



GRADUATE SCHOOL  
OF ARTS AND SCIENCES  
OF  
BRYN MAWR  
COLLEGE

CATALOG AND HANDBOOK  
2023-2024



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CATALOG AND HANDBOOK

This handbook contains information about the M.A. and Ph.D. requirements that pertain to all students enrolled in GSAS. Individual programs also have their own policies concerning graduate study. It is the student's responsibility to know these program-specific requirements, and the responsibility of the faculty to share them with students in a clear and timely manner.

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# GSAS 2023-24 ACADEMIC CALENDAR

This calendar provides a schedule for students and faculty to meet important deadlines specified in the GSAS Academic Rules governing the M.A. and Ph.D. degrees.

## FALL 2023 SEMESTER

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<b>AUG. 29-30</b>	New Student Orientation
<b>AUG. 30</b>	TA Orientation
<b>AUG. 31- SEPT. 1</b>	Diagnostic language exams
<b>AUG. 31</b>	Last date to waive or accept Bryn Mawr Health Insurance
<b>AUG. 29- SEPT. 15</b>	Add/Drop period and registration through BIONIC for new GSAS students for Fall 2023
<b>SEPT. 5</b>	First day of classes
<b>SEPT. 15</b>	Last date to drop or add a course for Fall 2023
<b>SEPT. 29</b>	Deadline to change incomplete grades to S or U from academic year 2022-2023
<b>OCT. 13</b>	Deadline to submit online M.A. Candidacy application form for a Dec. M.A. degree
<b>OCT. 13</b>	Deadline to schedule Preliminary Examinations for Fall 2023
<b>OCT. 14-22</b>	Fall Break
<b>OCT. 30</b>	For students in Archaeology, Classics, and History of Art, last date for Ph.D. dissertation submission for a December degree; dissertations must be submitted at least six weeks before the proposed defense date. Dissertations should be prepared and submitted according to the Guidelines for Dissertation Format and Submission through the online Pre-defense Dissertation Submission Form
<b>OCT. 31</b>	Deadline for graduate student applications for reimbursement of travel and research expenses for the current academic year
<b>NOV. 11-20</b>	Registration for Spring 2024

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<b>NOV. 19</b>	For students in Chemistry, Mathematics, and Physics, last date for Ph.D. dissertation submission for a December degree; dissertations must be submitted at least three weeks before the proposed defense date. Dissertations should be prepared and submitted according to the Guidelines for Dissertation Format and Submission through the online Pre-defense Dissertation Submission Form
<b>NOV. 20</b>	Deadline for applications for GSAS financial support from all continuing students for academic year 2024-2025
<b>NOV. 22</b>	Thanksgiving Break begins
<b>DEC. 8</b>	Last date for Ph.D. final oral examinations (defense of dissertation) for the Dec. degree
<b>DEC. 14</b>	Last date for Ph.D. Preliminary Examinations in Fall 2023
<b>DEC. 14</b>	Last Day of Classes
<b>DEC. 15</b>	Last date for final oral and/or written M.A. examinations for the Dec. degree
<b>DEC. 15</b>	Deadline for deposit of final revised version of all dissertations for the Dec. degree and for all GSAS Ph.D. completion items
<b>DEC. 15</b>	Last date for reporting grades of M.A. candidates for the Dec. degree.
<b>DEC. 18</b>	Application for Ph.D. Candidacy due for students planning to take Preliminary Examinations in Spring 2024
<b>DEC. 18</b>	Deadline for submitting supplemental materials for competitive fellowships for the academic year 2024-2025
<b>DEC. 23</b>	Winter break begins
<b>DEC. 23- JAN. 2</b>	GSAS Office Closed

## **SPRING 2024 SEMESTER**

<b>JAN. 15</b>	Martin Luther King Jr. holiday
<b>JAN. 19</b>	Deadline for evaluations of student work completed in Fall 2023.
<b>JAN. 22</b>	First day of classes

<b>JAN. 22- FEB. 5</b>	Add/Drop period and registration through BIONIC for Spring 2024
<b>FEB. 9</b>	Deadline to submit online M.A. Candidacy application form for a May degree
<b>FEB. 9</b>	Deadline to schedule Preliminary Examinations in Spring 2024
<b>MAR. 8-17</b>	Spring Break
<b>MAR. 19</b>	For students in Archaeology, Classics, and History of Art, last date for Ph.D. dissertation submission for a May degree; dissertations must be submitted at least six weeks before the proposed defense date. Dissertations should be prepared and submitted according to the Guidelines for Dissertation Format and Submission through the online Pre-defense Dissertation Submission Form
<b>APR. 8</b>	For students in Chemistry, Mathematics, and Physics, last date for Ph.D. dissertation submission for a May degree; dissertations must be submitted at least three weeks before the proposed defense date. Dissertations should be prepared and submitted according to the Guidelines for Dissertation Format and Submission through the online Pre-defense Dissertation Submission Form
<b>APR. 15-26</b>	Registration for Fall 2024
<b>APR. 19</b>	Last date for Ph.D. Preliminary Examinations for Spring 2024
<b>MAY 3</b>	Last date for final Ph.D. oral examinations (defense of dissertation) for the May degree
<b>MAY 3</b>	Last day of classes
<b>MAY 10</b>	Application for Ph.D. candidacy due for students planning to take Preliminary Examinations in Fall 2024
<b>MAY 10</b>	Last date for final oral and/or written M.A. examinations for the May degree
<b>MAY 14</b>	Last date for reporting grades of M.A. candidates for the May degree. Grades are due to Registrar's office by noon
<b>MAY 14</b>	Deadline for deposit of final revised version of all dissertations for the May degree and for all GSAS Ph.D. completion checklist items
<b>MAY 17</b>	Commencement
<b>MAY 27</b>	Deadline for evaluations of student work completed in Spring 2024.

## **EMERGENCY/CAMPUS SAFETY**

### **EMERGENCY PHONE NUMBERS**

The Campus Safety Department is located in the John J. Maloney Building adjacent to the Upper Science lot behind the Park Science complex.

#### **CAMPUS SAFETY—EMERGENCY ONLY**

on-campus phones / 7911

off-campus or cell phones / (610) 526-7911

**EMERGENCY HOTLINE—RECORDED MESSAGES / (610) 526-7310**

**HEALTH AND WELLNESS CENTER / (610) 526-7360**

**GSAS OFFICE / (610) 526-5074**

### **EMERGENCY PROCEDURES**

#### **REPORTING A CRIME**

Call Campus Safety immediately at (610) 526-7911.

Campus safety is a shared responsibility. All are encouraged to report crimes and unusual activity to Campus Safety immediately. The Campus Security authorities work closely with Campus Safety to ensure the safety of our community. All reported incidents will be investigated.

When on campus, it is recommended to call Campus Safety first before calling 911 but if you do require emergency response from the local municipal police, fire or ambulance services, please dial 8911 from any campus phone (for all outside calls from any campus phone you must press 8 first, then the phone number).

#### **EMERGENCY NOTIFICATION**

In an effort to ensure that the community is fully aware of any safety issues or emergency that may take place, Campus Safety will activate the emergency notification system when deemed appropriate. Depending on the situation, emergency notifications will be sent via phone, text message, email, and/or posted on the College website.

Information for this system comes directly from the information in Bionic. Those wishing to receive text messages should make sure their cell phone information is entered in Bionic using the self service option. Campus Safety will send messages if there is a crisis on campus. All students will automatically be uploaded into the system.

## **CAMPUS EMERGENCY**

The siren may be used in conjunction with the emergency notification system, determined on a case by case basis. If you hear the siren, seek shelter inside and stay alert for the emergency notification message.

<https://www.brynmawr.edu/inside/offices-services/campus-safety/>

### **FIRE**

If a fire alarm sounds, evacuate the building immediately. Do not re-enter the building until Campus Safety or emergency personnel give the all-clear. In the event of a fire, pull the fire alarm, call Campus Safety at ext. 7911 from any campus phone, or 610-526-7911, and evacuate the building immediately. Familiarize yourself with fire evacuation routes in buildings you use frequently.

<https://www.brynmawr.edu/inside/offices-services/campus-safety/emergency-notification/emergency-response-guide/fire-response>

### **MEDICAL EMERGENCIES**

Call Campus Safety at ext. 7911 campus phone or (610) 526-7911 immediately.

Be prepared to give your location and the nature/severity of the injury. Stay on the line until emergency personnel arrive or the dispatcher ends the call.

### **MAINTENANCE EMERGENCIES**

After hours and on weekends, Campus Safety communications officers will contact Facilities Services for requests that are deemed emergencies.

### **EMERGENCY HOTLINE**

A recorded message may be placed on the Emergency Hotline, (610) 526-7310 or extension 7310, and information may also be posted on the College homepage. In the event of an immediate hazard or a serious threat to campus safety, a text message would be sent out, via Everbridge and a public alert siren would be sounded. The siren will be followed by instructions. When the crisis has passed, an all clear will be sounded. For more information please refer to the following link: <https://www.brynmawr.edu/inside/offices-services/campus-safety/emergency-notification/emergency-response-guide/general-emergency-response>

### **BLUE LIGHT—YELLOW EMERGENCY TELEPHONES**

Yellow emergency telephones, most with blue lights on top, are located around campus and connect the caller with Campus Safety. Many of these phones also provide your location for officers to assist you.

## **CAMPUS CRIME AWARENESS: CLERY ACT AND THE ANNUAL FIRE REPORT**

Information regarding campus security and personal safety as well as the annual fire report may be found at: <http://www.brynmawr.edu/safety/act73.htm>

## **SAFETY AND SECURITY TIPS**

Crime prevention is the responsibility of every member of the Bi-Co community. Faculty, staff, and students are encouraged to watch over the campus, to report any unusual activity to Campus Safety, and to follow basic safety practices that apply no matter where one lives. For additional information as well as other Campus Safety services, consult: <https://www.brynmawr.edu/inside/offices-services/campus-safety>

## **CONTACT INFORMATION**

### **GRADUATE SCHOOL OF ARTS AND SCIENCES**

101 N. Merion Avenue  
Old Library, Room 120  
Bryn Mawr, PA 19010  
gsas@brynmawr.edu  
<http://www.brynmawr.edu/gsas/>  
Office: (610)526-5074  
Fax: (610) 526-5076

### **DEAN OF GRADUATE STUDIES**

Xuemei May Cheng  
(610) 526-5073  
xcheng@brynmawr.edu

### **GSAS PROGRAMS ADMINISTRATOR**

Abby Traucht  
(610) 526-5074  
atraucht@brynmawr.edu

### **CAMPUS POST OFFICE (STUDENT MAILBOXES)**

(610) 526-7336

### **CONTROLLER'S OFFICE (PAYROLL, PAY SCHEDULES)**

(610) 526-5267

### **HEALTH CENTER**

(610) 526-7360

### **HELP DESK**

(610) 526-7440

### **PUBLIC SAFETY (PARKING)**

(610) 526-7911

### **STUDENT EMPLOYMENT OFFICE**

(610) 526-5218

## **PRESIDENT, PROVOST, AND DEANS**

**President of the College**

***Kimberly Wright Cassidy***

Taylor Hall, 2nd floor

**Provost of the College**

***Timothy Harte***

Taylor Hall, 1st floor

**Dean of Graduate Studies**

***Xuemei May Cheng***

Old Library 121

**Dean of the Graduate School of Social Work and Social Research**

***Janet Shapiro***

300 Airdale Road

**Dean of the Undergraduate College**

***Karlene Burrell McRae***

Guild Hall, Dean's Office

## **ABOUT THE COLLEGE**

### **THE MISSION OF BRYN MAWR COLLEGE**

Bryn Mawr College educates students to the highest standard of excellence to prepare them for lives of purpose. The College's rigorous liberal arts curriculum and distinguished graduate programs foster a thirst for knowledge, open inquiry, global perspectives, civic engagement, and innovation through study across the arts, humanities, sciences, and social sciences. A world-class faculty of teacher-scholars, a talented staff, and a tight-knit student body cultivate intellectual curiosity, independence, personal integrity, and resilience in a community of passionate, joyful learners.

As a residential women's college at the undergraduate level, and through coeducational graduate programs in arts and sciences, in social work, and in post-baccalaureate premedical training, Bryn Mawr is committed to women's education and empowerment, to gender equity, and to supporting all students who choose to pursue their studies here.

Equity and inclusion serve as the engine for excellence and innovation. A commitment to racial justice and to equity across all aspects of diversity propels our students, faculty, and staff to reflect upon and work to build fair, open and welcoming institutional structures, values, and culture.

Emerging from their Bryn Mawr experience equipped with powerful tools and with a deeper understanding of the world and each other, our graduates define success on their own terms and lift up others as they make a meaningful difference in the world.



## **THE GRADUATE SCHOOL OF ARTS AND SCIENCES**

When Bryn Mawr College opened its doors in 1885, it offered women a more ambitious academic program than any previously available to them in the United States. Bryn Mawr College was the first women's college to offer its students the ability to earn a Ph.D. — a signal of our founders' refusal to accept the limitations imposed on women's intellectual achievement at other institutions at that time. Five graduate fellowships were established immediately, and the first Ph.D. was conferred in 1888, along with the first B.A. By 1905 Bryn Mawr had over 70 graduate students, and in 1907 it was reported that of 41 American institutions then offering the Ph.D., Bryn Mawr ranked nineteenth in the number of degrees awarded.

In 1931 the first male student was admitted, and the graduate school has been co-ed ever since. By 1960 about 20% of the graduate enrollment was male. Total enrollment reached a peak of 472 students (many of them part-time) in 1973, when graduate work was offered in 22 departments and three interdisciplinary programs. This was more than the College could sustain, and the Plan for Achieving Financial Equilibrium of 1987 called for a reduction to 12 sustainable Ph.D. programs. The Department of Human Development merged with the Department of Psychology in 1992, resulting in a single Ph.D. program in Clinical Developmental Psychology.

In 2000, the departments of Classical and Near Eastern Archaeology, Greek Latin and Classical Studies, and History of Art created the Graduate Group in Archaeology, Classics and History of Art (GGACHA) for the purpose of interdisciplinary collaboration and exchange. In 2004, the Group was awarded a Challenge Grant from the National Endowment of the Humanities to endow its interdisciplinary seminars (GSems), as well as special fellowships for interdisciplinary study and internships in Philadelphia-area museums. Around 2012, the Departments of Physics, Chemistry and Mathematics created their own Graduate Group in Science and Mathematics (GGSM) to support collaborative student and faculty activities across these programs.

A major review of the Graduate School of Arts and Sciences was conducted in 2007-2008 by a task force of Bryn Mawr's Board of Trustees. The outcome of this review was an enhanced commitment to graduate education as part of Bryn Mawr's distinctive mission, with a mandate to increase the cooperation and collaboration between graduate and undergraduate programs, and various administrative offices to better serve all students. To foster these efforts, a single Dean of Graduate Studies with oversight of the Graduate School of Arts and Sciences (GSAS) as well as the Graduate School of Social Work and Social Research (GSSWSR) was created in 2008-2009.

Bryn Mawr currently accepts students into Ph.D. programs in Chemistry, Classical and Near Eastern Archaeology, Greek, Latin and Classical Studies, History of Art, Mathematics, Physics, and Social Work. In some fields, Bryn Mawr also offers AB/MA combined degree programs.

Today, graduate students in GSAS are a vital component in a continuum of learning and research, acting as role models for undergraduates and as collaborators with the faculty. Bryn Mawr provides an alternative to traditional models of graduate education in its attention to the unique needs of individual students and its commitment to developing a broadly trained community of scholars who are equipped for a variety of useful professional careers. Renowned for excellence within disciplines, Bryn Mawr also fosters connections across disciplines and the individual exploration of newly unfolding areas of research.

## **COLLEGE AS COMMUNITY**

The community of Bryn Mawr includes two excellent coeducational graduate schools: the Graduate School of Arts and Sciences, and the Graduate School of Social Work and Social Research in addition to being a renowned college for women. The presence of the graduate schools contributes significantly to the strengths of the undergraduate program and the richness of both the graduate and undergraduate experience. Qualified undergraduates may enroll in graduate seminars, participate in advanced research projects in the natural and social sciences, and benefit from the insights and advice of their graduate-student colleagues.

While retaining all the benefits of a small residential women's college, Bryn Mawr substantially augments its resources and coeducational opportunities through cooperation at the undergraduate level with Haverford College, Swarthmore College, and also at the graduate level, with the University of Pennsylvania. This cooperative arrangement coordinates the facilities of the four institutions while preserving the individual qualities and autonomy of each. Students may take courses at the other institutions, with credit and without additional fees.

Bryn Mawr itself sponsors a broad cultural program that supplements the curriculum and enriches its community life. Various lectureships bring scholars and other leaders in world affairs to the campus not only for public lectures but also for classes and conferences with the students. The Arts Program at Bryn Mawr coordinates the arts curriculum and a variety of extracurricular activities in creative writing, dance, fine arts, music, and theater. A regular schedule of concerts and productions is directed by the arts faculty at Bryn Mawr and Haverford Colleges, together with performances by the theater and dance

programs and other student-run groups. These activities are complemented by an extensive program of readings, exhibitions, performances, and workshops given by visiting artists.

Student organizations have complete responsibility for the many aspects of student activity, and student representatives join members of the faculty and administration in making and carrying out plans for the College community as a whole. Bryn Mawr's Graduate Student Association (GSA) is the organization that sponsors a broad range of events– from professional development workshops to exciting extracurricular activities. In addition, graduate representatives from GSA participate actively on many of the most important academic and administrative committees of the College. Students meet with the Board of Trustees, present regular reports to the full board and work with the board's committees. One student is also elected to attend faculty meetings. At the meetings of both the board and the faculty, student members may join in discussion but do not vote.

