

# Policies & Procedures

*Class of 2023*

**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 2019

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June 24 - July 19		Advance Registration for First-Year Students
August	21	Move in for First-Year Students
	21-26	New Student Orientation (NSO)
	26	Welcome to the College / Opening Exercises
	27	First Day of Class
September	2	Labor Day Observed
	10	Course Selection Period Ends
October	7	Last Day to Drop a Course
	10	Fall Break Begins
	14	Fall Break Ends / Classes Resume
	25	Last Day to Change a Grade Type
	28-November 10	Advance Registration for Spring Term
November	1-3	Family Weekend
	4	Last Day to Withdraw from a Course
	9	Homecoming
	26	Follow Thursday Class Schedule
	27	Follow Friday Class Schedule
	28	Thanksgiving Break Begins
December	2	Classes Resume
	9	Last Day of Class
	10-11	Reading Days
	12-19	Final Exams
	19	Fall Term Ends

## Spring 2020

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January	15	First Day of Class / Follow Monday Class Schedule
	20	Martin Luther King, Jr. Day Observed
	28	Course Selection Period Ends
February	24	Drop and Changing Grade Type Period Ends
March	7-15	Spring Break Begins
	16	Spring Break Ends / Classes Resume
	20	Last Day to Change a Grade Type
	23-April 5	Advance Registration
March	30	Last Day to Withdraw from a Course
April	29	Last Day of Class
	30-May 3	Reading Days
May	4-12	Final Exams
	12	Spring Term Ends
	16	Alumni Day
	17	2020 College Graduation Ceremony
	17	2020 University Baccalaureate
	18	2020 University Commencement

## Summer 2020

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May	25	Memorial Day Observed
	26	First Summer Session Begins
July	1	First Summer Session Ends
	2	Second Summer Session Begins
	4	Independence Day Observed
August	7	Second Summer Session Ends

# Policies and Procedures

The policies and procedures detailed below are in effect for the academic year 2019-2020. Since policies may change in the future, students are advised to refer to the College website, [www.college.upenn.edu](http://www.college.upenn.edu), 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 <https://catalog.upenn.edu/pennbook/>.

If a policy does change, students should speak with an advisor in the College Office, 215.898.6341, 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.

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

### 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 families about these confidentiality rules. The College expects students to be aware of their grades, course registration and all other aspects of their academic career.

The 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, students must take responsibility for their own decisions.

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

### 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.

See <https://catalog.upenn.edu/pennbook/secular-religious-holidays/>.

### 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.

- A student who must miss five consecutive days or less of class at any point during the semester should notify the instructor as soon as possible using the Course Absence Report function of Penn InTouch.
- A student who misses or anticipates missing more than five consecutive days of classes should contact the College Office as soon as possible.

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

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

## Policies Impacting 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 2.0, maintain enrollment in at least 3 c.u. each term, earn at a minimum 1.5 c.u. applicable toward the degree each term (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 per-

formance falls below these standards may, in some circumstances, retain eligibility to compete by designing, with the help of the College athletic eligibility officer and the Academic Coordinator for Athletics, an Academic Enhancement Plan and completing the terms set out in that plan. Student athletes enrolled in the College are also required to have a declared major by the beginning of their junior year. Any questions about these or any other eligibility issues should be referred to the athletic eligibility officer in the College Office.

## Also See

Part-Time Status, page 5.

Declaring a Major, page 8.

Risk of Being Enrolled in Fewer than Four Courses, page 18.

## 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:

- First-Year: less than 8.0 c.u.
- Sophomore: from 8.0 - 15.99 c.u.
- Junior: from 16.0 - 23.99 c.u.
- Senior: 24.0 c.u. or more.

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

## Policies Governing Graduation

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### Degree Requirements

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

### Credits for Graduation

The total number of course units needed for graduation varies between 32 and 36 depending on the number of course units required in the major. Each major specifies a certain number of course units that must be completed, but never less than 12. In addition to the major, students must normally complete 20 c.u. outside the major. No more than 36 c.u. will be required for graduation. Those whose majors require more than 16 c.u. may take correspondingly fewer than 20 outside the major. At least 16 of the 20 c.u. outside the major must be Arts and Sciences courses. See Policies Governing Course Credit, Non-College Courses on page 16.

Students who are completing more than one major must use their largest major to calculate the number of course units required for graduation. For example, a student majoring in English (12 c.u.) and Fine Arts (16 c.u.) needs no more than 36 c.u. to graduate.

Some concentrations within a given major will require additional course units from what is listed below. See the Penn Catalog for details. The total number of course units needed for graduation with a single major will never exceed 36.

## Part-Time Status

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

Seniors who need fewer than 3 c.u. in their final semester to complete their degree requirements may consider declaring part-time status. Students who are considering part-time status must first meet with their major advisor and then with an 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.

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

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

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

## 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 32-33 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 courses at another institution may be required to submit a petition to the Committee on Undergraduate Academic Standing, to waive the residency requirement (students should understand that any petition may be denied). Those who need 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 XCAT.

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

## Grade Point Average

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

## Pass/Fail Grade at Graduation

Any courses taken on a pass/fail basis that are later certified by the department or program as being part of a major or minor will be uncovered upon graduation.

## Application for Graduation

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

## 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.

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

## 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 can also not be used to fulfill any Foundational Approach.
- The same course cannot be used to satisfy more than one Foundational Approach. However, courses taken to satisfy Foundational Approaches may also be used to satisfy the Sector Requirement and/or requirements for the major or minor.
- Non-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 first year.

- Seminars must be taken for a letter grade, not pass/fail.
- To satisfy 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.

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

## Foreign Language Requirement

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

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

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

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. See the S.A.T.II chart on page 31.

## 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 call 215.898.6341 and make an appointment to meet with the language substitution advisor in the College Office to confirm approval of the substitution and to select appropriate substitution courses. The number of courses each student will require will depend upon the number of foreign language classes the student has completed before applying for the substitution. A full substitution will require four substitute courses.

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

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

## Quantitative Data Analysis Requirement

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

- The Quantitative Data Analysis Requirement can only be satisfied by courses taken at Penn. In some cases exceptions to the restriction on transfer credit may be made for transfer students.
- Courses taken to satisfy the Quantitative Data Analysis Requirement must be taken for a letter grade, not pass/fail. Students must earn a minimum grade of C- in courses taken to fulfill the Quantitative Data Analysis Requirement.
- A course used to satisfy the Quantitative Data Analysis Requirement may be double counted toward other requirements in the General Education Curriculum (except for the Writing and Foreign Language Requirements) as well as toward the Major Requirement and requirements for a minor.



