# Policies & Procedures

## *Class of 2028*

**IMPORTANT NOTE**

Policies and procedures are subject to change.

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

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# Policies and Procedures

The policies and procedures detailed below are in effect for the academic year 2024-2025. Since policies may change in the future, students are advised to refer to the College website, www.college.upenn.edu, for updated information. Links to specific policies can be found on pages introducing academic topics or in the section on Policies and Procedures.

For details on Penn policies, see *the Pennbook* at *https://catalog.upenn.edu/pennbook/.*

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

# General Policies and Procedures

## Academic Integrity

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

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

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

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

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

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

## Privacy of Student Information

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

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

The Path@Penn system provides 24-hour access to this information. The College and the pre-major advisor are 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

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

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

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

## Class Attendance

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

- A student who misses or anticipates missing more than five consecutive days of classes should contact the College Office as soon as possible.

- Students are responsible for making up any work missed because of illness or extracurricular, career or athletic obligations.
- Students should check Path@Penn before the end of the Course Selection Period and before the end of the Drop period each semester to verify their schedule. Failure to attend a class for which one is registered does not result in being automatically dropped from the class.

## Final Examinations

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

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

## Policies Impacting Athletes

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, student-athletes must:

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

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

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

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

*Also see Class Attendance page 2 and Risk of Being Under Enrolled in Fewer than Four Courses, page 16.*

## Class Standing

A student's class standing is determined by the number of course units the student has accumulated. In addition to course work taken at Penn, this includes A.P. credit, transfer credit from other institutions and credit issued for departmental examinations.

Course work in progress is taken into consideration in determining a student's classification for Advance Registration for a future term.

For students in the College, the classification is as follows:

First-Year: fewer 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.

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

## Policies Governing Graduation

### Degree Requirements

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

### Credits Needed for Graduation by Major

#### Total C.U.

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

#### Total Arts & Sciences C.U.

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

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

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

*See Policies Governing Arts & Sciences Courses on page 14.*

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

*For the number of c.u. needed by major, see page 32.*

### Part-Time Status

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

Seniors who need fewer than 3 c.u. in their final semester to complete their degree requirements may consider declaring part-time status. Students who are considering part-time status must first meet with their major advisor and then with an advisor in the College Office. These advisors will verify that the student needs fewer than 3 c.u. to graduate and will then make the adjustment.

Simply registering for one or two courses is NOT sufficient to become part-time; the student must follow the above procedure to make the tuition adjustment.

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

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

- Athletes must wait until their previous semester's grades are posted (normally, in early January) before they can officially declare part-time status.
- Students with financial aid should check with the Student Financial Services office, since changing their enrollment status may change their aid status.
- International students who wish to inquire about part-time status in their final semester must speak with an advisor in the College Office 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 or program in which they wish to minor, to confirm that the minor has been certified as completed in the Degree Audit in Path and posted to the student's transcript.

### Residency Requirement

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

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

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

#### 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 at Graduation

Any courses taken on a pass/fail basis will not automatically apply

to a major or minor. Students who wish to use a Pass/Fail course towards the major or minor should consult with the department or program advisor. If the department or program advisor approves, the grade will be uncovered. This cannot be done until the student's final semester.

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

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

### Petitions for Seniors

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

### Financial Obligation

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

# Policies Governing the Curriculum & Requirements

## Foundational Approaches

- With the exception of the Language Requirement, none of these requirements may be satisfied with advanced placement credit (including A-Levels, I.B., and other similar credit based on external examination). In addition, credit awarded by departmental exam can also not be used to fulfill any Foundational Approach.

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

- Non-Arts & Sciences courses used to fulfill the Foundational Approaches are counted as Arts & Sciences courses in calculating total credits needed for graduation.

- Courses taken to satisfy these requirements must be taken for a letter grade, not pass/fail.

- Each of the requirements that make up the Foundational Approaches is satisfied by taking a single course from a list of requirement courses, with the exception of the Language Requirement (which may require anywhere from 0 to 4 c.u. depending on the student's background in the given language).

### Writing Requirement

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

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

**Transfer Students and the Writing Requirement**

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

### Language Requirement

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

**Transfer Students and the Language Requirement**

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

**Language Placement**

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

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

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

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

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

*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 language should contact the Disabilities Services Office. A member of their professional staff will explain the assessment procedure, which requires up-to-date neuropsychological testing.

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

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

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

## Quantitative Data Analysis Requirement

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

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

## Formal Reasoning and Analysis Requirement

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

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

## Cross-Cultural Analysis Requirement

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

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

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

### Cultural Diversity in the U.S. Requirement

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

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

## Sector Requirement

To satisfy the Sector Requirement, each major has a designated Sector course that will be auto-completed upon the declaration of the major. The remaining sectors must be fulfilled by non-major courses.

### Courses Fulfilling the Sector Requirement

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

### Grade Types Fulfilling the Sector Requirement

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

### Advanced Placement and the Sector Requirement

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

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

### Double Counting and Auto-Completion between Sectors and Majors

For policies governing double counting Sector Requirement courses, *see Double Counting and Auto-Completion between Sectors and Majors on p.8.*

## Major Requirement

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

### Transfer Credits to the Major

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

### Grade Type for Courses in the Major

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

### Double Counting and Auto-Completion between Sectors and Majors

For policies governing double counting major courses, *see Double Counting and Auto-Completion between Sectors and Majors on page 8.*

### Declaring a Major

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

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

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

**School of Engineering second majors**

SEAS students who would like to declare a second major in

the College of Arts and Sciences should contact the relevant SAS department and follow the department's procedure for declaring a major.