## **GRADUATE COUNCIL**

The Graduate Council is charged with oversight of the GSAS academic rules, including curriculum and degree requirements, the allocation of financial support, and requests for exceptions, and penalties for academic failure and ethical or procedural infringements. The Council is composed of all Directors of Graduate Studies (Archaeology, Chemistry, Classics, French, History of Art, Mathematics, Physics and Social Work) and one at-large member from a non-graduate department; the Council Chair(s) serves as convener. The Dean of Graduate Studies, the Director of the Graduate Group in Archaeology, Classics and History of Art, the Director of the Graduate Group in Sciences and Mathematics, and the Dean of the Graduate School of Social Work and Social Research are non-voting members *ex officio*. The Council has four student representatives: two from GSAS, one from the M.S.S. student body and one from the Ph. D. student body of the Graduate School of Social Work and Social Research. The student representatives are typically the convener or co-convenors of the GSAS and GSSWSR Graduate Student Associations

## FINANCIAL SUPPORT

All financial support in the Graduate School of Arts and Sciences is merit-based and is allocated by the Dean on the basis of (1) recommendation of the separate programs and (2) the advice of the Subcommittee on Awards of the Graduate Council.

In general, financial support is in the form of Fellowships, Teaching Assistantships, Graduate Assistantships, Tuition Awards, Health Insurance subsidy, and Supplemental Summer Research Fellowships. A Dean's Fellowship, to be designated for students during their final year of dissertation writing, or to help support minority students, is available in each of the six programs admitting new students. The two competitive named fellowships, Doris Sill Carland Fellowship and Marguerite N. Farley Fellowship, are also open to students in all six GSAS programs, each with its specific criteria. In Chemistry, Mathematics, and Physics, Teaching Assistantships make up most of the opportunities for financial support. In addition, a Research Fellowship is available each year in the programs of Chemistry, Mathematics, and Physics. For students in Classical and Near Eastern Archaeology, Classics, and History of Art, multiple Areté Fellowships, Multidisciplinary Fellowships, Curatorial Internships, and other named fellowships and grants are available in addition to Teaching Assistantships, Graduate Assistantships, and the GSAS Fellowships.

**Note:** *Not all forms of support are available in all programs, and support opportunities can vary from year to year.*

Financial support, including any form of stipend and Tuition Awards, is contingent upon satisfactory academic progress. The Dean and the Subcommittee on Awards of the Graduate Council take progress into account when reviewing departmental recommendations for financial support. Students holding guaranteed multi-year fellowships must show evidence of progress toward the Ph.D. each year in order to retain their awards.

Federal loans can be applied for through the Office of Financial Aid (<https://www.brynmawr.edu/inside/offices-services/financial-aid>). Loans are not need-based and are distinct from the GSAS financial support described above. Most GSAS awards will be factored into the need assessment that determines loan eligibility. Satisfactory Academic Progress for the continuation of federal aid is monitored by the Dean of the Graduate School of Arts and Sciences.

GSAS students who fail to meet the satisfactory academic progress standards are notified by the Dean's Office and the Office of Student Accounts

## **SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FEDERAL FINANCIAL AID**

Bryn Mawr College is required to monitor academic progress as it relates to the renewal of financial assistance. To remain eligible for Federal financial aid, students must meet minimum academic requirements at the conclusion of each semester. Academic progress for students in the Graduate School of Arts & Sciences is measured by The Dean of Graduate Studies and Office of Financial Aid at the end of every term.

The satisfactory academic progress policy for the continuation of financial aid includes the maximum timeframe when a program must be completed as well as the pace at which a student must progress to ensure completion of the program within the maximum timeframe (quantitative measure) and an academic standard of work (qualitative measure) that is consistent with graduation.

Maximum Timeframe and Pace: To receive and remain eligible for Federal Title IV financial aid, students must not exceed a 150% maximum time-frame for degree completion. To ensure timely completion, students are expected to complete a minimum of 67% of the credits they attempt each semester.

	Standard Program Length	150% Program Length
M.A. GSAS	2 years	3 years
Ph.D. GSAS	7 years	10 years

All periods of enrollment at Bryn Mawr College are considered whether the student received aid. Courses in which a student earned the following grades for any reason, including nonattendance, will count as units attempted, but not completed:

- Unsatisfactory
- Withdrawal
- Incomplete

Courses with a grade of AUD (audit) and non-credit/no fee courses will not count as attempted nor completed.

For repeated courses, students may still apply for and receive federal funds as long as they are meeting other satisfactory academic progress standards. Only one repetition of a previously failed course will be eligible for federal funds and counted toward enrollment for the term when the course is repeated.

Coursework approved for transfer credit will count towards both attempted and completed courses.

Students in the Bryn Mawr A.B./M.A program complete the same M.A. requirements and are subject to all the same rules and regulations as all other M.A. students.

## **EVALUATING SATISFACTORY ACADEMIC PROGRESS (SAP)**

Because students in the Graduate School of Arts and Sciences do not receive letter grades and therefore do not have a calculated GPA, students must pass 67% of all attempted courses. At the end of each semester, students who receive federal financial aid and have not successfully completed at least 67% of their attempted courses will be placed on warning and notified by the Dean of Graduate Studies. These students can continue to receive federal financial aid for an additional semester. If at the end of this semester the student still fails to make SAP, the student is no longer eligible to receive federal financial aid. The Dean of Graduate Studies will notify the student of this decision.

Students have the right to appeal the decision. If a student decides to appeal, the Graduate Council will hear the student's appeal. In the appeal, the student must state what caused them to fail to meet SAP (e.g. death of a relative, illness or injury or other special circumstances) and what has changed that will enable the student to make satisfactory progress towards the degree. The decision of the Graduate Council will be binding.

**Notification and Right to Appeal:** A student who fails to meet the requirements as outlined above will be placed on a financial aid warning for the subsequent semester. Students will be notified by the Office of Financial Aid that they are on a SAP warning, and may continue to receive Federal and State financial aid during this warning semester. A student who fails to meet SAP for a second consecutive semester will be placed on SAP Suspension and lose Federal and State financial aid eligibility. These students who lose federal and state aid eligibility will be notified in writing, by email by the Office of Financial Aid. Students on suspension have the right to appeal. Students must submit a written appeal to the Director of Financial Aid. General criteria for appeals may include student's injury or illness, death of a close relative, or other special circumstances (which may include personal or family emergencies, natural disaster, etc.).

### **Appeals:**

Students should submit a written statement with the following items to account for their circumstances that are leading them to appeal their SAP suspension:

- Why the student failed to make SAP
- What has changed that will allow the student to make SAP going forward
- Steps the student will take to make SAP going forward

Appeals will be reviewed by the Office of Financial Aid. If the appeal is approved, the student will be placed on a semester of SAP Probation and continue to be eligible for Federal financial aid. In addition, the student must meet with their Dean to prepare an academic plan that will satisfy the SAP requirements, with the Dean agreeing to monitor the student's progress in accordance with the plan. If more than one payment period is required to meet progress standards, the

student and the Dean will make this clear in the Academic Plan that is created, including what must be required in each payment period, or term.

Regaining eligibility: Students may regain eligibility without an Academic Plan by achieving the SAP standards as indicated.

Dismissal or Withdrawal: Students who are dismissed or withdrawn from the Graduate School of Arts and Sciences are not making satisfactory academic progress and are not eligible to receive financial aid.

## **STUDENT ACCOUNTS**

Student Accounts administers the College's bills for tuition, room and board, fines and other fees. Student Accounts can provide students with information about Health Insurance (<https://www.brynmawr.edu/inside/offices-services/student-accounts>).

## **COSTS OF EDUCATION**

Summary of Fees and Expenses for 2023-2024

Full-time Tuition .....	\$52,506
One Unit .....	\$8,750
Two Units.....	\$17,500
Unit of Supervised Work .....	\$1,360 per semester
Continuing Education Fee .....	\$685 per semester
Other Fees:	
Application Fee .....	\$50
Commencement Fee (student started before Fall 2020)	\$60

Faced with rising costs affecting all parts of higher education, the College has had to raise tuition annually in recent years. Further annual increases may be expected.

## **BILLING AND PAYMENT DUE DATES**

By registering for courses, students accept responsibility for the charges of the entire academic year, regardless of the method of payment. The College bills for each semester separately. The bill for the fall semester is sent in early July and is due August 1. The bill for the spring semester is sent the first week in December and is due January 2.

Student Accounts sends an email containing a link to the electronic billing statement, (eBill) to the student's official Bryn Mawr email address. The College

no longer sends paper bills. Students are able to set up authorized payers (parents or others) who then can view bills online, make payments by electronic check or set up a payment plan when enrollment opens. Our third-party on-line processor for eBilling is Nelnet Business Solutions, (NBS).

No student is permitted to attend classes or enter residence until payment of the College charges has been made each semester. No student may register at the beginning of a semester, graduate, receive a transcript until all accounts are paid.

## **REFUND POLICY**

Students will be refunded 100% of their previously paid tuition, room and board, and college fee if the Registrar receives written notice that the student has withdrawn from the College or begun a leave of absence before the first day of classes.

For a student withdrawing from the College or embarking on a medical or psychological leave of absence on or after the first day of classes, refunds of tuition occur according to a pro rata schedule up to 60% attendance. No refunds are processed for withdrawals after 60% of the semester. Fall and spring breaks are not included in the calculation of refund weeks. Note that Self-Government Association dues and the health insurance portion of the college fee are non-refundable.

The date the student began the withdrawal process by contacting the dean's office orally or in writing is considered the date of withdrawal for College refunds and for the return of Title IV funds. When a student continues to attend classes or other academically related activity after beginning the withdrawal process, the College may choose to use the student's last date of documented attendance at an academically related activity as the date of withdrawal. For a student who leaves the College without notifying the College of her intent to withdraw, the College normally uses the student's last date of documented attendance at an academically related activity as the date of withdrawal. If that date cannot be ascertained, the College will consider the midpoint of the enrollment period to be the date the student withdrew.

## **WHEN A STUDENT WITHDRAWS**

### **Treatment of Title IV Federal Aid When a Student Withdraws**

This policy applies to all students receiving Federal Pell Grants, Federal Iraq and Afghanistan Service Grant, Federal Direct Stafford Loans, Federal PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Perkins Loans, and in some cases, state grants.



When a recipient of Title IV Federal grant or loan assistance withdraws or takes a leave of absence from the College during the semester, the College must determine per a federal formula, the amount of federal aid that the student may retain as of the withdrawal date. Any federal aid that the student is eligible to receive, but which has not been disbursed, will be offered to the student as a post- withdrawal disbursement. Any federal aid the student is not eligible to receive according to the federal refund policy will be returned to the federal government.

The student is entitled to retain federal aid based on the percentage of the semester she has completed. As prescribed by the federal formula, the College calculates the percentage by dividing the total number of calendar days in the semester into the number of calendar days completed as of the withdrawal date. Fall and spring breaks are excluded as periods of nonattendance in the enrollment period. Once the student has completed more than 60% of the semester, she has earned all of the Title IV assistance scheduled for that period.

The amount of Title IV assistance not earned is calculated by determining the percentage of assistance earned and applying it to the total amount of grant and loan assistance that was disbursed. The amount the school must return is the lesser of:

- The unearned amount of Title IV assistance or
- The institutional charges incurred for the period of enrollment multiplied by the unearned percentage

The order of return of Title IV funds is:

- Unsubsidized Federal Direct Stafford Loans
- Subsidized Federal Direct Stafford Loans
- Federal Perkins Loans
- Federal PLUS Loans
- Federal Pell Grants
- Federal Iraq Afghanistan Service Grant
- Federal Supplemental Education Opportunity Grants (FSEOG)
- Other Title IV assistance

If the College has issued a refund of Title IV funds in excess of the amount the student has earned prior to the withdrawal date, the student is responsible for repaying the funds. Any amount of loan funds that the student (or the parent for a PLUS Loan) has not earned must be repaid in accordance with the terms of the promissory note, that is, the student (or parent for a PLUS Loan) must make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds is called an overpayment. The amount of a

grant overpayment that the student must repay is half of the unearned amount. The student must make arrangements with the College or the Department of Education to return the unearned grant funds. The calculation of Title IV Funds earned by the student has no relationship to the student's incurred charges. Therefore, the student may still owe funds to the College to cover unpaid institutional charges.

A leave of absence is treated as a withdrawal and a return of Title IV funds may be calculated. A student may take a leave of absence from school for not more than a total of 180 days in any 12-month period.

The calculation of the Title IV refund will be done by the office of student accounts.

### **DEADLINES FOR RETURNING TITLE IV FUNDS**

The amount of the refund allocated to the Federal Stafford Loan and Federal PLUS Program will be returned by the College to the Federal Department of Education within 60 days after the student's withdrawal dates, as determined by the school.

The amount of the refund allocated to Federal Pell Grant, Federal Iraq and Afghanistan Service Grant, Federal SEOG, and Federal Perkins will be returned by the College to the appropriate federal program accounts within 45 days of the date the student officially withdrew or was expelled, or within 45 days of the date the College determined that the student had unofficially withdrawn.

The amount of the refund, if any, allocated to the student will be paid within 45 days of the student's withdrawal date or, if the student withdrew unofficially, the date that the dean's office determined that the student withdrew.

### **TREATMENT OF COLLEGE GRANTS WHEN A STUDENT WITHDRAWS**

The amount of College grant funds a student will retain is based on the percentage of the period of enrollment completed.

### **TREATMENT OF STATE GRANTS WHEN A STUDENT WITHDRAWS**

The amount of the state grant funds a student will retain is based on the individual refund policy prescribed by the issuing state.

## **GRADUATE EMERGENCY FUND**

Bryn Mawr College has access to funds to support graduate students who are experiencing financial hardship due to an unanticipated event. A student is typically eligible to receive funding once per academic year. These funds do not need to be repaid and are distributed on a case-by-case basis. Funds will be made available as soon as possible and are generally limited to \$300.

Examples of such events might include, but are not limited to:

- Travel expenses due to a serious illness, death, or emergency in the student's immediate family
- Essential dental work or eyeglasses
- Unforeseen personal medical expenses
- Replacement of essential personal belongings due to fire, theft, or natural disaster
- Safety needs, such as winter clothing for students from warm climates

To be eligible for these funds, an individual must be a current graduate student in the Graduate School of Arts and Sciences (GSAS) or the Graduate School of Social Work and Social Research (GSSWSR) and be enrolled for the term in which funding is requested. The Graduate Emergency Fund is not used to cover charges from Bryn Mawr, or items already calculated in a student's financial aid cost of attendance (such as tuition, room and board and fees, and books). Because these emergency funds are limited, we also encourage students to pursue other institutional financial resources, including student loans before applying to receive funds. The amount given is determined by the need and subject to the availability of the funds.

## SUMMARY OF DEGREE REQUIREMENTS

The complete GSAS academic rules and degree regulations can be found in the GSAS Academic Rules, which fall under the oversight of the Graduate Council and were formerly referred to as the GSAS Faculty Rules. Please see the link below for the GSAS Academic Rules: <https://www.brynmawr.edu/gsas/about-school/policies-forms#Academic%20Rules>

A summary of requirements for the M.A. and Ph.D degrees can be found at: <https://www.brynmawr.edu/gsas/degree-requirements>

### **M.A. DEGREE**

All students admitted to the Graduate School of Arts and Sciences whose highest degree is a B.S. or B.A. are initially considered candidates for the M.A. degree. Departments may waive the M.A. requirement for students who received the M.A. from another institution or for those who are qualified to proceed directly to the Ph.D. degree. Students who are exempt from the requirement of the M.A. degree must still meet the M.A. skills requirements as part of their work toward the Ph.D.

All students must make a formal application to become a candidate for the M.A. degree. The application and the program of work approved by the Director of Graduate Studies in the candidate's home department and the faculty member(s) who supervise the M.A. work or the qualifying paper(s) must be submitted to the GSAS by the deadline communicated by the GSAS Office.

A minimum of six academic units is required for the M.A. degree. At least two units should consist of graduate seminar or course work. At most two units may be taken in the form of supervised independent work, and at most two units may be taken in upper-level undergraduate courses with supplementary work for graduate credit. At least two-thirds of the required units must be taken at Bryn Mawr College. At most one-third may be taken elsewhere under the auspices of Bryn Mawr College, through an approved Reciprocal Plan or similar approved arrangement. Lower-level courses may not be taken for graduate credit. No credit is given for continuing enrollment (CE).

Students are also required to complete the languages and special skills requirements set by their home department, a thesis or one or more qualifying papers, and a final examination.

Candidates for the M.A. must present a thesis or one or more qualifying papers in a special field that is approved by at least two faculty members, at least one of whom is in the student's program.

After completing all other requirements, M.A. candidates must pass a final written and/or oral examination testing their ability to place the special field

of their thesis or paper(s) in a more general context. The examination shall be judged by faculty designated by the department, including, at a minimum, the two faculty members who were designated to read the candidate's paper(s).

Requirements for the M.A. degree are normally completed within two and three years of a student's initial enrollment. The work for the degree may be spread over several academic years which need not be in succession, but must be completed within a period of five years (60 months).

### **M.A. CHECKLIST**

1. 6 units of graduate credit
2. At least two graduate seminars or courses
3. No more than two undergraduate courses (taken for graduate credit)
4. No more than two courses taken at U Penn or elsewhere
5. Skills requirement(s) as required by the program
6. M.A. candidacy application approved by the Director of Graduate Studies and Dean
7. Thesis or one or more qualifying papers in special field, submitted and approved by two faculty members
8. Final examinations taken and passed

### **PH.D. DEGREE**

A minimum of three full years of graduate work or their equivalent as required for the completion of the M. A. degree is required for the Ph.D. degree. All requirements for the Ph.D. Degree must be completed within twelve years of admission into a graduate program of GSAS. Parental leave and leaves granted by the Dean for medical or other reasons do not count towards the twelve-year maximum. A request for an extension beyond the twelve-year limit may be made by the Dissertation Director to the Dean of Graduate Studies.

