

# Policies & Procedures

*Class of 2021*

**PLEASE NOTE:** Policies and procedures are subject to change.

For the most current information, check the college website, [www.college.upenn.edu](http://www.college.upenn.edu), and consult with your academic advisor or an academic advisor in the College Office, 120 Claudia Cohen Hall, 215.898.6341.

## Changes to the pass/fail policy for spring 2020

Due to the CORVID-19 pandemic and the interruption of on-campus classes, the following changes were made to the pass/fail policy presented in this document. These changes apply to the spring 2020 semester only.

- Any course may be changed to pass/fail, including courses fulfilling Major, Minor and General Education Requirements.
- You may take as many of your spring 2020 courses pass/fail as you choose.
- The revised deadline to change the grade type for a spring 2020 course to pass/fail is Wednesday, April 29th (the last day of class in the spring 2020 semester).
- Before 11:59 PM on April 13th, undergraduate students make this election themselves in Penn InTouch. To do so, choose "Registration & Planning" from the left-hand menu in Penn InTouch, then "Register for Courses" and click the "Change" button for the course you want to make pass/fail. There may be some courses from other schools at Penn (e.g. Penn Law) that cannot be changed through Penn InTouch. Contact those schools or departments directly with questions about changing the grade type for those courses.
- From April 14th to 29th, all students declare pass/fail grade type by submitting the Petition for Change of Grading Option. Students with questions about either option, should reach out to their College Contact.
- Any course taken pass/fail during spring 2020 will not count against the total number of courses you may take pass/fail (for the College, that limit is 8).
- Study Abroad: The expanded pass/fail options also apply to undergraduate students on Penn-sponsored study abroad programs during spring 2020. The last day to change an abroad course to pass/fail is the last of classes for your program. Email your College study abroad advisor to request an abroad course pass/fail by that date.



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# Academic Calendar

## Summer to Fall 2017

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June 19 - July 14		Freshman Advance Registration
August	23-24	Freshman Move-In
	24-28	New Student Orientation (NSO)
	28	Welcome to the College / Opening Exercises
	29	First Day of Class
September	4	Labor Day Observed
	11	Last Day to Add a Writing Seminar or Language Course
	18	Course Selection Period Ends
October	5	Fall Break Begins
	9	Fall Break Ends / Classes Resume
	9	Drop and Changing Grade Type Period Ends
	27-29	Family Weekend
	30-November 12	Advance Registration
November	4	Homecoming
	10	Last Day to Withdraw from a Course
	21	Follow Thursday Class Schedule
	22	Follow Friday Class Schedule
	23	Thanksgiving Break Begins
	27	Thanksgiving Break Ends / Classes Resume
December	11	Last Day of Class
	12-13	Reading Days
	14-21	Final Exams
	21	Fall Term Ends

## Spring 2018

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January	10	First Day of Class / Follow Monday Class Schedule
	15	Martin Luther King, Jr. Day Observed
	19	Last Day to Add a Writing Seminar or Language Course
	29	Course Selection Period Ends
February	16	Drop and Changing Grade Type Period Ends
March	3	Spring Break Begins
	12	Spring Break Ends / Classes Resume
	19-April 1	Advance Registration
	23	Last Day to Withdraw from a Course
April	25	Last Day of Class
	26-27	Reading Days
	30-May 8	Final Exams
May	8	Spring Term Ends
	13	2018 College Graduation Ceremony
	13	2018 University Baccalaureate
	14	2018 University Commencement

## Summer 2018

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May	21	First Summer Session Begins
	28	Memorial Day Observed
June	27	First Summer Session Ends
	28	Second Summer Session Begins
July	4	Independence Day Observed
August	3	Second Summer Session Ends

# Policies and Procedures

The policies and procedures detailed below are in effect for the academic year 2017-2018. 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.

For details on Penn policies, see *The PennBook* at <http://provost.upenn.edu/policies/pennbook>.

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

## General Policies and Procedures

### Academic Integrity

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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.

### Holidays

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The University observes the following holidays: Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and New Year's Day.

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

## Class Attendance

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

If a student must miss five consecutive 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 function of Penn InTouch.

If a student misses or anticipates missing more than five consecutive days of classes, she or he should contact the College Office (215.898.6341) and ask for the CaseNet group as soon as possible.

Students are responsible for making up any work missed because of illness or extracurricular, career or athletic obligations.

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

## Final Examinations

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- 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 in the same day, may be taken at another time during the final examinations period if the faculty member and student can agree on that time. Otherwise, they must be taken during the official period for postponed examinations: the first week of the following spring or fall semesters.
- 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 following spring or fall semesters. Students who have such an issue should call the College Office at 215.898.6341 immediately. Instructors in all courses must be willing to offer a make-up examination to all students who are excused from the final examination.
- No classes or required class activities may be held during the reading period.
- Final exams for College of Liberal and Professional Studies (LPS) courses must be given on the regular class meeting night during the week of final examinations. No change in scheduling is permitted without unanimous consent of all students in the

class and the director of LPS. An LPS final exam may not be administered during the last week of class or on a reading day.

## Policies Impacting Student Athletes

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

## Grade Point Average

In order to be fully eligible to compete in intercollegiate athletics, students must keep their g.p.a. at or above a 2.00, maintain full-time student status, earn at a minimum 1.5 c.u. applicable toward the degree each term (important for student athletes who wish to study abroad) and complete an average of at least 8 c.u. 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 an advisor in the College Office and the Academic Coordinator for Athletics, an Academic Enhancement Plan and completing the terms set out in that plan. Any questions about these or any other eligibility issues should be referred to the College Office.

## Declaring a Major

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

## Class Absences

Student athletes are responsible for talking with instructors about making up any work missed because of athletic obligations.

## Class Standing

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

For students in the College, the classification is 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: 24.00 c.u. or more.

## 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 by email of any missing requirements, as well as other graduation-related issues the student needs to address.

## Credits for Graduation

The total number of course 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 fewer 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. At least 16 of the 20 credits outside the major must be Arts and Sciences courses. (See Policies Governing Course Credit, Non-College Courses on page 13.)

## Grade Point Average

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

## Application for Graduation

An Application for Graduation must be submitted early in the semester of expected graduation. Seniors must adhere to a graduation schedule prepared each year by the College Office. A late fee will be charged for failure to apply for graduation by the date specified. Check the application timeline on the College website for May, August and December graduation.

## 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.

See pages 29-30 for the credits needed for graduation by major.

