

Academic Program

Excerpt from 2018-19 Bryn Mawr College
Undergraduate Catalog

THE ACADEMIC PROGRAM

The Curriculum

The Bryn Mawr curriculum is designed to encourage breadth of learning and training in the fundamentals of scholarship in the first two years, and mature and sophisticated study in depth in a major program during the last two years. Its overall purpose is to challenge the student and prepare the student for the lifelong pleasure and responsibility of self-education and playing a responsible role in society. The curriculum encourages independence within a rigorous but flexible framework of distribution and major requirements.

The Bryn Mawr curriculum obtains further breadth through institutional cooperation. Virtually all undergraduate courses and all major programs at Bryn Mawr and Haverford Colleges are open to students from both schools, greatly increasing the range of available subjects. With certain restrictions, Bryn Mawr students may also take courses at Swarthmore College, the University of Pennsylvania and Villanova University during the academic year without payment of additional fees.

Requirements for the A.B. Degree for students who matriculated in the fall of 2011 or later (students who matriculated prior to fall 2011 should consult prior catalogs)

Thirty-two units of work are required for the A.B. degree. These must include

- One Emily Balch Seminar.
- One unit to meet the Quantitative and Mathematical Reasoning Requirement (preceded by the successful completion of the Quantitative Readiness Assessment or Quantitative Readiness Seminar)
- Two units to satisfy the Foreign Language Requirement.
- Four units to meet the Distribution Requirement.
- A major subject sequence.
- Elective units of work to complete an undergraduate program.

In addition, all students must complete six half-semester of physical education courses, including the required wellness class, THRIVE. They must also successfully complete a swim proficiency requirement and meet the residency requirement.

Students will normally satisfy the Emily Balch Seminar, the Quantitative and Mathematical Reasoning Requirement, the Foreign Language Requirement, and the Distribution Requirement 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 any of these requirements, although they might allow a student to place into a more advanced course.

Emily Balch Seminar Requirement

The Emily Balch Seminars aim to engage students in thinking about broad intellectual questions within and across disciplines and to teach close reading and cogent writing. The seminars help prepare students for a world that demands critical thinking and effective communication both within and outside of the frameworks of particular disciplines. Students must attain a

grade of 2.0 or higher in the seminar in order to satisfy this requirement.

Quantitative Requirement

Students must demonstrate proficiency in the application of the quantitative skills needed to succeed in many social and natural science courses, not to mention their personal and future professional lives, by a) earning a satisfactory score on the SAT, the ACT, b) earning a satisfactory score on the Quantitative Readiness Assessment offered before the start of the freshman year, or c) completing a Quantitative Readiness Seminar with a grade of 2.0 or higher during the freshman year.

In addition, before the start of the senior year, students must complete, with a grade of 2.0 or higher, 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 designated "QM" in course catalogs and guides.

Students cannot use the same course to meet both the QM and distribution requirements. A student may use credits transferred from other institutions to satisfy these requirements only with prior approval.

Foreign Language Requirement

Before the start of the senior year, students must complete, with a grade of 2.0 or higher, two units of foreign language. Courses that fulfill this requirement must be taught in the foreign language; they cannot be taught in translation. 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. Students who are prepared for advanced work may complete the requirement instead with two advanced free-standing semester-long courses in the foreign language(s) in which they are proficient. Non-native speakers of English may choose to satisfy this requirement by coursework in English literature.

Students cannot use the same course to meet both the Foreign Language and distribution requirements. A student may use credits transferred from other institutions to satisfy these requirements only with prior approval.

Distribution Requirement: Approaches to Inquiry

The course of study in the major provides students the opportunity to acquire a depth of disciplinary knowledge. In order to ensure exposure to a broad range of frameworks of knowledge and modes of analysis, the College has a distribution requirement that directs students to engage in studies across a variety of fields, exposes them to emerging areas of scholarship, and prepares them to live in a global society and within diverse communities. The aim of this distribution requirement is to provide a structure to ensure a robust intellectual complement to a student's disciplinary work in the major.

Before the start of the senior year, each student must have completed, with grades of 2.0 or higher, one unit in each of the following Approaches to Inquiry:

1. **Scientific Investigation (SI):** understanding the natural world by testing hypotheses against observational evidence.

These are courses in which students engage in the

observational and analytical practices that aim at producing causal understandings of the natural world. They engage students in the process of making observations or measurements and evaluating their consistency with models, hypotheses or other accounts of the natural world. In most, but not all, cases this will involve participation in a laboratory experience and will go beyond describing the process of model testing or the knowledge that comes from scientific investigation.

2. **Critical Interpretation (CI):** critically interpreting works, such as texts, objects, artistic creations and performances, through a process of close reading.

These courses engage students in the practice of interpreting the meanings of texts, objects, artistic creations, or performances (whether one's own or the work of others) through close reading of those works.

3. **Cross-Cultural Analysis (CC):** analyzing the variety of societal systems and patterns of behavior across space.

These courses encourage students to engage with communities and cultures removed from their own. Using the tools, methodologies and practices that inform our scholarship, students will develop a deeper sense of what it means to analyze or interpret a human life or community within a "culture." A central goal is to overcome the tendency to think that one's own culture is the only one that matters.

4. **Inquiry into the Past (IP):** inquiring into the development and transformation of human experience over time.

These courses encourage students to engage with peoples, communities, and polities existing in a different historical context. Using the tools, methodologies and practices that inform our scholarship, students will develop a deeper sense of what it means to analyze or interpret a human life or community in the past. The aim is to have students view cultures, peoples, polities, events, and institutions on their own terms, rather than through the lens of the present.

These Approaches are not confined to any particular department or discipline. Each course that satisfies the distribution requirement will focus on one (or possibly two) of these Approaches. The distribution classifications can be found in the course guide and in BIONiC, and students should work with their deans and advisers to craft their course plan. 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 of the four Approaches.

Only one course may be used to satisfy both the distribution requirement and the requirements of the major. No more than one course in any given department may be used to satisfy distribution requirements.

The Major

In order to ensure that students' education involves not simply exposure to many disciplines but also some degree of mastery in at least one, they must choose an area to be the focus of their work in the last two years at the College.

The following is a list of major subjects.

