



GRADUATE SCHOOL
OF ARTS AND SCIENCES
OF
BRYN MAWR
COLLEGE

CATALOG AND HANDBOOK
2022-2023



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CATALOG AND HANDBOOK

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

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GSAS 2022-23 ACADEMIC CALENDAR

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

FALL 2022 SEMESTER

AUG. 23	New Student Orientation
AUG. 24	TA Orientation
AUG. 31	Last date to waive or accept Bryn Mawr Health Insurance
AUG. 23- SEPT. 9	Add/Drop period and registration through BIONIC for new GSAS students for Semester I
AUG. 29	First day of classes
SEPT. 12	Last date to drop or add a course in Semester 1
SEPT. 30	Deadline to change incomplete grades to S or U from academic year 2021-2022
OCT. 7	Application for M.A. Candidacy for the Dec. 15 degree is due
OCT. 7	Deadline to schedule Preliminary Examinations for Semester 1
OCT. 7-16	Fall Break
OCT. 15	Deadline for submitting Ph.D. dissertations for the Dec.15 degree from students in ARCH, Classics, & HART. Dissertations must be deposited in GSAS Office by 4 pm
OCT. 31	Deadline for graduate student applications for reimbursement of travel and research expenses for the current academic year
OCT. 31 - NOV. 11	Registration for Spring 2023
NOV. 5	Deadline for submitting Ph.D. dissertations for the Dec. 15 degree for students in Chemistry, Mathematics and Physics. Dissertations must be deposited in GSAS Office by 4 pm
NOV. 18	Deadline for applications for GSAS financial support from all continuing students for academic year 2022-2023
NOV. 23	Thanksgiving Break begins after the last class.

DEC. 2	Last date for Ph.D. final oral examinations (defense of dissertation) for the Dec. 15 degree
DEC. 9	Last date for Ph.D. Preliminary Examinations in Semester I
DEC. 8	Last Day of Classes
DEC. 12	Application for Ph.D. Candidacy due for students planning to take Preliminary Examinations in Semester II
DEC. 12	Last date for final oral and/or written M.A. examinations for the Dec. 15 degree
DEC. 15	Deadline for deposit of final revised version of all dissertations for the December 15 degree and for all GSAS Ph.D. completion items
DEC. 15	Last date for reporting grades of M.A. candidates for the Dec. 15 degree.
DEC. 15	M.A and Ph.D. Degrees Conferred
DEC. 16	Deadline for submitting supplemental materials for competitive fellowships for the academic year 2023-2024
DEC. 16	Winter break begins
DEC. 26 - JAN. 3	GSAS Office Closed

SPRING 2023 SEMESTER

JAN. 10	Deadline for letter grades for work completed in Semester I
JAN. 10	Deadline for evaluations of student work completed in Semester I. Evaluations are due in the GSAS Office by 4pm
JAN. 16	Martin Luther King Jr. holiday
JAN. 17	First day of classes
JAN. 17-30	Last date to drop or add a course in Semester II
FEB. 3	Application for M.A. Candidacy for the May degree is due
FEB. 3	Deadline to schedule Preliminary Examinations in Semester II
MAR. 15	Deadline for submitting Ph.D. dissertations for the May degree for students in ARCH, Classics, & HART. Dissertations must be deposited in GSAS Office by 4pm

MAR. 3-12	Spring Break (Begins after last class)
APR. 3	Deadline for submitting Ph.D. dissertations for the May degree from students in Chemistry, Mathematics and Physics Dissertations must be deposited in GSAS Office by 4 pm
APR. 10-21	Registration for Fall 2023
APR. 14	Last date for Ph.D. Preliminary Examinations
APR. 28	Last date for final Ph.D. oral examinations (defense of dissertation) for the May degree
APR. 28	Last day of classes
MAY 5	Application for Ph.D. candidacy due for students planning to take Preliminary Examinations in fall of next year
MAY 5	Last date for final oral and/or written M.A. examinations for the May degree
MAY 9	Last date for reporting grades of M.A. candidates for the May degree. Grades are due in the Registrar's office by noon
MAY 12	Rehearsal for M.A. and Ph.D. degree recipients. Convocation
MAY 13	Commencement
MAY 15	Deadline for letter grades for work completed in Semester II
MAY 22	Deadline for evaluations of student work completed in Semester II. Evaluations are due in the GSAS office by 4 pm

EMERGENCY/CAMPUS SAFETY

EMERGENCY PHONE NUMBERS

CAMPUS SAFETY—EMERGENCY ONLY

on-campus phones / 7911

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

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

HEALTH CENTER / 7360

GRADUATE DEAN'S OFFICE / 5074

EMERGENCY PROCEDURES

REPORTING A CRIME

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

Campus safety is a shared responsibility. All are encouraged to report crimes and unusual activity to Campus Safety immediately.

The Campus Security authorities work closely with Campus Safety to ensure the safety of our community. All reported incidents will be investigated.

EMERGENCY NOTIFICATION

In an effort to ensure that the community is fully aware of any safety issues or emergencies, Campus Safety will activate the emergency notification system when deemed appropriate. This system has multiple levels, tailored to the situation at hand, which include posting of Campus Safety bulletins, campus-wide voicemails, and e-mails. In addition to these steps, a recorded message may be placed on the Emergency Hotline, ext. 7310 or (610) 526-7310, and information may be posted on the College homepage.

The College has also partnered with a leading provider in the field of emergency notification to send out mass text messages. The system will only be activated when tests are conducted or in the event of a serious or imminent threat to community safety. In the event of an immediate hazard or a serious threat to Campus safety, a notification message will be sent out via text, voicemail, and e-mail.

A campus alert siren may be used as well, if warranted. The siren will be followed by instructions. When the crisis has passed, an all-clear will be sounded. All students are encouraged to go to the following links to familiarize themselves with the alert siren and the emergency messages.

CAMPUS EMERGENCY

The siren may be used in conjunction with the emergency notification system, determined on a case-by-case basis. If you hear the siren, seek shelter inside and stay alert for the emergency notification message. For additional safety information, please refer to

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

FIRE

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

MEDICAL EMERGENCIES

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

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

MAINTENANCE EMERGENCIES

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

EMERGENCY HOTLINE

Call ext. 7310 or (610) 526-7310 to hear recorded information about current information, such as cancellations or special instructions, during severe weather or other emergencies.

BLUE LIGHT—YELLOW EMERGENCY TELEPHONES

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

CAMPUS CRIME AWARENESS: CLERY ACT AND THE ANNUAL FIRE REPORT

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

SAFETY AND SECURITY TIPS

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

It is the responsibility of Campus Safety to promote the safety and welfare of the Bryn Mawr College community. To help us do so, we ask students to carry their official college identification cards at all times on campus and to use them to identify themselves to Campus Safety or other officials when requested.

SOME CAUTIONARY WORDS ABOUT POSTING ONLINE

Remember that postings and communications online should be in keeping with the values of our community: concern for others, respect for diversity, and commitment to dialogue.

These values are the foundation of our Honor Code and our interactions with one another, whether these interactions are face-to-face or conducted online.

Keep in mind that with the increased effectiveness of search engines and the archiving of web pages, material posted online may be available years from now. Personal and student organization home pages, entries, and invitations on Facebook, Twitter, and similar sites, as well as ideas posted on public forums reflect on you and may be viewed by prospective employers.

Managing your digital identity is important and a key part of the Bryn Mawr Digital Competencies framework that you can use as a guide to develop digital fluency while at the College. The Career and Civic Engagement Center can assist as you think about how to set up your LinkedIn profile and how to showcase your interests and accomplishments.

Personal information and photographs may be viewed by stalkers or others with less than positive intent. Such postings can seriously compromise your good name and even your safety. You should be aware of the dangers posed by identity theft. If you post your date of birth online, pictures of yourself, or other forms of personal information, you are vulnerable to identity theft. Similarly, you should not post photographs of others or others' writing without receiving permission to do so. In short, posting any writing online should involve a heightened degree of care and responsibility.

Remember—there is no such thing as privacy on the Internet.

CONTACT INFORMATION

GRADUATE SCHOOL OF ARTS AND SCIENCES

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

DEAN OF GRADUATE STUDIES

Xuemei May Cheng
(610) 526-5357
xcheng@brynmawr.edu

GSAS PROGRAMS ADMINISTRATOR

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

CAMPUS POST OFFICE (STUDENT MAILBOXES)

(610) 526-7336

CONTROLLER'S OFFICE (PAYROLL, PAY SCHEDULES)

(610) 526-5267

HEALTH CENTER

(610) 526-7360

HELP DESK

(610) 526-7440

PUBLIC SAFETY (PARKING)

(610) 526-7911

STUDENT EMPLOYMENT OFFICE

(610) 526-5218

PRESIDENT, PROVOST AND COLLEGE LEADERSHIP

President of the College

Kimberly Wright Cassidy
Taylor Hall, 2nd floor

Provost of the College

Timothy Harte
Taylor Hall, 1st floor

Dean of Graduate Studies

Xuemei May Cheng
Old Library 121

Dean of the Graduate School of Social Work and Social Research

Janet Shapiro
300 Airdale Road

Acting Dean of the Undergraduate College

Cheryl Lynn Horsey
Guild Hall, Dean's Office

Registrar

Kirsten O'Beirne
Guild Hall, L-09

Director of Athletics and Physical Education

Cristina Fink
Schwartz Gymnasium

Coordinator of Access Services

Deborah Alder
Guild Hall 103

ABOUT THE COLLEGE

THE MISSION OF BRYN MAWR COLLEGE

The mission of Bryn Mawr College is to provide a rigorous education and to encourage the pursuit of knowledge as preparation for life and work. Bryn Mawr teaches and values critical, creative and independent habits of thought and expression in three schools: an undergraduate liberal-arts college for women and in coeducational graduate schools in the arts and sciences and in social work and social research. Bryn Mawr seeks to sustain a community diverse in nature and democratic in practice, for we believe that only through considering many perspectives do we gain a deeper understanding of each other and the world.