Students in the College who would like to declare a second major in the School of Engineering and Applied Sciences should *see page 10*.

**Individualized Majors**

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

As part of the applications students must:

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

## Electives Requirement

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

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

## Double Counting Courses

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

## Foundational Approaches

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

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

## Double Counting and Auto-Completion between Sectors and Majors

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

## Courses for Submatriculation

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

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

# Policies Governing Degree Options

## Dual Degree

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

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

## Application Process

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.

## Submatriculation

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

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

Graduate courses taken prior to admission by submatriculation in a Master's program may be applied to that Master's degree, but they may not be removed from the undergraduate record. These courses will be subject to the normal limitations on double counting. Courses must be officially designated a part of the Master's degree during the semester in which they are taken - this cannot be done retroactively.

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

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

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

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

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

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

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

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

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

# Policies Governing Academic Options

## Language Certificate

- The language certificate may be earned by completing three courses of language study or courses in literature and culture taught in the original language. Courses used for the language certificate must be at a level beyond that required for the 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

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 also have a minimum 2.0 cumulative g.p.a. in prerequisites and related/required courses for the intended Engineering major.
- Course requirements and contacts for SEAS majors available to College students are found on the School of Arts & Sciences and the School of Engineering and Applied Science site.

**Policies Governing the Engineering Major for College Students**

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

**Procedure for Declaring the Engineering Major**

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 advisor in the College Office to determine the feasibility of successfully completing the Engineering major.

College students interested in pursuing an Engineering major should:

Have already declared a major in the College.

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

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

## Minors

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

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

### Interschool Minors

Students in the College may pursue interschool minors that draw

on courses offered by Nursing, Wharton* and Engineering. Interschool minors are identified on the list of minors.

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

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

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

## Minor in Engineering

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

## First-Year Seminars

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, first-year seminars fulfill a sector requirement. To find the sector that a first-year seminar fulfills (first-year seminars have an attribute of AUFS), refer to Path@Penn.

## 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.

## The Quaker Consortium

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

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

## Study Abroad

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

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

## Summer Study Abroad

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

## Internships

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

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

## International Students: Curricular Practical Training (CPT)

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

1. Confirm eligibility by reviewing 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).
3. Obtain an official employment 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 speak 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 PennBox.
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.
7. Email your College Contact to tell them you have submitted an E-form through iPenn and ask them to review it.

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

## 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 speaking with an advisor in the College Office to discuss their reason for taking the leave and their plans for the time away from Penn.
- The 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 (tenth week) a leave of absence will be granted only under extremely extenuating circumstances and with proper documentation.

## Return from Leave of Absence

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.

### Resolving Incompletes before Returning

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

### Student Conduct Issues

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

### Medical Circumstances

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

### Students on Financial Hold

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

### 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.

# Policies Governing Course Credit

## College Credit Away

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

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

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

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

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

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

## Study Abroad Course Approval

Individual academic departments at Penn are solely responsible for determining which courses taken abroad are equivalent to Penn courses and whether the courses fulfill the major or other requirements. In some cases, the department may impose additional requirements for course equivalency to be granted, or the department may wish to evaluate courses upon the student's return from study abroad. Students should be aware that it is difficult to fulfill General Education Requirements with courses abroad.

Whether pursuing courses for 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 Credit Approval Tool (XCAT), and bring back all papers, exams, bibliographies and syllabi from abroad.

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

### Requesting Approval

- Students will enter their request for Penn course equivalency in XCAT. If their course was taken previously by other students and pre-approved by departments, it will be listed as a precedent. Precedents are guaranteed and, other than entering the year taken, no additional supporting materials or departmental approval is necessary.
- Students can submit requests as soon as they are accepted into their study abroad program. Note that some departments will not review requests until the course is completed and appropriate materials are submitted.
- Please note that any business courses taken at locations where there are also Wharton-approved programs must be submitted to "Wharton Undergrad Division" under "Requested Penn Subject." No departmental credit is given because all approved study-abroad credits are designated with a general WH code.

### After submitting your request

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

### Getting courses abroad listed on your Penn transcript

Before abroad courses can be posted to a students' Penn transcript, they need to submit a request for each course they took abroad, and they should all have Penn departmental approval. Withdraw from the XCAT queue any courses they did not take, so that the only courses that remain in XCAT are the ones they were enrolled in while abroad. They will receive notification from Penn Abroad once their abroad transcript has been received and processed. Once all the steps above have been met, they can expect to see their abroad courses and grades on their Penn transcript within two weeks. If this does not occur, they should contact the appropriate College advisor for their abroad program.

If you have additional questions contact the department for questions about the departmental credit evaluation.

## College of Liberal and Professional Studies Courses

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

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

## Policies Governing Arts & Sciences Courses

### The Arts & Sciences Requirement

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

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

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

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

from across the University.

### Arts & Sciences Courses

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

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

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

### Non-Arts & Sciences Courses

Non-Arts & Sciences courses are any courses not covered by the considerations above. Depending on the major or major and concentration, students may elect to take between zero and four non-Arts & Sciences course units that can count towards the overall B.A. degree. Students can take more non-Arts & Sciences courses beyond the minimum allowed in the degree at their own discretion and as their course load allows.

