

## CURRICULAR RULES OF THE FACULTY OF ARTS AND SCIENCES

### THE UNDERGRADUATE COLLEGE

#### I. ADMINISTRATION

##### A. THE ACADEMIC YEAR

The academic year consists of two semesters, with 67-69 days for classes in the first and 69-70 in the second.

##### 1. Days and Hours of Classes

Classes shall regularly be scheduled from Monday to Friday, inclusive, of each week, but none shall regularly be scheduled on Saturday. The first lecture hour in each day of classes shall begin at 9:10 a.m., and subsequent classes during the day at ten minutes past the hour, unless otherwise specified by the Registrar.

##### 2. Vacations

Appropriate vacations are scheduled for October recess, Thanksgiving, the winter holidays, and spring recess.

##### B. ADMISSION TO COLLEGE

##### 1. General Regulations Governing Admission and Refusal of Admission

- a. The College reserves the right in all cases to determine which candidates shall be admitted.
- b. The President of the College shall have full power to refuse admission for non-academic reasons.
- c. Notice of admission or of refusal of admission shall be given to all candidates at the time and in the manner determined by the President.
- d. Only in exceptional cases may students be admitted to college for the first time at the beginning of the second semester.

##### 2. Regular Admission to the Freshman class

##### a. Applications

All candidates for admission to the freshman class must make application on the regular forms.

##### b. Program of Studies for Admission

A four-year secondary school course, carrying a total of at least sixteen credits, is regularly required for admission to the freshman class. The typical program of study should include English, foreign languages, and Mathematics carried through most of the school years and, in addition, History and Science. Elective credits may be offered

in such fields as History of Art, History of Music, and History of Religion. The Committee on Admissions may admit students whose program of studies in secondary school differs from the regular pattern, provided that they have shown evidence of continuity in the study of basic subjects and appear likely, through ability and training, to do good work in college.

On students who have carried advanced work in school, see below. Admission to Courses, II,A,2 and Credit for Advanced Placement Courses, II,C,8,e.

### c. Tests

The Scholastic Aptitude Test and three Achievement Tests of the College Board or the ACT tests of the American College Testing Program are required of all candidates with the exception of students who are completing a secondary curriculum preparing them for entrance to university in another country. The tests may be taken any time between September of the junior year and January of the final year in secondary school, except that applicants on the Early Decision plan must complete the tests by the Early Decision deadline. The three Achievement Tests shall be chosen as follows: 1. English, 2. a foreign language (if studied for two full years or more), and 3. one (or two if language is not offered) of: social studies or the natural sciences or intermediate or advanced mathematics. If possible, tests should be taken in current subjects.

In addition to these tests the Committee on Admissions shall consider other evidence of ability in the secondary school record of the candidates, such as their grades in courses, their rank in class and the estimates given by the secondary school heads or guidance counselors of their character, maturity and readiness for college work.

## 3. Admission of Transfer and Foreign Students

### a. Transfer Students

Students may be admitted on transfer from American and foreign colleges and universities approved by the College. The requirements for consideration for admission on transfer shall be: 1) an excellent school record; and 2) an average of at least "B" in college work.

A candidate for admission on transfer must submit the following documents: 1) school transcripts; 2) college transcript; 3) a letter of recommendation from the appropriate officer of the colleges attended; 4) a current catalog of that college with marks indicating the courses taken. Candidates for admission on transfer who have not taken the Scholastic Aptitude Test and the Achievement Tests of the College Entrance Examination Board are required to take only the Scholastic Aptitude Tests. Candidates who have taken these tests should request the College Entrance Examination Board to send a report on them to the Office of Admissions.

### b. Foreign Students

Foreign students may substitute for the tests given by the College Board or ACT copies of the results of entrance examinations taken for admission to universities in their own countries. Those whose native language is not English must also present satisfactory evidence of proficiency in the English language.

c. Standing

Students of other colleges or universities who have failed to meet prescribed standards of academic work, or who have been put on probation or suspended or excluded, will under no circumstances be admitted to Bryn Mawr College.

4. Admission of Part-time Degree Candidates

Women who because of special circumstances are unable to undertake a full college program may apply for admission to the College as part-time candidates for degrees. Students accepted for part time candidacy must take two or three courses each semester and must meet all entrance requirements as stated in B,2 or B,3 above.

5. Admission to the Katharine E. McBride Scholars Program

Women who are beyond the traditional college age and whose educations have been delayed or interrupted may apply to the College through the Katharine E. McBride Scholars Program. Students accepted through this program will attend part-time in their first year and may, if they wish, continue as part-time students thereafter. During the first year such students will normally take the required course in composition and will be encouraged to take advantage of special support services and programs arranged by the Office of the Undergraduate Dean especially for them.

Applicants to the McBride Scholars Program must submit the following credentials:

- Transcripts for any college work;
- Scholastic Aptitude Tests, if available;
- High school records;
- Recommendations.

Applications for the McBride Scholars Program will be reviewed by a subcommittee of the Committee on Admissions which will include the Director of the McBride Scholars Program.

6. Admission of Non-Degree Candidates

a. Post-baccalaureate Students in Pre-medical and Paramedical Fields

Men and women who hold a bachelor's degree and need additional undergraduate training before applying to medical schools or programs in paramedical fields may apply to become post-baccalaureate students. Applications will be considered by a special subcommittee of the Committee on Admissions which will include a representative of the Graduate School of Arts and Sciences, a representative of the Department of either Biology or Chemistry, and the premedical advisor for the College.

b. Special Students

Men and women who do not wish to undertake a full college program leading to a degree may apply for admission as special students to take courses on a fee-per-unit basis, resources permitting, and subject to the approval of the department concerned.

