Haverford College

Academic Regulations Guidebook

2013–2014

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Curriculum Requirements for the Degree

Curriculum

Haverford is a liberal arts college. Its curriculum is designed to help its students develop the capacity to learn, to understand, and to make sound and thoughtful judgments. The Requirements for the Degree encourage the exercise of these skills in each of the broad fields of human knowledge and a fuller development of them in a single field of concentration.

Guidelines for Liberal Education

Liberal education requires a sense of the breadth of human inquiry and creativity. The human mind has explored the myriad facets of our physical and social environments; it has produced compelling works of art, literature, and philosophy. Every student is encouraged to engage a full range of disciplines—fine arts, the written word, empirical investigation, economy and society—in order to become a broadly educated person. As a step toward this goal, students must fulfill the following requirements:

First-Year Writing Requirement

As an essential tool for academic study, personal expression, and civic life, writing deserves concerted attention in a liberal education. A one-semester writing seminar, a general degree requirement of the College, must be taken by all first-year students. Writing seminars are courses that integrate writing instruction with intellectual inquiry into particular disciplinary or topical foci. They devote attention to strategies for performing critical analysis, constructing sound arguments, and crafting effective prose. WS-T (topically organized) and WS-D (academic discipline based) seminars are offered in both semesters. WS-I sections, taught in the fall semester, do not alone fulfill the writing requirement but serve as preparation for WS-T or WS-D courses in the spring semester. Students are advised to take other courses as well in which writing receives substantial attention.

Language Requirement

Proficiency in a language other than one's own, ancient or modern, serves many ends. It deepens an appreciation of one's own language, increases sensitivity and understanding of the nature of language itself, and enables the student to gain a far more intimate understanding of different cultures than is possible through translations. Further, with regard to specific disciplinary ends, many graduate programs require a reading knowledge of at least two languages other than English.

For all these reasons, Haverford College requires that all students be exposed to college-level study of a language other than English.

To fulfill this degree requirement, which must be completed by the end of the junior year, all Haverford students must complete two semesters of college level study of a language other than English. Proficiency may be acquired and/or demonstrated in any one of the following three ways in order to fulfill this degree requirement:

(a) One full year of language study in one language at the level in which the student is placed by the Haverford language department; or

(b) Language study in a semester or year-long course abroad conducted in the language of the country under Haverford College's approved International Study Abroad Programs, and as certified in advance by the relevant language department chair at either Haverford or Bryn Mawr, or the Educational Policy Committee when the language has no counter department at either Haverford or Bryn Mawr; or

(c) Language study in a summer program administered by Bryn Mawr College in the country of the language if that program is an intensive, total-immersion program, fully equivalent to a full year of language study, and certified as such by the chairperson of a Haverford or Bryn Mawr language department.

Language courses may be taken at Haverford or at any of the cooperating colleges: Bryn Mawr, Swarthmore, and with advisor and registrar permission, the University of Pennsylvania. The Haverford department, however, must determine placement. Other restrictions that apply to the language requirement are as follows:

Language courses taken to fulfill the language requirement do not meet divisional distribution requirements, and courses taken to fulfill the language requirement may not be taken Pass/Fail at Haverford, CR/NCR at Bryn Mawr or Swarthmore, or P/F at the University of Pennsylvania.

It is important to note, finally, that this requirement is effective beginning with the entering class of 2016. Members of previously admitted classes—2013, 2014, 2015—are urged to consult the 2011–2012 College Catalog, which effectively covers the options for fulfilling this requirement.

Distribution Requirement

In addition to fulfilling the writing and foreign language requirements noted above, students are required to complete a minimum of three course credits in each of the three divisions of the curriculum: humanities, social sciences, and natural sciences. At least two departments in each division must be represented, and one of the nine course credits must be quantitative as described below. Courses meeting the distribution requirements may not be taken Pass/Fail, CR/NCR, or P/F.

Quantitative Requirement

Quantitative reasoning is an extremely important skill. The impact of science and technology in the modern world has been enormous. Today, those who lack the ability to apply elementary quantitative methods to the world around them are at a severe disadvantage. Therefore, students must successfully complete at least one course credit which focuses on quantitative reasoning. Quantitative courses provide experience in some of the following:

a. elementary statistical reasoning;

b. other widely applicable types of mathematical reasoning;

c. working with, manipulating, and judging the reliability of quantitative data;

d. generating and understanding graphical relationships; and

e. representing theoretical ideas in mathematical language and using mathematics to obtain concrete numerical predictions about natural or social systems.

These and other courses that satisfy this requirement are so indicated in this catalog. The quantitative requirement must be fulfilled by the end of the junior year and may not be taken Pass/Fail, CR/NCR, or P/F.

Departmental Major Requirement

Each student must meet the requirements for a departmental, interdepartmental, or independent major program. During the fourth semester of attendance, or earlier only in the case of transfer students, all students should confer with the chair of the department in which they wish to major and apply for written approval of a program of courses for their final four semesters. Such programs must provide for the completion, by the end of the senior year, of approximately 12 course credits or the equivalent, at least six of which must be in the major department and the others in closely related fields.

Students are accepted into major programs according to the following rules:

a. Acceptance is automatic with an earned average of 2.7 or above in preliminary courses in the department concerned;

b. Acceptance is at the discretion of the major chair if the average in such courses falls between 2.0 and 2.7;

c. Acceptance is rare but may be contingent upon further work in the department if the average falls below 2.0;

d. A student who is not accepted as a major by any department will not be permitted to continue at the College.

Students who have been formally accepted as majors by any department have the right to remain in that department as long as they are making satisfactory progress in the major. Each student is expected to file with the registrar by the date specified in the academic calendar, a copy of his/her major program signed by the major chair. Haverford students may major at Bryn Mawr College on the same terms as those that apply to Bryn Mawr students and at Swarthmore College, with the proper permissions. The College

affirms the responsibility of each department to make the work in the major field as comprehensive as possible for the student. There is need, in the senior year especially, to challenge the student's powers of analysis and synthesis and to foster the creative use of the knowledge and skills that have been acquired in previous studies. There is also the need to evaluate the performance of the senior in the major field, not only to safeguard the academic standards of the College, but also to help the student's self-evaluation at an important moment. In short, synthesis and evaluation in some form are both essential and may be achieved by various means as specified by the major departments in their statement of major requirements:

a. A Senior departmental study course culminating in a comprehensive exam; or

b. A thesis or advanced project paper; or

c. A course or courses specially designed or designated; or

d. Some combination of these or other means.