Students can take non-Arts & Sciences courses as long as they meet the prerequisites, co-requisites, and have met the criteria to enroll in that particular course outside of Arts & Sciences.

Students should be aware that other undergraduate and graduate schools at the University of Pennsylvania have their own curricular rules that Arts & Sciences students must follow. In some cases, students may not be allowed to register for a course because a major, minor, or concentration is required. In other cases, students may not be allowed to select pass/fail or even to participate due to curricular reasons set by the other school.

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

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

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

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

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

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

# 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. Starting in their third semester, students can request to raise these limits through Path@Penn after Advance Registration and with permission of an academic advisor. Permission requires evidence of good performance (a g.p.a. of 3.3 or better) in 5 c.u. 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 16.*

Students use Path Forms to request a c.u. increase.

### 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.

- Complete at least a total of 6 c.u. over a period of two consecutive terms (summers not included).
- Achieve a minimum g.p.a. of 2.0 for that term and cumulatively.

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

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

**Part-Time Status**

College students are expected to be enrolled on a full-time basis. Bills are not normally adjusted when a student takes less than a full load of courses 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 Path@Penn, it is their responsibility to contact the College Office or other relevant office promptly to determine the cause of the problem and resolve it in a timely manner. Students may see what registration holds, if any, have been placed on their account by reading the messages on Path@Penn.

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

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

**Other Types of Registration Holds**

- Judicial hold: A judicial hold is the result of some judicial action or inquiry concerning the student. The student will be barred from registering until the hold is cleared and should contact the Center for Community Standards and Accountability for more information.
- Departmental hold: Certain departments require their majors to speak with a major advisor at points throughout their academic careers. The hold is removed by the department after the student has spoken with their major advisor.

## 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.

## Adding a Course

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

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

## Dropping a Course

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

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

## Change of Grade Mode

For information about using the pass/fail option, *see page 18.*

## Withdrawal from a Course

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

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

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

Students should be aware that their petitions may be denied.

Students considering a withdrawal should speak with an advisor before taking any action and should be aware of the risks of being under-enrolled. See below.

## Risk of Being Under-Enrolled

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

**Athletes**

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

**International Students**

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

**Students with Financial Aid**

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

**Students on Academic 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 speak with 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.

## Letter Grades

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

## Grade Point Average

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

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

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

### 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

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

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

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

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

PR (Formerly S) In progress for a two-semester course.

I (Incomplete) A report of Incomplete indicates that a student's work in a course is incomplete with the instructor's permission. Students should be aware of the policies governing Incompletes and that there may be a substantial risk to Incomplete grades. *See Risks of Incompletes on page 17.*

## Additional Transcript Symbols and Notations

For additional information about transcript symbols and notations see the Transcript Key page on the Student Registration & Financial Services site.

## Pass/Fail Grade

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

- In courses taken on a pass/fail basis, a passing letter grade (any grade above an F, including a D) assigned by the instructor is converted to P by the Registrar's Office and entered on the student's transcript. P is not calculated into the cumulative average, but an F is entered as a 0.0 and does affect the grade point average. Instructors are not informed by the Registrar as to who is enrolled on a pass/fail basis.
- Courses taken to fulfill any Foundational Approach Requirement, the Sector Requirement, the Major Requirement or a minor cannot be taken pass/fail.
- College students may take no more than 8 c.u. pass/fail, though the College generally recommends against this many.
- Students may change the grading status of a course from normal to pass/fail (or vice versa) in Path@Penn through the end of the ninth week of the semester or just before Advance Registration, whichever comes first. See the Academic Calendar for exact dates.

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

### Pass/Fail at Graduation

Any courses taken on a pass/fail basis will not automatically apply to a major or minor. Students who wish to use a Pass/Fail course towards the major or minor should consult with the department or program advisor. If the department or program advisor approves, the grade will be uncovered. This cannot be done until the students final semester.

## Incompletes

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

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

### 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 grades would have otherwise been sufficient.
- Students often find that incomplete coursework from previous terms is very difficult to finish while carrying a full schedule in the current term.
- A student may not graduate with an "I" on the transcript.

### Repeating an Incomplete Course

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

### Resolving an Incomplete Grade

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

## Review of a Grade

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

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

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

### Period for a Grade Review

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

## Retaking a Course

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

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

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

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

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

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

# Policies Governing Honors

## Honors in the Major

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

## Phi Beta Kappa

### Selection Process

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

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

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

### Eligibility

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

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

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

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

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

# Policies Governing Academic Difficulty

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

- The student must maintain a term and cumulative g.p.a. of 2.0 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
It is crucial that students experiencing academic difficulty engage actively with advisors and others in the Penn community who can help them. During their regular discussions with their pre-major advisor or an advisor in the College Office, students on probation should reflect on the difficulties encountered in previous courses that led to low grades and follow the advisor's suggestions on ways to remedy such troubles. Students on probation should also take advantage of support services such as those offered by the Weingarten Center.

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

### General Academic Probation
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:

- Speak 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.
- Complete at least a total of 6 c.u. over a period of two consecutive terms (summers not included).Achieve a minimum g.p.a. of 2.0 for that term and cumulatively.

Students who fail to meet these requirements to return to good academic standing may be placed on Deferred Drop Probation or dropped from the University rolls at the discretion of the Committee on Undergraduate Academic Standing.