## 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 who wish to complete their final courses at another institution by means of credit away must speak with an advisor in the College Office. These students must request a leave of absence as part of this process. Those who propose to take as many as 4 or 5 c.u. at another institution may be required to submit a petition to the Committee on Undergraduate Academic Standing to waive the residency requirement (students should understand that any petition may be denied). Those who need 3 c.u. or fewer may not be required to submit a petition. In all cases, any courses proposed for Penn credit must be approved by the relevant department through the External Course Approval Tool (XCAT).

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 course 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, IB and other similar credit based on external examination). In addition, credit awarded by departmental exam cannot be used to fulfill any Foundational Approach.
- The same course cannot be used to satisfy more than one Foundational Approach. However, courses taken to satisfy Foundational Approaches may also be used to satisfy the Sector Requirement and requirements for the major or minor.
- Non-College courses used to fulfill 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 fulfill the Writing Requirement by taking a critical writing seminar, and are strongly encouraged to do so during their freshman year.

- Seminars must be taken for a letter grade, not pass/fail.
- To fulfill the Writing Requirement, students must earn a minimum grade of C- in the seminar.
- Seminars may not be used to fulfill any other College General Education Requirement.

## Foreign Language Requirement

The Foreign Language Requirement is normally fulfilled by completing the fourth-semester course in a particular language. Policies may vary by language program; students with questions should contact the relevant department.

- 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 ongoing online exams. Spanish offers additional guidelines for selecting the appropriate level based on the student's language experience. The remaining language departments offer written exams 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 prior to the beginning of their first semester at Penn may use that score to place them in the proper level. See the chart on page 28.

### 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 an advisor 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 an advisor in the College Office.

Courses used as part of the Language Requirement substitution may not also be used to fulfill any major requirements, 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 requirements for a major or minor.

### 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 requirements for a major or minor.
- 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 Requirement. A few courses are approved for both the Cross-Cultural Analysis and the Cultural Diversity in the U.S. Requirements; students may count such a course 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 and toward requirements for 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 and toward requirements for 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.

- The Natural Sciences and Mathematics sector may be satisfied by taking one course from that sector or an additional Living World or Physical World sector course.
- In addition to the courses listed in the various sectors, students may use designated freshman seminars and Benjamin Franklin seminars to fulfill the various sector requirements. One freshman seminar may be used in this way as a substitute for a course on the relevant sector list. Up to two Benjamin Franklin seminars or one Benjamin Franklin seminar and one freshman seminar may be used.
- Non-College courses used to fulfill 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.

### A.P. and the Sector Requirement

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

- Students who receive an advanced placement credit or waiver in a Living World or Physical World field (physics,

environmental science, psychology), and who take a more advanced course at Penn in that subject, may use the additional course to fulfill the relevant sector. In the case of psychology, students who receive an advanced placement waiver for PSYC 001 (Introduction to Experimental Psychology) or successfully complete PSYC 001 at Penn may use any odd-numbered 100-level psychology course to fulfill the relevant sector.

- 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 Courses on page 8.

## Major Requirement

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

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 2.00 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 prerequisites before application to the major.

### 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 Courses on page 8.

### Credits Needed for Graduation

See the chart on pages 29-30.

### 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 the end of Advance Registration during the spring semester of their sophomore year will not be able to register 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 Academic Planning 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. Students will be assigned a faculty advisor with whom they 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.
- School of Engineering and Applied Science students who would like to declare a second major in the College of Arts and Sciences should contact the relevant SAS department and follow the department's procedure for declaring a major.

### Individualized Majors

Students may apply for an individualized major if they have:

- Earned a minimum cumulative grade point average 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 an advisor 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 proposed 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 course 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 as described below.)
- Find at least one standing faculty member in the College 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 the College of Arts and Sciences.
- Because College students who pursue an engineering major do not earn the Bachelor of Science in Engineering (BSE) degree, they do not receive professional certification and are not thereby qualified to sit for any certification exam in Engineering.
- The engineering major does not fulfill the College's Major Requirement for graduation and must be declared as a second (or third) major. College students pursuing a major in engineering must have a major in the College of Arts and Sciences.
- For College students pursuing an engineering major, the graduation requirement of at least 16 courses in the College of Arts and Sciences outside of the College major still applies.
- Policies governing academic actions (Mandatory Leave of Absence and drops), academic standing (probation), and petitions are those of the College of Arts and Sciences.

### Free Elective Requirement

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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 that many pass/fail courses (two or three is more typical).

### Double Counting Courses

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#### Foundational Approaches

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

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

#### Sector and Major Requirements

Most students may double count no more than one course toward both the Major and the Sector Requirements. Students with a double major may double count one course for each major.

Students in majors that allow courses from both the Living World and Physical World to fulfill their major requirements are permitted to double count two courses toward the Major and the Sector Requirements—one each in the Living World and Physical World sectors. Majors in which this double counting is permitted include, but are not limited to, Biological Basis of Behavior, Biology, Biophysics and Earth Science.

Students who are double majoring must have a minimum of 18 unique course units between the two majors and may count one course from each major toward the Sector Requirement. Students who are triple majoring must have a minimum of 24 unique course units among the three majors. Major departments may have additional rules limiting double counting.

## Additional for the Sector Requirements

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

The same course cannot be used to fulfill more than one Sector (i.e. the seven Sectors must be fulfilled using seven different courses). Courses being used to fulfill the Language Requirement substitution may not also be used to fulfill a Sector.

## Policies Governing Degree Options

### Dual Degree

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- Students who have been accepted to dual degree programs must complete at least 14 College courses outside the major, including courses for the Foundational Approaches, Sector Requirements and Free Electives.
- The total number of course units for both degrees is between 44 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 Science: 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, 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 course units a student must have for the two degrees may be as high as 48.
- Dual Degree with the Wharton School: Students should consult the Wharton School's undergraduate website for eligibility and academic requirements for consideration for the dual degree with Wharton.

### Application

In order to apply for a dual degree at the end of the first year at Penn, students must have completed at least 8 c.u. at Penn. Note that to be eligible to apply for the dual degree with Wharton, students must have earned at least 4 c.u. in each of the freshman year semesters. 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

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The minimum course requirement for the master's degree is 8 c.u., although some graduate programs may require more than this minimum. Courses earning credit for the master's

degree must be at the graduate level as specified by the graduate program, usually at the 500-level and above.

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

Graduate courses taken prior to admission by submatriculation into a master's program in the School of Arts and Sciences cannot be applied toward a master's degree, unless approved by the associate dean for graduate studies. Master's programs from other schools at Penn may vary with regard to this restriction.