Anthropology
Astronomy (Haverford College)
Astrophysics (Haverford College)
Biochemistry and Molecular Biology

Biology
Chemistry
Classical and Near Eastern Archaeology
Classical Culture and Society
Classical Languages
Comparative Literature
Computer Science
East Asian Languages and Cultures
Economics
Environmental Studies (Bi-Co Major)
English
Fine Arts (Haverford College)
French and Francophone Studies
Geology
German and German Studies
Greek
Growth and Structure of Cities
History
History of Art
Italian
International Studies
Latin
Linguistics (Tri-College Major)
Linguistics and Languages (Tri-College Major)
Mathematics
Music (Haverford College)
Philosophy
Physics
Political Science
Psychology
Religion (Haverford College)
Romance Languages
Russian
Sociology
Spanish

Students must declare their major subject before the end of the sophomore year. The minimum course requirement in the major subject shall be eight course units, of which at least one course must be writing intensive (or the equivalent attention to writing in two courses) at the 200 or 300 level.

The process of declaring a major is part of the Sophomore Planning Process. Students shall consult with the departmental adviser and complete a major work plan, which the student then shares with the dean.

Students may not choose to major in a subject in which they have incurred a failure, or in which their average is below 2.0.

Students may double major with the consent of both major departments and their dean. Even when a double major has been approved, scheduling conflicts may occur which make it impossible for a student to complete the plan.

Students may choose to major in any department at Haverford College, in which case they must meet the major requirements of Haverford College and the degree requirements of Bryn Mawr College. Procedures for selecting a Haverford major are available from the Haverford Dean's Office website and are sent to all sophomores in the early spring.

Declaring a major is one element of the Sophomore Planning Process. An up-to-date overview of the Process and details about each of the components will be posted on the Dean's Office website each fall.

Students working for an A.B. degree are expected to maintain grades of 2.0 or higher in all courses in their major subject.

Students who receive a grade below 2.0 in a course in their major are reviewed by the Committee on Academic Standing and may be required to change majors. If, at the end of junior year, a student has a major-subject grade point average below 2.0, that student must change to a different major. If there is no alternative major, that student will be excluded from the College. A student who is excluded from the College is not eligible for readmission.

Each department sets its own standards and criteria for honors in the major, with the approval of the Curriculum Committee. Students should contact departments for details.

The Independent Major Program

The Independent Major at Bryn Mawr is an option for students whose interests cannot be accommodated by an established major.

An independent major is a coherent, structured plan of study consisting of introductory through advanced courses in a recognizable field within the liberal arts. It is not simply a combination of courses in several fields. An independent major must be constructed largely from courses offered at Bryn Mawr and Haverford. A culminating thesis or capstone project that explores and critiques scholarly and/or creative work is required. Interested students should attend the information session and meet with Dean Raima Evan in the fall of the sophomore year.

In designing an independent major, students must enlist two faculty members to serve as advisers. One, who acts as primary adviser, must be a member of the Bryn Mawr faculty; the secondary adviser may be a member of either the Bryn Mawr or Haverford faculty. Interested students should submit their application materials in the spring of the sophomore year.

Students should keep the following in mind when considering an independent major:

Seek advice early in the process. Most students begin meeting with potential faculty advisers and Dean Evan in the spring of the freshman year to discuss the feasibility of their plans. Be aware that faculty sabbatical schedules can complicate finding faculty members available to advise you for your junior and senior years.

Have a back-up plan. Students should enroll in one or two courses each semester that will go towards an established major in case they cannot find faculty advisers or their independent major proposal is not approved.

Be aware of drawbacks. Students pursuing independent majors do not have a cohort of fellow students following the same pathway. Having an independent major can be a somewhat isolating experience, especially in the senior year. Students planning to incorporate advanced Swarthmore and Penn courses into their major plans should be aware that they may not get into those courses, as Swarthmore and Penn students have first priority.

The following is a list of some recent independent majors:

- Creative Writing
- Dance
- Education
- Theater
- Film and Media Studies

Students interested in the Independent Major Program should

attend the information session for sophomores which is held in the early fall. They also should meet individually with Dean Evan in the spring of their freshman year or the fall of their sophomore year.

Application deadlines are as follows:

- the end of the first week of classes in the spring of the sophomore year (for students hoping to study abroad during one or two semesters of the junior year);
- the end of the fourth week of classes in the spring of the sophomore year (for students planning to remain at Bryn Mawr throughout the junior year).

On rare occasions, juniors may apply for an independent major, but the committee urges students to apply by the sophomore deadlines. Junior applications must be submitted no later than the end of the fourth week of classes in the fall of the junior year. Applications submitted after the junior deadline will not be considered.

The application for an independent major consists of the following components:

- A proposal developed in conversation with the advisers that describes the student's reasons for designing the independent major. The proposal should explain why the student's interests cannot be accommodated by an established major, or a combination of an established major and a minor or concentration. It should identify the key intellectual questions the major will address and explain how each proposed course contributes to the exploration of those questions. The proposal should include possible ideas for a thesis topic.
- A course list of 11 to 14 courses, at least seven of which must be taken at Bryn Mawr or Haverford. The plan should include up to two courses at the 100 level and at least four at the 300 or 400 level, including at least one semester of a senior project or thesis (403). No more than two 403 courses can count towards the thesis. The proposal should include a list of five or six alternate courses, along with a rough schema of when the student plans to take the courses (i.e., junior fall, junior spring; senior fall, senior spring). The schema should include courses outside the proposed major, if known (courses in a minor, pre-health professions courses, etc.). If a student intends to pair an independent major with a second major, the schema should include the courses necessary to complete the second major.
- Proposal review forms from the faculty advisers that address the merits of the proposal, the course list, the student's preparation for the proposed course of study, and the process by which the student conferred with the advisers.
- A copy of the student's transcript, which will be supplied by the Dean's Office.

The Independent Major committee is composed of three or four faculty members, two students who are themselves independent majors, and Dean Evan. Together, the committee evaluates the proposals on a case-by-case basis. Their decisions are final. The fact that a particular topic was approved in the past is not a guarantee that it will be approved again.

The committee considers the following issues:

- Is the proposed major appropriate within the context of a liberal arts college?

