

ACADEMIC REGULATIONS

Registration

Each semester, all Bryn Mawr students preregister for the next semester's courses in consultation with their class dean or major adviser(s). Once a student has selected a major, the student must consult the major adviser; prior to that, the student consults their class dean. Failure to pre-register excludes students from any necessary enrollment lotteries.

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

A normal semester load consists of four units usually completed across four courses. Requests for exceptions must be presented to the student's class dean or, in the case of accommodation for a disability, arranged through the Access Services Office. Students may not take more than five units per semester. Requests for more than 5.5 units are presented to the Special Cases Subcommittee of the Committee on Academic Standing for approval. No student may take more than 5.5 units in a semester.

Credit/No Credit Option

The Credit/No Credit Option gives students the opportunity to explore the curriculum and engage with subjects that may be new in a way that allows the focus to remain on intellectual growth rather than the final grade. The grade of CR covers all grades between 1.0 and 4.0, the NC covers grades of 0.0. The grades of CR and NC do not factor into a student's GPA.

A student may take four units over four years, not more than one in any semester, under the Credit/No Credit (CR/NC) option. A student registered for five courses is not permitted a second CR/NC registration. Transfer students may take one CR/NC unit for each year they spend at Bryn Mawr, based on class year at entrance.

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

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

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

- Students may **not** take any courses in their major department(s) under the CR/NC option.
- Students may take courses towards the Emily Balch Seminar, Quantitative, Quantitative and Mathematical Reasoning, Approach to Inquiry, PIJ, Distribution, or Foreign Language Requirements. While all numerical grades of 1.0 or better will be recorded on the transcript as CR, the Registrar will keep a record

of whether the course meets the 2.0 minimum needed to count towards a requirement. Students can see the assigned numeric grade in the Grades section of BIONIC. It is the student's responsibility to consult the Academic Requirements feature of the student's Student Center to determine whether a course the student took CR/NC has satisfied a particular requirement.

- A student taking a course that is CR/NC for everyone (for example, Chorale or Orchestra), may still choose to take one course under the ordinary CR/NC option.
- Students wishing to take a semester-long course CR/NC must sign up in Bionic by the end of the sixth week of classes. The deadline for half-semester courses is the end of the third week of the half semester.
- Once the deadline for sign-up has passed, a student may not reverse the decision or otherwise "uncover the grade," except by declaring a major in the department.
- No student is permitted to sign up for CR/NC after these deadlines. Students who wish to sign up for CR/NC for year-long courses in which grades are given at the end of each semester must sign up CR/NC in each semester because CR/NC does not automatically continue into the second semester in those courses.
- Bryn Mawr students are bound by Bryn Mawr CR/NC rules, even when the course being taken CR/NC is at Haverford, Swarthmore, or Penn.
- Haverford students taking Bryn Mawr courses must register for CR/NC at the Haverford Registrar's Office.

Course Options

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

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

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

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

No student may drop a course from their schedule after confirmation of registration, unless it is a fifth course dropped as described above. Exceptions to this regulation may be made jointly by the instructor and the appropriate class dean only in cases when the student's ability to complete the course is seriously impaired due to unforeseen circumstances beyond the student's control. The decision to withdraw from a Bryn Mawr course must take place before 5pm on the Wednesday

of the 9th week of the semester regardless of where in the consortium the student is taking their courses.

Half-Semester Courses

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

Note that half-semester courses follow registration deadlines that differ slightly from full semester courses.

Cooperation with Neighboring Institutions

Students at Bryn Mawr may register for courses at Haverford, Swarthmore and the University of Pennsylvania during the academic year without payment of additional fees according to the procedures outlined below. This arrangement does not apply to summer programs. Credit toward the Bryn Mawr degree (including the residency requirement) is granted for such courses with the approval of the student's class dean, and grades are included in the calculation of the grade point average. Bryn Mawr also has a limited exchange program with Villanova University.

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

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

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

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

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

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

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

Bryn Mawr students enrolled in courses at Swarthmore, the University of Pennsylvania, or Villanova are subject to the regulations of these institutions. Students are responsible for informing themselves and remaining in compliance with these regulations as well as with Bryn Mawr regulations. Bryn Mawr Students are guests of these institutions in the semester in which they are enrolled there, and do not have full access to all services and facilities available to their matriculated students.

