a Penn course. In general, the evaluation of laboratory work performed at another institution will be based on the number of experiments performed, the perceived difficulty of each experiment, the level of analysis required (including graphical presentation of data and error analysis), and the choice and spread of topics. Students with A.P. credit who need to satisfy the lab requirements will be allowed to register for PHYS 050 or 051 to receive lab credit.

Note: A student who takes 150/151 or 170/171 at Penn will lose the physics A.P. credit.

A.P. Mathematics

A student may receive credit for MATH 104 (1 c.u.) by earning:

- A score of 5 on the Advanced Placement (A.P.) Calculus BC exam.
- A score of 7 on the International Baccalaureate (Mathematics [Higher Level] plus Further Mathematics).

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

No credit is given for the A.P. Calculus AB exam regardless of score. Students taking first-semester calculus, MATH 104, are expected to have completed successfully an AB Calculus course or the equivalent. It is strongly recommended that those who have not had a calculus course at the level of AB Calculus or who received a score of 3 or lower on the AB exam take MATH 103 to prepare for MATH 104.

Students submitting other results from either the A-Levels or I.B. exams should consult the department or take the Mathematics Department's internal examination.

Mathematics Department A.P. Exams

All students are eligible to take the Mathematics Department's internal A.P. exams, which are offered at the beginning of the fall semester. Near the end of the summer, the times and dates of the exams will be posted near the top of the department's undergraduate web page.

Anyone who has studied calculus should consider taking these exams. The department keeps no record of those who do not pass; thus, students who take the exams and fail have lost nothing. The exams are open to all without charge. More information is available on the department's website, www.math.upenn.edu/ugrad/Undergrad.html.

A.P. Biology

Advanced placement credit in biology can be obtained by earning a sufficient score on the ETS Advanced Placement Test, the International Baccalaureate exam or the British A-Level exams. However, the credit earned does not fulfill the Living World sector or Biology major, minor or pre-med requirements. Credit is given as BIOL 091 only for the lecture portion of an introductory biology course. Any student (with or without BIOL 091 credit) may take a Biology Department placement exam given early in the fall and spring semesters. Credit for a departmental placement exam results in lecture credit for the equivalent course (BIOL 101, 102, or 121), and this credit can be used toward the Biology major and minor requirements. Students planning to major in Biology or Biological Basis of Behavior (BBB), or those satisfying pre-med requirements, should follow either of the introductory-level tracks:

Track I:

Recommended for students with A.P., I.B. or other advanced biology courses and high school chemistry.

- BIOL 121 Introduction to Biology:
The Molecular Biology of Life
(lecture and lab, 1.5 c.u.)
- 124 Introductory Organism Biology Lab (lab with
one hour lecture, 0.5 c.u.)

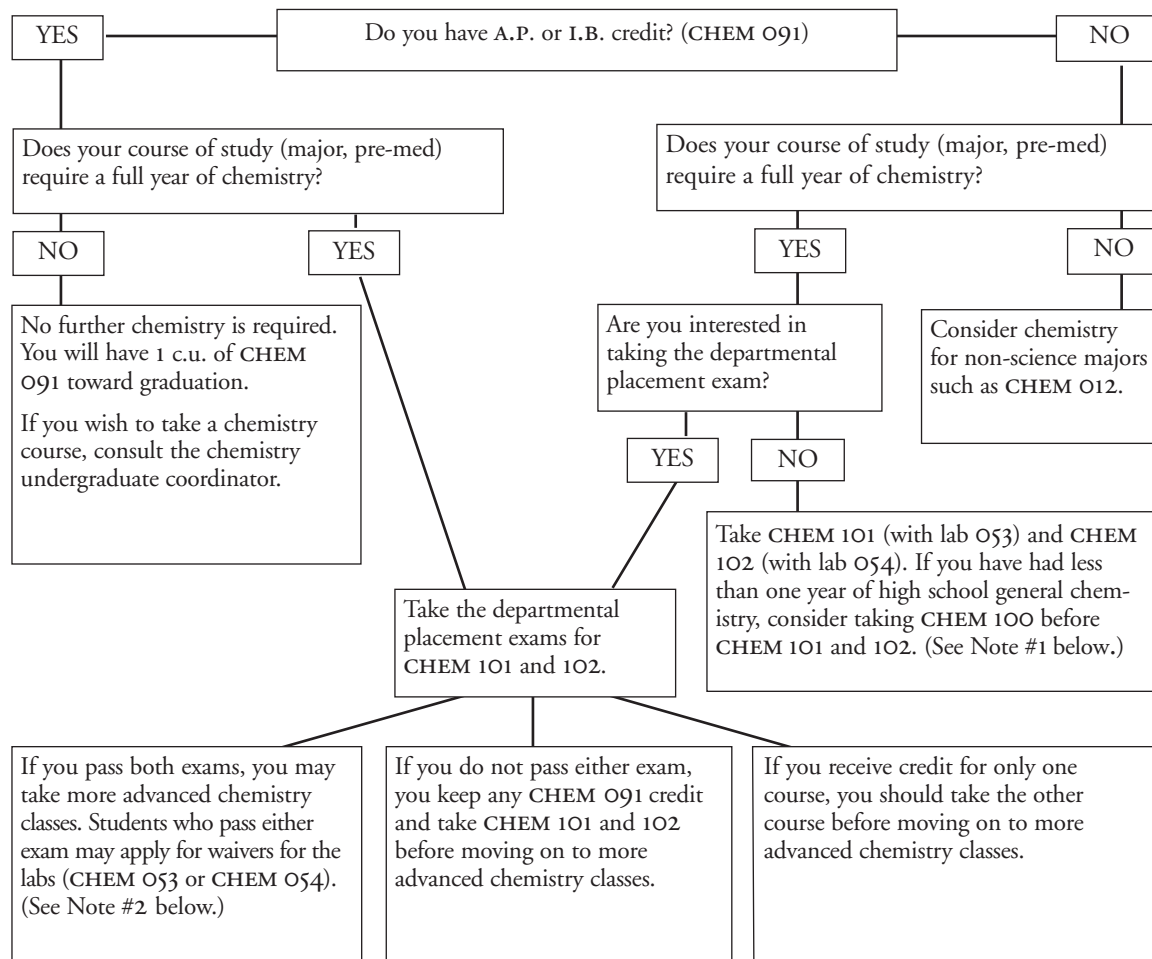
Track II:

Recommended for students with one year of high school biology.

- BIOL 101 Introduction to Biology A
(lecture and lab, 1.5 c.u.)
- 102 Introduction to Biology B
(lecture and lab, 1.5 c.u.)

A.P. Chemistry

Advanced placement credit in chemistry can be obtained based on the ETS Advanced Placement Test, the International Baccalaureate exam, the British A-Level exams and/or the Chemistry Department Advanced Placement Exams (which are given very early in the fall and spring semesters). Credit is given only for the lecture portion of an introductory chemistry course. For example, a student who has a score of 5 on the ETS Advanced Placement Test is given 1 c.u. for introductory chemistry, CHEM 091. More complete advice and explanations of advanced placement policies can be found on the Chemistry Department website, www.sas.upenn.edu/chem/.



Note #1

Students with less than one year of high school general chemistry may choose to take CHEM 100, Fundamentals of Chemistry, in preparation for CHEM 101.

