

GSAS ACADEMIC RULES

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Administration

Application and Admissions

Qualified graduates of liberal arts colleges or universities of recognized standing may be admitted to the Graduate School of Arts and Sciences (GSAS) in any of the following doctoral programs:

Chemistry; Classical and Near Eastern Archaeology; Greek, Latin and Classical Studies; History of Art; Mathematics; and Physics.

These six graduate programs constitute two interdisciplinary groups. The Graduate Group in Archaeology, Classics, and History of Art (GGACHA) fosters and facilitates collaboration among the three programs to promote interdisciplinary work in research and teaching. The graduate programs in Chemistry, Mathematics, and Physics comprise the Graduate Group in Science and Mathematics (GGSM), whose goal is to provide opportunities for dialogue among these disciplines for collaborative research and professional development.

Qualified undergraduates of Bryn Mawr, Haverford, and Swarthmore College may pursue a joint A.B./M.A. degree by applying to the Bryn Mawr A.B./M.A. program in any of the above programs of the GSAS. Additionally, qualified undergraduates may apply to Bryn Mawr's A.B./M.A. program in French, which offers graduate courses at the Bryn Mawr Institut d'Etudes Françaises d'Avignon.

During the admissions process for new applicants, the department to which the student has applied makes recommendations to the Dean of Graduate Studies for admission. In some cases, the application may be reviewed by the Steering Committee of the Graduate Group in Archaeology, Classics, and History of Art and redirected to another program. Admission decisions are made by the Dean of Graduate Studies.

Advising

Each graduate program shall designate a faculty member to serve as the Director of Graduate Studies, who will be responsible for supervising the day-to-day concerns of the program and its students, as well as providing the primary advising for students who do not yet have a Dissertation Director. After a Dissertation Director has been named, that faculty member assumes primary responsibility for advising the student.

In general this advising shall include ensuring that students are informed of the rules and regulations of the GSAS and of their home department as well as regularly discussing with each student the student's program and progress therein. Additionally, every department shall maintain and make available a supplementary document or webpage specifying any additional departmental rules and expectations as well as any department-specific application of the GSAS rules and regulations. That said, the primary responsibility for understanding and abiding by the rules, and for making appropriate progress towards the degree, rests with each individual student.

Registration

Every graduate student must register for courses with the Registrar and confirm that registration with

the GSAS, following the rules and procedures set forth by each.

These procedures include securing the permission of the student's Director of Graduate Studies to undertake independent work/research as well as of the instructor who will supervise that independent work. Graduate registration is considered final, but changes may be made, with the approval of the Director of Graduate Studies and, if necessary, the Dean of Graduate Studies during the drop/add period designated by the GSAS.

Auditing: A graduate student may register to audit a course following the same procedure, but first gaining the permission of the course instructor, the Director of Graduate Studies in the student's home department, and the Dean of Graduate Studies.

Reciprocal Registration: Students may take a limited amount of work for Bryn Mawr graduate credit at institutions with which Reciprocal Plans have been approved by the Graduate Council and the President of the College. Under special circumstances, the Dean of Graduate Studies may approve such an arrangement at another institution for an individual student. Work at other institutions is limited to the equivalent of two units per year, and may not exceed one third of a student's total program. In particular, no more than two such courses may be used to meet the six-course requirement for the M.A. degree. Students must register with Bryn Mawr College for all work to be done at other institutions and shall be subject to the same tuition and fees as students wholly enrolled at Bryn Mawr College.

Leaves of Absence: Students who have not advanced to candidacy for the Ph.D. may take a leave of absence, discontinuing their graduate work for a period of time, by consulting their Director of Graduate Studies, then notifying the Dean of Graduate Studies. A leave of absence does not change the requirement that the degree of Master of Arts must be completed within a period of five years.

Students who have advanced to candidacy for the Ph.D. may be granted a leave of absence by the Dean of Graduate Studies, with the approval of the Director of Graduate Studies and the Dissertation Director, for a semester or a full academic year, and a leave may be renewed for an additional period, provided that the total does not exceed two academic years. Leaves of absence exceeding a total of two academic years will be granted to Ph.D. candidates only under exceptional circumstances, and only with the approval of the Director of Graduate Studies, the Dean of Graduate Studies, and the Graduate Council.