Applications for special student status will be reviewed by the Associate Dean for Non-Degree Programs. Admission to a specific course is contingent upon the approval, in all cases, of the instructor involved. Applicants must present credentials, as required by

the Associate Dean and the specific instructors involved, which attest to their readiness to undertake their planned program of study. Continuation of special student status will be reviewed each semester and granted only by the approval of the Associate Dean for the Division of Special Studies.

A special student who wishes to become a degree candidate must follow procedures established for the admission of degree candidates.

### C. REGISTRATION AT COLLEGE

All students are required to register with the Registrar/Controller before 8:45 a.m. on the first day of classes of the first semester. Incoming freshmen are required to arrive at College in the week preceding the beginning of the first semester.

## II. CURRICULUM

### A. COURSES

#### 1. Definition

The chief units in the undergraduate curriculum shall be courses and half-courses. Undergraduate courses shall be of three kinds. 1) Full-year courses continue through both semesters of the College year; each full-year course is planned to require about one-quarter of a student's total in-class and out-of-class working time of approximately forty working hours per week; and each full-year course carries a credit of two course units. 2) Semester courses require the same amount of work each week for one semester and carry a credit of one course unit. 3) Half courses lasting throughout the year normally require half as much working time each week and carry a credit of one unit; a half-course lasting for one semester carries a credit of one half-unit.\*

\* [One unit of credit at Bryn Mawr is considered the equivalent of either three or four semester hours of credit in institutions using one of the semester-hour systems. When translating semester hours into units, please consult the Registrar for specific policy information.]

Full-year and semester courses usually meet three times a week, or for one two-hour session in the case of advanced courses, but elementary language courses and courses in science with laboratory periods may meet more often; half courses regularly meet twice a week.

Courses shall also be defined as elementary (001), intermediate (002-020), first-year (100-199), second-year (200-299), advanced (300-399) or elective courses according to their place in the major program of the department and the stage in the work of the student at which they are usually taken.

#### 2. Admission to Courses

A student admitted to the College may enter any course to which her previous preparation would entitle her; in particular, students who have carried advanced work in secondary school may be admitted in the freshman year to one or more courses giving more advanced work.

In order to enter second-year and advanced courses, and, in special cases, first-year courses, a student must have fulfilled the prerequisites stated by the departments concerned, or must satisfy in some other way the Dean and the department concerned of the adequacy of her preparation.

### 3. Credit-No Credit

A student may take one course per semester under the credit/ no credit option, subject to the following regulations:

- a. The student may use this option no more than four times during her undergraduate career. If she spends fewer than seven semesters at the College she may use the option once for each year of attendance.
- b. A student registered for a course under this option is considered to be a regular member of the class; she will be counted into department statistics; she will be counted into College enrollment reports; she will pay laboratory fees; and she must meet all of the academic commitments of the course on schedule.
- c. The instructor will not be notified by the Registrar or the Dean of the nature of the student's registration.
- d. Faculty members will submit grades for all students in their courses. The Registrar will be responsible for maintaining the original record, i.e., the grade sheet, and of recording a "credit" or "no credit" grade when applicable on the student's transcript.
- e. A student planning to take a course under this option should sign the C/NC Registry Book kept by the Registrar not later than the third Friday of classes in the semester in which the course is taken.
- f. The grade for a course taken under the credit/no credit option in 1979-80 and later years may not be changed to a numerical grade unless the course ultimately becomes a part of the major plan of work. (See paragraph g, below). No numerical grade may be converted to "credit" or "no credit".
- g. Courses taken under this option may meet the distribution requirements and the English 015 requirement. No courses may be taken under this option to satisfy major subject requirements. The "credit/no credit" designation will be changed to a numerical grade (by the Registrar) if the course ultimately becomes a part of the major plan of work.
- h. An average grade of at least 2.0 for both semesters or a grade of at least 2.0 in the second semester of study is needed to fulfill the work or additional work requirement in language.

#### 4. Visitors

Students who attend a course regularly without being formally registered are termed "visitors" and must obtain permission from the instructor.

A visitor in any course may not register as a regular student in that course after the confirmation of registration at the end of the second week of the semester, the first four days of the semester being counted as a full week.

A graduate student may become a visitor (auditor is the Graduate School term) in any undergraduate course by permission of the Dean of the Graduate School and the instructor.

#### 5. Class Lists

Preliminary class lists shall be sent to the instructor in each course at the beginning of each semester.

### B. REQUIREMENTS FOR THE DEGREE OF BACHELOR OF ARTS

#### 1. Unit Requirement

All candidates for the A.B. degree must present 32 units of academic work. One unit is the equivalent of a one semester course or four semester hours. The 32 units must include the courses necessary to fulfill the general requirements of the College (see B,3 below) and the requirements of the major.

#### 2. Residency Requirement

Each student must complete 6 full-time semesters and earn a minimum of 24 units while in residence at Bryn Mawr. These units may include courses taken at Haverford and Swarthmore Colleges and the University of Pennsylvania during the academic year. The senior year must be spent in residence. Seven out of the last 16 units must be earned in residence. Students do not normally spend more than the equivalent of four years completing the work of the A.B. degree. Exceptions to this requirement for McBride Scholars and for transfer students entering as second-semester sophomores or juniors are considered at the time of matriculation.