## Transfer Students

A transfer student who wishes to count a course taken prior to matriculation at Penn toward the Quantitative Data Analysis Requirement may petition the committee. The committee turns down more petitions than it accepts. To file a petition, the student should:

- Read the criteria for Quantitative Data Analysis Requirement courses.
- Send an email to the Director of Academic Affairs in the College Office stating why, based on these criteria, you believe the course should qualify for Quantitative Data Analysis credit.
- Using attachments or links, include with your email as much relevant documentation as possible, including exams or assignments, that support your claim that the course is suitable for the requirement. The syllabus should already have been submitted with your request for basic credit via XCAT.

Transfer students with credit for STAT 111, CHEM 053, or CHEM 054 will receive Quantitative Data Analysis credit without having to petition. Departments evaluating courses from other institutions for transfer students assign these course numbers only if they meet the criteria for the Quantitative Data Analysis Requirement.

## Formal Reasoning and Analysis Requirement

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

- Courses taken to satisfy the Formal Reasoning and Analysis Requirement must be taken for a letter grade, not pass/fail. Any passing grade, from A+ through D, is acceptable 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

Requirements. A few courses are approved for both the Cross-Cultural Analysis and the Cultural Diversity in the U.S. Requirements; students may count such 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 Requirement. However, a course fulfilling this requirement may be doubled 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

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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 first-year seminars and Benjamin Franklin seminars to fulfill the various sector requirements. One first-year 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 can not be used to fulfill the Sector Requirement.

- Students who receive an advanced placement credit or waiver in a Living World or Physical World field (physics, 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 use 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 9.

## Major Requirement

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

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

## Qualifications for Admission to the Major

- Students must have a g.p.a. of 2.0 in major and major-related courses already taken. Some majors require a higher g.p.a.
- Some departments and programs (including Architecture, Communication and Economics) require specific coursework or other 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 course units 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 9.

## Credits Needed for Graduation

See the chart on pages 32-33.

## Declaring a Major

Application to a major should be made in 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.
- Meet with their pre-major advisor. If there are any concerns or doubts about choosing the right major, they should be discussed at this time. By the end of the conversation, a decision should be made on the major, even if it is tentative. The pre-major advisor will make any needed adjustments to the General Education Requirements section of the worksheet and then change its status from Unofficial to Official.  
  
NOTE: This is only the first step. An official worksheet does not, by itself, constitute a major declaration.
- Contact the major program and ask about declaring the major. The steps at this point vary. In some departments, students will speak directly with the undergraduate chair. Some will ask students to fill out and submit an application. Students will be assigned a faculty advisor with whom they must speak before declaration is complete. It is the students' responsibility to be sure that all the required steps have been taken. If not, they may still find themselves on hold for Advance Registration.

## School of Engineering second majors

- SEAS students who would like to declare a second major in the College of Arts and Sciences should contact the relevant SAS department and follow the department's procedure for declaring a major.
- Students in the College who would like to declare a second major in the School of Engineering and Applied Sciences should see page 11.

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

## 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 course units required for graduation. Students should consult with their pre-major 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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Double counting is when a single course is used to fulfill more than one requirement across the curriculum. Different policies apply to different components of the curriculum.

## Foundational Approaches

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

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

## Sector Requirements and Major Requirements

- Most students may double count no more than one course toward both the Major and the Sector Requirement. 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 Requirement—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 such double counting.

## Additional Policies for the Sector Requirement

- 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 Requirement courses).
- Courses being used to fulfill the Language Requirement Substitution may not also be used to fulfill a Sector nor any Major Requirement.

## Courses for Submatriculation

In any submatriculation program, a maximum of 4 c.u. at the graduate level may be included toward both the B.A. and the M.A. Thus, the minimum number of course units for a submatriculation program 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.

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

## Policies Governing Degree Options

### Dual Degree

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- Students who have been accepted to dual degree programs must complete 14 College courses outside the major, including courses for the Foundational Approaches, Sector Requirements and Free Electives.
- The total number of course units for both degrees is between 37 and 48. Students must complete worksheets with their advisors in both schools showing how they will meet graduation requirements.
- Dual Degree with the Nursing School: A g.p.a. of 3.0 is necessary for consideration. Consult the Nursing School further details.
- Dual Degree with the School of Engineering and Applied Sciences: The Engineering School looks for a cumulative g.p.a. of 3.0. The School also likes to see MATH 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 46.
- Dual Degree with the Wharton School: Students should consult the Wharton School website for eligibility and academic requirements for consideration for the dual degree with Wharton.

## Application Process

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 individual schools will have their own policies. See their websites for details.

Applications for a dual degree with Nursing or Engineering can be submitted at the end of the first year or at the middle or end of the sophomore year. Applications for a dual degree with Wharton can be submitted at the end of the first year or the middle of the sophomore year at the latest. Students are usually not eligible to apply for the dual degree after the sophomore year.

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

## Submatriculation

The minimum course requirement for the master's degree is 8 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 (assuming a 12 c.u. undergraduate major). These four courses may be part of the Major Requirement or the electives of the undergraduate program, but may not include courses in independent study. Some graduate programs may permit fewer than four courses to be double counted.

Graduate courses taken prior to admission by submatriculation 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.

A student submatriculating into a research master's program (M.A. or M.S.) is expected to complete the two degrees within the normal four undergraduate years. In that case, no tuition is assessed beyond the regular full-time undergraduate tuition, and eligibility for undergraduate financial aid remains the same as for any other undergraduate student. If the student's coursework must be extended beyond the four years, he or she will need to consult with Student Financial Services and the relevant graduate school and department for further information regarding tuition and financial aid.

For a student submatriculating into a professional master's program, the coursework will extend beyond the baccalaureate career. At that point, tuition is billed at the graduate school rate, and the student is no longer eligible for undergraduate financial aid. In both cases, the total number of years normally required to complete the undergraduate and graduate degrees is condensed. Students are advised to complete at least one graduate level course in their intended program before applying. In addition, students should speak with the Graduate Chair or Director of the intended graduate program.