All students must complete at least twelve units of work, including the six required for the M.A. Up to four of the twelve units may be taken at the University of Pennsylvania or another institution with which Bryn Mawr has a reciprocal arrangement. Exceptions to the unit requirement must be recommended by the student's department and approved by the Graduate Council. All students must fulfill any foreign language and other skills requirements established by their program before applying and being accepted to Ph.D. candidacy before they can take the Preliminary Examinations.

A student's Ph.D. Supervising Committee is constituted when the application for Ph.D. candidacy is made. The Supervising Committee conducts the Preliminary Examinations, approves the dissertation, and conducts the Final Oral Examination (defense of dissertation).

The Preliminary Examinations test the student's command of several fields or areas of their discipline, and the student's power of organization and ability to apply knowledge to new problems. They are both written and oral, and must be completed within a single period of four or five weeks (exceptions to this format are described in the Academic Rules, page 15). Students must pass their Preliminary Examinations before the dissertation can be accepted.

The Final Oral Examination (on the dissertation) should take place no later than 60 months (five years) after the first Preliminary Examination. If that limit is passed, the student is required to be retested in writing on one part of the Preliminary Examinations at the time of the Final Examination.

The dissertation must present the results of independent study or research; it must contain original findings or interpretations; and it must be judged suitable for publication in some form. The Supervising Committee judges the dissertation as provisionally satisfactory before proceeding to the Final Oral Examination. If a member of the Supervising Committee finds the dissertation unsatisfactory, the Committee must meet and the Final Oral Examination may be postponed.

The Final Oral Examination covers the general field(s) of the dissertation. At the end of the Final Examination, the Supervising Committee shall take two votes, one on the dissertation and one on the general quality of the examination. The vote on the dissertation shall be "Satisfactory"; "Satisfactory with minor revisions"; or "Unsatisfactory." The vote on the Final Examination is either "Satisfactory" or "Unsatisfactory." The vote shall be recorded on the student's Ph.D. application form and signed by the members of the Supervising Committee. In the case of a dissertation judged "Unsatisfactory" in its present form, the Supervising Committee shall inform the candidate in writing of the revisions necessary for reconsideration.

After a dissertation has been accepted, or accepted subject to the changes and revisions voted by the Supervising Committee, a perfect copy of the dissertation containing the required changes and revisions constitutes the Dissertation Final Version. The Final Version of the dissertation should be free of mechanical errors and should incorporate all suggestions for revision made by the Supervising Committee and suggestions by the LITS staff who oversees the dissertation format at or before the Final Examination. It must be approved by the Dissertation Director, evidenced by a signed "Certification of Final Version of Dissertation" form. The student must also sign this form. The Final Version must be deposited with the GSAS no later than four days before Commencement or by December 15 if the degree is to be conferred on December 31. No degree will be granted until the dissertation has been revised to conform to all the recommendations of the Supervising Committee and a perfect copy has been deposited. Guidelines for dissertation preparation and submission are posted on the GSAS website: <https://www.brynmawr.edu/gsas/academics/completing-your->

degree/phd-degree-requirements/dissertation-format-guidelines

At the time of the final deposit of the perfect copy of the dissertation to GSAS, prior to the conferral of the degree, the student creates an online account with ProQuest/ETD Administrator, uploads the dissertation and pays for the publication of the dissertation electronically through the ProQuest/ETD site. The dissertation is immediately released for publishing unless the student chooses an embargo option.

### **PH.D. CHECKLIST**

1. 12 units of credit
2. No more than four courses taken at U Penn or elsewhere
3. Skills requirement(s) as required by the program and completed before Preliminary Examinations
4. Ph.D. candidacy applications are accepted twice a year after completing sufficient course work and skills requirements. Candidacy applications must be approved before Preliminary Examinations are taken (see academic calendar)
5. Preliminary Examinations taken and passed before acceptance of dissertation
6. Dissertation submitted to the GSAS for dissemination to the Supervising Committee
7. Final Oral Examination
8. Final Version of accepted dissertation submitted to the GSAS
9. Completion of all items on the Ph.D. Completion Checklist

### **ACADEMIC DEADLINES**

The GSAS publishes an Academic Calendar that specifies important dates and deadlines for students and graduate advisors. It is found on the first pages of this handbook and can be found online at: <http://www.brynmawr.edu/gsas/about-school/graduate-school-arts-sciences-calendar>

### **LANGUAGE EXAMINATIONS**

Foreign language competency is tested by written translation of passages selected by one or more faculty members in the student's department.

Departments vary in which (if any) languages they require and in how and when they administer the translation exams. Students should consult their program Director of Graduate Studies as soon as possible to learn the requirements and schedule.

Departments should specify which translation tools students are permitted to use (i.e., bound dictionaries, online dictionaries, no tools at all), and these specifications should be uniform for all examinations within that department.

Students must be explicitly informed of these specifications in advance of any examination.

Translation examinations are read by two faculty members in the student's department or a related discipline. If these two faculty members find the examination unsatisfactory, the program Director of Graduate Studies should return the examination to the student and offer to explain why they failed. If they find the examination satisfactory, the student and the GSAS office should be notified. The GSAS office will enter the completed language exam as a milestone on the student's transcript. If the exam is marginal or the two faculty readers disagree on whether the exam is satisfactory, or if they would like to utilize the expertise of a faculty member in that particular language, the exam should be submitted to the GSAS office for distribution to a third reader in the appropriate language department. Language faculty read these examinations twice each year, once in the fall and once in the spring semester.

Although translation examinations will be read by language faculty only twice a year, they may be given more often if the department so desires. There is no penalty for failing a language examination, and no limit to the number of times a student may take an examination before passing. However, failure to pass a required language examination in a timely fashion may constitute unsatisfactory progress toward the degree and lead to withdrawal from the program.

## **M.A. AND PH.D. CANDIDACY**

M.A. and Ph.D. candidacy forms are completed online. The GSAS Office will send an inquiry to students regarding their academic plans for the upcoming academic year. If you plan to apply for M.A. or Ph.D. candidacy, please indicate your plan on the appropriate form. All parts of the candidacy form must be completed and all required signatures must be present before the application will be accepted for review.

All students must make a formal application to become a candidate for the M.A. degree. The application and the program of work approved by the Director of Graduate Studies in the candidate's home department and the faculty member(s) who supervise the M.A. work or the qualifying paper(s) must be submitted to the GSAS by the deadline published on the website. The student shall be notified in writing of the Dean of Graduate Studies' decision concerning the application.

Students planning to take Preliminary examinations should apply the semester before the Prelims, so as to allow the GSAS office enough time to secure a chair for the Ph.D. supervising committee. See the GSAS Academic Calendar for deadlines.



Students may apply for Ph.D. candidacy as soon as they (1) have completed sufficient course work (as determined by the program Director of Graduate Studies); (2) have an approved dissertation topic; (3) have identified a faculty member who will act as dissertation director; (4) have defined the fields of their Ph.D. Preliminary Examinations, in consultation with the dissertation director, the departmental Director of Graduate Studies, and the appropriate examiners. An outside chair for the Ph.D. supervising committee will be assigned by the Dean prior to scheduling the Preliminary Examinations.

In some programs, successful completion of the M.A. degree is required prior to applying for Ph.D. candidacy. If a student has completed a M.A. degree at another institution, the department may elect to waive the M.A. requirement.

To apply for candidacy, students must submit the appropriate Ph.D. candidacy form. The faculty members of the Ph.D. Supervising Committee as well as the areas of examination are specified on the Ph.D. Candidacy Application form. The form must be approved by either the faculty member who will be the Dissertation Director, if named, or by the Director of Graduate Studies in the program.

Once accepted as candidates for the Ph.D. degree, students must maintain continuous registration until the completion of all requirements for the degree, unless granted a leave of absence. Students who let their enrollment lapse will be withdrawn from their program.

## **PH.D. SUPERVISING COMMITTEE**

The Ph.D. Supervising Committee is constituted at the time of application for Ph.D. candidacy, (except for the chair and faculty members from other institutions.) The Supervising Committee must have at least five faculty members, including the dissertation director, three other Bryn Mawr faculty members, at least two of whom must be in the student's department or program, and the chair, who must be from a department or program other than the one in which the student is enrolled. Except for the chair, the Supervising Committee members are recommended by the dissertation director, and/or the program Director of Graduate Studies. Faculty members from other institutions may serve on Supervising Committees, but must be invited to do so by the Dean. The dissertation director must contact the Dean to discuss the possibility of adding a faculty member from another institution prior to extending an invitation to the non-Bryn Mawr faculty member. The chair of the Supervising Committee is appointed by the Dean.

In order to allow time for the selection of a chair, students must apply for Ph.D. candidacy well in advance of the dates when they wish to take the Preliminary Examinations.

The role of the chair of the Ph.D. Supervising Committee is to be an impartial moderator at oral examinations, to insure that examinations are civil and fair, to insure that all requirements are observed and that documentation of examinations is accurate and complete. The student may appeal to the chair in the event of irreconcilable differences with the dissertation director. The chair convenes the Supervising Committee before the oral Ph.D. Preliminary Examination or the oral Final Examination if one or more committee members are dissatisfied with the student's performance.

## **PH.D. PRELIMINARY EXAMINATIONS**

The purpose of the Ph.D. Preliminary Examinations is twofold: (1) to test the Ph.D. student's knowledge and mastery of subjects specified on the Ph.D. candidacy form, as exemplified by the candidate's command of several fields or areas, and (2) to examine the candidate's power of organization and ability to apply knowledge to new problems such as required to complete a satisfactory dissertation. Before taking the Preliminary Examinations, students must have completed such course work, language requirements, and special skills as deemed necessary by their department or program, and have completed a formal application for Ph.D. candidacy. The Preliminary Examinations must be completed before the dissertation is accepted.

Preliminary Examinations should be completed within a period of four weeks. When an oral examination is included, the period of examination may be extended to five weeks. No Preliminary Examinations are to be scheduled during the thirty days immediately preceding Commencement. Exceptions may be granted by the Dean of Graduate Studies, upon request of the Director of Graduate Studies or Dissertation Director in consultation with chair of the Supervising Committee.

The fields covered by the examinations will be established by the Director of Graduate Studies or Dissertation Director (if already named) in consultation with the members of the Supervising Committee. A list of the Ph.D. student's fields and the schedule of examinations approved by the Supervising Committee shall be filed by the Ph.D. student in advance in the GSAS Office. The Preliminary Examinations may include twelve to twenty hours of written examinations. Except for experimental or open book examinations, no one exam shall exceed four hours in length. An oral examination of one to two hours may be added at the option of the department.

Exceptions to the following preliminary exam procedures have been approved:

**Chemistry:** The Preliminary Examinations consist of one written examination focusing on an original research proposal on a topic outside their dissertation research, accompanied by a public presentation and oral defense. A period of longer than five weeks is permitted because of the special form of these examinations.

**Mathematics:** A Ph.D. student in Mathematics may enter the Preliminary Examinations after demonstrating PROFICIENCY in three general principal areas of mathematics, which will typically have been shown through the student's regular graduate course work and through additional required work, if needed. In the Preliminary Examinations themselves, the Ph.D. student demonstrates ADVANCED PROFICIENCY in one or two topics as formulated by the student and their potential advisor and approved by the Department. The Preliminary Examinations consist of the following components: (1) the student will deliver a short course of 3-4 lectures (addressed to graduate students and faculty in mathematics); (2) for a written examination, the student will submit a written component (comprised of lecture notes and substantial responses to a set of prompts, which may be worked on, untimed, at any time over the first four weeks of the examination period); and (3) for an oral examination, the student will participate in a conversation with the Supervising Committee (for the committee to gain further clarification on prompts and responses and for the candidate to share additional knowledge).

**Physics:** The Preliminary Examinations consist of four four-hour examinations demonstrating proficiency in core areas of physics, and a one-hour oral examination on the proposed dissertation research. A period of longer than five weeks is permitted because of the special form of these examinations.

The result of the examinations is to be recorded in the following terms: "Satisfactory"; "Partially Satisfactory" — to be used when some portion of the examination is unsatisfactory; or "Unsatisfactory." The vote of the Supervising Committee shall be recorded on the candidate's Ph.D. application form and signed by the members of the committee. The committee shall state explicitly on the form when the Ph.D. student is to make up any deficiencies and whether by written examination or in some other manner approved by the committee, as appropriate to the seriousness of the deficiency. All deficiencies must be made up before the Ph.D. student may submit the dissertation as a Ph.D. candidate. If the result is "Unsatisfactory," the Ph.D. student may be refused permission

to continue work for the Ph.D. degree and excluded from the program, or may be asked to retake the Preliminary Examinations. No Ph.D. student may be permitted to retake the Preliminary Examinations more than once. Preliminary Examinations must be passed satisfactorily within one year of the first written examination. In such unusual circumstances as serious illness, exceptions to this rule may be granted by the Dean of Graduate Studies. If after this time, a student has remaining unsatisfactory performances in any area of the preliminary examinations, he/she may not proceed to complete the degree.

If there is a difference in opinion in the Supervising Committee, the majority vote shall be decisive. The vote of the dissenting members shall be recorded on the Ph.D. student's Ph.D. application form, and they may file a minority report.

After the Supervising Committee has voted, at the conclusion of the oral examination, the chair should inform the Ph.D. student of the decision. When the Preliminary Examinations do not conclude with an oral, the vote on the completed Preliminary Examinations shall be determined expeditiously, at a meeting of the full Supervising Committee. In either case, the chair of the Supervising Committee shall return the Ph.D. application form including the signatures of the members of the Supervising Committee to the GSAS Office. The Dean of Graduate Studies shall send a written statement of the decisions of the Supervising Committee to the Ph.D. student.

## **DISSERTATION**

The dissertation is the Ph.D. candidate's written document that presents the results of the candidate's independent research in the field of the major subject. It must contain original material, results, or interpretations, and be adjudged suitable for publication. The dissertation must include an abstract of no more than 350 words and be accompanied by a vita. The dissertation shall conform to the "GSAS dissertation format guidelines" available on the GSAS website.

After the Dissertation Director approves the submission of the dissertation to the Ph.D. Supervising Committee and by the dissertation submission deadline, the Ph.D. candidate should submit their dissertation and a separate vita to the GSAS office by completing the online Pre-defense Dissertation Submission Form that requires downloadable links on the College's official file sharing system for the PDF files of the dissertation and vita. The Ph.D. candidate should provide a paper copy of the dissertation and vita for any member of the Supervising Committee who prefers a physical copy. The GSAS office will distribute the submitted dissertation to all members of the Ph.D. Supervising Committee and the LITS staff member, who oversees dissertation formatting, for preliminary format review.

By the day of dissertation submission, the Dissertation Director should email the other members of the Ph.D. Supervising Committee and the GSAS office a PDF file of a confidential recommendation letter addressed to the Ph.D. committee members. This letter should include brief critical comments and recommendation for dissertation acceptance.

In graduate programs within the Graduate Group in Archaeology, Classics and History of Art (GGACHA), the pre-defense dissertation shall be submitted at least six weeks before the proposed defense date and no later than 45 days prior to the end of classes of the semester in which the candidate expects to complete the work for the degree. In graduate programs within the Graduate Group in Science and Mathematics (GGSM), the pre-defense dissertation shall be submitted at least three weeks before the proposed defense date and no later than 25 days prior to the end of the semester no later than 25 days prior to the end of classes of the semester in which the candidate expects to complete the work for the degree.

By GSAS Academic Rule, no member of the faculty shall be obligated to read, or advise in connection with, a dissertation at any time except during the academic year.

## **FINAL EXAMINATION**

The Final Examination is an oral exam devoted to the dissertation and the general fields covered by the dissertation. It shall be conducted by the Supervising Committee and shall be not less than one hour in length, nor more than three. The Final Examination shall be open to any member of the faculty who wishes to attend.

If any part of the Preliminary Examinations has been taken more than five years (60 months) before the Final Examination, the Final Examination must be both written and oral and must cover one of the general fields or areas offered for the Preliminary Examinations. In this case, the Supervising Committee shall read the written examinations promptly. A waiver of this requirement, the “60-month rule”, may be requested by the dissertation director from the Dean of Graduate Studies when there is sufficient evidence of continued engagement in the candidate’s field, such as by publishing scholarly works or employment in the field.

Final Examinations may not be set later than the fourteenth day before Commencement or no later than the Friday before the last week of classes in semester I, if a December degree is to be conferred.

At the end of the Final Examination, the Supervising Committee shall take two votes, one on the dissertation and one on the general quality of the examination. The vote on the dissertation shall be “Satisfactory”; “Satisfactory with minor revisions”; or “Unsatisfactory.” The vote shall be recorded on the student’s Ph.D. application form and signed by the members of the Supervising Committee. In the case of a dissertation judged “Unsatisfactory” in its present form, the Supervising Committee shall inform the candidate in writing of the revisions necessary for a reconsideration.

If, after full discussion, more than one member of the Supervising Committee dissents from the opinion of the majority, the question shall be referred to the Graduate Council. There shall be a report from the Supervising Committee to the Dean of Graduate Studies, who shall bring it to the Graduate Council. Another member of the faculty or, by arrangement with the Dean of Graduate Studies, a scholar not connected with the College who is especially competent in the field may be called in.

