University Bulletin

Undergraduate Degree Programs

Primary Navigation

Using This Bulletin

This bulletin is intended primarily to provide users with Penn State academic information.

To browse the site, use the buttons across the top of the home page. For specific searches, use the search engines on the upper right of the home page or the Site Index (last button in the row across the top of the page).

For course descriptions, click the "University Course Descriptions" button (first on on the left on the home page) or use the Course Description Fast Path search engine on the upper right of the home page.

In the bulletin, the word *Program* refers to an academic program (majors, minors, and special programs). Search for academic program information by program category (associate or baccalaureate: two-year, four or more years), campus, or college with the buttons and links on the home page, or search for specifics with the site search engines.

The University-wide General Education requirements are explained under that heading on the home page.

Links to offices that may be useful to users are under the "Additional Resources" heading on the home page.

At the upper right edge of the home page, you may access searches for Penn State individual and department directories, link to the Penn State home page, or access another Web browser.

The site follows conventional navigation practices, so once in secondary pages, users should be able to click through to find what they want.

ACADEMIC AUTHORITY

The University Faculty Senate has responsibility for and authority over all academic information contained in the Undergraduate Bulletin.

REGULATIONS SUBJECT TO CHANGE

Each step of the educational process, from admission through graduation, requires continuing review and appropriate approval by University officials. The University, therefore, reserves the right to change the requirements and regulations contained in this bulletin and to determine whether a student has satisfactorily met its requirements for admission or graduation, and to reject any applicant for any reason the University determines to be material to the applicant's qualifications to pursue higher education.

Authority over Academic Information

The University Faculty Senate has responsibility for and authority over all academic information contained in the Undergraduate Bulletin.

University Phone Numbers

To telephone the administrative headquarters of the University at the University Park campus, dial (or ask the operator for) area code 814 and the desired number. If you do not know the number, call 814-865-4700, Penn State Call Center information. For telephone numbers of other Penn State locations, see**Penn State Undergraduate Campuses**. Frequently used University Park campus numbers are:

Undergraduate Admissions: 814-865-5471
Graduate Enrollment Services: 814-865-1795
Registrar's Office: 814-865-6357

Penn State encourages qualified persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact the Office for Disability Services, 814-863-1807, in advance of your participation or visit.

STATEMENT OF NONDISCRIMINATION

University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. The Pennsylvania State University does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Discrimination or harassment against faculty, staff, or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park PA 16802-2801; tel. 814-865-4700/V, 814-863-1150/TTY.

Board of Trustees

Control of Penn State is vested in a Board of Trustees of thirty-two members. Members ex officio are the Governor of the Commonwealth; the President of the University; the state Secretary of Education; the state Secretary of Agriculture; and the state Secretary of Conservation and Natural Resources. Terms of the other trustees are three years. Six trustees are appointed by the governor, nine are elected by the alumni, six by delegates from county agricultural societies, and six by the board representing business and industry.

For information, including a trustee membership list, see: **www.psu.edu/trustees.**

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Association and the Council of Commonwealth Student Governments.

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EMERITI

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Updated: 3/25/13

Mission of the University

See **www.psu.edu/ur/about/mission.html/.**

Options for Undergraduate Study

The undergraduate degree programs of the University provide students with opportunities to increase their knowledge and understanding of the world and to grow in their individual skills and capabilities for learning, analyzing, creating, communicating, and forming good judgments. All undergraduate degree programs and courses offered by the colleges and other degree-granting units of the University are under the academic sponsorship of a faculty committed to scholarship and are implemented under the academic policies and student rules established by the University Faculty Senate. They are intended to be flexible in accommodating students interested in learning, whether through traditional or nontraditional offerings, while enrolled on either a part-time or a full-time basis. The degree programs and courses of the colleges and other degree-granting units are offered through resident or distance education. Credit courses are available to degree candidates on University campuses as well as through off-campus credit-granting activities such as internships, practicums, field trips, and foreign studies, as well as via continuing and distance education mechanisms, such as the World Campus. Students not formally admitted to degree candidacy (including provisional and nondegree students) may participate in resident offerings as time and space permit, as well as in continuing and distance education.

University Outreach

Penn State extends the intellectual expertise and resources of the University through teaching, research, and service to address the social, civic, economic, and environmental issues and opportunities of the Commonwealth, nation, and world.

Working closely with its colleges, the University delivers outreach programs and services to support the needs of people throughout Pennsylvania and beyond at convenient times and accessible locations.

For information, see **www.outreach.psu.edu** .

Research

Research--in addition to teaching and public service--is a primary mission of the University. A strong research program strengthens both undergraduate and graduate education by building the body of knowledge and experience on which both are based.

For undergraduate instruction, research brings to the classroom enthusiasm, practical experience, and up-to-date laboratory equipment, as well as opportunities for honors thesis topics and participation in research programs. For graduate programs, research furnishes thesis topics, stipend and tuition support, and experienced faculty to train students as the next generation of researchers. Penn State's national academic reputation depends greatly on research publications and other scholarly activities of the faculty, whose combined teaching, research, and public service efforts are the hallmarks of a major university.

INVENTIONS AND PATENTS---Patentable discoveries made by University faculty, staff,

and graduate students that involve the use of University funds or facilities are the property of the University. Both undergraduate and graduate students fall within the University staff category whenever they are employed in connection with institutional research projects. Patents, with the inventors sharing in the royalties, are administered in the public interest by The Penn State Research Foundation, a nonprofit organization made up of faculty, alumni, industry representatives, and members of the University Board of Trustees. Royalty income is shared between inventor, the organizational unit, and The Penn State Research Foundation. The Penn State Research Foundation's share is used to foster the advancement of technology transfer and research at the University.

For information, see **www.research.psu.edu/**

For information specific to inventions and patents, see **www.research.psu.edu/ipo**

Inventions and Patents

Patentable discoveries made by University faculty, staff, and graduate students that involve the use of University funds or facilities are the property of the University. Both undergraduate and graduate students fall within the University staff category whenever they are employed in connection with institutional research projects. Patents, with the inventors sharing in the royalties, are administered in the public interest by The Penn State Research Foundation, a nonprofit organization made up of faculty, alumni, industry representatives, and members of the University Board of Trustees. Royalty income is shared between inventor, the organizational unit, and The Penn State Research Foundation. The Penn State Research Foundation's share is used to foster the advancement of technology transfer and research at the University.

History

For information, see **www.psu.edu/ur/about/history.html**

Colleges and Other Degree-Granting Units

The following University units offer undergraduate majors leading to baccalaureate and associate degrees: Abington College; Altoona College; College of Agricultural Sciences; College of Arts and Architecture; Penn State Erie, The Behrend College; Berks College; Smeal College of Business; Capital College (Penn State Harrisburg); College of Communications; College of Earth and Mineral Sciences; College of Education; College of Engineering; College of Health and Human Development; College of Information Sciences and Technology; College of the Liberal Arts; Eberly College of Science; and University College (which comprises several Penn State campuses). The Pennsylvania College of Technology in Williamsport provides an alternative educational setting in which students may enroll in selected degree programs.

Students who do not want to enroll immediately in one of the colleges or other degree-granting units may enroll in the Division of Undergraduate Studies, typically for one year or slightly more.

Majors leading to baccalaureate degrees are described in this bulletin under buttons for the colleges and other degree-granting units. Information is also accessible on the Internet through **www.psu.edu/ (the Penn State home page)**

Division of Undergraduate Studies (DUS)

The Division of Undergraduate Studies is an academic unit of the University that offers advising programs at the University Park campus and all other undergraduate locations.

For information, see **www.psu.edu/dus/**

Schreyer Honors College

For information, see **www.scholars.psu.edu/**

University Faculty Senate

For information, see **www.psu.edu/ufs/**

The University Libraries

The University Libraries constitute a major resource for students and researchers in all fields of study. The Libraries, ranked 13th nationally by the Association of Research Libraries, contain more than 4.9 million volumes, 5.2 million microforms, 58,459 serial subscriptions, plus more than 420 databases and 13,700 e-journals—most with full text.

The University Libraries include a central facility and five other libraries at University Park campus, plus libraries at 23 Penn State locations throughout the state, including the Dickinson School of Law and the Milton S. Hershey Center and the Penn State affiliated Pennsylvania College of Technology. At University Park, the Arts and Humanities, Business, Education and Behavioral Sciences, Social Sciences, Maps, Life Sciences, Special Collections, and News and Microforms libraries are maintained in Pattee Library and Paterno Library. Other Libraries at University Park include the Architecture and Landscape Architecture, Earth and Mineral Sciences, Engineering, Law, and Physical and Mathematical Sciences libraries.

In addition Pattee Library houses Course Reserves Services, the Extended Hours Study Area, and Library Services for Persons with Disabilities. The Special Collections Library in Paterno Library includes Historical Collections and Labor Archives, Rare Books and Manuscripts, and the Penn State University Archives.

Among special collections of national importance are those on Arnold Bennett, Kenneth Burke, Jean Giraudoux, John O'Hara, Vance Packard, Joseph Priestley, Conrad Richter; the Allison-Shelley collection of Anglo-Americana-Germanica; and materials on Utopian literature and on Australia. The Historical Collections and Labor Archives contain a wide variety of documentary sources, including the papers of Pennsylvania leaders and businesses and records of labor unions. The most notable of these documents are those of Richard Schweiker, William Scranton, the United Steelworkers of America, and the United Mine Workers of America. The Penn State University Archives house an extensive collection of materials about the University and the surrounding community.

Faculty members may recommend books and other library material purchases by contacting the Libraries directly at www.libraries.psu.edu/answers/buybook.htm or

through the faculty member in their department who serves as the library representative. Libraries subject specialists are listed on the Web at **http://apps.libraries.psu.edu/selectors/links.cfm** . Faculty at locations other than University Park can also contact their head librarian.

Access to holdings is obtained through The CAT, a computerized catalog, part of the Library Information Access System (LIAS), available on the Web at www.libraries.psu.edu. LIAS is a dynamic, integrated information system that provides electronic access to a great variety of materials in many subject areas.

The Libraries maintain a comprehensive program of general and specialized reference and instructional services. The Libraries' faculty teach credit courses as part of the Library Studies Program and offer a variety of topical seminars. Introductory sessions, offered by the Libraries' Instructional Programs, are scheduled on a regular basis to familiarize faculty, students, and other library users with LIAS. Class sessions designed for specific courses can be arranged in the library to help students learn how to find, use, and evaluate relevant books, articles, Web sites, and other information resources. Assistance is available to help design assignments that use library resources to enhance student research skills and critical thinking. Library instruction rooms (hands-on labs or traditional classrooms) can be reserved for on-site instruction in the use of library resources. For information, go to: **www.libraries.psu.edu/instruction/**

Penn State holds membership in the Association of Research Libraries, the Research Libraries Group, the Consortium for Institutional Cooperation, and the Online Computer Library Center (OCLC). Participation in these organizations provides faculty and students with access to the collections of more than 2,500 libraries across the United States and internationally, including major research libraries. It is the largest research library in Pennsylvania and one of four resource libraries that provide service and collections to all other libraries and citizens of the Commonwealth.

The publication, Guide to the University Libraries, offers additional information on services and programs and is available at Libraries service desks and by calling (814) 863-4240. More information is also available at www.libraries.psu.edu. Students and others are encouraged to attend the annual Libraries Open House, held each fall semester.