### Deferred Drop Probation
Students will be placed on Deferred Drop Probation if:

- They fail to meet the requirements for recovery from General Academic Probation as specified by the Committee on Undergraduate Academic Standing, or
- Their academic semester or cumulative g.p.a. is below 1.7.
- They fail two or more courses and are reviewed by the Committee on Undergraduate Academic Standing.

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

- Meet with their academic advisor 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.
- Complete at least a total of 6 c.u. over a period of two consecutive terms (summers not included).
- Achieve a minimum g.p.a. of 2.0 for that term and cumulatively.

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

### Mandatory Leave of Absence
A Mandatory Leave of Absence prevents students from re-enrolling at Penn until all 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 each 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 a Mandatory Leave of Absence and informed of the deadline by which they must resolve all coursework connected to multiple Incompletes to avoid being placed on leave.

Students are requested to fill out an Incomplete Course Support Plan and return it to the Academic Standing Coordinator.

## Multiple-Incomplete Deadline

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

## Restrictions on Summer Coursework

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

## Support for Finishing Incomplete Work

- **Weingarten 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 College 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 to comply with the College's Multiple-Incomplete deadline, as well as with any stipulations made by individual instructors about their own availability to review work. All work should be submitted to allow instructors ample time to review students' work before the College deadline.

## 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 several 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 in the semester in which they were placed 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:

- 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.

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 speak 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 Center for Community Standards and Accountability and the Office of the Associate Vice President for Equity and Title IX Officer before August 1 for a fall return, December 1 for a spring return and May 1 for a summer return.

**Medical Circumstances**

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

**Students on Financial Hold**

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

## Dropped from the Rolls

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

All students returning to Penn after being dropped from the University rolls will be placed on General 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.

## Petitions

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

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

### The Petition Process

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

The faculty Committee on Undergraduate Academic Standing meets at regular intervals throughout the school year. The committee will consider the student's petition statement and any supplementary materials (such as medical documentation) that the student submits. The student will be notified of the committee's decision, usually within a few days of the committee meeting.

Petitions are submitted through the College Office. Dual Degree students should address petitions related to degree requirements to the school whose degree requirements are affected; in some cases, a petition to both schools will be required. All other petitions (e.g., late Drop, late Add, late Withdrawal, late Change of Grade Type) should be submitted to the home school.

# Policies Governing Transfers, Withdrawal and Refund

## Transfer Within the University

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

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

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

### Transfer into the Wharton School

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

## Transfer into the College from Another Penn Undergraduate School

Students whose curricular interests change after they have matriculated into one of the other full-time undergraduate programs at the University of Pennsylvania (Engineering, Nursing or Wharton) may apply to transfer into the College of Arts and Sciences. Students considering such a transfer should contact the Transfer Coordinator in the College Office to discuss their academic interests and plan for completing a College degree. Students interested in transferring into the College should review the curriculum of the College of Arts and Sciences and consider possible majors.

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

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

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

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

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

## Withdrawal from the University

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

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

## Tuition Adjustment

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 adjustment.

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

# 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.

## International Exams

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

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

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

## Starting Physics in the College

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

### Advanced Placement

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

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

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

## Starting Biology in the College

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

### Departmental Exams for Credit

Incoming First-year and Transfer students may receive credit for the lecture portion of one introductory course (BIOL 1101, 1102, or 1121) by passing the Departmental placement exam for that course. These exams are offered annually at the start of the Fall semester and are open only to incoming First-Year and Transfer students. You must contact the Biology Undergraduate Coordinator to be registered for an exam.

### Advanced Placement

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

### Biology Sequence Tracks

**Track 1**

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

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

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

**Track 2**

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

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

Track 2 is the more standard two semester introduction to the

major. Biology 1101 covers topics in cellular and molecular biology and genetics, and BIOL 1102 covers topics in ecology, evolution, and organismal biology.

## Starting Math in the College

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

But if you are planning on...

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

you will need some math and should carefully consider which first course is right for you. The Math Diagnostic is an important tool along with your high school math background in determining the best first math course at Penn.

### The Two Calculus Sequences

There are two primary calculus sequences:

Math 1300 -> Math 1400 -> Math 1410: Most students taking calculus at Penn (including students interested in the mathematical and physical sciences) will take one or more of these courses.

- Math 1070 -> Math 1080: If you are interested in a major in Economics, you have the option to satisfy your calculus requirements using these courses.

### Math Placement Diagnostic Exam

The Math Diagnostic is available through the Canvas system. If you are an incoming First-year student you will automatically be enrolled in the Math Diagnostic. The Math Diagnostic will help you determine the best math course to start with at Penn and how to prepare for that course. If you are a transfer student please speak to your advisor about being added to the Math Diagnostic.

### Departmental Exams for Credit

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

### Advanced Placement

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

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

## Starting Chemistry in the College

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

### Chemistry Diagnostic

Students who intend to take a chemistry course at Penn should complete the Chemistry Diagnostic available through Canvas and work with their academic advisor to determine which chemistry course is appropriate, given their previous chemistry and math exposure and the results of the exam.