Conduct of Courses

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

Quizzes and Examinations

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

An examination is required of all students in undergraduate courses, except when the work for the course is satisfactorily tested by other means. If a student fails to appear at the proper time for a self-scheduled,

scheduled, or deferred examination, or fails to return a take-home exam, the student is counted as having failed the examination.

A student may have a final examination deferred by the student's class dean through the approval of an incomplete (see extensions and incompletes for more details) only in the case of illness or some other emergency. When the deferral means postponement to a date after the conclusion of the examination period, the student must ordinarily take the examination at the next Deferred Examination Period. See Extension and Incompletes for more details.

Extensions and Incompletes

Most courses are cumulative and are designed to enable students to complete work within one semester. The instructor's assessment is based on the contributions made and work completed within that time period. For these reasons, it is important to your learning, to your classmates, and to your instructor that you do your part by preparing for and attending classes regularly and by submitting assignments and taking quizzes/tests/exams on the schedule devised by your instructor and within the college-wide deadlines for the semester. Assignments due during the semester must be handed in by 5 p.m. on the last day of written work, which is the last day of classes. Final exams or final papers written in lieu of exams must be handed in by 12:30 p.m. on the last day of the exam period. Note that the exam period ends earlier for seniors. These deadlines are noted on the Registrar's website.

Nonetheless, during a semester, situations may arise that interfere with a student's ability to meet one of their deadlines, and a student may reach out to their instructor to request an extension through the last day of the exam period. Please note that an extension is not guaranteed, and your instructor is not required to provide one.

During the 14 Weeks of Classes

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

If you think you will be unable to meet a deadline set by your instructor, here are some guidelines about your next steps:

- Review your notes, your syllabus and Moodle for any policies your instructor may have announced regarding work completed after a deadline.
- Contact your instructor as soon as you become aware that you are unlikely to meet a deadline. This is not only a courtesy and sign of respect; it is also a practical step that enables your instructor to partner with you to devise a solution.
- Carefully and honestly assess for yourself the reason you are behind. In many cases, it is a combination of things: time management, unexpected disruptions to day-to-day life, illness, a personal or family emergency. You do not need to go into details with your professor, but you do need to provide an honest explanation. Along with asking your instructor for an extended deadline, consider what changes you might need to make in order to meet the new deadline and to meet future deadlines in this course and in others.
- If you find you are behind in more than one course, or that you are asking for repeated extensions, consult with your class dean

about how to proceed. You may also want to consult with the Office of Academic Support. Your instructor may also ask you to talk with your class dean before they can approve the solution you propose.

Extensions into Finals Week

Your instructors have designed your courses to enable you to complete all but a final exam, paper, or project while classes are in session. To give students time during finals week to focus on the final pieces of work for their classes, students are expected to submit all other assignments by 5:00 pm on the last day of classes, known as the "deadline for written work." Occasionally, a student might receive permission from their instructor to submit work during finals week. Students in this situation should work with their instructor directly to set priorities so that they can complete all work for the semester, including their work for finals, by the last day of exams. Extensions into finals week do not require class dean approval.

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

Incomplete Policy

In the case of serious illness, mental health crisis, family emergency, or some other emergency that arises **during the final week of the semester or finals period itself**, students may be eligible for an incomplete. Students may be requested to provide documentation to support their request.

- Approval is needed from both the faculty and the class dean.
- If a student's incomplete request is approved, December 31 (Fall semester) and May 31 (Spring semester) serve as the fall and spring semester deadlines for a student to complete all outstanding course requirements.

It is important to note that an incomplete is not applicable if:

- A student has completed less than 50% of course expectations prior to an incomplete request.
- A student has stopped attending class or has had very sporadic attendance beyond the 6th week of the semester.
- A student has fallen behind in submitting work beyond the 6th week of the semester without sufficient documentation to support late work.
- A student is interested in more time to earn a better grade in the course.

When seeking out approval for an incomplete:

- A student is required to first meet with their Class Dean.
- Following this meeting, students will be asked to complete a Student Incomplete Request Form, share this completed form with their faculty, and seek approval from their faculty.
- If the faculty approve, they should stipulate the work that remains to be completed in order for a final grade to be recorded.