Media and Technology Support Services (MediaTech),
http://www.medianet.libraries.psu.edu/htbin/wwform/175/wwk770

Services include:

Consultation for purchase of technology or audiovisual equipment: 814-863-0665

Equipment scheduling: 814-865-5400, 26 Willard Building; e-mail to **mtsseq@psulias.psu.edu**

Preview facilities: Special Services Building, 151 Standing Stone Lane (NOTE: this facility is moving to Wagner Annex, Curtin Rd. Check Web for updates.) and 26 Willard Building

Program scheduling: University Park, 814-863-3202; other locations, 814-865-6314; e-mail to **mtssmed@psulias.psu.edu**

MediaTech Repair and Installation Services: 814-863-4389

Dial Access On-Line provides audio-streamed lectures of selected classes, 24 hours, 7 days a week, for student and faculty review at **http://tips.libraries.psu.edu/dialaccess**.

With a Penn State access account, lectures of selected courses can be reviewed from any computer, including computers in the ITS labs via the Web. A Web browser, the latest version of the free RealAudio software, and a sound card are needed. For more information, call 814-863-8144.

Another important service of MediaTech is the MediaTech Info Line. This audio information service includes current weather forecasts as provided by the Campus Weather Service, the University Calendar of Events, information on town and campus movies, JOBS—Penn State's employment information service, open house schedules for the Department of Astronomy, and construction barriers on or around the University Park campus. This service may be accessed from any touch-tone telephone at 814-863-1234.

For more information about services available from MediaTech, e-mail to **mtssmed@psulias.psu.edu** or visit **www.libraries.psu.edu/mtss**

Penn State Undergraduate Campuses

For information, see **www.psu.edu/ur/cmpcoll.html**

Pennsylvania College of Technology

For information, see **www.pct.edu**

Graduate School

For information, see **http://www.gradsch.psu.edu**.

Penn State University, The Dickinson School of Law

For information, see **law.psu.edu**

College of Medicine

For information, see **http://www.pennstatehershey.org/web/college/home**

Admission

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status.

Discrimination or harassment against faculty, staff, or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-2801, Tel 814-863-0471; 814-863-1150/TTY.

TRANSFER CREDIT

Subject to the limitations given below, a maximum of 10 credits of high-quality graduate work (credits must be equivalent to 400-level or higher at Penn State) transferred from a regionally accredited U.S. institution or a recognized degree-granting international institution may be applied toward the requirements for a graduate degree. However, credits earned to complete a previous degree, whether at Penn State or elsewhere, may not be applied to a graduate degree program at Penn State, except for those students who are approved to double-count credits as part of an approved concurrent or integrated undergraduate-graduate degree or those students approved by the Graduate School to receive a master's degree along the way to a doctorate.

The student should distinguish carefully between the transferability of credit and its applicability in a particular degree program. Approval to apply any transferred credits toward a degree program must be granted by the student's academic adviser, the program head or graduate officer, and the Graduate School. Transferred academic work must have been completed within five years prior to the date of first degree registration at the Graduate School of Penn State, must be of at least B quality (grades of B- are not transferable), and must appear on an official transcript of a regionally accredited U.S. institution or recognized degree-granting international institution.

Pass-fail grades are not transferable to a graduate degree program unless the "Pass" can be substantiated by the former institution as having at least B quality.

Forms for transfer of credit can be obtained from each graduate program. (See **www.gradsch.psu.edu/prospective/program.cfm** for graduate program contact information.)

Updated: 4/3/12

Classification of Students

A graduate student may be admitted as a degree student, a certificate student, or a nondegree student, depending upon the student's objectives. A student who has held only nondegree status and who later wants to apply for degree status should contact his or her intended program of study. Admission as a nondegree student neither guarantees nor implies subsequent admission to a degree program. Any other change in classification must be arranged through the Office of Graduate Enrollment Services, 114 Kern Building.

Degree Student--A degree student is one who plans to become a candidate for an

advanced degree at Penn State and who has been formally admitted for advanced studies in a particular program. The program of study is developed under the guidance of an adviser appointed by the head of the student's major program. A degree student who has passed a candidacy examination is classified as a doctoral candidate.

Provisional Admission--Provisional admission is a temporary classification in which an applicant may remain for a period of either one or two semesters (depending on the provisional type) following admission. If the conditions of provisional admission are not met within that time, the student may be dropped from the program. In addition, all provisional conditions must be met before a student reaches an academic benchmark. Benchmarks include completion of a master’s program, the doctoral candidacy, comprehensive, and the final oral examinations. A student will not be permitted to graduate who has not met the conditions of his or her provisional admission.

Nondegree Student--If you do not intend to pursue a graduate degree, but want to take graduate-level courses for personal enrichment, professional development, permanent certification, or to apply for degree status at a later date, you can seek admission as a nondegree graduate student. Information on applying for nondegree graduate status may be obtained via the Web site at**www.gradsch.psu.edu/prospective/apply**.

A maximum of 15 graduate credits taken as a nondegree student prior to admission to a graduate degree program may be applied to a graduate program, with departmental approval. The credits must have been earned within five years preceding entry into the degree program. For additional information, see Transfer of Nondegree Graduate Credits, under**Transfer Credits**. Forms for transfer of nondegree credits may be obtained from the graduate program.

Applicants for nondegree admission must have received from a regionally accredited institution a baccalaureate degree earned under residence and credit conditions substantially equivalent to those required by Penn State.

Certificate Student--A certificate student is one who is engaged in a program of study leading to a certificate or equivalent recognition of accomplishment rather than a graduate degree program at Penn State. Certification students, i.e., candidates for Instructional, Supervisory, Educational Specialist, and Administrative certificates, have the same University privileges and responsibilities as graduate degree students. (*See* additional information under Pennsylvania Department of Education Certificate Candidates.)

Undergraduate Student--Such a student is not a graduate student because a baccalaureate degree has not been attained. The student may not register for graduate courses (500 or 800 series) unless he or she is a senior with at least a 3.50 cumulative GPA or with at least a 3.0 GPA and special permission from the Office of Graduate Enrollment Services. Forms to request permission to take 500- or 800-level courses are available in the Office of Graduate Enrollment Services, 114 Kern Building.

CREDIT BY EXAMINATION

Examinations to establish credit for work done in absentia or without formal class work may be used to remove undergraduate deficiencies, but not to earn credits toward an advanced degree. Arrangements are made by the student directly with the major department head or program chair.

Application and Admission Procedures

Each step of the educational process, from admission through graduation, requires continuing review and appropriate approval by University officials. The University, therefore, reserves the right to change the requirements and regulations contained in this bulletin and to determine whether a student has satisfactorily met its requirements for admission or graduation, and to reject any applicant for admission for any reason the University determines to be material to the applicant's qualification to pursue higher education.

An applicant for admission to the Graduate School should understand that graduate work is not a simple extension of an undergraduate program but, rather, demands scholarship of a higher order, and emphasizes research, creativity, and professional competence with a minimum of formal requirements and a maximum of student initiative and responsibility.

Objective--The objective of the admission process of the Graduate School is to identify and admit a qualified graduate student body up to the limit of the University's resources to provide outstanding graduate programs. In most programs, a student may begin graduate work in the fall or spring semester or in the summer session.

As at all universities, Penn State's staff, facilities, and other resources are limited, so that not all qualified persons can be admitted. The number accepted will vary by program and from semester to semester. In some graduate programs all vacancies will have been filled long before the deadline for submitting applications, so that even outstanding students cannot be accepted.

Degree Admission--Applicants interested in applying to a graduate program at Penn State should obtain information on individual program requirements via the website at **www.gradsch.psu.edu/prospective/program.cfm**. Applicants may apply for admission to only one program at a time.

Qualifications--For admission to the Graduate School, an applicant must hold either (1) a bachelor's degree from a U.S. regionally accredited institution or (2) a postsecondary degree that is equivalent to a U.S. baccalaureate degree earned from an officially recognized degree-granting international institution. Ordinarily, an entering student must have completed in a satisfactory manner a minimum of course work in designated areas, the specific courses and amount of work depending upon the intended field of advanced study. Scores on the Graduate Record Examinations (GRE) General Test are required by most programs. Individual program requirements for admission are included under the specific program descriptions. Information about GRE publications can be obtained by calling the Educational Testing Service in Princeton, New Jersey, USA at 1-866-473-4373 or writing to GRE, Educational Testing Service, P.O. Box 6000, Princeton, NJ USA 08541-6000. If you prefer, you may send an e-mail to gre-info@ets.org or order publications through the website at **www.gre.org**.

Provisional admission may be granted to applicants whose credentials are not complete at the time of application because the baccalaureate degree has not yet been conferred, grades for the current semester are not yet available, etc. Such admission is subject to cancellation if the complete credentials, on arrival, do not meet the requirements for admission. In the interim, certification of any earned credits will be withheld. If admission is canceled for any reason, the student is dropped automatically from the Graduate School. Completion of admission in such cases is dependent upon receipt of the missing credentials. (See Provisional Admission under **Classification of Students**.)

Admission is granted jointly by the Graduate School and the department or graduate program in which the student plans to study. The establishment of standards by which

applicants are admitted is a departmental or program responsibility. Although the Graduate School has no fixed minimum grade-point requirement for admission, an applicant is generally expected to maintain a junior-senior grade-point average of at least 2.50 on Penn State's grading scale of A (4.00) to D (1.00). Individual programs often establish higher grade-point average requirements and use other criteria to judge candidates for admission. In exceptional cases, departments or major programs may also approve admission by reason of special backgrounds, abilities, and interests. Departmental or program requirements are given in the descriptive statements appearing under the graduate programs listed in the latter part of this publication.
A student who has been admitted to a program in which the doctorate is offered may begin working toward that degree but has no official status as a doctoral student and no assurance of acceptance as a doctoral candidate until a candidacy examination administered by the major department or committee has been passed. (See Candidacy Examination under **Degree Requirements**.)

Deadlines--Applicants should obtain application deadlines by contacting the individual graduate program. Because the admission process is time consuming, applications should be submitted as early as possible.

Pennsylvania Act 34 Clearance—Applicants should note that some programs may require clearance of students participating in internships/practicums in Pennsylvania school districts. Pennsylvania Act 34 of 1985 (Criminal History Record Information) specifies that employees of Pennsylvania public and private schools must undergo background checks. School districts accepting graduate students for internships/practicums increasingly require Act 34 clearance before permitting students to begin their practicums in the district, even though they are not employees. In addition, non-Pennsylvania residents are expected to present evidence of an FBI background information check. Applicants are encouraged to contact the program to which they are applying if they have questions as to this requirement and how it may affect them.

Nondegree Admission--If you do not intend to pursue a graduate degree, but want to take graduate-level courses for personal enrichment, professional development, permanent certification, or to apply for degree status at a later date, you can seek admission as a nondegree graduate student. Information on applying for nondegree graduate status may be obtained via the website at **www.gradsch.psu.edu/prospective/apply**.

Changing from graduate nondegree status to regular status requires a new admission application. No more than 15 graduate credits of course work taken prior to admission to a graduate degree program may be applicable to a graduate program. (*See* "Nodegree Student" under **Classification of Students**.) However, admission as a nondegree graduate student neither guarantees nor implies subsequent admission to a degree program. Nondegree students are not eligible to receive fellowships or graduate assistantships and preference for courses is given to degree students. Programs control access to some courses.

Applicants for nondegree admission must have received from a regionally accredited institution a baccalaureate degree under residence and credit conditions substantially equivalent to those required by Penn State.