#### 3. General College Requirements

The general College requirements should be completed by the end of the junior year. These requirements are as follows:

- a. One Emily Balch Seminar to be taken in the first semester of the freshman year. Students must attain a grade of 2.0 or higher to satisfy this requirement.
- b. Foreign Language: (effective for students matriculating in September 2011 and thereafter)

- (1) All students will take two semesters of foreign language based courses. Students who come to Bryn Mawr with language proficiency may either place up (and take literature or culture courses within the language departments) or may begin a new language at the elementary level. Courses that fulfill this requirement must be taught in the foreign language; they cannot be taught in translation.
- (2) Language classes from the beginning level will approach the teaching of language from a cultural perspective as well as teaching the skills of the language, as recommended by MLA and as consistent with the way we already teach languages at Bryn Mawr. The aim of the requirement is to expose students to another culture in a way that allows them to achieve the cultural understanding one can only get by looking at the world, or thinking about the world, through another language. This exposure can serve as the basis for the development of linguistic proficiency.
- (3) Students may fulfill the requirement by completing two sequential semester-long courses in one language, either at the elementary level or, depending on the result of their language placement test, at the intermediate level. A student who is prepared for advanced work may complete the requirement instead with two advanced free-standing semester-long courses in the foreign language(s) in which she is proficient. Non-native speakers of English may choose to satisfy all or part of this requirement by coursework in English literature.

c. Courses to fulfill the College distribution requirement: (effective for students matriculating in September 2011 and thereafter)

- (1) Each student must complete, with a grade of 2.0 or higher, one course in each of the four Approaches to Inquiry before the start of her senior year:

**Approaches to Inquiry:** The courses provide ways of familiarizing students with the possibilities and problems involved in:

- 1. Scientific Investigation (SI):** understanding the natural world by testing hypotheses against observational evidence.
- 2. Critical Interpretation (CI):** critically interpreting works, such as texts, objects, artistic creations and performances, through a process of close-reading.
- 3. Cross-Cultural Analysis (CC):** analyzing the variety of societal systems and patterns of behavior across space.
- 4. Inquiry into the Past (IP):** inquiring into the development and transformation of human experience over time.

Courses that satisfy the distribution requirements are identified by the sponsoring department or program, subject to review by the Committee on the Undergraduate Curriculum. The assignment of courses to Approaches will be published each semester in the Course Guide, which students should consult to inform themselves of which courses satisfy the various requirements.

(2) In addition, the following regulations apply:

(a) Only one course within the major department may be used to satisfy both distributional requirements and the requirements of the major. No more than one course in any given department may be used to satisfy distribution requirements.

(b) Although some courses may be classified as representing more than one Approach to Inquiry, a student may use any given course to satisfy only one distributional requirement.

(c) Students will normally satisfy these requirements with courses taken while in residence at Bryn Mawr during the academic year. Students may use credits transferred from other institutions to satisfy these requirements only with prior approval. AP, A level, or IB credits may not be used to satisfy the distributional requirement, although they would allow a student to place into a more advanced course representing the same Approach.

(d) A prospective independent major must show in her proposal to the Council on Academic Standards how she intends to fulfill her divisional requirements.

d. Quantitative and Mathematical Reasoning Requirement: (effective for students matriculating in September 2011 and thereafter)

- (1) Each student must demonstrate the application of the quantitative skills needed to succeed in their professional and personal lives as well as many social and natural science courses by either
  - a. a satisfactory score on the diagnostic assessment offered before the start of the freshman year or
  - b. completing a Q-Sem with a grade of 2.0 or higher during the freshman year
- (2) Each student must complete, with a grade of 2.0 or higher, before the start of her senior year, one course which makes significant use of at least one of the following: mathematical reasoning and analysis, statistical analysis, quantitative analysis of data or computational modeling. Courses that satisfy this requirement are identified by the sponsoring department or

program, subject to review by the Committee on the Undergraduate Curriculum and are designated "Q" in course catalogs and guides.

(3) In addition, the following regulations apply:

(a) A student cannot credit the same course to meet both the Q and distribution requirements.

(b) Students may use credits transferred from other institutions to satisfy these requirements only with prior approval.

(c) Curriculum Committee is responsible for maintaining and updating, after broad consultation with the faculty in affected disciplines, a memorandum of understanding identifying the quantitative skills to be addressed in the Q-Sem.

#### 4. Major Subjects

The major subject must be chosen from one of the major departments at Bryn Mawr or Haverford, or the major in Linguistics at Swarthmore, or such interdepartmental majors as are approved by the by the Committee on the Undergraduate Curriculum, or the student may apply for approval of an independent major to be taken at Bryn Mawr College, as indicated in section a immediately below.

##### a. Independent Majors

A student wishing to create an independent major must first submit her plan to two faculty members, one of whom must be a member of the Bryn Mawr faculty and be the director of her program, and one of whom may be a member of the Haverford faculty, who must agree to act as sponsors and as continuing supervisors of the student's major work.

She must then prepare a detailed, written proposal describing the specific course work and other work that will constitute the major. That proposal, together with supporting letters from the two faculty sponsors, shall be submitted for approval to the Permanent Subcommittee on Independent Majors, not later than the last day of classes preceding the spring recess of her sophomore year. Students transferring into the junior year may submit proposals not later than Friday of the fourth full week of classes in the fall term of the junior year.

The student's transcript will show "An independent major in ...," the title being that approved by the subcommittee.

The subcommittee shall exercise a continuing review of the academic progress of all students with independent majors, and shall report regularly to the Committee on the Undergraduate Curriculum.

#### b. Minimum Course Requirements

The minimum course requirement in the major subject shall be eight course units, consisting of full year or semester courses of which at least two courses must be 200- level work and at least two courses must be at the 300-level or above. For interdepartmental majors, at least two courses must be at the 300-level or above. The course requirements in the major subject usually consist of the following:

- two course units of first-year (100-level) work;
- two to four course units of second-year (200 level) work;
- and two to four course units of advanced (300-and 400-level) work.

A major should require no more than fifteen courses, including prerequisites and allies from other departments. Except where explicitly forbidden, courses used to fulfill major requirements may also satisfy other course requirements, including divisional requirements.

#### c. Declaration of a Major

All sophomores before registering for their courses for their junior year must decide upon a major subject for their subsequent junior and senior years with the advice of their major departments. (See below II,C,2 Registration of Courses.)

#### 5. Elective Courses

The remaining courses which make up the required total of thirty-two courses are devoted to elective courses. Students may choose freely any courses which do not have prerequisites or any courses whose prerequisites they have met.