Since its founding in 1885, the College has maintained its character as a small residential community that fosters close working relationships between faculty and students. The faculty of teacher/scholars emphasizes learning through conversation and collaboration, primary reading, original research and experimentation. Our cooperative relationship with Haverford College enlarges the academic opportunities for students and their social community. Our active ties to Swarthmore College and the University of Pennsylvania as well as the proximity of the city of Philadelphia further extend the opportunities available at Bryn Mawr. Working together in a community based on mutual respect, personal integrity and the standards of a social and academic Honor Code, each generation of students experiments with creating and sustaining a self-governing society within the College. The academic and cocurricular experiences fostered by Bryn Mawr, both on campus and in the College's wider setting, encourage students to be responsible citizens who provide service and leadership for an increasingly interdependent world.

THE GRADUATE SCHOOL OF ARTS AND SCIENCES

When Bryn Mawr College opened its doors in 1885, it offered women a more ambitious academic program than any previously available to them in the United States. Bryn Mawr was the first to offer women graduate education through the Ph.D.—a signal of its founders' refusal to accept the limitations imposed on women's intellectual achievement at other institutions.

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

Graduate education was part of Bryn Mawr's founding vision. M. Carey Thomas, the College's first dean, wrote that "a college without graduate students never occurred to us." Five graduate fellowships were established immediately, and the first Ph.D. was conferred in 1888, along with the first B.A. By 1905 Bryn Mawr had over 70 graduate students, and in 1907 Miss Thomas could report that of 41 American institutions then offering the Ph.D., Bryn Mawr ranked nineteenth in the number of degrees awarded.

In 1931, a man applied to the graduate school. He was admitted and the graduate school has been co-ed ever since. By 1960 about 20% of the graduate enrollment was male, and is currently 20% male. Total enrollment reached a peak of 472 students (many of them part-time) in 1973, when graduate work was offered in 22 departments and three interdisciplinary programs. This was more than the College could sustain, and the Plan for Achieving Financial Equilibrium of 1987 called for a reduction to 11 sustainable Ph.D. programs. The Department of Human Development merged with the Department of Psychology in 1992, resulting in a single Ph.D. program in Clinical Developmental Psychology.

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

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

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

COLLEGE AS COMMUNITY

Believing that a small college provides students with an exceptionally fertile environment in which to learn, Bryn Mawr limits the number of undergraduate and graduate students enrolled each year. Our small size allows students and faculty to work closely together and to know each other well as individuals. With a student-to-faculty ratio of eight to one, Bryn Mawr graduate and undergraduate students enjoy the increasingly rare privilege of a mentor-apprentice model of learning and scholarship.

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

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

Bryn Mawr itself sponsors a broad cultural program that supplements the curriculum and enriches its community life. Various lectureships bring scholars and other leaders in world affairs to the campus not only for public lectures but also for classes and conferences with the students. The Arts Program at Bryn Mawr coordinates the arts curriculum and a variety of extracurricular activities in creative

writing, dance, fine arts, music, and theater. A regular schedule of concerts and productions is directed by the arts faculty at Bryn Mawr and Haverford Colleges, together with performances by the theater and dance programs and other student-run groups. These activities are complemented by an extensive program of readings, exhibitions, performances, and workshops given by visiting artists.

Student organizations have complete responsibility for the many aspects of student activity, and student representatives join members of the faculty and administration in making and carrying out plans for the College community as a whole.

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

GRADUATE COUNCIL

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

EQUALITY OF OPPORTUNITY

Bryn Mawr College is firmly committed to a policy of equal opportunity for all members of its faculty, staff and student body. Bryn Mawr College does not discriminate on the basis of race, color, religion, national or ethnic origin, sexual orientation, age or disability in the administration of its educational policies, scholarship and loan programs, and athletic and other College administered programs, or in its employment practices.

In conformity with the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972, it is also the policy of Bryn Mawr College not to discriminate on the basis of sex in its employment practices, educational programs or activities. The admission of only women in the Undergraduate College is in conformity with a provision of the Civil Rights Act. The provisions of Title IX protect students and employees from all forms of illegal sex discrimination, which includes sexual harassment and sexual violence, in College programs and activities.

Inquiries regarding compliance with this legislation and other policies regarding non-discrimination may be directed to the Equal Opportunity Officer

(eo0@brynmawr.edu or (610) 526-7630) or the Title IX Coordinator

(titleix_coordinator@brynmawr.edu or (610) 526-7630), who administer the College's procedures.

ACCESS SERVICES

Bryn Mawr welcomes the full participation of individuals with disabilities in all aspects of campus life and is committed to providing equal access for all qualified students with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as amended. Students with access needs due to a learning, physical, or psychological disability are encouraged to contact the coordinator of Access Services (Deborah Alder) as early as possible to discuss their concerns and to obtain information about the eligibility criteria and procedures for requesting accommodations. Disclosure of a disability is voluntary, and the information will be maintained on a confidential basis.

FINANCIAL SUPPORT

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

In general, financial support is in the form of Fellowships, Teaching Assistantships, Graduate Assistantships, Tuition Awards, and Summer Stipends.

In Chemistry, Mathematics, and Physics, Teaching Assistantships make up most of the opportunities for financial support. A Dean's Fellowship, to be designated for students during their final year of dissertation writing, or to help support minority students, is available in each of the six programs admitting new students. In addition, a Research Fellowship is available each year in the programs of Chemistry, Mathematics, and Physics. For students in Classical and Near Eastern Archaeology, Classics and History of Art, several Curatorial Internships are available to be held at Bryn Mawr and at a partner institution in Philadelphia.

Note: *not all forms of support are available in all programs, and support opportunities can vary from year to year. Students can check the updated list of support opportunities on the GSAS web pages in early November for the upcoming academic year.*

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

Federal loans can be applied for through the Office of Financial Aid (<http://www.brynmawr.edu/financialaid/>). Loans are need-based and are distinct from the GSAS financial support described above. Most GSAS stipends will be factored into the need assessment that determines loan eligibility. Satisfactory Academic Progress for the continuation of federal aid is monitored by the Dean of the Graduate School of Arts and Sciences.

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

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FEDERAL FINANCIAL AID

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

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

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

	Standard Program Length	150% Program Length
Master of GSAS	2 years	3 years
Ph.D. of GSAS	7 years	10 years

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

- Unsatisfactory
- Withdrawal
- Incomplete

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

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

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

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

EVALUATING SATISFACTORY ACADEMIC PROGRESS (SAP):

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

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

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

Appeals:

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

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

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

If more than one payment period is required to meet progress standards, the student and the Dean will make this clear in the Academic Plan that is created, including what must be required in each payment period, or term.

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

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

STUDENT ACCOUNTS

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

COSTS OF EDUCATION

Summary of Fees and Expenses for 2022-2023

Full-time Tuition	\$50,730
One Unit	\$8,450
Two Units.....	\$16,900
Unit of Supervised Work	\$1,310 per semester
Continuing Education Fee	\$660 per semester
Other Fees:	
Application Fee	\$50
Commencement Fee	\$60

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

BILLING AND PAYMENT DUE DATES

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

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

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

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

REFUND POLICY

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

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

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

WHEN A STUDENT WITHDRAWS

Treatment of Title IV Federal Aid When a Student Withdraws

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

When a recipient of Title IV Federal grant or loan assistance withdraws or takes a leave of absence from the College during the semester, the College must determine per a federal formula, the amount of federal aid that the student may retain as of the withdrawal date. Any federal aid that the student is eligible to receive, but

which has not been disbursed, will be offered to the student as a post- withdrawal disbursement. Any federal aid the student is not eligible to receive according to the federal refund policy will be returned to the federal government.

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

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

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

The order of return of Title IV funds is:

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

If the College has issued a refund of Title IV funds in excess of the amount the student has earned prior to the withdrawal date, the student is responsible for repaying the funds. Any amount of loan funds that the student (or the parent for a PLUS Loan) has not earned must be repaid in accordance with the terms of the promissory note, that is, the student (or parent for a PLUS Loan) must make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds is called an overpayment. The amount of a grant overpayment that the student must repay is half of the unearned amount. The student must make arrangements with the College or the Department of Education to return the unearned grant funds. The calculation of Title IV Funds earned by the student has no relationship to the student's incurred charges. Therefore, the student may still owe funds to the College to cover unpaid institutional charges.

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

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

DEADLINES FOR RETURNING TITLE IV FUNDS

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

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

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

TREATMENT OF COLLEGE GRANTS WHEN A STUDENT WITHDRAWS

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

TREATMENT OF STATE GRANTS WHEN A STUDENT WITHDRAWS

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

GRADUATE EMERGENCY FUND

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

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

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

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

SUMMARY OF DEGREE REQUIREMENTS

The full rules and requirements for the M.A. and Ph.D degrees can be found at:

<https://www.brynmawr.edu/gsas/degree-requirements>

Here a summary and a checklist for each are provided.

M.A. DEGREE

All students admitted to the Graduate School of Arts and Sciences whose highest degree is a BS or BA are initially considered candidates for the M.A. degree. Departments may waive the M.A. requirement for students who received the MA from another institution or for those who are qualified to proceed directly to the Ph.D. degree. Students may petition the Graduate Council to accept a maximum of two graduate units completed elsewhere as transfer credit. Students who are exempt from the requirement of the M.A. degree must still meet the M.A. skills requirements as part of their work toward the Ph.D.

Students must apply and be formally accepted to M.A. candidacy before they can earn the M.A. degree.

The M.A. requires six units of course work or supervised independent work. A maximum of two of the six units may be taken at the University of Pennsylvania or another institution with which Bryn Mawr has a reciprocal arrangement. Each course or seminar counts as one unit. Three units per semester is a full-time course load unless a graduate student holds a teaching assistantship, in which case two courses are considered a full-time load. Units of independent study (USWs) count equally with courses; up to two USWs may be counted for the M.A. degree. 300-level undergraduate courses may be counted for graduate credit if supplemented by additional work; up to two such courses may be counted toward the M.A. degree. Lower-level courses may not be taken for graduate credit. No credit is given for continuing enrollment (CE).

Students must complete the skills requirement(s) established by their program. Examinations in foreign languages are set by the departments that require them, and are then passed on by the GSAS for final grading by faculty in the language departments if deemed necessary. Other skills may be tested by coursework or by departmental examination.