Minority Students--Minority students are encouraged to apply for admission to any of the programs offered in the Graduate School. Information concerning programs and financial aid can be obtained from the chair of the graduate program, the dean of the college of the student's major interest, or from the Office of Graduate Educational Equity, 304 Kern Building.

International Students--International applicants must hold the equivalent of an

American **four**-year baccalaureate degree. They must submit official or attested university records, with certified translations if the records are not in English. Notarized copies are not sufficient.

English Proficiency--The language of instruction at Penn State is English. All international applicants must take and submit scores for the TOEFL (Test of English as a Foreign Language) or the IELTS (International English Language Testing System), with the exceptions noted below. The minimum acceptable score for the TOEFL is 550 for the paper-based test, or a total score of 80 with a 19 on the speaking section for the Internet-based test (iBT). Applicants with iBT speaking scores between 15 and 18 may be considered for provisional admission, which requires completion of specified remedial English courses ESL 114G (American Oral English for Academic Purposes) and/or ESL 116G (ESL/Composition for Academic Disciplines) and attainment of a grade of B or higher. The minimum acceptable composite score for the IELTS is 6.5. Graduate programs may have more stringent requirements.

International applicants are exempt from the TOEFL/IELTS requirement who have received a baccalaureate or a graduate degree from a college/university/institution in any of the following: Australia, Belize, British Caribbean and British West Indies, Canada (except Quebec), England, Guyana, Republic of Ireland, Liberia, New Zealand, Northern Ireland, Scotland, the United States, and Wales.

Please note that specific graduate programs may require all international applicants to submit a TOEFL or IELTS score, regardless of their academic background and country of origin.

Information about the TOEFL can be obtained by writing to the Educational Testing Service, Box 6155, Princeton, NJ 08541-6155 or visiting its website at **www.toefl.org**. Local administration at University Park campus of the TOEFL is handled by the IECP. Information about the IELTS can be obtained by contacting IELTS International, 100 East Corson Street, Suite 200, Pasadena, CA 91103 or visiting its website at **www.ielts.org**.

Undergraduate Students--Any senior with a 3.50 grade-point average may be admitted to 500- or 800-level courses with the consent of the instructor; other seniors with a B average or better may be admitted to graduate courses with the consent of the instructor, the student's academic adviser, and the director of Graduate Enrollment Services. Forms to request permission to take 500- or 800-level courses are available in the Office of Graduate Enrollment Services, 114 Kern Building.

Undergraduate students in The Schreyer Honors College who undertake integrated undergraduate–graduate study (IUG) can pursue concurrent bachelor's and master's degrees. Information on IUG study can be obtained at the office of the dean of The Schreyer Honors College, 10 Schreyer Honors College.

In certain cases undergraduate students may subsequently apply credits they have earned in 400, 500, and 800 series courses toward an advanced degree at Penn State. After admission to the Graduate School, and with the approval of the major field, a maximum of 9 credits relevant to the graduate program of study that were not used to satisfy undergraduate requirements may be applied toward an advanced degree. The time limitation on the completion of a master's degree program applies to these as well as to other credits.

Postdoctoral Fellows, Scholars, and Guests of the University--Postdoctoral Fellow appointments are financed under a Postdoctoral Fellow Program of a granting agency outside the University. A Postdoctoral Scholar is the usual designation for all other postdoctoral appointments that meet the standards enumerated by the National Research Council. Postdoctoral appointments are considered appointments of a temporary nature

that are intended to offer an opportunity for continued experience in research or teaching, usually, though not necessarily, under the supervision of a senior mentor.

Individuals holding the highest degree in their fields from Penn State or other accredited colleges and universities are invited to apply to the dean of the Graduate School for guest privileges for purposes of noncredit study. Guests may attend seminars and courses with the privileges of faculty members and, if space and facilities are available, carry on research. Individuals may also be appointed to temporary positions in all University ranks. All guests are expected to affiliate formally or informally with one of the departments, institutes, or other subdivisions of the University engaged in scholarly pursuits.

Policy on Second Doctorates--The Graduate School does not admit applicants to concurrent double Ph.D. degree programs, D.Ed. degree programs, or D.M.A. degree programs, or to concurrent doctoral degree programs in any combination (Ph.D., D.Ed., and/or D.M.A.). In general, the Graduate School discourages the pursuit of a second Ph.D., D.Ed., or D.M.A. degree. However, if an applicant who holds one of these degrees requests admission to a second doctoral degree program (either Ph.D., D.Ed., or D.M.A.), the applicant is asked to give the Graduate School the reason why the second doctorate is necessary (as opposed to taking course work or obtaining a master's degree in the second field or working in a postdoctoral appointment in the second field). The Graduate School then may solicit responses concerning the necessity of the second doctorate from representatives of the field at Penn State or elsewhere. This information is then given to the Dean of the Graduate School for the final decision. If approved, all Graduate School requirements for the second doctorate must be met *de novo.*

Student Pennsylvania Resident Status--When it appears that an applicant for admission is not a resident of Pennsylvania for tuition purposes, a non-Pennsylvanian classification is assigned. If the student who is thus admitted believes that circumstances do not justify classification as a non-Pennsylvanian, a petition may be addressed to the Fee Assessor, The Pennsylvania State University, 108 Shields Building, University Park, PA 16802 for reclassification. Penn State Harrisburg students may petition the Penn State Harrisburg financial officer.

A copy of the Policy for Determination of Eligibility for Reclassification as a Pennsylvania Resident for Tuition Purposes can be obtained in the office mentioned above or **online** and should be reviewed before requesting reclassification. Any reclassification resulting from a student's petition shall be effective for tuition purposes as of the date such petition was filed. A student who changes residency from Pennsylvania to another state must promptly give written notice to the University. See also **Appendix V** to this bulletin.

Updated: 4/6/12

Statement of Basic Academic Admission Policies

Admission to University credit courses or degree candidacy at The Pennsylvania State University is governed by policies established by the University Faculty Senate. Although specific applications of these policies may vary from year to year, from location to location, and from program to program, all University admissions are governed by the following general policies:

1. As an institution of higher education, The Pennsylvania State University is committed to making post-high school education available to all who possess a high school diploma or its equivalent without regard to personal characteristics not related to

ability, performance, or qualifications. The Pennsylvania State University does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status.

2. The primary responsibility of the University is to residents of the Commonwealth of Pennsylvania. Consequently, within limits expressed from time to time by the Board of Trustees of the University, preference shall be given to Pennsylvania residents in the various admissions processes.
3. In order to meet the variety of goals and objectives of the population, the spectrum of offerings is designed to enable persons with a variety of objectives--both degree and nondegree--to receive a higher education. Although access to educational opportunities of the University is open to all, courses offered for credit are available to those holding a high school diploma or its equivalent. Policies governing admission to degree candidacy are established by the University Faculty Senate (with delegation of policies governing admissions to graduate programs to the Graduate Faculty of the University) under a general policy of offering admission to those whose past academic performance indicates a reasonable probability of success.
4. Undergraduate students are admitted to either baccalaureate degree candidacy or associate degree candidacy. To be admitted to degree candidacy, the individual must present an academic performance record that indicates a reasonable probability of his or her success in his or her chosen program. In the case of freshman admission to undergraduate degree candidacy, performance is measured through the high school record and standardized test results. In the case of advanced standing admission, performance is measured either through success in nondegree programs and courses of the University or by success at some other institution of higher education.
5. Within the space available in particular programs and at particular locations, admission shall be offered preferentially to those whose performance record indicates the highest probability of success in the chosen program--with this process continuing until all available spaces are filled. Although exceptions to this policy may be made from time to time (for example, recipients of scholarships with restricting qualifications), these exceptions may be made only for applicants who meet at least the minimum admission and entrance requirements.
6. If a college or school requires restrictions on its baccalaureate admissions, the priorities or targets established must include provisions to consider qualified students in each of these groups:

   Admissions Group I—Freshman Admissions: Applicants who hold a high school diploma or equivalent, who present fewer than 18 semester credits of baccalaureate work (from Penn State or another regionally accredited institution), who meet minimum college or school entrance requirements, and who meet minimum college or school admission standards.

   Admissions Group II—The Pennsylvania State University Advanced Standing Admissions: Applicants who (1) request baccalaureate degree re-enrollment, presenting 18 or more semester credits; (2) request a change from Penn State associate degree to baccalaureate degree status, presenting 18 or more applicable semester credits; (3) request a change from Penn State provisional degree to baccalaureate degree status, presenting 18 or more applicable semester credits; or (4) request a change from Penn State nondegree to baccalaureate degree status, presenting 18 or more applicable semester credits. In all advanced standing admissions at Penn State, the student must have a grade-point average of at least 2.00 and must meet the minimum entrance and advanced standing requirements of the college or school. However, a Penn State student who has had an interruption in enrollment of no

fewer than four calendar years and whose cumulative grade-point average is less than 2.00 may petition for re-enrollment with academic renewal in accordance with Senate Policy 57-00.

Admissions Group III—Other Advanced Standing Admissions: Applicants who have not been students at Penn State and request baccalaureate degree status at Penn State, presenting 18 or more applicable semester credits from a regionally accredited institution. In all advanced standing admissions, it is understood that the applicant must have a cumulative grade-point average of 2.00 as computed at Penn State and meet the minimum entrance and advanced standing requirements of the college or school. However, a student who has not met the entrance requirements or achieved a cumulative grade-point average of 2.00 (on a 4.00 scale) for all graded courses taken at all institutions previously attended, and who has had a four-calendar-year absence from the institution(s), may apply to enroll in credit courses as a provisional student in accordance with Senate Policy 10-00. An applicant who has had an absence from the institution(s) of fewer than four calendar years, and who has not met the entrance requirements or has achieved a cumulative grade-point average of less than 2.00, may apply to enroll in credit courses as a nondegree student in accordance with Senate Policy 14-00.

Within these three groups, no special consideration will be given to any group; applicants will be admitted to the college or school on the basis of academic competition (e.g., SAT I scores, grade-point averages, grades in required courses in the college or other degree-granting unit, and other evidence predictive of baccalaureate degree performance where available, valid, and reliable).

7. To ensure a proper educational mix of students and to further broaden the educational opportunities offered by the University, the University Faculty Senate and the University administration from time to time may authorize various specialized programs. These programs may permit applicants who do not meet the basic qualifications for admission to degree candidacy to be admitted to such candidacy. These programs may also permit, in selected situations, exceptional students who have not earned a high school diploma or its equivalent to enroll in University credit courses. Such specialized programs may include up to 10 percent of the total admissions group for the University in any one year and up to the maximum of 15 percent of the admissions to any geographic location of the University.
8. Within this general policy, the colleges and school of the University, with the concurrence of the University Faculty Senate, may impose certain educational background requirements (Carnegie Units) that must be completed by an individual before being admitted to degree candidacy.

Minimum Requirements for Admission to Degree Candidacy

To be eligible for admission consideration to the University as a degree candidate, either as a beginning student or as a student with advanced standing, an applicant must meet the following minimum requirements:

1. Graduation from an accredited secondary school. Penn State requires proof of grduation or a GED for admission to four-year degree programs.
2. Completion of the required units of preparatory work as indicated under the heading

Minimum Carnegie Units.

A secondary school diploma issued by the Pennsylvania Department of Education, or appropriate authority in another state, may be accepted as equivalent to graduation from an accredited secondary school and as equivalent to the minimum secondary school units required for admission, as indicated under the Minimum Carnegie Units heading, with the exception of math and world language.