In most cases, students are expected to complete the two degrees within the prescribed four undergraduate years. Financial aid recipients may have the master's degree entirely covered by undergraduate financial aid. If studies are extended beyond the four years, students will need to consult with Student Financial Services and the relevant graduate school and department for further information regarding financial aid.

### B.A./J.D. Submatriculation

- Prospective applicants to the B.A./J.D. program should have fulfilled most—if not all—of their undergraduate degree requirements by what is generally a student's junior year (between 16 and 23.99 c.u.).
- A prospective applicant should have a g.p.a. of 3.40 or above to apply.
- Following matriculation to the Law School, four College courses (400-level or above) must be taken and will be counted toward both the B.A. and the J.D. These courses must be approved by a Law School advisor.
- Up to four Law School courses may be counted toward the B.A., either as free electives (as long as the student has taken a total of 16 College courses outside the major) or as major-related courses (as approved by the major advisor).
- No more than eight courses in all can be double counted toward both degrees. Students must satisfy all the requirements for the J.D. during their fourth, fifth and sixth years of study.
- Students in the program must complete an advanced-level seminar or independent study in their major field of study by the time they have completed 23.99 c.u.

### Bio-Dental Submatriculation

- Students must apply to the seven-year Bio-Dental submatriculation program at the time of application to Penn. Their status will be reviewed at the end of their sophomore year when they declare the biology major. Admission into the program is conditional upon the student's academic performance in his/her three years of College, the g.p.a. in the sciences taken in the College, and the Dental Admissions Test (DAT) score.
- Students must apply to the Dental School again when they have completed 28 of the 36 c.u. required for the B.A. with a biology major. (All 28 c.u. must be College of Arts and Sciences courses, i.e., not Wharton, Engineering, etc.)
- If admitted to the program, four Dental School courses will be counted toward the biology major and four courses will count as free electives toward the B.A. in the College.

- The student may elect to opt out of the program, in which case he or she may complete the undergraduate degree with a biology major or even choose a different major.

## Residency

All coursework for a master's degree from the School of Arts and Sciences must be completed at Penn, except for graduate coursework completed on a Penn-sponsored study abroad program. No transfer or credit away courses will be accepted. Requirements for master's programs offered by other schools at Penn may vary.

## Policies Governing Academic Options

### Language Certificate

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- 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

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- 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.
- With the exception of Statistics, it is not possible to do a minor in the Wharton School.
- Students who wish to declare a minor in the College of Arts and Sciences, or one of the interschool minors, should meet with the undergraduate chair or other appropriate representative of the department or program. The minor will be posted to the student's transcript and added to the Academic Planning Worksheet.
- Students planning to complete a minor in the School of Engineering and Applied Science (SEAS) will be required to complete a minor request form for non-SEAS students, as well as create a Minor for Non-Engineering Students worksheet prior to meeting with the minor advisor. Forms are available at the SEAS Academic Programs office or can be downloaded from the SEAS website.

### Interschool Minors

College of Arts and Sciences students may pursue interschool minors that draw on courses in Nursing, Wharton and Engineering.

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 most students may count as many as 4 c.u. from schools outside Arts and Sciences toward the degree. Students who wish to take more than the minimum number of credits for graduation may take more than 4 c.u. from other schools. 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.

### Freshman Seminars

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

### Benjamin Franklin Seminars

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Benjamin Franklin seminars are small, intensive classes that have fewer than 20 students. They are predicated on the idea that the students and faculty are jointly pursuing deeper discoveries through discussion and investigation. Approximately 50 seminars are offered each year, and while most 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.

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

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

### The Quaker Consortium

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

- Students will need a dean's letter of permission and must have the chosen course(s) approved for credit by the equivalent Penn department through the External Course Approval Tool (XCAT). 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

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The College, in concert with Penn Abroad, closely monitors the academic quality of the programs in which Penn students enroll. Students are required to meet 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 and semester g.p.a. of 3.00 are required to apply for study abroad; some programs stipulate a higher g.p.a. If students do not meet the academic requirements to study abroad, including good academic standing, or they violate academic integrity prior to study abroad, permission to participate will be revoked even if admission has been granted and travel arrangements have been made. Students are not allowed to study abroad if a grade notation of I, NR or GR or if more than two F's appear on their Penn transcript or if their major is undeclared, unless permission is specifically granted by the 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 in the fourth full-time semester before applying to study abroad and in the semester before they study abroad.
- Transfer students must complete one semester at Penn before applying. They must have completed two semesters at Penn before studying abroad and be enrolled at Penn the semester before their departure. Junior transfer students are not eligible to study abroad.
- Petitioning for an exemption from these policies is an option if there are compelling academic and intellectual reasons. Students should contact the College study abroad advisor to discuss petitioning.
- Students studying abroad pay regular Penn tuition and continue to receive financial aid as if they were in residence on Penn's campus. Students should discuss their financial plans with a their advisor in Student Financial Services.
- Students will receive credit for their coursework as long as the relevant academic departments at Penn approve this credit. Their grades become a regular part of their transcript and are calculated into their Penn g.p.a.
- Credit will not be awarded for programs that are not formally affiliated with the University of Pennsylvania.
- All College academic policies apply to students while away including add, drop, withdraw and grade type change. Students who are interested in applying to study abroad should refer to Study Abroad: Step-by-Step on the College website for more information on the application process.
- If admission is conditional, students must satisfy all conditions.

## Summer Study Abroad

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

Students may choose to study abroad in the summer through a four-year, degree-granting, accredited institution other than Penn. In order to do so, they must seek prior individual course 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

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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 2020." Students will not earn a course unit toward their degree.

In order for students to have a notation regarding an 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 nor 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 the College Office, 215.898.6341.

NOTE: Specific regulations may apply to international students. Consult the International Student and Scholar Services Office and the College Office for details.

## Policies Governing Course Credit

### Placement

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IMPORTANT NOTE: Different policies may be in place depending on the date of matriculation at Penn.

See Policies Governing Advanced Placement on page 21 and the charts on pages 23-27.

### College Credit Away

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Students wishing to apply for College credit away must obtain approval from the appropriate department at Penn before enrolling in the course, if possible. To request credit away through a Penn department, log in to the External Course Approval Tool (XCAT) and submit a course syllabus and other supporting materials from the external institution.

After the course has been completed, the student must request that an official transcript be sent from the institution at which the credit away course was taken to the College Office. The College cannot post credit away until this transcript is received.

In many departments, a minimum grade of C is required for a course to be eligible for credit away. Some departments, however, require a minimum grade of B- for a course to be eligible for credit away. Chemistry is an example of such a department. Be sure to check with the department undergraduate chair. 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 colleges)
- 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. See information about the Residency Requirement on page 5.