Beyond this date, grade changes can only be made as a result of an incorrect grade calculation and not a result of students submitting late, revised, or extra work.

Once Coursework Has Been Submitted

- Outstanding coursework must be completed by the incomplete deadline (December 31 for the fall semester and May 31 for the spring semester).
- The faculty will review and grade the outstanding academic work and submit a final grade to the Registrar's Office no later than the first Friday of January (fall) or the first Friday of June (spring). Beyond this date, grade changes can only be made as a result of an incorrect grade calculation and not a result of students submitting late, revised, or extra work.
- If outstanding coursework is not submitted by the incomplete deadline, students will receive a "0" on those outstanding assignments and a final grade will be assigned.

As always, grades below merit, failures or withdrawals may trigger review by the Committee on Academic Standing. The student may be placed on warning, probation, academic leave, or dismissal from the college.

Course Withdrawals

Students have the ability to withdraw from a course, for any reason, by the Wednesday of the 9th week of classes. If a student is struggling in or failing a particular course(s), the institution believes it is in the best interest of the student to consider a withdrawal so they can devote time and energy, earlier than later, to their success in other courses. It is important to note that students must be enrolled in at least 4 units to withdraw from a course. Students can withdraw from a maximum of 2 units in cases where a student is enrolled in 5 or 5.5 units. No full-time student is eligible to withdraw below 3 units. Any additional withdrawal requests must be approved by both the class dean and the special cases committee.

To successfully withdraw from a course, students must complete the following steps:

- Students must complete the course withdrawal form.
- Students receiving financial aid must speak with their Financial Aid Counselor to ensure withdrawing does not negatively impact their ability to receive financial aid.
- Students must meet with their Class Dean for approval prior to this deadline.

International students with an F-1 or J-1 visa who are dropping below 3.0 units (below full-time enrollment) must complete the following steps:

- Make an appointment to meet with Charity Alinda, Director of International Student and Scholar Advising
- Students must complete the course withdrawal form.
- Students receiving financial aid must speak with their Financial Aid Counselor to ensure withdrawing does not negatively impact their ability to receive financial aid.
- Students must meet with their Class Dean for approval prior to this deadline.

It is important to note that Bryn Mawr College is a full-time, academic, residential community. Students who have missed more than 30% of the course's scheduled meetings at the semester midpoint in 2 or more of their courses may be placed on an academic leave of absence from the college. Students who are asked to withdraw from 2 or more courses by their faculty due to disengagement/lack of attendance and/or who drop below full-time status may also be placed on an academic leave of absence from the College. Final decisions are made by the student's

Class Dean and the Dean of Student Success in consultation with the Dean of Student Life.

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

Grading and Academic Record

Grading Scale	Letter Grade Equivalent	Explanation ¹
4.0	A	Merit
3.7	A-	Merit
3.3	B+	Merit
3.0	B	Merit
2.7	B-	Merit
2.3	C+	Merit
2.0	C	Merit
1.7	C-	Passing, Below Merit
1.3	D+	Passing, Below Merit
1.0	D	Passing, Below Merit
0.0	F	Failing

¹ Merit grades range from 4.0 (outstanding) to 2.0 (satisfactory). Courses in which students earn merit grades can be used to satisfy major, minor, and curricular requirements.

Grade changes can only be made as a result of an incorrect grade calculation and not a result of students submitting late, revised, or extra work (see Extensions into Finals Week and Incomplete Policy for information about late work). Once reported to the registrar, a grade may be altered by the faculty member who originally submitted the grade, or by the department or program chair on behalf of the absent faculty member, by submitting a change-of-grade form with a notation of the reason for the change. Once reported to the registrar, no grade may be changed after one year except by vote of the faculty.

Repeating Courses

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

In extraordinary circumstances, a student who receives a grade of 1.0, 1.3 or 1.7 may repeat the course after receiving the permission of the Special Cases Committee. The student would receive unit of credit for the first attempt only. However, both grades would count toward the overall GPA. With the permission of the Special Cases Committee, a student may repeat up to two courses, and not more than one in any semester. In the semester in which a student is re-taking a course they must enroll in at least 3 and no more than 3.5 other units.