The University accepts the definition of a secondary school unit as established by the Carnegie Foundation. A unit represents a year of work in a subject in a preparatory school or secondary school, provided that the work done in that subject is approximately one-fourth of the total amount of work regularly required in a year in the school.

The University reserves the right to deny admission to any applicant for admission for any reason the University determines to be material to the applicant's qualifications to pursue higher education.

Admission to degree candidacy is specified in terms of enrollment in a college or school of the University or in the Division of Undergraduate Studies. Entrance to a baccalaureate major is a subsequent step that normally occurs near the end of the second year of study. Both for admission to a college or school and for entrance to a major, a student must satisfy the requirements of the University, of the particular college or school, and of the major area. In special circumstances, the University may need to further restrict admissions to a college or school and entrance to majors because of space limitations.

Minimum Carnegie Units

Baccalaureate and Associate Degree Programs

See the minimum number of secondary school units required for admission consideration to a **baccalaureate degree program** **here.**

See the minimum number of secondary school units required for admission consideration to an **associate degree program** can be found **here.**

First-Year Admission

An applicant for admission as a beginning student in the first-year class must meet the **minimum requirements for admission** to degree candidacy prior to the time of matriculation. All offers of admission are conditional until these requirements have been met.

Each applicant is evaluated on the basis of the high school record and results of the Scholastic Assessment Test (SAT) or American College Test (ACT). This evaluation produces an evaluation index. Admission decisions are made on the basis of a review of the applicant's evaluation index in relation to the requested area of enrollment (academic program), space availability, the quality of the credentials presented by other applicants, and such other academically relevant information deemed appropriate by the Undergraduate Admissions Office and approved by the Senate Committee on Admission, Records, Scheduling, and Student Aid.

When openings at the requested location or in the requested program of the University

are filled, qualified applicants will be offered admission to their alternate choice of program or location or notified of campuses where openings still exist.

COLLEGE ENTRANCE TESTS--Applicants for first-year admission to the University are required to submit scores of the Scholastic Assessment Test (SAT) of the College Entrance Examination Board or the American College Test (ACT). SAT or ACT results of the junior-year testing periods are recommened. Exceptions to the requirement for scholastic assessment test scores will be granted to adult learners who have been out of high school for five or more years or are veterans with four or more years of service. Exceptions to the required courses completed also may be granted. Adults may be requested to submit a statement of personal goals or to participate in an interview.

SELECTION OF THE AREA OF ENROLLMENT--It is necessary for an applicant to indicate one of the academic units of the University in which he or she wants to study. If an applicant is undecided about the choice of an academic unit, he or she may seek enrollment in the Division of Undergraduate Studies.

CHANGING THE AREA OF ENROLLMENT--An applicant who has been admitted to an academic college or unit of the University may not change to another without satisfying entrance requirements of the college or other academic unit of the University to which he or she wants to transfer.

PREVIOUS ATTENDANCE AT ANOTHER COLLEGE--An applicant must state on his or her application whether he or she has ever attended any other college or university. Failure to indicate, at the time of application, previous registration at another college or university may result in refusal or cancellation of admission. An applicant who has attempted fewer than 18 semester credits at another regionally accredited college or university will be considered as a first-year applicant. An applicant who has attempted 18 or more semester credits at another regionally accredited college or university subsequent to high school graduation will be evaluated as an advanced standing applicant.

OBTAINING AN APPLICATION -- The application for admission **is available on the Web.** **Web applications are preferred**. A paper application can be obtained as a PDF on the Web site or by writing to the Undergraduate Admissions Office, The Pennsylvania State University, 201 Shields Building, University Park, PA 16802-1294 (telephone: 814 865-5471), or by contacting an admissions officer at any University undergraduate campus.

Advanced Standing (Transfer) Admission

An applicant who has attended any regionally accredited college or institution on the college level and attempted 18 or more semester credits subsequent to high school graduation may be considered for admission with advanced standing. Attendance at any other institution must be reported at the time of application. Failure to indicate, at the time of application, previous registration at another college or university may result in refusal or cancellation of admission.

An applicant for admission with advanced standing must meet the **minimum secondary school requirements** for admission to degree candidacy prior to the time of matriculation. Advanced standing applicants are considered for admission on the basis of the applicant's requested academic program, space availability, and the academic quality of their work at the previously attended institution(s). A minimum cumulative grade-point average of at least 2.00 (C) out of 4.00, as computed for Penn State students, is required, although certain areas of study may have additional requirements. In addition, an applicant must be in good academic and nonacademic standing. A student who has not

met the entrance requirements or achieved a cumulative grade-point average of 2.00 (on a 4.00 scale) for all graded courses taken at all institutions previously attended, and who has had a four-calendar-year absence from the institution(s), may apply to enroll in credit courses as a provisional student in accordance with Senate Policy 10-00. A student who has had an absence from the institution(s) of fewer than four calendar years, and who has not met the entrance requirements or has achieved a grade-point average of less than 2.00, may apply to enroll in credit courses as a nondegree student in accordance with Senate Policy 14-00.

Advanced standing credits may be awarded for college-level work taken at regionally accredited institutions provided the course grade earned is equivalent to a grade of A, B, or C at this University and the credits are useful to the student's program of study. An academic adviser determines which of the transferable credits are applicable to the program of study at Penn State. Credits are transferred, but grades and grade-point average are not. Advanced standing students enter the University without an average and their average begins with the completion of their first semester of study at Penn State.

Under certain circumstances, the University may need to restrict advanced standing admissions to a particular college or school because of space limitations.

Entrance to a major is an additional step beyond admission to a college or school. It involves additional academic requirements and may be subject to additional restrictions because of space limitations.

APPLICATION PROCEDURE — The application for admission **is available on the Web. Web applications are required for advanced standing applicants**.

In all cases where work has been taken at other institutions, an official transcript from each place of attendance must be submitted directly to the Undergraduate Admissions Office by the registrar of the institution attended. An applicant currently attending another institution also must provide a schedule of courses in progress or to be completed before enrollment at Penn State, including course name, number, description, and number of credits. The applicant's secondary school record must be submitted directly to the Undergraduate Admissions Office by the secondary school. The Undergraduate Admissions Office may require the applicant to send a catalog showing the courses that he or she has taken at the college previously attended. All credentials become part of the permanent records of the University.

ENTRANCE TO A MAJOR — An advanced standing degree candidate may be admitted to a college or school of the University. To be eligible for entrance to a major, a student must meet the entrance-to-major requirements of the University, of the college or school, and of the program area. Under certain circumstances, further restrictions or exceptions on entrance to majors may be required because of space limitations. Students are expected to work with advisers and to utilize current information about entrance requirements and restrictions when exploring academic program alternatives and making program and course selections.

CHANGING THE AREA OF ENROLLMENT — An applicant who has been admitted to an academic college, school, or major of the University may not change to another without satisfying entrance requirements of the college/school and major to which he or she wants to transfer.

Provisional Students (Degree Seeking)

An applicant seeking to pursue a degree program and holding a high school diploma or

its equivalent but without the criteria required for admission as a degree candidate may enroll at the University as a provisional student. A provisional student may enroll in credit courses if the following criteria are met:

1. The student is making satisfactory progress toward admission as a degree candidate. Progress is satisfactory if a student has completed 18 credits with a minimum cumulative grade-point average of 2.00 (on a 4.00 scale). If a student has completed 18 credits with less than a 2.00, then he or she is given a warning. A student who has completed 27 credits with a cumulative grade-point average of less than 2.00 will not be permitted to enroll as a provisional student in any subsequent semester, unless the student has earned more than a 2.0 grade-point average in the most recently completed semester. No student, regardless of cumulative grade-point average, who has completed 36 credits will be permitted to enroll as a provisional student in any subsequent semester.
2. There is space available after degree candidates have been accommodated.
3. The student has not been dropped for unsatisfactory scholarship from any college or university previously attended. If a provisional applicant attended another college or university and attempted 18 or more semester credits within the last four calendar years, the applicant must have at least a 2.0 (on a 4.0 scale) cumulative collegiate average. However, if it has been four or more calendar years since the applicant attended the other college or university and the cumulative grade-point average is less than 2.0, the applicant is eligible for provisional admission consideration.
4. The student has not been dismissed or suspended for nonacademic reasons from any college or university. An applicant not in good standing at another accredited college or university for disciplinary reasons must consult with the director of the Office of Judicial Affairs for admissions clearance.

NOTE: An applicant holding a baccalaureate degree or higher is not eligible to enroll as a provisional student. The applicant is referred to the graduate nondegree program.

OBTAINING AN APPLICATION--The application for admission **is available on the Web. Web applications are preferred**. A paper application can be obtained by writing to the Undergraduate Admissions Office, The Pennsylvania State University, 201 Shields Building, University Park, PA 16802-1294 (telephone: 814-865-5471), or by contacting an admissions officer at any University campus.

ADMISSION OF PROVISIONAL STUDENT AS A DEGREE CANDIDATE--A provisional student may apply for admission as a baccalaureate degree candidate with advanced standing to a college or school of the University, or to the Division of Undergraduate Studies, upon completion of at least 18 credits with at least a 2.00 cumulative grade-point average. All these credits must be earned at this University. To be eligible for admission, the provisional student must meet the academic requirements of the University and the college or school that are in effect at the time of application. An applicant who has completed at least the equivalent of two years of baccalaureate degree work before applying for admission as a baccalaureate degree candidate must have the approval of either the dean of the college or school of the University in which enrollment is desired or of the director of the Division of Undergraduate Studies if the student wants to enroll in that division. Under certain circumstances, the University may need to restrict admissions to degree candidacy in a particular college or school because of space limitations. Entrance to a major is an additional step beyond admission to a college or school and further limitations may apply. Provisional students should work with their advisers and utilize current information about college or school and major program academic requirements and restrictions in planning their programs of study toward admission to degree candidacy. After a student is admitted as a degree candidate, the dean of the college or school of enrollment decides which credits earned as a provisional student may be used to fulfill the degree requirements.

Nondegree Students

Any person having received a high school diploma or its equivalent may be permitted to enroll in credit courses (either for credit or audit) at the University. Some of these persons will be classified as nondegree students. A nondegree student who has not been dropped from degree or provisional status by this university or any other college or university for unsatisfactory scholarship will be listed as a nondegree regular student and may enroll in any number of credits not to exceed the typical credit load of a full-time student per semester if criteria 1, 2, and 3 (on the following list) are met.

A nondegree student who has been dropped from degree or provisional status by this university or any other college or university because of unsatisfactory scholarship will be listed as a nondegree conditional student and may enroll in a maximum of 12 credits per semester if criteria 1, 2, 3, and 4 (on the following list) are met.

1. The student has completed the prerequisite for the courses to be scheduled or has obtained permission from the instructor to schedule the course.
2. Space is available after degree candidates and provisional students have been accommodated.
3. The student has not been dismissed or suspended for nonacademic reasons from any college or university. An applicant not in good standing at another college or university for disciplinary reasons must consult the director of the Office of Judicial Affairs for admission clearance.
4. The student has obtained academic advising/counseling from an adviser/counselor designated by the academic unit to which admission, or reinstatement and re-enrollment, is desired.

NOTE: A student must be admitted, or reinstated and re-enrolled, as a degree candidate to apply the credits earned as a nondegree student toward fulfilling the requirements for a degree. The dean of the college or school of enrollment shall decide which credits may be used to fulfill the degree requirements.