The vote on the Final Examination is either “Satisfactory” or “Unsatisfactory.” If the examination is satisfactory, the candidate shall be informed of the result by the Supervising Committee. If the examination is unsatisfactory, the Dissertation Director shall inform the candidate. The vote shall be recorded on the candidate’s Ph.D. application form and signed by the members of the Supervising Committee. Notification of action on both the dissertation and Final Examination shall be sent to the candidate in writing by the Dean of Graduate Studies.

The chair of the Supervising Committee shall discuss with the candidate and the Dissertation Director at the Final Examination the proposed form of publication of the dissertation.

## **DEPOSIT AND PUBLICATION OF THE DISSERTATION**

After a dissertation has been accepted, or accepted subject to the changes and revisions voted by the Supervising Committee, a perfect copy of the dissertation containing the required changes and revisions constitutes the Dissertation Final Version. The Final Version of the dissertation should be free of mechanical errors and should incorporate all suggestions for revision made by the Supervising Committee and the LITS staff who oversees the dissertation format at or before the Final Examination. It must be approved by the Dissertation Director, evidenced by a signed “Certification of Final Version of Dissertation” form. The student must also sign this form. The Final Version must be deposited with the GSAS no later than four days before Commencement or by December 15 if the degree is to be conferred on December 31. No degree will be granted until the dissertation has been revised to conform to all the recommendations of the Supervising Committee and a perfect copy has been deposited. Guidelines for

dissertation preparation and submission are posted on the GSAS website: <https://www.brynmawr.edu/gsas/academics/completing-your-degree/phd-degree-requirements/dissertation-format-guidelines>

A digital copy of the final version of the dissertation must be uploaded to the Bryn Mawr College Open Access server. An embargo period of 2 years may be requested.

If the dissertation is published in another format (book or journal article), one copy of the publication must be submitted to the GSAS in order to fulfill the publishing requirement. All such publications must contain the statement that the work originated as a dissertation written for Bryn Mawr College.

### **A.B./M.A. COMBINED DEGREE**

Students in the combined A.B./M.A. program are considered undergraduates with respect to tuition, financial support, housing, organized student activities, the honor code, and primary advising until the end of four years of study. In the fifth and any subsequent years they are considered graduate students, subject to all GSAS regulations and required to pay GSAS tuition and fees. Students who complete the requirements for the A.B. at the end of Semester I of their senior year may still be regarded as undergraduates for the purposes of financial support, housing, etc. until the end of the following semester, that is, until the end of their senior year.

A.B./M.A. students may “double-count” 2 units of credit at the 300-level or higher toward both degrees. Otherwise, they must fulfill all of the M.A. requirements described above in section A. The four additional required units may be 300-level courses taken for graduate credit or graduate seminars taken at Bryn Mawr or, if the student is in the French program, at the Institut d’Études Françaises d’Avignon.

Courses taken at Bryn Mawr or elsewhere before the student is accepted as an A.B./M.A. candidate will not normally be counted toward the 6 units required for the M.A. A.B./M.A. candidates may petition the Dean, through the Director of Graduate Studies in the department of the M.A., to count up to two such courses as transfer credit. The Dean considers each such petition individually, and students should be aware that their petition might not be approved.

The work plan that is approved when students are admitted to the A.B./M.A. program is considered binding. Students who deviate from the work plan must inform the GSAS immediately and ascertain that the change of plan will provide the necessary credits toward the M.A.

Undergraduates are not normally permitted to take more than two units of graduate work during the junior year, or to take more than four courses per semester when one of them is a graduate course. Exceptions to these policies must be approved by the student's major department and by the Undergraduate Dean.

A.B./M.A. candidates should register for both undergraduate and graduate courses through BIONIC. Graduate courses are graded "S" and "U" and by written evaluation by the instructor. Copies of all evaluations of graduate course work and independent study counted toward the M.A. are kept in the student's file in the GSAS office. No graduate credit can be given for courses for which such a written evaluation has not been submitted.



## DEPARTMENTS AND DEGREE PROGRAMS

### CHEMISTRY

#### FACULTY AND STAFF

Sharon Burgmayer, *W. Alton Jones Professor*  
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Michelle M. Francl, *Frank B. Mallory Professor*  
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Electrochemistry, photochemistry, inorganic chemistry  
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Biological chemistry, structural biology  
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William Malachowski, *Barbara Ramsey 1965 and Robert Ramsay Professor*  
Synthetic, organic, and medicinal chemistry  
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Organic and Organometallic Methodology  
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Kimberly O'Connell, *Financial Administrative Assistant*,  
Biology, Chemistry, and Geology  
Park 291; (610)526-7374; koconnel@brynmawr.edu

### DEGREE REQUIREMENTS

#### FOR THE M.A.:

- At least six units of work
- At least four units must be graduate courses or seminars
- A maximum of two units may be units of supervised work (USWs)
- Up to two units may be 300-level undergraduate courses with

supplemental work for graduate level credit. Approval of the instructor and the program Director of Graduate Studies is required

- Satisfactory performance on the 2nd year proficiency exam

#### **APPLICATION TO M.A. CANDIDACY:**

Typically, students apply for M.A. candidacy at the same time that they register for the fourth semester, in order to obtain the M.A. degree at the end of their fourth semester. This is done in consultation with the program Director of Graduate Studies.

#### **QUALIFYING PAPERS OR M.A. THESIS:**

Must be read and approved by at least two faculty members of the student's program, or by one faculty member of the student's program and by one faculty member of an allied program or department.

#### **ORAL DEFENSE OF THE MA THESIS:**

Must be taken after all course work, the thesis, and any skill requirements have been completed.

- Tests the ability to place the special field of the thesis in a more general background and may be written (4-6 hours) or oral (at least one hour), or both
- Typically scheduled the first week of May for a May degree or the first week of December for the December degree

#### **TIME TO DEGREE:**

Typically, the M.A. is obtained within 24 months of the student's enrollment in the GSAS. The GSAS Academic Rules specify that the maximum amount of time allowed to obtain the M.A. degree is 60 months.

#### **FOR THE PH.D.:**

Units of Work:

- At least twelve units of work. The required twelve includes six from the MA degree
- A maximum of four units may be taken at the University of Pennsylvania under the reciprocal program

#### **APPLICATION TO PH.D. CANDIDACY:**

The application is required in order to take the Preliminary Exams.

- The application to Ph.D. candidacy can be made as soon as sufficient coursework (as determined by the program Director of Graduate Studies or Chair) has been completed
- Requires a dissertation director
- The program appoints a Ph.D. Supervising Committee, comprising the dissertation director and three other faculty members

- The Dean of Graduate Studies appoints the Supervising Committee Chair (a faculty member from outside the student's home program)
- Preliminary Examinations:
  - Must be taken before the dissertation is submitted
  - Can be taken as soon as the program skills requirements have been fulfilled
- The Preliminary Examinations consist of one written examination focusing on an original research proposal on a topic outside their dissertation research, accompanied by a public presentation and oral defense
- A period of longer than five weeks is permitted because of the special form of these examinations

#### **DISSERTATION:**

- The pre-defense dissertation shall be submitted at least three weeks before the proposed defense date and no later than 25 days prior to the end of the semester no later than 25 days prior to the end of classes of the semester in which the candidate expects to complete the work for the degree
- Dissertation Format and Guidelines can be found here: <https://www.brynmawr.edu/gsas/academics/completing-your-degree/phd-degree-requirements/dissertation-format-guidelines>
- Must be accompanied by a letter from the dissertation director, recommending the dissertation to the Ph.D. Supervising Committee
- Must include an abstract
- Must include a vita page

#### **ORAL DEFENSE OF THE PH.D. DISSERTATION:**

- This examination consists of a public presentation and oral defense
- If more than 60 months have elapsed since the candidate's first Preliminary Examination, the final exam must include written and oral re-testing on one of the Preliminary exam fields
- See Guidelines for Outside Chair and Committee Members and the Ph.D. Completion Checklist, here: <https://www.brynmawr.edu/gsas/about-school/policies-forms>

## **MATHEMATICS**

### **FACULTY AND STAFF**

**Leslie Cheng**, *Professor*

Fourier analysis, oscillatory integrals, singular integrals, Hardy spaces  
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**Victor Donnay**, *Professor on the William R. Kenan Jr. and Chair*

Dynamical systems, ergodic theory, differential geometry  
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**Erica Graham**, *Associate Professor*

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**Selvi Kara**, *Assistant Professor*

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**Peter G. Kasius**, *Senior Lecturer*

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**Paul Melvin**, *Professor*

Geometric topology, low-dimensional manifolds, quantum topology  
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**Djordje Milićević**, *Associate Professor and Director of Graduate Studies*

Global Analysis, Automorphic Forms, Analytic Number  
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**Lisa Traynor**, *Professor and Class of 1897 Professor of Science*

Symplectic and contact geometry, differential topology  
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## **DEGREE REQUIREMENTS**

Although it is not required, we recommend that most students first complete an M.A. degree, before continuing on to the Ph.D.

### **FOR THE M.A.:**

- At least six units of work
- At least two units must be graduate courses or seminars
- A maximum of two units may be units of supervised work (USWs)
- Up to two units may be 300-level undergraduate courses with supplemental work for graduate level credit. Approval of the instructor and the program Director of Graduate Studies is required

### **APPLICATION TO M.A. CANDIDACY:**

Typically, students apply for M.A. candidacy at the same time that they register for the fourth semester, in order to obtain the M.A. degree at the end of their fourth semester. This is done in consultation with the program Director of Graduate Studies.

### **QUALIFYING PAPERS OR M.A. THESIS:**

Must be read and approved by at least two faculty members of the student's program, or by one faculty member of the student's program and by one faculty member of an allied program or department.

### **FINAL EXAMINATION:**

Must be taken after all course work, the thesis, and any skill requirements have been completed.

- Oral examination in the area of the thesis
- Typically scheduled the first week of May for a May degree or the first week of December for the December degree

### **TIME TO DEGREE:**

Typically, the M.A. is obtained within 24 months of the student's enrollment in the GSAS. The GSAS Academic Rules specify that the maximum amount of time allowed to obtain the M.A. degree is 60 months.

### **FOR THE PH.D.:**

Units of Work:

- At least twelve units of work. The required twelve includes six from the MA degree
- A maximum of four units may be taken at the University of Pennsylvania under the reciprocal program

**APPLICATION TO PH.D. CANDIDACY:**

- The application is required in order to take the Preliminary Exams
- The application to Ph.D. candidacy can be made as soon as sufficient coursework (as determined by the program Director of Graduate Studies or Chair) has been completed
- Requires a dissertation director
- The program appoints a Ph.D. Supervising Committee, comprising the dissertation director and three other faculty members
- The Dean of Graduate Studies appoints the Supervising Committee Chair (a faculty member from outside the student's home program) and is subject to the approval of the Graduate Council

**PRELIMINARY EXAMINATIONS:**

- Must be taken before the dissertation is submitted
- Can be taken as soon as the program skills requirements have been fulfilled
- The Preliminary Examinations consist of the following components:
  - (1) the student will deliver a short course of 3-4 lectures (addressed to graduate students and faculty in mathematics)
  - (2) for a written examination, the student will submit a written component (comprised of lecture notes and substantial responses to a set of prompts, which may be worked on, untimed, at any time over the first four weeks of the examination period)
  - (3) for an oral examination, the student will participate in a conversation with the Supervising Committee (for the committee to gain further clarification on prompts and responses and for the candidate to share additional knowledge).

**DISSERTATION:**

- The pre-defense dissertation shall be submitted at least three weeks before the proposed defense date and no later than 25 days prior to the end of the semester no later than 25 days prior to the end of classes of the semester in which the candidate expects to complete the work for the degree
- Dissertation Format and Guidelines can be found here:  
<https://www.brynmawr.edu/gsas/academics/completing-your-degree/phd-degree-requirements/dissertation-format-guidelines>
- Must be accompanied by a letter from the dissertation director, recommending the dissertation to the Ph.D. Supervising Committee
- Must include an abstract
- Must include a vita page

**FINAL EXAMINATION:**

- Is an oral examination on the dissertation
- If more than 60 months have elapsed since the candidate's first Preliminary Examination, the final exam must include written and oral re-testing on one of the Preliminary exam fields
- See Guidelines for Outside Chair and Committee Members and PhD Completion Checklist, here:  
<https://www.brynmawr.edu/gsas/about-school/policies-forms>

## **PHYSICS**

### **FACULTY AND STAFF**

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Plasma physics, laboratory astrophysics, fusion, turbulence  
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Theoretical physics: focus on string theory, applications to quantum field theory  
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### **DEGREE REQUIREMENTS**

Although it is not required, many students first complete an M.A. degree, before continuing on to the Ph.D.

#### **FOR THE M.A.:**

- At least six units of work
- At least two units must be graduate courses or seminars
- A maximum of two units may be units of supervised work (USWs)
- Up to two units may be 300-level undergraduate courses with supplemental work for graduate level credit. Approval of the instructor and the program Director of Graduate Studies is required
- Mandatory attendance at colloquia and journal clubs



**APPLICATION TO M.A. CANDIDACY:**

Typically, students apply for M.A. candidacy at the same time that they register for the fourth semester, in order to obtain the M.A. degree at the end of their fourth semester. This is done in consultation with the program Director of Graduate Studies.

**QUALIFYING PAPERS OR M.A. THESIS:**

Must be read and approved by at least two faculty members of the student's program, or by one faculty member of the student's program and by one faculty member of an allied program or department.

**FINAL EXAMINATION:**

- Must be taken after all course work, the thesis, and any skill requirements have been completed.
- Oral examination in the area of the thesis
- Typically scheduled the first week of May for a May degree or the first week of December for the December degree

**TIME TO DEGREE:**

Typically, the M.A. is obtained within 24 months of the student's enrollment in the GSAS. The GSAS Academic Rules specify that the maximum amount of time allowed to obtain the M.A. degree is 60 months.

**FOR THE PH.D.:**

Units of Work:

- At least twelve units of work. The required twelve includes six from the MA degree
- A maximum of four units may be taken at the University of Pennsylvania under the reciprocal program

**APPLICATION TO PH.D. CANDIDACY:**

- The application is required in order to take the Preliminary Exams
- The application to Ph.D. candidacy can be made as soon as sufficient coursework (as determined by the program Director of Graduate Studies or Chair) has been completed Requires a dissertation director
- The program appoints a Ph.D. Supervising Committee, comprising the dissertation director and three other faculty members
- The Dean of Graduate Studies appoints the Supervising Committee Chair (a faculty member from outside the student's home program) and is subject to the approval of the Graduate Council

**PRELIMINARY EXAMINATIONS:**

- Must be taken before the dissertation is submitted
- Can be taken as soon as the program skills requirements have been fulfilled
- Consist of four four-hour examinations demonstrating proficiency in core areas of physics, and a one-hour oral examination on the proposed dissertation research
- A period of longer than five weeks is permitted because of the special form of these examinations

**DISSERTATION:**

- The pre-defense dissertation shall be submitted at least three weeks before the proposed defense date and no later than 25 days prior to the end of the semester no later than 25 days prior to the end of classes of the semester in which the candidate expects to complete the work for the degree
- Dissertation Format and Guidelines can be found here:  
<https://www.brynmawr.edu/gsas/academics/completing-your-degree/phd-degree-requirements/dissertation-format-guidelines>
- Must be accompanied by a letter from the dissertation director, recommending the dissertation to the Ph.D. Supervising Committee
- Must include an abstract
- Must include a vita page

**FINAL EXAMINATION:**

- Is an oral examination on the dissertation
- If more than 60 months have elapsed since the candidate's first Preliminary Examination, the final exam must include written and oral re-testing on one of the Preliminary exam fields
- See Guidelines for Outside Chair and Committee Members and Ph.D. Completion Checklist, here:  
<https://www.brynmawr.edu/gsas/about-school/policies-forms>

## **CLASSICAL AND NEAR EASTERN ARCHAEOLOGY**

### **FACULTY AND STAFF**

*Jennie Bradbury, Assistant Professor and Director of Graduate Studies*  
Social complexity in the ancient Near East; the role of 'non-optimal' zones; burial traditions and mortuary practices; landscape archaeology, GIS and archaeological survey techniques; and cultural heritage  
Old Library 214 (610)526-5659; jbradbury@brynmawr.edu

*Astrid Lindenlauf, Associate Professor and Chair, Director of the Graduate Group of Archaeology, Classics, and History of Art*  
Greek art and archaeology; fortifications and warfare; urbanism; disposal and recycling practices  
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*Rocco Palermo, Assistant Professor*  
South-West Asia from Iron Age to Roman Period; Ancient Empires; Landscape Archaeology; Digital Archaeology; GIS  
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*Evrydiki Tasopoulou, Visiting Assistant Professor*  
Classical art and archaeology, representations of animals in ancient Greek art, interconnections between ancient Greece, Egypt, and the Near East.  
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*Wu, Xin, Assistant Professor*  
Achaemenid Empire; Central Asian Art and Archaeology; Cultural interactions between the East and West  
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### **DEGREE REQUIREMENTS**

#### **FOR THE M.A.:**

- At least six units of work
- At least two units must be graduate courses or seminars
- A maximum of two units may be units of supervised work (USWs)
- Up to two units may be 300-level undergraduate courses with supplemental work for graduate level credit. Approval of the instructor and the program Director of Graduate Studies is required
- Reading proficiency in a modern language (typically German and French, tested by examination; must pass one modern language exam prior to the completion of their master's level work)

**APPLICATION TO M.A. CANDIDACY:**

Typically, students apply for M.A. candidacy at the same time that they register for the fourth semester, in order to obtain the M.A. degree at the end of their fourth semester. This is done in consultation with the program Director of Graduate Studies.