Note #2

Students who have passed one or more Chemistry placement exams can apply for lab waivers. Applications for lab waivers will *not* be evaluated unless a student has passed one of the departmental placement exams or has taken and passed CHEM 101 or 102 (with a grade of C or better). Students must also have an AP score of 5 from high school level AP Chemistry.

Language Placement

In order to receive credit for a language course at the elementary or intermediate level, all students who have previously studied the language must have a placement score. The only students exempt from having a placement score are those who have never studied the language before.

- French and Spanish offer computerized exams.
- Arabic, Chinese, German, Hebrew, Italian, Latin and Russian exams are written and can be taken upon arrival on campus. The schedule and location of these exams will appear on the New Student Orientation website during the summer (www.upenn.edu/nso/).

- Students wishing to be evaluated in a modern language other than those taught by the language departments should consult the Penn Language Center (www.plc.sas.upenn.edu).
- Credit will not be given for a language course taken at a lower level than a student's placement score indicates.
- 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.

Students who have taken the S.A.T. II exam as part of their application to Penn may use that score to place them in the proper level:

S.A.T. II	SCORE	REGISTER FOR:	S.A.T. II	SCORE	REGISTER FOR:
French	Under 380	FREN 110	Japanese	Students who score 650 or above may satisfy the requirement by demonstrating oral proficiency in an interview.	
	380 - 440	FREN 121			
	450 - 540	FREN 130			
	550 - 640*	FREN 140			
	650 or above	Exempt			
German	Under 350	GRMN 101	Latin	Under 450	LATN 101
	350 - 440	GRMN 102		450 - 540	LATN 102
	450 - 540	GRMN 103		550 - 590	LATN 203
	550 - 640**	GRMN 104		600 - 640	LATN 204
	650 or above	Exempt		650 or above	Exempt
Hebrew	700 or above***	Exempt	Russian	Under 350	RUSS 001
				350 - 440	RUSS 002
				450 - 540	RUSS 003
				550 - 640*	RUSS 004
				650 or above	Exempt
Italian	Under 380	ITAL 110	Spanish	Under 380	SPAN 110
	380 - 440	ITAL 120		380 - 440	SPAN 120
	450 - 540	ITAL 130			or 121
	550 - 640*	ITAL 140		450 - 540	SPAN 130
	650 or above	Exempt		550 - 640*	SPAN 140
				650 or above	Exempt

* Students who score between 600 and 640 can be exempted from the Language Requirement if they pass an oral exam.

** Students who score between 600 and 640 in German can be exempted from the Language Requirement if they achieve a rating of intermediate or better on an oral exam. Students may sign up in the German Department office before the end of the first week of classes.

*** Students who score under 700 in Hebrew must sign up to take the placement exam in the office of the Department of Near Eastern Languages and Civilizations. A score of 70 or above on Part 2 of the Jerusalem Examination also exempts students from the Language Requirement in Hebrew.

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 ahead to leave sufficient time to complete work.
- Contact the Weingarten Learning Resources Center for help with time management and study strategies.

For more information consult the Office of Student Conduct, www.upenn.edu/osc/faq.html.

Holidays

The University observes the following holidays: Martin Luther King, Jr. Day, Memorial Day, July 4, Labor Day, Thanksgiving 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, including Christmas, Rosh Hashanah, Yom Kippur, the first two days of Passover and Good Friday. In consideration of their significance for many students, no examinations may be given and no assigned work may be required on these days. Students who observe these holidays will be given an opportunity to make up missed work in both laboratories and lecture

courses. If an examination is given on the first class day after one of these holidays, it must not cover material introduced in class on that holiday.

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 thinks a student has an excessive number of absences, the student's final grade may be lowered. Some departments, the foreign languages in particular, have very precise rules for attendance.

If a student must miss class at any point during the semester, he or she should notify the College Office and the professor as soon as possible.

Failure to attend a class for which one is registered does not result in being automatically dropped from the class. Students should check Penn InTouch before the end of the Course Selection period and before the end of the Drop period each semester to verify their roster.

Absence Due to Illness

If a student is sick and will miss class, he or she should call the College Office (215.898.6341) as soon as possible. If the student provides proper documentation of the illness, the student's professors will be notified by a representative of the College Office.

Athletes

Athletes are responsible for making up any work missed because of athletic obligations.

Athletic Eligibility

Like all student athletes at Penn, College athletes must meet certain academic eligibility standards set by both the NCAA and the University.

In order to be fully eligible to compete in intercollegiate athletics, students must keep their g.p.a. at or above a 2.0, maintain full-time student status, earn at a minimum 1.5 c.u. a term (important for student athletes who wish to study abroad) and complete a minimum of 8 c.u. per academic year. Students whose academic performance falls below these standards may retain eligibility to compete by submitting an Academic Enhancement Plan. Student athletes enrolled in the College are also required to have a declared major by the beginning of their junior year. Any questions about these or any other eligibility issues should be directed to Dr. Alice Kelley in the College Office.

Class Standing

A student's class standing is determined by the number of credit 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 as follows:

Freshman	less than 8.00 c.u.
Sophomore	from 8.00 to 15.99 c.u.
Junior	from 16.00 to 23.99 c.u.
Senior	from 24.00 c.u.

Courseload

College students are limited to 5.5 c.u. per semester. First semester freshmen are limited to 4.5 c.u. (Outstanding science students may request permission to register for two laboratory sciences in their first semester.) Students can raise their credit limits with permission from their pre-major advisor or the College Office. This generally requires a g.p.a. of 3.3 or better, no outstanding Incompletes and previous success with a 5 c.u. load.

Part-Time Status

Registering for only one or two courses is NOT sufficient to become part-time. Students must follow the procedure below in order to make the status change official.

Part-time status must be declared before the first day of the term in question. Students are advised to take care of this by the end of the preceding semester (that is, usually by December of the fall semester).

Students should always speak with an academic advisor before any action is taken that would cause the student to earn less than 4 c.u. in a given term.

Special Circumstances

Probation: Students placed on probation are required to limit their rosters to 4 or 4.5 c.u. per term.

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. However, students considering 3 c.u. should consider carefully the risks of being enrolled in fewer than four credit units (see below).

Part-time status with 2.5 c.u. or fewer: 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.

Part-time status for seniors: Seniors who need less 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 assistant dean for advising in the College. These advisors will verify that the student needs only one or two credits to graduate and make the adjustment.

Enrollment in Fewer than Four C.U.

Students should understand that failure to enroll in at least 4 c.u., or dropping or withdrawing below that number of credits, may have adverse effects in a variety of circumstances.

Athletes: The NCAA requires that all student athletes complete 8 c.u. per year; carrying less than a full load may jeopardize athletic eligibility. Dr. Alice Kelley is the College's athletic eligibility officer.

Senior athletes must wait until their previous semester's grades are posted (normally, in early January) before they can officially declare part-time status.

International Students: The visas that allow most international students to study in the U.S. require carrying a full load of at least 4 c.u. per semester. Any reduction in that number may call their visa status into question.

International students with questions about this rule are advised to speak with a staff member at the International Student and Scholar Services office.

Students with Financial Aid: Many aid packages require that the student complete an average of 4 c.u. per semester. Carrying less than this amount may cause the student to lose some or even all of his or her financial aid. Call the Student Financial Services office for more information.

Declaring a Major

Application to a major must be made by the second semester of the sophomore year prior to Advance Registration for the first semester of the junior year. Students who have not declared a major by March of their sophomore year will be barred from registering for the next semester until they have declared.