OBTAINING AN APPLICATION--A nondegree application can be obtained by contacting the Office of the University Registrar, The Pennsylvania State University, 112 Shields Building, University Park, PA 16802-1292 (telephone: 814-865-6357), or by contacting the Registrar's office at any University location. The form is also available at **www.registrar.psu.edu** on the Web.

ADMISSION OF NONDEGREE STUDENT AS A DEGREE CANDIDATE--A nondegree student may apply for admission as a baccalaureate degree candidate with advanced standing to a college or school of the University, or to the Division of Undergraduate Studies, upon completion of at least 18 credits earned at this University with at least a 2.00 cumulative grade-point average. An applicant who has completed at least the equivalent of two years of baccalaureate degree work before applying for admission as a baccalaureate degree candidate must have the approval of either the dean of the college or school in which enrollment is desired or of the director of the Division of Undergraduate Studies if the student wants to enroll in that division. To be eligible for degree admission, the nondegree student must meet the academic requirements of the University and the college or school in effect at the time of application. Entrance to a major is an additional step beyond admission. Under certain circumstances, the University may need to restrict admissions to degree candidacy or entrance to particular majors because of space limitations. After a student is admitted as a degree candidate, the dean of the college or school of enrollment decides which credits earned as a nondegree student may be used to fulfill degree requirements.

Re-enrollment

A student who was once admitted and enrolled as a degree candidate and wants to resume study is required to apply for re-enrollment consideration under the conditions specified in Faculty Senate Policy 58-00.

To resume degree candidacy, go to the Office of the University Registrar's Web site, **www.registrar.psu.edu** , print off and fill out the Re-enrollment form, and submit it to the campus to which you want to enroll. An application for re-enrollment can also be obtained by writing to the Office of the University Registrar, The Pennsylvania State University, 112 Shields Building, University Park, PA 16802-1292; 814-865-6357, or by contacting the Registrar's Office at any University location. It is recommdended that applications be submitted to the Office of the University Registrar at least one month before registration.

Reinstatement

A student who has been dropped from the University because of unsatisfactory scholarship or who has been dismissed from the University for nonacademic reasons is required to be reinstated in order to resume degree candidacy. To initiate a reinstatement request, go to the Office of the Registrar's Web site, **www.registrar.psu.edu** , print and fill out the Reinstatement form and Submit it to the campus to which you plan to enroll, or the Office of the University Registrar, The Pennsylvania State University, 112 Shields Building, University Park, PA 16802-1292.

Leave of Absence

A student who is a candidate for an associate or baccalaureate degree may typically apply for a leave of absence for a period not to exceed one year. Under special circumstances, a leave of absence may be approved for a maximum of two years. A student who fulfills the conditions of an approved leave of absence may register upon return without applying for re-enrollment. Once submitted, the leave-time periods are not permitted to be altered. A student is permitted to advance register for the semester in which he or she is returning. An application for leave of absence and additional information can be obtained from the student's college of enrollment and is processed at the college dean's office. The form is also available at **www.registrar.psu.edu** on the Web.

A student who wants to interrupt study at the University to study at another institution during a semester other than the summer may request a leave of absence for this purpose. It is not necessary to obtain a leave of absence if the period of study at another institution will be limited to the summer and the student returns for the fall semester. A student planning to study elsewhere should consult with his or her academic adviser to determine the applicability of such work to the program of study. In addition, the student should contact the Undergraduate Admissions Office to determine if transfer credit is possible. The student should be cognizant of the University regulations on residence requirements and of any special requirements of the particular major. When courses are completed at another institution and an evaluation for possible transfer credit is desired, an official transcript must be submitted directly to the Undergraduate Admissions Office by the registrar of the other institution. An evaluation fee of $10 is required.

Opportunities for Credit Acquisition

Course credits may be acquired by instruction as defined in Policy 42-23 in *Policies and Rules*; by examination as discussed below; by transfer from other regionally accredited colleges and universities as discussed under the heading Admission with Advanced Standing; by transfer from colleges and universities outside the United States as defined in Policy 42-84 in *Policies and Rules*; by validation from colleges and universities that are not regionally accredited but award associate degrees or higher as defined in Policy 42-86 in *Policies and Rules*; by educational experiences in the Armed Services as defined in Policy 42-98 in *Policies and Rules*; and by educational credit for Training Programs in Noncollegiate Organizations as defined in Policy 42-99 in *Policies and Rules*. Additional information about credit acquisition can be obtained by contacting the Undergraduate Admissions Office, The Pennsylvania State University, 201 Shields Building, Box 3000, University Park, PA 16 804-3000; 814-865-5471, or by contacting an admissions officer at any University location.

For more information, see: **http://www.psu.edu/ufs/policies.**

Application of Associate Degree Credits toward a Baccalaureate Degree

Students can begin most Penn State baccalaureate degree programs at any location. Depending on the final choice of major, degree (associate or baccalaureate), and location preference, students may stay at one campus throughout their entire Penn State experience or they may attend one campus for the first two years and then relocate.

Credits received for Penn State associate degree program courses may be applicable to a particular baccalaureate degree program listed in this bulletin at the discretion of the appropriate college and department. For information about offerings at Penn State campuses, see Penn State Degree Programs Summary on the Registrar's Web site: **http://www.registrar.psu.edu/** .

Opportunities for Credit Acquisition By Examination

THE ADVANCED PLACEMENT PROGRAM OF THE COLLEGE BOARD — The University cooperates with the College Board in this program. Credit may be awarded for Advanced Placement Examinations depending upon the grade earned on the examination and other factors as indicated in the following paragraphs.

A student who does advanced work in high school may take Advanced Placement Examinations that are based on college-level studies. For some examinations, the amount of credit awarded varies with an earned grade of three, four, or five. If credit is awarded, a student's University record will carry notation of credit, but no grade will be recorded. Credit acquired in this manner does not affect a student's grade-point average at the University.

Limitations of credit earned through the Advanced Placement Examinations are as follows: (a) the credit must be useful in a student's program of study; (b) duplicate credit in the same subject is not awarded in any case; and (c) credit may be awarded only to a student who is a candidate for a degree at this University.

General credit may be awarded for an Advanced Placement Examination covering material that is not the substantial equivalent of material covered in a specific University course. General credits may be used to fulfill degree requirements in any area; their use is not necessarily limited to general education or elective requirements. General credits are applied to a student's program of study in accordance with the procedures established by the college or other degree-granting unit of enrollment. Information about the use of general credits or specific course credits earned by Advanced Placement Examinations in individual programs of study may be obtained from a student's academic adviser or from the office of the dean of a student's college.

Undergraduate students interested in receiving credit for Advanced Placement Examinations should arrange for their official grade reports to be sent directly from Educational Testing Service (ETS) to the Undergraduate Admissions Office,The Pennsylvania State University, 201 Shields Building, Box 3000, University Park PA 16804-3000; which is responsible for evaluating such reports and awarding credit.

The schedule of credit awarded for Advanced Placement Examinations may be revised as a result of periodic review by the faculty.

Current information about advanced placement credit awarded by Penn State can be obtained from the Undergraduate Admissions Office, The Pennsylvania State University, 201 Shields Building, Box 3000, University Park PA 16804-3000; 814-865-5471; on the Web:**advanced placement opportunities**

The College-Level Examination Program of the College Board

The University cooperates with the College Board in this program, referred to as CLEP. Credit may be awarded for the CLEP Examinations depending upon the score earned on the examination and other factors as indicated in the following paragraphs.

An undergraduate student who is a candidate for a degree at the University and who has earned a score equivalent to the fiftieth percentile or higher for performance on a CLEP Examination, taken before or after admission to degree candidacy, may receive credit as indicated in the schedule of credits listed below. The student's University record will carry notation of credit, but no grade will be awarded.

Limitations of credit earned through the CLEP Examinations are as follows: (a) the credit must be useful in a student's program of study; (b) duplicate credit in the same subject is not awarded in any case; and (c) the total number of credits that may be awarded is limited to 60 credits.

General credit may be awarded for a CLEP Examination covering material that is not the substantial equivalent of material covered in a specific University course. General credits may be used to fulfill degree requirements in any area; their use is not necessarily limited to General Education or elective requirements. General credits are applied to a student's program of study in accordance with the procedure established by the college or school of enrollment. Information about the use of general credits or specific course credits earned by CLEP Examinations in individual programs of study can be obtained from a student's academic adviser or from the office of the dean of a student's college or school.

Undergraduate students interested in receiving credit for CLEP Examinations should arrange for their official score reports to be sent directly from Educational Testing Service (ETS) to the Undergraduate Admissions Office, The Pennsylvania State University, 201

Shields Building, Box 3000, University Park, PA 16804-3000, which is responsible for evaluating such reports and awarding credit.

The schedule of credit awarded for CLEP Examinations may be revised as a result of periodic review by the faculty.

Current information about CLEP credit awarded by Penn State can be obtained from the Undergraduate Admissions Office, The Pennsylvania State University, 201 Shields Building, Box 3000, University Park, PA 16804-3000; 814-865-5471. The schedule of credit awarded for CLEP examinations also can be obtained from the Undergraduate Admissions Office on the Web:**College-Level Examination Placement**

International Secondary Schooling

Foreign Secondary Schooling — A person who does advanced work in a secondary school in another country may receive consideration for transfer credit when the examinations taken are based on college-level studies.

Credit may be awarded for advanced work in foreign secondary schools. The World Education Series, published by the American Association of Collegiate Registrars and Admissions Officers, shall be used as a guide in making decisions on the awarding of credit for course work completed at an advanced level in foreign secondary schools. The number of credits awarded will reflect the introductory sequence in that subject at Penn State.

Limitations of credit earned through review of advanced level foreign secondary schooling are as follows: (a) the credit must be useful in the student's program of study; (b) duplicate credit in the same subject is not awarded in any case; (c) a student who is not a degree candidate must have enrolled and completed at least one course of three credits or more at Penn State before any credit appears on the student record.

A student interested in receiving credit for advanced-level foreign secondary schooling should arrange for an official grade report to be sent directly from the secondary school or the examining board to the Undergraduate Admissions Office. The Undergraduate Admissions Office is responsible for evaluating such reports and awarding credit.

If credit is awarded, the student's University record carries notation of credits, but no grade is recorded. Credit awarded in this manner does not affect the student's grade-point average at this university.

International Baccalaureate — A person who does work based on college-level studies in an International Baccalaureate program in a secondary school may take the Higher Level examinations.

Credit may be awarded for Higher Level examinations of the International Baccalaureate depending upon the grades earned on the examination. Subjects examined at the Higher Level with an earned grade of 5 or higher will be considered for transfer credit. The number of credits awarded will reflect the introductory sequence in that subject at Penn State.

Limitations of credit earned through the Higher Level examinations are as follows: (a) the credit must be useful in the student's program of study; (b) duplicate credit in the same subject is not awarded in any case; (c) a student who is not a degree candidate must have enrolled and completed at least one course of three credits or more at Penn State before any credit appears on the student record.

A student interested in receiving credit for the Higher Level examinations of the International Baccalaureate program should arrange for an official grade report to be sent directly from the secondary school to the Undergraduate Admissions Office. The Undergraduate Admissions Office is responsible for evaluating such reports and awarding credit.

If credit is awarded, the student's University record carries notation of credits, but no grade is recorded. Credit awarded in this manner does not affect the student's grade-point average at this university.