Continuing Enrollment: All graduate students, unless formally taking a leave of absence, must register for one or more units of work or for continuing enrollment. Continuing enrollment does not carry academic credit, but does permit the student to be certified as a full-time student. Departments must certify annually that students so enrolled are making adequate progress.

Certification to Outside Agencies: Students wishing certification of status to outside agencies should complete an appropriate form to be signed by the Director of Graduate Studies in their program and deposited with the GSAS.

Grading and Evaluations

Grading System: Students registered for graduate units shall receive a grade of: "Satisfactory" (S), "Unsatisfactory" (U), or "Incomplete" (I). "Graduate units" include undergraduate courses taken for graduate credit where additional work has been assigned to bring the course to the graduate level. Any graduate student taking an undergraduate course for graduate credit should be graded according to the

graduate standards, "Satisfactory" or "Unsatisfactory". The grade of "Satisfactory" shall only be awarded if the student's work has met or exceeded an undergraduate 3.0 standard, including any additional work assigned to raise an undergraduate course to the graduate level (see Section II, A). Any graduate student taking an undergraduate course receives a grade of "Satisfactory" if the student's work has met or exceeded an undergraduate 3.0 standard.

Undergraduate courses at 000- through 200- levels taken by graduate students for language exam preparation or for remedial reasons are assigned grades on the undergraduate 4.0 scale and these courses do not require completion of a narrative course evaluation.

Student Evaluations: At the end of each semester, the instructor of each unit of graduate instruction or supervision shall promptly submit a final evaluation of every student enrolled for that unit. The evaluations shall be submitted to GSAS by the date communicated by the GSAS office; they shall be shared with the students upon receipt. In the case of a year-long course, an interim report shall be submitted at the end of the first semester. The evaluation shall consist of a formal grade and a descriptive passage, including a consideration of the student's ability for advanced research and teaching.

Incomplete Work: If a graduate student's work is incomplete in any unit, the instructor will complete an evaluation, including a grade of "Incomplete" and a statement describing what the student must do in order to receive credit for the course and by what date. The date set shall be no later than 30 days after the beginning of the next fall semester. If the work is not complete by the date set, the record of "Incomplete" shall stand permanently.

Non-Continuation of Graduate Studies

Successful completion of an M.A. at Bryn Mawr College does not ensure departmental approval for continuation in graduate work toward the Ph.D.

In the case of unsatisfactory work, unsatisfactory progress toward the degree, or failure to pass the requirements for the M.A. or Ph.D. in timely fashion, the department may recommend the non-continuation or exclusion of a student to the Dean of Graduate Studies, who will notify the student of the decision. This notification shall also inform the student of their right to appeal and reference this section for full rules and procedures. A decision not to continue or to exclude a student means that the academic programs and services of the College are no longer open to that student except in cases in which the student is admitted, through the regular procedures, to another department.

If the student wishes to appeal the decision, they should direct the appeal to the Chair of the Graduate Council. The Chair of the Graduate Council will appoint an appeal committee consisting of the Chair of the Graduate Council and all faculty and graduate student members of Graduate Council. (In the event that any of these persons participated in the prior decision of unsatisfactory academic work, they will not be allowed to sit on the appeal committee). The appeal committee shall conduct a formal hearing, to which all appropriate persons, including representatives of the student's department, shall be invited to appear. The decision of the appeal committee shall be final.

A student whose behavior disrupts the normal conduct of academic affairs within or beyond their department may be excluded by the Dean of Graduate Studies, in consultation with the student's department. The student and their department shall be informed in writing (1) that the Dean of Graduate Studies is considering revocation of their award and (2) that they may appear at a hearing to be held at a specified time and place. At the hearing the Dean of Graduate Studies, the Director of Graduate Studies

in the student's program, and other appropriate members of the faculty (including, for degree candidates, the director of the student's work) shall be present. In the case of accused misconduct, the student shall also be informed of the specific misconduct charged, that they shall have the right to select and have present any kind of counsel, to face and to examine witnesses, to call witnesses on their own behalf, and to appeal. If the student wishes to appeal the decision, a committee constituted of at least three faculty members of the Graduate Council will hear the student, a representative of the department, and the Dean of Graduate Studies. The committee will make its recommendations to the President; the President's decision will be binding.