## 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 3.4 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 course units outside the major) or as major-related courses (as approved by the major advisor).
- No more than 8 c.u. in all can be double counted toward both degrees. Students must satisfy all the requirements for the J.D. during their fourth, fifth and sixth years of study.
- Students in the program must complete an advanced-level seminar or independent study in their major field of study by the time they have completed 23.99 c.u.

## Application

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

Please note, either the LSAT, GRE or GMAT is required.

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

Students who are serious about this program should contact the BA/JD advisor in the College Office, 215.898.6341, for an appointment to discuss their plans.

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

## 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 their 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 4 c.u. will count as Free Electives 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 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.

## Majors in Engineering

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

### Prerequisites for the Engineering Major

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

### Policies Governing the Engineering Major

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 c.u. in the College of Arts and Sciences outside of the College major still applies.

- Policies governing academic actions, academic standing and petitions are those of the College of Arts and Sciences.

### Declaring the Engineering Major

Students in the College must recognize that pursuing a second major, whether in the School of Arts and Sciences or in the School of Engineering and Applied Science (SEAS), with little or no course overlap with the primary major represents a significant time demand. Accordingly, the decision to do so must be considered in light of not only the student's academic preparation and background but also the extracurricular commitments the student has.

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

College students interested in pursuing an Engineering major should:

- Meet with an assistant dean in the College Office to discuss how the second major fits with the rest of the student's College curriculum.
- Create a sample worksheet for the proposed Engineering major if there is not one already.
- Download and complete the Application for a Second Major for non-SEAS Students form.
- Take this form to the undergraduate chair in the relevant Engineering department to declare major.
- The Engineering department will assign an advisor and monitor and certify College students in their second major.

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

## Minors

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

### Interschool Minors

- Students in the College may pursue interschool minors that draw on courses offered by Nursing, Wharton and Engineering. Interschool minors are identified on the list of minors.
- With the exception of Statistics, it is not possible to do a minor in the Wharton School.
- Since adding an interschool minors may require students to complete more than the minimum number of course units for graduation, students should refer to the section on Credits Toward the Degree and consult with an advisor in the College Office when planning their program.

### Declaring a Minor

- 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 on Penn InTouch.

- 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.

## 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.

## 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.

## First-Year Seminars

First-year seminars are an excellent introduction to academic life and are highly recommended for first- or second-semester students. The primary goal of the first-year seminar program is to provide every first-year student with the opportunity for a direct personal encounter with a faculty member in a small class setting devoted to a significant intellectual endeavor. First-year seminars also fulfill College General Education Requirements.

In addition to the courses approved for the various sectors, one first-year seminar may be used as a substitute for a course on the relevant sector list. To find the sector that a first-year seminar fulfills, refer to the list of first-year seminars and the archive of past seminars.

## Benjamin Franklin Seminars

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

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

## The Quaker Consortium

College students wishing to enroll in courses at Bryn Mawr, Haverford or Swarthmore should call the College Office to make an appointment with the Quaker Consortium 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. At the end of the semester, students should request that a transcript be forwarded to the College Office. Upon

receipt of the transcript and signed credit forms, the courses and the grades will be entered onto the Penn transcript. The grades will be included in the Penn g.p.a.

- Summer sessions at Bryn Mawr, Haverford or Swarthmore are not subject to the Quaker Consortium agreement and are treated as credit away.

## Study Abroad

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

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

should be aware that most abroad credits are not approved for General Education requirements.

- All College academic policies apply to students while away including add, drop, withdraw and grade type change. Students who are interested in applying to study abroad should refer to *Abroad: Step-by-Step* on the College website for more information on the application process.

## Summer Study Abroad

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

## Internships

The College prefers that its students be paid for their work, but when this is not an option and companies insist that the students receive credit as a condition of their internship, the 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 their internship placed on their transcript, they must fill out a request form and submit it to the College Office.

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

## International Students: Curricular Practical Training (CPT)

To participate in Curricular Practical Training (CPT), a student in the College must complete the following steps:

1. *Confirm eligibility:* Review the ISSS website to confirm that they meet the CPT Eligibility Requirements.
2. *Create an independent study:* Identify a faculty member willing to help develop an independent study course related to his or her major. To have the independent study approved, the student and faculty member must follow departmental procedures for requesting an independent study course (this may include an application process). Once a permit is issued for the independent study course, the student must claim the permit in Penn InTouch which will complete the registration process for the course. (See CPT Instructions for Faculty/Staff Teaching Independent Studies section for more details on this process.)

3. *Obtain an official employment letter:* Obtain an official offer letter from the prospective employer. The letter must comply with the instructions on the ISSS website and must contain the following paragraph:

"We [the employer] offer this internship/practicum experience to you in cooperation with the University of Pennsylvania, and it is intended in part to contribute to an independent study that you will conduct under the supervision of faculty in your major program of studies."

4. *Complete the CPT Major Form:* Download and complete the CPT Major Form. Email or make an appointment to meet with the undergraduate chair of the relevant department. The undergraduate chair will review the official employment offer letter. If approved, the undergraduate chair will sign the completed CPT Major Form and upload it to Penn+Box.
5. *Complete the CPT Electronic Request Form in iPenn:* Follow instructions to fill out this form online. Submitting the form will send it directly to the College Office.
6. *Meet with an assistant dean in the College Office:* Come to 120 Claudia Cohen Hall during walk-in hours (Monday-Friday, 12-4pm) to meet with an assistant dean. The assistant dean will review the student's progress toward graduation, confirm registration in an independent study course, and review the CPT Major Form. If approved, the assistant dean will submit the CPT Electronic Request Form through iPenn to ISSS. Once the CPT e-form has been submitted by the assistant dean, the student can follow up with ISSS if there are additional questions about next steps.

Please note: Students should not begin their CPT employment until they receive a CPT I-20 with work authorization from ISSS.