**A few notes:**

- Only consider the score earned on Part 1 (Chemistry Diagnostic Exam) in evaluating your placement. The 10 points acquired from Part 2 (Chemistry Diagnostic Survey) are irrelevant for course selection.
- Your score on the diagnostic is to be used as one of many tools in deciding whether the Chem1011/1021 or Chem1012/1022 sequence is the right path for you. Please give the prescribed recommendations serious consideration, but keep in mind that the final choice is yours!
- Students who have done exceptionally well on the diagnostic, scored a 5 on the AP Chemistry exam, and have placed into Math1410 should consider the Chem1151/1161 sequence.
- No matter your choice, all sequences count toward SAS major requirements for any program requiring general chemistry, are suitable for preparation for graduate school / pre-health career tracks / MCAT, and are designed to prepare you for your future endeavors in STEM careers / course work.

**Diagnostic Score and Advice on Course Placement:**

- 0 – 3: CHEM 1011 is the appropriate fit for you. We highly recommend being proactive and seeking out support from the Weingarten Center or attending CHEM 1011 Workshops regularly.
- 3 – 10: CHEM 1011 is the appropriate fit for you. We recommend seeking out support from the Weingarten Center or attending CHEM 1011 Workshops when you feel it is appropriate.
- 11 – 13: Consider either CHEM 1011 or CHEM 1012. We highly recommend that students who elect to take CHEM 1012 be proactive and seek out support from the Weingarten Center.
- ≥14: CHEM 1012 is the appropriate fit for you. We recommend seeking out support from the Weingarten Center when you feel it is appropriate.
- >20: Consider either CHEM 1012 or CHEM 1151. If interested in Chem1151, it is required that students have scored a 5 on the AP Chemistry Exam and are concurrently enrolled in MATH 1410.

## Advanced Placement

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

## Chemistry Placement Exam

Students may receive credit for CHEM 1012 and/or CHEM 1022 by passing the Departmental placement exam for that course. These exams are offered annually at the start of both the Fall and Spring semesters. See the Chemistry Department's website. Students can also reach out to the Chemistry Undergraduate Chair if they have questions.

## Entry Courses in the Chemistry Sequence

**CHEM 1011 - Introduction to General Chemistry I** is an introductory chemistry course that will provide an overview of atomic structure, mole concepts, stoichiometry, limiting reagents and balancing reactions, and quantum theory as it applies to understanding molecular structure and chemical reactivity, including the behavior of gasses and liquids. It is directed at both potential majors and non-majors who require a first-year introductory chemistry course and did not have a rigorous chemistry course in high school. Students who have not had much exposure to physics and calculus at the high school level should also consider this course.

**CHEM 1012 - General Chemistry I** is a more advanced introductory chemistry course that is geared toward students who have taken 1 or 2 years of high school chemistry. This course focuses on chemical bonding and molecular structure, providing coverage of quantum theory, electronic wave functions for 1-electron species, electronic and vibrational spectroscopy, molecular orbital theory, bonding and molecular behavior of gas, liquid and solid states, and emphasizing the role of intra- and intermolecular forces. The course introduces chemical bonding in inorganic, organic, and biochemical systems. It is directed at both potential majors and non-majors who require a first-year introductory chemistry course and have solid preparation in chemistry, physical science, and calculus at the high school level.

**CHEM 1151 - Honors Chemistry I** is a course that will focus on introducing students to the nature of the chemical bond (including forces, potentials, and quantum mechanics). We will discuss the following topics: chemical bonding theories, quantum mechanics, atomic structure, molecular structure, bonding in organic and inorganic complexes, and atomic and molecular spectroscopy. It is designed for students who have had AP Chemistry (with a score of 5) in high school, who are concurrently enrolled in MATH 1410, and who are planning to major in STEM and who would like to take the honors-level general chemistry course.

# 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 |
| Economics | A* or A = Waiver ECON 0100 & 0200 | No Credit |
| | B = no waiver | No credit |
| English | No credit | No credit |
| French | A* or A=FREN 1212 (1 c.u.) (fulfills language requirement) | No credit |
| | A-= no credit (fulfills language requirement) | No credit |
| | B= no credit | No credit |
| Greek | A* or A = Greek 0400 (1 c.u.) (fulfills language requirement) | No Credit |
| | B = no credit (fulfills language requirement) | No credit |
| History | No credit | No credit |
| Latin | A* or A = Latin 0400 (1 c.u.) (fulfills language requirement) | |
| | B = no credit (fulfills language requirement) | No credit |
| Math w/Further Math (Edexel) | No credit | No credit |
| Math w/Special paper w/merit (Cambridge) | No credit | No credit |
| Physics | A* or A = Physics 0150 (1.5 c.u.) and Physics 0151 (1.5 c.u.) | |
| | B = Physics 0101 (1.5 c.u.) and Physics 0102 (1.5 c.u.) | No credit |
| Spanish | A* or A = Spanish 1200 (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 2024. They remain under ongoing review by the faculty of the University and are subject to change without notice.

## Advanced Placement Equivalence

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

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

*An internal departmental examination is also available for credit.