#### 6. Supplementary Requirement

Physical Education: The requirement shall consist of no less than eight terms (a term being one-half a semester, 6-7 weeks) of such classes and activities as the Department of Physical Education shall recommend, to be fulfilled at any time during the student's years at the College. In addition, all students must take a swimming test at the beginning of the freshman year. Students unable to pass this test are expected to register for beginning swimming as part of their course work.

### C. PLAN OF COURSE WORK

#### 1. General Program

A student's program regularly consists of four units of work each semester. A minimum course requirement of fifteen units must be completed before the beginning of the junior year. No student may register for more than five units in any semester without the permission of the Committee on the Undergraduate Curriculum and the major department. No student may carry six courses simultaneously under any conditions.

## 2. Registration for Courses

Every undergraduate student before entering upon the work of the semester must consult her Dean about the courses she desires to take. Students in College are required to register in the spring for courses scheduled during the coming academic year. No student who is planning to continue in College is excused from spring registration.

All sophomores before registering for their courses for their junior year must bring to the Dean a schedule of their plan of work in the major subject, approved and signed by the chair of their major department.

Under the Four-College Plan, full-time students in Bryn Mawr College may register for courses in Haverford College, Swarthmore College, and the University of Pennsylvania (without payment of additional fees). Such registrations must be approved by the Dean in all cases and by the departments concerned in the case of either required courses or major and allied work.

Any change in the courses for the first semester registered in the Dean's Office in the spring must be made before the end of the confirmation of registration. After the semester has begun changes may be made only within the first two weeks. (Note: A fine of ten dollars is payable for any changes made after that date, unless these changes are recommended by the Dean or the major department.)

## 3. Attendance at Classes

Students are solely responsible for attendance at classes. They are expected to attend classes and participate in the work. Failure to meet these requirements may be taken into account when grading a student's work.

Absences because of health or other urgent reasons may be excused at the discretion of the Dean, but any work missed must be made up. After a brief absence the student should consult her instructors about making up any work so missed. After a prolonged absence both the Dean and the instructor must be consulted. If it seems probable to the Dean that student's work may suffer seriously through the length of her absence, she may be required to drop one or more courses.

## 4. Absence from Courses

Unless a special exemption is granted by the Faculty, the following rule shall apply to every case of extended absence from courses: if a student is absent from all courses for twenty-five consecutive days of classes, she must drop a semester course; if absent for thirty-five consecutive days of classes, she must drop one course and become an auditor in another; if absent for forty consecutive days of classes, she must drop two semester courses; if absent for forty-five consecutive days of classes, she must drop two semester courses and become an auditor in a third; if absent for fifty consecutive days of classes she must drop all courses for that semester.

At the discretion of the Faculty, this rule may be applied to cases in which absences are not consecutive.

#### 5. Full-Year Courses

If a full-year course is taken for only one semester in one year, the work done shall not be counted, except by permission of the Dean and the Instructor, in the units of credit toward the A.B. degree unless the course is completed in a later year. However, the grade received in the semester taken is included in the student's grade point average.

#### 6. Summer Courses

A summer course is one offered by a member of the Bryn Mawr College Faculty under the auspices of his or her department or of another department or departments of the College in one or more months that fall outside the normal academic year. Such courses may be offered at Bryn Mawr or in the field, e.g., at some other location in this country or abroad. All summer courses must be approved for undergraduate credit by the Committee on the Undergraduate Curriculum, which shall judge them on the basis of the standards applied to any course offered at the College during the academic year. Once approved all summer courses shall be considered part of the regular curriculum of the College and subject to all the Faculty Rules governing the conduct and standards of work in Bryn Mawr courses.

#### 7. Summer Programs

Courses offered in Bryn Mawr Summer Programs (Institut d'Etudes Francaises d'Avignon, Centro de Estudios Hispánicos en Madrid, and the Italian Summer Institute in Florence) are considered part of the curriculum of the College. Bryn Mawr students who participate in such programs should be informed that their work must meet regular college requirements and grades will be counted in the grade point average.

Summer programs sponsored by the American Council of Teachers of Russian (and ACTR fall and spring programs) are not part of the curriculum of the College. Students who participate in ACTR programs are to be informed that their work will not count toward the degree except as provided by the rules of the governing transfer credit (see 8.d below).

#### 8. Credit for Courses Taken Elsewhere

##### a. Transfer Credit

The course credits of a student who transfers to Bryn Mawr College are evaluated at entrance.

The Dean of the Undergraduate College may grant individual students credit for a full year's course when she considers the work done comparable to that at Bryn Mawr College. In other cases, credit will be granted on an hour-for-hour basis.

The Dean of the Undergraduate College may award hour-for-hour credit without re-examination to transfer students as follows:

(1) For required courses, when the work is considered by the departments concerned to correspond to the work at Bryn Mawr College. (The Dean may arrange for adjustments, such as the completion of additional laboratory work for science courses.) A schedule of three semester hours in the course formerly attended is accepted as fulfilling the requirements.

(2) For courses in departments in which the student has been admitted to second year or advanced courses, and, in general, with the approval of the departments concerned, for courses in the major subject.

(3) For other courses which are acceptable for the A.B. degree, upon consultation with the departments concerned.

(4) For elective courses taken at colleges from which students have transferred.

(5) Students may receive no more than four units of transfer credit for college courses taken prior to secondary school graduation, provided that these courses were not counted towards secondary school graduation requirements. These courses may include those taken at a community college. In all other respects, request for transfer credit for work done prior to secondary school graduation are subject to the same provisions, procedures and limits as all other requests for transfer credit.

No credit shall be given for courses which repeat or duplicate courses offered for admission to college or courses taken at Bryn Mawr College.