To avoid undue specialization in a major program, the College permits no more than thirteen course credits listed in a single department to be counted toward a major in that department. It is important to note that in light of the rule of thirteen, the College further requires that at least 19 of the 32 course credits required for graduation must be taken outside of a student's major field of study. For this purpose, courses that are cross-listed in several departments are considered to be outside the major field of study. There are three exceptions to this limitation:

a. The limitation does not apply to certain majors at Bryn Mawr College;

b. The limitation does not apply to majors in the Classics department; and

c. The limitation does not apply to those students who study abroad in programs, such as those at Cambridge or Oxford, where reading in one subject for the entire year is the norm.

Special Majors

A student who has demonstrated unusual maturity and who has special interests and abilities may be permitted to arrange an interdepartmental major. At the time the major is selected, the program of courses and the nature of the comprehensive examination will be worked out by the student in consultation with, and subject to the approval of, the chairpersons of the departments concerned, one of whom will be designated as major advisor for that student. Unlike the option of the double major described below, only one senior thesis or project is required in such a program. The permission of the Committee on Student Standing and Programs is also required for an interdepartmental major.

Students with a minimum cumulative grade point average of 3.50 may double major by completing the entire requirements of both majors, including thesis requirements. In order to double major, the student must obtain permission from the appropriate dean and the chairpersons of both departments. When deemed_appropriate by the two departments, a single thesis may satisfy the thesis requirements of both majors. But a single thesis submitted for a double major may not be used to reduce either the amount or quality of work typically required by each major program. The single thesis option may be undertaken only with the written agreement of both departments.

A student, finally, may design an independent major or incorporate an area of concentration within an interdisciplinary major. Such majors must have the approval of the Committee on Student Standing and Programs. Furthermore, a member of the Haverford College faculty must serve as the student's advisor and also must agree to supervise the student's senior project or thesis. Students interested in pursuing an independent major at Bryn Mawr College must still apply through Haverford's Committee on Student Standing and Programs and not directly to Bryn Mawr College.

Credit Requirement

To graduate from Haverford, a student must complete successfully the equivalent of four years of academic work, or a minimum of 32 course credits, 24 of which must be taken at Haverford Bryn Mawr, Swarthmore, and/or the University of Pennsylvania during the academic year, eight of which must be taken at Haverford College on the Haverford campus.

Pre-College Credits

Entering students should arrange to have advanced

placement scores forwarded directly to the Office of the Registrar at Haverford College. The registrar will award one course credit for an AP score of 5 and one-half course credit for a score of 4. No credit is awarded for scores under 4. The maximum AP credit awarded to any student may not exceed four course credits.

Credits earned in summer school, in the Advanced Placement program, in "A" Levels, in the International Baccalaureate Program, the French Baccalaureate Program, the German Abitur, and the Swiss Maturite, or in college courses taken either before matriculation at Haverford or during the summers while a student at Haverford will be recorded in such a way that the total for any one student does not exceed four course credits. Students should note that divisional distribution is not awarded to any such work, with the exception of summer credits earned during their years at the College.

Physical Education Requirement

All students at Haverford are required to participate in the physical education program during their first two years of College in partial fulfillment of their degree. For physical education purposes, the academic year is divided into four quarters. Students must complete six quarters of physical education, one of which is the "Intro To Fitness" class, prior to the start of junior year. "Intro To Fitness" covers a wide variety of material designed to provide students with the knowledge needed to incorporate fitness and proper nutrition into their lives at Haverford and beyond. Varsity athletes who complete their in-season fitness workouts under the supervision of the Head Coach and Fitness Center Director will satisfy the "Intro To Fitness" requirement.

Alternative methods to satisfy the physical education requirement are available for students with medical conditions preventing exercise. The physical education requirement does not carry academic credit.

Areas of Concentration

An area of concentration must be elected the same time a student declares a major: that is, during the fourth semester of attendance. As with the major, earlier elections are not permitted.

Areas of concentration exist at Haverford in order to afford students a formal opportunity to pursue an area of study distinct from, but relevant to, their choice of major. Students who undertake such study select their concentration courses from among the existing courses offered by corresponding departments, including the department of general programs.

To fulfill an area of concentration, a student must normally complete six course credits selected with the aid of an informal faculty advisory group for that concentration, drawn from at least two departments of the College. Of the six course credits, no fewer than two and no more than three of them will also form part of the student's major. In this respect, concentrations differ from the traditional minor, which is conducted entirely within one single department other than the student's major department, and which may be wholly unrelated to that department.

Haverford College currently offers the following areas of concentration: African and Africana Studies, Biochemistry and Biophysics, Computer Science, Education and Educational Studies, Gender and Sexuality Studies, Latin American and Iberian Studies, Mathematical Economics, Middle Eastern and Islamic Studies, Peace, Justice and Human Rights, and Scientific Computing. These are described in the catalog under Courses of Instruction with other curricular offerings. A concentration in Creative Writing is available at Bryn Mawr College. A concentration is not required for the Bachelor of Arts degree or the Bachelor of Science degree.

Minors

Many departments and academic programs at both Haverford and Bryn Mawr offer minors. Minors are currently offered at Haverford College in the following fields: Anthropology, Astronomy, Chemistry, Chinese Classics, Comparative Literature, Computer Science, East Asian Studies, Economics, Education and Educational Studies, Environmental Studies, French, Gender and Sexuality Studies, German, Greek, Japanese, Latin, Linguistics, Mathematics, Music, Neuroscience, Philosophy, Physics, Psychology, Russian, Sociology, and Spanish. These are described under the entries for individual departments, programs and areas of concentration in the Haverford College Catalog; minors offered at Bryn Mawr are described in the Bryn Mawr College Undergraduate Catalog. The minor is not

required for the Bachelor of Arts degree or the Bachelor of Science degree.

As with majors, students may design independent areas of concentration (related to the major) or minors. These programs require the approval of the Committee on Student Standing and Programs.

Academic Regulations

First-Year Program

The responsibility for knowing and meeting the applicable degree requirements as well as the academic regulations of the College rests with each student. If there are any questions regarding these regulations, they should be raised with the student's academic advisor or dean. Since the College requires that students be exposed to areas of knowledge and ways of thinking which may be new to them and which may radically change their ideas about eventual field of study, and since it is important that this diversified experience be gained early, the faculty strongly recommends that first-year students take no more than one course in any department in either semester of the first year. For the same reasons, sophomores normally will not be permitted to take more than two courses simultaneously in any one department.

Registration Procedures and Policies

Detailed information concerning registration is issued by the Registrar's Office each year and is published in the annual course guide. All deadlines for registration are the same at Haverford and Bryn Mawr. The dates are, however, different for both Swarthmore and the University of Pennsylvania.