Satisfactory Academic Progress

The Committee on Academic Standing, a small board of faculty and deans designed to help students who encounter academic difficulties, meets periodically to identify paths forward when a student is not making satisfactory academic progress towards the degree. The Faculty have identified three main criteria for evaluating satisfactory progress.

Standard of Work in the Major Subject: Students are expected to maintain grades of 2.0 or above in all courses in their major.

The Merit Rule: Students are expected to earn grades of 2.0 or above in at least half of the total number of units they take each semester and cumulatively at Bryn Mawr.

Satisfactory Progress Towards the Degree: Students are expected to complete course work satisfactorily and meet college deadlines for making progress towards the degree.

With these criteria in mind, the Committee reviews a student's record when the student has

- earned a grade below 2.0 ("below merit") in the major,
- earned a failing grade (0.0 or NC) after a previous failure,
- earned grades below 2.0 ("below merit") in more than half their course units in a given semester,
- completed fewer than 2/3 of the course units they attempted in a given semester,
- completed fewer than 3 units total in any given semester, or
- otherwise failed to make satisfactory progress towards the degree.

The following official guidelines regarding satisfactory academic progress meet the standards set by the Faculty of Bryn Mawr College and those mandated by the Department of Education. Students who receive Federal Financial Aid should review the Undergraduate Financial Aid Satisfactory Academic Progress Policy, which follows a different set of standards.

Qualitative Measures for Satisfactory Progress Toward the Degree

At the close of every semester, the Committee on Academic Standing (CAS) reviews the records of all students who have failed to meet the college's academic standard of work. The record of any student who has received a grade below 2.0 in a course might be reviewed (see below). Upon review, students must meet the requirements set by CAS.

The Merit Rule

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

The Standard of Work in the Major

This rule requires that every student working for an A.B. degree maintain grades of 2.0 or higher in all courses in the major subject. No student may choose as the major subject one in which the student has received a grade below 1.0 or one in which the student's average is below 2.0. A student receiving a grade below 2.0 in any course in the major subject (including a course taken at another institution) is reported to the Committee on Academic Standing. After consulting with the student's major department, the Committee may require the student to change the major. At the end of the junior year, a student having a major subject average below 2.0 must change their major. If the student has no alternative major, the student is excluded from the College and is not eligible for readmission.

Repeated Failure

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

Deterioration of Work

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

Quantitative Measures for Satisfactory Progress Toward the Degree

Students may request exceptions to these quantitative measures by petitioning their class dean or the Special Cases Subcommittee of the Committee on Academic Standing. Only the records of those students who fail to meet these standards or to secure an exception will be reviewed at the close of the semester by the Committee on Academic Standing (CAS). Upon review, students must meet the requirements set by CAS.

Units

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

Pace

Full-time students must earn a minimum of fifteen units before the start of the junior year. These units may include transfer credits. At the end of the second, third or fourth semester, students who are unable to present to their class dean a viable plan to meet this expectation must petition the Special Cases Subcommittee of the Committee on Academic Standing for an exception. Students who are not granted an exception will be brought to the attention of the Committee on Academic Standing.

All students must be on pace to complete the A.B. degree within 150% of the standard thirty-two units. To meet these guidelines, students must complete at least 67% of all courses attempted in any single semester and at least 67% cumulatively. Courses in which a student has earned the following grades for any reason, including nonattendance, will count as units attempted but not completed: WD (withdrawal), 0.0 (failure), NC (a failure earned in a course taken credit/no credit), or NGR (no grade). Officially dropped and unofficially audited courses count as neither units attempted nor completed. Courses in which a student has earned a grade of UI (unauthorized incomplete) or I (incomplete) will not be counted as a unit attempted until the final grade has been assigned. These standards apply to students enrolled in dual degree programs. The maximum timeframe for a transfer student may not exceed 150% of the thirty-two units minus the number of units accepted for transfer at the point of matriculation. Students who are unable to meet this expectation may petition their class dean for an exception.

Acceptance into a Major Program

By the end of the sophomore year, every student must have declared a major. At the end of the fourth semester, any student who has failed to meet this expectation must petition the Special Cases Subcommittee of the Committee on Academic Standing for an exception. Students who are not granted an exception will be brought to the attention of the Committee on Academic Standing.

