Advising Handbook

2020-2021

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Welcome

Dear Colleagues,

Advising is one of the hallmarks of an Allegheny education and a tangible demonstration of the close interactions we celebrate as an institution. Allegheny students have an evolving advising team during their time on campus, from the "entrance advisor" who welcomes them to the community and helps them schedule their first-semester courses, to their "FS advisor" who teaches their first-year seminar and advises them until they declare a major, to their "major advisor(s)" who will help them navigate their academic programs, to their "senior project advisor", who works with students to complete their Senior Comprehensive Project. Along the path from Matriculation to Commencement, students will benefit from great relationships with other faculty and staff who will offer advice – their instructors, coaches, and staff from the Learning Commons, Allegheny Gateway, and an array of other offices.

The role of a student advisee is to listen to the advice they are given, seek advice when needed, and make their own decisions on the basis of that advice. Those decisions belong to the student, but we hope they will take advantage of the knowledge and enthusiasm of faculty and staff.

The role of a faculty or staff advisor is to listen and learn about students, and to offer advice that is informed by knowledge of the student, knowledge of the campus and its resources, knowledge of higher education and the specific disciplines into which the students enter, and knowledge of the trajectory of a liberal arts education from Matriculation to Commencement and beyond.

This handbook is a small effort at helping advisors meet some of those goals. It brings together, in a single document, information on major and minor program requirements as well as other details of the academic program at Allegheny. It also includes a wealth of information on resources and opportunities available to your student advisees. If you have questions that are not covered in this handbook, please ask!

Special thanks are due to Erin O'Day-Frye, Carly Masiroff, and Tiffany Hrach in the Learning Commons, Rebecca Dickinson and Teresa Pratt, formerly of the Learning Commons, Terry Bensel, Associate Provost for the Allegheny Gateway and Director of the FS Program, Alexis Hart, Director of Writing in the FS Program and Director of the First Year Experience, and to several generations of department and program chairs, for their work on this handbook. We view this document as a work in progress, one that should evolve and change to best meet the needs of advisors at Allegheny. As such, we welcome your feedback and advice on how to make this a more useful resource.

Ian Binnington
Dean of Curriculum and Registrar

Academic Advising

Advisor's Role

Expectations for the Students and the Advisor

First and Second Year Students are expected to

- recognize that they are responsible for all decisions that they make at Allegheny, that not all things are possible, and that choices carry with them consequences
- know graduation requirements as they apply to their particular educational plan
- meet with their advisor at least twice each semester
- prepare for their meetings as directed by their advisor
- recognize that their advisor is an important resource, and carefully consider advice received
- monitor their progress in individual courses and towards graduation, and seek help from their advisor when they encounter difficulties
- seek help from the Learning Commons and other student services when it is warranted

Faculty Advisors to first and second year students are expected to

- encourage students to be responsible for their own education
- understand Allegheny's graduation requirements and curricular and co-curricular offerings well enough to be able to assist students with academic planning
- actively encourage students to meet with them at least twice each semester
- encourage thoughtful planning, self-assessment, reflection, and connection to the community
- monitor the academic progress of advisees, maintain student folders with current information, contact students who appear to be in academic trouble, and maintain the confidentiality of information about the advisees
- alert personnel in the Learning Commons about students who appear to be in academic or personal difficulty
- know when and how to refer students for assistance with academic or personal issues, and assist students with seeking and learning how to seek help

Academic Standards and Awards Committee

Link: Academic Standing https://sites.allegheny.edu/registrar/academic-policies/academic-standing/

The principal function of this committee is to make certain that students meet the academic requirements established by the faculty.

In advising your first-year students, be advised that all students with a GPA of 1.0 or below at the end of the first semester will be automatically suspended from the College and must successfully appeal in order to return.

If a student earns a GPA below 2.0, he or she will be continued on Academic Probation. In order to avoid being suspended at the end of the next semester, the student must be registered for at least 12 credits, must receive passing

grades for ALL courses and must earn a semester GPA of 2.0 or better. If a student fails to do this, or receives an incomplete or a withdrawal in any course, they will be suspended from the college and must successfully appeal in order to return.