**QUALIFYING PAPERS OR M.A. THESIS:**

Must be read and approved by at least two faculty members of the student's program, or by one faculty member of the student's program and by one faculty member of an allied program or department.

**FINAL EXAMINATION:**

- Must be taken after all course work, the thesis, and any skill requirements have been completed
- Oral examination(s) in the area of the thesis/qualifying papers
- Typically scheduled the first week of May for a May degree or the first week of December for the December degree

**TIME TO DEGREE:**

Typically, the M.A. is obtained within 24 months of the student's enrollment in the GSAS. Faculty Rules specify that the maximum amount of time allowed to obtain the M.A. degree is 60 months. It is strongly encouraged that students enrolled in the Ph.D. program complete their second required language exam prior to completion of their M.A. In consultation with the Department, however, they may choose to take it whilst working on their preliminary exams (i.e., usually during their third year). Passing grades in both language exams are required by the time a student becomes a Ph.D. Candidate (i.e., successfully passes their preliminary exams). The language exams are normally taken in French and German, but other languages can be accepted with the approval of the Department.

**FOR THE PH.D.:**

Units of Work:

- At least twelve units of work. The required twelve includes six from the MA degree
- A maximum of four units may be taken at the University of Pennsylvania under the reciprocal program
- Successful completion of graduate-level coursework in one ancient language

### **APPLICATION TO PH.D. CANDIDACY:**

- The application is required in order to take the Preliminary Exams
- The application to Ph.D. candidacy can be made as soon as sufficient coursework (as determined by the program Director of Graduate Studies or Chair) has been completed
- Requires a dissertation director
- The program appoints a Ph.D. Supervising Committee, comprising the dissertation director and three other faculty members
- The Dean of Graduate Studies appoints the Supervising Committee Chair (a faculty member from outside the student's home program) and is subject to the approval of the Graduate Council

### **PRELIMINARY EXAMINATIONS:**

- Must be taken before the dissertation is submitted
- Can be taken as soon as the program skills requirements have been fulfilled
- The Preliminary Examinations consist of four, four-hour written exams and one oral examination
- The exams must be completed within a period of five weeks
- See Preliminary Exam Guidelines

### **DISSERTATION:**

- The pre-defense dissertation shall be submitted at least six weeks before the proposed defense date and no later than 45 days prior to the end of classes of the semester in which the candidate expects to complete the work for the degree
- Dissertation Format and Guidelines can be found here: <https://www.brynmawr.edu/gsas/academics/completing-your-degree/phd-degree-requirements/dissertation-format-guidelines>
- Must be accompanied by a letter from the dissertation director, recommending the dissertation to the Ph.D. Supervising Committee
- Must include an abstract
- Must include a vita page

### **FINAL EXAMINATION:**

- Is an oral examination on the dissertation
- If more than 60 months have elapsed since the candidate's first Preliminary Examination, the final exam must include written and oral re-testing on one of the Preliminary exam fields
- See Guidelines for Outside Chair and Committee Members and Ph.D. Completion Checklist, here: <https://www.brynmawr.edu/gsas/about-school/policies-forms>

## **GREEK, LATIN, AND CLASSICAL STUDIES**

### **FACULTY AND STAFF**

Catherine Conybeare, *Leslie Clark Professor, Chair, and Director of Graduate Studies*

Latin, and the different ways we read it.

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Radcliffe G. Edmonds III, *Paul Shorey Professor of Greek*

Greek social and intellectual history, with focus on mythology, religion, magic, and Platonic philosophy

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Asya Sigelman, *Associate Professor*

Homeric epic, Archaic Greek lyric, Athenian tragedy, the biography genre, Greek and Roman novel

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Oliva Cardona, *Program Assistant*

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### **DEGREE REQUIREMENTS**

#### **FOR THE M.A.:**

- At least six units of work
- At least two units must be graduate courses or seminars
- A maximum of two units may be units of supervised work (USWs)
- Up to two units may be 300-level undergraduate courses with supplemental work for graduate level credit. Approval of the instructor and the program Director of Graduate Studies is required
- Reading proficiency in Greek or Latin; tested by examination
- Reading proficiency in a modern language (typically German, French or Italian); tested by examination

#### **APPLICATION TO M.A. CANDIDACY:**

Typically, students apply for M.A. candidacy at the same time that they register for the fourth semester, in order to obtain the M.A. degree at the end of their fourth semester. This is done in consultation with the program Director of Graduate Studies.

**QUALIFYING PAPER OR M.A. THESIS:**

Must be read and approved by at least two faculty members of the student's program, or by one faculty member of the student's program and by one faculty member of an allied program or department.

**FINAL EXAMINATION:**

- Must be taken after all course work, the thesis, and any skill requirements have been completed.
- Oral examination in the area of the thesis
- Typically scheduled the first week of May for a May degree or the first week of December for the December degree

**TIME TO DEGREE:**

Typically, the M.A. is obtained within 24 months of the student's enrollment in the GSAS. The GSAS Academic Rules specify that the maximum amount of time allowed to obtain the M.A. degree is 60 months.

**FOR THE PH.D.:**

Units of Work:

- At least twelve units of work. The required twelve includes six from the MA degree and must include one GSem.
- A maximum of four units may be taken at the University of Pennsylvania under the reciprocal program
- Reading proficiency in Greek and Latin at the Ph.D. level; tested by examination
- Reading proficiency in German; tested by examination
- Reading proficiency in Italian or French; tested by examination

**APPLICATION TO PH.D. CANDIDACY:**

- The application is required in order to take the Preliminary Exams
- The application to Ph.D. candidacy can be made as soon as sufficient coursework (as determined by the program Graduate Advisor or Chair) has been completed
- Requires a dissertation director
- The program appoints a Ph.D. Supervising Committee, comprising the dissertation director and three other faculty members
- The Dean of Graduate Studies appoints the Supervising Committee Chair (a faculty member from outside the student's home program) and is subject to the approval of the Graduate Council

**PRELIMINARY EXAMINATIONS:**

- Must be taken before the dissertation is submitted
- Can be taken as soon as the program skills requirements have been fulfilled
- The Preliminary Examinations consist of four, four-hour written exams and one oral examination
- The exams must be completed within a period of five weeks
- See Preliminary Exam Guidelines

**DISSERTATION:**

- The pre-defense dissertation shall be submitted at least six weeks before the proposed defense date and no later than 45 days prior to the end of classes of the semester in which the candidate expects to complete the work for the degree
- Dissertation Format and Guidelines can be found here:  
<https://www.brynmawr.edu/gsas/academics/completing-your-degree/phd-degree-requirements/dissertation-format-guidelines>
- Must be accompanied by a letter from the dissertation director, recommending the dissertation to the Ph.D. Supervising Committee
- Must include an abstract
- Must include a vita page

**FINAL EXAMINATION:**

- Is an oral examination on the dissertation
- If more than 60 months have elapsed since the candidate's first Preliminary Examination, the final exam must include written and oral re-testing on one of the Preliminary exam fields
- See Guidelines for Outside Chair and Committee Members and Ph.D. Completion Checklist, here:  
<https://www.brynmawr.edu/gsas/about-school/policies-forms>



## **HISTORY OF ART**

### **FACULTY AND STAFF**

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Renaissance art and the history of the classical tradition  
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Sylvia Houghteling, *Associate Professor*

Global Baroque, South Asian Art and Material Culture  
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Homay King, *Professor on the Marie Neuberger Fund of the  
Study of the Arts and Chair*

Film, contemporary art, digital media, and theory  
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C.C. McKee, *Assistant Professor*

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Lisa Saltzman, *Professor on the Emily Rauh Pulitzer '55  
Professorship and Director of Graduate Studies*

Modern and contemporary art  
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Monique Renee Scott, *Associate Professor of History of Art and  
Director of Museum Studies*

Visual studies, race, museums, representations of Africa  
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Jie Shi, *Associate Professor and Co-Director of Undergraduate Studies*

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Old Library 235; (610)526-5334; mkellyo1@brynmawr.edu

## **DEGREE REQUIREMENTS**

### **FOR THE M.A.:**

- At least six units of work
- At least two units must be graduate courses or seminars
- A maximum of two units may be units of supervised work (USWs)

- Up to two units may be 300-level undergraduate courses with supplemental work for graduate level credit. Approval of the instructor and the program Graduate Advisor is required
- Reading proficiency in one modern language (typically German, French or Italian); tested by examination

#### **APPLICATION TO M.A. CANDIDACY:**

Typically, students apply for M.A. candidacy at the same time that they register for the fourth semester, in order to obtain the M.A. degree at the end of their fourth semester. This is done in consultation with the program Director of Graduate Studies.

#### **QUALIFYING PAPER OR M.A. THESIS:**

Must be read and approved by at least two faculty members of the student's program, or by one faculty member of the student's program and by one faculty member of an allied program or department.

#### **FINAL EXAMINATION:**

- Must be taken after all course work, the thesis, and any skill requirements have been completed
- Written examination to test the candidate's ability to place the thesis topic in a larger context
- Typically scheduled the first week of May for a May degree or the first week of December for the December degree

#### **TIME TO DEGREE:**

Typically, the M.A. is obtained within 24 months of the student's enrollment in the GSAS. The GSAS Academic Rules specify that the maximum amount of time allowed to obtain the M.A. degree is 60 months.

#### **FOR THE PH.D.:**

Units of Work:

- At least twelve units of work. The required twelve includes six from the MA degree and must include one GSem
- A maximum of four units may be taken at the University of Pennsylvania under the reciprocal program
- Candidates for the Ph.D. must demonstrate proficiency in two foreign languages

#### **APPLICATION TO PH.D. CANDIDACY:**

- The application is required in order to take the Preliminary Exams
- The application to Ph.D. candidacy can be made as soon as sufficient coursework (as determined by the program Director of Graduate Studies or Chair) has been completed

- Requires a dissertation director
- The program appoints a Ph.D. Supervising Committee, comprising the dissertation director and three other faculty members
- The Dean of Graduate Studies appoints the Supervising Committee Chair (a faculty member from outside the student's home program) and is subject to the approval of the Graduate Council

#### **PRELIMINARY EXAMINATIONS:**

- Must be taken before the dissertation is submitted
- Can be taken as soon as the program skills requirements have been fulfilled
- The Preliminary Examinations consist of four, four-hour written exams and one oral examination
- The exams must be completed within a period of five weeks
- See Preliminary Exam Guidelines for Students section

#### **DISSERTATION:**

- The pre-defense dissertation shall be submitted at least six weeks before the proposed defense date and no later than 45 days prior to the end of classes of the semester in which the candidate expects to complete the work for the degree.
- Dissertation Format and Guidelines can be found here:  
<https://www.brynmawr.edu/gsas/academics/completing-your-degree/phd-degree-requirements/dissertation-format-guidelines>
- Must be accompanied by a letter from the dissertation director, recommending the dissertation to the Ph.D. Supervising Committee
- Must include an abstract
- Must include a vita page

#### **FINAL EXAMINATION:**

- Is an oral examination on the dissertation
- If more than 60 months have elapsed since the candidate's first Preliminary Examination, the final exam must include written and oral re-testing on one of the Preliminary exam fields
- See Guidelines for Outside Chair and Committee Members and Ph.D. Completion Checklist, here:  
<https://www.brynmawr.edu/gsas/about-school/policies-forms>

## **FRENCH AND FRANCOPHONE STUDIES**

### **FACULTY AND STAFF**

Grace M. Armstrong, *Eunice M. Schenck 1907 Professor and  
Director of Graduate Studies*

Medieval French literature, feminist studies, narrative techniques  
Old Library 150; (610)526-5386; garmstro@brynmawr.edu

Rudy Le Menthéour, *Professor and Chair of French and Francophone Studies*

Director of the Institut d'Études françaises d'Avignon

French Enlightenment, history of medicine

Old Library 147; (610)526-5674; rlementheo@brynmawr.edu

Oliva Cardona, *Program Assistant*

Old Library 135; (610)526-5198; ocardona@brynmawr.edu

### **DEGREE REQUIREMENTS FOR THE A.B./M.A. PROGRAM**

This program is only open to undergraduate French majors at Bryn Mawr and Haverford Colleges. To be admitted to the program, the student must first be approved by the department; if so, then she makes formal application first to the Special Cases Committee of the Undergraduate College and, once accepted, to the Graduate School of Arts and Sciences. The student should apply during semester II of sophomore year or semester I of junior year to the Undergraduate College and, once accepted, to the Graduate School of Arts and Sciences.

Please refer to: <https://www.brynmawr.edu/french/bama-program>

### **FOR THE M.A.:**

- At least six units of work
- At least two units must be graduate courses or seminars
- A maximum of two units may be courses toward both the undergraduate major and the MA
- 2 units taken at the Institut d'Études Françaises d'Avignon
- Reading proficiency in one foreign language that coheres with the student's field of research.; tested by examination

**PAPER OR M.A. THESIS:**

Must be read and approved by at least two faculty members of the student's program, or by one faculty member of the student's program and by one faculty member of an allied program or department.

**FINAL EXAMINATION:**

- Must be taken after all course work, the thesis, and any skill requirements have been completed
- Oral examination in the area of the thesis
- Typically scheduled the first week of May for a May degree or the first week of December for the December degree

**TIME TO DEGREE:**

The A.B./M.A. can be completed in four or five years. The GSAS Academic Rules specify that the maximum amount of time allowed to obtain the M.A. degree is 60 months.

## **STUDENT RESOURCES**

### **ACCESS SERVICES**

Guild Hall, Room 103, (610) 526-7351, <https://www.brynmawr.edu/inside/offices-services/access-services>

Access Services works with students and visitors to campus who self-identify with a disability to ensure equal access to Bryn Mawr's programs, activities and services. The Access Services office, located in Guild Hall, provides support, and may arrange accommodations related to access for eligible students and visitors to campus. Individuals who think they may need accommodations because of the effects of a learning, physical, or psychological diagnosis and/or a chronic medical condition are encouraged to contact Access Services as early as possible to discuss their situation. For additional information, please visit the Access Services website.

### **HEALTH AND WELLNESS CENTER**

Student Life and Wellness Building, (610) 526-7360, [www.brynmawr.edu/healthcenter](http://www.brynmawr.edu/healthcenter)

Open by appointment only 9 a.m. to 5 p.m. Monday–Friday and 9 a.m. to 2 p.m. on Saturday during the academic year when classes are in session. Call 610-526-7360 for an appointment. When the Health Center is closed, contact Campus Safety for emergencies at 610-526-7911.

The Health and Wellness Center provides a full array of primary care services as well as psychological counseling for students. The confidentiality of the health care provider/ student relationship is respected at all times. No information regarding your health will be released without your permission. Matters of health become practical issues when questions of extensions and absences from class arise. At such times you may want us to inform your dean about your health, and you will be asked what information you wish to have shared and with whom.

However, in the case of life-threatening emergency, such as accident, severe injury, hospital admission, emergency surgery, statement of suicidal intent or suicide attempt, the College administration and its Health Service personnel will intervene on the student's behalf and when necessary may at their discretion inform the emergency contact person or others who may need to be involved to assure the student's safety. Student health services are available to all graduate students using the College Health Insurance. All students must have a completed admission health history and physical exam form on file at the Health Center to receive services.

## **MEDICAL SERVICES**

Student Life and Wellness Building, (610) 526-7360 [www.brynmawr.edu/healthcenter/medical-services](http://www.brynmawr.edu/healthcenter/medical-services)

- Physician or nurse practitioner appointments available Monday through Friday
- Routine gynecologic care, provided by nurse practitioners, including contraception counseling, education about sexuality and sexually transmitted infections, pregnancy tests and confidential testing and treatment for sexually transmitted infections
- Self-Care Center, which provides education and treatment for simple ailments

Most physician, nurse practitioner and nursing visits are provided free of charge to students. No student will be denied needed care due to inability to pay. However, there are charges for some services including the following:

- Contraceptive supplies
- Over-the-counter medications
- Missed appointments and late cancellations
- Laboratory tests
- Prescriptions dispensed at the Health Center

Although the Health Center does not participate in any insurance plans, many of these services will be covered by insurance if the student submits their receipt of services and the proper paperwork to their insurance company. Please check the Health Center website or call the Health Center for more information or a brochure with a more detailed description of services.

## **COUNSELING SERVICES**

Student Life and Wellness Building, (610) 526-7360

<https://www.brynmawr.edu/inside/offices-services/health-wellness-center/counseling-services>

The college years are times of accelerated growth, successes and challenges that can be accompanied by considerable stress. Counseling is available to help students with the variety of concerns that arise during this time. Each year, approximately a third of our student body comes to the Counseling Service to talk to a counselor. Students do not have to be in crisis to see a counselor. The Counseling Service provides students with an opportunity to explore their concerns with a professional psychotherapist or psychiatrist in a confidential setting.

One-on-one and group counseling is available to undergraduate and graduate students during the academic year when classes are in session. Students are typically seen within a week of requesting an appointment (immediately if there is a crisis). Undergraduates may meet weekly with a counselor for counseling, assessment, treatment planning and/or referral up to ten times each academic year free of charge; thereafter students typically use their insurance to pay for sessions. No student will be denied service because they cannot afford payment. Students should discuss any financial concerns with their counselor or the Counseling Director. All graduate and post baccalaureate students may receive an initial consultation free of charge with a counselor for appropriate referral to community providers.

Monday-Friday, 9 a.m.-5 p.m. The Counseling Service provides counseling and psychiatry both in-person and via teletherapy using a HIPAA compliant platform. There are no walk-in or drop-in hours because of our wish to keep staff and students safe. To make an appointment, call 610-526-7360 or schedule using the Patient Portal.