Completion of Requirements

Before the start of the sophomore year, all students must have completed the Emily Balch Seminar Requirement. At the end of the second semester, any student who has failed to meet this expectation must petition the Special Cases Subcommittee of the Committee on Academic Standing for an exception. Students who are not granted an exception will be brought to the attention of the Committee on Academic Standing.

Before the start of the senior year, all students must have completed the physical education requirements (6 physical education credits). At the end of the sixth semester, any student who has failed to meet this expectation must petition the Department of Athletics for an exception. Students who are not granted an exception will be brought to the attention of the Committee on Academic Standing.

Before the start of the senior year, all students must have completed all remaining requirements, including the distribution, foreign language and quantitative requirements. At the end of the sixth semester, students who are unable to present to their class dean a viable plan to meet this expectation must petition the Special Cases Subcommittee of the Committee on Academic Standing for an exception. Students who are not granted an exception will be brought to the attention of the Committee on Academic Standing. Procedure: The Committee on Academic Standing (CAS)

Procedure: The Committee on Academic Standing (CAS)

At the end of every semester, the Committee on Academic Standing (CAS) reviews the records of all students who have failed to meet the academic standards of the College or to make satisfactory progress towards the degree. A student whose record is reviewed by CAS must meet the requirements set by CAS.

Each student whose record is reviewed will receive an official letter on behalf of the Committee which lays out an academic plan and specifies the standards the student must meet by the end of the following semester or before returning to the College. In addition, the Committee may place restrictions upon a student's course load or course selection. The student's parent(s) or guardian(s) will be notified that the student's record has been reviewed by the Committee and informed of their change in student status when a student is placed on an academic leave.

Any student whose record has been reviewed will be put on academic warning or major subject warning the following semester, or the semester of the student's return if the student has been required to take an academic leave. While on academic or major subject warning, the student will be required to meet regularly with the the Office of Academic Support and the student's instructors may be asked to submit mid-semester reports regarding the student's work. If the student meets the standards specified by the committee, the warning is lifted. If the student fails to meet the standards and is placed on academic leave, the student may appeal in writing to CAS for permission to return on academic probation or major subject probation. The student's appeal should specify the reasons the student failed to make satisfactory academic progress (such as health issues, family crises, or other special circumstance) and the changes that have taken place that ensure that the student can make satisfactory progress in the upcoming semester. The student may supply documentation to support the appeal.

Any student whose record is reviewed by CAS or who appeals to CAS to return on academic probation or major subject probation may be required to take an academic leave of absence from the College and present evidence that they can do satisfactory work before being readmitted on probation. A withdrawn student may not register for classes at the

College until she has been readmitted. The CAS may also recommend to the president that the student be excluded from the College. An excluded student is not eligible for readmission to the College.

Readmission Process for Students who Have Been Required to Take an Academic Leave of Absence

Students who have been required by the CAS to take an academic leave may apply to return on probation when they have met the expectations set by the CAS and can demonstrate they are ready to do satisfactory work at the college. Students who hope to return in September must submit a re-enrollment application and all supporting materials by March 1 (to return in fall) or October 15 (to return in spring). Re-enrollment applications are reviewed by CAS in June and in December.

Cumulative Grade Point Averages

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

Distinctions

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

Cum laude

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

Magna Cum Laude

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

Summa Cum Laude

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

Note: For the last five years the 10 students with the highest recalculated grade point averages in the class have had recalculated grade point averages equal to or exceeding 3.940

Distinctions for students taking their A.B degree in May 2029 and later:

Distinctions will be calculated as follows: To calculate distinctions, summa cum laude, magna cum laude, and cum laude, grade point averages are recalculated to include grades covered by CR, NC and NNG. The graduating classes' recalculated GPAs will be ranked. Neither this recalculated grade point average, the GPA ranking, nor the credit/no credit grades will appear on the student's transcript.