Course Load and Credit

Students normally register for four course credits per semester, but since exceptions to this rule exist, they may arrange their programs with some flexibility. With consent of their advisors, students may enroll or preenroll for five credits in a given semester, or more than five credits with the approval of their dean. Students may also register for as few as two credits, provided they are making normal progress toward completion of the 32 course credits in four years required for graduation. The latter condition may be met either by having accumulated extra credits or by evidencing, to the Committee on Student Standing and Programs (CSSP), an ability to make up a deficit in the future. If a student wishes to carry fewer than four credits in a semester and does not have sufficient extra credits by the end of that semester to be on schedule for the four year graduation limit, he or she must seek approval of his or her dean, who acts for CSSP in such matters. A student dissatisfied with the dean's decision may have the case reviewed by the full Committee. Students permitted a credit overload or an underload during any given semester must pay full tuition, regardless of the number of credits taken.

Students are expected to achieve the following in order to be making satisfactory progress toward the degree and be advanced to the next grade level:

- end of first year: 8.0 course credits;
- end of sophomore year: 16.0 course credits;
- end of junior year: 24.0 course credits, full senior standing;
- end of senior year: 32.0 course credits and fulfillment of all other requirements for the degree.

Should a student fail to achieve any of the above, he/she will not be advanced to the next grade level but may, instead, be referred to the Committee on Student Standing and Programs for action regarding the student's continuing status at the College.

Pass/Fail Option

A student carrying at least four course credits may elect to take up to one course credit Pass/Fail. The grade entered on the transcript for a course taken Pass/Fail will be a "P," if passed; "0.0," if failed; or a "W," if withdrawn. The student and the student's advisor will receive an official grade report showing the numerical grade in the course.

The Pass/Fail option exists to encourage students to take intellectual risks and to explore new and challenging areas of study without an overriding concern that such a move may have a deleterious effect on her/his GPA.

To take a course Pass/Fail, a student must inform the Registrar, using a form obtainable from the Registrar, by the end of the third week of classes

for quarter courses and by the end of the sixth week of classes for full-semester courses. The student must obtain approval from his/her advisor. When the instructor of the course is the student's advisor, the student must obtain approval from his/her dean.

All courses taken Pass/Fail may be converted to a numerical grade if a student chooses to uncover the numerical grade on her/his transcript. Any course for which a numerical grade is recorded—even if initially taken Pass/Fall—may count towards the fulfillment of requirements in a student's major, minor, or concentration; the quantitative requirement; distribution requirement; and the language requirement.

Students have the option to convert the Pass/Fail designation to a numerical grade upon application to the Registrar no later than the end of the first week of classes of the following term.

Additional limitations upon the Pass/Fail option

a. Neither the Freshman Writing Seminar nor courses taken on Haverford's approved international academic programs may be taken Pass/Fail.

b. A course for which a student records a "P" counts only towards the requirement for cumulative course credits. This course may not fulfill any requirement in a student's major, minor, or concentration; the quantitative requirement; distribution requirements; the language requirement; or any other requirements.

c. All Pass/Fail regulations apply equally to courses taken at Bryn Mawr, Swarthmore and the University of Pennsylvania.

d. Haverford students may register for a cumulative total of four Pass/Fail course-credits. Every course taken Pass/Fail will count toward the total four Pass/Fail course-credit allowed to each student, even if a numerical grade is subsequently recorded.
e. Courses in which the instructor decides to use the Pass/Fail option for all students are not included in the semester or cumulative limit.

Course Changes

Course changes may be made during the first seven class days of any semester. Thereafter, such changes are permissible only if a student's dean and academic advisor grant their written approval to do so and the student has given the Registrar requisite notice by the end of the third week of classes.

Repeating Courses

Students may not count among the 32 course credits required for graduation any course that substantially repeats the content of another course already completed, even though the course numbers may suggest an advancing sequence.

Laboratory/No Laboratory Courses

In cases in which courses comprised of a lecture and an accompanying laboratory, students must attend lectures and labs and satisfy all assignments relevant to both in order to get credit toward graduation.

A laboratory course taken without the laboratory, or a laboratory course taken without the lecture cannot be included among the courses required for graduation or among the courses required outside the major.

Independent Study Courses

Many departments offer independent study courses to encourage independent work by qualified students. These courses provide opportunities to investigate topics not covered in formal courses, do extensive reading on a subject, do fieldwork, or engage in library research. Students wishing to undertake independent study must secure permission for the project from their advisor and from a faculty member willing to supervise the work prior to registering for the course. Members of the faculty are under no obligation to supervise independent study courses. Such courses done without faculty supervision will not be given college credit. The instructor and the student jointly determine course requirements. Written evaluation of the work performed may be submitted to the registrar in place of a numerical grade.

Students may register for only one credit of independent study per term. These courses will normally confer a half-credit upon completion unless the instructor specifies that such work confers a full credit. To undertake more than one credit of such work, students must secure permission, in advance, from the Committee on Student Standing and Programs.

Students may not undertake independent study projects in subjects being taught in regular courses. Those wishing to explore more thoroughly a subject covered in an existing course are urged not to undertake an independent study course, but rather to consider the course intensification option described next.

Course Intensification

The College believes that experience in a wide diversity of courses is an essential part of a Haverford education, but the College also recognizes that students may sometimes profit from the opportunity to work more intensively in a smaller number of subjects. Therefore, with their advisor's approval and the instructor's permission, students may register for double credit in one course and, in unusual cases, in more than one course.

In a double-credit course, students undertake an approved program of independent work in conjunction with a regular course and submit a paper or pass an examination based on the independent work. Such work is not suitable in all subjects; the instructor of the course must be the final judge of whether it should be attempted.

Year-Long Courses

Ordinarily, full-year courses must be carried through two semesters for a student to receive any credit. In some cases, a student may receive credit for one semester without taking the other, but only with the permission of the chairperson of the department. Departmental permission must be in writing on a form obtained from the registrar. In no case, though, may a student receive credit for the first semester of an introductory modern foreign language course without satisfactorily completing the second semester.

Continuing in a Failed Course

If a student in a year-long course fails the first semester but is allowed by the instructor to continue, he or she may receive credit for the first semester if the second semester grade is 2.0 or higher. In such cases, the first semester grade will not be changed and the course instructor must state in writing to the registrar at the beginning of the second semester that this arrangement applies.

Auditing a Course

Students who wish to audit a course should obtain permission from the instructor. There are no special charges for auditing and such courses are not listed on the student's transcript.

Course Limits at Cooperating Institutions

Students may enroll in courses at Bryn Mawr College, Swarthmore College and the University of Pennsylvania. At Penn, however, Haverford students are limited to two course credits per semester. Students should note that courses at Penn will be approved by the student's advisor and the registrar only on a space available basis, and only for courses not offered on a regular basis at either Haverford or Bryn Mawr. Scheduling conflicts are not considered adequate reasons for seeking admission to courses at the University of Pennsylvania.