## International Students: Optional Practical Training (OPT)

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

## Leave of Absence

Students who take a leave of absence typically do so 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 resources 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 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 begin their request for a leave of absence by meeting with an advisor in the College Office to discuss their reason for taking the leave and their plans for the time away from Penn.
- The student then submits a written request for the leave to the College. After review, the College will notify the student of their decision to approve or deny the request. The decision of the College is final.
- If approved, the College will outline any specific conditions that must be met by the student before returning from leave.
- Students on leave may not be enrolled in Penn classes and will not receive credit for classes taken elsewhere during the leave unless special approval by the College is given. Students on leave may not live in University-owned housing during the term of their leave or participate in and/or hold a leadership position in a registered University organization.
- Discontinuance of study without permission from the University does not constitute a leave of absence. Students who have requested a leave of absence for a given semester may still be dropped from the University rolls if their previous term's grades qualify them for this action.
- Students who are granted a leave of absence after the first five weeks of the semester will receive the notation of W (withdrawal) after each course on their transcript. After the withdrawal deadline (10th week) a leave of absence will be granted only under extremely extenuating circumstances and with proper documentation.

## Duration

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

## Return from Leave of Absence

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The Return forms must be received by the College Office by:

- July 15 for enrollment in the fall semester
- November 15 for the spring semester
- April 15 for the summer session
- Two weeks before the beginning of the relevant Advance Registration period, if wishing to advance register.

Timely submission of requests and documentation is a condition of any return and any submission received after the relevant deadline may be denied. REMEMBER: Students will not be able to take any action in Penn InTouch until they have been approved to return by the College Office.

## Resolving Incompletes before Returning

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

## Student Conduct Issues

If applicable, students will need to clear any pending issues with the Office of Student Conduct 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 Service). The College, in consultation with these offices, will determine whether the results of the evaluation suffice to satisfy the conditions set forth in the original message granting approval for the leave.

## Students on Financial Hold

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

## Policies Governing Course Credit

### College Credit Away

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After matriculation at Penn, a student pursuing a degree in the College may take no more than 5 c.u. at another college or university. This is called "credit away." The maximum amount of credit away that can be transferred for one summer is 4 c.u. Prior approval must be obtained from the appropriate academic department at Penn. To seek approval, log in to XCAT and submit a course syllabus and other supporting materials from the external institution.

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.

After the course has been completed, the student must request that an official transcript be sent to the College Office from the



institution at which the course was taken. The transcript should be addressed to:

The Credit Away Advisor  
The College Office, 120 Claudia Cohen Hall  
249 S. 36th St., Philadelphia, PA 19104

Credit away cannot be posted until the course has been approved in XCAT and this transcript is received. Grades received from other institutions are not recorded on the Penn transcript nor are they included in the grade point average at Penn.

No credit will be granted for:

- Courses taken at two-year institutions (e.g. a junior or community college)
- Courses taken in time-frames significantly different from the regular University schedules (academic year and summer sessions)
- Courses other than field courses taken on sites without appropriate facilities of a college or university (e.g., libraries and laboratories) unless supervised by School of Arts and Sciences faculty.

Students must complete the final two semesters of full-time study in the College.

## 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, 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.
- 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 assistant dean in the College Office responsible for the program, 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.

### Requesting Approval

- Login to XCAT with your PennKey.
- Choose "Request a new course equivalency" from the left-hand menu.
- Select "Study abroad credit".
- Begin typing in your external institution, city and/or country. Choose the correct one from the auto-fill list of options.
- Look for your course in the "select course" drop-down menu.
- If your course appears in the drop-down menu, select the course, click "continue" and add any additional information required.
- If your course was taken previously by other students and pre-approved by departments, it will be listed as a Precedent. Precedents are guaranteed and, other than entering the year taken, no additional supporting materials or departmental approval is necessary.
- If your course does not appear in the drop-down menu, choose "input new course," enter the required information and click "submit."
- Follow these steps for each study abroad course course.
- You can submit requests as soon as you are accepted into your study abroad program. Note that some departments will not review requests until the course is completed and appropriate materials are submitted.

### After submitting your request

- Check the status of your requests by logging into XCAT and selecting "List your requests" from the left-hand menu.
- If your request is denied, please refer to any comments added by the department and contact the appropriate assistant dean if further assistance is required.

### Getting courses abroad listed on your Penn transcript

- Login to XCAT with your PennKey.
- Clean up your XCAT queue. Your queue should include all of the courses you took abroad and each course should have Penn departmental approval. Withdraw from the queue any courses you did not take, so that the only courses that remain in XCAT are the ones you were enrolled in while abroad.
- You will receive notification from Penn Abroad once your abroad transcript has been received and processed.

- Once all the steps above have been met, you can expect to see your abroad courses and grades on your Penn transcript within two weeks. If this does not occur, contact the appropriate College advisor for your abroad program.

### If you have additional questions

- Notify the appropriate assistant dean and request that the courses be posted.
- Contact the departmental contact for questions about the departmental credit evaluation.
- Contact the appropriate assistant dean (215.898.6341) for questions about 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 some courses in the College of Liberal and Professional Studies (LPS) courses through Penn InTouch.
- Students can find LPS courses using the Course Search tool on Penn InTouch. LPS courses are designated with a “601” section number, e.g., PSCI 150-601.
- Note that a certain number of spaces may be reserved for LPS students until the first week of classes. On the second day of classes, any unclaimed seats held for LPS students will be made available to non-LPS students. Interested students should attempt to register for the course through Penn InTouch at that time.
- Some classes have restricted enrollments for LPS students only. This designation will appear in the Course Search, below the course description for the relevant section. In these instances College students should seek alternate courses to fill out their schedule.

### Permits

Most courses in the College of Liberal and Professional Studies (LPS) are available to College of Arts and Sciences students, though some are not. Students are advised to check the course descriptions for details.

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.

## College 99

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College 99 is a course designation that permits students in the College to undertake independent study with faculty members of the University outside of the School of Arts and Sciences. Students should consider applying for College 99 only if their interests cannot be accommodated through regular or inde-

pendent study within a department in the School of Arts and Sciences, and only after preparatory course work has been done.

Students interested in the College 99 option should meet with the College 99 advisor in the College Office.

In order to permit time for a careful review of each application, the College 99 form must be submitted to the College Office by the Advance Registration period of the semester before the one for which credit is requested.

- 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 course unit 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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Non-College courses are those offered by departments or programs that are in Penn schools other than the School of Arts and Sciences.

Since the College confers a Bachelor of Arts degree, 16 of the 20 c.u. outside the major must be Arts and Sciences courses, including:

- Courses offered by a department or program in the School of Arts and Sciences or the Communication Program in the Annenberg School
- Advanced placement credits given by College departments
- Transfer and away credits given by College departments
- Those courses offered by the College of Liberal and Professional Studies which College of Arts and Sciences students may take.