The Dean of the College, after consultation with the department concerned, may require an examination where there is doubt of the quality of the work done, and may refuse credit for courses which are not acceptable to them.

The evaluation of the hour and semester credit of the course by the institution from which the student has transferred may be taken by the Dean of the College as the basis for awarding equivalent credit.

A student's standing in her class shall be based entirely upon the grades received in work done at Bryn Mawr College, and in courses taken under the Four-College Plan for Cooperation, but Faculty committees which award prizes, scholarships and special honors may consider the student's record of work taken elsewhere. This rule shall also apply to work done in the Junior Year Abroad and in Summer School Courses.

b. Courses Taken Under the Four-College Plan for Cooperation

In courses taken at Haverford College, Swarthmore College, and the University of Pennsylvania under the Four-College Plan for Cooperation and with the approval of a student's major department, course credit shall be accepted as given.

### c. Junior Year Abroad

Students with excellent academic records who have given evidence of competence in the language of the country in which they plan to study may, with the approval of the Dean and the major departments concerned, apply for admission to the various regularly organized groups spending the junior year in study abroad.

Students who plan to spend the junior year abroad under any of these plans must consult their major departments in order to ensure that the work done abroad is coordinated with the general plan for the major subject.

Upon recommendation of the language departments concerned, students who spend the junior year abroad on these regularly organized plans of study in France, Germany, Italy or Spain are, upon successful completion of the program, automatically granted eight units of course credit toward the A.B. degree.

### d. Summer School Courses

A total of not more than sixteen semester hours (four Bryn Mawr courses) earned in summer school may be counted toward the A.B. degree; of these, not more than eight semester hours (two Bryn Mawr courses) may be earned in any one summer.

Summer school courses for college credit may be taken only at institutions and in courses approved in advance by the Dean of the College and by the corresponding department. In addition, no course may be counted for credit in major or allied fields unless it is approved in advance by the major department; or, for a general college requirement, unless it is approved in advance by the corresponding department at Bryn Mawr.

A student planning to take summer school courses for college credit must consult the Dean of the College about her plans. She must secure from the Dean's Office and fill out in detail the form called "Approval for Transfer Credit" and present it, signed by the Dean and the Chair of the Department concerned, to the Registrar. To be acceptable, the courses taken must be comparable to work given at Bryn Mawr College, (Committee on the Undergraduate Curriculum Minutes, April 29, 1947), and must not duplicate or repeat work offered for admission or taken at Bryn Mawr College.

The Dean of the College shall grant hour-for-hour credit for acceptable courses taken at acceptable institutions. The institution's own evaluation of the hour and semester value of the course shall be accepted.

Credit shall not be given for less than one unit (or three to four semester hours) of work, or for less than two units (six to eight semester hours) of work in elementary language. (Committee on the Undergraduate Curriculum, February 27, 1946).

Courses taken elsewhere which have received a grade below 2.0 (70 or C) shall not be accepted for credit.

A student may increase the hour-for-hour credit by writing a paper. A summer course thus supplemented by extra work must be approved by the department concerned, and any paper written for this purpose should be set and graded by the department.

e. Advanced Placement Courses

Students who enter with Honor grades in Advanced Placement tests in the appropriate subjects will be exempted from the corresponding requirement for the A.B. degree (the grade of 5 is required in English and History).

With the approval of the Dean and the department concerned, one or more Advanced Placement tests with Honor Grades may be presented for credit. Students who enter with Honor Grades in three or more Advanced Placement tests may apply for sophomore standing.

**D. GRADES**

1. System of Grading

The following system of grading shall be employed.\*

	4.0	Excellence
	3.7	
	3.3	
Merit	3.0	Distinction
	2.7	
	2.3	
	2.0	Satisfactory
<hr/>		
Below Merit	1.7	Passing (but unsatisfactory for major
	1.3	subject work)
	1.0	
	0.0	Failing (work so unsatisfactory the student is refused

permission to make up her deficiencies except by repeating the course and passing an examination. The original grade shall stand on the student's record, whether the course is repeated or not.) Note: If in the opinion of the Dean, it is possible for the student to substitute another course, the instructor may refuse to allow her to repeat the course.

2. Grading of Courses

Grades shall be reported for each student in each course in accordance with system of grading described above.

Each course grade represents the instructor's estimate of the total work of the semester or the year in that course, including quizzes, recitations, written work, laboratory work, and examinations.

Each instructor shall have power to determine the individual final grades given to students in his or her courses, and to determine the relative importance of recitations, quizzes, written work, laboratory, and examinations in computing the final grades.

When the work in a course taken by a student in the senior year is covered by an examination used in the major department's evaluation of the Conference(s) for Seniors, the instructor may use the results of that examination in computing a student's grade in that course.

Each instructor shall report to the Registrar the final grades obtained by his or her students in each course within one week of the examination in the course, if it is scheduled, or within one week of the last day on which the examination may be self-scheduled by the students.

In advanced courses which continue throughout the year, when the instructor does not wish to give a final numerical grade until the end of the year, he or she may report at the end of the first semester either a tentative grade, marked "Not to be recorded", or a grade of "Satisfactory" or "Unsatisfactory." A similar procedure may be followed in making a report at the end of the first semester on half-unit courses which continue throughout the year.

Grades for the first semester must be reported and recorded in all first year courses.

By vote of the Faculty, 4/25/73, English 015 shall be graded only at the end of the year; at mid-term only Satisfactory or Unsatisfactory will be given, but not recorded, with the proviso that if Unsatisfactory, at the discretion of the instructor, represents a legitimate failure, the Unsatisfactory should be recorded as 0.0 and the student be required to repeat the course.

The Registrar shall send to each student a record of her grades each semester when all grades for the semester in all courses have been received, and similarly, the results of deferred examinations and language examinations as soon as the record is complete.