- **Summa Cum Laude:** The 10 students with the highest recalculated grade point averages in the class receive the degree summa cum laude. Ten students represent approximately 3% of a graduating class.
- **Magna Cum Laude:** A student whose recalculated GPA falls within the next 10% of GPAs shall receive the A.B. degree magna cum laude.
- **Cum Laude:** A student whose refigured GPA falls within the next 20% of GPAs shall receive the A.B. degree cum laude.

Transfer & Test Credit

Credit for Work Done Elsewhere

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

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

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

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

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

Study Abroad: Bryn Mawr accepts credit from more than ninety approved programs and universities in over thirty countries. Students who plan to study abroad during the academic year need to complete an application, obtain the support of their major advisor, and receive the approval of the Study Abroad Committee. Students enroll full-time (typically 15-16 credits) through their host study abroad program.

Summer Study Abroad: Students must obtain pre-approval from the Registrar of the institution/program and the courses they wish to take

abroad for credit. To ensure transfer credit, students should request that an official transcript from the summer study abroad program be sent to the Registrar within one semester of completion of the course(s). Students who participate in a Bryn Mawr summer program (e.g., Institut d'Etudes Francaises d'Avignon, and the American Councils RSLAP program) do not need to obtain pre-approval for their courses. A total of no more than four units earned in summer may be counted toward the degree; of these, no more than two units may be earned in any one summer.

Work done prior to matriculation: Students may receive up to four units of transfer credit for courses taken at a college prior to graduation from secondary school. The courses must have been taught on the college campus (not in the high school) and have been open to students matriculated at that college. These courses may include those taken at a community college. In all other respects, requests for transfer credit for work done prior to secondary school graduation are subject to the same provisions, procedures and limits as all other requests for transfer credit.

Credit for Test Scores

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

Departure from the College Prior to Graduation

Leaves of Absence

To request a leave of absence, students should meet with the Assistant Director or the Assistant Dean and Director of Academic Support for an Impactful Time Away Consultation meeting to discuss the reasons for requesting a leave, goals for the leave, and the impact the leave may have on progress towards the degree. In some cases, the class dean, Associate Director of Student Support Case Management, an academic coach, and other staff and faculty members who work closely with and support the student's undergraduate college experience may initiate the conversation and connect the student with the Office of Academic Support. Students with F-1 visas must also notify the Director of International Student and Scholar Advising to update their immigration records and avoid compromising their eligibility to return to the United States.

Once the decision to take a leave of absence has been made, the Class Dean will file a Notice of Departure, noting the type of leave and the length of time the student anticipates being away with the understanding that the timetable could change. Leaves of absences last a minimum of one full semester away from the College. Please note that the College may alert parent(s) and guardian(s) when a student's status changes from "enrolled" to "on leave."

If the leave begins mid-semester, the student's class dean will work with the student to alert the Registrar and the student's instructors. The

transcript records all courses as “withdrawn.” The College may be able to refund some tuition and fees through the end of the eighth week. Students normally leave campus within a few days after deciding to take a midsemester leave.

While away, students are encouraged to maintain ties to the College community by keeping in contact with their friends, faculty, and the Office of Academic Support. Students may undertake short visits to campus and are encouraged to connect with their support systems while visiting. Any student on a voluntary leave of absence who visits campus is considered a “guest” of their hosts and is not eligible for College services that are designed for enrolled students.

A student on a leave of absence may ask that the leave be extended further or may apply to return sooner than anticipated. The deadline to apply for re-enrollment for the fall semester is March 1; students can expect to hear the Committee's decision by early April so that they can participate in room draw and pre-registration. The deadline to apply for re-enrollment for the spring semester is October 15; students can expect to hear the Committee's decision by early December and will be assigned a room in a residence hall (if they choose to live on-campus) and will be eligible to register for classes in January when registration reopens.

Applications are reviewed by the Re-Enrollment Committee which consists of the Assistant Director of Academic Support, the Assistant Dean and Director of Academic Support, the Dean of Student Success, the Dean of Financial Aid, the Registrar, and the Committee on Academic Standing. The Re-Enrollment Committee will make an individual assessment of the student's readiness to return through the re-enrollment process and may consult other necessary departments and supports on a case-by-case basis. These departments and supports may include the class deans, student accounts, residential life and student engagement, access services, the Committee on Academic Standing, the Special Cases Committee, and the directors of health and counseling services.