- Could the proposed major be accommodated instead by an established major and minor?
- Does the proposal convey its intellectual concerns and the role each course will play in this inquiry?
- Are the proposed courses expected to be offered over the next two years?
- Will the faculty members be available for good advising?
- Does the student's record predict success in the proposed major?

If the committee approves the proposal, the student submits an independent major work plan. The plan is reviewed and signed by the faculty advisers and by Dean Evan. The committee continues to monitor the progress of students who have declared independent majors and must approve, along with the advisers, any changes in the program. A grade of 2.0 or higher is required for all courses in the independent major. If this standard is not met, the student must change immediately to a departmental major.

Honors may be awarded for significant work in the field of the independent major. Criteria are a GPA of 3.8 for the courses in the major or an outstanding senior project (3.7 or 4.0) combined with a 3.5 major average. Honors are determined by the two major advisers and an outside reader/spectator. This third reader should be agreed upon by both the student and the major advisers.

Physical Education Requirement

The Department of Athletics and Physical Education (the Department) affirms the College's mission by offering a variety of opportunities promoting self-awareness and the development of skills and habits that contribute to an ongoing healthy lifestyle. The Department offers a comprehensive program that includes competitive intercollegiate athletics, a diverse physical education curriculum and fitness and wellness programs designed to enhance the quality of life for the campus community.

All undergraduate students must earn six physical education (PE) credits to fulfill the College's graduation requirement, including completing a swim proficiency (1 credit) and THRIVE (2 credits). THRIVE is a first-year wellness program that must be completed in their first Fall semester at the College. Students may fulfill the swim proficiency by either passing the swim test or by completing a swim class at Bryn Mawr. Students may earn the remaining PE credits as follows:

- PE classes (quarter classes=1 credits; semester classes=2 credits)
- Varsity intercollegiate athletics (2 credits for traditional season, credit is not awarded in the non-traditional segment)
- Club sport activities (.5 credit for satisfactory participation for approved clubs. No more than 1 PE credit per academic year for club participation. Club sports are sponsored through SGA and are organized by student chairs of each club.)

Qualified students may also earn credit for instructional independent study programs by prior approval only. (Two credits maximum).

PE classes can be taken at Haverford College or in the Bryn Mawr Dance Department, providing the class is not offered for academic credit.

Students are expected to complete all aspects of the PE requirement before Spring Break of their sophomore year. Failure to meet these expectations will affect a student's position in the following year room draw, may affect their eligibility for study abroad, and will be reported to the Dean's Office.

McBride and Transfer Students

For the purposes of the P.E. requirement, McBride students are treated as either sophomore or junior transfer students, depending on their academic status. All transfers must complete the swim proficiency requirement by either completing the swim proficiency test or by completing a swim class at Bryn Mawr College. Sophomore transfer students must also complete 3 credits of P.E. from the general requirements. Junior transfer students must complete 1 credit of P.E. from the General Requirements. For specifics on credit allocation and policies regarding what programs satisfy P.E. requirements, students and advisors are encouraged to reference the Physical Education Website: http://athletics.brynmawr.edu/information/physical_education/requirements#mcbride.

Residency Requirement

Each student must complete six full-time semesters and earn a minimum of 24 academic units while in residence at Bryn Mawr. These may include courses taken at Haverford and Swarthmore Colleges and the University of Pennsylvania during the academic year. Exceptions to this requirement for transfer students entering as second-semester sophomores or juniors are considered at the time of matriculation.

The senior year must be spent in residence. Seven 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

All requests for exceptions to the above regulations are presented to the Special Cases Subcommittee of the Committee on Academic Standing for approval. Normally, a student consults the dean and prepares a written statement to submit to the Committee.

Eligibility to Participate in Commencement Ceremony

A student must have completed all degree requirements to be awarded the A.B.

Donning full academic regalia (robe, mortarboard and hood) and being called to the stage at Commencement signify that a student has completed all degree requirements. These honors are therefore reserved, without exception, for only those students who have completed all degree requirements.

Members of the graduating class who have not yet completed all degree requirements are invited to participate in Senior Week activities with their classmates (or postpone until the year that they graduate), to don the robe to participate in Convocation, and to attend Commencement as audience members. They are further invited to return to participate fully in Commencement in a future year once their degree requirements are complete.

ACADEMIC REGULATIONS

Registration

Each semester, all Bryn Mawr students preregister for the next semester's courses in consultation with their deans or faculty advisers. Once a student has selected a major, the student must consult the major adviser; prior to that, the student consults the dean. Failure to preregister means a student is excluded from any necessary enrollment lotteries.

Students must then confirm their registration on the announced days at the beginning of each semester according to the procedures published on the Dean's Office website.

Students normally carry a complete program of four courses (four units) each semester. Requests for exceptions must be presented to the student's dean or, in the case of an accommodation for a disability, arranged through the Access Services Office. Students may not register for more than five courses (five units) per semester. Requests for more than five units are presented to the Special Cases Subcommittee of the Committee on Academic Standing for approval.

Credit/No Credit Option

A student may take four units over four years, not more than one in any semester, under the Credit/No Credit (CR/NC) option. A student registered for five courses is not permitted a second CR/NC registration.

Transfer students may take one CR/NC unit for each year they spend at Bryn Mawr, based on class year at entrance.

A student registered for a course under either the graded or the CR/NC option is considered a regular member of the class and must meet all the academic commitments of the course on schedule. The instructor is not notified of the student's CR/NC registration because this information in no way affects the student's responsibilities in the course.

Faculty members submit numerical grades for all students in their courses. For students registered CR/NC, the registrar converts numerical grades of 1.0 and above to CR and the grade of 0.0 to NC. Numerical equivalents of CR grades are available to each student from the registrar, but once the CR/NC option is elected, the grade is converted to its numerical equivalent on the transcript only if the course becomes part of the student's major.

When a course is taken under the CR/NC option, the grade submitted by the faculty member is not factored into the student's grade point average. However, that grade is taken into consideration when determining the student's eligibility for magna cum laude and summa cum laude distinctions.

