

CURRICULAR RULES OF THE FACULTY OF ARTS AND SCIENCES  
THE UNDERGRADUATE COLLEGE

I. ADMINISTRATION

A. THE ACADEMIC YEAR

The academic year consists of two semesters, with 66-69 days for classes in the first and 69-70 in the second.

1. Days and Hours of Classes

Classes shall regularly be scheduled from Monday to Friday, inclusive, of each week, unless otherwise specified by the Registrar, and classes shall begin at ten minutes past the stated scheduled time.

2. Vacations

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

B. ADMISSION TO COLLEGE

1. General Regulations Governing Admission and Refusal of

The Committee on Admissions may admit students whose program of studies in secondary school differs from the regular pattern, provided that they have shown evidence of continuity in the study of basic subjects and appear



- The Common Application for Transfer Students
- All official high school transcripts or GED equivalent (Secondary School Final Report is not required)
- All official college transcripts
- Two professor recommendations
- College's Official Report
- TOEFL (if applicable)

## 6. Admission of Non Degree Candidates

### a. Postbaccalaureate Students in Pre medical and Paramedical Fields

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

### b. Special Students

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

Applications for special student status

## 1. Definition

The chief units in the undergraduate curriculum shall be courses and half courses. Undergraduate courses shall be of four kinds. 1) Full year courses continue through both semesters of the College year; each full year course is planned to require about one quarter of a student's total in class and out of class working time of approximately forty working hours per week; and each full year course carries a credit of two course units. 2) Semester courses require the same amount of work each week for one semester and carry a credit of one course unit. 3) Half courses lasting throughout the year normally require half as much working time each week and carry a credit of one unit; a half course lasting for one semester carries a credit of one half unit. \*4) Focus courses, which are 7 week long, half semester courses that carry a credit of one half unit.

\* [One unit of credit at Bryn Mawr is considered the equivalent of either three or four semester hours of credit in institutions using one of the semester hour systems. When translating semester

member of the class; she will be counted into department statistics; she will be counted into College enrollment reports; she will pay laboratory fees; and she must meet all of the academic commitments of the course on schedule.

c. The instructor will not be notified by the Registrar or the Dean of the nature of the student's registration.

d. Faculty members will submit grades for all students in their courses. The Registrar will be responsible for maintaining the original record, i.e., the gradesheet, and of recording a "credit" or "no credit" grade when applicable on the student's transcript.

e. A student planning to take a course under this option should sign the C/NCR Registry Book kept by the Registrar not later than the sixth Friday of classes in the semester in which the course is taken.

f. The grade for a course taken under the credit/no credit option in 1979-80 and later years may not be changed to a numerical grade unless the course ultimately becomes a part of the major plan of work. (See paragraph g, below). No numerical grade may be converted to "credit" or "no credit".

g. Courses taken under this option may meet the general college requirements (III.B.3). No courses may be taken under this option to satisfy major subject requirements. The "credit/no credit" designation will be changed to a numerical grade (by the Registrar) if the course ultimately becomes a part of the major plan of work.

#### 4. Visitors

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

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

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

#### 5. Class Lists

Preliminary class lists shall

be prepared by the instructor for each class at the

beginning of the semester. (GRE 6.2(e))

equivalent of a one semester course or four semester hours. The 32 units must include the courses necessary to fulfill the general requirements of the College (see B, 3 below) and the requirements of the major.

## 2. Residency Requirement

Each student must complete 6 full time semesters and earn a minimum of 24 units while in residence at Bryn Mawr. These units may include courses taken at Haverford and Swarthmore Colleges and the University of Pennsylvania during the academic year. The senior year must be spent in residence. Seven out of the last 16 units must be earned in residence. Students do not

intermediate

allow a student to place into a more advanced course representing the same approach.

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

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

- (1) Each student must demonstrate the application of the quantitative skills needed to succeed in their professional and personal lives as well as many social and natural science courses by either
  - a. a satisfactory score on the diagnostic assessment offered before the start of the freshman year or
  - b. completing a Q Sem with a grade of 2.0 or higher during the freshman year
- (2) Each student must complete, with a grade of 2.0 or higher, before the start of her senior year, one course which makes significant use of at least one of the following: mathematical reasoning and analysis, statistical analysis, quantitative analysis of data or computational modeling. Courses that satisfy this requirement are identified by the sponsoring department or program, subject to review by the Committee on the Undergraduate Curriculum and are designated "Q" in course catalogs and guides.
- (3) In addition, the following regulations apply:
  - (a) A student cannot credit the same course to meet both the Q and distribution requirements.
  - (b) Students may

a. Independent Majors

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

She must then prepare a detailed, written proposal describing the specific course work and other work that will constitute the major. That

c. Declaration of a Major

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

5. Elective Courses

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

6. Supplemental Requirement

Students matriculating on or after August 2011, must complete six credits in physical education, including a swim proficiency and Wellness Issues class before the start of fourth quarter physical education classes during the sophomore year.