## Duplicate Credit

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The College will periodically adjust student records to eliminate any instance of duplicate credit. This is done to help students make a more accurate count of how many credits they have earned toward graduation.

Students may end up with duplicate credit in any of three ways:

- By enrolling in and completing a course for which they have already been awarded external credit (via transfer, credit away, departmental or advanced placement credit).
- By enrolling in and completing a course that they have previously completed for credit (i.e., any grade from A+ through D, including P). See Retaking a Course on page 16.
- By enrolling in and completing both courses of a pair designated as equivalent by the department (e.g., MATH 114 and MATH 115).

Duplicate credits are resolved in the following ways:

- For the first type in the above list, the external credit will be deleted.
- For the second and third types of duplicate credit, the second instance of the course will be adjusted so that it does not contribute to the g.p.a. or to the student's total number of credits. It will, however, remain visible on the transcript.

These resolutions only apply for courses completed and passed. If a student fails or withdraws from a course, it is not considered a duplicate credit.

Ultimately, students are responsible for knowing the College's policies and being aware when they are registering for courses that could potentially represent duplicate credits.

## Study Abroad Course Approval

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Once students have completed the first five components of Study Abroad: Step by Step on the College website, they are ready to seek approval for their study abroad courses.

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

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

## College of Liberal and Professional Studies Courses

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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. A complete LPS course guide, with full descriptions of courses offered, is available at the LPS office and on the website.

## College 99

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

- The student must produce an academic paper in connection with the study. A copy of the paper with a recommended evaluation by the sponsor must be submitted to the Committee on Individualized Study. The committee will assign the final grade.
- Only 1 c.u. of College 99 will be allowed per semester.
- Only 2 c.u. total of College 99 may be counted toward the Bachelor of Arts degree. If a second unit of credit is requested for the same project, a formal letter requesting the second course 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 course unit will be considered.

## Non-College Courses

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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 4 c.u. from schools outside Arts and Sciences toward the degree. Students who wish to take more than the minimum number of credits for graduation may take more than 4 c.u. from other schools. If a major requires more than 16 c.u., correspondingly fewer than four courses from other schools may be counted toward the degree. For example, for a Biological Basis of Behavior major:

- 18.5 major courses +
- 16 College required courses outside the major +
- maximum of 1.5 non-College courses
- 36 c.u. required to graduate

Non-College courses that fulfill General Education Requirements are counted as College courses in calculating total credits needed for graduation.

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

## Graduate Courses

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While primarily intended for graduate students, courses numbered 500-599 are also open to undergraduate students. 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.

## Policies Governing Registration

### Courseload

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After the first semester, College students are limited to 5.5 course units (c.u.) per semester. Students can raise these limits with permission from their pre-major advisor or the College Office. This generally requires evidence of good performance (a g.p.a. of 3.30 or better) in five courses and no outstanding Incompletes.

Students should always speak with an academic advisor before any action is taken that would cause the student to earn fewer than 4 c.u. in a given term. See page 14.

### Special Circumstances

#### First Semester Credit Limit

First semester freshmen are limited to 4.5 c.u.

#### Probation

Students placed on General Academic Probation must complete exactly 4 c.u. on time, with no grades of F, I, GR or NR and no more than one pass/fail course.

#### 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. Students considering 3 c.u. should consider carefully the risks of being enrolled in fewer than four courses. See page 14.

### Part-Time Status for Seniors

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

## 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. Contact Student Health Services for details.
- 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.
- 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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If a course is full or closed, it may be possible for a student to be admitted to the course by means of a permit.

Courses in the College of Liberal and Professional Studies (LPS): Most LPS courses are available to College of Arts and Sciences students (some are not; check the course description). Some seats in these courses will be reserved for LPS students. If none of the non-reserved seats are available through Advance Registration,

students should continue to try to register during the Course Selection Period. On the second day of the semester, any remaining seats will be opened for all students. Permits will not be issued if the course has been filled.

**Writing seminars:** Students who wish to inquire about a permit to add a writing seminar should email [critwrit@writing.upenn.edu](mailto:critwrit@writing.upenn.edu).

**Other courses:** Email the instructor of the course to inquire about the possibility of a permit. It is up to each course instructor to decide whether to issue permits for her or his course.

## 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 and should consult the Academic Calendar for the official Drop deadline for each semester. Failure to attend a course does not automatically result in being dropped from the course. Courses that are dropped will no longer appear on a student's transcript.

## Withdrawal from a Course

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Students may withdraw from a course through the tenth week of the semester with the permission of the instructor and should consult the Academic Calendar for the official Withdrawal deadline for each semester. After the tenth week, students must petition the Committee on Undergraduate Academic Standing to withdraw from a course. Such petitions will not be granted without documentation of extenuating circumstances. Withdrawals are indicated on the student's transcript by a report of W and will not affect the student's grade point average.

To withdraw from a course from the fifth through 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:

- 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

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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

All student athletes must complete at least 8 c.u. per year. Carrying less than a full load may jeopardize athletic eligibility. For further information, contact the athletic eligibility officer in the College Office.

## International Students

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

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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

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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+ = 4.00	A = 4.00	A- = 3.70
B+ = 3.30	B = 3.00	B- = 2.70
C+ = 2.30	C = 2.00	C- = 1.70
D+ = 1.30	D = 1.00	(There is no D-) F = 0.00

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

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

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**P (Pass):** The pass awarded in a pass/fail course is not used in the computation of the grade point average, but does confer credit.

**W:** This notation indicates an approved withdrawal from a course.

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

**S, 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 indicates that a student never attended class or never formally dropped the class, but his or her name still appears on the official class list. Students with a GR must clarify their status with the instructor 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. Students with an NR must clarify their status with the instructor and the College Office. A student may not graduate with an NR on the transcript.

I (Incomplete): A report of I or II indicates that a student's work in a course is incomplete with the instructor's permission. Students with an I or II must clarify their status with the instructor and the College Office. A student may not graduate with an I or II on the transcript.

## Pass/Fail Grade

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

- In courses taken on a pass/fail basis, a passing letter grade (any grade above an F, including a D) assigned by the instructor is converted to P by the Office of the Registrar and entered on the student's transcript. P is not calculated into the cumulative average, but an F is entered as 0.0 and does affect the grade point average. Instructors are not informed by the registrar as to who is enrolled on a pass/fail basis.
- Courses taken to fulfill any Foundational Approaches, the Sector Requirement, the Major or Minor Requirement cannot be taken pass/fail.
- College students may take no more than 8 c.u. of coursework pass/fail, though advisors generally recommend against this many.
- Students may change the grading status of a course from normal to pass/fail (or vice versa) in Penn InTouch through the end of the fifth full week of classes.
- 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.
- Any courses taken on a pass/fail basis that are certified by the department or program as being part of a major or minor will be uncovered upon graduation.
- Freshmen are strongly advised not to take courses on a pass/fail basis.