Students may not take any courses in their major under the CR/NC option, but they may use it to take courses towards the Emily Balch Seminar, Quantitative Readiness, Quantitative and Mathematical Reasoning, Distribution or Foreign Language Requirements. While all numerical grades of 1.0 or better will be recorded on the transcript as CR, the registrar will keep a record of whether the course meets the 2.0 minimum needed to count towards a requirement. It is the student's responsibility to consult the Academic Requirements feature of the student's Student Center in BiONiC to determine whether a course the student took CR/NC has satisfied a particular requirement.

Students wishing to take a semester-long course CR/NC must sign the registrar's register by the end of the sixth week of

classes. The deadline for half-semester courses is the end of the third week of the half-semester. No student is permitted to sign up for CR/NC after these deadlines. Students who wish to register for CR/NC for year-long courses in which grades are given at the end of each semester must register CR/NC in each semester because CR/NC registration does not automatically continue into the second semester in those courses. Haverford students taking Bryn Mawr courses must register for CR/NC at the Haverford Registrar's Office.

Course Options

Most departments allow students to pursue independent study as supervised work, provided that a professor agrees to supervise the work. Students pursuing independent study usually register for a course in that department numbered 403 and entitled "Supervised Work," unless the department has another numerical designation for independent study. Students should consult with their deans if there are any questions regarding supervised work.

Students may audit courses with the permission of the instructor, if space is available in the course. There are no extra charges for audited courses, and they are not listed on the transcript. Students may not register to take the course for credit after the stated date for Confirmation of Registration.

Some courses are designated as limited enrollment. BiONiC provides details about restrictions. If consent of the instructor is required, the student is responsible for securing permission. If course size is limited, the final course list is determined by lottery. Only those students who have preregistered for a course will be considered for a lottery.

Students who confirm their registration for five courses may drop one course through the third week of the semester. After the third week, students taking five courses are held to the same standards and calendars as students enrolled in four courses.

No student may withdraw from a course after confirmation of registration, unless it is a fifth course dropped as described above. Exceptions to this regulation may be made jointly by the instructor and the appropriate dean only in cases when the student's ability to complete the course is seriously impaired due to unforeseen circumstances beyond the student's control. The decision to withdraw from a Bryn Mawr course must take place before the final work for the course is due. If the course is at Haverford College, Haverford's deadlines apply.

Half-Semester Courses

Some departments offer half-credit, half-semester courses that run for seven weeks on a normal class schedule. These courses, which are as in-depth and as fast-paced as full semester courses, provide students with an opportunity to sample a wider variety of fields and topics as they explore the curriculum (see Focus Courses in "Academic Opportunities"). Note that half-semester courses follow registration deadlines that differ slightly from full semester courses.

Cooperation with Neighboring Institutions

Students at Bryn Mawr may register for courses at Haverford, Swarthmore and the University of Pennsylvania during the academic year without payment of additional fees according to the procedures outlined below. This arrangement does not apply to summer programs. Credit toward the Bryn Mawr degree (including the residency requirement) is granted for such courses with the approval of the student's dean, and

grades are included in the calculation of the grade point average. Bryn Mawr also has a limited exchange program with Villanova University.

Virtually all undergraduate courses at Haverford College are fully open to Bryn Mawr students. Students register for Haverford courses in exactly the same manner as they do for Bryn Mawr courses, and throughout most of the semester will follow Bryn Mawr procedures. If extensions beyond the deadline for written work or beyond the exam period are necessary, the student must be in compliance with both Bryn Mawr and Haverford regulations.

Many Swarthmore courses are open to Bryn Mawr students in good academic standing, but on a space-available basis. To register for a Swarthmore course the student must obtain the instructor's signature on a Swarthmore registration form. The student submits a copy of the Swarthmore form to the Swarthmore registrar's office in Parrish Hall and a copy of the form to the Bryn Mawr registrar's office.

Bryn Mawr students in good academic standing may register for up to two courses per semester at the University of Pennsylvania on a space-available basis, provided that the course does not focus on material that is covered by courses at Bryn Mawr or Haverford. Scheduling problems are not considered an adequate reason for seeking admission to a course at Penn. These courses will normally be liberal arts courses offered by the College of Arts and Sciences. However, over one's time at Bryn Mawr, a student may count towards the degree up to four courses taught outside the College of Arts and Sciences at the University of Pennsylvania. To ensure that students spend their first two years exploring the liberal arts curriculum, gaining breadth, and preparing for a major, students will enroll in no such courses during the first year of study and no more than one such course in the sophomore year. These courses must be taken during the fall or spring semesters; summer courses are excluded.

Complete information on the process of requesting and registering for a Penn course is available on the Bryn Mawr Registrar's website. Bryn Mawr students must meet all Penn deadlines for dropping and adding courses and must make arrangements for variations in academic calendars. Note that Bryn Mawr students cannot shop Penn classes. Students should consult their deans or the Bryn Mawr registrar's office if they have any questions about Penn courses or registration procedures.

Bryn Mawr juniors and seniors in good academic standing may take one course per semester in the College of Arts and Sciences at Villanova University on a space-available basis, provided that the course is not offered at Bryn Mawr or Haverford. If the course is fully enrolled, Bryn Mawr students can be admitted only with the permission of the Villanova instructor. This exchange is limited to superior students for work in their major or in an allied field. Students must have permission of both their major adviser and their dean.

Courses at Villanova may be taken only for full grade and credit; Bryn Mawr students may not elect Villanova's pass/fail option for a Villanova course. Credits earned at Villanova are treated as transfer credits; students must earn grades of C or better to transfer Villanova courses, the grades are not included in the student's grade point average, and these courses do not count toward the residency requirement.

In order to register for a course at Villanova, students should consult the Villanova Course Guide, and obtain a registration form to be signed by the major adviser and returned to the

Dean's Office. The Dean's Office forwards all registration information to Villanova; students do not register at Villanova. Students enrolled in a course at Villanova are subject to Villanova's regulations and must meet all Villanova deadlines regarding dropping/adding, withdrawal and completion of work. It is the student's responsibility to make arrangements for variations in academic calendars. Students should consult their deans if they have any questions about Villanova courses or registration procedures.

Bryn Mawr students enrolled in courses at Swarthmore, the University of Pennsylvania, or Villanova are subject to the regulations of these institutions. Students are responsible for informing themselves and remaining in compliance with these regulations as well as with Bryn Mawr regulations.