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

After completing all other requirements, M.A. candidates must pass a final written and/or oral examination testing their ability to place the special field of their thesis or paper(s) in a more general context. The examination shall be

judged by faculty designated by the department, including, at a minimum, the two faculty members who were designated to read the candidate's paper(s).

Requirements for the M.A. degree are normally completed within two years of a student's initial enrollment. As a rule, they must be completed within five years (60 months) of the initial enrollment.

M.A. CHECKLIST

1. 6 units of graduate credit
2. at least two graduate seminars or courses
3. no more than two undergraduate courses (taken for graduate credit)
4. no more than two courses taken at U Penn or elsewhere
5. Skills requirement(s) as required by the program
6. M.A. candidacy application approved by the Director of Graduate Studies and Dean (due no later than one week after the beginning of the semester in which the degree will be conferred)
7. Thesis or one or more Papers in special field, submitted and approved by two faculty members
8. Final examinations taken and passed

PH.D. DEGREE

All students must complete at least three years of graduate work at Bryn Mawr in order to earn the Ph.D.

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

A student's Ph.D. Supervising Committee is constituted when the application for Ph.D. candidacy is made.

The Supervising Committee conducts the Preliminary Examinations, approves the dissertation, and conducts the Final Oral Examination.

The Preliminary Examinations test the student's command of several fields or areas of their discipline, and the student's power of organization and ability to apply knowledge to new problems. They are both written and oral, and must be completed within a single period of four or five weeks (exceptions to this format

are described in the Faculty Rules, Section 5, pages 14-15). Students must pass their Preliminary Examinations before the dissertation can be accepted.

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

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

The Final Oral Examination covers the general field(s) of the dissertation. Any member of the faculty may attend it. The Final Oral Examination ends with two votes by the Supervising Committee, on the dissertation and on the examination. The dissertation may be graded "Satisfactory," "Satisfactory with minor stylistic changes," "Satisfactory with minor revisions," or "Unsatisfactory." The examination may be graded "Satisfactory" or "Unsatisfactory."

A Final Version of the dissertation, incorporating all corrections or revisions required at the Final Oral Examination, must be uploaded to UMI/Proquest no later than December 10 for a December degree or four days before Commencement for a May degree. A pdf copy of the Final Version accompanied by a "Certification of Final Version of Dissertation" signed by the dissertation director must be deposited with the GSAS.

All or a substantial part of the dissertation must be published within two years of its acceptance, as a book, journal article, or by UMI/Proquest. If this requirement is fulfilled by publication of a book or journal article(s), one copy of the book or article(s) must be submitted to the GSAS.

PH.D. CHECKLIST

1. 12 units of credit
2. no more than four courses taken at U Penn or elsewhere
3. Skills requirement(s) as required by the program and completed before Preliminary Examinations
4. Ph.D. candidacy applications are accepted twice a year after completing sufficient course work and skills requirements. Candidacy applications must be approved before Preliminary Examinations are taken (see academic calendar)
5. Preliminary Examinations taken and passed before acceptance of dissertation

6. Dissertation submitted to the GSAS for dissemination to the Supervising Committee
7. Final Oral Examination
8. Final Version of accepted dissertation submitted to the GSAS and uploaded to UMI/Proquest
9. Publication of dissertation in whole or part no more than two years after acceptance of dissertation

POLICIES, PROCEDURES AND DEADLINES

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

LANGUAGE EXAMINATIONS

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

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

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

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

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

No examinations will be read by language faculty outside these reading periods.

The dates of the reading periods are given in the GSAS Academic Calendar. Examinations received too late to be passed on for one reading period will be held in the GSAS office until the next one.

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

M.A. AND PH.D. CANDIDACY

M.A. and Ph.D. candidacy forms are completed online. If you are planning to apply for candidacy, please contact the GSAS Office by emailing gsas@brynmawr.edu.

All parts of the candidacy form must be completed (except those reserved for GSAS) and all required signatures must be present before the application will be accepted for review.

Students may apply for M.A. candidacy as soon as the subject or title of their M.A. thesis has been approved by a thesis advisor and the program graduate advisor.

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

Students may apply for Ph.D. candidacy as soon as they (1) have completed sufficient course work (as determined by the program graduate director); (2) have an approved dissertation topic; (3) have identified a faculty member who will serve as dissertation director; (4) have defined the fields of their Ph.D. Preliminary Examinations, in consultation with the dissertation director, the graduate program director, and the appropriate examiners. They must be approved for candidacy and must be assigned a chair for their Ph.D. supervising committee before they can schedule the Preliminary Examinations.

Once accepted to Ph.D. candidacy, students must maintain their enrollment continuously by registering each semester for at least Continuing Enrollment (CE) through Bionic until all requirements for the degree have been completed, unless granted a leave of absence. Students who let their enrollment lapse will be withdrawn from their program.

PH.D. SUPERVISING COMMITTEE

The Ph.D. Supervising Committee is constituted at the time of application for Ph.D. candidacy, (except for the chair and faculty members from other

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

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

Deadlines for making the application are posted on the GSAS calendar. The Supervising Committee is not complete until the chair has been appointed, and no student may take the Preliminary Examinations until their Supervising Committee is complete.

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

PH.D. PRELIMINARY EXAMINATIONS

Students may take the Ph.D. Preliminary Examinations any time after their Ph.D. Supervising Committee is complete, and after they have completed any skills requirements (foreign languages, statistics, etc.) set by their department. They must take the Preliminary Examinations before the dissertation is accepted. No Preliminary Examinations may be scheduled during the 30 days before Commencement. No oral examinations may be scheduled during June, July or August.

The Preliminary Examinations are intended to test the candidate's knowledge and mastery of subjects specified on the candidacy form, exemplified by the candidate's command of several fields or areas, in addition to the candidate's power of organization and ability to apply knowledge to new problems. Before taking the Preliminary Examinations, students must have been formally admitted

to Ph.D. candidacy and have completed such course work as is deemed necessary by their department or program.

The normal format of Preliminary Examinations is 2-4 written examinations of 4 hours each, followed by an oral examination between one and two hours long. All examinations must be taken within a period of four weeks if there is no oral, or within five weeks if an oral is required. The following departments and programs have approved exceptions to this format: Chemistry, Mathematics, and Physics (see Faculty Rules, Section 5, pages 14-15).

The outcome of Preliminary Examinations is determined by a majority vote of the examiners. Dissenting examiners may file a minority report to the Dean. Preliminary Examinations may be graded "Satisfactory", "Partially Satisfactory" or "Unsatisfactory". In the case of "Partially Satisfactory" the Supervising Committee must specify what work is required to make up the deficiency and the deadline(s) for doing so.

The chair of the Supervising Committee officially informs the Dean of what is required, and the Dean conveys the information in writing to the student. Deficiencies must be made up within one year of the first written examination, and before the dissertation can be submitted. In the case of one or more examinations graded "Unsatisfactory," the Supervising Committee may require the student to retake the examination(s) or may deny the student permission to continue for the Ph.D. Re-examinations must be successfully completed within one year of the first written examination. No examination may be retaken more than once.

DISSERTATION

The dissertation must be presented to the GSAS office for distribution to the student's Ph.D. Supervising Committee for approval. An electronic copy, a PDF or other digital version must be sent to the GSAS office by the dissertation deadline. Deadlines are October 15th for a December degree or at least 45 days before the date of Commencement for a May degree for students in the Graduate Group in Archaeology, Classics, and History of Art. For students in Chemistry, Mathematics, and Physics the deadlines are November 5th for a December degree and 25 days before Commencement for a May degree. The exact dates are posted on the GSAS website.

Students must submit physical copies of the dissertation if any members of the Supervising Committee prefer to receive one. The dissertation must be accompanied by a letter from the dissertation director, recommending the acceptance of the dissertation to the other members of the Supervising Committee and providing a brief critical analysis of it.

Students should request this letter from their director at least one week before the anticipated date of submission to allow the director time to compose it. The

GSAS office will not accept dissertations that are not accompanied by this letter. In addition to the dissertation and the letter, students must also submit a vita and a 350-word abstract of the dissertation.

Faculty Rules state “no member of the Faculty shall be obligated to read, or advise in connection with, a dissertation at any time except during the academic year”.

Dissertations must be written in English, with two exceptions: (1) with the permission of the Graduate Council, a student whose native language is not English may write the dissertation in their native tongue.

Dissertations should be written in the normative style of their discipline, and additional protocols for citation and style may be established by the director of the dissertation. The dissertation must include an abstract and a vita page. The dissertation must follow the GSAS formatting requirements, available through the GSAS Student Resource Moodle site.

Before the date specified in the calendar as “Deadline for deposit of final versions of all dissertations” the student must:

- Submit a copy of the dissertation for final review to the dissertation director.
- Submit a copy of the dissertation for final review of GSAS formatting rules to LITS (email Camilla MacKay, cmackay@brynmawr.edu).

FINAL EXAMINATION

The dissertation must be provisionally accepted by the Ph.D. Supervising Committee before the Final Examination can be held. Any member of the committee who finds the dissertation unacceptable must inform the chair of the Ph.D. Supervising Committee no later than 7 days before the scheduled date of the examination, so that the committee can determine whether the examination should be held.

The Final Examination covers the dissertation and the general field(s) of the dissertation. If more than 60 months have elapsed since the candidate’s first written Preliminary Examination, the Final Examination must include a written and oral re-examination of one of the fields of the Preliminary Examinations. Otherwise the Final Examination is oral, between one and three hours long.

The Final Examination must be held no later than Dec. 2nd for a December degree, or 14 days before Commencement for a May degree. At the end of the examination, the Ph.D. Supervising Committee takes two votes, one on the dissertation and one on the examination. The votes on the dissertation may be “Satisfactory,” “Satisfactory with minor stylistic changes,” “Satisfactory with minor revisions,” or “Unsatisfactory.” The votes on the examination may be “Satisfactory” or “Unsatisfactory.” If the dissertation is judged unsatisfactory, the committee must inform the student in writing what changes must be made in order for the dissertation to be reconsidered. If minor stylistic changes or minor revisions are required, the student may proceed to prepare the final version.