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

## International Baccalaureate Equivalence

| HIGHER LEVEL EXAMINATION | SCORE | PENN CREDIT AWARDED |
|---|---|---|
| Anthropology | | No credit |
| Biology | | No credit |
| Economics | 7, 6 | ECON 0100 and 0200 Waiver |
| English A/B | | No credit |
| French A | 7, 6 | FREN 1212 (1 c.u.) (fulfills language requirement) |
| | 5 | FREN 1000 (1 c.u.) (fulfills language requirement) |
| French B | 7, 6 | FREN 1000 (1 c.u.) (fulfills language requirement) |
| Geography | | No credit |
| German A | 7, 6 | GRMN 2100 (1 c.u.) (fulfills language requirement) |
| | 5 | GRMN 0400 (1 c.u.) (fulfills language requirement) |
| German B | 7, 6 | GRMN 0400 (1 c.u.) (fulfills language requirement) |
| History of the Americas | | No credit |
| History of Europe | | No credit |
| Latin | 7 | LATN 0400 (1 c.u.) (fulfills language requirement) |
| | 6 | No credit (fulfills language requirement) |
| Mathematics Applications & Interpretations | | |
| SL and HL and Analysis & Approaches SL* | | No credit |
| Mathematics Analysis and | | |
| Approaches – High Level* | 7 | Satisfies 1400 prerequisite but no credit |
| Music | | No credit |
| Philosophy | 7, 6 | PHIL 1000 (1 c.u.) |
| Physics | 7, 6 | PHYS 0150 (1.5 c.u.) and PHYS 0102 (1.5 c.u.) |
| Psychology | 7, 6 | Waiver for PSYC 0001 |
| Spanish A | 7, 6 | SPAN 1200 (1 c.u.) (fulfills language requirement) |
| | 5 | SPAN 1000 (1 c.u.) (fulfills language requirement) |
| Spanish B | 7, 6 | SPAN 1000 (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 2024. 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

| S.A.T.II | SCORE | REGISTER FOR |
|---|---|---|
| French | Under 380 | FREN 0100 |
| | 380 - 440 | FREN 0210 |
| | 450 - 540 | FREN 0300 |
| | 550 - 640* | FREN 0400 |
| | 650 or above | Exempt |
| Korean | Students who score 700 or above may satisfy the requirement if they pass the speaking and writing components of the Korean Proficiency Test during New Student Orientation. They do not need to take the online test. | |
| German | Under 350 | GRMN 0100 |
| | 350 - 440 | GRMN 0200 |
| | 450 - 540 | GRMN 0300 |
| | 550 - 640** | GRMN 0400 |
| | 650 or above | Exempt |
| Hebrew | 700 or above*** | Exempt |
| Italian | Under 380 | ITAL 0100 |
| | 380 - 440 | ITAL 0200 |
| | 450 - 540 | ITAL 0300 |
| | 550 - 640* | ITAL 0400 |
| | 650 or above | Exempt |
| Japanese | Students who score 650 or above may satisfy the requirement by demonstrating oral proficiency in an interview. | |
| Latin | Under 450 | LATN 0100 |
| | 450 - 540 | LATN 0200 |
| | 550 - 590 | LATN 0300 |
| | 600 - 640 | LATN 0400 |
| | 650 or above | Exempt |
| Russian | Under 350 | RUSS 0100 |
| | 350 - 440 | RUSS 0200 |
| | 450 - 540 | RUSS 0300 |
| | 550 - 640* | RUSS 0400 |
| | 650 or above | Exempt |
| Spanish | Under 380 | SPAN 0100 |
| | 380 - 440 | SPAN 0200 or SPAN 0210 |
| | 450 - 540 | SPAN 0300 |
| | 550 - 640* | SPAN 0400 |
| | 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 5.*

## Arts and Sciences Requirement & Sector Completed by Major Concentration

| Major & Concentration | # of Arts & sciences c.u.s within total c.u | Total c.u. | Sector Fulfilled by the required major course |
|---|---|---|---|
| Africana Studies - African American Studies | 28 | 32 | Sector 4: Humanities & Social Science |
| Africana Studies - African Diaspora Studies | 28 | 32 | Sector 4: Humanities & Social Science |
| Africana Studies - African Studies | 28 | 32 | Sector 4: Humanities & Social Science |
| Ancient History | 28 | 32 | Sector 2: History & Tradition |
| Anthropology - Archaeology | 30 | 34 | Sector 5: The Living World |
| Anthropology - Biological Anthropology | 30 | 34 | Sector 5: The Living World |
| Anthropology - Cultural and Linguistics Anthropology | 30 | 34 | Sector 5: The Living World |
| Anthropology - Environmental Anthropology | 30 | 34 | Sector 5: The Living World |
| Anthropology - General Anthropology | 30 | 34 | Sector 5: The Living World |
| Anthropology - Medical Anthropology & Global Health | 30 | 34 | Sector 4: Humanities & Social Science |
| Architecture - Design (Intensive) | 20 | 36 | Sector 3: Arts & Letters |
| Architecture - Design | 20 | 33 | Sector 3: Arts & Letters |
| Art History | 29 | 33 | Sector 3: Arts & Letters |
| Biochemistry | 34 | 36 | Sector 6: The Physical World |
| Biology - Computational Biology | 28 | 36 | Sector 5: The Living World & 6: The Physical World |
| Biology | 31 | 36 | Sector 5: The Living World & 6: The Physical World |
| Biology - Mathematical Biology | 31 | 36 | Sector 5: The Living World & 6: The Physical World |
| Biology - Molecular & Cell Biology | 31 | 36 | Sector 5: The Living World & 6: The Physical World |
| Biology - Neurobiology | 32 | 36 | Sector 5: The Living World & 6: The Physical World |
| Biology - Mechanisms of Disease | 32.5 | 36 | Sector 5: The Living World & 6: The Physical World |
| Biology - Ecology & Evolutional Biology | 32.5 | 36 | Sector 5: The Living World & 6: The Physical World |
| Biophysics | 36 | 36 | Sector 5: The Living World |
| Chemistry | 33 | 36 | Sector 6: The Physical World |
| Cinema and Media Studies | 29 | 33 | Sector 3: Arts & Letters |
| Classical Studies - Classical Civilizations | 28 | 32 | Sector 2: History & Tradition |
| Classical Studies - Mediterranean Archaeology | 28 | 32 | Sector 2: History & Tradition |
| Classical Studies - Classical Languages and Literature | 31 | 32 | Sector 2: History & Tradition |
| Comparative Literature - Globalization | 30 | 34 | Sector 3: Arts & Letters |
| Comparative Literature - Theory | 30 | 34 | Sector 3: Arts & Letters |
| Comparative Literature - (Trans)national Literatures | 30 | 34 | Sector 3: Arts & Letters |
| Cognitive Science - Computation and Cognition | 27 | 36 | Sector 7: Natural Science Across Disciplines |
| Cognitive Science - Individualized | 27 | 36 | Sector 7: Natural Science Across Disciplines |
| Cognitive Science - Cognitive Neuroscience | 32 | 36 | Sector 7: Natural Science Across Disciplines |
| Cognitive Science - Language & Mind | 32 | 36 | Sector 7: Natural Science Across Disciplines |
| Communication - Data & Network Science | 27 | 34 | Sector 1: Society |
| Communication - Advocacy & Activism | 30 | 34 | Sector 1: Society |
| Communication - Politics & Policy | 30 | 34 | Sector 1: Society |