Conduct of Courses

Regular attendance at classes is expected. Responsibility for attendance—and for learning the instructor's standards for attendance—rests solely with each student. Absences for illness or other urgent reasons will normally be excused. Students are responsible for contacting their instructors and, if necessary, their dean in a timely fashion to explain an absence. Students should consult their instructors about making up the work. If it seems probable to the dean that a student's work may be seriously hindered by the length of an absence, the dean may require the student to withdraw from a course or from the entire semester.

Quizzes, Examinations and Extensions

Announced quizzes—written tests of an hour or less—are given at intervals throughout most courses. The number of quizzes and their length are determined by the instructor. Unannounced quizzes may also be included in the work of any course. If a student is absent without previous excuse from a quiz, the student may be penalized at the discretion of the instructor. The weight is decided by the instructor. If a student has been excused from a quiz because of illness or some other emergency, a make-up quiz is often arranged.

An examination is required of all students in undergraduate courses, except when the work for the course is satisfactorily tested by other means. If a student fails to appear at the proper time for a self-scheduled, scheduled or deferred examination, or fails to return a take-home exam, the student is counted as having failed the examination.

A student may have an examination deferred by the student's dean only in the case of illness or some other emergency. When the deferral means postponement to a date after the conclusion of the examination period, the student must ordinarily take the examination at the next Deferred Examination Period.

Within the semester, the instructor in each course is responsible for setting the date when all written reports, essays, critical papers and laboratory reports are due. The instructor may grant permission for extensions within the semester; the written permission of the dean is not required. Instructors may ask students to inform their dean of the extension or may themselves inform the dean that they have granted an extension.

Two deadlines are important to keep in mind when planning for the end of the semester. Assignments due during the semester proper must be handed in by 5 p.m. on the last day of written work, which is the last day of classes. Final exams or final papers written in lieu of exams must be handed in by 12:30

p.m. on the last day of the exam period. Note that the exam period ends earlier for seniors. These deadlines are noted on the Registrar's website.

During the course of the semester, if a student is unable to complete the work for reasons the student cannot control, the student should contact the professor in advance of the deadline, if at all possible, to request an extension. Extensions are generally not given after a deadline has already passed.

Requests for extensions that go into the exam period or beyond involve conversations between the student, professor, and dean. A student should contact both her professor and her dean before the due date of the assignment in question. The dean and the professor must agree to all terms of the extension. Normally, the dean will support such an extension only if the delay results from circumstances beyond a student's control, such as illness or family or personal emergency. Once the terms of the extension are agreed upon, the dean fills out an extension form, which is then submitted to the registrar.

If the instructor has not received a student's work by the end of the exam period, the instructor will submit a grade of Incomplete if an extension has been agreed upon. An Incomplete is a temporary grade. Once the student submits the work, the Incomplete will be replaced by the numerical grade which is the student's final grade in the class.

If a student does not meet the date set in the extension, and does not request and receive a further extension, the instructor is required to submit a final grade. When official extensions are not received by the registrar from the dean, and the instructor submits a grade of Incomplete or fails to submit a grade, that grade is temporarily recorded on the transcript as an Unauthorized Incomplete. No grade, except a failure, can be recorded in place of an Unauthorized Incomplete without an extension or other appropriate action taken jointly by the student's dean and instructor.

Seniors must submit all written work and complete exams by 5 p.m. on the Saturday before senior grades are due in the Registrar's Office. Extensions beyond that deadline cannot be granted to any senior who expects to graduate that year.

Specific dates for all deadlines are published and circulated by the registrar. It is students' responsibilities to inform themselves of these dates.

Grading and Academic Record

Grading Scale	Letter Grade Equivalent	Explanation*
4.0	A	Merit
3.7	A-	Merit
3.3	B+	Merit
3.0	B	Merit
2.7	B-	Merit
2.3	C+	Merit
2.0	C	Merit
1.7	C-	Passing, Below Merit
1.3	D+	Passing, Below Merit

Grading Scale	Letter Grade Equivalent	Explanation*
1.0	D	Passing, Below Merit
0.0	F	Failing

* Merit grades range from 4.0 (outstanding) to 2.0 (satisfactory). Courses in which students earn merit grades can be used to satisfy major, minor, and curricular requirements.

Once reported to the registrar, a grade 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. Once reported to the registrar, no grade may be changed after one year except by vote of the faculty.

Repeating Courses

With the permission of the instructor, a student who fails a course may enroll in it a second time. The initial enrollment and failing grade remain on the student's transcript and count towards the overall GPA.

In extraordinary circumstances, a student who receives a grade of 1.0, 1.3 or 1.7 may repeat the course after receiving the permission of the Special Cases Committee. The student would receive unit of credit for the first attempt only. However, both grades would count toward the overall GPA. With the permission of the Committee, a student may repeat up to two courses, and not more than one in any semester.

Satisfactory Academic Progress

The following guidelines regarding satisfactory academic progress meet the standards set by the Faculty of Bryn Mawr College and those mandated by the Department of Education.

1. The Committee on Academic Standing

At the end of every semester, the Committee on Academic Standing reviews the records of all students who have failed to meet the Academic Standard of Work or to make satisfactory progress towards the degree (see below). A student whose record is reviewed by the Committee must meet the requirements set by the Committee in order to regain good standing at the college. Each student whose record is reviewed will receive an official letter on behalf of the Committee that lays out an academic plan and specifies the standards the student must meet by the end of the following semester or before returning to the College. In addition, the Committee may place restrictions upon a student's course load or course selection. The student's parent(s) or guardian(s) will be notified that the student's record has been reviewed by the Committee and informed of any resulting change in student status.

Students previously in good standing whose records have been reviewed will be put on Academic Warning or Major Subject Warning the following semester, or the semester of return if the student has been placed on Academic Leave. Students who receive financial aid will also receive a financial aid warning. Students on Warning work with their dean and, when appropriate, their major advisors to design a structured plan and support system for the semester. They may not enroll in more than 4.0 units nor take courses outside of Bryn Mawr and Haverford. They are expected to limit nonacademic commitments so that they

do not interfere with academic responsibilities and may participate in intercollegiate athletics only with the explicit permission of their dean and the Director of Athletics. The Dean's Office may solicit periodic reports from instructors concerning their progress in an effort to make sure that any problems are identified early enough for students to get help.