Academic Leaves allow students on academic warning or probation to engage in work prescribed by the Committee on Academic Standing and resolve the issues that precipitated the leave. The leave may be requested by the student or mandated by the Committee on Academic Standing. Academic leaves last one or two full semesters. While on leave, students are expected to engage in activities that test their strategies and demonstrate their ability to manage challenging situations, such as employment and volunteer responsibilities, as well as coursework at another college. Students should consult our transfer credit policy and with the Registrar and follow the guidelines set for them by the Committee on Academic Standing regarding the number and nature of courses they take while away. To return from academic leave, a student must file a re-enrollment application that will be reviewed by the Re-Enrollment Committee and the Committee on Academic Standing.

Personal Leaves allow students in good academic standing to take a break from their studies to explore non-academic interests or attend to personal matters that are impacting their ability to engage in coursework at the College. Students may plan to take a break from their studies in the upcoming semester. Students must successfully complete their academic work in the semester prior to the semester they plan to take the leave. Students can request to take a personal leave in the subsequent semester up until the Friday before the start of classes each semester.

Students may also take an unplanned personal leave after the semester has begun to address pressing (non-health and non-academic) personal and family issues. In this case, students will withdraw from all their

coursework in the current semester and are expected to be away from the College for a minimum of the full semester.

Students on personal leave are expected to be taking time away from academics. Those who hope to study full-time at another institution should apply instead for Study Abroad or Study Away in the United States. However, in some circumstances, it might make sense for them to take courses as a guest student at another institution at home during their leave. Students who take personal leaves may apply to return by submitting a re-enrollment application.

Voluntary health Leaves allow students to leave mid-semester or at the end of a semester to address medical or psychological concerns that interfere with their health, their personal and academic success, and their capacity to thrive at the College. To initiate a health leave, students will consult with their class dean and/or the Office of Academic Support but may also consult a member of the medical or counseling staff at the Bryn Mawr College Health and Wellness Center. If working with medical professionals outside the College, students should ask their providers to speak with the Director of Health Services or the Director of Counseling.

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

Leave of Absence Duration

Bryn Mawr College students on a leave of absence (regardless of the type of leave) must request re-enrollment to the College through the Office of Academic Support within 4 full semesters following the date of the start of their leave of absence. If a student's leave of absence from the College extends beyond 4 semesters, they will be withdrawn from the College and must reapply to Bryn Mawr College through the standard admissions process with the Office of Admissions. The only exception to this policy is specific to students who have four or less units of total coursework remaining to graduate who are able to apply for re-enrollment.

Leave of Absence Limit

Student success does not always follow a predictable path. College students navigate complex issues such as personal, financial, health and/or family issues that have an impact on a student's success. Because of this complexity, students may not be able to experience academic success, and as a result, may need to be placed on a leave of absence by the College. When this occurs, a student can apply for re-enrollment (if warranted) when meeting the conditions outlined by the College when placed on their leave.

Students are permitted to apply for re-enrollment to the College following their first two leave of absences (academic or health). A student placed on a third leave of absence from the College must reapply to Bryn Mawr through the standard admissions process.

Interim Leave Policy Purpose

Bryn Mawr College is committed to maintaining a safe, inclusive, and academically supportive environment for all members of the campus community. In circumstances where a student's behavior potentially poses an immediate or significant threat to the health, safety, or welfare of self and/or others or to the operations of the College, the College

may enact an interim leave to allow time for a health assessment, investigation, or honor board/dean's panel process while protecting the well-being of the student and/or community. Students disengaged from academic coursework either by not going to class or completing their work, as outlined in the this Catalog, may also be placed on an interim leave from the College.

Definition

An interim leave is a temporary separation of a student from the College, including exclusion from classes, residence halls, campus facilities, and/or all College-sponsored activities, implemented before the conclusion of any formal resolution process.

Grounds for Interim Leave

Interim leave may be imposed when:

1. A student is alleged to have engaged in threatening conduct, including but not limited to:
 - Physical violence or the threat of violence.
 - Harassment or intimidation that creates a reasonable fear of harm either on campus and/or social media.
 - Possession or use of weapons in violation of college policy.
 - Behavior that disrupts the normal operations of the College or causes significant concern for campus safety.
2. The student's continued presence on campus potentially poses:
 - A substantial risk of harm to self or others
 - A threat of disruption to the learning environment or College operations.
 - Interference with the College's ability to carry out its mission.