Instructors may not report course grades to students except when examination papers are returned to the class for discussion. The Deans may, at their discretion, inform a student of her grade in a course.

A grade, once reported to the Registrar, may be altered by the faculty member who originally submitted the grade, or by the Department or Program Chair on behalf of the absent faculty member, by submitting a change of grade form with a notation of the reason for the change. No grade once reported to the Registrar may be changed after one year except by vote of the Faculty.

### 3. The General Average

The general average shall be computed on the basis of all grades received at Bryn Mawr and under the Four College Plan. Grades in courses taken elsewhere than Bryn Mawr, except under the Four College Plan for Cooperation, shall not be recorded and shall not be included in computing the general average.

Class rankings shall not be computed.

### 4. The Degree with Distinction

The three grades of the A.B. degree with distinction shall be cum laude, magna cum laude, and summa cum laude.

a. Cum Laude Students whose grade point average (computed without uncovering credit-no credit grades) equals at least 3.40 shall, at a minimum, receive the A.B. degree cum laude. Neither this grade point average nor the credit/no credit grades will appear on the student's transcript.

b. Magna Cum Laude A student whose average computed with CR/NCR grades uncovered exceeds 3.60, shall at a minimum receive the A.B. degree magna cum laude.

c. Summa Cum Laude The top ten students in the senior class shall be eligible to receive the degree summa cum laude, provided that their grade point average is at least 3.8.

### 5. The Degree with Honors in the Major Subject

A student may receive the A.B. degree with honors in the Major Subject by the decision of the major department subject to the conditions approved as outlined in section II,E,3 Honors Work in the Major Subject.

## E. STANDARD OF WORK

### 1. The "Merit Law" and Merit Warnings

a. The "Merit law" and Merit Warnings. Every candidate for the A.B. degree in Bryn Mawr College must obtain grades of 2.0 or above in at least one half of her total units of course work for the degree.

A student shall receive an Undergraduate Council warning and may be excluded from College at the close of any semester, including the first semester of her senior year, if her record shows that she has failed to obtain a grade of 2.0 or above in at least one half of the total units of course work up to that time.

At the end of the junior year she is automatically excluded if she has failed to obtain at that time a grade of 2.0 or above in at least one half of the total units of course work.

b. Failure Warnings. A student who receives a failing grade and/or an NC in two or more semester courses shall receive an Undergraduate Council warning.

c. Action by the Deans. Letters of warning shall be sent to students in the name of the Undergraduate Council by the Deans of the Undergraduate College.

Students who have grades below 2.0 in more than one half of their total units of course work or have failed or received a grade of NC in two or more courses will be put on probation by the Undergraduate Council. In this case, they may be required to attend all classes, and to meet all other academic commitments. This requirement shall be enforced by the Deans.

## 2. Major Subject and Major Subject Warnings

a. Standard in Courses in Major Subject. Every candidate for the A.B. degree is expected to maintain grades of 2.0 or above in all courses in her major subject. This standard also applies to courses in the major subject taken during semester or year-long programs at other institutions.

No student may choose as her major subject one in which she has received a grade of 0.0 or one in which her average grade is below 2.0. A student who has a major subject average below 2.0 at the end of her junior year must change her major. If she has no satisfactory alternative major she may be excluded from College.

b. General Procedures.

Every student who receives a grade below 2.0 in a second year or an advanced course in her major subject shall be reported to the Undergraduate Council. A student whose average is above 2.0 but whose work has deteriorated may be required to change to another major and shall in any case receive a major subject warning from the Undergraduate Council.

In both cases described in the paragraph above, the student's major department shall be requested to make a recommendation to the Executive Committee of the Undergraduate Council as to whether or not the student may continue to major in that department; and, if she may, what warning she ought to receive.

c. Special Procedures for Juniors and Seniors. A student who receives a major subject warning at the end of the second semester of her junior year shall be required at the discretion of her department to take course examinations in her major subject in the mid-year examination period of her senior year. (See below, Omission of Examinations for Seniors, Section II,F,4,i,3.) If there is no examination planned in her major course, the instructor shall require a special examination and shall report to the Registrar for the information of the Undergraduate Council a grade for her work in the first semester.

A student who receives a major subject warning at the end of the first semester of her senior year shall be required to take course examinations in all her courses in her major subject at the end of the second semester. (See below, Omission of

Examinations for Seniors, Section II,F,4,i,3.) If course examinations conflict with examinations given as part of the evaluation of the work in the Conference(s) for Seniors, special course examinations shall be scheduled for her either before the beginning of the final examination period or early in the week before Commencement. Exceptions to this rule may be made if the major department reports to the Executive Committee of the Undergraduate Council at the end of the first semester that an examination used to evaluate part of the work in the Conference(s) for Seniors will test adequately the work of one of her courses.

When a student in the second semester of her senior year receives a grade below 2.0 in a second year or advanced course in her major subject, the major department shall make a detailed report and recommendation to the Executive Committee of the Undergraduate Council when the grade is reported. As a general rule, the student will be permitted to receive the degree only if her major department makes a recommendation in her favor. Should the Executive Committee of the Undergraduate Council disagree with the recommendation of the major department whether favorable or unfavorable, the chair of the department and the instructor in whose course the grade below 2.0 was received shall discuss the case with the Executive Committee before a recommendation is made to the Undergraduate Council for decision. To be eligible for graduation, a student must attain an average of at least 2.0 in her major subject.

When a student receives a grade below merit in a course in her major subject taken as part of a semester or year-long program at another institution, her record will be reviewed by the Undergraduate Council. The student's major department will be asked to recommend whether or not she should be allowed to continue in that major.

A student must achieve a grade of 2.0 or higher in all courses for the independent major. A student who cannot maintain this standard in her independent major must choose a departmental major.