Credit By Examination

In some circumstances credits may be earned through successful completion of comprehensive examinations made available by the Penn State academic units that offer particular courses. When such an examination serves as a substitute for completing all the usual requirements of a Penn State course, the credits received are described as “Credit by Examination” and are accepted as fulfilling degree requirements. Students may initiate a request for Credit by Examination for a course, although the academic department or program offering the course determines whether it will make Credit by Examination available. A grade of “C” or higher must be earned in the examination for such credit to be awarded and to appear on the student’s transcript. Credit by Examination does not result in a quality grade (A, A-, etc.) and is not included in the calculation of the student’s grade point average. Any credits earned in this manner will appear on the student transcript with the notation CRX and without a reported grade. A fee may be assessed to cover the costs of the procedure.

Credit By Portfolio Assessment

A currently enrolled student who can document college-level learning acquired in a non-collegiate setting may be able to petition for undergraduate credit through portfolio assessment. Not all academic units offer portfolio assessment for credit. Students interested in determining whether to pursue credit by portfolio assessment opportunities should contact the academic department responsible for the relevant course.

Criteria for the award of credit via portfolio include:

> Credit is granted for the demonstration of college-level learning obtained during work or other experience, but not for the experience itself. Learning must be documented and must represent college-level achievement. Advisers will provide guidance on the steps necessary to construct a portfolio providing evidence of prior learning that meets academic quality expectations.
>
> Credit by portfolio assessment does not carry a grade. It may be awarded to enrolled students at the undergraduate level only.
>
> Credit may not duplicate other course work that the student has already completed. A student may not enroll for credit subsequently in a course for which credit already has been granted via portfolio assessment.
>
> Credit may be awarded following an evaluation of the portfolio by an individual faculty member or by a team of faculty members and/or other selected personnel who represent the academic unit in which the subject matter is to be evaluated.

Credit earned via portfolio is designated on the transcript in the same manner as transfer credit. A fee is assessed to recover portfolio evaluation costs. A maximum of 6 credits may be earned for a single portfolio (course). Associate degree candidates may be awarded a maximum of 16 credits. Baccalaureate degree candidates are limited to a maximum of 30 credits earned by portfolio assessment.

Placement in Mathematics, Chemistry, and English

The First-Year Testing, Consulting, and Advising Program (FTCAP) assists new first-year students in evaluating their educational plans by providing them, prior to initial registration, with a comprehensive program of testing and individualized educational planning and academic advising. The testing component of FTCAP is used for educational planning and academic advising purposes, to determine a student's appropriate starting levels in mathematics and chemistry course sequences. English composition course placement is determined by the SAT-W score.

Mathematics Placement -- All students will be required to take a mathematics placement examination that includes algebra and trigonometry. This examination is used to place students in college algebra, trigonometry, precalculus, and calculus courses.

Chemistry Placement –- All students who intend to enroll in the general chemistry program are required to take a chemistry placement test to determine their proper starting level. Students who perform satisfactorily on this exam and on the algebra portion of the mathematics placement test are admitted to CHEM 110. Students who do very well on the chemistry placement test may obtain credit for CHEM 110 and CHEM 111 by taking an equivalent of a final exam in CHEM 110 through a mechanism known as credit by examination **http://senate.psu.edu/policies/42-00.html#42-50**). A fee is charged for credit by examination and students must achieve a grade of C or better to obtain credit. (Credit by examination is also available for CHEM 112 and 113.) Students who show a deficiency in their chemistry background should enroll in CHEM 108 concurrently with CHEM 110. Those who have not had previous experience in chemistry, or who do poorly on the placement test, will be required to take CHEM 101 or CHEM 106.

English Placement -- Entering first-year students are placed in the composition program based on their demonstrated writing skill as measured by the SAT-Writing exam. Students who do not have SAT-W scores need to consult with an academic adviser to determine appropriate placement. Most students demonstrate *adequate* preparation and are placed into ENGL 015. Those who demonstrate *strong* preparation are encouraged to take an honors composition course. Students whose SAT-W scores indicate *weakness* in their preparation may need to schedule ENGL 004 (Basic Writing Skills) before scheduling ENGL 015. Students enrolled in ENGL 004 or ENGL 015 may aslo concurrently schedule ENGL 005 (Writing Tutorial), a 1-credit course that offers additional writing support.

Updated: 12/5/11

Placement Policy for Penn State Foreign Language Courses

All students interested in studying a foreign language at Penn State may choose either to continue the language studied previously or to begin a new one. To continue with a language, students must follow the placement policy as outlined below.

Placement Policy — Students who have studied a foreign language within four years immediately before admission to Penn State may enroll in that language for credit based on the number of Carnegie units prior to admission. (A Carnegie "unit" refers to one course level of a foreign language — French 1, French 2, French 3, etc. — equivalent to one year of study and accredited as such by the school.) If a period of four or more years has elapsed between a student's graduation from high school and admission to college, he/she may be eligible to enroll in level 1 of the language studied in high school.

Units of Study Prior to Admission to Penn State	Register in Penn State Language Level
Fewer than two	Course Level 001 (4 cr.)
Two or three	Course Level 002 (4 cr.)
Four or more	Course Level 003 (4 cr.)

Students may choose to audit a lower-level course but may not receive credit for it. Students who feel they are qualified for a more advanced course, or students seeking proficiency certification or credit by examination, if available, should contact the appropriate language department for details. For more information, see **College of the Liberal Arts policies.**

Non-Course Work Knowledge of Foreign Languages — Students who have acquired a knowledge of a foreign language by means other than course work (e.g., family background, travel or study in a foreign country, participation in noncredit summer language programs, etc.) may enroll in elementary and intermediate courses in that language only with permission of the course coordinator or department head. Once students have been placed in a skills course, they may not receive credit for a lower-level skills course.

Students whose native language is not English may not receive credit (through course work or examination) for elementary and intermediate courses in their native language. Enrollment in skills courses beyond intermediate level (e.g., conversation, composition) must be approved by the department head.

Accelerated and Intensive Courses — Students may choose to enroll in accelerated courses such as French 111 and 112, German 011 and 012, or in Penn State's Summer Intensive Language Institute courses. Because the objectives of these courses are somewhat different, students may schedule them for full credit even if they have studied the language previously.

Credit by examination (fee charged), when available, is offered to the extent allowed by the placement policy. For example, a student who has two units of secondary school foreign language and chooses to begin study of that language at the third level instead of the second (Course Level 003, 4 cr.), may receive credits for the second level (Course Level 002, 4 cr.), but not for the first level (Course Level 001, 4 cr.). See the appropriate department for details.

Questions — Questions should be addressed to the course coordinator or department head of the particular language department concerned.

Environmental Emphasis Programs

The University offers a wide range of opportunities in undergraduate programs with environmental emphasis. Programs with an emphasis on the natural world include:

Agriculture (various fields)

Biology (various fields)

Earth Sciences

Environmental Engineering

Environmental Systems Engineering

Geography

Geosciences

Meteorology

Programs stressing human use of and impact on the natural world are offered individually or jointly by various colleges. Descriptions of individual programs and related courses emphasizing study in environmental areas can be found under these listings:

College of Agricultural Sciences

Agricultural and Extension Education, Environmental Science option

Agroecosystems Science

Environmental and Renewable Resource Economics

Environmental Resource Management

Environmental Soil Science

Forest Science

Landscape Contracting

Wildlife and Fisheries Science

Penn State Altoona

Environmental Studies

College of Arts and Architecture

School of Architecture and Landscape Architecture:

- Architecture
- Landscape Architecture

College of Earth and Mineral Sciences

- Climatology
- Earth Sciences
- Earth Systems
- Energy, Environmental, and Mineral Economics
- Environmental Systems Engineering
- Geography
- Geosciences
- Industrial Health and Safety
- Materials Science and Engineering
- Mining Engineering
- Petroleum and Natural Gas Engineering
- Watersheds and Water Resources

College of Education

- Environmental Education Teacher Certificate (contact 228 Chambers Building, University Park campus)

College of Engineering

- Aerospace Engineering
- Agricultural and Biological Engineering
- Architectural Engineering–Environmental Option
- Chemical Engineering
- Civil and Environmental Engineering
- Electrical Engineering
- Engineering Science

Industrial and Manufacturing Engineering

Mechanical and Nuclear Engineering

Science, Technology, and Society

College of Health and Human Development

Recreation and Park Management

Intercollege Undergraduate Programs

Environmental Inquiry

Marine Sciences

International Programs

For information about the University Office of Global Programs, see **www.international.psu.edu**.

Intercollege Undergraduate Programs

Intercollege undergraduate programs draw on the resources of faculty and courses from several colleges and academic units within the University. Descriptions of these programs can be found under Intercollege Programs in this bulletin.

Reserve Officers' Training Corps

A student may select Reserve Officers' Training in the Army, Navy, Marine Corps, or Air Force. Subject to the specific requirements of the service chosen, the student selects courses in military, naval, or air science. University credit is given for these courses. In accordance with academic rules, a minimum of 6 credits earned in ROTC courses apply toward graduation requirements in any baccalaureate program. Additional ROTC credits may be applied toward graduation according to the policy of the college or degree-granting unit in which the candidate is enrolled. In many programs, the category to which ROTC credit may be applied is clearly stated. In programs where the category is not predetermined, the student's adviser and the student decide which credits the ROTC credits will replace. There is no military service obligation during the first year of the program regardless of scholarship status. Sophomore students have no obligation unless they are on a military scholarship.

Concurrent and Sequential Majors

At the baccalaureate or associate degree level, students may be approved for admission

to more than one major under the Concurrent Majors program or the Sequential Majors program. A Concurrent Majors program is one in which students take courses to concurrently meet the requirements of at least two majors, with graduation for all majors in the program occurring during the same semester. A Sequential Majors program is one in which a student has graduated and then re-enrolls for another major.

Any student requesting more than one major program shall, for each major, meet the same acceptance standards and graduation requirements as met by all other students. Colleges and departments may identify and should publish any combintations of majors that would not be approved for more than one major program. In general, an undergraduate student may not combine a general major with a departmental major within the same college.

See **Senate Legislation 60-00, 60-10, 60-20**.

Teacher Education Programs

For current information about teacher certification for teacher education programs, see **teacher certification**.

Washington Program

For information, see **http://comm.psu.edu/current/washington-program**.

Penn State Learning

For information, see **pennstatelearning.psu.edu**

Adult Learner Services, Center for

For information, see **http://www.outreach.psu.edu/adult-learners**.

Athletics and Recreation

For information, see **http://www.psu.edu/ur/athrec.html**.

Career Services

For information, see **student affairs.psu.edu/career** .

Counseling and Psychological Services, Center for (CAPS)

For information, see **http://www.sa.psu.edu/caps** .

Disability Services, Office for

For information, see **http://www.equity.psu.edu/ods** .

Ethics and Religious Affairs, Center for

For information, see **studentaffairs.psu.edu/spiritual** .

Fraternity and Sorority Life

For information, see **studentaffairs.psu.edu/hub/greeks**.

Health Services, University

For information, see **studentaffairs.psu.edu/health** .

Honor and Professional Societies

For a list of academic/professional and honor societies, see **http://www.sa.psu.edu/usa/studentactivities/search.asp** .