If the student wishes to appeal the decision, they should direct the appeal to the Chair of the Graduate Council. The Chair of the Graduate Council will appoint an appeal committee consisting of the Chair of the Graduate Council and all faculty and graduate student members of Graduate Council. (In the event that any of these persons participated in the prior decision of misconduct, they will not be allowed to sit on the appeal committee). The appeal committee shall conduct a formal hearing, to which all appropriate persons, including representatives of the student's department, shall be invited to appear. The decision of the appeal committee shall be final.

In cases of exclusion in the course of an academic year, fees will not be refunded or remitted in whole or in part; fellowships, scholarships, and assistantships will be canceled.

Program of Study

Academic Units of Graduate Work

The program of study in the GSAS is defined in terms of academic units. A one-semester graduate course and one semester of supervised independent work each count as one unit. A year-long graduate course counts as two units. Six units, or four units for a student holding a teaching or a graduate assistantship, constitute a full year's academic program. For advanced students, at the department's discretion, a full year's academic program may consist of fewer units, such as one unit of supervised work (USW) taken each semester.

An upper-level (300-level or higher) undergraduate course, supplemented by additional work, may be taken for graduate credit. The particular choice of additional work is at the discretion of the instructor, but the requirement for additional work may not be omitted altogether. Such a course counts as one academic unit and at most two such courses may count towards the six units required for a M.A. degree. Other undergraduate courses may be taken to complete a student's prerequisites (e.g., language proficiency) or to provide essential training in an allied field, but they do not carry graduate credit.

In certain circumstances, GSAS students may take up to two courses at the 200-level for graduate credit. Students must do additional work in such courses to bring them to the level of graduate courses. Permission and funding for such courses will be granted only when the curriculum is essential for their thesis and/or dissertation research.

With respect to language acquisition to pass the requisite examinations, and/or to conduct thesis and/or dissertation research, students may register to enroll or audit undergraduate language courses at the 00, 100, or 200 level offered at Bryn Mawr College. In all cases a request must be made to the Dean of Graduate Studies by the Director of Graduate Studies of the student's program explaining the circumstances that merit registration in one or more additional units of language instruction.

Similarly, with respect to skills acquisition needed to conduct thesis and/or dissertation research, students may register to enroll or audit undergraduate courses. Also in these cases, a request must be made to the Dean of Graduate Studies by the Director of Graduate Studies of the student's program explaining the circumstances that merit registration in courses providing skill instruction.

In general, only one such undergraduate course per year will be approved, with the exception of two-semester language sequences. Undergraduate language and/or skills courses do not count towards a full time course load of three graduate courses (or two graduate courses if the student is a TA).

Work done during the summer does not carry graduate credit, with the one exception of graduate work completed at the Institut d'Etudes Françaises d'Avignon, for which students typically earn two graduate units. Otherwise, only in extenuating circumstances, and at the invitation of a faculty member and with advance approval of the Dean of Graduate Studies, may a graduate student register to receive graduate credit for work to be done during the summer.

Admission to Graduate Courses

Admission to, and prerequisites for, a graduate course are under the jurisdiction of the department which may, at its discretion, reject unqualified students or may require insufficiently prepared students to take certain undergraduate courses before being enrolled in graduate courses. Departments may, when appropriate, open admission to particular graduate courses to undergraduates.

Journal Clubs and Colloquia

A colloquium or journal club, consisting of regular meetings of the instructors and the graduate students, may be required by any department as part of the regular program of study without such requirements appearing on the transcript as registered courses; such requirements shall be clearly stated in the departmental supplementary document.