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

## Credits Toward the Degree

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 4 courses from other schools may be counted toward the degree.

For example, for a Biological Basis of Behavior major:

18.5 c.u. in the major  
 + 16 College required c.u. outside the major  
 + maximum of 1.5 non-College c.u.

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36 c.u. required to graduate

## Non-College Courses

Courses from the following schools are considered non-College:

- Dental Medicine
- Education
- Veterinary Medicine
- Law
- Social Policy and Practice
- Design
- Nursing
- Engineering and Applied Science
- Medicine
- Wharton

Non-College courses that are used to fulfill a General Education Requirement 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 assistant dean in the College Office to confirm that they will have enough College credits to graduate.

Transfer and Credit Away credits awarded by non-College departments are considered non-College courses. The College does not award credit for ROTC or Preceptorial courses.

## College Courses

The following are considered College courses:

- Courses offered by a department or program in the School of Arts and Sciences or the Communication Program in the Annenberg School
- Advanced placement credits given by College departments
- Transfer and credit away credits given by College departments
- Those courses offered by the College of Liberal and Professional Studies which College of Arts and Sciences students may take.

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

## Graduate Courses

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

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

After the first semester, College students are limited to 5.5 c.u. per semester. Students can raise these limits with permission from their pre-major advisor or an assistant dean in the College Office. This requires evidence of good performance (a g.p.a. of 3.3 or better) in five courses and no outstanding Incompletes.

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

Students should always speak with an academic advisor before any action is taken that would cause the student to earn fewer than 4 c.u. in a given term. Note the risks on page 18.

## Special Circumstances

### Academic Probation

If a student is on academic probation, they must complete exactly 4 c.u. on time, with no grades of F, I, GR (no show) or NR and no more than one pass/fail course.

### Full-Time with 3 c.u.

In extenuating circumstances, students may elect to take only 3 c.u. Special permission is not needed. Full tuition is charged. However, students considering 3 c.u. should consider carefully the risks of being enrolled in fewer than four courses. See page 18.

### Part-Time Status

College students are expected to be enrolled on a full-time basis. Bills are not normally adjusted when a student takes less than a full load of courses except for final-semester seniors. See Policies Governing Graduation on page 4.

## Registration Holds

A registration hold may be placed on a student's record that will prevent the student from registering until action has been taken to resolve the issue. If students are unable to register using 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 first-year student 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 in the College Office.
- A student has a past due balance on their student billing account. Contact Student Financial Services.
- Student Health Service does not have up-to-date insurance and immunization records.
- Departmental hold: Certain departments require their majors to meet with a major advisor at points throughout their academic careers. The hold is removed by the department after the student has met with their major advisor.
- Judicial hold: A judicial hold is the result of some judicial action or inquiry concerning the student. The student will be barred from registering until the hold is cleared and should contact the Office of Student Conduct for more information.

## Auditing a Course

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

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.

- To add a writing seminar, students should email [critwrit@writing.upenn.edu](mailto:critwrit@writing.upenn.edu).
- For other courses, students should email the instructor. It is up to each course instructor to decide whether to issue permits.

In all these cases, if a permit is issued, it will appear on the “Register for Courses” screen of Penn InTouch, along the right margin. When it does so, the student will be able to add the course using the normal process. Students should be aware that unclaimed permits will expire, so they should be sure to claim the permit as soon as it is issued.

See page 16 for permits for LPS courses.

## Policies Governing Adding a Course

Students may seek to add a class until the end of the Course Selection Period, three weeks into the semester. Language classes under the 200 level and writing seminars may be added only until the end of the second week of classes.

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

## Dropping a Course

Students may drop a class until the end of the sixth week of the semester by using 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.

Students considering dropping a course should speak with their pre-major advisor or an advisor in the College Office before taking any action and should be aware of the risks of being enrolled in fewer than 4 c.u. See below.

## Change of Grade Type

For information about using the pass/fail option, see page x.

## Withdrawal from a Course

Students may withdraw from a course through the eleventh week of the semester with the permission of the instructor and should consult the Academic Calendar for the official Withdrawal deadline for each semester. After the eleventh week, students must petition the Committee on Undergraduate Academic Standing to withdraw from a course. Such petitions will not be granted without documentation of extenuating circumstances. 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 seventh through the eleventh week:

- Pick up a Withdrawal form in the College Office. The student will need to meet with an advisor in the College Office to discuss the reasons for and the effects of a Withdrawal from the course, and to obtain a copy of the form.
- Bring it to the instructor for discussion and (if the instructor grants approval) signature.
- Return it to the College Office by the Withdrawal deadline (the end of the eleventh week of the semester).

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

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

Students should be aware that their petitions may be denied.

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

## Risk of Being Enrolled in Fewer than Four Courses

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

### Athletes

All student athletes must complete an average of at least 8 c.u. per year. Carrying less than a full load may jeopardize athletic eligibility. 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. Students carrying fewer than this amount of credits may be at risk of losing some or even all of their financial aid.” Call the Student Financial Services office for more information.

### Students on Academic Probation

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

## Policies Governing Grades

### The Grading System

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

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

## Grade Point Average

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

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

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

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.

### Grade point average to graduate

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

## 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 it does confer credit. See additional policies governing the Pass/Fail option below.

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 is used for students who never attended class or never formally dropped the class, but whose 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, II (Incomplete): A report of Incomplete indicates that a student’s work in a course is incomplete with the instructor’s permission. Students should be aware of the policies governing Incompletes and that there may be a substantial risk to Incomplete grades. See page 19.

## 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 Registrar’s Office and entered on the student’s transcript. P is not calculated into the cumulative average, but an F is entered as a 0.0 and does affect the grade point average. Instructors are not informed by the Registrar as to who is enrolled on a pass/fail basis.

- Courses taken to fulfill any Foundational Approach Requirement, the Sector Requirement, the Major Requirement or a minor cannot be taken pass/fail.
- College students may take no more than 8 c.u. pass/fail, though the College generally 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 ninth week of the semester or just before Advance Registration, whichever comes first. See the Academic Calendar for exact dates.

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

## Pass/Fail at Graduation

Any courses taken on a pass/fail basis that are later certified by the department or program as being part of a major or minor will be uncovered upon graduation.