If the student meets the standards specified by the committee, the student regains good standing. If not, the student may appeal to the Committee on Academic Standing for permission to return on Academic Probation or Major Subject Probation (and, if appropriate, for a semester of financial aid probation). The student's appeal should specify the reasons the student failed to make satisfactory academic progress (such as health issues, family crises, or other special circumstance) and the changes that have taken place that ensure that the student can make satisfactory progress in the upcoming semester. The student may supply documentation to support the appeal.

Students whose records are reviewed by the Committee or who appeal to the Committee to return on academic probation or major subject probation may be required to take an Academic Leave from the College and present evidence that they can do satisfactory work before being readmitted on probation. Students on academic leave may not register for classes at the College until readmitted. The Committee may also recommend to the president that a student be excluded from the College. An excluded student is not eligible for readmission to the College. Students who have been placed on Academic Leave by the Committee on Academic Standing may apply to return on warning or probation when they have met the expectations set by the Committee and can demonstrate they are ready to do satisfactory work at the college. Students who hope to return in September must submit a re-enrollment application and supporting materials by May 1. Those who hope to return in January must submit their application and materials by November 1. Applications are reviewed in June and in December.

2. Qualitative Measures for Satisfactory Progress toward the Degree (the Academic Standard of Work)

The Merit Rule requires that a student attain grades of 2.0 or higher in at least one half of the total number of courses taken while at Bryn Mawr. Courses from which the student has withdrawn are not considered. Covered grades for courses which the student elects to take Credit / No Credit are considered. The student may be excluded from the College at the close of any semester in which the student has failed to meet this requirement and is automatically excluded if more than one-half of the student's work falls below 2.0 at the close of the student's junior year. A student who is excluded from the College is not eligible for readmission.

The Standard of Work in the Major requires that every student maintain grades of 2.0 or higher in all courses in the major subject. No student may choose as the major subject one in which the student has received a grade below 1.0 or one in which the student's average is below 2.0. A student receiving a grade below 2.0 in any course in the major subject (including a course taken at another institution) is reported to the Committee on Academic Standing. After consulting with the student's major

department, the Committee may require the student to change the major. At the end of the junior year, a student having a major subject average below 2.0 must change the major. If the student has no alternative major, the student is excluded from the College and is not eligible for readmission.

Repeated Failure: A student who has incurred a grade of 0.0 or NC following a previous 0.0 or NC will be reported to the Committee on Academic Standing.

Deterioration of Work: A student whose work meets these specific standards but whose record has deteriorated (for example, who has earned two or more grades below merit) will be reported to the Committee on Academic Standing.

3. Quantitative Measures for Satisfactory Progress toward the Degree

a. Pace of coursework:

Thirty-two units are required to complete the A.B. degree. Students normally carry a complete program of four courses (four units) each semester and are expected to complete the full-time course of study in eight enrolled semesters. A student may register for 3.0, 3.5, 4.5 or 5.0 units per semester with the approval of the student's dean. To enroll in 5.5 units, the student must also secure the permission of the Special Cases Subcommittee of the Committee on Academic Standing.

To make good progress towards earning 32 units, full-time students must earn a minimum of fifteen units before the start of the junior year. These units may include transfer credits. At the end of the second, third or fourth semester, students who are unable to present to their dean a viable plan to meet this expectation will be brought to the attention of the Committee on Academic Standing.

All students must be on pace to complete the A.B. degree within 150% of the standard thirty-two units. To meet these guidelines, students must complete at least 67% of all courses attempted in any single semester and at least 67% cumulatively. Courses in which a student has earned the following grades for any reason, including non-attendance, will count as units attempted but not completed: W (withdrawal), 0.0 (failure), NC (a failure earned in a course taken credit / no credit), or NGR (no grade). Officially dropped and unofficially audited courses count as neither units attempted nor completed. Courses in which a student has earned a grade of UI (unauthorized incomplete) or I (incomplete) will not be counted as a unit attempted until the final grade has been assigned. These standards apply to students enrolled in dual degree programs. The maximum timeframe for a transfer student may not exceed 150% of the thirty-two units minus the number of units accepted for transfer at the point of matriculation. Students who withdraw from courses in preparation for a medical, psychological or emergency leave of absence but meet the Academic Standard of Work in other respects will be evaluated and warned by the re-enrollment committee (and will receive a financial aid warning letter) when approved to return to the College. (See Medical and Emergency Leaves of Absence.) Any other student who does not meet these expectations will be brought to the attention of the Committee on Academic Standing.

b. Benchmarks in the completion of graduation requirements:

At the end of the second semester, any student who has

failed complete the Emily Balch Seminar Requirement must petition the Special Cases Subcommittee of the Committee on Academic Standing for an exception. Students who are not granted an exception will be brought to the attention of the Committee on Academic Standing.

At the end of the fourth semester, any student who has failed to declare a major must petition the Special Cases Subcommittee of the Committee on Academic Standing for an exception. Students who are not granted an exception will be brought to the attention of the Committee on Academic Standing.

Before the end of the fourth semester, any student who has failed to complete the Physical Education Requirement must petition the Department of Athletics for an exception. Students who are not granted an exception will be brought to the attention of the Committee on Academic Standing.

At the end of the sixth semester, any student who has not completed all remaining requirements, including the distribution, foreign language and quantitative requirements, must petition the Special Cases Subcommittee of the Committee on Academic Standing for an exception. Students who are not granted an exception will be brought to the attention of the Committee on Academic Standing.

Cumulative Grade Point Averages

In calculating cumulative grade-point averages, grades behind CR, NC or NNG are not included. Summer school grades from Bryn Mawr earned on this campus are included, as are summer school grades earned from the Bryn Mawr programs at Avignon. No other summer school grades are included. Term-time grades from Haverford College, Swarthmore College and the University of Pennsylvania earned on the exchange are included. Term-time grades transferred from other institutions are not included.

Distinctions

The A.B. degree may be conferred cum laude, magna cum laude and summa cum laude.

Cum laude

All students with cumulative grade point averages of 3.40 or higher, calculated as described above, are eligible to receive the degree cum laude.