Athletes must be declared by the beginning of junior year to retain eligibility.

When students are ready to declare their major, they:

- Create an Academic Planning Worksheet on Penn InTouch, adding the appropriate major. Students should consult the departmental website for the intended major to gather details on requirements.
- Have a conversation with their pre-major advisor. If there are any concerns or doubts about choosing the right major, they should be discussed at this time. By the end of the conversation, a decision should be made on the major, even if it is tentative. The pre-major advisor will make any needed adjustments to the College requirements section of the worksheet and then change its status from Unofficial to Official. (NOTE: This is only the first step. An official worksheet does not, by itself, constitute a major declaration.)
- Contact the major program and ask about declaring the major. The steps at this point vary. In some departments students will speak directly with the undergraduate chair. Some will ask students to fill out and submit an application. Some will assign a faculty advisor within

the major with whom the student must speak before declaration is complete. It is the student's responsibility to be sure that all the required steps have been taken. If not, the student may still find him- or herself on hold for Advance Registration.

Graduation

Degree Requirements

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

At the end of junior year, students should confirm that their Academic Planning Worksheet on Penn InTouch is updated and accurate. This includes meeting with the major advisor to be sure that the major section of the worksheet has been updated with all relevant courses. The College will conduct an audit of rising seniors' worksheets during the summer and inform them by email and letter of any missing requirements, as well as other graduation-related issues the students need to address.

Credits for Graduation

The total number of credit units needed for graduation varies between 32 and 36 depending on the number of credits required in the major. Each major specifies a certain number of credits that must be completed, but never less than 12. In addition to the major, students must normally complete 20 c.u. outside the major. No more than 36 c.u. will be required for graduation. Those whose majors require more than 16 c.u. may take correspondingly fewer than 20 c.u. outside the major.

The 20 c.u. taken outside the major will include courses taken to fulfill General Education requirements and Free Electives. Some of the general education courses will also count toward the major (see Policies for the particular requirement). In this case students will take additional Free Electives. Since the College confers a bachelor of arts degree, 16 of the 20 c.u. outside the major must be Arts and Sciences courses. That means that most students may count as many as 4 c.u. from schools outside Arts and Sciences towards the degree. If a major requires more than 16 c.u., correspondingly fewer than four credit units from other schools may be counted toward the degree. When in doubt, students should consult an assistant dean in the College Office.

The numbers above represent minimum credits required; depending on their individual situations, some students may need more than this in order to finish their degree program. Students with any questions about their graduation requirement should meet with a College advisor.

Students who are completing more than one major must use their largest major to calculate the required graduation credits. Example: A student majoring in English (12 c.u.) and Fine Arts (16 c.u.) needs at least 36 c.u. to graduate.

Students who are completing a dual degree with the College and another undergraduate school at Penn must meet with advisors in both schools to determine their graduation requirement.

Grade Point Average

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

Application for Graduation

An Application for Graduation must be submitted early in the semester 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.

Check the application timeline for May, August and December graduation. It is the student's responsibility to be aware of upcoming deadlines, including the deadline for completion of the graduation application.

Major Certification

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

Residency Requirement

At least four semesters of full-time study must be completed in Philadelphia while enrolled at the University of Pennsylvania. 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. Students must also be registered for their last two semesters at the University, including registration through its approved programs for study elsewhere. No student may graduate with a B.A. from the University of Pennsylvania unless he or she has completed at Penn at least one-half of the total number of required credit units. He or she must also complete at Penn at least one-half of the courses required for his or her major.

Petitions

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.

POLICIES GOVERNING THE CURRICULUM AND REQUIREMENTS

Foundational Approaches

With the exception of the Foreign 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).

The same course cannot be used to satisfy more than one Foundational Approach. However, courses taken to satisfy Foundational Approaches may be used to satisfy the Major Requirement, pending department approval.

Non-College courses approved for the Foundational Approaches are counted as College 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 Foreign Language Requirement (which may require anywhere from 0 to 4 c.u. depending on the student's background in the given language).

Writing

Students can fulfill the Writing Requirement by taking:

- One Critical Writing Seminar (normally, WRIT 009 through 099). Writing seminars focus on the development of writing skills in the context of a particular discipline. A list of seminars for the fall semester, is available from the Critical Writing Program website, www.writing.upenn.edu/critical/.
- WRIT 011: Global English. Designed for international students as well as multilingual speakers of English, this course familiarizes students with the conventions and idioms of American college writing, and provides practice in writing, reading, and speaking American English. Each section focuses on a particular topic in the study of world Englishes.

Students should take a writing seminar by the end of their freshman year. If this is not possible, upperclassmen may fulfill the requirement by enrolling in WRIT 125: Advanced Topics in Writing.

Courses taken to satisfy the Writing Requirement must be taken for a letter grade, not pass/fail.

Students must earn a minimum grade of C- in courses taken to fulfill the Writing Requirement.

Writing seminars may not be used to fulfill any other College requirement.

Foreign Language

The Foreign Language Requirement may be satisfied in a variety of ways at the discretion of the language department or group concerned:

- By passing an examination administered by the language group. In some instances, students will take the examination after completing 4 c.u. (or the equivalent) of study.
- By obtaining a minimum grade of C-, after 4 c.u. of study (or the equivalent) in those languages where satisfaction of the Language Requirement is not based on an examination.
- As a result of achieving the required score on:
 - An Advanced Placement test administered in a foreign language by the Educational Testing Service (ETS).
 - An SAT II foreign language test administered by the ETS.
 - A departmental placement test.
 - The Cambridge A-level examination (at a grade deemed satisfactory by the language group), or in the case of a bilingual student, a special test given by the appropriate department.

The determination of competency will vary from department to department and even from language group to language group within a department.

It is highly recommended that students take steps to satisfy the language requirement as early as possible in their academic careers. Once students begin their language study, they are expected to continue through the sequence of courses until they have satisfied the department's criteria of a high level of competence.

Foreign Language Requirement courses may not be used to fulfill any other College requirement.

Pre-College credit, transfer credit, credit away and credit earned studying abroad may be counted toward the Foreign Language Requirement only when departments award credit using the number of a Penn course approved for the Foreign Language Requirement.

All courses taken to satisfy the Foreign 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 foreign language should contact the Student Disabilities Services Office (SDS). 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 SDS and course substitution is approved, this student should meet with Dr. Alice Kelley in the College Office to select appropriate substitute courses. The number of courses each student will require will depend upon the number of foreign lan-

guage classes he or she has completed before applying for the substitution. A full substitution will require four substitute courses. If a student has completed one or more Penn language classes, which is the norm, the remaining courses, up to the number of four, will be selected as follows: Each student will choose one geographical area in the world where English is not the primary language, and will take at least one course in literature in translation from that country or region and one class in linguistics or anthropology of language. The remaining courses will focus on the culture or literature of that same geographical area. All classes for the language substitution must be approved by Dr. Kelley.

Quantitative Data Analysis

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

With few exceptions, the Quantitative Data Analysis Requirement can only be satisfied by courses taken at Penn.

Courses taken to satisfy the Quantitative Data Analysis Requirement must be taken for a letter grade, not pass/fail.

Students must earn a minimum grade of C- in courses taken to fulfill the Quantitative Data Analysis Requirement.

A course used to satisfy the Quantitative Data Analysis Requirement may be double counted toward other requirements in the General Education Curriculum (except for the Writing and Foreign Language requirements) as well as toward the major.

Formal Reasoning and Analysis

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.

A course used to satisfy the Formal Reasoning and Analysis Requirement may be double counted toward other requirements in the General Education Curriculum (except for the Writing and Foreign Language requirements) as well as toward the major.

Pre-College credit, 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.

Students who receive AP credit in Calculus (BC) and who take any Arts and Sciences course that has calculus as a prerequisite or co-requisite may use that course to fulfill the Formal Reasoning and Analysis Requirement.

Cross-Cultural Analysis

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.

A course used to satisfy the Cross-Cultural Analysis Requirement may not be double counted toward the Cultural Diversity in the U.S., Writing or Foreign Language requirements. However, a course fulfilling this requirement may be double counted toward any other General Education requirement as well as a major or minor.

Pre-College credit, transfer credit, credit away and credit earned studying abroad may be counted toward the Cross-Cultural Analysis Requirement. A few courses are approved for both the Cross-Cultural Analysis and the Cultural Diversity in the U.S. requirements, in which case a student may count it toward either requirement but will still have to take a second course to fulfill the other one.

Advanced Placement credit may not be used to fulfill the Cross-Cultural Analysis Requirement.

Cultural Diversity in the U.S.

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.

A course used to satisfy the Cultural Diversity in the U.S. Requirement may not be double counted toward the Cross-Cultural Analysis, Writing or Foreign Language requirements. However, a course fulfilling this requirement may be double counted toward any other General Education requirement as well as a major or minor.

Pre-College credit, transfer credit, credit away and credit earned studying abroad may be counted toward the Cultural Diversity in the U.S. Requirement. A few courses are approved for both the Cross-Cultural Analysis and the Cultural Diversity in the U.S. requirements, in which case a student may count it toward either requirement but will still have to take a second course to fulfill the other one.

Advanced Placement credit may not be used to fulfill the Cultural Diversity in the U.S. Requirement.

Sector Requirement

To satisfy the Sector Requirement, students must take one course in each of the sectors.

Courses Fulfilling the Sector Requirement

The list of approved courses indicates all courses that fulfill the Sector Requirement.

Sector VII may be satisfied by taking one course from the Sector VII list or an additional Living World or Physical World course.

In addition to the courses listed in the various sectors, students may use freshman seminars and BFS seminars to fulfill the various sector requirements. One freshman seminar may be used in this way as a substitute for a course on the relevant sector list. Up to two Benjamin Franklin seminars or one Benjamin Franklin seminar and one freshman seminar may be used.

Non-College courses approved for the Sector Requirement are counted as College courses in calculating total credits needed for graduation.

Grade Type

Courses taken to fulfill the Sector Requirement must be taken for a letter grade, not pass/fail.

Double Counting Courses

Students may double count no more than one course toward both the major and the Sector Requirement. Biochemistry, Biological Basis of Behavior and Biology majors, as well as Earth Science majors with a concentration in Paleobiology, may double count two courses toward both the major and the Sector Requirement: one each in the Living World and Physical World sectors. Students who are double majoring may count one course from each major toward the Sector Requirement.

There is no limit to the number of courses that may be double counted between minor and General Education requirements. The same course cannot be used to fulfill more than one Sector (i.e. the seven Sectors must be fulfilled using seven different courses).

Advanced Placement and Other Equivalent Credits

The Sector Requirement may not be satisfied with Advanced Placement credit (including A-Levels, I.B., and other similar credit based on external examination).

Students who receive an Advanced Placement credit or waiver in a Living World or Physical World field (Physics B or C, Chemistry, Biology, Environmental Science or Psychology) and who take an additional course at Penn in that subject, may use the additional course to fulfill the relevant sector. In Psychology, the additional course must have an odd number.

Pre-College credit, transfer credit, credit away and credit earned studying abroad may be counted toward the Sector Requirement only when departments award credit using the number of a Penn course approved for the Sector Requirement.

Free Electives

Free Electives give students the freedom to pursue interests that may lie outside their major and that extend beyond those addressed in the General Education curriculum. Free Electives, by definition, fulfill neither the General Education Requirement nor the Major Requirement but are counted toward the total number of credits required for graduation. Students should consult with their academic advisor to determine how many Free Electives will be required for their particular program.

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

The Major

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 department or program, however, one may be permitted to abide by the new requirement structure.

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 (including Architecture, Communication, Economics and International Relations) require specific coursework or other requirements before application to the major.

Consult the department's or program's website for details.

Transfer credits

Only the department or program advisors determine which credits transferred from another institution can count toward the major.

At least half the courses in the major must be taken at Penn. Some departments require more.

Grade type

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

Double counting courses

Students pursuing two majors must take at least 18 different courses in fulfillment of requirements for the major.

Students may double count no more than one course toward both the major and the Sector Requirement. Biochemistry, Biological Basis of Behavior and Biology majors, as well as Earth Science majors with a concentration in Paleobiology, may double count two courses toward both the major and the Sector Requirement: one each in the Living World and Physical World sectors. Students who are double majoring may count one course from each major toward the Sector Requirement.

Double Counting Requirement Courses

Double counting refers to the practice of using one course to satisfy more than one requirement. The course must be one that has been approved for both requirements. Students should be aware that the policies governing double counting vary from requirement to requirement (and from department to department, in the case of majors).

Double counting courses within the College requirements

Courses may be double counted toward 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 Quantitative Data Analysis, Formal Reasoning and Analysis, Cross-Cultural Analysis, and Cultural Diversity in the U.S., Writing and Language requirements must all be fulfilled using distinct courses.

Double Counting Major Courses and College requirements

Students may double count no more than one course between the major and the Sector Requirement. Students with a double major may double count one course for each major.

Biochemistry, Biological Basis of Behavior and Biology majors, as well as Earth Science majors with a concentration in Paleobiology, may double count as many as two major courses in the Sector Requirement, one each in the Living World and the Physical World sectors.

Students who are double majoring must have 18 unique courses between the two majors. Students who are triple majoring must have 24 unique courses among the three majors. Major departments may have additional rules limiting such double counting.

In any submatriculation program, a maximum of 4 c.u. at the graduate level may be included in both the B.A. and the M.A. degrees. Thus, the minimum number of credit units for a submatriculation program is 36. These four courses may be part of the major requirements 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 BA/JD submatriculation program, no more than 8 c.u. in all can be double counted toward both degrees.

POLICIES GOVERNING DEGREE OPTIONS

Dual Degree

Students who have been accepted to dual degree programs must complete 14 College courses outside the major, including courses for the Foundational Approaches, Sector Requirements and Free Electives.

The total number of credit units for both degrees is between 37 and 48. Students must complete worksheets with their advisors in both schools showing how they will meet graduation requirements.

Dual Degree with the Nursing School:

A g.p.a. of 3.00 is necessary for consideration. Consult the Nursing School for further advising.

Dual Degree with the School of Engineering and Applied Sciences:

The Engineering School looks for a cumulative g.p.a. of 3.00. The School also likes to see MATH 104, MATH 114, PHYS 150, PHYS 151, and CHEM 101 and CHEM 053.

By the end of the second year, the student should have at least one sophomore-level engineering course. The total number of credit units a student must have for the two degrees may be as high as 46.

Dual Degree with the Wharton School:

Students must have a minimum 3.40 cumulative g.p.a. at the time of application.

This g.p.a. does not guarantee admission to the program.

In order to apply at the end of the first year, a student needs to have taken or have credit for MATH 104, and a waiver or credit for ECON 001 and ECON 002.

In order to apply in the middle of the sophomore year, students must have taken STAT 101 and ACCT 101 and BPUB 250.

In order to apply at the end of the sophomore year, students must have taken STAT 102 and ACCT 102 as well.

Application

In order to apply at the end of the first year at Penn, students must have completed at least 8 c.u. at Penn. Students may not apply to the dual degree program with unresolved I's, NR's or GR's on their transcripts.

Applications for a dual degree can be submitted at the end of the freshman year, after the first semester of the sophomore year or at the end of the sophomore year. Students are usually not eligible to apply for the dual degree after the sophomore year.

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

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 500 level and above.

In any submatriculation program, a maximum of 4 c.u. at the graduate level may be included in both the B.A. and the M.A. degrees. Thus, the minimum number of credit units for a submatriculation program is 36. These four courses may be part of the major requirements 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 into a submatriculation program in Arts and Sciences cannot ordinarily be applied toward the Master's degree. The only exceptions are these professional Master's programs:

- Master of Environmental Studies
- Master of Science in Applied Geosciences
- Master of Medical Physics.

Regulations for non-Arts and Sciences submatriculation programs may vary.

Independent study courses applied to the Master's degree in the Graduate Division of Arts and Sciences may not be taken as part of the B.A. degree requirements, must be numbered at the 600 level and above, and must be approved in advance by the Associate Dean for Graduate Studies.

College students submatriculating in the Arts and Sciences professional Master's programs listed above or in non-Arts and Sciences graduate programs will normally receive their Bachelor of Arts degree after four years and then be considered solely graduate or professional students.

The submatriculating student should go to the graduate school office in November of the student's senior year to ensure that papers for the M.A. are in order.

Residency

All coursework for a master's degree from Arts and Sciences must be completed at Penn. No transfer, study abroad, or credit away courses will be accepted. Requirements for non-Arts and Sciences programs may vary.

POLICIES GOVERNING OTHER ACADEMIC OPTIONS

Internships

In order for students to have a notation regarding their internship placed on their transcript, they must fill out a request form and submit it to the College Office.

The College Office will then write to the sponsoring company/organization granting the student permission to work there as an intern while making it clear that the University will not indemnify the company or organization during the internship. The University will not insure the student during the internship.

When the College Office receives confirmation that the student has successfully completed an internship, the notation will be placed on the transcript.

For further information and credit forms, contact Margaret Mary Thomas in the College Office, 215.898.6341.

The Language Certificate

The Language Certificate may be earned by completing three courses of language study, courses in "Foreign Language Across the Curriculum," or courses in literature and culture taught in the original language, after the student establishes competency according to the standards established for the language in question.

- Courses used for the Language Certificate must be at a level beyond that required for the Foreign 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.

Students who wish to obtain a language certificate should apply to the department in which that language is offered. If the language is not offered in any department, they should apply to the Director of the Penn Language Center. The appropriate language departments 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.

Minors

Minor courses must be taken for a grade (not pass/fail).

Students adding any of the interschool minors to their College programs may need to complete more than the minimum number of courses for graduation, since only the College courses in these minors will count toward the required number of College electives. They should consult a College advisor in planning their program.

It is not possible to do a minor in the Wharton School.

Declaring a Minor

Students can declare a minor by adding it to their Academic Planning Worksheet on Penn InTouch and then meeting with the undergraduate chair or other appropriate representative of the department or program.

Quaker Consortium

College students wishing to enroll in courses at Bryn Mawr, Haverford or Swarthmore should call the College Office to make an appointment with Dr. Wally Pansing.

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 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.

Study Abroad

The College faculty, in concert with Penn Abroad and academic advising in the College, closely monitor the academic quality of the programs in which Penn students enroll. Students are therefore required to meet with a College advisor and their major advisor to discuss their choice of program and the courses they wish to take abroad to ensure that they will receive credit upon their return.

Good standing and a minimum cumulative g.p.a. of 3.0 are required to apply for study abroad; some programs stipulate a higher g.p.a. If a student is placed on Academic Probation or does not maintain this minimum g.p.a. at the end of the term prior to studying abroad, approval to study abroad can be revoked by the College. Some abroad programs also require a minimum level of language skill. Refer to the online abroad program brochures for more information on language requirements.

Students studying abroad pay regular Penn tuition and continue to receive financial aid as if they were in residence on Penn's campus. They will receive credit for their course work 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.

Many students choose to study abroad for one or two semesters, usually during their sophomore or junior year, and Penn now offers programs on virtually every continent.

Penn Abroad administers these programs. Students who are interested in applying to study abroad should speak with their pre-major advisor and refer to the Checklist (www.college.upenn.edu/abroad/steps.php) for studying abroad for more information on the application process.

All College academic policies apply to students while away including add, drop, withdraw and grade type change.

Students who wish to study in a country or take part in a program where Penn does not have an affiliation will need to contact Dr. Tanya Jung in the College Office.

Summer Study Abroad

Students who choose to study abroad on a Penn summer program should visit the College of Liberal and Professional Studies website, www.sas.upenn.edu/summer/locations/abroad/.

Summer Study Abroad at Other Universities

Students may choose to study abroad in the summer through an institution other than Penn. In order to do so, they must seek prior approval from academic departments at Penn for the credits they wish to transfer back. These credits will be treated as credit away, and the grades will not be calculated into the Penn g.p.a.

COURSE CREDIT

External Credit Approval Tool (XCAT)

<https://fission.sas.upenn.edu/ssol/xcat/>

XCAT is the online External Course Approval Tool used to determine transfer, credit away and study abroad courses for all students across all four undergraduate schools.

Through this system, students submit requests for Penn approval, departments make determinations regarding approval and credit, and either home school advisors or the Registrar's Office post credits to the Penn transcript.

See the tutorial demonstrating the use of XCAT at www.college.upenn.edu/xcat.php.

Pre-College Courses

Some students enter Penn having already taken college-level courses during high school, either in competition with college students or as part of a special program taught at their high school. Penn treats these two cases differently, and students must be careful to observe the criteria below.

In order to seek credit for college work completed prior to matriculation at Penn, a student must login to XCAT and upload a course syllabus to the appropriate Penn department, observing the following:

- Any college courses used to fulfill high school graduation requirements are not eligible for credit at Penn.
- The student must request a letter from his or her high school guidance counselor verifying that the course did not satisfy any high school graduation requirements.
- The college or university must be fully accredited.
- A grade of C or better must have been received.

continued

- The course must be part of the normal curriculum published in the college's catalogue.
- The course must be taught on the college campus by a member of the regular faculty.
- The course must be open to enrollment by, and graded in direct competition with, regularly matriculated undergraduates at that college.
- The student must request that the external college or university send an official transcript directly to Penn's Office of Undergraduate Admissions (info@admissions.upenn.edu) along with a letter stating that the course was part of the normal curriculum published in the college's catalogue, taught by the regular faculty on the college campus and was open to enrollment by, and graded in direct competition with, regularly matriculated undergraduates at that college.

NOTE: Acceptance of pre-college credit is at the discretion of the individual Penn department or program. Instead of awarding pre-college credit, some departments (such as Mathematics) require an assessment exam that may result in Penn credit. Please contact the undergraduate chair for confirmation.

College Credit Away

Students wishing to apply for College credit away must obtain approval from the appropriate department at Penn before enrolling in the course. To request credit away through a Penn department, login to XCAT and submit a course syllabus and other supporting materials from the external institution.

A minimum grade of C is required for a course to be eligible for credit away. The grade itself, however, will not appear on the Penn transcript.

No credit will be granted for:

- Courses taken at two-year institutions (e.g., junior or community college)
- Courses taken in time frames significantly different from the regular university schedules (academic year and summer sessions)
- 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
- Distance learning or online courses taken with institutions other than Penn.

After matriculation at Penn, students may not transfer more than 5 c.u. of credit away. Only 4 c.u. may be transferred for work done during one summer. Students must complete the final two semesters of full-time study in the College.

Study Abroad Course Approval

Students applying to study abroad are required to meet with the College study abroad advisor who oversees the relevant abroad programs in order to discuss course choice during the application process. After consulting the course offerings in the program abroad from the current academic year, students should have an idea of preferred course selections before meeting with the College study abroad advisor.

Individual academic departments at Penn are solely responsible for determining exactly which courses taken abroad will receive credit in particular disciplines and whether the courses fulfill major or other requirements. Students submit requests for approval, and departments make determinations, through XCAT.

In some cases, the department may impose additional requirements for credit to be granted, or the department may wish to evaluate credits upon the student's return from study abroad. Students should be aware that it is difficult to fulfill general requirements with courses from abroad. Whether pursuing free electives or course work for the major, students would be well advised to consult with the College study abroad advisor for their area, submit electronic syllabi through XCAT and bring back all papers, exams, bibliographies and syllabi from abroad.

Students from all four undergraduate schools should request approval for College courses through XCAT. When requesting credit from Nursing, Engineering and Wharton, please consult the study abroad academic advisor in the appropriate school.

Freshman Seminars

In addition to the courses listed in the various sectors, one freshman seminar may be used as a substitute for a course on the relevant sector list. All freshman seminars fulfill a General Education Requirement Sector.

College of Liberal and Professional Studies (LPS) Courses

Students in the College of Arts and Sciences may register for LPS courses through Penn InTouch. Note that a certain number of spaces may be reserved for LPS students until the first week of classes, and some classes have restricted enrollments for LPS students only. College students may direct questions about enrollment policies for specific LPS classes to the LPS office.

LPS courses are typically offered in the evening and are listed in the online *Course Timetable* and *Course and Room Roster*. A complete LPS course guide, with full descriptions of courses offered, is available at the LPS office and on the website.

Also see Final Examinations on the next page.

College 99

The student must produce an academic paper in connection with the study. A copy of the paper, with a recommended evaluation by the sponsor, must be submitted to the Committee on Individualized Study. The committee will assign the final grade.

Only 1 c.u. of College 99 will be allowed per semester.

Only 2 c.u. total of College 99 will be counted towards the Bachelor of Arts degree. If a second unit of credit is requested for the same project, a formal letter requesting the second credit unit must be submitted by the deadline. Some written work completed during the first semester of the independent study project, normally the term paper, must be made available to the Committee on Individualized Study before a second credit unit will be considered.

Graduate Courses

Courses numbered 500-599 are designed as mixed courses primarily for graduate students. Permission of the instructor is required for registration by undergraduates in these courses; however, registration for courses numbered 600 and above requires permission of the instructor, a letter from the chair of the department in which the course is offered, and the endorsement of the dean of the College.

Non-College Courses

In addition to the major, College students must take up to 20 c.u. outside the major in order to graduate. These include courses that fulfill General Education Requirements and Free Electives.

Because College students will receive a B.A. from the College of Arts and Sciences, 16 of these credits outside the major must be Arts and Sciences courses. That means that most students may count a maximum of four courses from schools outside Arts and Sciences ("non-College courses") toward their degree (excluding any such courses that are allowed in the major).

Students should note that, if the major is larger than 16 credits, they may not be able to count as many as four non-College courses toward their degree. For example, for a Biological Basis of Behavior major:

$$\begin{array}{rcl} 18.5 & \text{major courses} & + \\ 16 & \text{required College courses outside the major} & + \\ 1.5 & \text{maximum non-College courses} & = \end{array}$$

36 c.u. required to graduate

Non-College courses that fulfill College requirements, and those that are cross-listed with College departments, are counted as College courses in calculating total credits needed for graduation.

Students considering a minor that includes non-College coursework should consult with an academic advisor to confirm that they have will have enough College credits to graduate.

Final Examinations

No instructor may hold a final examination nor require the submission of a take-home final examination except during the period in which final examinations are scheduled; when necessary, exceptions to this policy may be granted for postponed examinations. 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 who have such an issue should call the College Office at 215.898.6341 immediately.

No classes or required class activities may be held during the reading period.

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.

POLICIES GOVERNING REGISTRATION

Registration Holds

A 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 Penn InTouch, 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 the front page of Penn InTouch.

Any of the following circumstances may prevent a student from accessing Penn InTouch and registering for courses:

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- A freshman or a first-semester sophomore has not seen 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 meet with the pre-major advisor or with an assistant dean for advising in the College Office.
- A student has an unpaid bursar bill. Contact Student Financial Services.
- The Student Health Services office does not have up-to-date insurance and immunization records.

Other types of registration holds

- *Departmental Hold:* Some departments require majors to meet with a major advisor at points throughout their academic careers. The hold is removed by the department after the student has met with his or her advisor.
- *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 Office of Student Conduct for more information.

Auditing a Course

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

Permits

Under certain circumstances special permission may be required to register for a course. Instructors or departments may enter such permits into the system, enabling the student to register for that course through Penn InTouch. If the student does not claim a permit (by adding the course through Penn InTouch), they will be dropped from the list and will have to start over.

Dropping a Course

Students may drop a class before the end of the first five weeks of the semester by using Penn InTouch. 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.

Withdrawal from a Course

Students may withdraw from a course through the tenth week of the semester with the permission of the instructor. After the tenth 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. Withdrawals are indicated on the student's transcript by a report of W and will not affect the student's grade point average.

To withdraw from a course from the fifth to the tenth week:

- Meet with an advisor in the College Office and pick up a Withdrawal form.
- Bring it to the instructor for discussion and (if the instructor grants his or her approval) signature.
- Return it to the College Office by the Withdrawal deadline (the end of the tenth week of the semester).

In order to submit a petition to withdraw from a course after the tenth week, the student should follow the above steps and, in addition:

- Fill out a petition form, including a petition statement that explains the reasons for the student's request.
- Submit the Withdrawal form, the petition form, and any accompanying documentation to the College Office as soon as possible.

Students should be aware that a petition may be denied.

POLICIES GOVERNING GRADES

The Grading System

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

Letter grades ranging from A+ to F (with no D-) are used to report the standing of a student upon the completion of each course.

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 does confer credit.

W: 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:

S and U (Satisfactory and Unsatisfactory Performance): S and U are used to indicate the level of performance after the first semester in a two-semester course for which the grade is given after the second semester. They are replaced by a final course grade after the second semester is completed.

GR: This notation often indicates that a student never attended class or never formally dropped the class, but his or her name still appears on a grade sheet. Students with a GR must clarify their status with the professor and the College Office. A student may not graduate with a GR on the transcript.

NR: This notation indicates that no grades have been submitted for a particular course.

I (Incomplete): "I" or "II" indicates that a student's work in a course is incomplete with the instructor's permission. Read more about Incompletes on the next page.

Pass/Fail Grade

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

- In courses taken on a pass/fail basis, a passing letter grade (any grade above an F, including 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 O.O 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 College requirement, major requirement or minor requirement cannot be taken pass/fail.
- College students may take no more than 8 c.u. of coursework pass/fail, though advisors generally recommend against this many.
- Students may change the grading status of a course from normal to pass/fail (or vice versa) through the end of the fifth full week of classes.
- Freshmen are strongly advised not to take courses on a pass/fail basis.

The student who plans to apply to graduate or professional school should use the pass/fail option sparingly.

Incomplete Grade

Students must take great care before requesting an Incomplete.

- 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 are rendered ineligible for the Dean's List and possibly Phi Beta Kappa, even if their academic qualifications would have otherwise been sufficient.
- Students with multiple Incompletes may be placed on Academic Probation or even on a Mandatory Leave of Absence. This leave of absence prevents students from re-enrolling at Penn until all of the incomplete coursework has been finished and those courses' grades reported. This frequently entails at least one semester off from school.
- Students often find that incomplete work from previous semesters is very difficult to finish when they also have a new roster of courses in which they are enrolled.

The decision as to whether to grant an Incomplete or not is solely that of the faculty teaching the course.

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.

Instructors deciding to grant an extension to students who have not completed a course at the end of the

semester may grant either a short Incomplete (I) or a long Incomplete (II). The short Incomplete must be made up within the first four weeks of the next regular semester in which the student is enrolled (summer sessions excluded). The long Incomplete must be made up by the end of the next regular semester in which the student is enrolled (summer sessions excluded). In either case, if the Incomplete is not made up by the deadline, it will become an F. The Incomplete is made up only when the official grade is received by the College Office. After a grade is converted to an F, the instructor may choose to change it.

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

According to University-wide regulations, instructors in all courses must offer a make-up examination to all students who received their permission to be absent from the regularly scheduled final examination. Postponed examinations are normally held during the first week of the fall and spring semesters.

A student will not be graduated until all Incompletes are converted to a letter grade.

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.

Students should be aware that receiving Incompletes can be problematic for a variety of reasons. In general, it is far better to plan ahead, use advising and academic support resources, and take other steps to ensure finishing on time. Incompletes should be requested sparingly, if at all.

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.

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.

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. 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 College Dean is limited to insuring that the department has arranged for a proper review of the matter.

Period for Grade Review

If 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.

Retaking a Course

Students who receive an F in a course may take the course for a new grade. The new grade, as well as the F, will be tabulated into the final g.p.a. and a credit unit will be awarded if the student receives a passing grade. If a student fails a course that is required for a major, he or she should think carefully before taking the course again, since poor performance in an introductory course may indicate a need to consider another major.

If a student re-takes a course for which he or she has received a passing grade (including a P in a pass/fail course), the new grade will not be tabulated into the final g.p.a. nor will course credit be given. Some students opt to repeat a course in order to demonstrate their ability to achieve a better grade. 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):

ECON 102 (Macroeconomic Theory) and FNCE 101
STAT 111 and 101, and MATH 114 and 115.

Students should check with a College advisor if there are any questions.

Grade Point Average

Grade point averages (g.p.a.s) 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 credit units 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 credit units taken.

Students may calculate the g.p.a. for a selected group of courses (major or minor courses, for example), by using the "g.p.a. calculator" function of the Academic Planning Worksheet on Penn InTouch.

POLICIES GOVERNING HONORS

Dean's List

The Dean's List citation appears on the transcript and is awarded annually to any student who achieves a combined g.p.a. of 3.7 for the fall and spring semesters provided that during the two semesters he or she has:

- Completed 6 or more c.u. for letter grades
- Received no grades lower than C
- Completed all courses on time with no Incompletes, NR's or GR's.

A student who is found by the Office of Student Conduct to have violated the Code of Academic Integrity of the University of Pennsylvania or who has received a sanction of suspension or greater for a violation of the Code of Student Conduct is not eligible for Dean's List in the academic year in which the violation occurred. The Dean's List citation will be removed from the transcript if the finding occurs after this honor has been posted or if the violation occurs during the summer term following the academic year in which this honor was awarded.

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 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 an honors major will have this designation entered on their transcript.

Phi Beta Kappa

The Delta Chapter of Phi Beta Kappa was founded at the University of Pennsylvania in 1892. The Electoral Board meets every spring to elect new students who have distinguished themselves through undergraduate research and by breadth of study in the liberal arts.

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 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 credits and not have been subject to a disciplinary action for an academic integrity violation in order 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.

Questions should be addressed to Dr. Janet Tighe, Secretary of the Delta Chapter.

Latin Honors

Latin Honors are awarded to those graduating seniors who have achieved a cumulative grade point average at or above each of three levels:

- 3.80 or higher: summa cum laude
- 3.60 to 3.79: magna cum laude
- 3.40 to 3.59: cum laude

Students who are found by the Office of Student Conduct to have violated the Code of Academic Integrity of the University of Pennsylvania or who have received a sanction of suspension or greater for other violations of the Code of Student Conduct are not eligible for Graduation Honors. Notation of Graduate Honors will be removed from the transcript if the finding occurs after this honor has been posted.

POLICIES GOVERNING ACADEMIC DIFFICULTY

Course Problem Notice

When the work of a student in a given course becomes unsatisfactory for any reason, the instructor may send a Course Problem Notice email to the student. This notice will indicate the nature of the problem and suggest an appropriate person for the student to meet with, including the instructor, a teaching assistant, or an academic advisor. Students are expected to follow the recommendations made in these notices. The College Office receives copies of all notices sent to College students.

Academic Probation

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

- The student must maintain a term and cumulative g.p.a. of 2.00 or higher.
- The student may not earn more than one Incomplete or F in a given semester.
- The student must complete at least a total of 6 c.u. over a period of two consecutive semesters (summers not included).

Students who do not fulfill these criteria will be placed on Academic Probation or may be Dropped from the University rolls at the discretion of the Committee on Undergraduate Academic Standing. Students who earn more than one F may be dropped immediately even if previously in good standing.

Categories of Probation:

- *General Probation:* Student has not met the criteria for good standing.
- *Deferred Drop Probation:* Student has fallen far short of criteria for good standing and will be dropped if improvement is not achieved.
- *Incompletes Probation:* Student has multiple Incompletes.

Students who accrue multiple Incompletes may also be placed on a mandatory leave of absence.

Students who fail to return to good standing within one semester may be placed on Deferred Drop Probation or Dropped from the University rolls at the discretion of the Committee on Undergraduate Academic Standing.

Students are responsible for having accurate, updated contact information on Penn InTouch so they can be reached about their academic status in a timely fashion.

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 monthly meetings with their advisor, 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 Learning Resources Center and the Tutoring Center.

General Academic Probation

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

Students on all types of academic probation (General Academic Probation, Deferred Drop and Incompletes Probation) must meet the following conditions to return to good standing:

- Meet with their academic advisor once a month while on probation.
- Complete exactly 4 c.u. on time, with no grades of F, I, GR or NR and no more than one pass/fail course.
- Achieve a minimum g.p.a. of 2.00 for that semester.

Students who fail to meet these requirements for recovery from academic probation may be placed on Deferred Drop Probation or Dropped from the University rolls at the discretion of the Committee on Undergraduate Academic Standing.

Deferred Drop Probation

Students will be placed on Deferred Drop Probation if:

- They fail to meet the requirements for recovery from General Probation as specified by the Committee on Undergraduate Academic Standing, or
- Their academic semester g.p.a. is below 1.70.

Students on Deferred Drop Probation must achieve a minimum g.p.a. of 2.00 for that semester. If they do not, they may be dropped from the rolls.

In addition, all other rules pertaining to General Academic Probation apply to Deferred Drop Probation.

Mandatory Leaves of Absence

Students who accumulate two or more incomplete grades in a given semester may be placed on a mandatory leave of absence by the Committee on Undergraduate Academic Standing until such work is finished.

It is important to be aware of the procedures for requesting a return from mandatory leave. Students placed on mandatory leave must complete all outstanding course work before they are allowed to re-enroll and continue with new work.

Students on mandatory leave of absence may not receive credit at Penn for courses taken at another institution during the leave.

Dropped from the Rolls

Students may be dropped from the rolls by the Committee on Undergraduate Academic Standing if:

- They receive two or more F's in a given semester, or
- They fail to meet the terms of recovery from General Academic Probation or Deferred Drop Probation.

Students who have been dropped from the rolls are required to take a mandatory year off from Penn. They may not receive credit at Penn for courses taken at another institution during the term of the drop.

Students who have been dropped will be eligible for readmission after one full (calendar) year; a second drop is permanent.

Petitions

Students in the College wishing to question the application of a College regulation should first discuss the matter with an assistant dean for advising in the College Office. If that advisor is unable to resolve the matter, the student may petition the Committee on Undergraduate Academic Standing.

Students in the College who believe that their circumstance might warrant an exemption from a College rule or requirement 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 he or she feels that this exemption should be allowed. If extenuating circumstances, such as health or family troubles, are cited, proper documentation will be necessary.

If the committee does not believe that the case warrants it, the petition will be denied. Decisions are final. Students may appeal a decision only if they can present additional information or documentation.

The Petition Process

The student must first discuss the issue with an assistant dean for advising 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 College's Committee of Assistant Deans.

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- and joint-degree* students should address their petitions for degree requirement exceptions to the school(s) whose degree requirements are affected; in some cases, a petition to both schools will be required. All other petitions for exceptions (e.g., late drop, late add, late withdrawal, late change of grade type) should be submitted to the home school.

* International Studies and Business students should address their petitions for degree requirement exceptions to the program office.

POLICIES GOVERNING TRANSFERS, LEAVES, WITHDRAWAL AND REFUND

Transfer Within the University

Students who wish to apply for an internal transfer to any of the four undergraduate schools should meet with an advisor in their home school as well as an advisor of the school they wish to enter. Students must indicate what course of study they plan to pursue in the new school. A transfer request must be filed through the student's home school advising office; the request is sent to the other school for consideration.

- 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, GR'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 internal transfer to the College.

Transfer into the Wharton School

Students should be aware that the Wharton School requires a minimum 3.4 g.p.a. for transfers, though students should have closer to a 3.7 g.p.a. in order to be competitive. However, very few students will be accepted for transfer into the Wharton School.

- If applying at the end of freshman year, students must have completed ECON 001 and 002 and MATH 104.
- If applying in the middle of sophomore year, students must have completed BPUB 250 or ECON 101 as well as STAT 101 and ACCT 101.
- In order to apply at the end of the sophomore year, students must have taken STAT 102 and ACCT 102 as well.

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. The 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 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 College of Arts and Sciences freshmen. Students who did not enter Penn as freshmen are ineligible.

Normally applications will not be considered after a student's fourth semester at Penn. All applicants are expected to be in good academic standing with regard to academic integrity. Students may apply through May 15 for entry the following fall, and January 1 for the spring.

External transfers admitted to any of Penn's undergraduate schools or divisions are not eligible to transfer again within the University.

Leave of Absence

A leave of absence is an interruption of a semester (summer sessions are not considered semesters) or more in a student's pursuit of an undergraduate degree. Such leaves may be requested by the student or may be mandated by the College for failure to make the requisite academic progress to degree.

All leaves, including those requested by a student, must be approved by the College and are subject to College and University rules that ensure a smooth transition both out of and back into academic life.

A student 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. In addition, a student may not 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.

In order to return from a leave of absence, students must submit a formal request no less than one month before the start of the term in which they wish to enroll (August 1 for the fall term and December 1 for the spring term).

Requesting a Leave of Absence

Students must meet with an advisor in the College Office to discuss a leave request.

The student must submit a written request for leave of absence, detailing the reasons for the desired leave. Written parental approval is required for students under 17 years of age.

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The leave request will be evaluated by the College. If the request is approved, the College will stipulate conditions that must be met by the student before returning from leave.

The student will be notified with the result of the leave request. The College may deny any request for leave. In granting leaves, the decision of the College is final.

Timing of Request

Students are encouraged to request a leave of absence before the beginning of the semester in question. Leaves requested after the beginning of the semester may be denied. If a student is granted a leave after the beginning of the semester in question, the normal drop and withdrawal deadlines apply.

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 period (10th week) a leave of absence will be granted only under extremely extenuating circumstances and with proper documentation.

Students who are granted a leave of absence after the 10th week of the semester will not be allowed to return to the University in the subsequent semester.

Duration

The standard length of a College leave of absence is one year. 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.

Return from Leave of Absence

When a student wishes to return from a leave of absence, he or she must submit a request to return no less than one month prior to the start of the desired semester (August 1 for the fall semester, December 1 for the spring semester), or before the beginning of the relevant Advance Registration period, if the student wishes to advance register. This is done by contacting an advisor in the College Office and asking for the request to return from leave form.

Any return request submitted to the College later than the above-indicated deadlines may be denied by the College, even if the student appears to have met all other conditions set forth in the original leave letter. Timely submission of requests and documentation are conditions of all leaves.

Conditions for Return

All conditions for return as specified in the original letter granting approval for the leave must be satisfied before the beginning of the term in which the student wishes to enroll. Students who have not satisfied all conditions of their return by the first day of classes may be denied return from leave, or, if they have been provisionally returned, may be placed back on leave until the following semester.

Students with Incompletes will be required to resolve them and receive final grades for the courses in question before they may return from leave.

Students who have been placed on financial hold by the Student Financial Services office must resolve these issues and have the hold cleared before the start of the term in which they wish to re-enroll.

Students whose leave request indicated medical circumstances as at least part of the reason for that request will be required to present an appropriate physician's current evaluation of the medical condition to the relevant health office (Counseling and Psychological Services and/or Student Health Services). These offices, in consultation with the College, will determine whether the results of the evaluation suffice to satisfy the conditions set forth in the original letter granting approval for the leave.

All students returning from a leave of absence will be required to meet with a College advisor 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.

Withdrawal from the University

A student who wishes to withdraw from the University must inform the College Office in writing. 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).

Tuition Refund

A student who withdraws from the College (or who is requested to withdraw for failure to maintain a satisfactory scholastic standing) or who is granted a leave of absence during either term of the academic year, 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.

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

For all other students, the percentage of the term charges will be adjusted as follows:

Request within the first two weeks of class: 75%

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.

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.