A senior electing to take a year-long or a second semester course at either Swarthmore, Penn or, with permission, at any other college or university, is responsible for verifying before the class begins that the instructor will submit a final course grade to the Haverford registrar by 5:00 p.m. on the day that senior grades are due, as indicated in the academic calendar. If the final grade is not submitted by that date and the course is required for graduation, the senior should not expect to graduate until the following May.

Continuing Students

Students who intend to continue at Haverford College must complete registration during the time designated in both the academic calendar and on the instructions for registration, as published in the annual course guide. If students do not register on time and do not receive permission from their deans to delay registration, it will be assumed that they are not returning to Haverford. In such cases, their enrollment, financial aid, and housing, if any, will be considered available for assignment to others. Additionally, there is a late registration fee of $25.00 for each approved registration that is filed after the appropriate deadline, and a late verification fee of $25.00 for late course confirmation. These fees apply to all students registering in Haverford courses, regardless of their home institution.

Grading

Haverford awards the following numerical grades:

4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.0
A	A-	B+	B	B-	C+	C	C-	D+	D	F

In addition to the numerical grades issued at Haverford, the following letter grades may also be used:

CIP—Course in Progress: Grade added at the end of second semester;
P—Pass in a Haverford Pass/Fail-course;
INC—Approved Incomplete;
W—Approved Withdrawal;
NGR—No Grade Reported: Grade awarded at end of full-year course;
CR—Credit or Pass in a Bryn Mawr or Swarthmore
CR/NO CR (Pass/Fail) course;
NC—Fail/No Credit in a Bryn Mawr or Swarthmore
CR/NO CR (Pass/Fail) course;
WEA—Written Evaluation Attached, explicitly stating pass or failure.

Grading Regulations

A course may not be counted toward a student's major requirement if the grade submitted is below 2.0.

A grade of CIP may be submitted at the end of the first semester for senior research courses conducted throughout the year and for certain other courses agreed upon by the instructor and the Dean of the College, and so announced at the beginning of the Course.

If a student is required by an instructor to drop a course after the end of the third week of class (see academic calendar), the grade recorded is 0.0. If, however, a student is permitted to withdraw from a course by a Dean for unusual reasons—normally those beyond the student's control, most typically illness—the grade recorded is W.

Semester, yearly, and cumulative averages are based on Haverford, Bryn Mawr, Swarthmore, and the University of Pennsylvania numerical grades only, and only during the academic year (September through May). All other work is regarded as transfer credit, including courses taken through Haverford's approved International Study Abroad programs, Bryn Mawr and the University of Pennsylvania summer sessions, and all credit granted for advanced placement, the International and French Baccalaureates, the German Abitur, the British "A" Levels, the Swiss Maturite, as well as those courses taken at colleges and universities in the United States and abroad. Course credit may be granted for this academic work, with appropriate grades (C or higher for college credit, B or higher for "A" Levels), and with appropriate scores for all ungraded work, but grades will not appear on the Haverford transcript, nor will the grades or scores earned become a part of any Haverford student's cumulative grade point average.

The grade of 0.0 (failure) will be given for any course for which no grade is reported on time, or for which an Incomplete (INC) is reported without previously-approved supporting documentation duly submitted to the registrar.

When an INC is granted, a final date for completing the course must be specified. Failure to complete the course by the specified date will result in a failing grade (0.0).

Some students who fail a course because they do not complete the work or those who withdraw from a course may still wish to see the work from the course through. In such cases, the student has two options: He/she may pursue the work because it is interesting and not for credit or a grade. Alternatively, the student might approach the same instructor with whom the course was taken and ask if he or she would sponsor and grade the work during the next semester. The record would then show a grade of 0.0 or W for one semester, and a grade reflecting successful completion in the second semester.

In certain senior seminars, a department may choose to give a brief written evaluation of performance instead of a numerical grade. In such cases, the grade recorded will be WEA, and will serve in place of a numerical grade. Where such evaluation is to be used, this fact will be announced to the students at the time of registration. All students in a course must be graded according to the same system.

Requests for Changes in Grades
Students who believe they have sufficient reason to request a grade change must inform the instructor of their request within two weeks of the receipt of grades at the end of each semester. If the instructor believes the grade recorded is too low or too high and the Dean of the College concurs, the grade will be changed.

Disputed Grades
A student who believes that the grade submitted by the instructor in a course is wrong, and who fails to convince the instructor of an error, may appeal the case to the chair of the department concerned. If the chair cannot be persuaded, the next (and final) appeal is to the Provost of the College. Students should consult their deans before entering upon such a course of action. They should recognize, moreover, that Haverford subscribes to the principle of academic freedom for its faculty, in light of which the Provost is ordinarily unable to authorize a change of an instructor's grade. Thus, the principal value of an appeal to the Provost is a possible identification of a pattern of inequities, in which case an investigation into the facts of the matter would be undertaken.

Finally, a student who receives a low grade in an examination, because of special circumstances such as illness, may petition the instructor and the Dean of the College for a special examination. If the request is granted, the grade for the special examination will replace the grade originally earned in the mid-year or final examination. In computing the final grade in that course, the new course grade will replace the old one on the student's transcript, and the semester average will be revised accordingly. To invoke a review under this provision, the student must have notified the instructor immediately after stopping work on the examination, giving details to support the request for a special examination.

Deadlines
All required work in a course is due at the times specified by the instructor, but in no event later than the dates specified in the academic calendar. All written work in courses, except final examinations or papers in lieu of examinations, is due as scheduled by the instructor, but no later than the last day of classes for that semester. Papers in lieu of examinations are due as scheduled by the course instructor, but not later than the last day of the examination period for that semester.

Extensions and Incompletes
Extensions and incompletes for course work not completed by the last day of the examination period for that semester are granted only in case of illness or when other extenuating circumstances of the most compelling nature are involved. A student who wishes to request an extension or an incomplete should secure the appropriate form from the registrar and, if the instructor approves the request, specify on the form the work to be done and the final due date. The form should then be submitted to the student's dean for final approval.

To have an extension or an incomplete processed by the registrar, a student must follow the procedures outlined above. Ad hoc arrangements or commitments contrary to the regulations herein described or any arrangements to which the student's dean has not been a consenting party will not, in all likelihood, be honored. It should be noted, finally, that both procedure and deadlines differ at Bryn Mawr, Swarthmore and the University of Pennsylvania. Students are responsible for informing themselves about the rules regarding such matters at these institutions.