FINAL AND ARCHIVAL VERSIONS AND PUBLICATION

The Final Version of the dissertation incorporates all suggestions for revision made at the Final Examination and is free of mechanical errors. It must be presented to the dissertation director, who must complete a “Certification of Final Version of Dissertation” form. The student must also sign this form.

The student must open an account with ProQuest/ETD Administrator and upload the Final Version of the dissertation no later than December 10 for a December degree, or four days before Commencement for a May degree. The final version of the dissertation should also be uploaded to the Bryn Mawr College Open Access server.

The following requirements must be met for the final version of the dissertation:

All students must submit a final copy of their dissertation to the GSAS office for archiving in Canaday Library. This version of the dissertation must contain all materials.

The Final Version uploaded to UMI/Proquest should not contain any material (illustrations, charts, long quotations, etc.) copyrighted by anyone other than the author.

Dissertations submitted to UMI/Proquest and uploaded to the BMC open access server may be embargoed (i.e., kept inaccessible) for up to two years.

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

A.B./M.A. COMBINED DEGREE

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

A.B./M.A. students may “double-count” 2 units of credit at the 300-level or higher toward both degrees. Otherwise, they must fulfill all of the M.A. requirements described above in section A. The four additional required units may be 300-level courses taken for graduate credit or graduate seminars taken

at Bryn Mawr or, if the student is in the French program, at the Institut d'Études Françaises d'Avignon.

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

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

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

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

DEPARTMENTS AND DEGREE PROGRAMS

CHEMISTRY

FACULTY AND STAFF

Sharon Burgmayer, *W. Alton Jones Professor*
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Kimberly O'Connell, *Financial Administrative Assistant, Biology, Chemistry, and Geology*
Park 291; (610) 526-7374; koconnel@brynmawr.edu

DEGREE REQUIREMENTS

FOR THE M.A.:

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

APPLICATION TO M.A. CANDIDACY:

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

PAPER OR M.A. THESIS:

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

FINAL EXAMINATION:

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

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

TIME TO DEGREE:

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

FOR THE PH.D.:

Units of Work:

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

APPLICATION TO PH.D. CANDIDACY:

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

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

PRELIMINARY EXAMINATIONS:

- Must be taken before the dissertation is submitted
- Can be taken as soon as the program skills requirements have been fulfilled
- The Preliminary Examinations consist of two written examinations accompanied by an oral on the material of these examinations, and an oral defense of one research proposal submitted by the candidate. In Chemistry a period of longer than five weeks is permitted because of the special form of these examinations.
- See Preliminary Exam Guidelines for Students section

DISSERTATION

- The Dissertation must be submitted at least 25 days prior to the end of classes of the semester in which the student expects to complete the work for the degree.
- Dissertation Format and Guidelines can be found here:
<https://www.brynmawr.edu/gsas/degree-requirements/phd-degree>
- Must be accompanied by a letter from the dissertation director, recommending the dissertation to the Ph.D. Supervising Committee
- Must include an abstract
- Must include a vita page

FINAL EXAMINATION

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

MATHEMATICS

FACULTY AND STAFF

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DEGREE REQUIREMENTS

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

FOR THE M.A.:

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

- Up to two units may be 300-level undergraduate courses with supplemental work for graduate level credit. Approval of the instructor and the program Graduate Advisor is required

APPLICATION TO M.A. CANDIDACY:

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

PAPER OR M.A. THESIS:

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

FINAL EXAMINATION:

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

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

TIME TO DEGREE:

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

FOR THE PH.D.:

Units of Work:

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

APPLICATION TO PH.D. CANDIDACY:

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

PRELIMINARY EXAMINATIONS:

- Must be taken before the dissertation is submitted
- Can be taken as soon as the program skills requirements have been fulfilled
- The Preliminary Examinations consist of the following components:

(1) the student will deliver a short course of 3-4 lectures (addressed to graduate students and faculty in mathematics)

(2) for a written examination, the student will submit a written component (comprised of lecture notes and substantial responses to a set of prompts, which may be worked on, untimed, at any time over the first four weeks of the examination period)

(3) for an oral examination, the student will participate in a conversation with the Supervising Committee (for the committee to gain further clarification on prompts and responses and for the candidate to share additional knowledge).

DISSERTATION

- The Dissertation must be submitted at least 25 days prior to the end of classes of the semester in which the student expects to complete the work for the degree.
- Dissertation Format and Guidelines can be found here: <https://www.brynmawr.edu/gsas/degree-requirements/phd-degree>
- Must be accompanied by a letter from the dissertation director, recommending the dissertation to the Ph.D. Supervising Committee
- Must include an abstract
- Must include a vita page

FINAL EXAMINATION

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

PHYSICS

FACULTY AND STAFF

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Theoretical physics: focus on string theory, applications to quantum field theory
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DEGREE REQUIREMENTS

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

FOR THE M.A.:

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

APPLICATION TO M.A. CANDIDACY:

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

PAPER OR M.A. THESIS:

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

FINAL EXAMINATION:

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

TIME TO DEGREE:

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

FOR THE PH.D.:

Units of Work:

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

APPLICATION TO PH.D. CANDIDACY:

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

PRELIMINARY EXAMINATIONS:

- Must be taken before the dissertation is submitted
- Can be taken as soon as the program skills requirements have been fulfilled
- The Preliminary Examinations consist of three four-hour written exams, a problem set including twelve hours of working time and one one-hour oral examination
- See Preliminary Exam Guidelines for Students section

DISSERTATION

- The Dissertation must be submitted at least 25 days prior to the end of classes of the semester in which the student expects to complete the work for the degree.
- Dissertation Format and Guidelines can be found here: <https://www.brynmawr.edu/gsas/degree-requirements/phd-degree>
- Must be accompanied by a letter from the dissertation director, recommending the dissertation to the Ph.D. Supervising Committee
- Must include an abstract
- Must include a vita page

FINAL EXAMINATION

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

CLASSICAL AND NEAR EASTERN ARCHAEOLOGY

FACULTY AND STAFF

Jennie Bradbury, *Assistant Professor and Director of Graduate Studies*
social complexity in the ancient Near East; the role of 'non-optimal' zones;
burial traditions and mortuary practices; landscape archaeology,
GIS and archaeological survey techniques; and cultural heritage
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Astrid Lindenlauf, *Associate Professor and Chair, Director of the
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Greek art and archaeology; fortifications and warfare; urbanism;
disposal and recycling practices
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DEGREE REQUIREMENTS

FOR THE M.A.:

- At least six units of work
- At least two units must be graduate courses or seminars
- A maximum of two units may be units of supervised work (USWs)
- Up to two units may be 300-level undergraduate courses with supplemental work for graduate level credit. Approval of the instructor and the program Graduate Advisor is required
- Reading proficiency in two languages (typically German and French, tested by examination; at least one must be passed in the first year of enrollment).

APPLICATION TO M.A. CANDIDACY:

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

PAPER OR M.A. THESIS:

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

FINAL EXAMINATION:

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

TIME TO DEGREE:

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

FOR THE PH.D.:

Units of Work:

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

APPLICATION TO PH.D. CANDIDACY:

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

PRELIMINARY EXAMINATIONS:

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

DISSERTATION

- The Dissertation must be submitted at least 45 days prior to the end of classes of the semester in which the student expects to complete the work for the degree.
- Dissertation Format and Guidelines can be found here: <https://www.brynmawr.edu/gsas/degree-requirements/phd-degree>
- Must be accompanied by a letter from the dissertation director, recommending the dissertation to the Ph.D. Supervising Committee
- Must include an abstract
- Must include a vita page

FINAL EXAMINATION

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

GREEK, LATIN, AND CLASSICAL STUDIES

FACULTY AND STAFF

Annette Baertschi, *Associate Professor*

Roman literature, especially imperial epic and tragedy; reception of classical literature and culture; history of classical scholarship; Renaissance and Neo-Latin Studies

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Catherine Conybeare, *Leslie Clark Professor and Chair*

Latin, and the different ways we read it.

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

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

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Asya Sigelman, *Associate Professor and Director of Graduate Studies*

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Oliva Cardona, *Program Assistant*

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DEGREE REQUIREMENTS

FOR THE M.A.:

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

APPLICATION TO M.A. CANDIDACY:

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

PAPER OR M.A. THESIS:

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

FINAL EXAMINATION:

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

TIME TO DEGREE:

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

FOR THE PH.D.:

Units of Work:

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

APPLICATION TO PH.D. CANDIDACY:

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

PRELIMINARY EXAMINATIONS:

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

DISSERTATION

- The Dissertation must be submitted at least 45 days prior to the end of classes of the semester in which the student expects to complete the work for the degree.
- Dissertation Format and Guidelines can be found here: <https://www.brynmawr.edu/gsas/degree-requirements/phd-degree>
- Must be accompanied by a letter from the dissertation director, recommending the dissertation to the Ph.D. Supervising Committee
- Must include an abstract
- Must include a vita page

FINAL EXAMINATION

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

HISTORY OF ART

FACULTY AND STAFF

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

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C.C. McKee, *Assistant Professor*

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

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Middle Eastern Studies Program*

Medieval, Byzantine and Islamic Art
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DEGREE REQUIREMENTS

FOR THE M.A.:

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

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

APPLICATION TO M.A. CANDIDACY:

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

PAPER OR M.A. THESIS:

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

FINAL EXAMINATION:

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

TIME TO DEGREE:

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

FOR THE PH.D.:

Units of Work:

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

APPLICATION TO PH.D. CANDIDACY:

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

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

PRELIMINARY EXAMINATIONS:

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

DISSERTATION

- The Dissertation must be submitted at least 45 days prior to the end of classes of the semester in which the student expects to complete the work for the degree.
- Dissertation Format and Guidelines can be found here: <https://www.brynmawr.edu/gsas/degree-requirements/phd-degree>
- Must be accompanied by a letter from the dissertation director, recommending the dissertation to the Ph.D. Supervising Committee
- Must include an abstract
- Must include a vita page

FINAL EXAMINATION

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

FRENCH AND FRANCOPHONE STUDIES

FACULTY AND STAFF

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 Medieval French literature, feminist studies, narrative techniques
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Rudy Le Menthéour, Associate Professor
 Director of the Institut d'Études françaises d'Avignon
 French Enlightenment, history of medicine
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Oliva Cardona, Program Assistant
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DEGREE REQUIREMENTS FOR THE A.B./M.A. PROGRAM

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

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

FOR THE M.A.:

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

PAPER OR M.A. THESIS:

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

FINAL EXAMINATION:

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

TIME TO DEGREE:

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

STUDENT RESOURCES**HEALTH CENTER**

Health Center, ext. 7360, www.brynmawr.edu/healthcenter

Open 9 a.m. to 5 p.m. Monday–Friday and 9 a.m. to 2 p.m., Saturday and Sunday during the academic year when classes are in session. When the Health Center is closed, contact Campus Safety for emergencies at (610) 526-7911.