Graduate Financial Support Awards and Prizes

Awards

Bryn Mawr College fellowships, endowed graduate fellowships, scholarships, grants, teaching assistantships, graduate assistantships, curatorial internships and research assistantships and prizes are awarded according to the processes described below (III. B-D). In general, these awards require that the awardee be a student of the GSAS pursuing an advanced degree and carry a full program of academic work. Many of these awards also require a specified amount of service for the College.

Application

Each year graduate programs will be advised as to the availability of financial support awards and the level of award funding for both new and continuing students. All continuing students in the Graduate Group of Archaeology, Classics, and History of Art must complete a financial support application annually. The continuing students in the Graduate Group in Science and Mathematics do not need to complete a financial support application unless they are interested in the Helen Schaeffer Huff Memorial Research Fellowship. The application deadlines will be set by the GSAS after consultation with the Directors of the Graduate Groups. Each year, the Dean of Graduate Studies will set the dates

for application, notification of awards, and acceptance or refusal of awards.

Nominations

Candidates for graduate financial support awards and prizes are nominated by departments or Graduate Groups after consideration of all relevant applicants. Alternates for graduate awards may also be nominated. If more than one alternate is nominated, alternates shall be ranked according to the department or committee's preference.

Decision Process

Nominations of students for financial support awards are first made by departments to the Dean of Graduate Studies. For non-competitive financial support awards (i.e., GSAS Fellowships), the Dean of Graduate Studies makes the final decision. For competitive financial support awards for students in the Graduate Group in Archaeology, Classics and History of Art (GGACHA), the GGACHA Steering Committee considers the nominated students for each award and determines each award recipient.

For competitive financial support awards for students in the Graduate Group in Science and Mathematics (GGSM), the GGSM Steering Committee considers the nominated students for each award and determines each award recipient. In situations in which where the Steering Committees of the GGACHA and GGSM are unable to determine award recipients, the Graduate Council's Subcommittee on Graduate Awards will determine the award recipient. For competitive financial support awards available to students in all programs, the Graduate Council's Subcommittee on Graduate Awards and the Dean of Graduate Studies will consider all students nominated and determine the award recipient.

Granting and Withdrawal of Awards

Granting: Awards are offered by the Dean of Graduate Studies. Award offers lapse if not accepted by the deadline set by the Dean, or if the award is accepted but not used in the designated year. In such circumstances, the candidate may re-apply in another year.

Withdrawal: In the case of either unsatisfactory academic work or misconduct that leads to non-continuation in the program, all awards will be canceled. The Dean will notify the student of the termination of awards by a formal letter.

Review and Approval of Changes in Awards Processes

The Graduate Council shall review and approve any changes in the above-mentioned processes for making graduate awards.

The Degree of Master of Arts

Departments

The M.A. degree may be given in the following departments and programs, either as a prerequisite for the doctoral program or as a combined A.B./M.A. degree:

Chemistry; Classical and Near Eastern Archaeology; French; Greek, Latin and Classical Studies;

History of Art; Mathematics; Physics.

Candidacy

Prerequisites: The prerequisites for admission to candidacy for the M.A. degree are: (1) an A.B. degree or its equivalent from an American college or university of recognized standing, or a degree or certificate of at least the same standard from a foreign university; (2) preparation that includes such undergraduate work in the candidate's major and allied departments as the departments shall require.

Qualified students at Bryn Mawr, Haverford, and Swarthmore may undertake graduate work leading to the degree of Master of Arts concurrently with their work toward the A.B., once they have applied to, and been accepted, into Bryn Mawr's A.B./M.A. program. The application process includes being approved for the program by the Undergraduate Special Cases Committee, creating an approved curricular plan and then separately being admitted to a specific graduate program through the GSAS office. Although the graduate work and the A.B. major work need not be in the same department, it is the graduate department's prerogative to require the completion of its undergraduate major as part of the requirements for the M.A. degree. While students must arrange to fulfill all requirements for each of the A.B. and M.A. degrees, they are permitted to count a maximum of two advanced undergraduate courses (300-level or higher) presented in fulfillment of the requirements of the A.B. degree as two of the units required for the M.A. degree. As for all GSAS students, graduate credit for the advanced undergraduate courses will be only granted when they are supplemented by additional work in the usual way.