When the Health and Wellness Center is closed, students can reach the on-call counseling service by calling (610) 526-7778 for concerns that cannot wait until the Health and Wellness Center reopens at 9 a.m. If you are experiencing a life-threatening emergency, please call Campus Safety at 610-526-7911.

## **COVID-19 INFORMATION**

Bryn Mawr College operates fully in person (e.g., for classes, services, athletics, events, etc.) unless a change in circumstances dictates otherwise. Bryn Mawr is a community of mutual care where community members place others' physical health and emotional well-being on par with their own. Bryn Mawr's campus is mask-friendly, meaning masks are welcome, but not required, including in classrooms, labs, public spaces, and most gatherings. Please visit the COVID-19 website (<https://www.brynmawr.edu/inside/latest/covid-19-news-updates>) for information on all aspects of the College response to COVID-19. This website is a resource on campus health and safety for students, faculty, staff, and visitors.



## **INTERNATIONAL STUDENT AND SCHOLAR SERVICES AND ADVISING**

International Student and Scholar Services and Advising, located in Student Life & Wellness Building, supports international students on our campus. We specifically offer advising to students on F-1 or J-1 visa status regarding U.S. immigration regulations and nonresident alien taxation during their study at the College. We also provide support in academic, social, personal and cross-cultural adjustment.

Patricia O. Lausch, Assistant Dean of International Student and Scholar Advising, (610) 526-7390

<https://www.brynmawr.edu/inside/offices-services/impact-center/international-advising>

## **CAREER & CIVIC ENGAGEMENT CENTER**

Student Life and Wellness Building, (610) 526-5174

<https://www.brynmawr.edu/career-civic>

The mission of the Career & Civic Engagement Center (the Center) is to prepare and support liberal art students and alums to become effective, self-aware leaders in their chosen life pursuits. The Career & Civic Engagement Center provides integrated and coordinated services, programs and opportunities in career exploration, internships and summer internship funding, civic engagement, leadership, professional and personal skill-building, networking and alumnae/-i programs.

## **THE IMPACT CENTER**

Student Life and Wellness Building, (610) 526-6592

<https://www.brynmawr.edu/inside/offices-services/impact-center>

The Impact Center for Community, Equity, and Understanding implements programs and activities that address issues of diversity, power, and privilege with a goal of improving the campus climate and enhancing community life at Bryn Mawr College. This is done with a lens that advances anti-racism, wellness, welcome, and belonging for all students, especially those who know the experience of marginalization first-hand.

## **STUDENT ACCOUNTS**

Benham Gateway Building, Third Floor, (610) 526-5500

<https://www.brynmawr.edu/inside/offices-services/student-accounts>

Student Accounts aids with questions regarding the billing, insurance, and payment of tuition and fees. For information on billing, due dates, how to access your billing statement, payment options and other frequently asked questions, please visit the Student Accounts website or email [studentaccounts@brynmawr.edu](mailto:studentaccounts@brynmawr.edu).

## **WRITING CENTER**

Canaday Library, First Floor

[www.brynmawr.edu/writingcenter](http://www.brynmawr.edu/writingcenter)

The Writing Center offers free, individual consultations on writing assignments of any kind: essays, research papers, lab reports, senior theses, and applications for graduate school or fellowships. The Writing Center offers consultations on public speaking and professional tutoring for multilingual (ESL) writers. All writers, experienced and inexperienced, can benefit from constructive conversation about their work with trained readers, and students may come in at any point in the writing process, even without a draft. Visit the Writing Center Web site to make an appointment or to learn more about offered services. Walk-ins are helped on a first-come, first-served basis, and consultations start on the hour.

## **ATHLETICS AND PHYSICAL EDUCATION**

Bern Schwartz Fitness and Athletics Center, (610) 526-7348

<http://gobrynmawr.com/landing/index>

The Department of Athletics and Physical Education offers a variety of opportunities promoting self-awareness, confidence, and the development of skills and lifelong habits that will enhance the quality of one's life. Drop-in instructional fitness classes are available to Bryn Mawr students, faculty and staff at no cost through the Bryn Mawr Fit Club.

## **LIBRARIES AND EDUCATIONAL RESOURCES**

### **LIBRARIES**

The Mariam Coffin Canaday Library is the center of Bryn Mawr's library system. Opened in 1970, it houses the College's holdings in the humanities and the social sciences. The award-winning Rhys Carpenter Library, opened in 1997, is located in Old Library building and houses the library collections in Archaeology, Classics, History of Art, and Growth and Structure of Cities. The Lois and Reginald Collier Science Library was dedicated in 1993 and brings together the collections for Mathematics and the sciences. The library collections of Haverford and Swarthmore Colleges, which complement and augment those of Bryn Mawr, are freely accessible to students.

Tripod (<http://tripod.brynmawr.edu>), the online public access catalog, provides information about the more than three million books, journals, videos, sound recordings, and other materials in the Bryn Mawr, Haverford, and Swarthmore College collections. A large percentage of the Tri-College holdings are in electronic form and accessible online. Bryn Mawr students have borrowing privileges at Haverford and Swarthmore. They may also have material transferred from either of the other two campuses for pickup or use at Bryn Mawr, usually in less than 24 hours. Through the Library's home page (<https://www.brynmawr.edu/lits>), students may connect to Tripod; explore more than 200 subject-specific research databases; and tap into other library services and resources such as reference services, research consultation, reserve readings, interlibrary loan, etc.

Bryn Mawr maintains extensive relationships with other major academic libraries both in the region and worldwide. Through the consortia EZ-Borrow system, students can borrow materials from more than 30 Pennsylvania-area academic libraries.

Students may also request items in almost any language from libraries across North America through interlibrary loan. Additional information about Bryn Mawr's libraries and services may be accessed on the Web through the library home page at <https://www.brynmawr.edu/lits>.

### **SPECIAL COLLECTIONS**

The Special Collections Department manages the College's extensive collections of rare books, manuscripts, art works, cultural artifacts, digital collections, and the College's archives and these are available for use in classes and for individual research projects. Special Collections staff promote teaching and learning with the collections through exhibitions, class visits, research project support, internships, and public programs, regularly in close partnership with the College's program in Museum Studies.

The department offers opportunities for the college community to engage actively and critically with primary resources and to conduct original research. Special Collections supports disciplinary and inter-disciplinary approaches that foster materiality study, visual literacy, and the discovery of diverse, non-traditional narratives about and within the collections.

Bryn Mawr's collections include approximately 60,000 rare books and a million manuscript pages, as well as historical maps, prints, and ephemera. The collections are wide-ranging, including medieval manuscripts and early modern European printed books; books and manuscripts on European and American travels to Asia and Africa; children's books; books and manuscripts from the women's rights movements; early printed books from China and Korea; and much more.

Bryn Mawr's Art and Artifacts collections number more than 50,000 objects. These include fine, decorative, and culturally-specific art objects from across place and time, archaeological and ethnographic materials, as well as scientific instruments and specimens. The collections enhance the educational mission of Bryn Mawr College by supporting teaching and learning across diverse academic departments. Each year hundreds of objects from the collections are used by faculty, students, and outside scholars for research and exhibition development.

For more information, please visit the Special Collections website: <https://www.brynmawr.edu/inside/offices-services/library-information-technology-services/libraries-collections/special-collections>

## **SPECIAL RESEARCH RESOURCES**

Bryn Mawr College's excellent collection of more than 100,000 rock and mineral specimens supports teaching and research in the Geology department. The collection spans more than 90 countries, all 50 U.S. states, and more than 1,000 individual mineral species. For context, more than 90% of Earth's crust is composed of just 50 mineral species; the Bryn Mawr Collection houses an astonishing diversity of mineral specimens. As a repository for the U.S. Geological Survey, the Geology department also has an excellent collection of topographical and geological maps and publications.

The Center for Visual Culture provides a forum for a wide range of curricular and extra-curricular events including special lectures, conferences, film series, and exhibitions. The Center sponsors undergraduate and graduate research, and also supports postdoctoral scholars engaged in projects extending in scope from ancient Constantinople to the Hollywood of today. These visitors enjoy the use of the excellent visual and textual resources of Carpenter and Canaday libraries and also contribute much to the intellectual life of the College through public and more informal discussions of their work.

## **LIBRARY AND INFORMATION TECHNOLOGY SERVICES (LITS)**

Technology Labs with library computers, printers, and more are available for student use in Canaday, Carpenter, and Collier libraries. Computers are equipped with MS Office, Adobe CC, and a variety of academic software.

The Help Desk is located on the main floor of Canaday Library and is available during building hours for walk-up help, email and telephone assistance. The Help Desk is your first point of contact for technology-related problems and questions. Call or email the Help Desk at [help@brynmawr.edu](mailto:help@brynmawr.edu), 610-526-7440 if you:

- Are having trouble with any of your accounts
- Cannot connect to the network
- Need help with your personal computer or advice about information security
- Think you have a virus or other computer problem
- Want to report a problem with a campus computer
- Want to know about available software
- Need advice about buying a new computer or upgrading an old one

## **LABORATORIES**

Research and teaching in biology, chemistry, computer science, geology, mathematics, and physics is carried out in the Park Science Center, which also houses the Collier Science Library.

The natural science departments have excellent teaching and research facilities that provide students with the opportunity to conduct cutting-edge research using modern equipment and instrumentation. Laboratories and classrooms are equipped with extensive computer resources for data analysis and instruction, including state-of-the-art video- projection systems and computer workstations.

Below are lists of more detailed descriptions of the labs in the Chemistry and Physics departments, as well as a description of the instrument shop, where custom-designed equipment for special research projects can be fabricated by two expert instrument makers.

### **CHEMISTRY**

The Department of Chemistry houses many spacious well-equipped laboratories with specialized instrumentation and equipment for teaching and research. Chemistry research and teaching activities are carried out in 50,000 square feet of space, including 35,000 square feet in two wings completed in 1992 and 15,000 square feet of space renovated in 1993. Research instrumentation

includes: 400 MHz Bruker Nuclear Magnetic Resonance (NMR) spectrometer, Waters LC-MS with Electrospray Ionization Mass Spectrometer (ESI-MS), Atomic-Force Microscope, Gas Chromatograph-Mass spectrometer (GC-MS), Fourier Transform-Infrared (FT-IR) spectrophotometers, Fluorescence spectrophotometer, Ultraviolet-Visible (UV-vis) spectrophotometers, High-Pressure Liquid Chromatographs (HPLC), Liquid scintillation counter, Inert atmosphere glove box and multiple Schlenk vacuum lines for anaerobic chemistry, cold rooms, Ultracentrifuge, Potentiostats and Biopotentiostat, MacPro (3.2 GHz processor and 32 GB memory) running Gaussian09, Four computational servers with Gaussian 03 and Sybyl 6.92, Machine shop staffed with two full-time machinists skilled in scientific apparatus design and construction, outstanding library resources, including Scifinder Scholar; a campus collection comprised of over one million volumes, including books, documents, microform, and multimedia material; a tri-college collection with Haverford and Swarthmore of one million-plus titles; over 550 journal subscriptions in the sciences with internet access to the most recent issues.

## **PHYSICS**

The Department of Physics has many laboratories for education and research. Research in the department has been recognized and sponsored by funding from agencies such as the National Science Foundation, the American Chemical Society, Research Corporation, and the North Atlantic Treaty Organization. The facilities and equipment available for experimental research are of high quality and enable each research group to remain competitive in its area. Facilities available to the graduate students include: Atomic force microscope, Electrochemical deposition system, Class 1000 soft-curtain clean room, Vibrating Sample Magnetometer, AJA UHV sputtering system film deposition, Karl Suss MJB-3 mask aligner, X-ray diffractometer, Various tunable pulsed and CW laser systems, two ultrahigh vacuum systems for laser cooling and trapping, high vacuum plasma chamber, 10kV pulse power plasma source, access to the Advanced Photon Source (APS) at Argonne National Laboratory and the Advance Light Source at Lawrence Berkeley National Laboratory, access to the Swarthmore Spheromak Experiment (SSX) at Swarthmore College and the Large Plasma Device (LAPD), a large-scale NSF-sponsored plasma physics experiment user facility at UCLA, machine and Instrument shop, and extensive information technology and library resources.

## **SCIENCE SUPPORT SERVICES**

The Department of Science Services in the Park Sciences Building houses a fully-equipped Instrument Shop staffed by 2 full-time instrument makers and 1 analytical instrumentation specialist that design, build, troubleshoot and maintain the scientific equipment for instructional and research laboratories in all 6 natural science departments.

Capabilities include 3D SolidWorks design modeling of instrumentation, 2- and 3-axis CNC milling machines, a precision instrument lathe, surface grinding, full welding complement, sandblasting, sheet metal machinery, as well as a large lathe and milling machine for oversized work. The instrument makers/designers work with undergraduates engaged in research, class projects and senior thesis projects with some hands-on machining and assembly from their designs. Help with material selection, design and production alternatives is also offered.

## **FACILITIES FOR THE ARTS**

Goodhart Hall, which houses the Office of the Arts, is the College's main venue for theater and dance.

Performance spaces in Goodhart include the 500- seat McPherson Auditorium, which has state-of-the art lighting and sound systems; the Katharine Hepburn Teaching Theater, a flexible black-box-style space with theatrical lighting and sound capabilities; the Music Room, equipped with a small stage and two pianos and used for ensemble rehearsals and chamber-music recitals; and the Common Room, an intimate, carpeted space. Students may also reserve time in the four practice rooms in Goodhart, all of which are furnished with grand pianos.

The Great Hall provides a large space for classical music concerts, lectures and readings, while the adjacent Cloisters, Carpenter Library roof, and Taft Garden are popular outdoor performance spaces. The former Rhoads Dining Hall is appropriate for parties, DJ events, and small-to- medium scale concerts.

The Pembroke and Denbigh dance studios are home to most smaller-to-medium-scale dance performance activities. Both have large windows, ballet bars, mirrors and theatrical lighting capabilities.

Wyndham Alumnae House's Ely Room and English House host creative writing classes, workshops, and readings.

Arnecliffe Studio houses a printmaking studio and plays host to many student-organized workshops, readings and performances. The Rockefeller Hall drafting studios are devoted to architectural studies and theater design. Students interested in learning more about art spaces and venues on campus should visit <https://www.brynmawr.edu/student-life/arts>.

## **THE BERN SCHWARTZ FITNESS AND ATHLETIC CENTER**

The Bern Schwartz Fitness and Athletic Center has quickly become very popular since reopening in September 2010. The new 11,500 sq. ft. fitness center boasts over 50 pieces of cardio equipment, 15 selectorized weight machines and a multi-purpose room housing everything from a broad offerings of physical education classes, Bryn Mawr Fit Club classes and strength and conditioning sessions for student athletes. The fitness center has over 100 different workout options, free weights, indoor cycling bicycles, ergs, and cardiovascular and strength training machines.

The Class of 1958 Gymnasium is home to the College's intercollegiate badminton, basketball and volleyball programs and hosts two regulation sized basketball and volleyball courts. In addition, the building includes a state-of-the art eight lane swimming pool, athletic training room, locker rooms, a conference smart room and the Department of Athletics & Physical Education offices. The fitness center is located on the second floor directly up the circular staircase as you enter the Bern Schwartz Fitness and Athletic Center.

The outdoor athletics and recreation facilities include: Applebee Field, Shillingford Field, seven tennis courts, a recreational and club sport field at the Graduate School of Social Work, and an outdoor track and field practice area. The Applebee Field named for Constance M. K. Applebee, the first director of physical education at the College and credited for bringing field hockey to the United States, was renovated in August 2012. The field was converted from natural grass to a synthetic field, and expanded to meet NCAA requirements for lacrosse, soccer and field hockey.

## **CAMPUS CENTER**

The Marie Salant Neuberger Centennial Campus Center, a transformation of the historic gymnasium building on Merion Green, opened in 1985. As the center for non-academic life, the facility houses a café, lounge areas, meeting rooms, the College post office and the bookshop. The Conferences and Events Office is also located here. Students, faculty and staff use the campus center for informal meetings and discussion groups as well as for campus-wide social events and activities.



## **STUDENT RESPONSIBILITIES AND RIGHTS**

### **GSAS ACADEMIC INTEGRITY**

Honesty in research and scholarship is fundamental to the academy and to the values of the Graduate School of Arts and Sciences. As apprentices to the academy, graduate students are expected to uphold the principles of academic integrity which include proper citation and paraphrasing in written work and responsible conduct in research. Graduate students should be proactive in ensuring they have not accidentally committed plagiarism in their written products and have given proper attribution of ideas and data.

Graduate students are expected to conduct themselves in accordance with the standards of academic integrity as outlined. They accordingly enjoy similar freedom from oversight, but there are certain restrictions to ensure the integrity of examinations.

- Examinations that fulfill GSAS requirements (i.e., language examinations and written Ph.D. Preliminary Examinations) are self-scheduled and not proctored.
- Preliminary Examinations may be written on the student's own laptop or on a laptop borrowed from BMC; but each exam must be written and supplied by the program department.

Violations of academic integrity include: plagiarism within a course assignment, course paper, thesis or dissertation; dishonesty in research reporting, such as falsification or data fabrication; cheating in coursework; and dishonesty in relationships with faculty, instructors, college administrators, or fellow students. Violations of academic integrity will not be tolerated by GSAS and Bryn Mawr College and such actions could lead to termination in the program.