Information Technology Services

Information Technology Services (ITS) ensures that faculty, students, and staff have the information technology tools and infrastructure necessary to carry out the University's mission. ITS is working to achieve five broad goals: help faculty improve the way education is delivered; provide students with resources to enrich their educational experience; create and sustain an environment that enables leading-edge research; help to improve productivity; and establish the information technology infrastructure necessay to maintain Penn State's prominence in integrating high-quality programs in teaching, research, and outreach. For additional information, see **its.psu.edu** on the Web.

Judicial Affairs

For information, see **studentaffairs.psu.edu/judicial**.

Multicultural Resource Center

For information, see **http://www.equity.psu.edu/mrc** .

Paul Robeson Cultural Center

For information, see **studentaffairs.psu.edu/cultural** .

Residence Life

For information, see **http://www.sa.psu.edu/rl**.

Student and Family Services

For information, see **http://www.sa.psu.edu/sd/sfs** .

Student Organizations

For information, see: **http://www.clubs.psu.edu**

Unions and Student Activities

For information, see **studentaffairs.psu.edu/hub** .

Veterans Programs, Office of

For information, see **http://www.equity.psu.edu/veterans** .

Women in the Sciences and Engineering (WISE) Institute

For information, see **http://www.equity.psu.edu/wise** .

Women Students, Center for

For information, see **studentaffairs.psu.edu/womenscenter** .

University Registrar, Office of

For information, see **http://www.registrar.psu.edu/**.

Programs and Services for Students

Under the Programs and Services for Students link is a representative list of centers, offices, and programs that are available to assist students with a variety of services. This list is based on past inquiries from bulletin users. For resources that may not be listed here, check the Penn State home page: **http://www.psu.edu**.

Tuition and Costs

All tuition information is accessible at **www.tuition.psu.edu** . For other general financial information, go to **http://www.bursar.psu.edu/** and click on the appropriate links.

Student Aid

For general information regarding available sources of student aid, see **www.psu.edu/studentaid** and click on the link for Graduate Students.

Assistantships

For information, see **www.gradsch.psu.edu/prospective/assistantships.html** .

Fellowships and Traineeships

For information, see **http://gradsch.psu.edu/fellowships** .

For information about specific funding programs, see **www.gradsch.psu.edu/fellowships/programs** .

Veterans' Benefits

For information, see **www.equity.psu.edu/veterans/outreach.asp**

Estimated Tuition, Room, Board, and Other Charges

All tuition information is accessible at **http://www.tuition.psu.edu**. Please go to that site for all information concerning tuition. For information concerning room and board and specific charges, see those items in the bulletin or go to **http://www.bursar.psu.edu** and click on the appropriate links.

Residency Classification for Tuition Purposes

PENNSYLVANIA CLASSIFICATION

A student shall be classified as a Pennsylvania resident for tuition purposes if that student has a Pennsylvania domicile and that student's presence in Pennsylvania is not primarily for educational purposes. Domicile is a person's existing and intended fixed, permanent,

and principal place of residence. A student whose presence in the Commonwealth is primarily for educational purposes shall be presumed to be a non-Pennsylvania resident for tuition purposes. The following are considerations that may be used by the University in determining whether a student is a resident for tuition purposes:

1. A student under the age of 21 is presumed to have the domicile of his/her parent(s) or legal guardian(s), unless the student has maintained continuous residence in the Commonwealth for other than educational purposes for a period of at least 12 months immediately prior to his/her initial enrollment at The Pennsylvania State University, and, the student continues to maintain such separate residence.
2. A student who has resided in the Commonwealth for other than educational purposes for at least a period of 12 months immediately preceding his/her initial enrollment at The Pennsylvania State University is presumed to have a Pennsylvania domicile.
3. A student who has not resided continually in Pennsylvania for a period of 12 months immediately preceding his/her initial enrollment at The Pennsylvania State University is presumed to have a non-Pennsylvania domicile.
4. A student requesting to be classified as a Pennsylvania resident for tuition purposes must be a citizen of the United States or a permanent resident. Permanent residents must have received the I-551 stamp approving their permanent resident status. An individual in a nonimmigrant status with the USCIS is not eligible for classification as a Pennsylvania resident for tuition purposes. Other extraordinary circumstances, which may qualify a student as a Pennsylvania resident for tuition purposes, will be considered on a case-by-case basis.
5. A United States government employee or member of the armed forces who was a resident of Pennsylvania immediately preceding his/her entry into government service and who has continuously maintained Pennsylvania as his/her domicile will be presumed to have a Pennsylvania domicile. Military personnel and their dependents who are assigned to an active duty station in Pennsylvania and who reside in Pennsylvania shall be charged in-state tuition rates.
6. A student receiving a scholarship, guaranteed loan, grant, or other form of financial assistance dependent upon residence in a state other than Pennsylvania is not a Pennsylvania resident for tuition purposes.

RECLASSIFICATION AS PENNSYLVANIA RESIDENT

A student requesting reclassification as a Pennsylvania resident for tuition purposes must demonstrate by clear and convincing evidence that his/her domicile is in Pennsylvania, and that his/her presence in Pennsylvania is not primarily for educational purposes. Each request shall be decided individually on the basis of all facts submitted by the petitioner. Accordingly, it is not possible to list a specific combination of factors or set of circumstances which, if met, would ensure reclassification for tuition purposes.

RECLASSIFICATION PROCEDURE

1. A student may challenge his/her residence classification by filing a written petition with the person or committee designated to consider such challenges at the University. Such person or committee shall consider such petition and render a timely decision that shall constitute an exhaustion of administrative remedies.
2. Any reclassification resulting from a student's challenge or appeal shall be effective at the beginning of the semester or session during which the challenge or appeal was filed or at the beginning of the following semester or session. The decision as to which semester or session becomes the effective date shall rest with the person or committee rendering the decision on reclassification.
3. A student who changes his/her place of residence from Pennsylvania to another state

is required to give prompt written notice of this change to the University and shall be considered for reclassification as a non-Pennsylvanian for tuition purposes effective with the date of such change.

4. A dependent resident student whose parent(s) or legal guardian(s) move outside of the Commonwealth may remain a Pennsylvania resident for tuition purposes if he/she continues to maintain a separate domicile within the Commonwealth.

NONRESIDENT STUDENT CLASSIFICATION

1. A student is initially classified as a nonresident based on information provided by the student when applying for admission to the University. The initial classification is made as follows:
    1. Undergraduate Student
        1. Penn State Harrisburg — Penn State Harrisburg Academic Services Officer
        2. All other locations — Undergraduate Admissions Office, The Pennsylvania State University,
           University Park, PA 16804-3000.
    2. Graduate Student
        1. Penn State Harrisburg — Penn State Harrisburg Academic Services Officer
        2. All other locations — Dean of the Graduate School
    3. Medical Student
        1. Office of Student Affairs, The Milton S. Hershey Medical Center
2. A student may challenge his/her residency classification by filing a written petition as follows:
    1. Undergraduate Student
        1. Penn State Harrisburg — Penn State Harrisburg Financial Officer
        2. All other locations — Residency Appeal Officer, University Park
    2. Graduate Student
        1. Penn State Harrisburg — Penn State Harrisburg Financial Officer
        2. All other locations — Residency Appeal Officer, University Park
    3. Medical Student
       Controller, The Milton S. Hershey Medical Center
3. The appropriate University official reviews the students petition and make's a decision.
4. D. The student may appeal that officer's residency decision to the University Appeals Committee on Residence Classification having representation from the Corporate Controller's Office, Undergraduate Admissions Office, and the Graduate School. The committee's decision on appeal shall be final.

PLEASE NOTE: A page of frequently asked questions concerning residency classification for tuition purposes can be found at **http://www.bursar.psu.edu/faq.cfm** .

Insurance Protection

For information about student health insurance protection, See: **studentaffairs.psu.edu/health/services/insurance** .

Student Financial Aid

For information, see **http://www.psu.edu/studentaid**.

Academic Year

Penn State's academic year follows an early semester calendar consisting of fall and spring semesters. Under the early semester plan, all fall semester activities, including examinations, are concluded prior to the midwinter holiday recess in December.

The academic year consists of class days and assessment/examination days. Registration, advising, and orientation periods prior to each semester vary in length, according to the requirements for the semester. Dates are shown in the academic calendar on the Registrar's Web site: **http://www.registrar.psu.edu/academic_calendar/calendar_index.html**. Typical class periods are either fifty or seventy-five minutes long. The average student enrolls in 12 to 19 credits per semester.

SUMMER SESSIONS--In addition to the two semesters, two six-week summer sessions are offered each summer. Some classes are offered for different enrollment periods during these twelve weeks. The Summer Sessions offer a wide range of courses at all levels. The Summer Schedule of Courses is published by the Registrar's office; the most current information is found by accessing the Registrar's home page at: **http://www.registrar.psu.edu**. Information regarding additional summer session activities can be found at **http://www.psu.edu/summersession**. The academic calendar can vary at campuses other than University Park. Check the campus Web site you're interested in for specific schedules.

Registration

Dates for advising, registration, and classes are given in the University calendar at **http://registrar.psu.edu/academic_calendar/calendar_index.cfm**. Registration information for Continuing Education courses is available from the Continuing Education office at each campus or service area. Students with an active University Access Account register through eLion at **http://elion.psu.edu**. Schedules at campuses other than University Park may vary. Check the Web site for the campus you're interested in for specific schedules.

Grading System

CREDITS--Credits are awarded on the semester-hour basis. The distribution of time between class activities and outside preparation varies from course to course; for the average student, however, at least forty hours of work per semester planned and arranged by the University faculty are required to gain 1 credit.

GRADING SYSTEM

A, A- (EXCELLENT) Indicates exceptional achievement.

B+, B, B-, C+ (GOOD) Indicates extensive achievement.

C, D (SATISFACTORY) Indicates acceptable achievement.

F (FAILURE) Indicates inadequate achievement necessitating a repetition of the course to secure credit.

The grades of A, A-, B+, B, B-, C+, C, D, and F indicate a gradation in quality from Excellent to Failure and are assigned the following grade-point equivalents:

Grade, Grade-Point Equivalent

A, 4.00

A -, 3.67

B+, 3.33

B, 3.00

B -, 2.67

C +, 2.33

C, 2.00

D, 1.00

F, 0

Grade points are determined by multiplying the grade-point equivalent of the grade earned by the number of credits for the subject, for example, ENGL 015 GWS, 3 credits, with a grade of A (grade-point equivalent 4.00) yields 12 grade points.

For further information, see:
http://www.registrar.psu.edu/grades/grading_system.cfm

Policies and Rules

It is the responsibility of students to be familiar with the rules, regulations, and procedures of the University. Policies and Rules includes information on academic procedures, code of conduct, general University policies, privacy rights of students, and responsibilities for community living. Paper copies of Policies and Rules are available from the information desk in the HUB-Robeson Center and from each college dean's office at University Park campus and the Office of Student Affairs at other campuses. University policies are available oline at **studentaffairs.psu.edu/judicial**.

For academic policies and rules, see **http://www.senate.psu.edu/policies**.

Requirements for Graduation

To graduate, a candidate must complete the course requirements for the candidate's major and:

1. earn at least a C (2.00) cumulative grade-point average for all courses taken at the University;
2. earn at least a C grade in each major course designated by the major as a C-required course.

Residence Required for Degree

Every candidate for a degree shall earn as a degree candidate at least 36 of the last 60 credits for a baccalaureate degree and at least 18 of the last 30 credits for an associate degree in courses offered by the University or in cooperative degree programs established by formal agreement and approved by the University Faculty Senate.