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

General Requirements for the M.A.

Time: The time to completion of the M.A. degree is typically between two and three years. The work for the degree may be spread over several academic years which need not be in succession, but must be completed within a period of five years (60 months).

Program of Study: A minimum of six academic units is required for the M.A. degree. At least two units should consist of graduate seminar or course work. At most two units may be taken in the form of supervised independent work, and at most two units may be taken in upper-level (300-level or higher) undergraduate courses with supplementary work for graduate credit. At least two-thirds of the required units must be taken at Bryn Mawr College. At most one-third may be taken elsewhere under the auspices of Bryn Mawr College, through an approved Reciprocal Plan or similar approved arrangement.

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

Languages and Special Skills Requirements

Each graduate program has established such requirements in foreign languages and/or special skills as are essential for scholarly work in that discipline. These requirements shall be readily available to prospective and current students. Any changes in these requirements must be approved by the Graduate Council. Individual exceptions to the departmental rules require the approval of the Graduate Council.

Requirements in foreign languages and/or special skills may be met in the following ways:

If a foreign language competency is required by a department, a student must pass a Bryn Mawr College language examination scheduled and administered by that department. The language examinations consist of two passages of 250-350 words each, chosen by the department, to be translated during a two-hour period. The use of a dictionary either in print or electronic may be permitted for the translation of either or both passages, at the discretion of the department. The examination shall be read by two members of the department. If considered marginal, then a member of the respective foreign language department may be consulted. The final decision will be made by the graduate department after discussion with the external reader. With the consent of the department and of the Dean of Graduate Studies, a student whose native language is not English may be permitted to write a language examination in a language other than English. The student can expect to receive their graded language examination within a month after the end of the exam period set by the department.

At the department's discretion, a student whose native tongue is not English may offer English for one of the languages that may be required. This proviso does not apply for students whose field of study is the language and the literature of their native tongue. The requirement in English may be met either by certification from the department that the candidate's English is adequate or by a special examination given by the department, no later than January of the academic year in which the candidate is to take the degree.

For special skills, a student may be required to pass an examination administered by the department. For either a special skill or language, with prior approval from the department and the Graduate Council, a student may complete course work specifically chosen to complete the requirement by the department in lieu of an examination.

For A.B./M.A. candidates in Mathematics, the successful completion of the language requirement for the Bryn Mawr College A.B. degree will satisfy the language requirement for the M.A. degree.

Thesis or Major Paper(s) in a Special Field

Every candidate must present a thesis or one or more qualifying papers in a special field in the subject studied for the M.A. For candidates in residence at Bryn Mawr College, the due date of the paper(s) is set by the department. For candidates away from Bryn Mawr, the due date is 30 days before Commencement of the semester in which the candidate hopes to receive the degree.

The paper(s) shall be read, and approved or rejected, by at least two members of the department or one member of the department and one in an allied department. All papers must be completed to the satisfaction of the department before the candidate is admitted to the final examination.

Final Examination

Before the final examination, the M.A. candidate must complete any requirements in languages and/or special skill(s) and must have submitted a thesis or major paper(s) in the special field. The candidate may be enrolled in courses that will count towards the MA requirements during the semester in which they will complete the MA requirements.

Every candidate must pass a final examination, which shall test the ability to place the special field in a more general background of the major subject. This examination shall be either written, with four to six hours of examination; or oral, lasting no less than one hour; or written and oral, a written examination of four hours and an oral examination of one hour. An experimental or open-book examination of greater length may be substituted for the written examination. 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).

The last Tuesday before Commencement at 1 p.m. is the latest time at which grades of candidates for the M.A. degree may be reported to the GSAS Office. For a December degree, the deadlines are the last day of classes in Semester I for the final written examination, and the following day for the reporting of grades.

Unsatisfactory Paper(s) or Examination

A candidate who has submitted an unsatisfactory paper in the special field or who has failed the final examination may, on the recommendation of the department, submit another paper, revise the original, take another examination, or be refused this opportunity. The department shall make a report to the GSAS and the Graduate Council concerning its decision on such cases.