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

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

MEDICAL SERVICES

Health Center, (610) 526-7360 www.brynmawr.edu/healthcenter/medical-services

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

Most physician, nurse practitioner and nursing visits are provided free of charge to students. No student will be denied needed care due to inability to pay.

However, there are charges for some services including the following:

- Contraceptive supplies
- Over-the-counter medications

- Missed appointments and late cancellations
- Laboratory tests
- Prescriptions dispensed at the Health Center

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

COUNSELING SERVICES

Health Center, (610) 526-7360 <https://www.brynmawr.edu/inside/offices-services/health-wellness-center/counseling-services>

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

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

In emergency situations, students can access an on-call counselor whenever classes are in session and the Health Center is open (9 a.m. to 5 p.m. Monday–Friday; 9 a.m. to 2 p.m. Saturday and Sunday). When the Health Center is closed, students can reach the on-call counseling service by calling (610) 526-7778 for concerns that cannot wait until the Health Center reopens at 9 a.m.

COVID-19 INFORMATION

Please visit the COVID-19 website (<https://www.brynmawr.edu/inside/latest/covid-19-news-updates>) for information on all aspects of the College response to COVID-19. This website is a resource on campus health and safety for students, faculty, staff, and visitors. This is not an exhaustive list of all the steps the College is taking or of all planning. There are also some areas where plans are still in process. Because knowledge of COVID-19 and its transmission is changing, Bryn Mawr College's Operations Planning Group is regularly re-visiting guidance and will updates on Covid practice periodically.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES AND ADVISING

The Pensby Center, (610) 526-6592 <https://www.brynmawr.edu/inside/offices-services/pensby-center/international-advising>

International Student and Scholar Services and Advising supports international students on our campus. We specifically offer advising to students on F-1 or J-1 visa status regarding

U.S. immigration regulations and nonresident alien taxation during their study at the College. We also provide support in academic, social, personal and cross-cultural adjustment.

CAREER & CIVIC ENGAGEMENT CENTER

<https://www.brynmawr.edu/career-civic> 202 Campus Center, (610) 526-5174

Gateway, 3rd Floor, (610) 526-6523 and Cambrian Row, Dolwen, (610) 526-7320
Monday through Friday, 9 a.m. to 5 p.m.

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

THE PENSBY CENTER FOR COMMUNITY DEVELOPMENT AND INCLUSION

229 Roberts Road (Cambrian Row), (610) 526-6592 www.brynmawr.edu/pensby/

The Pensby Center addresses issues of equity, power and privilege, including but not limited to race, ethnicity, country of origin, class, gender, sexual orientation, religious affiliation, and disability, with a goal of improving the campus climate and enhancing

community life at Bryn Mawr. The Center's staff develops and coordinates educational and community-building programs, guides student affinity groups, coordinates College programs to mentor and support students from underrepresented groups, supervises the Community Diversity Assistants and provides informal advising to all students interested in issues of identity, social justice and inclusion.

STUDENT ACCOUNTS

Cartref, second floor, (610) 526-5500 www.brynmawr.edu/studentaccounts

The Student Accounts division of the Controller's Office assists students and their families in navigating the nuances of understanding and paying their tuition bill. Student Accounts administers the Automatic Monthly Payment Plan and the NelNet online billing/payment system. Student Accounts manages the Perkins Student Loan program and internal College Loan programs, and works closely with the Financial Aid Office to ensure a positive experience for our students and their families.

WRITING CENTER

Canaday Library, First Floor www.brynmawr.edu/writingcenter

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

ATHLETICS AND PHYSICAL EDUCATION

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

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

The Department of Athletics and Physical Education offers a variety of opportunities promoting self-awareness, confidence, and the development of skills and lifelong habits that will enhance the quality of one's life.

The Department offers a comprehensive program including a competitive varsity intercollegiate athletics program and diverse physical education and recreational programs. Bryn Mawr student-athletes compete in 12 intercollegiate varsity sports. Drop-in instructional fitness classes are available to Bryn Mawr students, faculty and staff at no cost through the Bryn Mawr Fit Club.

LIBRARIES AND EDUCATIONAL RESOURCES

LIBRARIES

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

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

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

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

SPECIAL COLLECTIONS

The Special Collections Department, based in Canaday Library, houses extensive holdings of art, artifacts, archival materials, rare books, and manuscripts, and these are available for use in classes and for individual research projects.

Bryn Mawr has developed an extraordinarily rich Rare Books and Manuscripts collection to support the research interests of students. The collection of late Medieval and Renaissance texts includes one of the country's largest groups of books printed in the 15th century, as well as manuscript volumes and 16th-century printed books. Complementary to the rare books are collections of original letters,

diaries and other unpublished documents. Bryn Mawr has important literary collections from the late 19th and 20th centuries, including papers relating to the women's rights movement and the experiences of women, primarily Bryn Mawr graduates, working overseas in the late 19th and early 20th centuries.

The College Archives contains the historical records of Bryn Mawr, including letters of students and faculty members, and an extensive photographic collection that documents the social, intellectual, administrative, and personal aspects of campus activities and student life.

The Art and Artifacts collection includes objects of interest to students of anthropology, archaeology, the fine and decorative arts, geology, and related inter- and multi- disciplinary courses of study.

The Anthropology collections include objects from around the world, with the largest portion of these collections originating from North America, South America and Africa. These collections comprise numerous categories of objects: African and Oceanic works, Southwest pottery and Native American ritual, functional, and decorative objects, and Pre- Columbian ceramics and textiles from present-day Peru, among many others.

The Archaeology collections include an extensive group of Greek and Roman objects, especially vases, a selection of pre- classical antiquities, and objects from Egypt and the ancient Near East, many of which represent the scholarship of Bryn Mawr faculty from the beginnings of the college to the present day.

The Fine Art collections include important holdings of prints, drawings, photographs, paintings and sculpture.

The painting collection of approximately 250 works is primarily composed of 19th- and 20th- century American and European works; highlights include John Singer Sargent's 1899 portrait of Bryn Mawr President M. Carey Thomas. The print collection illustrates the history of Western printmaking from the 15th through the mid-20th centuries and includes Old Master prints, art prints, and examples of 19th-century book illustrations. The collection also includes Japanese ukiyo-e woodblock prints, works in a wide range of media by contemporary women artists, Chinese paintings and calligraphy, and early, modern, and contemporary photography.

Objects held in all of these collections are available to students for research and are also frequently used as teaching tools in the classroom and incorporated into exhibitions in libraries and other spaces across the campus.

SPECIAL RESEARCH RESOURCES

The department of Geology has excellent petrographic and analytical facilities, extensive reference and working mineral collections of approximately 10,000 specimens each, and a fine fossil collection. As a repository for the U.S. Geological Survey, the map library contains 40,000 topographical maps.

The Rhys Carpenter Library houses the Visual Resources Center, which supports instruction by providing access to visual media and by facilitating the use of digital tools. The Center's main role is serving coursework — principally in History of Art, Classical and Near Eastern Archaeology, and the Growth and Structure of Cities Program — through a collection of 240,000 slides as well as study prints and digitized images.

COMPUTING

Students have access to a high-speed wireless Internet connection in all classrooms, libraries (which contain public computers), and residence halls throughout the campus.

Online course materials, registration, e-mail, shared software and Tripod, the online library catalog system shared by Bryn Mawr, Haverford and Swarthmore Colleges are accessible from a Web browser — many of these are available from off-campus as well. Each new Bryn Mawr student receives their own e-mail and Network file storage accounts upon matriculation (typically late spring).

Professional staff are available to students, faculty and staff for consultation and assistance with their technology needs.

The Help Desk is located on the main floor of Canaday Library and is available during building hours for walk-up help, email and telephone assistance. The Canaday Media Lab, located on Canaday's A Floor just beyond The Lusty Cup is equipped with advanced software for digitizing and editing text, images, audio and video for the creation of interactive presentations and courseware.

Public computing labs may be found in the following buildings.

- Canaday (1st Floor, A Floor, and in the Language Learning Center, 3rd Floor)
- Carpenter
- Collier (Park Science Center)
- Graduate School of Social Work and Social Research

LANGUAGE LEARNING CENTER

The Language Learning Center (LLC) provides the audio-visual and computing resources for learning foreign languages and cultures. Students may use the lab to complete course assignments or simply to explore a foreign culture through film, CDs, DVDs, software programs, the internet or international satellite television. The Language Learning Center maintains a collection of more than 800 foreign films and has individual and group viewing rooms. The lab is permanently equipped with computers and an instructor workstation to accommodate classes in the center. The LLC supports e-mail, word processing and Internet access in the languages taught at the College. A projection unit enables the lab to be used for demonstration purposes or class use.

LABORATORIES

Research and teaching in biology, chemistry, computer science, geology, mathematics, and physics is carried out in the Marion Edwards Park Science Center, which also houses the Lois and Reginald Collier Science Library. Teaching and research in psychology is conducted in Bettws-y-Coed.