## Incompletes

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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. If the work for a course is incomplete as a result of the student’s unexplained failure to hand in assigned work or to take the final examination at the regularly scheduled time, the instructor will issue a grade of F for the course.

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

### Deadlines for Short and Long Incompletes: (define??)

- A short Incomplete (I) must be made up by the end of the fourth full week of the next term.
- 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).

## Risks of Incompletes

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

## Repeating an Incomplete Course

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

## Resolving an Incomplete Grade

The Incomplete is made up only when the official grade is received by the College Office. If a grade is converted to an F, the instructor may choose to change it up to two full semesters (excluding summer) after the term in which the course was taken. The instructor who gives an evaluation, exam or course grade has sole authority for changing such evaluation, exam or course grade, provided the instructor remains on the faculty (or the emeritus faculty) of the University of Pennsylvania.

In cases in which faculty appointments have terminated, or faculty have resigned or are deceased, sole authority for changing an evaluation rests with the undergraduate chair of the relevant department.

## Review of a Grade

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.; credit will be awarded if the student receives a passing grade.

Students who fail a course that is required for a major should think carefully before taking the course again, since poor perfor-

mance in an introductory course may indicate a need to consider another major.

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

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

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

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

## Policies Governing Honors

### Dean's List

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The dean's list citation appears on the transcript and is awarded annually to any student who achieves a combined g.p.a. of 3.7 for the fall and spring semesters, provided that during the two semesters he or she has fulfilled all eligibility requirements.

To be eligible for the Dean's List, a student must have:

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

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. Please refer to the Class of 2019 Policies and Procedures for the previous policy.

### Honors in the Major

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

## Phi Beta Kappa

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### Selection Process

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

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

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

### Eligibility

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

### Notification

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

### Graduation Honors

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A student who has received a sanction of academic 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. Please refer to the Class of 2019 Policies and Procedures for the previous policy.

## Policies Governing Academic Difficulty

### Course Problem Notices

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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.

## Good Academic Standing

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

### Academic Difficulty

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It is crucial that students experiencing academic difficulty engage actively with and others in the Penn community who can help them. During their regular meetings with their pre-major advisor or an advisor in the College Office, students on academic 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.
- Students who earn more than one F may be dropped immediately even if previously in good standing.

### General Academic Probation

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

Students on General Academic Probation must meet the following conditions to return to good standing:

- Meet with their academic advisor regularly while on probation.
- Complete exactly 4 c.u. on time, with no grades of F, I, GR (no show) or NR and no more than one pass/fail course.
- Achieve a minimum g.p.a. of 2.0 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

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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 1.7.

Students on Deferred Drop Probation must meet the following conditions to return to good standing:

- Meet with their pre-major advisor or an advisor in the College Office regularly while on Deferred Drop Probation.

- Complete exactly 4 c.u. on time, with no grades of F, I, GR (no show) or NR and no more than one pass/fail course.
- Achieve a minimum g.p.a. of 2.0 for that term and cumulatively.

Students who do not meet these conditions may be dropped from the University rolls.

## Mandatory Leave of Absence

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

### Notification of Eligibility for Mandatory Leave

Students who accumulate two or more Incomplete grades in a given term or in cumulative terms and do not finish the work by the Multiple-Incomplete deadline will 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.

At the end of each semester, students who have multiple Incomplete grades are notified that they are eligible for Mandatory Leave of Absence and informed of the deadline by which they must resolve all coursework connected to multiple Incompletes in order to avoid being placed on leave. Students are requested to fill out an Incomplete Course Support Plan and return it to the Academic Standing Coordinator.

### Multiple-Incomplete Deadline

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

### Restrictions on Summer Coursework

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

### Support for Finishing Incomplete Work

- *Weingarten Learning Resources Center*: Learning Instructors at the Weingarten Center are available to work with students who have Incompletes to help develop and work through manageable plans for finishing the work. The Center offers individual appointments as well as group workshops on completing your Incompletes.
- *Incomplete Course Support Plan*: Students who are working on multiple Incompletes should download and fill out an Incomplete Course Support Plan and return it to the academic standing coordinator. The completed Plan should detail what

work remains for each Incomplete course and include a timetable for finishing the work by the Multiple-Incomplete deadline. Students should use the Incomplete Course Support Plan to frame a conversation with each instructor about how the coursework will be resolved within the Multiple-Incomplete deadline.

- *Communication with Instructors*: Students should keep in contact with the instructors whose courses they are working toward completing. Students should clarify with instructors what work remains and when it needs to be submitted in order to comply with the College's Multiple-Incomplete deadline, as well as with any stipulations made by individual instructors about their own availability to review work. All work should be submitted in order to allow instructors ample time to review students' work before the College deadline.

### Instructor Confirmation of Completed Work

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

### Placement on Mandatory Leave of Absence

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

There are 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 2.0, students may be placed on academic probation or required to remain on leave for a full academic year.
- Students who were on academic probation on Mandatory Leave of Absence are required to remain on leave for a full academic year.
- Students may not receive Penn credit for courses at any other institution while on leave.
- Student PennCards will be deactivated when the leave is imposed.
- Students may not live in University-owned housing, nor may they participate in and/or hold a leadership position in a registered University organization while on leave.
- Students may be asked for additional documentation to help determine their readiness to successfully resume full-time studies.

### Return from Mandatory Leave

Students may return from Mandatory Leave of Absence once all academic work is finished satisfactorily and a formal Request to Return from Leave has been submitted to and approved by the College Office. The timeline for eligibility to return from



Mandatory Leave of Absence is also contingent upon a student's academic standing.

Students in good academic standing may request to return from Mandatory Leave by the relevant semester deadline (see below) once all incomplete grades are resolved and final grades have been posted to the transcript.

## Conditions for Return from Mandatory Leave

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

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

## Requesting a Return from Mandatory Leave

When a student is ready to request a return from a Mandatory Leave of Absence, the student must contact the Academic Standing Coordinator in the College Office and ask for the Request to Return from Leave form. The form must be returned to the College Office by the relevant deadline (below).

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

All students returning from a Mandatory 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.