The following process will be used to address violations. In most cases, violations will first be considered by the student's department who will notify the Dean of Graduate Studies of the details of the violation. If the department in consultation with the Dean is not able to reach a satisfactory disciplinary outcome, evidence may be presented to Graduate Council for advice. Upon being notified of a perceived infraction of academic integrity, a GSAS student under review for alleged misconduct has the right to appear before the Dean of Graduate Studies to explain the circumstances and nature of their behavior. The student may submit a written statement instead of or in addition to appearing before the Dean. The student also has the right to request that the violation case be brought immediately for consideration by the Graduate Council rather than be resolved by the department in consultation with the Dean of Graduate Studies. In all cases, GSAS will strive to conclude a review of the violation according to a timeline mutually agreed upon by all parties. Serious cases may lead to non-continuation and removal from program.

If academic dishonesty is discovered post-graduation, it should be reported to the Dean of Graduate Studies, who will bring the case to Graduate Council and College Counsel for deliberation and determination of the outcome.

## **HONOR CODE**

It is useful to know the Undergraduate Honor Code as many graduate students interact with undergraduates as Teaching Assistants. Bryn Mawr is known for its Honor Code, which governs the academic and social behavior of all undergraduates and postbaccalaureate students.

Bryn Mawr is known for its Honor Code, which governs the academic and social behavior of all undergraduates and postbaccalaureate students.

While the Code does not officially cover faculty or graduate students, both groups are expected to conform to the spirit of its provisions and to uphold the Code in any interaction between them and undergraduates and among themselves.

The academic provisions of the Honor Code include the following:

- Each student is responsible for the integrity of her own academic work.
- Students are not to reveal the form, content, or degree of difficulty of any examination or quiz.
- Examinations at the end of each semester will be conducted without proctors in the examination rooms.
- The same standard of integrity is expected of students in take-home or open book examinations, or any type of examination. The time allowed for a take-home examination or quiz is considered to run from the time the student opens the examination through the time limit specified by the instructor. A student may not use course materials, or seek any other outside help, unless specifically instructed to do so.
- In reports and other written work, sources of information and of ideas and opinions not the student's own must be clearly indicated; the source of direct quotations must be acknowledged. Failure to do so constitutes plagiarism.
- In laboratory work, each student, unless otherwise directed, is expected to make all the necessary measurements, drawings, etc., independently, from her own observations of the material provided. All records, including numerical data for working out results, are to be used by the student independently and as initially recorded.
- Collaboration among students in the preparation of work may take place as approved by the instructor. Permission must be obtained in advance from all professors concerned if a paper is to be submitted for credit in

more than one course. If the paper has been used in a previous course or another school, the current professor should be made aware of the fact.

- Use of library resources is subject to the Honor Code, as well as normal library regulations. It is the responsibility of the students to acquaint themselves with the regulations regarding the use of library materials, especially those materials on reserve. If a student fails to return a library book on time, despite requests from the librarian, it will be considered an infraction of the Academic Honor Code, and will be dealt with accordingly.
- If a student or another member of the community (including members of the faculty) suspects that the actions of another student are not consistent with the academic aspects of the Honor Code, she should talk to the student who committed the alleged violation to determine whether or not a potential violation may have occurred. If, after the confrontation, the confronting student still believes that a violation may have occurred, she should ask the confronted student to report herself to the Honor Board. If the student refuses to report herself to the Honor Board, the other student or member of the community with knowledge of the action in question should report her to the Honor Board.

## **GSAS GRADUATE STUDENT PARENTAL ACCOMMODATIONS POLICY ELIGIBILITY**

Full time graduate students who are anticipating the birth or adoption of their child are eligible for accommodations or extensions for academic course work and other requirements, for both the period before and following the arrival of their child. This policy is a parental accommodations policy rather than a leave of absence. A leave of absence could be arranged separately if required (see page 4 in the GSAS Academic Rules). The parental accommodations policy is available to domestic as well as international students.

## **PRINCIPLES**

1. Before taking parental accommodations, students will:
  - a. notify their research advisor and/or Director of Graduate Studies at least three (3) months prior to the start of the parental accommodations period.
  - b. consult with their research advisor and/or Director of Graduate Studies in order to:
    - i. determine what adjustments need to be made for their short-term and long-term academic goals, including but not limited to adjustments to coursework, TA/GA work, exam schedule, and/or research projects.

- ii. affirm their agreement to the details of their parental accommodations arrangements by signing, with their advisor and the Dean of Graduate Studies, a document summarizing the agreed-upon short-term modifications to their academic plan.
2. While taking parental accommodations, students will:
  - a. be allowed a period of 8 weeks, normally commencing within 2 weeks of the birth or adoption, during which academic expectations are on hold and the level of participation in their program is determined by the student.
  - b. maintain continuing student status
  - c. retain health insurance coverage.
  - d. retain financial support through academic funding, including but not limited to teaching/graduate assistantships and/or fellowships.
3. After taking parental accommodations, students will:
  - a. remain enrolled and seek the previously agreed upon level of work (see 1.b.i.)
  - b. be allowed an additional year towards completion of their degree(s) with eligibility for additional funding support.

Exceptions to the above parental accommodations policy may be requested in writing for consideration by the Dean of Graduate Studies.

## **ADDITIONAL EMPLOYMENT GUIDELINES DURING THE ACADEMIC YEAR**

Graduate study at both the master's and the doctoral level, requires the student's full-time commitment to engage in coursework, research, and professional development. As a consequence, GSAS students receiving fellowships, teaching assistantships, or other forms of full-time financial support from Bryn Mawr College are expected to refrain from engaging in additional, regular employment.

Should a GSAS student and that student's departmental advisor(s) believe that additional part-time employment is both relevant and necessary for the student's financial stability or professional development and also unlikely to impede timely progress toward the degree, the student may, on a case-by-case basis, be approved to engage in paid work on or off campus. Regularly enrolled GSAS students who receive full financial support from the College toward their degree program may seek approval to work up to an average of 10 additional hours per week during the school year (this may include teaching at most one course at another institution). Prior to making a commitment to additional part-time employment, the student, their departmental Director of Graduate

Studies (DGS), and, if a student has already passed the preliminary examinations, their dissertation advisor(s) must discuss and agree upon any arrangements for outside work. Students are encouraged to communicate regularly with their DGS and advisor(s) throughout the period of their additional part-time employment. If the additional employment negatively impacts a student's performance or timely progress in academic and professional development, the student may be asked to terminate the additional work obligations.

International students with valid F-1 visa status are limited to a maximum of 17.5 hours of on-campus employment per week during the school year according to Bryn Mawr College regulations. International students may be eligible to seek authorization for temporary off-campus employment to engage in practical training directly related to their field(s) of study by gaining approval for Optional Practical Training (OPT) or Curricular Practical Training (CPT). In all cases, students must consult with the Principal Designated School Official (PDSO), file any required applications, and obtain permission prior to making any arrangements with outside employers. Furthermore, international students are expected to abide by the normal terms of the GSAS additional employment policy, that is, any employment should be discussed and mutually agreed upon with the student's advisor(s) and should average no more than 10 hours per week.

## **ALCOHOL AND DRUG POLICIES**

All graduate students are responsible for acting in accordance with the College's Alcohol and Drug Policies, which are distributed to graduate students each year via the applicable Student Handbook.

These policies assert that each student is responsible for conducting themselves in ways consistent with federal, state and local laws, and for following College policies regarding alcohol or drug use in the interest of their health and well-being. Impairment due to alcohol or drug use is never an excuse for misconduct. The College will not contribute to the cost of a legal defense for those who violate drug or alcohol laws and rules. Alcohol or drug policy infractions may result in disciplinary action, up to and including separation from the College.

When a student is concerned about another student's alcohol or drug use or its self-destructive potential, she or he may express that concern and, if appropriate, encourage that student to seek confidential help from one of the counselors, nurses or physicians at the College's Health Center, or from a professional off campus. A student with questions about how best to assist another student may seek guidance from a drug and alcohol counselor, counselor or the Dean. Advice may be sought without revealing the identity of the student needing help, if that seems best.

## **THE ALCOHOL POLICY**

Bryn Mawr College Graduate Student Alcohol Policy affords graduate the privilege of serving alcohol at certain GSAS sponsored events. As adults, students are expected to know and abide by all applicable state and federal laws and College policies and procedures. Ultimately, students are responsible for their own behavior; however, if a student group provides alcohol as part of their event, they share in the responsibility to provide a safe environment for all attendees.

This policy is to be used as a guideline for GSAS sponsored social events where alcohol is present.

## **GSAS ALCOHOL POLICY FOR SOCIAL EVENTS**

Individuals under the age of 21 may not consume alcohol.

### **LOCATION**

1. On-campus GSAS events serving alcohol without a bartender should be held in a closed location to ensure only graduate students are in attendance.
2. Alcohol must not leave the confines of the event except for set-up and clean-up of the event.
3. Trash from the event containing alcohol containers and boxes must be discarded by the hosts into an on-campus dumpster.

### **ADVERTISING**

1. Advertisement for the event is not permitted in public spaces or forums.

### **FOOD AND BEVERAGES**

1. Food and non-alcoholic beverages must be provided at events where alcohol is served.
2. Hard liquor is discouraged unless served by a bartender.

### **SAFETY**

1. If a student consumes enough alcohol that it has become a medical concern, campus safety must be notified immediately at (610) 526-7911 or ext. 7911 from any campus phone.
2. In no event should anyone under the influence of alcohol operate a motor vehicle.

3. The following actions are prohibited at all Graduate Student Events:
  - a. Creating, offering, or engaging in drinking games and other behaviors that may induce or encourage the overconsumption of alcohol.
  - b. Serving or furnishing alcoholic beverages to someone who appears to have exceeded their limit.
  - c. Forcing the consumption of alcoholic beverages for any reason.

The Alcohol Policy is designed to achieve the following goals:

- To remind students of the laws of the Commonwealth of Pennsylvania and the College's policies, all of which govern their behavior with respect to alcohol;
- To stress moderation, safety and individual accountability for those who choose to drink;
- To maintain a College social atmosphere that is free of coercion for those who choose not to drink and a climate in which alcohol is not the focus of parties or other social events;
- To maintain a College community in which alcohol abuse and its effects are minimal;
- To provide confidential and effective guidance for those with specific needs related to alcohol use and alcoholism; and
- To provide information and education about the effects of alcohol for all students.

All members of the College community are expected to be familiar with and abide by the principles of the Alcohol Policy. It is the duty of all students to conduct themselves in a manner consistent with this Policy and the College's other policies. With regard to the consumption of alcohol, students are responsible for their own well-being. Behavior that puts students at mental, physical and/or legal risk cannot be condoned.

## ALCOHOL EFFECTS

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long- term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

- Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.
- Students who choose to consume, provide or serve alcohol, with an understanding of the responsibilities imposed by Pennsylvania law, should do so with a sense of responsibility and concern for themselves and others. Students also have the responsibility to confront others whose behavior under the influence of alcohol is inconsistent with their welfare and concern for others in the community. When community members lose their ability to reason and control their actions due to excessive alcohol consumption, it is threatening to them, to those around them, and ultimately to the community as a whole. Students are urged to accept responsibility for preventing themselves from ever reaching that point.
- Since the majority of students at Bryn Mawr College are under 21, the legal drinking age in the Commonwealth of Pennsylvania, alcoholic beverages are not to be served or consumed at student parties open to and/or advertised in the College, Bi-College, or Tri-College community. Additionally, alcoholic beverages can neither be served nor consumed at open parties held in public spaces. When planning an event that will include alcohol, choice of a location that has limited access should be made to control the access to alcohol.



- Inebriation shall not be seen as an acceptable or justifiable excuse for disruptive behavior and suspected inebriation will be referred to the Dean.
- When an individual's behavior allegedly violates this Policy and/or the College's other policies, that individual will be referred to the Dean.
- If there is a threat to the lives or safety of individuals or of damage to College or private property resulting from inebriation or a violation of the Alcohol Policy, immediate action will be taken by the College, up to and including, but not limited to, separation from the College.
- In some cases, the Dean will consult counselors who have expertise in alcohol abuse and alcoholism if such expertise is deemed relevant. Such consultation will take place only with the knowledge of the student involved. Students who entertain others should be aware of the responsibilities and risks to the College and to themselves as individual social hosts under the laws of the Commonwealth.

## **SERVICES AND REFERRALS**

Bryn Mawr College provides services and referral for individuals who need help with an alcohol- related problem. For confidential assistance, contact:

Beth Kotarski, M.D., Medical Services Director, Student Life and Wellness,  
The Health Center, (610)-526-7360

Keisha Smith, LCSW, Director of Counseling Services, Student Life and  
Wellness, The Health Center, (610)-526- 7360

Alcoholics Anonymous Information Center, 1903 S Broad St 2nd Floor,  
Philadelphia, (215)923-7900

Alcoholics Anonymous Clubhouse, 562 W. Lancaster Ave., Ardmore,  
(610)-527-9711

## **THE DRUG POLICY**

The drug policy is designed to achieve the following goals:

- To remind students that the College's policies, the federal laws and the laws of the Commonwealth of Pennsylvania do apply to their behavior with respect to the use of drugs;
- To stress individual accountability for those who choose to use illegal drugs;
- To maintain a College community where the harmful effects of drug use can be minimized;

- To inform the members of the College community of the availability of confidential and effective guidance and resources for those with questions and concerns related to drug use, dependence and abuse; and
- To encourage all members of the College community to become familiar with the physiological, psychological and legal aspects of drug use, dependence and abuse.

All members of the College community are expected to be familiar with and abide by the principles of the drug policy. This policy stresses prevention and concern; it charges the community with the responsibility for drug education and heightened awareness of campus resources for dealing with drug problems. It also asks us to consider the relationship between the individual and the community, and the question of responsibility to one's peers. In summary, we have a responsibility not to withdraw from the community by abusing drugs.

- The illegal possession, use, sale or distribution of drugs is in violation of the law, and the College will not protect students from prosecution under federal, state or local law.
- The College as an educational institution, being concerned about the harmful effects of the illegal use, possession, sale or distribution of drugs on the individual, and on the integrity, safety and security of this academic community, does not condone the illegal use, possession, sale or distribution of drugs. The administration of Bryn Mawr College reserves the right to act when it has reason to believe that involvement with drugs is having an adverse effect upon the life and/or academic performance of students or adversely affects or legally implicates others in the academic community. College action may take such forms as education, counseling, referral to outside agencies, separation or exclusion, depending on the situation.

## **PROCEDURES**

The following guidelines are not meant to cover all situations. They are intended, instead, to remind students of the variety of resources available and to reassure them about the consequences of seeking help. When a student is concerned about another student's drug use and its self-destructive potential, they should express their concern and, if appropriate, encourage that student to seek confidential help from one of the counselors, nurses or physicians at the Health Center, or from a professional off campus. A student with questions about how best to assist another student may seek guidance from a drug and alcohol counselor, counselor or the Dean. Advice may be sought without revealing the identity of the student needing help, if that seems best.

If a student's behavior as a result of drug use has disturbed or harmed other individuals or the community in a more general sense, the behavior itself should be brought to the attention of the Dean. The drug use that may have caused the behavior should not be viewed as an excuse, but as a second problem for which the individual may be encouraged to seek help from a professional counselor.

If an individual's involvement with drugs is such that it, or behavior associated with it, is violent or life-threatening, or if that involvement, such as in the case of the sale or distribution of drugs, may not present immediate danger to life but may have legal implications which are administrative concerns, it should be brought to the attention of the Dean without delay by any member of the community who becomes aware of the situation.

**SUMMARY OF PENNSYLVANIA STATUTES RELATING  
TO UNLAWFUL SALE, POSSESSION, USE, MANUFACTURE OR DISTRIBUTION  
OF ILLICIT DRUGS OR ALCOHOL**

Statute	Offense	Possible sanctions
18 Pa. CS 6307	Misrepresentation of age to secure alcohol	\$500 and suspension of operating privileges
18 Pa. CS 6308	Purchase, consumption, possession or transportation of alcohol by a person under 21 years of age	\$500 and suspension of operating privileges
18 Pa. CS 6309	Representing that a minor (under 21) is of age	\$300
18 Pa. CS 6310	Inducement of minors (under 21) to buy alcohol	\$300
18 Pa. CS 6310.1	Selling or furnishing alcohol to a minor (under 21)	\$1,000-2,500
18 Pa. CS 6310.2	Manufacture or sale of false ID card	\$1,000-2,500
18 Pa. CS 6310.3	Possession, carrying or use of false ID card	\$500 and suspension of operating privileges (or ineligibility to obtain a license)
18 Pa. CS 6310.4	Violation of 6307, 6308 or 6310.3	Suspension of operating privileges (or ineligibility to obtain a license)
18 Pa. CS 6314	Trafficking drugs to minors (under 18)	Fines from \$5,000-50,000; imprisonment for a minimum of one year, depending on offense
35 PS 780-101 et seq.	Illicit manufacture, sale, delivery, possession of controlled substances	Fines from \$5,000-250,000; imprisonment from 1 to 15 years, depending on offense
42 Pa. CS 6801-2	Illicit manufacture, sale, delivery, possession of controlled substances	Loss of property rights to Commonwealth of all controlled substances, paraphernalia, raw materials, conveyances, money, negotiable instruments and real property acquired in violation of the Controlled Substance, Drug, Device and Cosmetic Act

Statute	Offense	Possible sanctions
42 PS 4-491	Possession, sale or transportation of liquor within Pennsylvania unless purchased from a State Store in accordance with Liquor Control Board Regulations	Fines of varying amount
75 Pa. CS 3715	Consumption of alcohol or drugs while driving	Summary offense fine
75 Pa. CS 3731	Driving under the influence of drugs or alcohol	\$300-5,000 and imprisonment from 48 hours to 1 year; suspension or revocation of operating privileges
63 PS 390-8	Procuring drugs by fraud, forgery, alteration of Rx, etc.	Imprisonment for 3 years, \$5,000 fine, or both

Pennsylvania law imposes “social host” liability on persons who furnish alcohol to individuals under 21 years of age. The Pennsylvania Crimes Code defines “furnish” as “to supply, give, or provide to, or allow a minor to possess on the premises or property owned or controlled by the person charged.”