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

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

CHEMISTRY

The Department of Chemistry houses many spacious well equipped laboratories with specialized instrumentation and equipment for teaching and research. These include a 400 MHz high-resolution nuclear magnetic resonance (NMR) spectrometer; gas and liquid chromatograph-mass spectrometers (GC-MS/LC-MS); Fourier transform-infrared (FT-IR) spectrophotometers; a fluorescence spectrophotometer; ultraviolet-visible (UV-vis) spectrophotometers; high pressure liquid chromatographs (HPLC); liquid scintillation counter and equipment for radioactive isotope work; cold rooms and centrifuges for the preparation of biomolecules; thermal cyclers and electrophoresis equipment for molecular biology; potentiostats for electrochemical and spectroelectrochemical analysis; a biopotentiostat; facilities for molecular modeling and computational chemistry; and departmental laptop computers for chemistry majors. In addition, two inert atmosphere dry boxes and multiple Schlenk vacuum manifolds

allow anaerobic operations for chemical handling and synthesis. Finally, the Chemistry Department shares an atomic force microscope with the other science departments in the Park Science Center.

PHYSICS

The Department of Physics has many laboratories for education and research. The instructional advanced experimental physics laboratories house oscilloscopes, digital multimeters, power supplies, low-temperature facilities, and a great deal of ancillary equipment commonly found in research laboratories. In addition, the instructional optics laboratory has six dark rooms with interferometers, lasers, and miscellaneous equipment for optics experiments. The instructional nuclear physics laboratory houses a low-temperature gamma detector and computer-based multichannel analyzers for nuclear spectroscopy, alpha particle detection, and positron-electron annihilation detection. The instructional electronics laboratory has seventeen stations equipped with electronic breadboards, function generators, power supplies, oscilloscopes, multimeters, and computers. The Atomic and Optical Physics research laboratory is equipped with three optical tables, two ultrahigh vacuum systems used for cooling and trapping of atomic rubidium, a host of commercial and home-built diode laser systems, several YAG pumped dye laser systems, a high vacuum atomic beam system, an electron multiplying CCD camera, and a variety of other supporting equipment. The Solid State Nuclear Magnetic Resonance (NMR) research laboratory is equipped with two variable-temperature nitrogen flow systems, three fixed-frequency CP-1 Spin Lock Pulsed NMR Spectrometers, a Varian 1.2 Tesla water-cooled electromagnet, a Spectro Magnetic 0.4 Tesla air-cooled electromagnet, two data acquisition systems, and ancillary electronics and computers.

The Photo-Physics Laboratory houses three optical tables, two Nd:YAG pump lasers, three commercial, tunable dye lasers, two auto-tracking harmonic crystal systems, a differentially pumped vacuum chamber with a supersonic pulsed valve to produce molecular beams, and a time-of-flight mass spectrometer for ion detection. In addition, there are various pieces of equipment for data acquisition and laser energy calibration. The Nanomaterials and Spintronics Laboratory has an AJA ATC Orion Sputtering Deposition system, a millipore water purification system, three chemical hoods, a TMC vibration isolated optical table, and a 100-square-foot class-1000 soft curtain cleanroom with the ceiling lighting suitable for photolithography. It also has a Princeton Applied Research potentiostat (VersaSTAT-200) for electrochemical deposition and an ETS humidity control chamber for self-assembly. It also has a PMS MicroMag™ 3900 Vibrating Sample Magnetometer shared with the Geology Department. Along with the other science departments in the Park Science Center, the Physics Department has shared access to an Atomic Force Microscope and a new on-campus computing cluster that has 72 computing cores, 512 GB RAM, and 110 TB of accessible storage.

INSTRUMENT SHOP

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

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

FACILITIES FOR THE ARTS

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

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

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

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

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

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

THE BERN SCHWARTZ FITNESS AND ATHLETIC CENTER

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

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

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

CAMPUS CENTER

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

STUDENT RESPONSIBILITIES AND RIGHTS

GSAS ACADEMIC INTEGRITY

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

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

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

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

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

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

ACADEMIC INTEGRITY AND THE HONOR CODE

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

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

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

The academic provisions of the Honor Code include the following:

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

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

GSAS GRADUATE STUDENT PARENTAL ACCOMMODATIONS POLICY

ELIGIBILITY

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

PRINCIPLES

1. Before taking parental accommodations, students will:
 - a. notify their research advisor and/or graduate advisor at least three (3) months prior to the start of the parental accommodations period.
 - b. consult with their research advisor and/or graduate advisor in order to:
 - i. determine what adjustments need to be made for their short-term and long-term academic goals, including but not limited to adjustments to coursework, TA/GA work, exam schedule, and/or research projects.
 - ii. affirm their agreement to the details of their parental accommodations arrangements by signing, with their advisor and the Dean of Graduate Studies, a document summarizing the agreed-upon short-term modifications to their academic plan.

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

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

ADDITIONAL EMPLOYMENT GUIDELINES DURING THE ACADEMIC YEAR

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

Should a GSAS student and that student's departmental advisor(s) believe that additional part-time employment is both relevant and necessary for the student's financial stability or professional development and also unlikely to impede timely progress toward the degree, the student may, on a case-by-case basis, be approved to engage in paid work on or off campus. Regularly enrolled GSAS students who receive full financial support from the College toward their degree program may seek approval to work up to an average of 10 additional hours per week during the school year (this may include teaching at most one course at another institution). Prior to making a commitment to additional part-time employment, the student, their departmental Director of Graduate Studies (DGS), and, if a student has already passed the preliminary examinations, their dissertation advisor(s) must discuss and agree upon any arrangements for outside work. Students are encouraged to communicate regularly with their DGS and advisor(s) throughout the period of their additional part-time employment. If the additional employment negatively impacts a student's performance or timely progress in academic and professional development, the student may be asked to terminate the additional work obligations.

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

ALCOHOL AND DRUG POLICIES

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

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

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

THE ALCOHOL POLICY

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

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

GSAS ALCOHOL POLICY FOR SOCIAL EVENTS

Individuals under the age of 21 may not consume alcohol.

LOCATION

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

ADVERTISING

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

FOOD AND BEVERAGES

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

SAFETY

1. If a student consumes enough alcohol that it has become a medical concern, campus safety must be notified immediately at (610) 526-7911 or ext. 7911 from any campus phone.
2. In no event should anyone under the influence of alcohol operate a motor vehicle.
3. The following actions are prohibited at all Graduate Student Events:
 - a. Creating, offering, or engaging in drinking games and other behaviors that may induce or encourage the overconsumption of alcohol.
 - b. Serving or furnishing alcoholic beverages to someone who appears to have exceeded their limit.
 - c. Forcing the consumption of alcoholic beverages for any reason.

The Alcohol Policy is designed to achieve the following goals:

- to remind students of the laws of the Commonwealth of Pennsylvania and the College's policies, all of which govern their behavior with respect to alcohol;
- to stress moderation, safety and individual accountability for those who choose to drink;
- to maintain a College social atmosphere that is free of coercion for those who choose not to drink and a climate in which alcohol is not the focus of parties or other social events;

- to maintain a College community in which alcohol abuse and its effects are minimal;
- to provide confidential and effective guidance for those with specific needs related to alcohol use and alcoholism; and
- to provide information and education about the effects of alcohol for all students.

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

ALCOHOL EFFECTS

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

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

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

- Students who choose to consume, provide or serve alcohol, with an understanding of the responsibilities imposed by Pennsylvania law, should do so with a sense of responsibility and concern for themselves and others. Students also have the responsibility to confront others whose behavior under the influence of alcohol is inconsistent with their welfare and concern for others in the community. When community members lose their ability to reason and control their actions due to excessive alcohol consumption, it is threatening to them, to those around them, and ultimately to the community as a whole. Students are urged to accept responsibility for preventing themselves from ever reaching that point.

- Since the majority of students at Bryn Mawr College are under 21, the legal drinking age in the Commonwealth of Pennsylvania, alcoholic beverages are not to be served or consumed at student parties open to and/or advertised in the College, Bi-College, or Tri-College community. Additionally, alcoholic beverages can neither be served nor consumed at open parties held in public spaces. When planning an event that will include alcohol, choice of a location that has limited access should be made to control the access to alcohol.
- Inebriation shall not be seen as an acceptable or justifiable excuse for disruptive behavior and suspected inebriation will be referred to the Dean.
- When an individual's behavior allegedly violates this Policy and/or the College's other policies, that individual will be referred to the Dean.
- If there is a threat to the lives or safety of individuals or of damage to College or private property resulting from inebriation or a violation of the Alcohol Policy, immediate action will be taken by the College, up to and including, but not limited to, separation from the College.
- In some cases, the Dean will consult counselors who have expertise in alcohol abuse and alcoholism if such expertise is deemed relevant. Such consultation will take place only with the knowledge of the student involved. Students who entertain others should be aware of the responsibilities and risks to the College and to themselves as individual social hosts under the laws of the Commonwealth.

SERVICES AND REFERRALS

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

- Beth Kotarski, M.D., Medical Director, Bryn Mawr College Health Services, The Health Center, (610) 526-7360
- Reggie Jones, LCSW, Counseling Director, Bryn Mawr College Health Services, The Health Center, (610) 526- 7360
- Alcoholics Anonymous Information Center, 311S. Juniper St., Philadelphia, (215) 545-4023
- Alcoholics Anonymous Clubhouse, 562 W. Lancaster Ave., Ardmore, (610) 527-9711

THE DRUG POLICY

The drug policy is designed to achieve the following goals:

- to remind students that the College's policies, the federal laws and the laws of the Commonwealth of Pennsylvania do apply to their behavior with respect to the use of drugs;
- to stress individual accountability for those who choose to use illegal drugs;
- to maintain a College community where the harmful effects of drug use can be minimized;
- to inform the members of the College community of the availability of confidential and effective guidance and resources for those with questions and concerns related to drug use, dependence and abuse; and
- to encourage all members of the College community to become familiar with the physiological, psychological and legal aspects of drug use, dependence and abuse.
- All members of the College community are expected to be familiar with and abide by the principles of the drug policy. This policy stresses prevention and concern; it charges the community with the responsibility for drug education and heightened awareness of campus resources for dealing with drug problems. It also asks us to consider the relationship between the individual and the community, and the question of responsibility to one's peers. In summary, we have a responsibility not to withdraw from the community by abusing drugs.
- The illegal possession, use, sale or distribution of drugs is in violation of the law, and the College will not protect students from prosecution under federal, state or local law.
- The College as an educational institution, being concerned about the harmful effects of the illegal use, possession, sale or distribution of drugs on the individual, and on the integrity, safety and security of this academic community, does not condone the illegal use, possession, sale or distribution of drugs. The administration of Bryn Mawr College reserves the right to act when it has reason to believe that involvement with drugs is having an adverse effect upon the life and/or academic performance of students or adversely affects or legally implicates others in the academic community. College action may take such forms as education, counseling, referral to outside agencies, separation or exclusion, depending on the situation.