Magna cum laude

To determine eligibility for magna cum laude, grade point averages are recalculated to include grades covered by CR, NC and NNG. All students with recalculated grade point averages of 3.60 or higher are eligible to receive the degree magna cum laude.

Summa cum laude

To determine eligibility for summa cum laude, grade point averages are recalculated to include grades covered by CR, NC and NNG. The 10 students with the highest recalculated grade point averages in the class receive the degree summa cum laude, provided their recalculated grade point averages equal or exceed 3.80.

Credit for Work Done Elsewhere

All requests for transfer credit are approved by the Registrar. The following minimal guidelines are not exhaustive. To ensure that work done elsewhere will be eligible for credit, students must obtain approval for transfer credit before enrolling. These

guidelines apply to all of the specific categories of transfer credit listed below.

- Only liberal arts courses taken at accredited four-year colleges and universities will be considered for transfer.
- Four semester credits (or six quarter credits) are equivalent to one unit of credit at Bryn Mawr.
- A minimum grade of 2.0 or C or better is required for transfer. Grades of C minus or "credit" are not acceptable.
- No on-line, correspondence, or distance learning courses, even those sponsored by an accredited four-year institution, are eligible for transfer.
- The Registrar cannot award credit without the receipt of an official transcript from the outside institution recording the course completed and the final grade.

To count a transferred course towards a College requirement (such as an Approach), students must obtain prior approval from their dean, the Registrar, and the Special Cases Committee.

Domestic study away: Students who wish to receive credit for a semester or a year away from Bryn Mawr as full-time students at another institution in the United States must have the institution and their programs approved in advance by their dean, major adviser, the registrar, and other appropriate departments. Students with citizenship outside the United States may also be eligible to have a period of study at a university in their home country considered domestic study away.

Domestic Summer Work: Students who wish to receive credit for summer school work at an institution in the United States must have the institutions, their programs and the courses they will take approved in advance by the Registrar. Students must present to the Registrar an official transcript within one semester of completion of the course. A total of no more than four units earned in summer school may be counted toward the degree; of these, no more than two units may be earned in any one summer.

Study Abroad: Bryn Mawr maintains a list of approved programs and accepts credit from more than seventy programs and universities in over thirty countries. Students, who plan to study abroad during the academic year, must obtain the approval of the Study Abroad Committee in addition to that of their deans, major advisers, Registrar, and other appropriate departments. Students must enroll in a normal full-time (15-16 credits) program at their study abroad program.

Summer Study Abroad: Students must obtain pre-approval of the institutions/programs and the courses they wish to take abroad for credit. Students must request an official transcript from the summer study abroad program to be sent to the Registrar within one semester of completion of the course(s). Students who participate in a Bryn Mawr summer program (e.g., Institut d'Etudes Francaises d'Avignon, Russian Language Institute, and International Summer School in China) do not need to obtain pre-approval for their courses. A total of no more than four units earned in summer school may be counted toward the degree; of these, no more than two units may be earned in any one summer.

Work done prior to matriculation: Students may receive up to four units of transfer credit for courses taken at a college prior to graduation from secondary school. The courses must have been taught on the college campus (not in the high school) and have been open to students matriculated at that college. The

courses cannot have been counted toward secondary school graduation requirements. These courses may include those taken at a community college. In all other respects, requests 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.

Transfer Students: Students who transfer to Bryn Mawr from another institution may transfer a total of eight units. These courses may include those taken at a community college. Exceptions to the eight unit limit for second-semester sophomores and for juniors are considered at the time of the student's transfer application. Credit for work completed before matriculating at Bryn Mawr will be calculated as described above.

Credit for Test Scores

Students may use honor scores on Advanced Placement, International Baccalaureate, A-Level, and other exams to enter advanced courses. They may also petition to count honor scores as transfer credits towards the 32 units needed to graduate in order to graduate in six or seven semesters rather than eight, or to avoid falling behind when they receive permission to enroll in a reduced course load, when they must withdraw from a course, or when they fail a course. A maximum of eight units transfer credit may be used towards the degree with exceptions made for transfer students at the time of the student's application. Students may not count test credit towards general education requirements, including the Emily Balch Seminar, the Approaches to Inquiry, Quantitative, and Foreign Language requirements.

Departure from the College Prior to Graduation

Leaves of absence allow students to take time away from Bryn Mawr to pursue non-academic interests, seek treatment for medical or psychological conditions, see to personal or family concerns, and/or address academic issues.

To request a leave of absence, students meet with their dean to discuss the reasons for requesting a leave, goals for the leave, and the impact the leave may have on progress towards the degree. In some cases, the dean may initiate the conversation with the student. Students with F-1 visas must also notify the Director of International Student and Scholar Services to update their immigration records and avoid compromising their eligibility to return to the United States.

Once the decision has been made, the dean will file a Notice of Departure noting the type of leave and the length of time the student anticipates being away with the understanding that the timetable could change. Please note that it is our practice to alert parent(s) and guardian(s) when a student's status changes from "enrolled" to "on leave."

If the leave begins mid-semester, the dean alerts the registrar and the student's instructors. The transcript records all courses as "withdrawn." The College may be able to refund some tuition and fees through the end of the eighth week. Students normally leave campus within a few days after deciding to take a mid-semester leave.

While away, students are encouraged to maintain ties to the College community by keeping in contact with their friends, faculty and deans. Students may undertake short visits to campus as long as they notify their dean in advance. Any student on a leave of absence who visits campus is considered

a "guest" of their hosts and is not eligible for College services that are designed for enrolled students.

In most cases, a student on a leave of absence may ask that the leave be extended further or may apply to return sooner than anticipated. No matter the length of time initially requested, the College must approve a student's application to return from all but Personal Leaves.

Personal Leaves allow students in good standing to plan ahead to take a break from their studies for one or two semesters to explore non-academic interests or attend to personal matters. To be eligible for a personal leave, students must successfully complete their academic work in the semester prior to the leave and must apply by June 1 (for the fall semester) or November 1 (for the spring semester).

Students on personal leave are expected to be taking time away from academics. Those who hope to study full-time at another institution should apply instead for Study or Study Away in the United States. However, if they choose to take courses as a guest student at another institution in the United States during their leave they should consult our transfer credit policy and may apply to transfer up to two Bryn Mawr units per semester away.