The committee meets at the end of each semester to consider the cases of students who decide to appeal academic suspension or dismissal. As part of this process, the academic advisor of a student appealing his/her suspension or dismissal is asked to submit a brief report detailing their experiences with the student. Comments of the advisor are, along with other relevant documents, used by the committee to determine if a suspension or dismissal should be upheld or overturned.

There is a useful "Academic Standing – Flowchart" page maintained by the Registrar that visualizes the various stages of academic standing.

Organization of the College

Divisions

The academic departments and interdivisional programs of the College are classified in divisions as follows: Humanities, Natural Sciences, Social Sciences, Interdivisional.

Departments & Programs

Humanities Department

- Art
- Communication, Film, and Theatre
- Dance and Movement Studies
- English
- Jewish Studies
- Music
- Philosophy
- Religious Studies
- World Languages and Cultures (includes Arabic, Chinese, French, German, Latin, and Spanish)

Natural Science Departments

- Biochemistry
- Biology
- Chemistry
- Computer Science
- Geology
- Mathematics
- Neuroscience
- Physics

Social Science Departments

- Economics (including Business)
- History
- Political Science
- Psychology

Interdivisional Programs

For students who matriculated in Fall 2016 or after:
Students who complete interdivisional majors may complete any minor to satisfy the college requirement major and minor be in different divisions.

Interdivisional Majors:

- Art, Science, and Innovation
- Community and Justice Studies
- Environmental Science and Sustainability
- Global Health Studies
- Integrative Informatics
- International Studies
- Women's, Gender, and Sexuality Studies

Interdivisional Minors:

- Art, Science, and Innovation
- Black Studies
- Chinese Studies
- Classical Studies
- Community and Justice Studies
- Education Studies
- Energy and Society
- French Studies
- Global Health Studies
- Journalism in the Public Interest
- Latin American and Caribbean Studies
- Middle East and North African Studies
- Women's, Gender, and Sexuality Studies

Chairs/Directors

Click here to be directed to the current list.
Link: Department Chairs https://sites.allegheny.edu/academics/department-chairs/

Governance Structure

Allegheny College is organized into five divisions: Academic Affairs, Finance and Planning, Development, Student Affairs, and Admissions. Each division is headed by a Vice President, Dean, or Director. These officers report to the Provost and Dean of the College or the President.

FS Sequence

Philosophy

The FS program represents a first opportunity to achieve the Institutional Learning Outcomes as specified in the Allegheny College catalogue:

Allegheny's educational program is designed so that its graduates are able to:

- Think critically and creatively;
- Communicate clearly and persuasively as speakers and writers;
- Invoke multiple ways of understanding to organize and evaluate evidence, and to interpret and make sense of their experiences and the experiences of others;
- Apply their knowledge and learning to engage in informed debate, and to analyze and solve problems.

The elements of Allegheny's curriculum work together to provide students with a cohesive program in which all four Institutional Learning Outcomes may be achieved. In particular, the FS program, the Junior Seminar, and Senior Project progressively develop students' abilities to read and listen critically, formulate their ideas, and become more effective writers and speakers.

Although students will typically have different instructors for their FS courses, the three courses form a continuum that moves from general to discipline-specific communication. In conjunction with the Junior Seminar and Senior Project, the FS courses prepare students to effectively communicate complex ideas and arguments to a variety of audiences in written and spoken form. All FS courses emphasize attention to audience and the importance of understanding conventions of communication within a particular context.

To enhance the development of students' communication skills through the three FS courses and to encourage consistency of expectations across sections of the same course, we present the following list of FS Learning Outcomes.

Global Expectations of students in the FS Program:

1. To become able readers, listeners, speakers, and writers acting in a variety of genres, occasions, and purposes.
2. To develop an awareness of audience and its effects on the creation and delivery of ideas.
3. To use the ideas of others to advance thinking.
4. To understand reading and listening as acts of inquiry.