The Degree of Doctor of Philosophy

Departments

The Ph.D. degree may be given in the following departments:

Chemistry; Classical and Near Eastern Archaeology; Greek,
Latin and Classical Studies; History of Art; Mathematics; Physics

Candidacy

Student Status: Students will have the status of "Ph.D. student" in the interim between completion of the M.A., if such degree is required, and prior to completion of the Ph. D. preliminary exams. After passing the Ph.D. prelim exams, a student carries the status of "Ph. D. candidate". Students in History of Art are considered Ph. D. candidates following submission of a dissertation proposal that is approved by the Department.

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

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

To apply for candidacy, students must submit the appropriate Ph.D. candidacy form. The faculty members of the Ph.D. Supervising Committee as well as the areas of examination are specified on the Ph.D. Candidacy Application form. The form must be approved by either the faculty member who will be the Dissertation Director, if named, or by the Director of Graduate Studies in the program. Students in History of Art must also submit a dissertation proposal which must be approved by the entire Department prior to being accepted as a Ph. D. candidate. Students should initiate the Ph.D. candidacy application process in the semester before the preliminary exams are to be administered so as to allow the GSAS office enough time to identify an outside chair for the Ph.D. supervising committee.

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

Dissertation Director: The faculty member directing the Ph. D student's dissertation research and writing shall take major responsibility for planning the candidate's program of study, for informing the Director of Graduate Studies and the Supervising Committee of the fields to be offered for examination, and of the subject of the dissertation. The Dissertation Director shall keep the Director of Graduate Studies and the Supervising Committee informed of any changes in the student's fields for examination or in the subject of the dissertation. The Dissertation Director shall take major responsibility for supervising the preparation of the dissertation and such changes as may be required by the Supervising Committee at the final examination.

Supervising Committee: The Supervising Committee shall have the responsibility of the preliminary examinations and final examination of the dissertation. Both the Ph. D. student and the Director of Graduate Studies / Dissertation Director should seek the advice and aid of the chair of the Supervising Committee when necessary, such as in cases of irreconcilable differences.

The Dean shall formally appoint those members of the student's Supervising Committee who are recommended on the candidacy form by the Dissertation Director or by the Director of Graduate Studies in the student's department. The chair of the committee shall be a member of the general faculty outside the student's department. The other members of the Supervising Committee shall be the Dissertation Director, two other members from either the student's department(s) or allied department, and one or more additional members of the faculty. In special cases, when the dissertation is to be directed by a faculty member external to the student's department, they shall be appointed to the Supervising Committee and identified as Dissertation Director, but a member of the student's department shall be designated to serve as Departmental Director of the student's progress toward the Ph.D.

A scholar not connected with the College who has special competence in the field of the candidate's chief interest may be added to the Supervising Committee if the Supervising Committee or the student's

department so recommends and the Graduate Council or the Dean of Graduate Studies approves.

Outside Chair: The role of the chair of the Ph.D. Supervising Committee is to be an impartial moderator at oral examinations, to ensure that examinations are civil and fair, to ensure that all requirements are completed 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 Ph.D. oral Preliminary Examination or the oral Final Examination if one or more committee members are dissatisfied with the student's performance.

The chair of the Ph.D. Supervising Committee should be tenure-track or tenured Bryn Mawr faculty outside the student's home department. In consultation with the Dissertation Director and/or the departmental Director of Graduate Studies, students may suggest three or more faculty members whom they trust as candidates for their outside chair through completing the Ph.D. Candidacy Application form. The GSAS office will reach out to the suggested faculty members, and other faculty, if necessary, to identify the outside chair. The appointment of the identified outside chair will be confirmed by an official appointment letter from the Dean of Graduate Studies to the outside chair. The GSAS office will notify the student, the Dissertation Director, and the departmental Director of Graduate Studies of this appointment.