ACADEMIC YEAR 2013–14 EXTENSION/INCOMPLETE DEADLINES

Semester I
Extension work is due on Monday, December 23, 2013
Incomplete work is due on Friday, January 10, 2014

Semester II
Extension work is due on Monday, May 19, 2014
Incomplete work is due on Friday, June 6, 2014

The course instructor has jurisdiction over requests for extra time to complete assignments or permission to schedule make-up examinations during the semester. A student who wishes to make such a request should speak directly with the appropriate instructor. No form is required.

Class Attendance

As a general rule, students are expected to attend classes unless excused. In some courses, class attendance is a requirement for satisfactory completion of the course.

Lack of attendance in some cases may be grounds for dropping the student and assigning a failing grade. It is the student's responsibility to learn from the instructor how class attendance will be regarded in each course.

Graduation Honors

Final honors at graduation are awarded to students who have undertaken and completed academic work of high quality. There are two types of graduation honors: those awarded by the departments and those awarded by the College.

1. Departmental Honors

The exact nature of departmental honors work and the criteria used in judging it are listed in the departmental statements in the catalog. For such honors, the work in the department must be considerably superior to that required for graduation, including a demonstration of the student's competence, insight, and commitment to the field of interest. Individual departments may award Honors to students whose departmental work has been of high quality, and High Honors to those who have demonstrated both high quality and originality, indicating an unusual degree of competence.

2. College Honors

The Committee on College Honors and Fellowships will consider all students whose overall performance is exceptionally high for the following college honors awarded at Haverford College: magna cum laude or summa cum laude. In addition, the Committee will consider students nominated by members of the faculty.

Whereas distinguished performance in the major is the criterion for departmental honors, college honors recognize students whose work has been outstanding overall. Special attention is given to study that goes beyond the requirements of the major. Such study can be interdivisional, as evidenced by superior work outside one's major division; interdisciplinary, as evidenced by superior work in more than one department of a single division; by superior work in several converging domains of knowledge represented by an area of concentration or the equivalent; or, by other evidence of superior work beyond the requirements of the major and the College.
Both magna cum laude and summa cum laude are awarded by the faculty on recommendation of the Committee on College Honors and Fellowships. Summa cum laude is awarded to students of exceptional merit.

Residency and other Requirements for the Degree

Students, other than transfer students, may arrange for reduced programs of six or seven semesters by taking advantage of several options:

- They may take five course credits per semester instead of the normal load of four;
- They may use up to four course credits earned in combination of approved pre-Haverford study, including approved summer study at other institutions while a student at Haverford; or
- They may study at another American college or university or at a Haverford-approved program abroad for a semester or a year.

It is important to note that any combination of options will need to provide for a minimum of six semesters in residence at Haverford College and at least 24 Haverford course credits. Such Haverford course credits may be taken at Haverford or any of the three cooperating institutions—Bryn Mawr, Swarthmore, or the University of Pennsylvania—to be counted as credits while in residence at Haverford. Students, however, must realize that no student may graduate from Haverford College without having taken a minimum of eight course credits at Haverford College on the Haverford campus. In the cases of transfer students, the deans make decisions about residence and credit requirements, but transfer students must complete a minimum of 16 Haverford course credits and four semesters in residence to be considered for a degree at the College.

Note that the seven-semester option allows the possibility of studying abroad for one semester, while the six-semester option does not.

See also the Academic Flexibility Program.

Monitoring Academic Performance

The Committee on Student Standing and Programs (CSSP), a standing committee of the faculty, is composed of at least two faculty members appointed by Academic Council, three students (one of whom must be a sophomore) appointed by Students' Council, the director of multicultural affairs, and one of the deans.

The Committee is charged with reviewing students' academic performance in consultation with their deans and, if necessary, with members of the athletic department, the admissions office, and (to the extent consistent with confidentiality) the counseling staff. CSSP relies on the faculty to convey notes of concern to the deans of those students in their courses who are experiencing academic difficulty. The Committee reviews these faculty reports as needed but most typically at the middle of each semester and sends letters to some students apprising them of the concerns, urging them to consult with their advisors, counselors, deans, and instructors, and recommending, where appropriate, that they make use of the College's peer tutoring system, the Office of Academic Resources, and other academic support resources.

In dealing with academic deficiencies, the Committee has broad authority to set requirements for a student's continued enrollment, most notably by placing him/her on one of several levels of "Academic Warning" (probation) or requiring him/her to take a College Leave for a minimum of one year; such decisions are typically made at the end of each semester but may be made at any point deemed advisable by the Committee. The Committee has full latitude to place a student on College Leave even if the student has not previously been placed on Academic Warning.

Students are accountable to themselves and to the College (as embodied in the Committee) for the use to which they put both their talents and the resources of the College. Each case that comes before the Committee is treated individually within the context of College policy, and from this perspective, accountability means that some students who perform poorly but manage to pass their courses may still be placed on College Leave and ones who are failing may, on occasion, be permitted to continue. However, although CSSP may permit students who fail some of their courses to continue at the College, the Committee must first be convinced that there is a high probability that such students will do work that is at least consistently adequate in the immediate future.

When CSSP is considering the possibility of placing a student on College Leave, it will postpone making its final decision until it has held a second meeting, known as a "Drop Hearing." Such hearings typically happen at the end of January, immediately prior to the spring semester, and in early June in response to spring semester grade reports, but the Committee may hold Drop Hearings at any point in the calendar year. Students who are summoned to such hearings but not placed on College Leave will typically be placed on Very Strict Academic Warning.

The student will be invited to appear before the Committee during a Drop Hearing and will be permitted to attend the hearing in the company of an academic advisor or other faculty member solely to provide moral support; such a "support person" may not address the committee or serve as an advisor to the student during the course of the hearing. If the student does not appear, the Committee will make a decision in the student's absence and will inform him/her of its decision in writing. Since a Drop Hearing is intended to be a dialog, the Committee will not entertain written statements from students summoned to such hearings.

Students placed on College Leave may appeal the Committee's decision to the President of the College on procedural grounds only. Appeals must be in writing, must state the grounds for the appeal, and must be received by the president within 72 hours of the student's Drop Hearing. The following are the procedures of a Drop Hearing: the Committee will send the student notification of the Committee's decision to hold a Drop Hearing 3-5 days before the hearing; the student will be given an opportunity to speak to the Committee during the hearing; at least one student, one faculty member, and one dean will be present at the hearing and will constitute a quorum; the student will be apprised of the Committee's decision immediately after it is made.

Second-semester seniors should note that simply meeting the College requirements and accumulating 32 credits is not necessarily sufficient to ensure graduation.