Procedures

Initiation: The Dean's Office, in consultation with the Behavioral Intervention Team (BIT) and Campus Safety as appropriate, may recommend an interim leave. The Dean of Student Life has the authority to enact the interim leave.

Notification: The student will receive written notice outlining:

- The basis for the interim leave.
- The scope of the suspension, including campus access and housing restrictions.
- The student's right to a timely review of the decision.

Academic Responsibilities During Interim Leave

Students placed on interim leave may not attend classes or participate in college-sponsored academic activities in person. However, the College is committed to minimizing academic disruption when possible.

Unless otherwise restricted, the following guidelines apply:

- The Dean of Student Success will serve as the case manager for the student academically through this process. The Dean of Student Success will:
 - Be the liaison between the student and the faculty with whom they are taking classes. The Dean of Student Success will work directly with the student to establish an action plan to prepare the student to communicate with their faculty. The student should contact their faculty directly to request options for continuing coursework remotely and Cc' the Dean of Student Success and their

Class Dean. Students will not be penalized for their absences while on interim leave.

- Coordinate with the students' Class Dean and faculty to facilitate communication.
- Coordinate with other offices as needed – Academic Support, Access Services, the Health Center, the Library, etc.
- Remind the student that they are to be monitoring their Bryn Mawr email while on leave.
- If the suspension is lifted, the Dean of Student Success will work with the student to support academic reintegration.

- Based upon the specific factual circumstances leading to the interim leave and where appropriate, Faculty are encouraged, though not required, to allow a student placed on interim leave to continue their coursework remotely, either synchronously or asynchronously, during the interim period.

Duration and Reevaluation

The interim leave will remain in effect until the Dean of Student Life determines:

- The conclusion of the College's investigation or honor board/dean's panel process.
- The threat is determined to no longer exist.
- The College determines an alternate course of action is more appropriate.

The College may reevaluate the interim leave at any point based on new information or changes in circumstance.

Support and Resources

The College will make reasonable efforts to ensure the student has access to academic support and personal belongings, and will provide information about resources for appeal, mental health, and student advocacy.

Confidentiality

To the extent possible, all matters related to interim leave will be handled discreetly and in compliance with applicable privacy laws, including FERPA.

Decision and Outcome

Following the conclusion of a health assessment, investigation, or honor board/dean's panel process, a student will receive communication from the Dean of Student Life stating one of the following decisions:

- Return to campus with or without stipulations
- Placed on a leave of absence
- Dismissed from the College

Mandatory Health Leave

There may be instances in which the Dean of Student Life will convene a confidential evaluation committee composed of representatives from the Health and Wellness Center, Residential Life, Student Life, and Student Success teams to make a holistic and individualized assessment of whether to mandate a health leave of absence for a student.

The Dean of Student Life will do so if it appears that the student may be:

- presenting a substantial risk of harm to self or others,
- significantly disrupting educational or other activities of the College community,

- unable to participate meaningfully in coursework,
- requiring a level of care from the College community which exceeds the resources and staffing that the College can reasonably be expected to provide for the student's wellbeing,
- and/or, presenting other evidence of insufficiently good physical or psychological health to meet academic commitments or to continue in residence at the College.

In evaluating the need to mandate a leave, this specially convened committee may consult with the student's class dean, Student Support Case Management, and other community members as the committee deems appropriate. The committee will request and consider psychological and medical assessments made by the student's providers as well as the College's Health and Wellness Center staff.

The committee convened by the Dean of Student Life will consider alternative interventions before placing a student on a mandatory health leave of absence when appropriate. If the committee determines that these alternatives are insufficient or impractical and that time away is necessary, they will require that a student take a mandatory health leave. The committee's decisions are final. The Dean of Student Life, in consultation with the CARE team, may place a student on an interim leave of absence until the evaluation committee can complete its process. Students on an interim leave of absence may not return to campus until a decision and outcome of the interim leave is determined.

Withdrawals

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

Mid-Semester Returns Following Short-Term Hospitalizations

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

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