No matter the length of time initially requested, students on personal leave confirm their plans each semester (by November 1 regarding plans for the spring and March 1 regarding plans for the fall) rather than filing a re-enrollment application. Students returning from personal leave usually participate in room draw and preregister for classes.

Emergency Leaves allow students to take an unplanned mid-semester leave of absence to address pressing personal (non-medical and non-psychological) and family issues. Emergency leaves may last up to eighteen months although most are much shorter.

Students on emergency leave are expected to be taking time away from academics but in some circumstances it might make sense for them to take courses as a guest student at another institution at home during their leave. They should consult our transfer credit policy and may apply to transfer up to two Bryn Mawr units per semester away.

To return from emergency leave, a student must file a re-enrollment application that will be reviewed by a subset of the re-enrollment committee.

Academic Leaves allow students on academic warning or probation to engage in work prescribed by the Committee on Academic Standing and resolve the issues that led to leave. The leave may be requested by the student or mandated by the Committee on Academic Standing. Academic leaves last one or two semesters.

While on leave, students are expected to engage in activities that test their strategies and demonstrate their ability to manage challenging situations, such as employment and volunteer responsibilities as well as coursework at other colleges. Students should consult our transfer credit policy and follow the guidelines set for them by the Committee on Academic Standing regarding the number and nature of courses they take while away.

To return from academic leave, a student must file a re-enrollment application [create link] that will be reviewed by the re-enrollment committee and the committee on academic standing.

Medical Leaves allow students to leave mid-semester or at the

end of a semester to address medical or psychological issues that interfere with their health, happiness and/or success and to prepare to return and to thrive at the College. To initiate a medical leave, students consult not only their dean but also a member of the medical or counseling staff at the Bryn Mawr College Health Center. If working with medical professionals outside the College, they ask their providers to speak with the Director of Medical Services or the Director of Counseling.

While on medical leave, students are expected to receive appropriate care, resolve the issues that led to the leave, and develop new strategies through sustained therapy and/or meaningful work. As the leave progresses, students are encouraged to engage in activities that test their strategies and demonstrate their ability to manage challenging situations, such as employment, volunteer responsibilities, or part-time coursework at a college near home. Students are advised to consult our transfer credit policy and may apply to transfer up to two Bryn Mawr units per semester away.

Occasionally, a member of the College's Health Center or Dean's Office may recommend that a student take a medical leave. In such cases, a student may decline and instead attempt to address their issues while remaining enrolled. In a small subset of these situations, the Dean of the College will convene a confidential evaluation committee comprised of representatives from the Health Center, the Residential Life Office, and/or the Undergraduate Dean's Office to make a holistic and individualized assessment of whether to mandate a leave of absence. The Dean will do so if it appears that the student may be

- presenting a substantial risk of harm to self or others,
- significantly disrupting educational or other activities of the College community,
- unable to participate meaningfully in educational activities,
- requiring a level of care from the College community which exceeds the resources and staffing that the College can reasonably be expected to provide for the student's well-being, or
- presenting other evidence of insufficiently good physical or psychological health to meet academic commitments or to continue in residence at the College.

In evaluating the need to mandate a leave, the committee may consult with the student and with other community members as the committee deems appropriate. At the student's request, the committee may consider psychological and medical assessments made by the student's medical providers as well as by the College's Health Center staff. The committee will consider alternative interventions such as reducing the student's course load. If the committee determines that these alternatives are insufficient or impractical and that a leave is necessary, they will require that the student take a medical leave. The committee's decisions are final. The Dean may place a student on an immediate emergency interim leave of absence until the evaluation committee can complete its process. Students on emergency interim leaves may not return to campus until the leave is lifted.

Medical leaves last one, two or three full semesters. In making a determination about when a student can return, the College's re-enrollment committee will make an individualized assessment of the student's readiness to return through the re-enrollment application process and may allow an earlier return.

Withdrawals: A student in good standing who leaves the

College to matriculate as a degree candidate at another school or whose leave of absence as expired will be withdrawn from the College. A student may also be required to withdraw from the College for committing an infraction of the Honor Code or other community norm. Withdrawn students may apply to return by submitting a re-enrollment application.

Mid-semester Returns Following Short-term Hospitalizations

There may be times when a student's health requires a level of care that can only be provided by a hospital. Students are advised to notify their dean when they have been admitted to the hospital.

While a short-term hospitalization will naturally interrupt a student's academic life temporarily, many students are able to recover, return to campus and finish their semesters successfully, usually with extensions on their academic work that have been carefully planned with their dean and instructors. Others will withdraw from most or all courses and embark upon a leave of absence. The dean and student may discuss options while the student is still in the hospital and will continue to work closely together after the student has been discharged.

When students are discharged from a hospital stay, they might not yet be well enough to care for themselves in the residence hall. In these situations, students usually spend time recovering at home or off-campus with a family member before returning to campus. All students must be evaluated by and receive clearance from the College's Health Center before returning to classes and/or resuming residence in the dorm.

ACADEMIC OPPORTUNITIES

Minors and Concentrations

Many departments, but not all, offer a minor. Students should see departmental entries for details. The minor is not required for the A.B. degree. A minor usually consists of six units, with specific requirements to be determined by the department. Every candidate for the A.B. degree is expected to maintain grades of 2.0 or above in all courses in the major, minor or concentration. However, if a course taken under the Credit/No Credit (CR/NC) or Haverford College's No Numerical Grade (NNG) option subsequently becomes part of a student's minor or concentration but not part of the major, the grade is not converted to its numerical equivalent.

See the lists of majors, minors, and concentrations under Areas of Study on page 51.

Combined Degree Programs

A.B./M.A. Degree Program

The combined A.B./M.A. program lets the unusually well-prepared undergraduate student work toward a master's degree while still completing the bachelor's degree. Students in this program complete the same requirements for each degree as do students who undertake the A.B. and then the M.A. sequentially, but they are able to work toward both degrees concurrently. They are allowed to count up to two courses towards both degrees. A full description of requirements for the program and application procedures appear on the Dean's Office website. This opportunity is available in those subjects