For example, the Committee (which reviews all senior academic records before the faculty votes on granting degrees each spring) may decide that a student who has failed two out of the four courses in which he/she was enrolled in the eighth semester may not be permitted to graduate even though he/she has the 32 credits required for graduation. Similarly, seniors who fail courses in their major may be judged to have failed to meet the academic standards of the College and may not be permitted to graduate even if they have successfully completed the required number of courses and satisfied all distributional requirements.

Special Academic Programs

Intercollegiate Cooperation

Haverford has long enjoyed a close cooperative relationship with its neighbor, Bryn Mawr College. In recent years, Swarthmore College has joined the two schools in a relationship that gives students from all three colleges access to courses and to most of the academic facilities on the three campuses. As a consequence, students at all three colleges have the advantages offered by a small college, together with the academic resources of a much larger, combined institution. The major programs of Bryn Mawr and Haverford Colleges are open equally to students of both. In some cases, Haverford students may also major at Swarthmore College.

In addition to the cooperative agreement with Bryn Mawr and Swarthmore, Haverford has made arrangements with the University of Pennsylvania and full-time students are permitted to have library privileges and, upon presentation of the proper credentials, to enroll for courses there without added expense. Laboratory fees, which are not included under reciprocal agreements with Swarthmore or the University of Pennsylvania, must be paid by the student. Students taking courses at the University of Pennsylvania must make their own transportation arrangements, and are limited to two courses per semester at the University.

Each student must satisfy Haverford's general college graduation requirements but is otherwise free to choose from the courses and other academic opportunities offered at its three partner institutions. If a student majors at Bryn Mawr or Swarthmore, it will be so noted on their academic records. Haverford students are obligated to satisfy the academic regulations (e.g., regarding deadlines, attendance, extensions) of Bryn Mawr, Swarthmore, and the University of Pennsylvania when they are taking courses at such institutions. Administrative interpretations of each institution's academic regulations are made by the deans of the college where the course is given.

Academic Flexibility Program

The Committee on Student Standing and Programs (CSSP) is empowered to make decisions on requests from students for exceptions to the academic regulations of the College. Typically, requests for exceptions involve unusual circumstances and relate to such issues as special majors and graduation in six or more than eight semesters. Students who intend to petition the Committee should first consult with their dean and their academic advisor. Students should submit petitions in writing to CSSP by the deadlines noted below; failure to meet these deadlines may result in a delay in the consideration of a petition until the following semester.

For Semester I of the 2013–14 Academic Year: Friday, November 1, 2013;

For Semester II of the 2013–14 Academic Year: Friday, March 21, 2013.

Petitioning students should note that their advisor and dean's approval does not guarantee that CSSP will grant their request. If the Committee does not approve his/her proposal, the student may appear in person to appeal its decision.

In addition to petitions for independent and interdepartmental majors, the following are examples of some of the academic program options that students may pursue only with the approval of CSSP.

A. *Credit for Non-Collegiate Academic Work*

There are important educational opportunities for a student to do work in a non-university research laboratory, to do a supervised archaeological study on site, etc., for which the College will occasionally grant academic credit. With the approval of CSSP,

a student may undertake such work for up to four course credits, provided the following conditions:

- The work is closely supervised by a person who is a faculty member at a college or university or who clearly holds the comparable qualifications;
- The student's academic advisor approves the activity. If the work is in an area outside the advisor's field, approval will also be required from a Haverford faculty member competent in a relevant field;
- The project results in a product judged to be satisfactory by the field supervisor and the Haverford faculty member;
- In most cases, the work is unpaid.

For each Haverford course credit earned in this manner, a student will be charged tuition at the rate of $5,627 per course credit. If credit is granted for such work by another academic institution, the credit may be transferred to Haverford without further tuition charges. Before credit can be transferred, however, the procedures for approval as outlined above must be followed.

B. *Graduation in Fewer than Eight Semesters*

Sufficiently mature students of outstanding ability who have clearly defined career goals and strong motivation to achieve them, or who are otherwise judged to have legitimate reasons for special consideration, may apply for permission to graduate in three years. Such a student may, in consultation with his/her dean, and with the approval of his/her academic advisor and the Committee on Student Standings and Programs, select a six-semester program consisting of at least 30 course credits, including up to two approved AP credits or summer courses. Because of the college residency requirement, this program is not compatible with international study. A student for whom a six semester program has been approved must, by April 15 each year, confirm to his/her dean in writing that he/she intends to continue in this program.

Students may also meet the normal requirements of Haverford approved course credits but do so in only seven semesters of study by enrolling for five course credits for four semesters and for four course credits for three semesters. This option will allow students to spend a full semester away from the campus at some time during their college careers and still graduate within four years of matriculation. While there is no deadline for declaring seven-semester programs, and students do not need the approval of CSSP to exercise this option, an early declaration of the intention to graduation in seven semesters will be helpful to both the student and the College. Students considering this option are therefore urged to consult their dean as early as possible.

C. *Extended Programs*

Although most students are expected to graduate in four academic years, some may be permitted to take more time to complete their degree requirements. Examples would include students with documented disabilities that prevent them from carrying a full course load and to whom CSSP has granted directly relevant accommodations as defined by the Americans with Disabilities Act and students whose programs would be substantially enhanced by another semester of work. In all such cases, the student must secure the prior approval of the Committee on Student Standing and Programs.

Haverford students of unusual ability who might normally complete a B.A. degree in three years may, for special reasons, stay at Haverford for an additional year in an M.A. program utilizing the resources of Haverford, Bryn Mawr, Swarthmore, or the University of Pennsylvania. Such students need first to be accepted by the relevant department or departments and have the approval of the Committee on Student Standing and Programs for the specific program concerned. The awarding of the master's degree must be approved by the Committee. A student interested in a B.A./M.A. program should follow a six-semester B.A. sequence and, in the fall of the third and senior year, request the Committee to consider the M.A. proposal and the student's qualifications for it.

International Study

Upon request, qualified students in good academic and disciplinary standing may be granted permission to spend a semester or a year studying in a foreign country. The College recognizes approximately 70 programs in three dozen countries. The Office of International Academic Programs determines whether students may participate in such programs and whether they have earned Haverford credit for participating in them.

Students who study abroad for the semester or the year pay regular tuition and, in many cases, room and board fees to Haverford. The College, in turn, is responsible for paying the program fees directly to the institution abroad. Some financial aid may be available for eligible students, although priority will be given to those whose major programs and concentrations most depend on international study. An advisory committee of faculty and the dean of international academic programs determine the preference rankings in this instance. Students interested in studying abroad should consult the dean of international academic programs early in their sophomore year.