Learning Outcomes Specific to FS 101

1. To recognize and express interesting ideas of intellectual value.
2. To develop an engaging voice as a speaker and writer.
3. To organize ideas effectively to communicate in specific contexts.
4. To use language clearly, powerfully, and with appropriate detail.

In particular, the faculty encourages FS instructors to incorporate the following elements into the design of Academic Discourse I:

- regular opportunities to speak in class and compose short writing assignments
- no less than 10 pages of assigned writing, excluding revisions
- at least two formal writing assignments of 3-5 pages that include the possibility of revision
- at least one formal speech assignment (4-5 minutes) that includes preparatory work
- library research as a part of at least one of the writing or speech assignments

- at least two one-on-one meetings with each student.

Learning Outcomes Specific to FS 102

1. To participate in a sustained conversation with other academic writers and speakers.
2. To generate a thesis that addresses a clearly defined problem.
3. To support a thesis with appropriate reading and evidence.
4. To communicate in progressively complex and nuanced ways.

In particular, the faculty encourages FS instructors to incorporate the following elements into the design of Academic Discourse II:

- regular opportunities to speak in class
- no less than 20 pages of assigned writing, excluding revisions
- at least three writing assignments (4-6 pages) that include the possibility of revision
- at least two speech assignments (total of 12-16 minutes) that include outline development and extemporaneous delivery
- research, with close attention to source credibility, as a substantial part of at least one of the writing or speech assignments.

Learning Outcomes Specific to FS 201

1. To produce persuasive written and oral presentations that advance disciplinary ideas and conform to disciplinary conventions.
2. To articulate or demonstrate how the work of practitioners in the discipline draws on and responds to the work of other practitioners.
3. To incorporate the work of others in substantial writing assignments and presentations in discipline-appropriate ways.
4. To design, utilize and/or document academic research appropriate to disciplinary conventions.

In particular, the faculty encourages FS instructors to incorporate the following elements into the design of Sophomore Seminar (FS 201):

- frequent opportunities to speak in class and write each week
- at least two writing assignments that include the possibility of revision and require presentation
- standards that are consistent with disciplinary norms
- at least two speech assignments (5+ minutes) that include outline development and require
- presentation standards that are consistent with disciplinary norms
- disciplinary research or content development as a substantial part of at least one of the writing and at least one of the speech assignments.

General Curricular Requirements

- **Students must have at least one major and at least one minor** (the "graduation major" and the "graduation minor"). The graduation major and minor must be in different academic divisions of the College, unless one or both is interdivisional. A second major outside the division of the first major can replace the graduation minor.
  - o Students matriculating in Fall 2016 or after may have at most two majors and two minors and may "double-count" courses between them without limit.

- Students matriculating before Fall 2016 may not "double-count" courses between their graduation major and minor. Second or subsequent majors must have 20 unique semester credit hours. Second or subsequent minors must have 12 unique semester credit hours.

- Students must successfully complete **128 semester credit hours**, including transfer credits. Courses that earn a failing grade do not count towards this total.
    - Classes may be retaken for credit, but unless stipulated specifically in the course description, a course may only "count" once. Unless the course may be repeated for credit, the most recent grade earned is the grade counted, regardless of what it is.
    - If a student has transfer credit for a particular course (i.e., Math 151) and they take the same course at Allegheny, they will lose the earlier credit.