### 3. Honors Work in the Major Subject

Departmental Honors shall be awarded by departments for outstanding work in the major. The conditions for Honors shall be established by departments, subject to approval by the Committee on the Undergraduate Curriculum. Conditions for Honors for independent majors shall be established by the Permanent Subcommittee on Independent majors, subject to approval by the Committee on the Undergraduate Curriculum.

### 4. Suspension and Exclusion from the College for Academic Failures or Offenses.

Suspension or exclusion from the College as a penalty for academic failure shall be imposed by the President at the request of the Undergraduate Council. (See the Plan for the Academic Government of the College, Article V, Section 3,d.

Suspension or exclusion from college as a penalty for academic offenses shall be imposed by the President at the request of the Administrative Board of the Academic Honor System. (See the Academic Honor System, III,D)

A student who has been suspended shall be prohibited from visiting the College buildings and grounds under penalty of having her sentence of suspension increased by one semester. The fact of a student's exclusion from the College shall be stated on any transcripts of her academic record that are issued.

## F. CONDUCT OF COURSES

### 1. Written Work

The instructor in each course shall be responsible for setting the date when all written reports, essays, critical papers and laboratory reports are due. No such piece of written work may be handed in after that date without the specific permission of the instructor.

All essays and written reports in any course, except laboratory reports, shall be handed in to the instructor not later than the last day of classes in each semester; but if written reports are substituted for the final examination, they must be completed by the end of the final examination period.

In special cases, with the permission of the instructor and the Dean, the period for handing in a piece of written work may be extended, except that seniors in the second semester must hand in their written work at least forty-eight hours before the time at which senior grades are due in the office of the Registrar.

If an extension is granted beyond the time when grades are due in the Registrar's Office, the instructor will turn in a grade of "Incomplete". If the written work is not handed in by the original date set (when no extension has been granted) or by the extended date, the instructor shall fail the work not done in computing the grade for the course.

A student whose record in a semester course at the end of her senior year is incomplete must complete all the requirements of the course within one year after leaving college, or the course will not be counted in the units required for the degree.

### 2. Quizzes

The word "quiz" in the rules listed under this heading is defined as an announced written test, a "drop quiz" as an unannounced written test.

A quiz is usually given in each first-year course about the middle of the semester, and may be given in second-year and advanced courses. It may be omitted at the discretion of the instructor, but in first-year courses, some clear indication of a student's record should be reported to the Dean and to the student at the middle of the semester.

Additional quizzes or drop quizzes may be given at the discretion of the instructor.

The quizzes and drop quizzes in any course shall be given in the regularly scheduled class hours of that course. They shall be taken by all students in that course and may be taken by auditors.

If a student is absent from a quiz and excused on account of illness or some other emergency, a second or make up quiz may be arranged. The privilege of the make up quiz may be extended to students who have received unsatisfactory grades in the first one, if the instructor so desires.

When a student misses a quiz or a drop quiz because she has taken an unexcused cut, she may be penalized by receiving a grade of zero for the quiz. Procedure in such cases shall be left to the discretion of the instructor.

The grading, within the scale, of both quizzes and drop quizzes and their weighting in computing the grade for the course shall be left to the judgment of the instructor.

The quiz paper shall be returned to the student no later than one week after the quiz. It shall contain an estimate of the grade of the paper, on a system made clear to the student. If possible, a grade should be given if the rating of the quiz is Failed.

### 3. Reports of Work of Students During the Semester

At the middle of each semester the Dean shall request from instructors a report on the progress of all students whose work is unsatisfactory (likely to fall below 2.0) and of all students who have received an Undergraduate Council warning. Instructors shall make these reports fully and promptly, adding any information that in their opinion may be useful to the Dean in dealing with these students.

Instructors shall furnish special reports on students at any time during the semester at the semester at the request of the Dean.

All estimates of the work of students contained in any report shall be without prejudice to future grades.

### 4. Examinations

a. Examination Periods. There shall be an examination period at the end of each semester. Examinations of seniors at the end of the second semester must be completed at least twenty-four hours before the time at which senior grades are due at the Registrar's office.

b. Regular Course Examinations. In each course, there is normally a three-hour self-scheduled written examination. When appropriate and in accordance with faculty procedures, the instructor can decide to substitute one of the following forms of final work for the self-scheduled examination. In no case shall more than one piece of final work be required for any course.

- A scheduled examination
- A take-home examination
- A final paper or other final project
- No final work at all

Every student absent from an examination for any cause as provided in 4 c shall be counted as having failed the examination.

A student who withdraws from the College before the end of the semester may be given permission by the Dean to take examinations at any of the regular or deferred examination periods, provided that she has not missed more than twenty-four days of classes, and that her instructors are willing to allow her to offer herself for examination. If she has missed twenty-five or more days of classes, the rules applying to the amount of course work allowed after a long absence shall apply to her.

c. Deferred Examinations. Examinations may be deferred only because of a student's illness, or illness or death in her immediate family.

A student who has had an examination deferred must present herself for examination at the next Deferred Examination period, but the Dean may grant permission to defer a December examination until the next autumn deferred examination period.

A student who fails to present herself for examination at the time arranged shall be counted as having failed the examination.

Deferred examinations shall be held three times a year, once immediately prior to the beginning of each semester, and once within three weeks of the end of the examination period in Semester II.

d. General Written Examinations in Foreign Languages.

Language examinations in the following languages shall regularly be given: French, German, Italian, and Spanish shall be given regularly. Examinations may be given in other foreign languages in special cases. The rules governing the nature and administration of examinations in other modern foreign languages shall be the same as those for the examinations regularly given. If a student offers a foreign language in which there is no instruction given in the College, the Committee on the Undergraduate Curriculum, upon approval of the choice of language, shall make the arrangements necessary for the examination and report them to the Faculty.

With special permission from the Committee on the Undergraduate Curriculum, foreign students may offer English as one of their two languages.