## Incompletes and Mandatory Leave

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Students should request Incompletes rarely, if at all. It is far better to plan ahead and use advising and academic support resources to ensure finishing the coursework on time.

Students with one Incomplete must finish the work by the end of the fourth full week of the next term. Students who accumulate two or more Incompletes (i.e., multiple Incompletes) will become eligible for a Mandatory Leave of Absence.

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

Unfinished coursework may result in an F. 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. If an Incomplete is not made up by the deadline below, it will become an F.

Incompletes can be extremely problematic:

- Incompletes affect the number of credits earned in the short term and can have an impact on financial aid, athletic eligibility or visa status for international students.
- Students who receive an Incomplete are rendered ineligible for the dean's list and possibly Phi Beta Kappa, even if their academic qualifications would have otherwise been sufficient.
- Students with two or more Incompletes will be eligible for a Mandatory Leave of Absence.
- Students often find that incomplete coursework from previous terms is very difficult to finish while carrying a full schedule in the current term.

## Change of Grade from an Incomplete

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

## Resolution of One Incomplete

If an instructor chooses to grant an Incomplete, he or she may grant a short Incomplete or a long Incomplete.

- A short Incomplete (I) must be made up within the first four full weeks of the next regular term in which the student is enrolled (summer sessions excluded).
- A long Incomplete (II) must be made up by the end of the next regular term in which the student is enrolled (summer sessions excluded).

Note: These deadlines are for students with a single Incomplete. See below for resolution of multiple Incompletes.

## Resolution of Multiple Incompletes

The deadline for students to resolve all coursework connected to multiple Incompletes is earlier than the deadline for single Incompletes and falls between the end of the make-up exam period and the end of the Course Selection period. The exact date is listed in the Incomplete Course Support Plan (see below). Students should be aware that instructors are not obligated to adjust to this shorter timeframe.

To successfully resolve multiple Incompletes, students may:

- Take a voluntary Leave of Absence to complete the coursework.
- Use the Incomplete Course Support Plan to frame a conversation with each instructor about how the coursework will be resolved within the multiple Incomplete deadline. When all coursework is completed, the student must ask the instructors to email the academic standing coordinator in the College Office and confirm that the work is completed and the student is expected to receive a passing grade.

## Mandatory Leave of Absence

Students who do not resolve all Incompletes by the date listed in the Incomplete Course Support Plan will be placed on a Mandatory Leave of Absence. A Mandatory Leave of Absence entails at least one semester off from school. Students may not return to classes until all coursework has been completed and the grades reported. See page 17.

## Review of a Grade

The instructor who gives an evaluation, exam or course grade has sole authority for changing such evaluation, exam or course grade, provided the instructor remains on the faculty (or the emeritus faculty) of the University of Pennsylvania.

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

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

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.; a course 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 retakes 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.

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

These include, but are not limited to:

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

Consult a College advisor if there are 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 3.70 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 has received a sanction of probation or greater for a violation of the Code of Academic Integrity, the Code of Student Conduct, or the Sexual Violence, Relationship Violence and Stalking Policy is not eligible for the 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.

- The level of sanction rendering a student ineligible was revised effective April 26, 2016. Sanctions imposed prior to that date are evaluated based on the policy in effect at that time.

## Honors in the Major

- Students with a minimum g.p.a. of 3.00 may apply to their department or program to become candidates for honors in the major. Some majors will require a higher g.p.a.
- Applications for honors in the major are usually taken in the first semester of the junior year.
- The requirements for honors in the major vary from program to program and may include special courses and individual research on specialized subjects under the guidance of a faculty advisor. In some departments, additional credit is authorized for work done by honors candidates.
- Students who complete honors in the major will have this designation entered on their transcript.

## Phi Beta Kappa

The Delta Chapter of Phi Beta Kappa was founded at the University of Pennsylvania in 1892. The Electoral Board meets every spring to elect new students who have distinguished themselves through undergraduate research and by breadth of study in the liberal arts. Questions should be addressed to Dr. Janet Tighe, Secretary of the Delta Chapter, 215.898.6341.

## 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 3.70 g.p.a. or higher by the end of the fall semester are automatically considered and their transcripts are evaluated by the Electoral Board, which also solicits letters of recommendation for eligible students.

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

Students must have a minimum of 16 completed 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.

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

\* The level of sanction rendering a student ineligible was revised effective April 26, 2016. Sanctions imposed prior to that date are evaluated based on the policy in effect at that time.

# 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 (CPN) email to the student. This notice will indicate the nature of the problem and suggest an appropriate person for the student to meet with, including the instructor, a teaching assistant or an academic advisor. Students are expected to follow the recommendations made in these notices. The College Office receives copies of all notices sent to College students.

## Academic 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 term.
- The student must complete at least a total of 6 c.u. over a period of two consecutive terms (summers not included).

- The student must be making progress toward a College degree.

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.

## Academic Probation and Drop

It is crucial that students experiencing academic difficulty engage actively with advisors and others in the Penn community who can help them. During their regular meetings with their advisor, students on probation should reflect on the difficulties encountered in previous courses that led to low grades and follow the advisor's suggestions on ways to remedy such troubles. Students on probation should also take advantage of support services such as those offered by the Weingarten Learning Resources Center and the Tutoring Center.

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 and Deferred Drop) 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 or NR and no more than one pass/fail course.
- Achieve a minimum g.p.a. of 2.00 for that term and cumulatively.

Students who fail to meet these requirements to return to good academic standing 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 Academic 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 term. If they do not, they may be dropped from the University 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 all academic work is finished satisfactorily. This action is not intended to be punitive; rather, it is an opportunity for students to finish incomplete courses so that

they may start a new term without the burden of extra work and address the issues that led to the incomplete work.

Students may return from leave once all academic work is finished satisfactorily and a request to return is made through the College Office and approved.