To study abroad, students are expected to have a GPA of 3.0. In special cases, this may be waived but students must meet the program GPA requirement. Courses taken while studying on approved programs count toward fulfilling major, minor and concentration requirements as well as college degree requirements. Students can also fulfill the language requirement on select programs.

In the rare case where a student may wish to receive credit for a program not on the approved list, he or she may petition to add the program to the list, by using the following procedure:

- Collect all pertinent information about the program, including catalogs, course descriptions, modes of evaluation of academic performance, syllabi, reading lists, and faculty CVs.
- Present the written proposal and materials to Dean of International Academic Programs, one year in advance: November 1 for spring programs or March 1 for fall programs. These deadlines are firm.

The Dean of International Academic Programs will review and evaluate the program.

In the event that the dean regards the program as commensurate with programs on the approved list, the student must prepare a petition for consideration by the Educational Policy Committee (EPC). The petition must explain why the existing approved programs do not fulfill the student's academic needs and how the proposed program does so. A statement from the student's major faculty advisor must accompany the petition, endorsing the program and explaining how it complements the work of the major or the concentration. The department must provide a list of approved courses fulfilling major credits. If the program is outside the student's major, a statement from a member of the faculty who is familiar with the program will also be required along with a detailed list of courses approved for departmental credit. Petitions are forwarded to the Study Abroad Advisory Board and the International Academic Programs Faculty Committee for consultation. In order to ensure the quality of programs on the approved list, an on-site visit and evaluation by a Haverford faculty member is required before approval is granted.

EPC has determined that students who do not request and receive permission to study abroad through the International Academic Programs Office will not receive Haverford credit for their work. EPC will not consider retroactive proposals under any circumstances. Students who do not wish to pay Haverford tuition and/or receive credit may not attend programs on the Approved list. Members of the faculty who wish to add programs to the list follow the same procedures noted above. International study information, including brochures, procedures, and applications, is available from the Office of International Academic Programs, located in Chase Hall 213. Information is also available on the College website (haverford.edu/studyabroad).

4+1Engineering Program

Haverford College and the University of Pennsylvania (Penn) have formed a partnership that enables qualified Haverford undergraduates to gain early and expedited admission into a master's degree offered by Penn Engineering. Like Penn Engineering undergraduates, Haverford students may apply to an appropriate master's degree program at Penn Engineering as an external "sub-matriculate."

To initiate the process, a Haverford student submits a completed "External Sub-matriculation Application" to Penn Engineering for review and approval. He/she should submit the application no later than the end of the summer after the sixth semester at Haverford, and no earlier than the end of the fourth semester. To apply, students must have the necessary background and major to enter into the desired master's degree program (degree

programs are articulated on the Penn Engineering Website). A minimum cumulative GPA of 3.0, as well as a minimum 3.0 GPA in all math, science, and engineering courses, are also required to apply. The GRE is not required; however, students are strongly encouraged to take the GRE, especially those who have interests in pursuing a PhD later. Admission decisions are made on a selective basis.

Via the existing "Quaker Consortium" arrangement, as admitted "sub-matriculates," Haverford undergraduates may take up to three graduate courses to count toward their Penn Engineering master's degree, subject to approval by their Graduate Chair/Adviser. Biotechnology master's students may take up to four graduate courses. These may not be taken prior to submatriculating into Penn Engineering. Per Penn Engineering's rules on double-counting courses for submatriculates, no more than three courses may be used to satisfy both the Penn master's and the bachelor's at Haverford. (Note that through the "Quaker Consortium," there are no tuition and fees charged to Haverford students by Penn for taking courses at Penn.)

All admitted 4+1 students are fully expected to graduate and receive their bachelor's degree from Haverford at the end of their fourth year at Haverford. If this is not achieved, the student will be dropped from the master's degree program at Penn Engineering. In the fifth and final year of the 4+1, students will be enrolled as full-time master's students in Penn Engineering, having fully completed their undergraduate degree at Haverford. During this year, the student will complete the remainder of the courses required by their specific master's degree program. The total number of courses for an engineering master's is 10 (11 in Biotechnology). The student will be financially responsible for all tuition and fees in the fifth year (Penn Engineering master's tuition and fees are charged by the course).

Interested students should consult their advisor and the College's advisor for the 4+1 program (Prof. Walter Smith) as early as possible.

3/2 Engineering Program

Haverford College and the California Institute of Technology (CalTech) have a joint program under which a student who is interested in engineering may, in the first semester of his/her junior year, apply for transfer to an engineering program at CalTech. If accepted, then at the end of five years (three at Haverford, two at CalTech), the student will be awarded a B.A. or B.S. degree by Haverford and a Bachelor of Engineering Degree by CalTech. For each engineering discipline, there is a required set of courses to be taken at Haverford during the first three years of the program. Interested students should consult their advisor and the College's advisor for the 3/2 program (Prof. Walter Smith) about the proper course selection; this consultation should occur as early as possible. A cumulative grade point average of 3.5 is generally expected for this program.

3/2 City Planning Program

Haverford students majoring in the Growth and Structure of Cities at Bryn Mawr College may apply for admission to the 3/2 Program in City Planning offered in conjunction with the University of Pennsylvania. This arrangement with the University of Pennsylvania's Department of City and Regional Planning allows a student to earn both a bachelors degree in the Growth and Structure of Cities at Bryn Mawr and a degree of Master of City Planning (MCP) at the University of Pennsylvania in five years. Qualified students who are accepted into the 3/2 program will be eligible for consideration for financial aid during their period of residence at the University of Pennsylvania. Students interested in the 3/2 BA/MCP program may apply through their Cities major advisor during their sophomore or junior years, although they are encouraged to begin discussing their interest with members of the Cities Program as early as the beginning of their sophomore year.

Study at Other American Colleges

Some students may also study at another college or university in the United States for the enrichment to be gained through different or more diversified liberal arts offerings. Some go simply to experience college life in a setting. The College has formal exchange programs with Claremont McKenna and Pitzer Colleges in California, and Spelman College in Georgia. Permission forms for such study, to be signed by the student's advisor and dean, are available in the Office of the Registrar. All courses must be approved in advance by the chair of the department in question. In order to provide a semester's credit at Haverford (four course credits), a program at another institution must represent at least one-eighth of the degree program there; and similarly, in order to provide a

year's credit at Haverford, the program must represent one-quarter of the degree at the other institution.

Students who expect to study away from Haverford for a semester or a year must confirm their intention in writing to their dean, using the same timetable as that for deans' leaves. They should also inform their dean when they have been accepted by the institution to which they have applied. Naturally, they will have discussed at an earlier time tentative plans with their advisor and dean. They should, finally, be especially careful to see to it that their total program provides an adequate number of credits outside the major department and that it meets Haverford's distribution requirements.