The Wellness Issues class and swim proficiency are core physical education requirements, and students are expected to complete both during the freshman year.

C. PLAN OF COURSEWORK

1. General Program

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

2. Registration for Courses

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

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

Under the Four College Plan, full time students in Bryn Mawr College may register for courses in Haverford College, Swarthmore College, and the University of Pennsylvania (without payment of additional fees). Such registrations must be approved by the Dean in

all cases and by the departments concerned in the case of either required courses or major and allied work.

Any change in the courses for the first semester registered in the Dean's Office in the spring must be made before the end of the confirmation of registration. After the semester has begun changes may be made

Curriculum, which shall judge them on the basis of the standards applied to any course offered at the College during the academic year. Once approved all summer courses shall be considered part of the regular curriculum of the College and subject to all the Faculty Rules governing the conduct and standards of work in Bryn Mawr courses.

#### 7. Summer Programs

Courses offered in Bryn Mawr Summer

same provisions, procedures and limits as all other requests for transfer credit.

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

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

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

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

b. Courses Taken Under the Four College Plan for Cooperation

In courses taken at Haverford College,





students in each course within

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

- iv. At the end of the sixth semester, any student with a major subject average below 2.0 must change the major and may be excluded from the college if there is no alternative major.
- c) Pace
- i. Students must earn credit (with a grade of 1.0 or better) for at least 2/3 of all course units attempted each semester and cumulatively. Any course that appears on the transcript, including those from which the student has withdrawn, constitutes a course "attempted." *Exceptions are made for students who withdraw from courses in preparation for a medical or emergency leave of absence but meet the Academic Standards of Work in other respects. These students are evaluated and warned through the re enrollment*

### 3. Honors Work in the Major Subject

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

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

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

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

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

## F. CONDUCT OF COURSES

### 1. Written Work

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

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

In special



#### 4. Examinations

administration of examinations in other modern foreign languages shall be the same as those for the examinations regularly given. If a student offers a foreign language in which there is no instruction given in the College, the Committee on the Undergraduate Curriculum, upon approval of the choice of language, shall make the arrangements necessary for the examination and report them to the Faculty.

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

The language examinations shall regularly be held at the beginning of the first semester, early in the second semester, and after the spring vacation in the second semester. These separate examinations in each language are scheduled in each period on dates set by the Registrar and published in the College Calendar. Placement examinations are offered for entering freshmen before the opening of College in the autumn.

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

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

### III. THE ACADEMIC HONOR SYSTEM

#### A. THE HONOR SYSTEM

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

#### B. EXAMINATIONS AND QUIZZES

1. Examinations shall be conducted without proctors. However, one or more student proctors shall remain in each building to be called in case of an emergency and to caution students against noise.
2. There should be no talking in the examination room. A student may leave the examination room at any time and talking may be allowed outside the examination room provided that there is no noise which might disturb students in

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6. For scheduled examinations the instructor (or the instructor's representative) shall remain in the examination room for about fifteen minutes at the beginning of the examination in order to answer questions. The instructor or the instructor's representative shall return at the close of the examination to collect papers. A student completing the examination before the end of the examination period shall leave her "blue books" on the instructor's desk.
7. Quizzes shall be conducted in the same manner except that the instructor may remain in the room if he or she wishes.
8. The same standard of integrity shall be expected of students in the case of "take home" or "open book" or any other type of examination.

#### C. OTHER ACADEMIC WORK

1. In reports and other written work, sources of information of an idea or an            sources

(2) The five students selected to the Honor Board of the Bryn Mawr Students' Association for Self Government.

(3) The Dean of the Undergraduate College and the chair of the student Honor Board shall be co chairs.

b. The procedure of the Administrative Board shall be as follows:

(1) All procedures for the handling of cases shall be decided upon by the Board.

(2)

country or abroad, but it is hoped that it may be used to study in Europe.

## 2. The Gertrude Taylor Slaughter Fellowship

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

or