The language examination shall regularly be held at the beginning of the first semester, early in the second semester, and after the spring vacation in the second

semester. The separate examinations in each language are scheduled in each period on dates set by the Registrar and published in the College Calendar. Placement examinations are offered for entering freshmen before the opening of College in the autumn.

Each examination shall be marked Passed (P) or Failed (F).

A student may take her language examinations as early as the autumn of her freshman year or she may present herself at any of the regular language examinations scheduled in the spring and autumn, except in the spring of her senior year.

### **III. THE ACADEMIC HONOR SYSTEM**

#### **A. THE HONOR SYSTEM**

The integrity of all academic work is a responsibility of students. The administration of the academic honor system is the joint responsibility of students and Faculty. Each student is expected to be familiar with the rules formulated below and is on her honor to carry them out at all times. Each student is responsible for her own honor and is urged to assume responsibility for the integrity of others.

#### **B. EXAMINATIONS AND QUIZZES**

1. Examinations shall be conducted without proctors. However, one or more student proctors shall remain in each building to be called in case of an emergency and to caution students against noise.
2. There should be no talking in the examination room. A student may leave the examination room at any time and talking may be allowed outside the examination room provided that there is no noise which might disturb students in the examination room. On completion of an examination, students are requested to leave the building promptly and quietly.
3. Examinations will be written in the "blue books" (or other paper) provided by the College.
4. Students are urged to occupy alternate seats where space permits.
5. Students should bring into the examination room only those books and/or papers allowed by the instructor.
6. For scheduled examinations the instructor (or the instructor's representative) shall remain in the examination room for about fifteen minutes at the beginning of the examination in order to answer questions. The instructor or the instructor's representative shall return at the close of the examination to collect papers. A student completing the examination before the end of the examination period shall leave her "blue books" on the instructor's desk.
7. Quizzes shall be conducted in the same manner except that the instructor may remain in the room if he or she wishes.
8. The same standard of integrity shall be expected of students in the case of "take home" or

"open book" or any other type of examination.

#### C. OTHER ACADEMIC WORK

1. In reports and other written work, sources of information of an idea or an opinion not the student's own must be clearly indicated; direct quotations must be acknowledged.
2. In laboratory work, each student, unless otherwise directed is expected to make all necessary measurements, drawings, and so forth, independently and 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.
3. Collaboration among students in the preparation of written work may take place only to the extent approved by the instructor.
4. Any student who is uncertain as to the applicability of the above rules to any particular assignment should ask the instructor for more explicit directions.

#### D. INFRINGEMENTS

##### 1. The Reporting of Infringements

- a. The student shall report herself.
- b. A student who has evidence that an infringement has occurred is strongly urged to accept the responsibility either of asking the student to report herself or of reporting her to the Administrative Board of the Academic Honor System dealing with such cases. (See section 2 below.)
- c. Instructors shall ask the student to report herself and unless informed that she has done so, shall report her to the Administrative Board of the Academic Honor System.

##### 2. The Administrative Board of the Academic Honor System

- a. The Administrative Board shall consist of:
  - (1) The Dean of the Undergraduate College (or other appropriate member of the administration) and three members of the Faculty elected by the Faculty upon nomination by the Committee on Nominations. Each member shall serve for three years, one member to be elected in each year.
  - (2) The five students elected to the Honor Board of the Bryn Mawr Students' Association for Self Government.
  - (3) The Dean of the Undergraduate College and the chair of the student Honor Board shall be co-chairs.
- b. The procedure of the Administrative Board shall be as follows:
  - (1) All procedures for the handling of cases shall be decided upon by the Board.

(2) Penalties may include cancellation of part or all of a course, or such cancellation together with suspension or exclusion from College. Recommendations for exclusion or suspension are made to the President who will then proceed at her own discretion, which may include further hearing. All other decisions made by the Board are binding unless appealed to the President. The President's decision is final.

#### **IV. UNDERGRADUATE AWARDS**

##### **A. SCHOLARSHIPS AND PRIZES**

1. Undergraduate fellowships, scholarships, and prizes which are given for excellence in academic work done at the College are awarded on the nomination of the Faculty, except where otherwise provided in the conditions of awards of individual scholarships or prizes. These scholarships and prizes are awarded on the basis of merit only, without regard to financial need.
2. Financial aid is awarded to applicants on the basis of both financial need and academic excellence. Students in College wishing to receive financial aid must apply to the Office of Financial Aid, entering freshmen to the Office of Admissions. Application for renewal must be made each year.
3. The College's policy on financial aid awards is reviewed periodically by the Committee on Undergraduate Scholarships.
4. Any financial aid award may be withdrawn at any time for unsatisfactory work or for misconduct.
5. Prizes are awarded in accordance with the special conditions governing the individual awards.

##### **B. TRAVELING FELLOWSHIPS**

On eligibility of candidates and the method of award, see By-Laws of Faculty of Arts and Sciences, C,2,b,8, on the Committee on the Award of Academic Distinctions and Traveling Fellowships.

###### **1. The Bryn Mawr European Fellowship**

This fellowship is given for merit to a member of the graduating class to be applied toward the expenses of one year of advanced study at a university. The fellowship may be used in this country or abroad, but it is hoped that it may be used to study in Europe.

###### **2. The Gertrude Taylor Slaughter Fellowship**

This fellowship is awarded to a member of the graduating class for excellence in scholarship to be used for graduate study in any college or institution of higher learning anywhere.

Alternates may be appointed for this fellowship, or it may be divided between two students. The fellowship must be used within five years of graduation, or it will lapse.

### 3. The Commonwealth Africa Traveling Scholarship

This fellowship is awarded to a Bryn Mawr graduate to teach or to study at a university or college in Commonwealth Africa, or former British colony in Africa, for a period of at least six months with a view to contributing to mutual understanding and the furtherance of scholarship.

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