**SUMMARY OF PENNSYLVANIA STATUTES RELATING  
TO UNLAWFUL SALE, POSSESSION, USE, MANUFACTURE OR DISTRIBUTION  
OF ILLICIT DRUGS OR ALCOHOL**

Description	Quantity	1st Offense	2nd Offense
Marijuana	1,000 kg or more mixture;  1,000 or more plants	Not less than 10 years, not more than life  If death or serious injury, not less than 20 years, not more than life  Fine not more than \$4 million individual, \$10 million other than individual	Not less than 20 years, not more than life  If death or serious injury, not more than life  Fine not more than \$8 million individual, \$20 million other than individual
Marijuana	100 kg to 999 kg mixture;  or 100-999 plants	Not less than 5 years, not more than 40 years  If death or serious injury, not less than 20 years, not more than life  Fine not more than \$2 million individual, \$5 million other than individual	Not less than 10 years, not more than life  If death or serious injury, not more than life  Fine not more than \$4 million individual, \$10 million other than individual
Marijuana	50 to 99 kg mixture; or 50 to 99 plants	Not more than 20 years  If death or serious injury, not less than 20 years, not more than life  Fine \$1 million individual, \$5 million other than individual	Not more than 30 years  If death or serious injury, not more than life  Fine \$2 million individual, \$10 million other than individual
Marijuana	Less than 50 kg mixture	Not more than 5 years	Not more than 10 years  Fine \$500,000 individual, \$2 million other than individual
Hashish	10 kg or more	Fine not more than \$250,000 individual, \$1 million other than individual	
Hashish Oil	1 kg or more		

## **FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL TRAFFICKING AND POSSESSION OF A CONTROLLED SUBSTANCE**

### **21 U.S.C 844 (a)**

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

1st conviction and the amount of crack possessed exceeds 5 grams,

2nd crack conviction and the amount of crack possessed exceeds 3 grams,

3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

### **21 U.S.C. 853(a)(2) and 881(a)(7)**

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

### **21 U.S.C. 881(a)(4)**

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

### **21 U.S.C. 844a**

Civil fine of up to \$10,000 (pending adoption of final regulations).

### **21 U.S.C. 853a**

Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

### **18 U.S.C. 922(g)**

Ineligible to receive or purchase a firearm.

Miscellaneous Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

*Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.*

## **POLICY ON DRUG-FREE SCHOOLS**

The unlawful possession, use or distribution of illicit drugs and alcohol poses a threat to the health and safety of all members of the Bryn Mawr College community and is not permitted.

The sanctions for the unlawful possession, use or distribution of illicit drugs and alcohol are defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. Sections 780-101 to 780- 144); Controlled Substances Forfeiture (42 Pa.C.S. Sections 6801- 6802); the Pennsylvania Crimes Code (18 Pa. C.S. 6307- 6314); the Pennsylvania Motor Vehicle Code (75 Pa. C.S. 1546- 1547; 3715, 3731); and the Lower Merion Township Code (Article IV, Section 111-4). These statutes are on file at the reference desk in Canaday Library. A summary of federal law and relevant sanctions is also on file.

The College's policies on disciplinary sanctions for graduate students are stated in the applicable Catalog. Policies on sanctions for faculty and staff are stated in the handbooks appropriate to them. This policy is instituted effective immediately, to comply with the Drug Free Schools and Communities Act of 1989 (P.L. #101-226). No institution will receive federal financial assistance of any kind after October 1, 1990, unless it has "adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees."

*The College will conduct a biennial review of its program to determine its effectiveness, implement needed changes, and ensure that it is consistently enforced.*



## **POLICY ON A DRUG-FREE WORKPLACE**

The College, as an employer, and students as employees of the College have obligations under the Drug-Free Workplace Act of 1988 (41 U.S.C. Section 701). The College's statement of compliance is reproduced here.

The use of illegal drugs poses a threat to the health and safety of members of the Bryn Mawr College community. Therefore, the illegal use, possession, dispensation, distribution or manufacture of controlled substances (as defined in federal statutes) by any faculty, staff or student employees in the workplace is not permitted.

As a condition of College employment, every employee shall abide by the terms of this policy, and shall notify their supervisor of any criminal conviction for a violation occurring in the College workplace no later than five days after such conviction.

Any employee found in violation of these prohibitions and regulations may be required to participate in a drug-abuse assistance or rehabilitation program and shall be subject to disciplinary action, which action might include dismissal.

Information regarding such assistance or rehabilitation is available through Human Resources and/or the Employee Assistance Program. All of the insurance programs offered to staff, faculty and students through the College provide some form of support to persons in various forms of treatment for substance-abuse problems.

This policy is instituted, effective immediately, to comply with federal laws and regulations. Federal agencies cannot legally award any contract over \$25,000 or any grant monies without certification that the College has implemented a drug-free workplace program.

The College also complies with the Drug-Free Schools and Communities Act of 1989 (P.L. #101- 226).

Information on federal and state law imposing sanctions for unlawful possession, use or distribution of illicit drugs and alcohol is available at the reference desk of Canaday Library and in Human Resources. Information on counseling, treatment and rehabilitation programs is contained in the College's drug and alcohol policies.

This Handbook's statements on policies and procedures relating to alcohol and controlled substances form part of the College's compliance with the Drug-Free Schools and Communities Act.

## **SMOKING POLICY**

In accordance with the Pennsylvania Clean Indoor Air Act and to enable students, faculty, staff, and visitors to avoid exposure to second-hand smoke, the College has enacted a smoking policy that prohibits smoking in all College owned and leased buildings, College athletic facilities (including fields and spectator areas), and College-owned vehicles.

- Smoking is also prohibited on the plazas in front of Canaday Library, the Campus Center, and the Park Science Building. This policy applies to all faculty, staff, students, contractors and visitors. In addition:
- Smoking is prohibited outdoors within 25 feet of the perimeter of any College building, including arches and covered entrances, to ensure that second-hand smoke does not enter the area through entrances, windows, or ventilation systems.
- Cigarette butts are to be extinguished and placed in appropriate outdoor receptacles. Throwing cigarette butts on the ground or pavement is considered littering.
- “Smoking” also includes the use of e-cigarettes that create vapor.

The College is committed to assisting students, faculty and staff in making healthy lifestyle choices. Students can go to the Health Center for information and assistance. Faculty and staff who are interested in smoking cessation programs may obtain information from Human Resources. In addition, residents of Pennsylvania can access services available through the PA Free Quitline at 1-800-Quit- NOW (784-8669) or <http://www.determinedtoquit.com/>.

Penalties for violation of the College’s smoking policy shall be disciplinary action in accordance with general College provisions for misconduct.

## SEXUAL MISCONDUCT POLICY

The College audits the Sexual Misconduct Policy each summer to be sure it is fully compliant with State and Federal regulations. See the College website at: <https://www.brynmawr.edu/inside/policies-guidelines-handbooks/title-ix/sexual-misconduct-policy> for the most current version (available as a downloadable pdf) of the Sexual Misconduct Policy.

Bryn Mawr College is committed to ensuring that all members of the College community have a learning and working environment that is free from sexual misconduct. For purposes of this policy, the College defines Sexual Misconduct as acts described in one or both of the following broad categories:

1. “Title IX Sexual Harassment,” in accordance with the U.S. Department of Education Final Rule, includes any conduct on the basis of sex that is alleged to have occurred in a College Education Program or Activity, and is alleged to have been perpetrated against a person in the United States. The conduct alleged, if true, must satisfy one or more of the following conditions:
  - a. College employee conditions the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct;
  - b. Unwelcome conduct a reasonable person would determine to be so severe, pervasive, and objectively offensive such that it effectively denies a person equal access to the College’s Programs or Activities;
  - c. Sexual Assault, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), meaning any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent (such as incapacitation, age, family relation to the other party, or intellectual or other disability). Sexual Assault can be committed by or against individuals of any sex or gender and can occur between individuals of the same sex/gender or different sexes/genders. As required by the Title IX Final Rule, the College will rely on the following definitions of Sexual Assault:
    - i. Sexual intercourse with another person, including oral or anal sexual intercourse, or the use of any body part or an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;

- ii. Touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
  - iii. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
  - iv. Sexual intercourse with a person who is under the statutory age of consent.
- d. Dating Violence, as defined in 34 U.S.C. § 12291(a)(1)), meaning any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined based on a consideration of the length, type, and frequency of interactions between the persons involved in the relationship.
- e. Domestic Violence, as defined in 34 U.S.C. § 12291(a)(8), meaning a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- f. Stalking, as defined in 34 U.S.C. 12291(a)(30), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
2. "Other Gender-Based Misconduct," defined as acts which do not meet the narrow definition of "Title IX Sexual Harassment," as defined above, but nevertheless could constitute discrimination on the basis of sex. Other Gender-Based Misconduct, which is alleged to have occurred by or against any member of the College community, regardless of the location of the alleged action, includes:
- a. Sexual Assault, Dating Violence, Domestic Violence, and Stalking as defined in 1c, d, e, and f (above).

- b. Unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or nonverbal conduct of a sexual nature that is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective and subjective standard.
- c. Sexual exploitation, defined as occurring when a person abuses or exploits another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose without that person's consent. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include:

- Observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity in a place where that person would have a reasonable expectation of privacy, without that person's consent;
- Recording, and/or distributing (including streaming) of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without that person's consent;
- Prostituting another individual;
- Exposing one's genitals in non-consensual circumstances;
- Knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
- Inducing incapacitation for the purpose of making another person vulnerable to nonconsensual sexual activity.

#### **GENERAL RULES OF APPLICATION**

The above-referenced acts are considered sexual discrimination. Title IX of the Educational Amendments of 1972, 20 U.S.C. §§1681-1688 ("Title IX"), prohibits discrimination on the basis of sex in Education Programs and Activities operated by recipients of federal financial assistance, including Bryn Mawr College. This Policy is intended to meet the College's obligations under Title IX; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), as amended by the Violence Against Women Reauthorization Act of 2013 ("VAWA"), with respect to its application to sex-based misconduct; and other applicable law and regulations.

Consistent with Title IX requirements, Bryn Mawr College does not discriminate on the basis of sex in its Education Programs or Activities (including in admissions and employment). College community members have the right to be free from all forms of sexual harassment and violence. All College community members are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College has zero tolerance for sexual misconduct, and this Policy applies to all employees and students. Non-members of the campus community who engage in discriminatory actions within College programs or on College property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with College programs as the result of their misconduct.

Reports of Sexual Misconduct committed by any student or employee (including faculty and staff) of the Bryn Mawr community will be resolved according to the procedures outlined in this Policy, unless otherwise noted.

#### **EFFECTIVE DATE**

This Sexual Misconduct Policy is effective on August 14, 2020 and will apply to Formal Complaints of Sexual Misconduct brought on or after August 14, 2020. Formal Complaints brought prior to August 14, 2020 will be investigated and adjudicated according to previous College policies.

#### **NON-DISCRIMINATION IN APPLICATION**

The requirements and protections of this Policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about this Policy or processes set forth herein may contact the Department of Education's Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>.

#### **DISABILITY ACCOMMODATIONS**

This Policy does not alter any College obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations, that do not fundamentally alter the Resolution Process, for disclosed disabilities to the Title IX Coordinator at any point before or during the Process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other College programs and activities.

## **ALCOHOL AND DRUG USE AMNESTY**

The health and safety of every student is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time Sexual Misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report incidents of Sexual Misconduct. An individual who experiences Sexual Misconduct, or a Witness to such Sexual Misconduct, acting in good faith, who discloses any incident of Sexual Misconduct to College officials or law enforcement will not be sanctioned under College codes of conduct for violations of alcohol and/or drug use policies occurring at or near the time of the incident(s) of Sexual Misconduct. The College may request that the individual attend an approved alcohol or drug education program, without assessing any charges for such program. This amnesty provision also applies to student groups making a report of Sexual Misconduct. Amnesty does not preclude or prevent action by police or other legal authorities pursuant to relevant state or federal criminal statutes.

## **REPORTING SEXUAL MISCONDUCT TO THE COLLEGE**

Any person may report Sexual Misconduct in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report.

Such a report may be made at any time (including during non-business hours) via the Bryn Mawr Online Reporting Form ([https://brynmawr.qualtrics.com/jfe/form/SV\\_bemH6hX9kSLX9Zz](https://brynmawr.qualtrics.com/jfe/form/SV_bemH6hX9kSLX9Zz)), or by mail to the office address listed for the Title IX Coordinator. The Online Reporting Form will provide a link to this Policy, as well as encourage individuals to review this Policy for more information about procedures and resources.

Individuals who report Sexual Misconduct in Pennsylvania will also be informed of their rights as a victim of crime under Pennsylvania law.

Once an individual provides a report of Sexual Misconduct, the report will be reviewed by the Title IX Coordinator. At this stage, only the Title IX Coordinator will have access to the report, and they will share the information on a limited basis as required to take the appropriate next steps. Using the information gathered through the Online Reporting Form, the College will promptly contact the Complainant to discuss appropriate Supportive Measures and to explain the process for filing a Formal Complaint and that Supportive Measures are available with or without the filing of a Formal Complaint. Complainants are not required to respond to outreach from the College and the College will respect this decision, with limited exceptions where it is obligated by law or to act in the safety interest of the community.

Only individuals authorized by the College may enter, update, access, share, or disseminate the electronic data collected, created, or maintained from the Online Reporting Form.

### **ANONYMOUS REPORTS**

An individual may make a report of Sexual Misconduct to the Title IX Coordinator, and if preferred, may do so without disclosing one's name using the online reporting form listed above and here: [https://brynmawr.qualtrics.com/jfe/form/SV\\_bemH6hX9kSLX9Zz](https://brynmawr.qualtrics.com/jfe/form/SV_bemH6hX9kSLX9Zz)

Depending on the level of information available about the incident or the individuals involved, the College's ability to respond to an anonymous report may be limited. The College will, however, take whatever steps it deems appropriate and in the best interest of the overall College community, consistent with the information available. The College will never refuse to respond on the grounds that a report was made anonymously.

Information collected through the anonymous reporting line will be shared only with necessary College officials in order to respond to the reported concern. Information is kept confidential and no personally identifiable information is shared, except as necessary to follow this Policy, without the reporting party's consent.

### **TITLE IX COORDINATOR**

The Title IX Coordinator provides supervision and management of the College's efforts to address and resolve incidents of sexual and gender-based discrimination. The Bi-College Title IX Coordinator is:

Kimberly F. Taylor  
Bi-Co Title IX Coordinator  
Haverford & Bryn Mawr Colleges  
[ktaylor4@haverford.edu](mailto:ktaylor4@haverford.edu)  
Bryn Mawr College Office location: Cambrian Row: Aelwyd, 2nd floor;  
Phone: 610-526-7863



## **POLICY CONCERNING SEXUAL RELATIONSHIPS BETWEEN STUDENTS AND FACULTY OR STAFF MEMBERS**

Fulfilling the mission of Bryn Mawr College to provide a rigorous education and to encourage the pursuit of knowledge as preparation for life and work depends upon the existence of a relationship of trust, respect and fairness between faculty or staff members and students. Romantic and/or sexual relationships between faculty or staff members (including teaching assistants) and students threaten this relationship. Further, the unequal nature of their respective roles calls into question a student's ability to fully consent to a romantic and/or sexual relationship with a faculty or staff member. The College considers such a relationship, even if believed to be consensual, to violate the integrity of the student/faculty or student/staff relationship, and to be unethical and unacceptable.

In acting on complaints regarding sexual relationships that come to the College's attention, it will be presumed that any complaint by a student against a faculty or staff member is valid if sexual relations have occurred between them. In addition, third parties, including other students, parents, and other faculty/staff members, may report suspected violations of this policy. All complaints will be investigated and should allegations of such a relationship be substantiated, the College will take appropriate disciplinary action against the involved faculty or staff member, up to and including termination of employment.

## **PRIVACY OF STUDENT RECORDS**

The Family Educational Rights and Privacy Act of 1974 was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5920, concerning alleged failures by the institution to comply with the act. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Undergraduate Dean's Office.

Bryn Mawr College designates the following categories of student information as public or "directory information." Such information may be disclosed by the institution for any purpose, at its discretion.

- Category I: Name, address, dates of attendance, class, current enrollment status, electronic mail address
- Category II: Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred
- Category III: Date of birth
- Category IV: Telephone number
- Category V: Marital status

Currently-enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974 by written notification, which must be in the Registrar's Office by August 15. Forms requesting the withholding of directory information are available in the Registrar's Office. Bryn Mawr College assumes that failure on the part of any student to request the withholding of categories of directory information indicates individual approval of disclosure.

**CLERY ACT, HIGHER EDUCATION OPPORTUNITY ACT AND ANNUAL SECURITY REPORT AND ANNUAL FIRE SAFETY REPORT**

The Commonwealth of Pennsylvania enacted the College and University Security Act in 1988 (Clery Act) and the Higher Education Opportunity Act in 2008. These laws require all institutions of higher education within the Commonwealth to provide students and employees with information pertaining to crime statistics, security measures, fire statistics, fire safety measures, policies relating to missing persons, and penalties for drug use. These acts also require that this information be available to prospective students and employees upon request. For detailed information please go to: <http://www.brynmawr.edu/safety/act73.htm>

Should you have other general questions please contact the Department of Public Safety at (610)526-7911 or go to: <https://www.brynmawr.edu/inside/offices-services/campus-safety/>