There are a number of things to consider when placed on a Mandatory Leave of Absence:

- Courses for the following term may be dropped immediately and students will not be able to return from leave until the work for ALL Incompletes is confirmed as finished.
- A return from Mandatory Leave of Absence is contingent upon achieving good academic standing. If one or more of the incomplete courses results in a failing grade or if the term or cumulative g.p.a. is below 2.00, students may be placed on General Academic Probation or required to remain on leave for a full academic year.
- Students may not receive Penn credit for courses at any other institution while on leave.
- Student Penncards will be deactivated when the leave is imposed.
- Students may not live in University-owned housing nor participate in and/or hold a leadership position in a registered University organization while on leave.
- Students may be asked for additional documentation to help determine their readiness to successfully resume full-time studies.

See Return from Leave of Absence on page 20.

## Dropped from the University Rolls

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

- They receive two or more F's in a given term, or
- They fail to meet the terms of recovery from 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.

## Return from Drop

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When a student wishes to return from a drop, he or she must submit a request to return by the relevant deadline (July 15 for the fall semester, November 15 for the spring semester, April 15 for the summer), or two weeks before the relevant Advance Registration period, if the student wishes to advance register. This is done by contacting the academic standing coordinator in the College Office at 215.898.6341 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 returning from 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.

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

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

## Petitions

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Students in the College who believe that their circumstances might warrant an exemption from a College rule may submit a petition. They may do so by filling out a petition form and writing a statement. In this petition statement, the student must demonstrate why 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 on Undergraduate Academic Standing does not believe that the case warrants review, the petition will be denied. Decisions are final. Students may appeal a decision only if they can present new information or documentation.

## The Petition Process

The student must first discuss the issue with an 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 College's faculty Committee on Undergraduate Academic Standing meets at regular intervals throughout the school year. The committee will consider the student's petition statement and any supplementary materials (such as medical documentation) that the student submits. The student will be notified of the committee's decision, usually within a few days of the committee meeting. Petitions are submitted through the College Office. Dual degree students should address petitions related to degree requirements to the school(s) whose degree requirement is affected; in some cases, a petition to both schools will be required. All other petitions (e.g., late drop, late add, late withdrawal, late change of grade type) should be submitted to the home school.

Also see Petitions for Seniors on page 5.

# Policies Governing Transfers, Leaves, Withdrawal and Refund

## Transfer Within the University

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Students who wish to apply for an internal transfer between any of the four undergraduate schools should meet with an advisor in their home school as well as an advisor of the school they wish to enter. Applicants should be prepared to discuss why the curriculum of the school to which they are applying for transfer is a good fit for their academic interests and goals.

- Students are not eligible for transfer until they have completed 8 c.u. (or two semesters, whichever comes later) at Penn.
- Applications for internal transfer will not normally be considered after the end of the sophomore year.
- Students applying for internal transfer must be in good academic standing in their home school and should have no NR's, 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

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

## Transfer into the College from Another Penn Undergraduate School

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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 an Academic Planning Worksheet on Penn InTouch.

The Internal Transfer Committee will look for indications of future success in the College by reviewing students' academic records from Penn and their high schools. Since this is a competitive process, applicants who wish to pursue a liberal arts program are encouraged to consider opportunities at other institutions as well.

The College will consider applications of students who have demonstrated an interest in the liberal arts and completed at least

two semesters and 8 c.u. at Penn. Competitive candidates will typically have a minimum Penn g.p.a. of 3.00 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 of Arts and Sciences at Penn.

## Leave of Absence

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Students typically take a leave for a full academic year. Individual circumstances may require more or less time; the length of the leave is determined by the school. Students on leave should remain in contact with their advisor and update them about changes in plans. The return from leave process supports students in a successful re-entry to academic life at Penn. When preparing to return, students must consult their school advising office to develop a plan that includes connection with appropriate resources.

Students take time away from their studies for a wide variety of reasons including to:

- Work on a political campaign
- Manage a medical concern
- Fulfill a family obligation
- Pursue career-related opportunities
- Complete military service
- Take a break.

While interrupting one's studies to take time away may seem intimidating, a leave is a means to the successful completion of a degree, not a barrier to graduating. Approximately five percent of each graduating class spends at least one semester on leave from Penn during their undergraduate studies, and more than three-quarters of students who take a leave return within two years to complete their degree.

Students considering a leave should take time to think carefully about their goals for the time away and for when they return. Speaking with an advisor in the College Office is an important first step. Students should also consult others important to their decision-making process, such as family members, or if they intend to address health concerns during the time away, their healthcare provider(s). The College Office will help students connect with other campus resource as they prepare to take a leave of absence, such as Student Financial Services, Housing, and International Student and Scholar Services.

## Requesting a Leave of Absence

- Students must meet with an advisor in the College Office to discuss a leave request.
- The student must submit a written request for leave of absence, detailing the reasons for the desired leave.

- 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.
- A student on leave may not be enrolled in Penn classes and will not receive credit for classes taken elsewhere during the leave unless special approval by the College is given. Students on leave may not live in University-owned housing during the term of their leave. In addition, a student may not participate in and/or hold a leadership position in a registered University organization.
- Discontinuance of study without permission from the University does not constitute a leave of absence. Students who have requested a leave of absence for a given semester may still be dropped from the University rolls if their previous term's grades qualify them for this action.

### 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 deadline (tenth 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 by the deadline (July 15 for the fall semester, November 15 for the spring semester and April 15 for the summer), or two weeks 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.

### Conditions for Return from Leave

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 reenroll. Students who have not satisfied all conditions of their return 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 an advisor in the College Office to discuss their plan for re-integrating themselves in the academic community of the University. This discussion will include plans for completing the student's degree program as well as the use of appropriate University support services.

### Resolving 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. (See Mandatory Leave of Absence on page 17.)

### Return for Students on Financial Hold

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

### Medical Circumstances

Students whose leave request indicated medical circumstances as at least part of the reason for that request will be required to present a treating clinician's current evaluation of the medical condition to the relevant health office (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 message granting approval for the leave.

### Withdrawal from the University

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

### Tuition Refund

A student who withdraws from the College (or who is requested to withdraw for failure to maintain satisfactory academic 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.

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

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

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

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.

## Policies Governing Advanced Placement

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

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

### Placement by Exam

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Different policies may be in place depending on the date of matriculation at Penn.

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, GCE 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 some Advanced Placement (AP) exams taken before matriculation if the student indicated on the exam registration form that the scores were to be sent to Penn.

After arriving at Penn, students should check their transcript using Penn InTouch. If expected AP credit does not appear, they should contact the Office of the Registrar (215.898.6636). If expected GCE A-Level, IB 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

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

- GCE. A-Level Examinations
- International Baccalaureate (IB)
- 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.

## Physics Advanced Placement

Credit will be granted to students who achieve a score of 5 on the appropriate advanced placement exam. Students may also receive credit based on their performance on the GCE A-Level, International Baccalaureate or other centrally administered examinations.