Disputes: If irreconcilable differences arise between the Ph. D. candidate and the Dissertation Director, either one may appeal to the chair of the Supervising Committee, who shall attempt to resolve the matter in consultation with the full committee. If no satisfactory resolution is reached, the matter shall be referred to the Dean of Graduate Studies, who shall bring the case to the Graduate Council for final resolution. Additionally, if at any stage of the work the Supervising Committee does not reach agreement on the candidate's performance, the Graduate Council shall make the final decision.

General Requirements for the Ph.D.

Time: A minimum of three full years of graduate work or their equivalent as required for the completion of the M. A. degree is required for the Ph.D. degree. All requirements for the Ph.D. Degree must be completed within twelve years of admission into a graduate program of GSAS. Parental leave does not count towards this twelve year maximum. Leaves granted by the Dean for medical or other reasons do not count towards the twelve year maximum. A request for an extension beyond the 12 year limit may be made by the Dissertation Director to the Dean of Graduate Studies.

Residency: Successful completion of a minimum of twelve academic units (or the equivalent of two full years of post-baccalaureate study) at or through Bryn Mawr College is required for the Ph.D. degree.

Units counted toward the M.A. degree at Bryn Mawr College may also be counted toward the Ph.D. degree if the major field remains the same. Up to four units may be taken at the University of Pennsylvania or at any other institution with which there are approved Reciprocal Plans. In the absence of a formal Reciprocal Plan, the Dean of Graduate Studies may, on occasion, approve the taking of units, not to exceed two, at other institutions, provided that the total amount of external units does not exceed four.

Any exception to the rules concerning the number or distribution of units must be approved by the Graduate Council and will be considered only on the recommendation of the student's department and

when a candidate's academic preparation is deemed to warrant special consideration.

Program of Study: The course of study is defined by the individual departments.

Further Requirements: Students are also required to complete the languages and special skills requirements set by their department, pass the Preliminary Examinations, complete a dissertation, and pass a final examination. These requirements are detailed below (V. D-G).

Languages and Special Skills Requirements

All candidates for the Ph.D. degree are required to demonstrate mastery of such foreign languages and/or special skills as are necessary to conduct research in the fields of their dissertations.

Departments shall determine which languages and/or skills they will require, and these requirements must be submitted to the Graduate Council for approval. Approved languages and/or skills requirements shall be publicly advertised by the GSAS to all candidates for admission and to all students currently enrolled. Departments may not change their requirements without prior approval of the Graduate Council and sufficient notice to all prospective Ph.D. candidates. Mastery of required languages and/or skills must be demonstrated by written examinations or by course work. All languages and/or skills requirements must be met before candidates for the Ph.D. may take the Preliminary Examinations.

When one or more foreign languages are required, the language examination for the Ph.D. degree shall consist of two passages of 250-350 words each, chosen by the department, to be translated during a two-hour period. The use of a dictionary either in print or electronic may be permitted for the translation of either or both passages, at the discretion of the department. The examination shall be read by two members of the department. If considered marginal, then a member of the respective foreign language department may be consulted. The final decision will be made by the graduate department after discussion with the external reader.

At the department's discretion, a student whose native tongue is not English may offer English as one of the languages that may be required. The requirement in English may be satisfied by certification from the department that the candidate's English is adequate.

Except for the substitution of English as provided above, any exception to the stated languages and/or skills requirements of any department requires the approval of the Graduate Council.

Preliminary Examinations

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

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

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

Exceptions: The following preliminary exam procedures have been approved:

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

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

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

Procedure of the Supervising Committee: The members of the Supervising Committee shall read all examinations promptly, and if any of the examinations is unsatisfactory to any member they should notify the chair so that it can be determined if the candidate should continue with the Preliminary Examinations. When the written examinations are completed, the chair shall ascertain whether the majority of the committee considers the Ph.D. student's work sufficiently satisfactory to proceed to the oral portion of the examination if there is one.

When the examinations include an oral examination, it is conducted by the Supervising Committee and

is open to any member of the faculty. In the event of an oral examination, the chair of the Supervising Committee shall ask the committee, in the absence of the Ph.D. student, for a statement of the division of time among the examiners and shall be responsible for maintaining the schedule adopted. At the end of the examination, the chair shall give each member of the committee an opportunity to ask additional questions. After the Ph.D. student leaves the room, the chair shall ask each member's opinion of the Ph.D. student's performance.