Note: Students may not attend programs abroad through an American college or university during the academic year and receive credit at Haverford unless they go through the Office of International Academic Programs.

Independent Study While Not in Residence

Students who wish to carry independent study credit while away from the College should secure the approval of their advisors and that of the instructor(s) involved before submitting the written proposal to the dean for final approval. If approved, students will be charged at the special student rate of $5,627 per credit.

Summer Study at Another Institution

A student wishing to obtain Haverford credit for summer school at another institution should follow the procedures outlined below:

1. The student should secure from the registrar's website a form entitled, "Application for Summer School Credit";
2. With the form, the student should secure the approval of his/her faculty advisor, dean, and the chairperson of the Haverford department that corresponds to the field in which the work is to be done. Note that advance approval is required for obtaining Haverford credit. Approval sought retroactively will, in all likelihood, be denied;
3. In seeking approval, the student should first complete the descriptive information about the course (name, number, amount of credit conferred at the other institution, and the institution's name). The student should also present a catalog, listing the course descriptions;
4. The faculty advisor's signature should represent an approval of the course as a part of the student's program at Haverford. Such approval should be based on the suitability of the course for Haverford credit;
5. Faculty assigning credit proceed on the principle that at any institution, each course counts as a fraction of the credit required for the degree. At Haverford, the minimum graduation requirement is 32 credits, equal to 128 semester hours. Therefore, summer credit equivalents must be identical to academic year equivalents for transfer credit to be considered at Haverford.

Other regulations governing summer study:

1. Courses taken in summer school will not satisfy Haverford course requirements for the major unless prior written approval is granted by the major supervisor;
2. A summer course must not be a repeat of or at a lower level than a course already a part of the student's Haverford academic record;
3. To receive Haverford credit for courses taken in summer school, a student must earn a grade at least one full grade above the lowest passing Haverford grade: at least a 2.0 on the Haverford scale, or a grade of "C" on the A-F scale;
4. Permission for credit must be secured before the course is taken;
5. For summer work at Bryn Mawr College, only the permission of the student's dean is required;
6. In all cases of summer school work, including courses taken at Bryn Mawr and the University of Pennsylvania, students should have official transcripts forwarded to the Haverford College registrar. Unofficial grade reports will not be accepted for evaluation;
7. Students should realize, finally, that summer school credit, if accepted by Haverford, will transfer to Haverford simply as course credits. Course titles and credit values will be indicated on the

record, but in no instance, including summer work at Bryn Mawr College and the University of Pennsylvania (both in the U.S. and abroad), will grades earned appear on the Haverford record; likewise, in no instance will the grades earned appear as part of the student's cumulative grade point average at Haverford;

8. Students should follow the above procedures for all summer study, including summer study abroad. Students should note finally that both Bryn Mawr College and the University of Pennsylvania summer programs abroad have been approved for Haverford academic credit; these two institutions, along with many others, provide excellent opportunities to pursue academic interests during the summer. Such approval is identical to that for domestic summer study.

Leaves of Absence

Leaves of absence can contribute greatly to the general education of some students. The College seeks to make it a fairly simple matter to arrange a leave. The authority to grant leaves and to specify their type, duration, and terms rests with the deans. Since the number of students admitted for any fall term depends upon the number of students returning, a student who requests a leave of absence late in the summer has effectively denied someone else a place at the College. If that student has also been assigned College housing, he or she is severely inconveniencing other students. Thus, a fine of $500 may be imposed upon students requesting leaves of absence after August 1 of any given year.

If, after a semester has begun, a student for any reason leaves the College (Dean's Leave, Study Away, International Study, College Leave), he or she must vacate his or her dormitory room by a date determined by his or her dean in consultation with the student. In such cases, a pro-rated fee for room (and board, if applicable) will be assessed. At Haverford, leaves of absence fall into four categories: an unconditional Dean's Leave, a Dean's Leave with Conditions, a College Leave, and a Medical Leave.

Students should note that while they may (or be required to) take courses at other institutions while on leave, if they are admitted as degree candidates at another institution while on any of these leaves of absence, he/she must transfer out of Haverford College. Failure to do so in such cases will compel the College to revoke a student's right to return to Haverford.

1. Students in good academic standing may request a Dean's Leave without conditions for return. The student must simply write to his/her dean asking to be placed on leave and specifying the date on which the student wants the leave to begin (i.e., immediately or after final exams).

   Students should note that if they do not depart on a Dean's Leave before the last day of classes in any given semester they must complete and perform satisfactorily on final exams and all other requirements for the courses in which they were enrolled in that semester; under no conditions will a Dean's Leave, with or without conditions for return, be granted during final exams period unless it is for a leave that commences after final exams.

   Return from such a leave is automatic as long as the student provides written confirmation of intent to return within three years of taking leave. A student should write his or her dean by March 1 for a fall semester return, or by December 1 for a spring semester return. Any student who remains on Dean's Leave (with or without conditions) for three years will be placed on College Leave and will have to petition the Dean of the College for permission to return to the College to resume his/her studies.

   Should a student who has been granted an unconditional Dean's Leave fail one or more courses or otherwise perform poorly before the leave goes into effect, the student's dean or the Committee on Student Standing and Programs (CSSP) may revoke the Dean's Leave and place the student on a College Leave (see below).

2. Students should note, though, that the deans reserve the right to grant only a conditional Dean's Leave if a student

finds it necessary to take leave in the midst of a semester and does not therefore complete his/her courses. Typically, a Dean will grant a conditional leave in cases in which a student experiences personal problems that impede his/her ability to perform academically or otherwise loses the sense of purpose that is necessary to remain adequately engaged in his/her studies. The conditions for return from such a Dean's Leave are at the discretion of each student's Dean.

3. A College Leave is involuntary and is employed in cases in which students are required to take leave for academic or disciplinary reasons. Return from College Leaves is not automatic. Students who wish to return are expected to present to the Dean convincing evidence of readiness to return. To that end, reapplying students will be asked to provide, whenever possible or pertinent, the names of persons on the faculty or in the administration well enough acquainted with the student to be able to comment on the student's development during the time away. Deadlines for reapplying are the same as those for Dean's Leave.

4. A student may request or be placed on a Medical Leave of absence. Such leaves are employed in a variety of circumstances: A student may request one if he/she has a medical condition that impairs his/her ability to perform academically; the College, through the Dean's Office, may place a student on medical leave if he/she is a danger to him/herself or others, is a severe disruption to the ability of other students to perform academically, or if the student is unable for medical reasons to fulfill his/her academic responsibilities. For more information regarding Medical Leaves, consult: haverford.edu/deans/files/medical_leave.pdf