## Special Circumstances

### Resolving Incompletes before Returning

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

### Student Conduct Issues

If applicable, students will need to clear any pending issues with the Office of Student Conduct 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 Service). The College, in consultation with these offices, will determine whether the results of the evaluation suffice to satisfy the conditions set forth in the original message granting approval for the leave.

## Students on Financial Hold

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

## Dropped from the 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 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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All students returning to Penn after being dropped from the University rolls will be placed on academic probation.

In order to re-enroll, a student must speak with the academic standing coordinator in the College Office and ask for the Return from Drop form.

The Return forms must be received by the College Office by:

- July 15 for enrollment in the fall semester
- November 15 for the spring semester
- April 15 for the summer session
- Two weeks before the beginning of the relevant Advance Registration period, if wishing to advance register.

Timely submission of requests and documentation is a condition of any return and any submission received after the relevant deadline may be denied. REMEMBER: Students will not be able to take any action in Penn InTouch until they have been approved to return by the College Office.

## 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 issues are cited, proper documentation will be necessary.

If the Committee on Undergraduate Academic Standing does not believe that the case warrants review, the petition will be denied.

Decisions are final. Students may appeal a decision only if they can present new information or documentation.

## The Petition Process

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

The faculty Committee on Undergraduate Academic Standing meets at regular intervals throughout the school year. The committee will consider the student's petition statement and any supplementary materials (such as medical documentation) that the student submits. The student will be notified of the committee's decision, usually within a few days of the committee meeting. Petitions are submitted through the College Office. Dual Degree students should address petitions related to degree requirements to the school whose degree requirements are affected; in some cases, a petition to both schools will be required. All other petitions (e.g., late Drop, late Add, late Withdrawal, late Change of Grade Type) should be submitted to the home school. Also see Petitions for Seniors, page 5.

## Policies Governing Transfers, Leaves, Withdrawal and Refund

### Transfer Within the University

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

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

Students with questions about transferring into the College should call 215.898.6341 and make an appointment to speak with the transfer coordinator.

### Transfer into the Wharton School

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

### Transfer into the College from Another Penn Undergraduate School

Students whose curricular interests change after they have matriculated into one of the other full-time undergraduate programs at the University of Pennsylvania (Engineering, Nursing or Wharton) may apply to transfer into the College of Arts and Sciences. Students considering such a transfer should call 215.898.6341 and make an appointment to meet with the transfer coordinator in the College Office to discuss their academic interests and plan for completing a College degree. In preparation for this meeting, students should:

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

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

The College will consider applications of students who have demonstrated an interest in the liberal arts and completed at least two semesters and 8 c.u. at Penn. Competitive candidates will typically have a minimum Penn g.p.a. of 3.0 and high school grades and testing consistent with first-year students in the College of Arts and Sciences.

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

External transfers admitted to any of Penn's undergraduate schools or divisions are not eligible to transfer again within the University. Students in Penn's College of Liberal and Professional Studies are not eligible to transfer into the College of Arts and Sciences at Penn.

### Withdrawal from the University

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

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

### 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 Placement

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

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

### 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)
- Finland's Matriculation Examination
- Denmark's Studentereksamen
- Canada's CEGEP Program (2nd year only)
- French Baccalauréat
- German Abitur
- Italian Maturità
- Swiss Maturité

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

### Physics Placement

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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 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 advanced placement credit that corresponds to that course. For example, if a student with A.P. credit for both mechanics and electricity and magnetism were to take PHYS 150, the A.P. credit for mechanics would be removed from the transcript.

### Starting Math in the College

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Initial placement in the appropriate level of mathematics is essential to student success in science, engineering, economics, business and many other fields. For the majority of students who take

math in their first year, the choice is between a course in the first-year calculus sequence (MATH 103, MATH 104 and MATH 114) or MATH 170, 172 or 210.

### Math Placement Diagnostic Exam

Students who intend to take a calculus course at Penn should complete the Math Diagnostic Placement Exam available through the Canvas system and work with their pre-major advisor to determine which math course is appropriate, given their previous math exposure and the results of the exam.

### Departmental Exams for Credit

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

### Advanced Placement

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

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

No credit is given for the A.P. 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.

### Advanced Placement Biology

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Beginning with the Class of 2021, the Department of Biology does not offer advanced placement credit based on external exams. See the Biology Department's website for additional information including internal placement exams. College students in the Class of 2020 and earlier should refer to the Policies and Procedures for their class.

Students planning to major in biology or BBB, or those satisfying pre-med requirements, should follow one of these two recommended tracks:

#### Track 1

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

- BIOL 121\* Introduction to Biology: The Molecular Biology of Life (lecture and recitation, 1.0 c.u.)
- BIOL 123\* Introductory Molecular Biology Lab (lab only, 0.5 c.u.)
- BIOL 124 Introductory Organismal Biology Lab (lab with one hour lecture, 0.5 c.u.)

NOTE: BIOL 121 and 123 should be taken concurrently.