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

| | | | |
|---|---|---|---|
| Gender, Sexuality and Women's Studies - LGBTQ Studies | 28 | 33 | Sector 1: Society |
| Gender, Sexuality and Women's Studies - Self Designed | 28 | 33 | Sector 1: Society |
| Gender, Sexuality and Women's Studies - Global Gender and Sexuality Studies | 28 | 33 | Sector 1: Society |
| German | 28.5 | 32 | Sector 3: Arts & Letters |
| Health and Societies - Health Care Markets & Finance | 27 | 34 | Sector 4: Humanities & Social Science |
| Health and Societies - Public Health | 28 | 34 | Sector 4: Humanities & Social Science |
| Health and Societies - Health Policy & Law | 28 | 34 | Sector 4: Humanities & Social Science |
| Health and Societies - Global Health | 28 | 34 | Sector 4: Humanities & Social Science |
| Health and Societies - Bioethics and Society | 28 | 34 | Sector 4: Humanities & Social Science |
| Health and Societies - Race, Gender and Health | 28 | 34 | Sector 4: Humanities & Social Science |
| Health and Societies - Disease and Culture | 29 | 34 | Sector 4: Humanities & Social Science |
| Hispanic Studies | 28 | 32 | Sector 3: Arts & Letters |
| History - Intellectual History | 28 | 32 | Sector 2: History & Tradition |
| History - American History | 28 | 32 | Sector 2: History & Tradition |
| History - World History | 28 | 32 | Sector 2: History & Tradition |
| History - European History | 28 | 32 | Sector 2: History & Tradition |
| History - Diplomatic History | 28 | 32 | Sector 2: History & Tradition |
| History - Jewish History | 28 | 32 | Sector 2: History & Tradition |
| History - Economic History | 28 | 32 | Sector 2: History & Tradition |
| History - Gender History | 28 | 32 | Sector 2: History & Tradition |
| History - General History | 28 | 32 | Sector 2: History & Tradition |
| Huntsman Program in International Studies | 24 | 14 | Sector 1: Society and Sector 4: Humanities & Social Science |
| Individualized Major | 30 | 34 | -- |
| International Studies | 24 | 14 | Sector 1: Society and Sector 4: Humanities & Social Science |
| International Relations | 30 | 34 | Sector 1: Society |
| Italian Studies | 28 | 32 | Sector 3: Arts & Letters |
| Jewish Studies | 30 | 34 | Sector 2: History & Tradition |
| Latin American & Latinx Studies | 28 | 32 | Sector 2: History & Tradition |
| Linguistics | 28 | 34 | Sector 7: Natural Sciences Across Disciplines |
| Logic, Information and Computation | 30 | 36 | Sector 6: The Physical World |
| Mathematical Economics | 29 | 36 | Sector 1: Society |
| Mathematics | 27 | 33 | Sector 7: Natural Sciences Across Disciplines |
| Mathematics - Biological Mathematics | 33.5 | 36-37 | Sector 5: The Living World and Sector 6: The Physical World |
| Modern Middle Eastern Studies | 28 | 32 | Sector 2: History & Tradition |
| Music | 30 | 34 | Sector 3: Arts & Letters |
| Near Eastern Languages and Civilizations - Ancient Near East | 30 | 34 | Sector 2: History & Tradition |
| Near Eastern Languages and Civilizations - Arabic & Hebrew Studies | 30 | 34 | Sector 2: History & Tradition |
| Near Eastern Languages and Civilizations - Ancient Near East | 30 | 34 | Sector 2: History & Tradition |
| Near Eastern Languages and Civilizations - Hebrew & Judaica | 30 | 34 | Sector 2: History & Tradition |
| Near Eastern Languages and Civilizations - Persian Language & Literature | 30 | 34 | Sector 2: History & Tradition |