PROCEDURES

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

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

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

HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS

Drugs	Physical Dependence	Psychological Dependence	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Narcotics					
Heroin	High	High	Euphoria Drowsiness Respiratory depression Constricted pupils Nausea	Slow and shallow breathing Clammy skin Convulsions Coma Possible death	Yawning Loss of appetite Irritability Tremors Panic Cramps Nausea Runny Nose Chills and sweating Watery eyes
Morphine	High	High			
Codeine	Moderate	Moderate			
Hydrocodone	High	High			
Hydromorphone	High	High			
Oxycodone	High	High			
Methadone, LAAM	High	High			
Fentanyl and Analogs	High	High			
Other Narcotics	High-Low	High-Low			
Depressants					
Chloral Hydrate	Moderate	Moderate	Slurred Speech Disorientation Drunken behavior without the odor of alcohol	Shallow respiration Clammy skin Dilated pupils Weak and rapid pulse Coma Possible death	Anxiety Insomnia Tremors Delirium Convulsions Possible death
Barbituates	High-Moderate	High-Moderate			
Benzodiazepines	Low	Low			
Glutethimide	High	Moderate			
Other Depressants	Moderate	Moderate			
Stimulants					
Cocaine	Possible	High	Increased alertness Euphoria Increased pulse rate and blood pressure Excitation Insomnia Loss of appetite	Agitation Increased body temperature Hallucinations Convulsions Possible death	Apathy Long periods of sleep Irritability Depression Disorientation
Amphetamine/Methamphetamine	Possible	High			
Methylphenidate	Possible	High			
Other Stimulants	Possible	High			
Cannabis					
Marijuana	Unknown	Moderate	Euphoria Relaxed inhibitions Excitation Increased appetite Disorientation	Fatigue Paranoia Possible psychosis	Occasional reports of insomnia Hyperactivity Decreased appetite
Tetrahydrocannabinol	Unknown	Moderate			
Hashish and hashish oil	Unknown	Moderate			
Hallucinogens					
LSD	None	Unknown	Illusions and hallucinations Altered perception of time and distance	Longer, more intense "trip" episodes Psychosis Possible death	Unknown
Mescaline and Peyote	None	Unknown			
Amphetamine Variants	Unknown	Unknown			
Phencyclidine and Analogs	Unknown	High			
Other Hallucinogens	None	Unknown			

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

Statute	Offense	Possible sanctions
18 Pa. CS 6307	Misrepresentation of age to secure alcohol	\$500 and suspension of operating privileges
18 Pa. CS 6308	Purchase, consumption, possession or transportation of alcohol by a person under 21 years of age	\$500 and suspension of operating privileges
18 Pa. CS 6309	Representing that a minor (under 21) is of age	\$300
18 Pa. CS 6310	Inducement of minors (under 21) to buy alcohol	\$300
18 Pa. CS 6310.1	Selling or furnishing alcohol to a minor (under 21)	\$1,000-2,500
18 Pa. CS 6310.2	Manufacture or sale of false ID card	\$1,000-2,500
18 Pa. CS 6310.3	Possession, carrying or use of false ID card	\$500 and suspension of operating privileges (or ineligibility to obtain a license)
18 Pa. CS 6310.4	Violation of 6307, 6308 or 6310.3	Suspension of operating privileges (or ineligibility to obtain a license)
18 Pa. CS 6314	Trafficking drugs to minors (under 18)	Fines from \$5,000-50,000; imprisonment for a minimum of one year, depending on offense
35 PS 780-101 et seq.	Illicit manufacture, sale, delivery, possession of controlled substances	Fines from \$5,000-250,000; imprisonment from 1 to 15 years, depending on offense
42 Pa. CS 6801-2	Illicit manufacture, sale, delivery, possession of controlled substances	Loss of property rights to Commonwealth of all controlled substances, paraphernalia, raw materials, conveyances, money, negotiable instruments and real property acquired in violation of the Controlled Substance, Drug, Device and Cosmetic Act
42 PS 4-491	Possession, sale or transportation of liquor within Pennsylvania unless purchased from a State Store in accordance with Liquor Control Board Regulations	Fines of varying amount
75 Pa. CS 3715	Consumption of alcohol or drugs while driving	Summary offense fine

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

Statute	Offense	Possible sanctions
75 Pa. CS 3731	Driving under the influence of drugs or alcohol	\$300-5,000 and imprisonment from 48 hours to 1 year; suspension or revocation of operating privileges
63 PS 390-8	Procuring drugs by fraud, forgery, alteration of Rx, etc.	Imprisonment for 3 years, \$5,000 fine, or both

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

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

*The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance’s medical use, potential for abuse, and safety or dependence liability.

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

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

21 U.S.C 844 (a)

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

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

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

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

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

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

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

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

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

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

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

21 U.S.C. 844a

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

21 U.S.C. 853a

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

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

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

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

POLICY ON DRUG-FREE SCHOOLS

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

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

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

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

POLICY ON A DRUG-FREE WORKPLACE

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

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

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

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

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

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

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

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

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

SMOKING POLICY

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

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

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

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

STATEMENT OF PROCEDURES CONCERNING SEXUAL HARASSMENT AND OTHER FORMS OF HARASSMENT AND DISCRIMINATION

I. POLICY

It is the policy of Bryn Mawr College to maintain a work and academic environment free from discrimination and offensive or degrading remarks or conduct. Unlawful discrimination, including sexual harassment and sexual violence, will not be tolerated.

II. DEFINITION OF HARASSMENT

The College is committed to maintaining an environment in which all members of the community, staff, students and faculty, are treated with respect and dignity. It is the policy of the College not to discriminate on the basis of sex, including sexual harassment, in any of its programs, activities or employment practices. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic treatment, or is accompanied by implied or overt threats concerning one's job, grades, letters of recommendation, etc.;
2. Submission to or rejection of such conduct by an individual is used as a basis of employment or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of interfering with an individual's work performance or academic performance or creating an intimidating, hostile or offensive environment.

The College also prohibits this type of behavior when it is based on race, color, age, national origin and religion or on any other basis prohibited by law. Harassment on the basis of one's sexual orientation can also constitute discrimination on the basis of sex.

III. BEHAVIOR THAT CAN CONSTITUTE SEXUAL HARASSMENT

Sexual harassment can include verbal behavior such as unwanted sexual comments, suggestions, jokes or pressure for sexual favors; nonverbal behavior such as suggestive looks or leering; and physical behavior such as pats, where such behaviors are severe, offensive, and occur repeatedly unless a single instance is so severe that it warrants immediate action.

Some specific examples of behavior that are inappropriate include:

1. Continuous and repeated sexual slurs or sexual innuendoes
2. Offensive and repeated risqué jokes or kidding about sex or gender-specific traits
3. Repeated unsolicited propositions for dates and/or sexual relations.

IV. DEFINITION OF DISCRIMINATION

Discrimination is unequal or disparate treatment of groups or individuals, including their exclusion from any of the College's programs or activities, or any attempt to hinder access to the College's resources on the basis of race, religion, color, age, national origin, physical ability, sex or sexual orientation. Prohibited sex discrimination includes both sexual harassment and sexual violence. It is important to recognize that not all conduct that might be offensive to an individual or a group necessarily constitutes discriminatory conduct. Whether a specific act constitutes discrimination must be determined on a case-by-case basis in light of all relevant circumstances.

V. INDIVIDUALS COVERED UNDER THIS POLICY

This policy covers all staff members and faculty members as well as students. The College will not tolerate, condone or allow harassment or discrimination, whether engaged in by fellow staff members, students, faculty members or non-employees who conduct business with the College.

VI. REPORTING A COMPLAINT OF HARASSMENT OR DISCRIMINATION

If College community members believe they are being harassed or discriminated against by staff members, students or faculty members or any other person in connection with a community member's obligations at the College, or if a community member is aware that another member has been harassed or discriminated against, it is the community member's responsibility to take the following steps:

- Staff or faculty members should take action immediately by discussing their concerns with their supervisor, the Director of Human Resources, the Equal Opportunity Officer or the Title IX Coordinator.
- Students should take action immediately by discussing their concerns with their dean, the Equal Opportunity Officer or the Title IX Coordinator.
- If community members are uncomfortable for any reason in discussing this issue with these individuals, community members may contact the President of the College or a Staff and Faculty Liaison, who will help community members to find appropriate College officials with whom to discuss their concern.
- The College encourages prompt reporting of complaints so that a rapid response and appropriate action may be taken. No retaliation against employees or students who make a good-faith report of a violation of this policy will be tolerated.

VII. INVESTIGATING THE COMPLAINT

The College will investigate promptly all complaints of violations of this policy. The investigation will include interviews with the parties who are directly involved and possibly with others. These interviews may be conducted by the Equal Opportunity Officer, the Title IX Coordinator, deans, Campus Safety officers or others as the circumstances warrant. Both parties will have an opportunity to present any information that they have to those investigating a complaint, and both will be kept informed in a timely manner of information used in the investigation to the extent possible, consistent with FERPA and confidentiality constraints. Both parties will be updated periodically regarding the status of the investigation. In its investigation, the College will find that harassment/discrimination has occurred if the information collected indicates that it is more likely than not that sexual harassment or sexual violence occurred. The College will complete its investigation within 60 days after its receipt of a complaint, unless circumstances not within the reasonable control of the College require additional time, in which case both parties will be informed of the delay and the reason therefor. Each situation will be responded to promptly and handled as expeditiously and discreetly as possible.