Results of the Preliminary Examinations: The result of the examinations is to be recorded in the following terms: "Satisfactory"; "Partially Satisfactory" — to be used when some portion of the examination is unsatisfactory; or "Unsatisfactory." The vote of the Supervising Committee shall be recorded on the candidate's Ph.D. application form and signed by the members of the committee. The committee shall state explicitly on the form when the Ph.D. student is to make up any deficiencies and whether by written examination or in some other manner approved by the committee, as appropriate to the seriousness of the deficiency. All deficiencies must be made up before the Ph.D. student may submit the dissertation as a Ph.D. candidate. If the result is "Unsatisfactory," the Ph.D. student may be refused permission to continue work for the Ph.D. degree and excluded from the program, or may be asked to retake the Preliminary Examinations. No Ph.D. student may be permitted to retake the Preliminary Examinations more than once. Preliminary Examinations must be passed satisfactorily within one year of the first written examination. In such unusual circumstances as serious illness, exceptions to this rule may be granted by the Dean of Graduate Studies. If after this time, a student has remaining unsatisfactory performances in any area of the preliminary examinations, they may not proceed to complete the degree.

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

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

Dissertation

General Requirements: The dissertation is the Ph.D. candidate's written document that presents the results of the candidate's independent research in the field of the major subject. It must contain original material, results, or interpretations, and be adjudged suitable for publication. The dissertation must include an abstract of no more than 350 words and be accompanied by a vita. The dissertation shall be written in English with the following exception: A candidate whose native tongue is not English may, with the permission of the Dissertation Director, the department and Graduate Council, write the dissertation in the language of the candidate.

The dissertation shall conform to the "GSAS dissertation format guidelines" available from the GSAS Office.

After the Dissertation Director approves the submission of the dissertation to the Ph.D. Supervising

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

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

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

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.

Procedure of the Supervising Committee: All members of the Supervising Committee shall read the dissertation promptly. If a member of the Supervising Committee considers the dissertation unacceptable, the member must inform the chair **no later than seven days** before the Final Examination is scheduled to be held, and a special meeting of the Supervising Committee shall then be called. The Supervising Committee may recommend revisions, which may lead to the postponement of the Final Examination, or may reject the dissertation completely in its present form. If, after full discussion, a majority of the Supervising Committee considers the dissertation provisionally acceptable in substance and general form, the Final Examination may be held.

Final Examination

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

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

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

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

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

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

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

Deposit and Publication of the Dissertation

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

Guidelines for dissertation preparation and submission are posted on the GSAS website:

<https://www.brynmawr.edu/gsas/academics/completing-your-degree/phd-degree-requirements/dissertation-format-guidelines>

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

The dissertation must be published according to one of the plans listed below, to be approved by the Dissertation Director and by the chair of the Supervising Committee.

Electronic Submission to proQuest/ETD Administrator

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

Publication in Full or in Substantial Part

Electronic submission of the dissertation to ProQuest/ETD Administrator may be waived entirely if, prior to the conferral of the degree, or prior to the end of the two-year holding period, the candidate presents evidence (such as a letter from a publisher accepting the dissertation for publication) of a completed arrangement for the publication of the dissertation in substantial part or in full in a scholarly journal.

At the Time of Publication: If the candidate publishes in a printed work, book, or journal article, two copies shall be deposited with the College. If the candidate publishes electronically, one copy of the file must be deposited with the College. In any of the above cases the publication should include a statement that the study is a dissertation or part of a dissertation accepted by Bryn Mawr College. In exceptional cases, to be approved by the Graduate Council, this statement may be omitted.

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 6 in the GSAS Academic Rules). The parental accommodations policy is available to domestic as well as international students.

Principles

1. Before taking parental accommodations, students will:
 - a. notify their research advisor and/or 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 for Graduate School of Arts and Science Students 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.

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.

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 GSAS 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.