| | | | |
|---|---|---|---|
| Near Eastern Languages & Civilizations - Cultures and Societies of the Middle East and North Africa (Declared After Feb 2023) | 26 | _ | Sector 2: History & Tradition |
| Neuroscience | 34 | 36 | Sector 5: The Living World & 6: The Physical World |
| Nutrition Science | 23 | 34 | Sector 5: The Living World & 6: The Physical World |
| Philosophy - Philosophy and Science | 27 | 36 | Sector 2: History & Tradition |
| Philosophy - General Philosophy | 27 | 32 | Sector 2: History & Tradition |
| Philosophy - Humanistic Philosophy | 31 | 36 | Sector 2: History & Tradition |
| Philosophy - Political and Moral Philosophy | 31 | 36 | Sector 2: History & Tradition |
| Philosophy, Politics and Economics - Globalization | 30 | 36 | Sector 1: Society |
| Philosophy, Politics and Economics - Public Policy & Governance | 30 | 36 | Sector 1: Society |
| Philosophy, Politics and Economics - Ethics & Professions | 30 | 36 | Sector 1: Society |
| Philosophy, Politics and Economics - Choice & Behavior | 30 | 36 | Sector 1: Society |
| Philosophy, Politics and Economics - Distributive Justice | 30 | 36 | Sector 1: Society |
| Physics and Astronomy - Computer Techniques | 31.5 | 36 | Sector 6: The Physical World |
| Physics and Astronomy - Physics, Business & Technology | 31.5 | 36 | Sector 6: The Physical World |
| Physics and Astronomy - Physical Theory and Experimental Technique | 33.5 | 36 | Sector 6: The Physical World |
| Physics and Astronomy - Biological Science | 33.5 | 36 | Sector 6: The Physical World |
| Physics and Astronomy - Chemical Principles | 34.5 | 36 | Sector 6: The Physical World |
| Physics and Astronomy - Astrophysics | 35.5 | 36 | Sector 6: The Physical World |
| Political Science - Political Economy | 28 | 32 | Sector 1: Society |
| Political Science - International Relations | 28 | 32 | Sector 1: Society |
| Political Science - Comparative Politics | 28 | 32 | Sector 1: Society |
| Political Science - American Politics | 28 | 32 | Sector 1: Society |
| Political Science - Individualized | 28 | 32 | Sector 1: Society |
| Political Science - Political Theory | 28 | 32 | Sector 1: Society |
| Political Science - General Political Science | 28 | 32 | Sector 1: Society |
| Psychology | 28 | 33-34 | Sector 5: The Living World |
| Religious Studies | 28 | 32 | Sector 3: Arts & Letters |
| Romance Languages - Italian and Spanish | 34 | 36 | Sector 3: Arts & Letters |
| Romance Languages - French and Spanish | 34 | 36 | Sector 3: Arts & Letters |
| Romance Languages - French and Italian | 34 | 36 | Sector 3: Arts & Letters |
| Russian and East European Studies - Language, Literature and Culture | 28 | 32 | Sector 4: Humanities & Social Science |
| Russian and East European Studies - History, Politics and Society | 28 | 32 | Sector 4: Humanities & Social Science |
| Russian and East European Studies - Cinema, Arts and Letters | 28 | 32 | Sector 4: Humanities & Social Science |
| South Asia Studies | 28 | 32 | Sector 2: History & Tradition |

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|---|---|---|---|
| Science, Technology and Society - Biotechnology & Biomedicine | 27 | 34 | Sector 4: Humanities & Social Science |
| Science, Technology and Society - Information and Organizations | 27 | 34 | Sector 4: Humanities & Social Science |
| Science, Technology and Society - Global Science and Technology | 27 | 34 | Sector 4: Humanities & Social Science |
| Science, Technology and Society - Science/Nature/Culture | 27 | 34 | Sector 4: Humanities & Social Science |
| Sociology - Population and Immigration | 30 | 34 | Sector 1: Society |
| Sociology - Structures of Opportunity and Inequality | 29 | 34 | Sector 1: Society |
| Sociology - Applied Research and Data Analysis | 30 | 34 | Sector 1: Society |
| Sociology - Medical Sociology | 30 | 34 | Sector 1: Society |
| Sociology - Cities, Markets, and the Global Economy | 30 | 34 | Sector 1: Society |
| Sociology - Law and Society | 30 | 34 | Sector 1: Society |
| Sociology - Culture and Diversity | 30 | 34 | Sector 1: Society |
| Sociology - Family, Gender and Society | 30 | 34 | Sector 1: Society |
| Sociology - Education and Society (Declared After Feb 2023) | 26 | | Sector 1: Society |
| | | | |
| Theatre Arts | 29 | 33 | Sector 3: Arts & Letters |
| Urban Studies | 27 | 34 | Sector 4: Humanities & Social Science |
| Visual Studies - Architecture Practice and Technology | 26 | 36 | Sector 7: Natural Sciences Across Disciplines |
| Visual Studies - Art Practice and Technology | 27 | 35 | Sector 7: Natural Sciences Across Disciplines |
| Visual Studies - Philosophy and Science of Seeing | 27 | 35 | Sector 7: Natural Sciences Across Disciplines |
| Visual Studies - Art and Culture of Seeing | 30 | 35 | Sector 7: Natural Sciences Across Disciplines |

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