#### Track 2

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

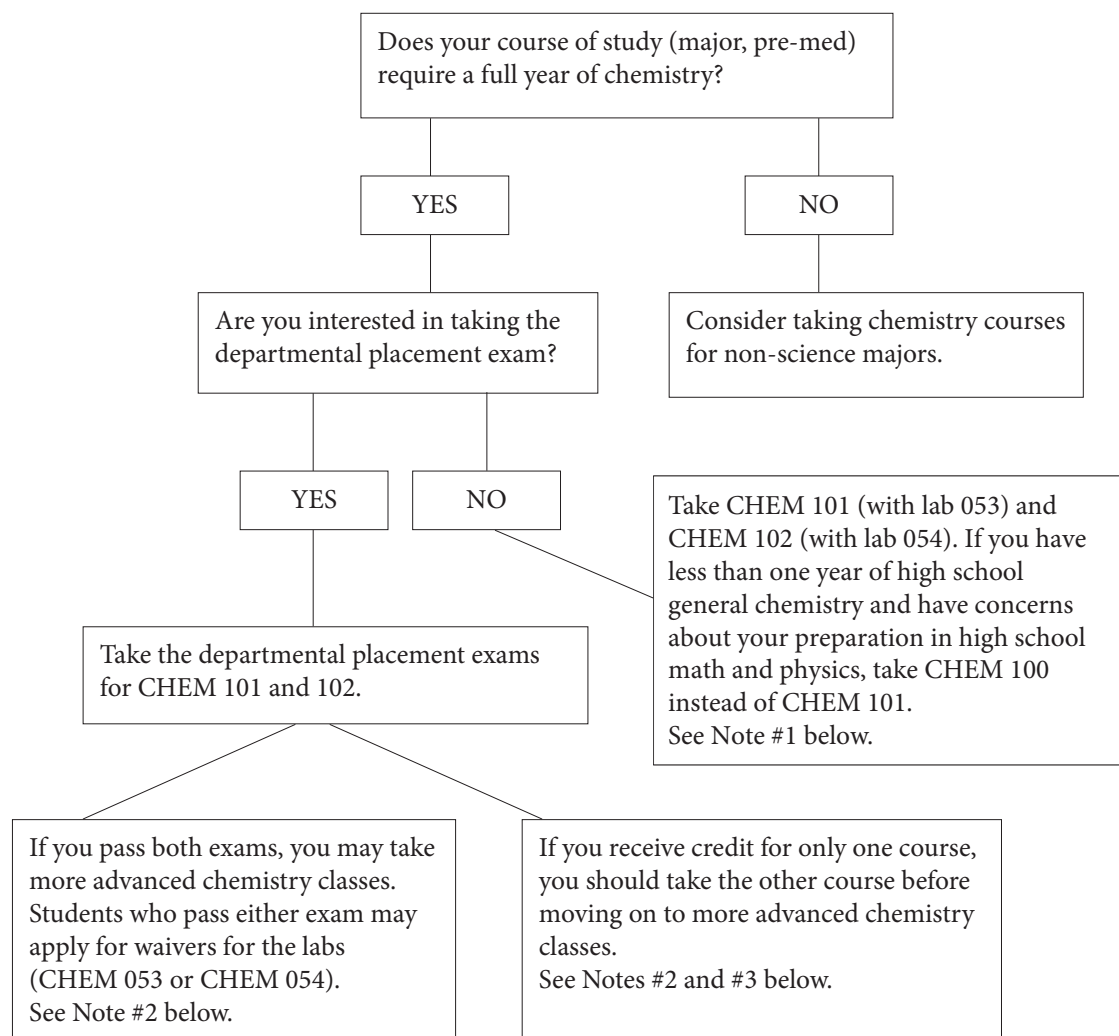
- BIOL 101 Introduction to Biology A (lecture and lab, 1.5 c.u.)
- BIOL 102 Introduction to Biology B (lecture and lab, 1.5 c.u.)

## 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

CHEM 100 fulfills all requirements for the chemistry major and minor and prepares students for CHEM 102, just like 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 very strong high school preparation in chemistry and math (typically with a chemistry A.P. score of 5 and co-enrollment in MATH 114 or higher) may 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
GCE Advanced (A) Level Exam Policy		
Examination	Grade of A* or A or B	Grade of C
Accounting	No credit	No credit
Biology	No credit	No credit
Chemistry	A* or A = EAS 091 (1 c.u.), for Engineering students only	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
Spanish	A* or A = Spanish 212 (1.cu) (fulfills language requirement) A- = no credit (fulfills language requirement) B = no credit	

Please note: These policies are in effect for students entering in the fall of 2019. 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*	5	EAS 091 (1 c.u.), for Engineering students only
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.c.u.) (fulfills language requirement)
	4	No credit (fulfills language requirement)
French Literature		No credit
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
Italian Language / 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

EXAMINATION	SCORE	PENN CREDIT AWARDED
Physics		
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.

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.

## International Baccalaureate Equivalence

HIGHER LEVEL EXAMINATION	SCORE	PENN CREDIT AWARDED
Anthropology		No credit
Biology		No credit
Chemistry*	7, 6	EAS 091 (1 c.u.), for Engineering students only
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
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)
Spanish B	7, 6	Spanish 202 (1 c.u.) (fulfills language requirement)
Theater Arts	7, 6, 5	Departmental review on case-by-case basis

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

Please note: These policies are in effect for students entering in the fall of F 2019. 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	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.			
	380 - 440	FREN 121					
	450 - 540	FREN 130					
	550 - 640*	FREN 140					
	650 or above	Exempt					
German	Under 350	GRMN 101	Latin				
	350 - 440	GRMN 102					
	450 - 540	GRMN 103					
	550 - 640**	GRMN 104					
	650 or above	Exempt					
Hebrew	700 or above***	Exempt	Russian				
						Under 350	RUSS 001
						350 - 440	RUSS 002
						450 - 540	RUSS 003
						550 - 640*	RUSS 004
Italian	Under 380	ITAL 110	Spanish				
	380 - 440	ITAL 120					
	450 - 540	ITAL 130					
	550 - 640*	ITAL 140					
	650 or above	Exempt					
Japanese	Students who score 650 or above may satisfy the requirement by demonstrating oral proficiency in an interview.						
						Under 380	SPAN 110
						380 - 440	SPAN 120 or 121
						450 - 540	SPAN 130
						550 - 640*	SPAN 140
			650 or above	Exempt			

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

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

\*\*\* Students who score under 700 in Hebrew 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

The total number of course units needed for graduation varies between 32 and 36 depending on the number of course units required in the major. Each major specifies a certain number of course units that must be completed, but never less than 12. In addition to the major, students must normally complete 20 c.u. outside the major. No more than 36 c.u. will be required for graduation. Those whose majors require more than 16 c.u. may take correspondingly fewer than 20 outside the major. At least 16 of the 20 c.u. outside the major must be Arts and Sciences courses. See Policies Governing Non-College Courses.

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 no more than 36 c.u. to graduate.

PLEASE NOTE: Some concentrations within a given major will require additional c.u. from what is listed below. See the Penn Catalog for details. The total c.u. needed for graduation with a single major will never exceed 36.

PLEASE NOTE: Some concentrations within a given major will require additional course units from what is listed below. See the Penn Catalog for details. The total number of course units needed for graduation with a single major will never exceed 36.

Major	c.u. for the Major	c.u. Outside the Major	Total c.u. for Graduation
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
Paleobiology concentration	18.5	17.5	36
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
Humanistic Philosophy concentration	16	20	36
Philosophy, Politics and Economics	16	20	36
Physics and Astronomy	17.5	18.5	36
Political Science	12	20	32
Psychology	13	20	33
Religious Studies	12	20	32
Romance Languages (two languages)	18	18	36
Russian 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

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