- Students must complete all of the following course requirements for graduation:
    - **FS 101 & FS 102** (<u>do not</u> count towards any major or minor). Students must take FS 101 but do not have to pass it, and FS 101 may not be retaken if failed.
    - **FS 201** (<u>may</u> count towards a particular major or minor or may be taken outside of the major or minor)
    - **Junior seminar** (course numbered 550-589)
    - **Distribution requirement:**
        - (*Students entering Fall 2016 and after*) Four credits in each of the eight categories (CL, HE, IP, ME, PD, QR, SB, SP). Courses may double-count for two requirements. The Distribution Requirements satisfied by a course are listed in the course description in the *Academic Bulletin*. Courses used to satisfy Distribution Requirements *must* be taken for a letter grade.
        - (*Students entering before Fall 2016*) Eight credits in each of the three divisions (Humanities, Social Science, and Natural Science), including four credits of Natural Science lab. Courses used to satisfy Divisional Distribution Requirements may be taken CR/NC.
    - **Senior project:** Students must complete a senior project in each major. Students with more than one major may write separate senior projects or a combined senior project.

- **Students must earn a 2.0 cumulative GPA and a 2.0 in each major or minor presented.** Grades of C-, D+, and D "count," but the overall GPA in each case must be at least 2.0. In most cases, all classes presented for a major or minor must be taken for a grade; exceptions are listed in the requirements for each major and minor published in the *Academic Bulletin*.

- **Only 16 credits taken on a CR/NC basis can count towards graduation,** and students may take no more than 4 credits per semester on a CR/NC basis. Courses taken CR/NC due to the COVID-19 in Spring 2020 will not count against this total.

- **64 credits must be taken in academic residence, including the final 16.** Courses taken "in academic residence" are those undertaken through registration at Allegheny College and supervised by Allegheny faculty, regardless of the physical location of the student.

- **Students who elect a 3-2 program are exempt from the senior project and need complete only 98 credits before entering the program.** Some majors exempt 3-2 students from additional requirements; consult the department for details. Departments and programs may have their own regulations and practices (e.g., whether they exempt failed courses from GPA calculations or how many hours of transfer credit they

accept and for what).

- **Students are subject to all graduation requirements in place at the time they first matriculated, including all major, minor, distribution, and any other requirements for the degree,** so please consult the appropriate *Academic Bulletin* for further information.
    - o   With some exceptions, students who matriculated after the Fall 2016 semester have the option of graduating either under the requirements in effect when they first matriculated at Allegheny or those specified in a subsequent *Academic Bulletin*. Students may not select an *Academic Bulletin* previous to the term in which they first matriculated.
    - o   Students who wish to adopt a new set of graduation requirements will be subject to all major, minor, distribution, and any other requirements of their new Bulletin and must complete a form in the Office of the Registrar at least one semester prior to graduation. These changes may not be made during the Spring semester for an August or September graduate, but may be made during the summer for a January graduate.
    - o   In no case may a student qualify for graduation by meeting various requirements set forth in two different *Academic Bulletins*. In particular, students may not use self-designed majors or minors to circumvent this rule.

- **Requirements for Transfer Students**

Transfer students must complete all of the graduation requirements listed above, with the following exceptions:
    - o   All transfer students are exempted from FS 101
- Transfer students do not need to complete FS 102 **if** they have received transfer credit for equivalent coursework.
- For transfer students, departments may make exceptions to policies regarding the number of credits or courses in the major or minor that must be taken on a letter-grade basis.

Useful Resources

Academic Calendar

Click to be directed to calendar.
Link: https://sites.allegheny.edu/registrar/academic-calendars/

Course Information

Courses are classified in divisions as follows:

Humanities
Art; Communication, Film, and Theatre; Dance and Movement Studies; English; Jewish Studies; Music; Philosophy; and Religious Studies; World Languages and Cultures (includes Arabic, Chinese, French, German, Latin, and Spanish).

Natural Sciences
Biochemistry; Biology; Chemistry; Computer Science; Geology; Mathematics; Neuroscience; and Physics.

Social Sciences
Business; Economics; History; Political Science; Psychology; Sociology and Anthropology.

Extradivisional and Interdivisional Programs
FS 101 and FS 102 are considered extradivisional and do not count as divisional courses. Additional courses that may not fall into one of the three divisions above are offered by the following programs: Art, Science, and Innovation; Black Studies; Chinese Studies; Classical Studies; Community and Justice Studies; Education Studies; