

# Policies & Procedures

*Class of 2017*



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# Academic Calendar

## Fall Term 2013

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June 25 - July 20		Freshman Advance Registration
August	23	Freshman Move-In
	23	NSO Begins
	27	Freshman Convocation - Opening Exercises
	27	NSO Ends
	28	First Day of Class
September	2	Labor Day Observed
	6	Last Day to Add a Writing Seminar or Language Course
	16	Course Selection Period Ends
October	5 - 7	Family Weekend
	4	Drop Period Ends
	10	Fall Break Begins
	14	Fall Break Ends-Classes Resume
	21	Advance Registration Begins
November	3	Advance Registration Ends
	8	Last Day to Withdraw from a Course
	9	Homecoming
	28	Thanksgiving Break Begins
December	2	Thanksgiving Break Ends-Classes Resume
	10	Fall Term Classes End
	11-12	Reading Days
	13-20	Final Exams
	20	Fall Semester Ends

## Spring Term 2014

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January	15	First Day of Class
	20	Martin Luther King Day Observed
	24	Last Day to Add a Writing Seminar or Language Course
February	3	Course Selection Period Ends
	21	Drop Period Ends
March	8	Spring Break Begins
	17	Spring Break Ends-Classes Resume
	24	Advance Registration Begins
April	4	Last Day to Withdraw from a Course
	6	Advance Registration Ends
	30	Spring Term Classes End
May	1-2	Reading Days
	5-13	Final Exams
	13	Spring Semester Ends
	18	2014 College Graduation Ceremony
	18	2014 University Baccalaureate
	19	2014 University Commencement

## Summer Term 2014

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May	26	Memorial Day Observed
	27	First Summer Session Begins
July	2	First Summer Session Ends
	3	Second Summer Session Begins
	4	Independence Day Observed
August	8	Second Summer Session Ends



The policies and procedures detailed below are in effect for the academic year 2013-2014. Since policies may change in the future; students are advised to refer to the College website for updated information. Links to specific policies can be found on pages introducing particular academic topics or in the section on Policies and Procedures.

*The PennBook*, [www.upenn.edu/provost/PennBook/](http://www.upenn.edu/provost/PennBook/) is another useful resource for finding Penn policies.

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

## General Policies and Procedures

### Academic Integrity

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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/academicintegrity/](http://www.upenn.edu/academicintegrity/).

### Privacy of Student Information

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

As students begin their careers at Penn, it is very important for them to think carefully about their own responsibility and to have a discussion with their parents about these confidentiality rules. The College expects students to be aware of their grades, course registration and all other aspects of their academic career. The Penn InTouch system provides 24-hour access to this information. The pre-major advisor is there to help students make the most of their academic career, and the University provides a wide range of support services for both academic and non-academic concerns. Students are expected to familiarize themselves with these services and make use of them when appropriate. While there are many people at Penn who can help, ultimately it is the student who must take responsibility for the decisions he or she makes. See [www.upenn.edu/provost/PennBook/confidentiality\\_of\\_student\\_records/](http://www.upenn.edu/provost/PennBook/confidentiality_of_student_records/).

### Holidays

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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.

The University further recognizes that there are other holidays, both religious and secular, which are of importance to some individuals and groups on campus. Students who wish to observe such holidays must inform their instructors within the first two weeks of each

semester of their intent to observe the holiday even when the exact date of the holiday will not be known until later so that alternative arrangements convenient to both students and faculty can be made at the earliest opportunity. See [www.upenn.edu/provost/PennBook/policy\\_on\\_secular\\_and\\_religious\\_holidays/](http://www.upenn.edu/provost/PennBook/policy_on_secular_and_religious_holidays/).

## 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.

### Absence of Five Days or Less

If a student must miss five days or less of class at any point during the semester, he or she should notify the instructor as soon as possible using the Course Absence Report system (CAR). CAR replaces earlier instructor notification provided by the College Office, which no longer collects documentation or provides instructor notification for absences of five days or less.

Students log in to the CAR system from Penn InTouch and send a report directly to their instructors, indicating the number of days missed (maximum of five days) and the general reason for the absence. Instructors may opt to receive these notices by email, to view a digest of all submitted reports, or not to use the system at all. Each instructor will have a policy on class attendance (and on whether Course Absence Reports are required). Students who submit Course Absence Reports are still responsible for following up with the instructor about any missed work. Course Absence Reports do not constitute "excuses."

### Absence of More than Five Days

If a student misses or anticipates missing more than five days of classes, she or he should contact the College's CaseNet group (page 17) as soon as possible.

### Athletes

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

## Final Examinations

- No instructor may hold a final examination nor require the submission of a take-home final exam except during the period in which final examinations are scheduled; when necessary, exceptions to this policy may be granted for postponed examinations.
- 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 on 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.

## 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. each term (important for student athletes who wish to study abroad) and complete an average of at least 8 courses per academic year. Students whose academic performance falls below these standards may, in some circumstances, retain eligibility to compete by designing, with the help of Dr. Gary Purpura and the Academic Coordinator for Athletics, an Academic Enhancement Plan and completing the terms set out in that plan. Student-athletes enrolled in the College are also required to have a declared major by the beginning of their junior year. Refer questions about these or any other eligibility issues to Dr. Gary Purpura 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 - 15.99 c.u.
- Junior: from 16.00 - 23.99 c.u.
- Senior: from 24.00 c.u.

## Graduation Requirements

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### Degree Requirements

Students are responsible for fulfilling all the requirements of their curriculum. Students are expected to finish their degree in eight semesters. If this is not possible, students must speak with an advisor in the College Office.

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 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 ("c.u." or "credits") 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 credits outside the major. No more than 36 credits will be required for graduation. Those whose majors require more than 16 credits may take correspondingly fewer than 20 outside the major. See pages 56-57.

The 20 credits 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 credits outside the major must be Arts and Sciences courses. This means that most students may count as many as four courses from schools outside Arts and Sciences towards the degree. Students who wish to take more than the minimum number of credits for graduation may take even more than four courses from other schools. If a major requires more than 16 credits, correspondingly fewer than 4 courses from other schools may be counted toward the degree.

### 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 (emailed to seniors by the College Office) 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 and Minor Certification

Each department, program or individualized major advisor will certify students as having met the requirements for the respective majors and minors. Seniors should consult with an advisor in the department in which they wish to minor, to confirm that the minor has been certified on the Academic Planning Worksheet and posted to the student's transcript.

### Residency Requirement

Because the value of the Penn experience lies not only in courses taken but also in participation in the life of the University community both in and outside the classroom, at least four semesters of full-time study must be completed in Philadelphia while enrolled at the University of Pennsylvania. Students must also be registered for their last two semesters at the University, including registration through its approved programs for study abroad. Students with less than 3 c.u. to complete for graduation may request permission from the College graduation coordinator to finish those credits elsewhere, though such permission will only be granted in cases with extenuating circumstances.

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 (though some major programs may require more than this number).

### Undergraduate Transcripts

All courses taken for credit at the University of Pennsylvania before a student receives an undergraduate degree are recorded on the student's undergraduate transcript. At the date of graduation, the transcript is closed, i.e., no changes may be made thereafter.

### Petitions for Seniors

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

## Policies Governing the Curriculum and Requirements

### Foundational Approaches

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- 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). In addition, credit awarded by departmental exam can also not be used to fulfill any Foundational Approach.

## NOTES

See the chart on pages 56-57 for the number of credits needed for graduation listed by major.

- The same course cannot be used to satisfy more than one Foundational Approach. However, courses taken to satisfy Foundational Approaches may also be used to satisfy the Sector and/or Major Requirement.
- 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 Requirement

Students can fulfill the Writing Requirement by taking a Critical Writing Seminar, and are strongly encouraged to do so during their freshman year.

- 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 Requirement

- Foreign Language Requirement courses may not be used to fulfill any other General Education 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. The final course in the competency sequence must be completed with a minimum grade of C- in order to fulfill the Foreign Language Requirement.

### Language Placement

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

French and Spanish offer computerized exams. Written exams for Arabic, Chinese, Italian, Hebrew, Russian, Latin and German are offered at the beginning of each semester. The schedule and location of these exams in the fall will appear on the New Student Orientation website during the preceding summer.

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

Students who feel their placement scores do not accurately reflect their language level, or students who have

other questions about their language study, should make an appointment to speak with the coordinator of their particular language program.

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. See the chart on page 55.

### 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, the student should meet with Dr. Niel McDowell in the College Office to confirm approval of the substitution and to select appropriate substitute courses. The number of courses each student will require will depend upon the number of foreign language classes he or she has completed before applying for the substitution. A full substitution will require four substitute courses. Substitution courses are selected as follows: the student must choose one geographical area in the world where English is not the primary language and take at least one course in cinema or literature in translation from that country or region. The remaining courses will focus on the culture or literature of that same geographical area. If the student has not taken any foreign language courses at Penn, she or he must also take one class in linguistics or anthropology of language. All classes for the language substitution must be approved in advance by Dr. McDowell.

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

### Quantitative Data Analysis Requirement

- Students fulfill the Quantitative Data Analysis Requirement by taking a course from the list of approved courses.
- The Quantitative Data Analysis Requirement can only be satisfied by courses taken at Penn. In some cases exceptions to the restriction on transfer credit may be made for transfer students.
- 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.
- College students who complete a dual degree program with either the Wharton School or the School of Engineering and Applied Science will be considered to have fulfilled the Quantitative Data Analysis Requirement. Students who withdraw from the dual degree program will need to satisfy the requirement in the normal way, with a course selected from the list of approved courses.

## Formal Reasoning and Analysis Requirement

- Students fulfill the Formal Reasoning and Analysis Requirement by taking a course from the list of approved courses.
- Courses taken to satisfy the Formal Reasoning and Analysis Requirement must be taken for a letter grade, not pass/fail. Any passing grade, from A+ through D, is acceptable in order for a course to fulfill the Formal Reasoning and Analysis Requirement.
- 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.
- Neither advanced placement credit nor credit by departmental exam may be used to fulfill the Formal Reasoning and Analysis Requirement. However, students who receive credit for MATH 104 in either of these ways 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 Requirement

- Students fulfill the Cross-Cultural Analysis Requirement by taking a course from the list of approved courses.
- Courses taken to satisfy the Cross-Cultural Analysis Requirement must be taken for a letter grade, not pass/fail. Any passing grade, from A+ through D, is acceptable in order for a course to fulfill the Cross-Cultural Analysis Requirement.
- A course used to satisfy the Cross-Cultural Analysis Requirement may not be double-counted toward the Cultural Diversity in the U.S., Writing or Foreign Language Requirements. A few courses are approved for both the Cross-Cultural Analysis and the Cultural Diversity in the U.S. Requirements; students may count such courses toward either requirement but will still have to take a second course to fulfill the other one. However, a course fulfilling the Cross-Cultural Analysis 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. Advanced placement credit may not be used to fulfill the Cross-Cultural Analysis Requirement.

## Cultural Diversity in the U.S. Requirement

- Students fulfill the Cultural Diversity in the U.S. Requirement by taking a course from the list of approved courses.
- Courses taken to satisfy the Cultural Diversity in the U.S. Requirement must be taken for a letter grade, not pass/fail. Any passing grade, from A+ through D, is acceptable in order for a course to fulfill the Cultural Diversity in the U.S. Requirement. A course used to satisfy the Cultural Diversity in the U.S. Requirement may not be double-counted toward 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. 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 a different course in each of the sectors, for a total of seven courses.

## Courses fulfilling the Sector Requirement

- The lists of approved courses indicate 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 Sectors. 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. Any passing grade, from A+ through D, is acceptable in order for a course to fulfill the Sector Requirement.

## Advanced Placement and other equivalent credits

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

- Students who receive an advanced placement credit or waiver in a Living World or Physical World field (Physics, Chemistry, Biology, Environmental Science or Psychology) and who take a more advanced 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 at the 100-level.
- 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.

### Double-counting courses

For policies governing double-counting Sector Requirement courses, see Double-Counting on page 37.

### Major Requirements

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

### 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 and Economics) require specific coursework or other pre-requisites before application to the major. (See page 27.)

### 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. Some departments have a minimum grade requirement for all courses within the major.

### Double-counting courses

For policies governing double-counting major courses, see Double-Counting on page 37.

### Credits needed for graduation

See the listing of credits needed for graduation by major on pages 56-57.

### 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 should:

- Update their 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 General Education 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.

### Individualized Majors

Students may apply for an individualized major if they have:

- Earned a minimum cumulative g.p.a. of 3.5.
- Declared a standard major by the end of their sophomore year. (They must continue on to complete at least a minor in that area.)

As part of the application, students must:

- Meet with Dr. Hocine Fetni in the College Office no later than their fourth semester to discuss details of the major and the application process.
- Establish the fact that the goals of the planned major cannot be met within the boundaries of a current offered College major or its combination with another major or minor(s).
- Plan a tentative coherent course of study for the major, with at least 14 credit units, to culminate in a major research project which, upon completion, will be presented to the University community in a public lecture. (This should be done in consultation with two faculty advisors. See below.)
- Find at least one standing faculty member in the School of Arts and Sciences who recognizes merit in the proposed individualized study and accepts the responsibility of acting as the student's main advisor for the individualized major and for sponsoring and overseeing the thesis.
- Find another faculty member whose specialty is in some way related to the major, but is different from the first advisor's and who is willing to serve as a second advisor.

## Engineering Major for Students in the College

- College students pursuing an engineering major DO NOT earn a dual degree. They earn a single degree from their home school.
- Because College students who pursue an engineering major do not earn the Bachelor of Science in Engineering (BSE) degree, they do not receive professional certification and are not thereby qualified to sit for any certification exam in Engineering.
- The engineering major does not fulfill the College's Major Requirement for graduation and must be declared as a second (or third) major. College students pursuing a major in engineering must have a major in the School of Arts and Sciences.
- For College students pursuing an engineering major, the graduation requirement of at least 16 courses in the School of Arts and Sciences outside of the College major still applies.
- Policies governing academic actions (mandatory leaves of absence and drops), academic standing (probation), and petitions are those of the student's home school.

## Free Elective Requirement

Free Electives, by definition, fulfill neither General Education requirements nor the Major Requirement but are counted toward the total number of credits required for graduation. Students should consult with their academic advisor to discuss how their Free Electives fit into their overall curriculum, and how many they are likely to need.

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).

## Double-Counting Courses

### Foundational Approaches

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

### Sector and Major Requirements

Most 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.

Students who take a course from each of the Living World and Physical World sectors to fulfill their major requirements are permitted to count both courses toward the Sector Requirement. In this case students are permitted to double-count two courses toward the Major and the Sector Requirement. Majors in which this double-counting is permitted include (but are not limited to) Biological Basis of Behavior, Biology, Biophysics, and the Paleobiology concentration in Earth Science.

Students who are double majoring must have a minimum of 18 unique credit units between the two majors. Students who are triple majoring must have a minimum of 24 unique credit units among the three majors. Major departments may have additional rules limiting such double-counting.

The same course cannot be used to fulfill more than one Sector (i.e., the seven Sectors must be fulfilled using seven different courses).

### Minors

There is no limit to the number of courses that may be double-counted between minor and General Education requirements.

### Submatriculation

In any submatriculation program, a maximum of 4 credit units 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 B.A./J.D. submatriculation program, no more than 8 courses 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 Requirement 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 details.
- *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 BEPP 250. In order to apply at the end of the sophomore year, students must have taken STAT 102 and ACCT 102 as well. Students who transfer to the College with junior standing, whether they are internal or external transfers, may not apply for a dual degree with Wharton.

### Application

In order to apply at the end of the first year at Penn, students must have completed at least 8 credit units 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 the requirements for one are completed in an earlier semester.

### Submatriculation

- The minimum course requirement for the master's degree is 8 credit units, 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 credit units 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.
- College students submatriculating in Arts and Sciences professional master's programs 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.
- Some of the professional master's programs, such as those from the Graduate School of Education, may require students to receive their Bachelor of Arts degree and then be considered solely graduate or professional students. Students on financial aid should consult with Student Financial Services if they will become solely graduate or professional students.

### Residency

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

## Policies Governing Academic Options

### Language Certificate

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

### 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 courses outside the major. They should consult a College advisor in planning their program.
- It is not possible to do a minor in the Wharton School.
- Students who wish to declare a minor should meet with their pre-major advisor or an assistant dean for advising in the College Office. The advisor will add the minor to the student's official Academic Planning Worksheet on Penn InTouch. The student must then meet with the undergraduate chair or other appropriate representative of the department or program to have the minor courses slotted in and the minor posted to the transcript.

### Interschool Minors

College of Arts and Sciences students may pursue Interschool minors that draw on courses in Nursing, Wharton and Engineering. Interschool minors are designated with an asterisk on the list of minors.

All College students must complete no less than 16 c.u. of coursework outside the major in the College of Arts and Sciences. This means that no more than 4 c.u. of non-College coursework (and in some cases, less) will count as electives toward their degree. Since interschool minors involve elective coursework outside the College, students considering such minors are urged to meet with a College advisor while planning the minor to be sure they will be able to graduate on time.

## Minors in Engineering

College students receive official recognition on their transcripts for completing the requirements of minors offered by the School of Engineering and Applied Science (SEAS).

To inquire about or apply for these minors, please contact the office of the Associate Dean for Undergraduate Education in SEAS, 109 Towne Building, 215.898.7246.

## The 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 the grades will be entered onto the Penn transcript. The grades will be included in the Penn g.p.a.
- Summer sessions at Bryn Mawr, Haverford or Swarthmore are not subject to the Quaker Consortium agreement and are treated as credit away.

## Study Abroad

The College faculty, in concert with Penn Abroad and therefore, academic advising in the College, closely monitors the academic quality of the programs in which Penn students enroll. Students are 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 the program is academically appropriate and that they will receive credit upon their return.

- Good Academic 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 their admission is conditional, students must satisfy all conditions. If students do not meet good academic standing or violate academic integrity prior to study abroad, permission to participate will be revoked even if admission has been granted and travel arrangements have been made. Students are not allowed to study abroad if a grade notation of "I," "NR" or "GR" or if more than two "Fs" appear on their Penn transcript or if their major is undeclared, unless permission is specifically granted by the College study abroad advisor. Some abroad programs also require a minimum level of language skill. Refer to the Penn Abroad website for more information on language requirements.
- Students who enter Penn as freshmen must complete three semesters of full-time study in Philadelphia and be enrolled at Penn the semester before applying to study abroad.
- Transfer students must complete one semester at Penn before applying. They must have completed two semesters at Penn before studying abroad and be enrolled at Penn the semester before their departure. Junior transfer students are not eligible to study abroad.

- Petitioning for an exemption from these policies is an option if there are compelling academic and intellectual reasons to be away from Penn the semester before study abroad. Students should contact the College study abroad advisor to discuss petitioning.
- Students studying abroad pay regular Penn tuition and continue to receive financial aid as if they were in residence on Penn's campus. They will receive credit for their coursework as long as the relevant academic departments at Penn approve this credit. Their grades become a regular part of their transcript and are calculated into their Penn g.p.a.
- Credit will not be awarded for programs that are not formally affiliated with the University of Pennsylvania.
- All College academic policies apply to students while away including add, drop, withdraw and grade type change. Students who are interested in applying to study abroad should speak with their pre-major advisor and refer to the Penn Abroad Step-by Step for more information on the application process.

## Summer Study Abroad

Students who wish to study abroad on a Penn summer program should contact the College of Liberal and Professional Studies.

Students may choose to study abroad in the summer through an institution other than Penn. In order to do so, they must seek prior approval from Penn departments through XCAT in order to transfer their credits. These courses are considered credit away, and the grades will not be calculated into the Penn g.p.a.

## Internships

The College of Arts and Sciences and the Career Services office recognize that it is important for students to gain practical experience through internship programs that augment their formal education and enhance their professional preparation. The College prefers that its students be paid for their work, but when this is not an option and companies insist that the students receive credit as a condition of their "employment," the College will place a notation as a "comment" on their transcript indicating that they have completed an internship, e.g., "Internship: Summer 2011." Students will not earn a credit unit toward their degree.

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.

XCAT is the online External Course Approval Tool used to determine transfer, study away and study abroad credits.

XCAT is the online External Course Approval Tool used to determine transfer, study away and study abroad credits.

See the charts on pages 49-55.

# Policies Governing Course Credit

## Placement

The University of Pennsylvania recognizes that many incoming students have participated in special programs of study that may earn them college credit or placement. These programs include exams such as Advanced Placement, International Baccalaureate, S.A.T.II, A-levels, and other international exams as well as courses taken at other colleges or universities before matriculation at Penn (“pre-College” credit). It is important that students understand the policies governing the award of credit in these cases since they will be responsible for submitting the appropriate materials.

Penn will grant either credit or placement (a “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. Note that the ETS code for Penn’s College of Arts and Sciences is 2926.

After arriving at Penn, students should check their transcript using Penn InTouch. If expected A.P. credit does not appear, they should contact the Office of the Registrar (215.898.6636). If expected A-Level, A.B., I.B. or S.A.T.II credit does not appear, they should contact Ms. Eddrena Owens in the Undergraduate Admissions office (215.898.7507).

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

## 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 log in to XCAT and submit a course syllabus to the appropriate Penn department. Students should be sure to check “pre-college course” when they make the request in XCAT.

- Any college courses used to fulfill high school graduation requirements are not eligible for credit at Penn.
- The college or university must be a fully accredited four-year institution.
- The course must correspond to a course offered by Penn, or be deemed equivalent in depth and intensity.
- A grade of C or better must have been received.
- 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 Ms. Eddrena Owens in the Undergraduate Admissions office (215.898.6080) 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.

Please 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 may provide 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, log in to XCAT (External Course Approval Tool) 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 the 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

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. Therefore, students are required to meet with a College study abroad advisor and their major department to discuss their choice of program and the courses they wish to take abroad, to ensure that the program is academically appropriate and that they will receive credit upon their return.

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, students should have an idea of preferred course of study

before meeting with the College study abroad advisor. Individual academic departments at Penn are solely responsible for determining which courses taken abroad are equivalent to Penn courses in particular disciplines and whether the courses fulfill major or other requirements. Students submit requests for approval and departments make determinations through the online XCAT (External Course Approval Tool).

In some cases, the department may impose additional requirements for course equivalency to be granted, or the department may wish to evaluate courses upon the student's return from study abroad. Students should be aware that it is difficult to fulfill General Education Requirements with courses abroad. Whether pursuing courses for free electives or for the major, students should 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.

## 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.

## Benjamin Franklin Seminars

Benjamin Franklin Seminars are small, in-depth courses with a heavy focus on class discussions, readings from primary sources and paper writing. While most of these seminars are taught by faculty in the School of Arts and Sciences, seminars are also offered by faculty from the other schools, including Wharton, Medicine, Engineering and Law. The Benjamin Franklin Scholars program offers approximately fifty of these seminars each year.

Students who are members of the Benjamin Franklin Scholars program have automatic access to these seminars; however, any undergraduate may enroll in a Benjamin Franklin Seminar. While most are introductory, they may be taken at any time. For a current list, please see [www.upenn.edu/curffcourses/](http://www.upenn.edu/curffcourses/).

Students may count two Benjamin Franklin seminars or one Benjamin Franklin seminar and one Freshman Seminar toward the Sector Requirement.

## College of Liberal and Professional Studies Courses

The College of Liberal and Professional Studies (LPS) is a division of the School of Arts and Sciences. LPS administers programs for adult, professional and part-time students, and offers late-afternoon, evening and Saturday courses at the undergraduate, post-baccalaureate and graduate levels.

- 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.
- Students can find LPS courses using the Course Search tool on Penn InTouch. An LPS course guide, with full descriptions of courses offered, is available at the LPS office or at [www.sas.upenn.edu/lps/course\\_guides/](http://www.sas.upenn.edu/lps/course_guides/).

## 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 two c.u. total of College 99 may 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 students may count a maximum of 4 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 4 non-College courses toward their degree. For example, for a Biological Basis of Behavior major:

$$\begin{aligned}
 &18.5 \text{ major courses} + \\
 &16 \text{ College required courses outside the major} + \\
 &\underline{\text{maximum of 1.5 non-College courses}} = \\
 &36 \text{ c.u. required to graduate}
 \end{aligned}$$

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

*continued*

XCAT is the online External Course Approval Tool used to determine transfer, study away and study abroad credits.

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.

## Policies Governing Registration

### Courseload

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College students are limited to 5.5 credit units (c.u.) per semester. Students can raise these limits with permission from their pre-major advisor or the College Office. This generally requires a g.p.a. of 3.3 or better and no outstanding Incompletes.

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. (See page 43.)

### Special Circumstances

#### First Semester Credit Limit

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.

#### 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 courses. (See page 43.)

#### Part-time status for seniors

Seniors in their final semester who need fewer than 3 c.u. 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. Simply registering for one or two courses is NOT sufficient to become part-time; the student must follow the above procedure in order to make the status change official. Part-time status must be declared by the beginning of the semester in question.

### Registration Holds

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A registration hold may be placed on a student's record that will prevent the student from registering until action has been taken to resolve the issue. If students are unable to register using 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:

- 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 a past due balance on their student billing account. 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:* Certain departments require their 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 major 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

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

### Permits

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Under certain circumstances special permission may be required to register for a course. This will be indicated on the course description in Course Search. To request a permit, the student should contact the Department or Program offering the course. If granted, the permit will appear on the student's Penn InTouch registration. The student should claim the permit by clicking on it and then register for the course as normal through Penn InTouch. As soon as the Course Selection Period begins, an unclaimed permit is dropped in the nightly update of the system.

If the course is a College of Liberal and Professional Studies course (any course with a section number of 600 or higher e.g., PSCI 150-601), the student should visit the LPS site ([www.sas.upenn.edu/lps/permits\\_queries](http://www.sas.upenn.edu/lps/permits_queries)) for more information. Note that non-LPS students may not receive a permit even if the course is listed as open.

### Dropping a Course

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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 g.p.a.

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 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 their petition may be denied.

Students considering either a drop or a withdrawal should speak with an advisor before taking any action and should be aware of the risks of being enrolled in fewer than 4 c.u.

## Risk of Being Enrolled in Fewer than Four Courses

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. The most common concerns are for

### 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. Gary Purpura is the College's athletic eligibility officer.

### International Student

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. The International Student and Scholar Service Office can provide more information.

### 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.

## Policies Governing Grades

### The Grading System

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

### 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.

### 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. See below.

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): A report of "I" or "II" indicates that a student's work in a course is incomplete with the instructor's permission. For more on Incompletes, see below.

## Pass/Fail Grade

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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 0.0 and does affect the grade point average. Instructors are not informed by the Registrar as to who is enrolled on a pass/fail basis.
- Courses taken to fulfill Foundational Approaches, Sector Requirements, Major Requirements or minor requirements 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.

## Incomplete Grades

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Students should be aware that receiving Incompletes can be problematic for a variety of reasons. It is a far better idea 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.

- Incompletes affect the number of credits earned, and can have an impact on financial aid, athletic eligibility or visa status for international students. (See page 43.)
- Students who receive an Incomplete are ineligible for the Dean's List and possibly Phi Beta Kappa, even if their qualifications are otherwise sufficient.
- Students with multiple Incompletes may be placed on Academic Probation or Mandatory Leave of Absence. This leave prevents students from enrolling the semester after the Incompletes are earned. Students may not return until all of the incomplete coursework has been finished and those courses' grades reported. This frequently entails at least one semester off from school.
- Incomplete coursework from previous semesters can be difficult to finish when students also have a new schedule 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 may grant a short (I) or a long (II) Incomplete. The short Incomplete must be made up within the first four weeks of the next regular term in which the student is enrolled (summer sessions excluded). The long Incomplete must be made up by the end of the next regular term 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 up to two full terms from the time that the Incomplete changed to an F. 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.

## Review of a Grade

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

## Period for Grade Review

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

## Retaking a Course

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Students who receive an F in a course may retake the course for credit. Both the new grade and the original F will be tabulated into the final g.p.a. 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. Some students opt to repeat a course in order to demonstrate their ability to achieve a better grade.

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 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.

NOTE: Some Penn courses are sufficiently alike that the College will not grant credit for both if both are taken. These include (but are not limited to):

- PHYS 101 and PHYS 150
- STAT 101 and 111, and MATH 114 and 115.

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

## 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.
- Requirements for honors in the major vary and may include special courses and individual research on specialized subjects under the guidance of a faculty advisor. In some departments additional credit is authorized for work done by honors candidates.
- Students who complete honors in the major will have this designation entered on their transcript.

### Phi Beta Kappa

Penn's Phi Beta Kappa 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. Questions should be addressed to Dr. Janet Tighe, Secretary of the Delta Chapter.

### 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 some 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 8 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.

### Graduation Honors

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

- Summa Cum Laude: 3.80 or higher
- Magna Cum Laude: 3.60 or higher, but less than 3.80
- Cum Laude: 3.40 or higher, but less than 3.60.

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 Graduation Honors will be removed from the transcript if the finding occurs after this honor has been posted.

## Policies Governing Academic Difficulty

### Course Problem Notices

When the work of a student in a given course becomes unsatisfactory for any reason, the instructor may send a Course Problem Notice 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 Standing

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 6 c.u. over a period of two consecutive semesters (summers not included).
- The student must be making progress toward a College degree.

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.

There are several 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.

## 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 regularly while on probation.
- Complete exactly 4 c.u. on time, with no grades of F, I, GR (no show) or NR and no more than one pass/fail course.
- 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 or cumulative 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 Leave of Absence

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

Students on mandatory leave will not be allowed to re-enroll until all work is completed from ALL previous semesters. This action is not intended to be punitive; rather, it is an opportunity to finish incomplete courses so that a student may start a new term without the burden of extra work.

There are a number of things to consider when placed on a mandatory leave:

- Courses for the following term may be dropped immediately and students will not be able to request a return until the work for all Incompletes is finished with passing grades.
- If one or more of the incomplete courses results in a failing grade or the term or cum g.p.a. is below a 2.0, students may be placed on academic probation including a drop for a year. A return from mandatory leave of absence is contingent upon achieving good academic standing.
- Students may not receive credit for courses at any other institution while on leave.
- Student PennCards will be deactivated.
- Students may not live in University-owned housing and should contact Housing and Conference Services and their House Dean to clarify the housing situation as soon as possible.
- Students should also contact Student Financial Services and Student Health Services if they carry Penn Health Insurance.
- It is important to be aware of the procedures for requesting a return from mandatory leave. Refer to the College's official mandatory leave notification and the Academic Standing Coordinator for more information. Students may be asked for additional documents or evaluations to help determine their readiness to successfully resume full-time studies.

## 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 term, 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 away 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 to apply for readmission after one full (calendar) year; a second drop is permanent.

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

## Readmission After Drop

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A student in the College who has been dropped from the University roll will only be considered for readmission after one full (calendar) year following dismissal.

When a student wishes to return from a drop, he or she must submit for readmission to return no less than six weeks prior to the start of the desired semester (July 15 for the fall semester, November 15 for the spring semester and April 15 for the summer term), 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 drop form.

Any return request submitted to the College later than the above-indicated deadlines may be denied by the College. Timely submission of requests and documentation is a condition of all drops. The student may be asked for additional documents or evaluations to help determine his or her readiness to successfully resume full-time studies.

All students readmitted from a drop 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.

## Petitions

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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 exemption, 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 petitions related to degree requirements to the school(s) whose degree requirements are affected; in some cases, a petition to both schools will be required. All other petitions (e.g., late drop, late add, late withdrawal, late change of grade type) should be submitted to the primary school.

## Policies Governing Transfers, Leaves, Withdrawal and Refund

### Transfer Within the University

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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 in 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 an internal transfer into the College of Arts and Sciences.

### Transfer into the Wharton School

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Students should be aware that the Wharton School requires a 3.4 minimum 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. Students who transfer to the College with junior standing, whether they are internal or external transfers, may not apply for a dual degree with Wharton.

- 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 BEPP 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. Any student considering such a transfer should meet with an advisor in the College Office to discuss her or his academic interests and plan for completing a College degree. In preparation for this meeting, the student should:

- Review the curriculum of the College of Arts and Sciences and consider possible majors
- Create and update a College worksheet on Penn InTouch.

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.

Applications will not be considered after a student's fourth semester at Penn. All applicants are expected to be in good academic standing at the time of applying to transfer to the College, have no incomplete coursework, and be in no pending cases before the Office of Student Conduct. Students may apply through May 15 for entry the following fall, and January 3 for the following spring.

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

Students in Penn's College of Liberal and Professional Studies are not eligible to transfer into the College Arts and Sciences at Penn.

## 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.
- 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.

## Duration

The standard length of a College leave of absence is one full (calendar) year. Students may request an early return from leave after one full semester on leave, but should bear in mind that this request may be denied.

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

## 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 six weeks prior to the start of the desired semester (July 15 for the fall semester, November 15 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. Timely submission of requests and documentation is a condition of all leaves.

The standard length of a College leave of absence is one year. Students may request an early return from leave after one full semester on leave, but should bear in mind that this request may be denied.

## Conditions for Return

All conditions for return as specified in the original notification 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.

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.

## Incompletes

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

## Financial Holds

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.

## Medical

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). The College, in consultation with these offices, will determine whether the results of the evaluation suffice to satisfy the conditions set forth in the original notification granting approval for the leave.

## 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.....	100%
Request within the third and fourth weeks of class.....	50%
Thereafter .....	0%

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

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.

## Advanced Placement

Students may be able to enroll in higher-level courses based on recognition of previous work. This is known generally as placement and can be assessed through the scores of standardized tests taken before matriculation (including A.P., I.B. and S.A.T.II) or by taking exams administered by the department once on campus. In either case, the relevant department will recommend which course the student should enroll in.

### A.P. and I.B. Exams

Penn will grant either credit or placement (a "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. Note that the ETS code for Penn's College of Arts and Sciences is 2926.

After arriving at Penn, students should check their transcript using Penn InTouch. If expected A.P. credit does not appear, they should contact the Office of the Registrar (215.898.6636). If expected A-Level, A.B., I.B. or S.A.T.II credit does not appear, they should contact Ms. Eddrena Owens in the Undergraduate Admissions office (215.898.7507).

### International Exams

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

- A-Level Examinations
- 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.

See the chart on page 53 for A-Level equivalencies.

### A.P. Physics

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

Students who wish to receive credit for prior lab experience must submit their lab reports and lab manual to the undergraduate chair for evaluation. In general, the evaluation as to whether credit will be awarded for 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

For the most current information about advanced placement credit see [www.college.upenn.edu/advanced-placement/](http://www.college.upenn.edu/advanced-placement/).

be allowed to register for PHYS 050 or 051 to receive lab credit.

Note: A student who takes PHYS 101/102, 150/151 or 170/171 at Penn will lose the corresponding 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).

No credit is given for the A.P. Calculus A.B. exam regardless of score.

The MATH department does not give credit for foreign examinations, such as the German Abitur, the French Baccalaureat, and the A-Level exams.

## A.P. Exams Within the Math Department

All students are eligible to take the Math Department's internal A.P. exams which are offered during the first full week of both the fall and spring semesters. The dates and times will be posted at [www.math.upenn.edu/ugrad/make-up.html](http://www.math.upenn.edu/ugrad/make-up.html).

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.

## 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 A-Level exams. Credit is given as BIOL 091 only for the lecture portion of an introductory biology course. BIOL 091 does not fulfill the Living World sector or Biology major or pre-med requirements. Any student (with or without BIOL 091 credit) may take a Biology Department Advanced 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). See the Biology website for details, [www.bio.upenn.edu](http://www.bio.upenn.edu).

Students planning to major in Biology or Biological Basis of Behavior, or those satisfying pre-med requirements should follow one of these two recommended tracks:

### Track 1

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

BIOL 121\* Introduction to Biology: The Molecular Biology of Life (lecture and recitation, 1.0 c.u.)

BIOL 123\* Introductory Molecular Biology Lab (lab only, 0.5 c.u.)

BIOL 124 Introductory Organism Biology Lab (lab with one hour lecture, 0.5 c.u.)

\* NOTE: BIOL 121 and 123 must be taken concurrently.

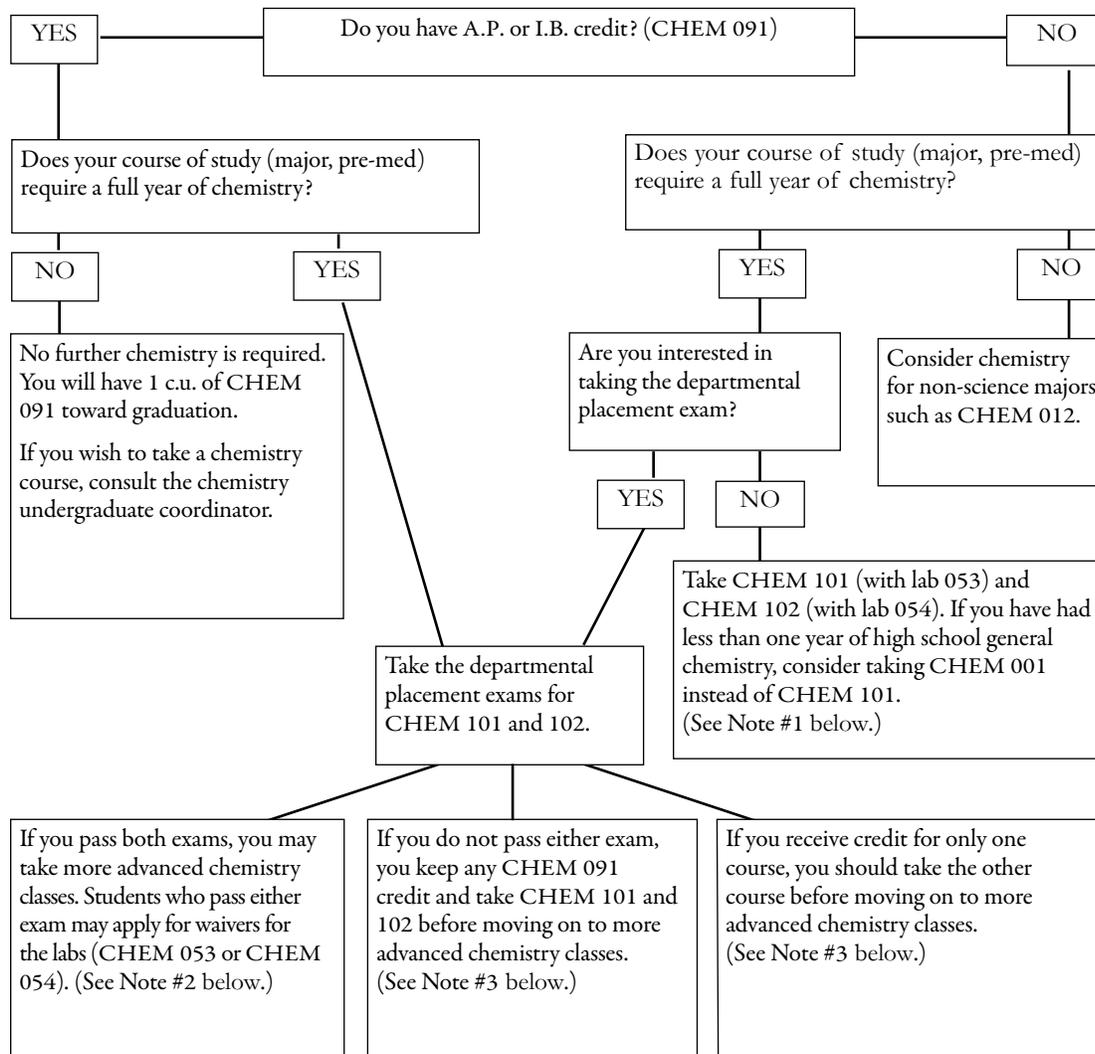
### Track 2

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

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

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

Credit in chemistry can be obtained by earning a sufficient score on the A.P. chemistry exam, on the I.B. exam or on the British A-Level exams. 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 A.P. 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/](http://www.sas.upenn.edu/chem/).



## Note #1

Students with less than one year of high school general chemistry may choose to take CHEM 001, which is similar to CHEM 101 but includes a greater emphasis on introductory concepts and problem solving.

## 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.

## Note #3

Students with 2 years of chemistry, including AP or IB, 1 year of physics and 1 year of calculus can also consider taking CHEM 115 and 116, Honors General Chemistry.

# Placement Charts

## A-Level Exams

EXAMINATIONS	GRADE OF A*, A OR B	GRADE OF C
Accounting	No credit	No credit
Biology*	BIOL 091	No credit
Chemistry*	CHEM 091	No credit
Economics	A* or A=Waiver for ECON 001, 002 B=No waiver	No credit
English	Departmental review	Dept. review
Greek	A=GREK Free (1 c.u., fulfills the Foreign Language Requirement) B=No credit (fulfills the Foreign Language Requirement)	No credit No credit
History	A* or A=Choice of HIST 041, 042 or 044 (2 c.u. limit) B=No credit	No credit
Latin	A=LATN Free (1 c.u., fulfills the Foreign Language Requirement) B=No credit (fulfills the Foreign Language Requirement)	No credit No credit
Math		
w/Further Math (Edexcel)*	No credit	No credit
Math w/Special paper		
w/merit (Cambridge)	No credit	No credit
Physics	A* or A=PHYS 050, 051, 093, 094 (Total 3 c.u.) B =PHYS 011, 012, 091, 092 (Total 3 c.u.)	No credit No credit

\* An internal departmental examination is also available for credit.