A candidate for a first baccalaureate degree shall earn the last 60 credits required for that degree within five calendar years. An extension of time shall be granted for intervening military service.

A course schedule, including courses offered by resident education or Continuing Education, is made by each student.

A typical credit load for a full-time student is defined to be from 12 to 19 credits per semester. Students are not permitted to advance register or register in the normal registration period for more than 19 credits. Students are permitted to add courses beyond this maximum 19 credits after consultation with the adviser during the first ten calendar days of the semester.

Planning a Degree Program

Primary responsibility for the successful completion of a degree program lies with the student. The key to meeting this responsibility is personal involvement in academic program planning. To plan a program of study that will best meet individual goals and interests, students must know the requirements and restrictions of the department, college or other degree-granting unit, and the University; know the sources of academic information; work closely with an adviser in examining programs and course requirements and alternatives; and consult the Undergraduate Degree Programs Bulletin.

The University comprises a family of campuses located throughout the Commonwealth (see **http://www.psu.edu/ur/cmpcoll.htm**). For most degree programs, a student may begin his or her studies at any one of the campuses. More than 160 baccalaureate majors, more than 25 associate degree majors, and more than 7,000 undergraduate courses are offered by the University. Clearly, each campus cannot offer every academic program or every course. As a result, admission to several academic programs is restricted, and students selecting these programs may be required to begin their studies at a specified campus. In other cases, admission to certain academic programs must be approved when a first-year student enters the University; transfer into these programs at a later point in a student's career is not possible. For these reasons, it is imperative that a student understand both program and course limitations at the campus of enrollment.

The many programs at Penn State allow varying degrees of flexibility. An early decision to pursue a highly structured program enables the student to complete the program in the optimum length of time by taking the required courses in a sequence that allows the smoothest progression from one level to the next. Even the most regulated programs, however, allow choices within given boundaries. Other programs allow a considerable range of choices in the completion of the requirements. Students should be aware of possible difficulties in transferring from a flexible program to a more highly structured program. Whether a program is highly structured or quite flexible, it is extremely important that the student understand program requirements when enrolling in the University.

Information concerning the University, its academic programs, course offerings, campuses, and academic organization is available from the following sources:

FIRST-YEAR TESTING, CONSULTING, AND ADVISING PROGRAM--First-year students entering Penn State are scheduled, through the Division of Undergraduate Studies, for a comprehensive testing and advising program that provides an overview of the academic opportunities and activities available to students. The First-Year Testing, Consulting, and Advising **http://www.psu.edu/dus/ftcap.htm**) program also provides individual educational planning interviews in which students may discuss their abilities and interests in terms of Penn State programs.

INFORMATION FOR NEW STUDENTS--The Office for Communication provides first-year students as well as advanced standing and change-of-assignment students at the University Park campus with comprehensive information regarding the essential academic and student development opportunities of the campus and the University in general beginning with a new student's acceptance to a campus and continuing through completion of his/her first semester.

Through programs offered in cooperation with the colleges' academic units and various student service operations, new students are introduced to the intellectual and scholarly expectations of the University, to the skills needed for advanced study and lifelong learning, and to the student development opportunities with academic merit. In addition, this office helps inform students of the required procedures for matriculation and offers a perspective on college life, including practical information about important dates, times, and locations (e.g., arrival day, first day of classes, course drop/add).

During arrival week each semester, new students receive instruction and advice about their courses of study, including help with registration and class schedule adjustments, and they participate in special activities.

ACADEMIC ADVISERS--Each student is assigned a primary academic adviser in his or her college, school, or the Division of Undergraduate Studies. Students can find their adviser's name and contacts information using the Adviser Information application on eLion (**http://www.eLion.psu.edu**). The adviser is available to help a student plan an academic program, schedule each semester's courses, and provide information about majors. The adviser will also refer a student to other appropriate sources of information.

ACADEMIC ADVISING CENTERS--Academic advising centers are located in every college at University Park and at all other Penn State undergraduate locations. Centers provide advising and information about academic programs. Lists of University Park centers and cetners at other locations are available online. University Park: **http://www.psu.edu/dus/handbook/upinfo.html** ; other locations: **http://www.psu.edu/dus/handbook/cesinfo2.html** .

WEB SITES--Penn State's home page, **http://www.psu.edu** , provides information on the University and each of its colleges.

SCHEDULE OF COURSES--Course offering and registration information is available on the Web at **http://www.registrar.psu.edu** . The Schedule of Courses information is updated once each day and provides current information about the courses being offered at all Penn State campuses.

Academic Definitions

The following definitions, referring to degrees, majors, options, minors, and concurrent or sequential majors programs, have been adopted by the University Faculty Senate:

Associate Degree--Two-year majors that, with a few exceptions, provide concentrated

instruction to prepare graduates for specialized occupational assignments.

Baccalaureate Degree--An award signifying a rank or level of educational attainment. Particular types of baccalaureate degrees identify educational programs having common objectives and requirements. Degree programs may provide academic, preprofessional, or professional experiences and preparation. Majors lead to a baccalaureate degree. Each student must select a major within a baccalaureate degree type. If options are offered within a major, a student selects one. The student may also elect to enroll in a minor to supplement the major. Alternatively, the student may seek to enroll in multiple majors within the same type of baccalaureate degree or to enroll in a simultaneous degree program. A baccalaureate program of study shall consist of no less than 120 credits. Students may elect to take courses beyond the minimum requirements of a degree program.

Major--A plan of study in a field of concentration within a type of baccalaureate degree. Colleges and other degree-granting units may have common requirements for all of their majors. Each major may have requirements identified in Prescribed, Additional, and Supporting Courses and Related Areas categories. Elective credits are not considered part of the major. (Senate Record:1/23/90, Appendix IV)

Option--A specialization within a major that should involve at least one-third of the course work credits required for the major, but need not be more than 18 credits. All options within a major must have in common at least one-fourth of the required course work credits in the major. A student can only be enrolled in an option within his/her own major.

Minor--A minor is defined as an academic program of at least 18 credits that supplements a major. A minor program may consist of course work in a single area or from several disciplines, with at least 6 but ordinarily not more than half of the credits at the 400 course level. Total requirements are to be specified and generally limited to 18 to 21 credits. Entrance to some minors may require the completion of a number of prerequisites, including courses, portfolios, auditions, or other forms of documentation that are not included in the total requirements for the minor. All courses for a minor require a grade of C or above.

Concurrent and Sequential Majors Programs--At the baccalaureate or associate degree level, students may be approved for admission to more than one major under the Concurrent Majors Program. A Concurrent Majors Program is one in which students take courses to concurrently meet the requirements of at least two majors, with graduation for all majors in the program occurring during the same semester. Concurrent majors must all be at the baccalaureate or associate degree level. Under the Sequential Majors Program, upon graduation from an associate or baccalaureate degree program, a student may apply for re-enrollment in another undergraduate degree program.

2/24/12

Baccalaureate Degrees Granted

Undergraduate majors offered at Penn State lead to one or more of the following baccalaureate degrees: Bachelor of Arts, Bachelor of Science, Bachelor of Architectural Engineering (five-year program), Bachelor of Architecture (five-year program), Bachelor of Design, Bachelor of Fine Arts, Bachelor of Humanities, Bachelor of Landscape Architecture (five-year program), Bachelor of Music, Bachelor of Musical Arts, and Bachelor of

Philosophy. Not all degrees are offered at every location. Baccalaureate degrees offered at Penn State include both those that are designed to provide an academic (including preprofessional) experience and those that are specifically designed to provide professional preparation. To ensure excellence, all professionally oriented degree majors provide a strong academic base. The Bachelor of Arts degree (with a given major) is an academic degree; the Bachelor of Science degree (with a given major) and the bachelor's degree in any subject area (e.g., Bachelor of Architecture) are professional degrees. The Bachelor of Philosophy degree, described in the Intercollege Undergraduate Programs section of this bulletin, is planned individually and may be designed to serve either academic or professional purposes.

BACHELOR OF ARTS-- See **Bachelor of Arts Degree Requirements** .

BACHELOR OF HUMANITIES--Bachelor of Humanties degree majors are required to take 18 credits (referenced below). In addition, students are expected to complete credits required by their college and major.

PRESCRIBED COURSES: 6 credits
I HUM 300W(3) and I HUM 400(3)

SUPPORTING COURSES AND RELATED AREAS: 12 credits
Select 1 course each from four different major/program offerings:
A&A, AMSTD, ART H, C ART, C HIS, C MUS, CAMS, COMM, CMLIT, ENGL, ENLSH, HCOMM, HIST, LIT, MUSIC, PHIL, PHLOS, RL ST, SPCOM, THTRE, or courses from the School of Humanities (Penn State Harrisburg, the Capital College) approved list.

BACHELOR OF PHILOSOPHY--The Bachelor of Philosophy degree is the only one not offered through any college or school but rather on a University-wide basis. This degree allows students to plan their own programs, in conjunction with a faculty preceptor, within the framework of the academic program of the University. A description of this degree is found in the Intercollege Undergraduate Programs section of this bulletin.

Campuses

Penn State's twenty undergraduate campuses are geographically dispersed throughout the Commonwealth. Each campus offers its own combination of associate and baccalaureate degree programs, described under the links on this page: Penn State Abington; Penn State Altoona; Penn State Beaver; Penn State Berks; Penn State Brandywine; Penn State Erie, The Behrend College; Penn State Fayette, The Eberly Campus; Penn State Greater Allegheny; Penn State Harrisburg; Penn State Hazleton; Penn State Lehigh Valley; Penn State Mont Alto; Penn State New Kensington; Penn State Schuylkill; Penn State Shenango; Penn State University Park; Penn State Wilkes-Barre; Penn State Worthington Scranton; and Penn State York.

More information about the campuses, including student information and campus activities, can be accessed through the Penn State home page: **http://www.psu.edu/**.

Colleges and Other Degree-Granting Units

The following University units offer undergraduate majors leading to baccalaureate and associate degrees: Abington College; Altoona College; College of Agricultural Sciences; College of Arts and Architecture; Penn State Erie, The Behrend College; Berks College; Smeal College of Business; Capital College; College of Communications; College of Earth

and Mineral Sciences; College of Education; College of Engineering; College of Health and Human Development; College of Information Sciences and Technology; College of the Liberal Arts; Eberly College of Science; University College (which comprises several Penn State campuses); and the School of Nursing. The Pennsylvania College of Technology in Williamsport provides an alternative educational setting in which students may enroll in selected degree programs.

Students who do not want to enroll immediately in one of the colleges or other degree-granting units may enroll in the Division of Undergraduate Studies, typically for one year or slightly more.

Majors leading to baccalaureate degrees are described in this bulletin under buttons for the colleges and other degree-granting units. Information is also accessible on the Internet through www.psu.edu (the Penn State home page).

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This is the official bulletin of The Pennsylvania State University. Programmatic expectations for General Education are those in effect at the time of admission to degree candidacy, and college and major requirements are those in effect at the time of entry to college and major. These are accurately indicated in each student's degree audit.

The University reserves the right to change the requirements and regulations listed here and to determine whether a student has satisfactorily met its requirements for admission or graduation, and to reject any applicant for any reason the University determines to be material to the applicant's qualifications to pursue higher education. Nothing in this material should be considered a guarantee that completion of a program and graduation from the University will result in employment.

The University Faculty Senate has responsibility for and authority over all academic information contained in the Undergraduate Bulletin.