A student who takes introductory level mechanics (PHYS 008, 101, 140, 150 or 170) or electricity and magnetism (PHYS 009, 102, 141, 151 or 171) at Penn will lose the physics placement credit that corresponds to that course. For example, if a student with AP credit for both mechanics and electricity and magnetism were to take PHYS 150, the AP credit for mechanics would be removed from the transcript.

### Starting Math at Penn

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#### Math Placement Diagnostic Exam

Students should first complete the Math Diagnostic Placement Exam and work with their academic advisor to determine which math course is appropriate, given their previous math exposure and the results of the exam.

Incoming students will receive information about taking the Math Placement Diagnostic Exam before their first semester.

#### Departmental Exams for Credit

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

Anyone who has studied calculus should consider taking these exams. The department keeps no record of those who do not pass; thus, students who take the exams and fail have lost nothing. The exams are open to all without charge. More information is available on the Mathematics Department website.

#### Advanced Placement

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

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

No credit is given for the AP Calculus AB exam, regardless of score.

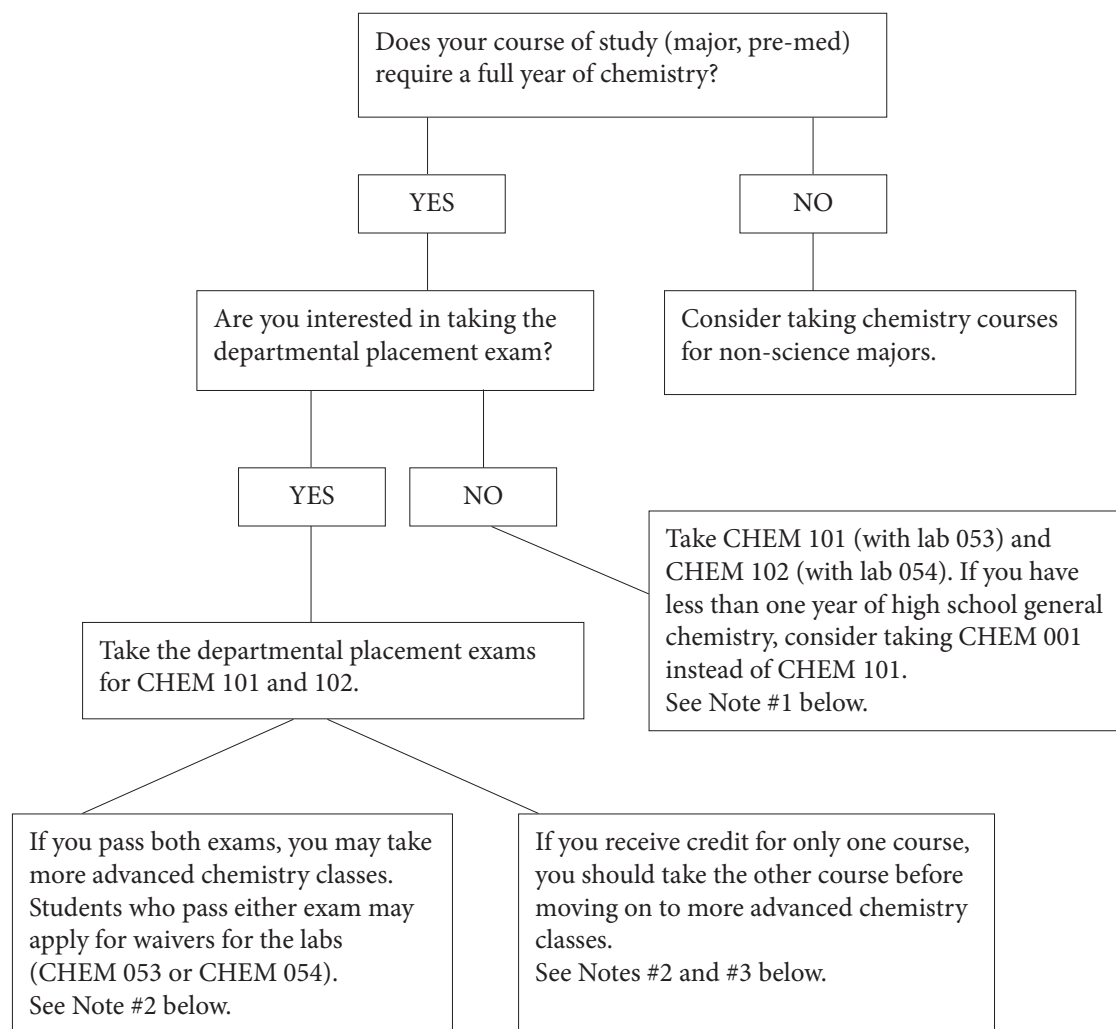
The Mathematics Department does not give credit for foreign examinations, such as the German Abitur, the French Baccalauréat and the English A-Levels.

## A.P. Chemistry and Which Chemistry Course to Take

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The Department of Chemistry does not offer advanced placement credit based on external exams. See the Department for additional information including internal placement exams.

The chart below can help incoming students select the appropriate entry course.



### Note #1

Students with less than one year of high school chemistry may apply 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.

### Note #3

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



# Placement Charts

## GCE Advanced A-Level Exams

EXAMINATION	GRADE OF A* OR A OR B	GRADE OF C
Accounting	No credit	No credit
Biology	No credit	No credit
Chemistry	No credit	No credit
Economics	A* or A = Waiver Econ 001&002 B = no waiver	No credit
English	No credit	No credit
Greek	A* or A = Greek 204 (1 c.u.) (fulfills language requirement) B = no credit (fulfills language requirement)	No credit
History	No credit	No credit
Latin	A* or A = Latin 204 (1 c.u.) (fulfills language requirement) B = no credit (fulfills language requirement)	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 = Physics 150 (1.5 c.u.) and Physics 151 (1.5 c.u.) B = Physics 101 (1.5 c.u.) and Physics 102 (1.5 c.u.)	No credit

Please note: These policies are in effect for students entering in the fall of 2017. They remain under ongoing review by the faculty of the University and are subject to change without notice.