Students must show their original A-Level certificates to Ms. Eddrena Owens in the Admissions Office (215.898.6080) in order to have their scores evaluated for credit.

For any exams not listed above, and for those which specify “departmental review,” students will be sent to each relevant department with a Transfer Credit form and a recommendation of 1-2 c.u. for a grade of A\* or A or B.

For Advanced Supplementary (“AS”) level examinations, students will be sent to each relevant department with a Transfer Credit Form for review.

Policies remain under ongoing review, and are subject to change without notice. See [www.admissions.upenn.edu/apply/freshman-admission/ap-ib-and-pre-college-credit#GCSE%20Advanced](http://www.admissions.upenn.edu/apply/freshman-admission/ap-ib-and-pre-college-credit#GCSE%20Advanced) for updates.

EXAMINATIONS	SCORE	EQUIVALENT
Art History	5	Waivers (no credit) for ARTH 101 or ARTH 102 (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 (Micro)	5	Waiver for ECON 001 (no credit)
Economics (Macro)	5	Waiver for ECON 002 (no credit)
English Language/Composition	5	ENGL Free (1 c.u., does not fulfill the Major or Writing Requirements)
English Literature/Composition	5	ENGL Free (1 c.u., does not fulfill the Major or Writing Requirements)
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 & Culture	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. & Magnet.)	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.)

Policies remain under ongoing review, and are subject to change without notice. See [www.admissions.upenn.edu/apply/freshman-admission/ap-ib-and-pre-college-credit#Advanced%20Placement](http://www.admissions.upenn.edu/apply/freshman-admission/ap-ib-and-pre-college-credit#Advanced%20Placement) for updates.

\* An internal departmental examination is also available for credit.

\*\* For information on laboratory credit, see page 22.

The subjects and scores listed here receive the equivalencies indicated. These policies are in effect for students entering Penn during the 2013-2014 academic year. All policies remain under ongoing review and are subject to change without prior notice. All scores of 4 to 1 receive no credit or equivalency unless otherwise indicated. 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.admissions.upenn.edu/apply/freshman-admission/ap-ib-and-pre-college-credit#Advanced%20Placement](http://www.admissions.upenn.edu/apply/freshman-admission/ap-ib-and-pre-college-credit#Advanced%20Placement).

## International Baccalaureate Equivalence

[www.admissionsug.upenn.edu/applying/baccalaureate](http://www.admissionsug.upenn.edu/applying/baccalaureate).

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	GEOL Free (2 c.u.)
	5	GEOL 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 information on laboratory credit, see page 22)
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.

Credit is awarded for superior performance on the International Baccalaureate Higher Level exams. These policies are in effect for students entering Penn during the 2013-2014 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. Scores of 4 to 1 receive no credit unless otherwise indicated. For up-to-date listings see [www.admissions.upenn.edu/apply/freshman-admission/lap-ib-and-pre-college-credit#International%20Baccalaureate](http://www.admissions.upenn.edu/apply/freshman-admission/lap-ib-and-pre-college-credit#International%20Baccalaureate). "Free" indicates that students receive credit without a specific course listed on their transcript.



## Credits Needed for Graduation by Major

The number of credits (c.u.) required for graduation is always between 32 and 36, and is usually computed by adding 20 to the number of courses required for the major.

Major	c.u. for the Major	c.u. Outside the Major	Total c.u. for Graduation
African Studies	12	20	32
Africana Studies	12	20	32
Ancient History	12	20	32
Anthropology	14	20	34
Architecture	16	20	36
Intensive Architecture	19	17	36
Biochemistry	18	18	36
Biological Basis of Behavior	18.5	17.5	36
Biology*	16	20	36
Biophysics	20	16	36
Chemistry	17	19	36
Cinema Studies	13	20	33
Classical Studies	12	20	32
Cognitive Science	16	20	36
Communication	14	20	34
Comparative Literature	14	20	34
Criminology	14	20	34
Earth Science	15	20	35
Paleobiology	18.5	17.5	36
East Asian Area Studies	12	20	32
East Asian Languages and Civilizations	14	20	34
Economics	12	20	32
Mathematical Economics	16	20	36
English	12	20	32
Environmental Studies	15	20	35
Fine Arts	16	20	36
French Studies	12	20	32
Gender, Sexuality and Women's Studies	13	20	33
German Studies	12.5	20	32.5
Health and Societies	14	20	34
Hispanic Studies	12	20	32
History	12	20	32
History of Art	13	20	33
Individualized Major	14	20	34

# Credits Needed for Graduation by Major

Major	c.u. for the Major	c.u. Outside the Major	Total c.u. for Graduation
International Relations	14	20	34
Italian Studies	12	20	32
Jewish Studies	14	20	34
Latin American and Latino Studies	12	20	32
Linguistics	14	20	34
Logic, Information and Computation	18	18	36
Mathematics	13	20	33
Modern Middle Eastern Studies	12	20	32
Music	14	20	34
Near Eastern Languages and Civilizations	14	20	34
Philosophy	12	20	32
Humanistic Philosophy	16	20	36
Philosophy and Science	16	20	36
Philosophy, Politics and Economics	16	20	36
Physics and Astronomy*	17.5	18.5	36
Political Science	12	20	32
Psychology	13	20	33
Religious Studies	12	20	32
Romance Languages (two languages)	18	18	36
Russian	12	20	32
Science, Technology and Society	14	20	34
Sociology	14	20	34
South Asia Studies	12	20	32
Theatre Arts	14	20	34
Urban Studies	14	20	34
Visual Studies	15	20	35

\* 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.

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.

A minimum of 16 c.u. of the courses outside the major must be taken in departments within the School of Arts and Sciences.

Students who are completing more than one major must use their largest major to calculate the required graduation credits. For 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.

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, or status as a Vietnam Era Veteran or disabled veteran in the administration of educational policies, programs or activities; admissions policies; scholarship and loan awards; athletic, or other University administered programs or employment. Questions or complaints regarding this policy should be directed to: Executive Director, Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106 or by phone at 215.898.6993 (Voice) or 215.898.7803 (TDD).