VIII. RESOLVING THE COMPLAINT

If the College determines that this policy was violated, it will take corrective action as warranted by the circumstances. Resolution of complaints against Bryn Mawr College students and employees can include requiring an apology, transfer, direction to stop the behavior, counseling or training, suspension without pay or termination of employment, or, in the case of students, temporary separation or permanent exclusion from the College. Both parties involved will receive written notice of the resolution of the complaint within one week of the conclusion of the investigation. If it is determined that sexual harassment or sexual violence did occur, the College will include in its resolution steps to prevent a recurrence of harassment and, when applicable, steps to correct the discriminatory effects on the complainant and others.

If an investigation results in a finding that the complainant falsely accused another of harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions, up to and including termination of employment or, in the case of students, up to and including permanent exclusion from the College.

POLICY CONCERNING SEXUAL RELATIONSHIPS BETWEEN STUDENTS AND FACULTY OR STAFF MEMBERS

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

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

SEXUAL ASSAULT POLICY

SEXUAL ASSAULT POLICY STATEMENT

No person shall sexually assault any member of the student community. Students shall be free to report any sexual assault without fear of retaliation.

Retaliation or threats of retaliation against a student bringing a charge of sexual assault will be treated as a separate and serious violation of College policy.

For the purposes of this policy, sexual assault is defined as any act in which a member of the student community is forced to engage in sexual activity against their will or without their consent, including situations in which physical sexual acts are perpetrated against a person's will or when a person is incapable of giving consent due to use of drugs or alcohol, or due to an intellectual or other disability.

Consent must be mutual and unambiguously communicated agreement to participate in sexual activity. "Sexual assault" as used in this policy includes not only physically assaultive behavior but also extreme verbal threats, physical or verbal intimidation, and/or indecent exposure. The College's policy on sexual assault also applies to intimate partner and relationship violence, stalking and bullying based on sex or gender. Although Pennsylvania criminal law distinguishes between rape and sexual assault (defining rape as involving penetration), the

College policy defines as unacceptable any act in which one person forces another or attempts to force another to engage in any sexual act.

The goals of this policy are to create a community free from sexual misconduct of all kinds, to provide avenues for those affected by sexual assault, harassment or discrimination to obtain assistance and provide a prompt and equitable complaint and investigation procedure.

EMERGENCY CONTACTS

Campus Safety (610) 526-7911

Lower Merion Police Department (610) 642-4200; call 911 in an emergency if you are off-campus
Victim Services Center of Montgomery County 24-hour hotline (610) 277-5200

PRIVACY OF STUDENT RECORDS

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

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

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

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

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

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

Should you have other general questions please contact the Department of Public Safety at (610) 526- 7911 or go to: www.brynmawr.edu/safety/index.htm

A BRIEF HISTORY OF BRYN MAWR COLLEGE

Established in 1885, Bryn Mawr was founded to offer a more rigorous education than any then available to women. Like many projects of late 19th century Progressive thinkers, this bold vision embodied emancipatory potential and deep contradictions.

Its principal architect was the College's first dean and second president, M. Carey Thomas, who became an influential national advocate for women's advancement. Like some who were part of the Progressive Movement, however, Thomas embraced and contributed to the eugenics movement, and her vision for Bryn Mawr and for women excluded African Americans and reflected ethnic and anti-Semitic bias. The College continues to grapple with this complex legacy and the harms that resulted and has made advancing equity and inclusion central to its mission and its vision of institutional excellence.

From its founding, Bryn Mawr has prized superb teaching and research. The College offered undergraduate and graduate degrees from the outset and was the first women's college to offer the Ph.D. Bryn Mawr's undergraduate and graduate programs became widely viewed as models of academic excellence, helping to elevate higher education standards nationwide.

While the College has been non-denominational for most of its history, Bryn Mawr was founded by members of the Religious Society of Friends ("Quakers"). Its Quaker legacy can be traced in the costly, principled stands President Katherine McBride took on behalf of freedom of belief and conscience during the McCarthy era and again in the late 1950s and during the Vietnam War, at times costing the College government financial aid funds. The College's commitment to social justice has also found myriad forms of expression on campus, including in the 1914 founding of its Graduate School of Social Work and Social Research, one of the first in the United States, and the deep engagement of many current students in community service and with social justice issues.

Respect for students' capacity to direct their own lives has always been an integral part of Bryn Mawr, which was the first college in the country to approve a student self-government association (1891). For more than 125 years, students have taken a large measure of responsibility for managing residential life and upholding standards of academic integrity through the College's Honor Code, which many alumnae describe as a lifelong touchstone for professional and personal integrity.

The traditions of high expectations, academic excellence, civic engagement, and ethical commitment remain at the core of Bryn Mawr's identity, expressed today through innovative academic programs and approaches to learning and among students and alumnae/i who pursue lives of purpose in all fields of endeavor. Our graduates include Emily Balch 1889, who received the Nobel Peace Prize in 1946; Ume Tsuda 1894, founder of the first women's college in Japan; Enid Cook '31, a distinguished microbiologist and the first African American graduate of Bryn Mawr;

seven recipients of MacArthur Fellowships; the first women presidents of the University of Chicago and Harvard University; recipients of Pulitzer Prizes; members of the National Academies of Science; one of Forbes Magazine's ten most powerful women in the world; and many leaders in business, government, and nonprofit organizations.

ENGAGING THE WORLD

In 1912, the bequest of an alumna founded the Graduate Department of Social Economy and Social Research, which made Bryn Mawr the first institution in the country to offer a Ph.D. in social work. In 1970, the department became the Graduate School of Social Work and Social Research. In 1921, Bryn Mawr intensified its engagement with the world around it by opening its Summer School for Women Workers in Industry, which offered scholarships for broad-based programs in political economy, science and literature to factory workers until 1938.

During the presidency of Marion Edwards Park, from 1922 to 1942, the College began to work toward cooperative programs with nearby institutions - Haverford College, Swarthmore College and the University of Pennsylvania - that would later greatly expand the academic and social range of Bryn Mawr students. In 1931 the Graduate School of Arts and Sciences began to accept male students. During the decades of the Nazi rise to power in Europe and World War II, Bryn Mawr became home to many distinguished European scholars who were refugees from Nazi persecution.

A TRADITION OF FREEDOM

From 1942 to 1970 Katharine Elizabeth McBride presided over the College in a time of change and growth. During McBride's tenure, the College twice faced challenges to its Quaker heritage of free inquiry and freedom of conscience. During the McCarthy era, Congress required students applying for loans to sign a loyalty oath to the United States and an affidavit regarding membership in the Communist party. Later, at the height of student protest against the Vietnam War, institutions of higher education were required to report student protesters as a condition of eligibility for government scholarship support.

On both occasions, Bryn Mawr emerged as a leader among colleges and universities in protecting its students' rights. It was the first college to decline aid under the McCarthy-era legislation and the only institution in Pennsylvania to decline aid rather than take on the role of informer during the Vietnam War. Bryn Mawr faculty and alumnae raised funds to replace much of the lost aid, and a court eventually found the Vietnam-era law unconstitutional and ordered restitution of the scholarship funds.

COOPERATION AND GROWTH

During the 1960s, Bryn Mawr strengthened its ties to Haverford, Swarthmore and Penn when it instituted mutual cross-registration for all undergraduate courses. In 1969, it augmented its special relationship with Haverford by establishing a residential exchange program that opened certain dormitories at each college to students of the other college.

During the presidency of Harris L. Wofford, from 1970 to 1978, Bryn Mawr intensified its already-strong commitment to international scholarship. Wofford worked hard to involve alumnae overseas in recruiting students and raising money for their support and for the support of Bryn Mawr's extensive overseas programs. Wofford, who later became a U.S. senator, also initiated closer oversight of the College's financial investments and their ramifications in the world.

Mary Patterson McPherson led the College from 1978 to 1997, a period of tremendous growth in number and diversity of students - now nearly 1,300 undergraduates, nearly a quarter of whom are women of color. During McPherson's tenure, Bryn Mawr undertook a thorough re-examination of the women-only status of its undergraduate college and concluded that providing the benefits of single-sex education for women - in cultivating leadership, self-confidence and academic excellence - remained essential to the College's mission. McPherson, a philosopher, now directs the American Philosophical Society.

Nancy J. Vickers, Bryn Mawr's president from 1997 to 2008, began her tenure by leading the College community to a clear understanding of its priorities and the challenges it would face in the next century through the adoption of the Plan for a New Century. When she retired in June 2008, she left the College with a 40 percent increase in undergraduate applications, a completed fund-raising campaign that tripled the goal of the previous campaign and an endowment that has nearly doubled since she took office. Beyond attaining a sound financial footing for the College, Vickers oversaw dramatic changes in the academic program, in outreach and in infrastructure, while remaining true to the College's historic mission. Those changes include initiating new interdisciplinary programs and faculty positions, improving student life, embracing cross-cultural communication, upgrading the campus' use of technology, renovating many buildings, and achieving worldwide visibility through the Katharine Houghton Hepburn Center.

EMBRACING THE GLOBAL CENTURY

Under Jane McAuliffe's leadership (2008-2013), the College committed itself anew to liberal arts for the twenty-first century. McAuliffe spearheaded strategic partnerships with several universities and colleges across the globe and played a critical role in the founding of the Women in Public Service Project with the U.S. Department of State. Addressing global needs in science, technology, engineering, and math (STEM), Bryn Mawr continued to be a leader in preparing students for careers in these fields and recruited its first STEM Posse cohort of students. The Plan for Bryn Mawr, a strategic vision for the College generated during McAuliffe's tenure, sets priorities for Bryn Mawr in the coming years.

A faculty member at Bryn Mawr College since 1993, Kimberly Wright Cassidy became the College's Interim President on July 1, 2013. Prior to being named Interim President, Cassidy served as the College's Provost from 2008-2013 and as Chair of Bryn Mawr's Department of Psychology from 2004- 2007. Cassidy earned her master's degree and Ph.D. in psychology from the University of Pennsylvania and earned a bachelor's degree with distinction in psychology from Swarthmore College. A developmental psychologist with a focus on cognition and education, Cassidy maintains a keen interest in the development of children's theories about the minds of others. Her research, supported by grants from the National Institutes of Health and the Guggenheim Foundation among others, has been published in *Developmental Psychology*, *Cognition*, *Journal of Experimental Psychology: General*, and *Psychological Bulletin and Review* among others.