## Advanced Placement Equivalence

EXAMINATION	SCORE	PENN CREDIT AWARDED
Art History	5	Waiver for ARTH 101 or ARTH 102, consult with undergraduate chair
Art (Studio)	5	No credit (possible exemptions for majors, portfolio considered)
Biology		No credit
Chemistry♦		No credit
Computer Science A	5	CIS 110 (1 c.u.) (credit for "A" or "AB" but not both exams)
Computer Science AB	5, 4	CIS 110 (1 c.u.) (credit for "A" or "AB" but not both exams)
Economics		
• Micro	5	Economics 001 waiver
• Macro	5	Economics 002 waiver
English		
• Language/Composition		No credit
• Literature/Composition		No credit
Environmental Science		No credit
European History		No credit
French Language	5	French 202 (1.cu.) (fulfills language requirement)
	4	No credit (fulfills language requirement)
French Literature	5	French 212 (1.cu.) (fulfills language requirement)
	4	No credit ( fulfills language requirement)
German Language	5	German 104 (1 c.u.) (fulfills language requirement)
	4	No credit, (must pass the department exam to fulfill language requirement)
Government and Politics		No credit
Human Geography		No credit

♦ An internal departmental examination is also available for credit.

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

EXAMINATION	SCORE	PENN CREDIT AWARDED
Italian Language and Culture	5	ITAL 201 (1 c.u.) (fulfills language requirement)
	4	No credit (fulfills language requirement)
Latin	5	Latin 204 (1 c.u.) (fulfills language requirement)
	4	No credit (fulfills language requirement)
Latin - Literature	5	Latin 204 (1 c.u.) (fulfills language requirement)
	4	No credit (fulfills language requirement)
Latin - Vergil	5	Latin 204 (1 c.u.) (fulfills language requirement)
	4	No credit (fulfills language requirement)
Mathematics AB		No credit
Mathematics BC♦	5	Math 104 (1 c.u.)
Music Theory		No credit
Physics-B	5	Physics 101 (1.5 c.u.) and Physics 102 (1.5 c.u.)
Physics 1	5	Physics 101 (1.5 c.u.)
Physics 2	5	Physics 102 (1.5 c.u.)
Physics-C (Mechanics)	5	Physics 150 (1.5 c.u.)
Physics-C (Electricity and Magnetism)	5	Physics 151 (1.5 c.u.)
Psychology	5	Psychology 001 Waiver
Spanish Language	5	Spanish 202 (1 c.u.) (fulfills language requirement)
	4	No credit (fulfills language requirement)
Spanish Literature	5	Spanish 212 (1 c.u.) (fulfills language requirement)
	4	No credit (fulfills language requirement)
Statistics	5	STAT 101 waiver or STAT 111 waiver
United States History		No credit
World History		No credit

♦ An internal departmental examination is also available for credit.

## International Baccalaureate Equivalence

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HIGHER LEVEL EXAMINATION	SCORE	PENN CREDIT AWARDED
Anthropology		No credit
Biology		No credit
Chemistry♦		No credit
Economics	7, 6	Economics 001 and 002 Waiver
English A/B		No credit
French A	7, 6	French 212 (1 c.u.)
	5	French 202 (1 c.u.)
French B	7, 6	French 202 (1 c.u.)
Geography		No credit
German A	7, 6	German 203 (1 c.u.) (fulfills language requirement)
	5, 4	German 203 (1 c.u.) (fulfills language requirement)
German B	7, 6	German 203 (1 c.u.) (fulfills language requirement)
	5, 4	German 104 (1 c.u.) (fulfills language requirement)
History of the Americas		No credit
History of Europe		No credit

HIGHER LEVEL EXAMINATION	SCORE	PENN CREDIT AWARDED
Latin	7	Latin 204 (1 c.u.) (fulfills language requirement)
	6	No credit (fulfills language requirement)
Mathematics♦		No credit
Mathematics with Further Mathematics♦	7	Math 104 (1 c.u.)
Music		No credit
Philosophy	7, 6, 5	Departmental review on case-by-case basis
Physics	7, 6	Phys 150 (1.5 c.u.) and Physics 102 (1.5 c.u.)
Psychology	7, 6	Waiver for Psychology 001
Spanish A	7, 6	Spanish 212 (1 c.u.) (fulfills language requirement)
	5	Spanish 202 (1 c.u.) (fulfills language requirement)

Please note: These policies are in effect for students entering in the fall of F 2017. They remain under ongoing review by the faculty of the University and are subject to change without notice.

## S.A.T.II Scores for Language Placement

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S.A.T.II	SCORE	REGISTER FOR	S.A.T.II	SCORE	REGISTER FOR		
French	Under 380	FREN 110	Japanese	Students who score 650 or above may satisfy the requirement by demonstrating oral proficiency in an interview.			
	380 - 440	FREN 121					
	450 - 540	FREN 130					
	550 - 640*	FREN 140					
	650 or above	Exempt					
Korean	Students who score 700 or above may satisfy the requirement if they pass the speaking and writing components of the Korean Proficiency Test during New Student Orientation. They do not need to take the online test.		Latin	Under 450	LATN 101		
				450 - 540	LATN 102		
				550 - 590	LATN 203		
				600 - 640	LATN 204		
				650 or above	Exempt		
German			Russian	Under 350	RUSS 001		
				350 - 440	RUSS 002		
				450 - 540	RUSS 003		
				550 - 640*	RUSS 004		
				650 or above	Exempt		
Hebrew	700 or above***	Exempt	Spanish	Under 380	SPAN 110		
				380 - 440	SPAN 120 or 121		
				450 - 540	SPAN 130		
				550 - 640*	SPAN 140		
				650 or above	Exempt		
Italian							
						Under 380	ITAL 110
						380 - 440	ITAL 120
						450 - 540	ITAL 130
						550 - 640*	ITAL 140
650 or above	Exempt						

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

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

\*\*\* Students who score under 700 in Hebrew and wish to continue in the language must take the placement exam offered during New Student Orientation.

See additional information about Language Placement on page 6.

# Credits Needed for Graduation by 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
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 and Media 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
East Asian Area Studies	12	20	32
East Asian Languages and Civilizations	14	20	34
Economics	12	20	32
English	13	20	33
Environmental Studies	15	20	35
Fine Arts	16	20	36
French and Francophone 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	17	19	36
Mathematical Economics	16	20	36
Mathematics	13	20	33
Modern Middle Eastern Studies	12	20	32
Music	15.5	20	35.5
Near Eastern Languages and Civilizations	14	20	34
Philosophy*	12	20	32
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 and Eastern European Studies	12	20	32
Science, Technology and Society	14	20	34
Sociology	14	20	34
South Asia Studies	12	20	32
Theatre Arts	13	20	33
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 may be required. The total graduation requirement will remain 36 c.u.

The total number of course 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. At least 16 of the 20 credits outside the major must be Arts and Sciences courses. (See Policies Governing Course Credit, Non-College Courses on page 13.)

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 requirements.



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).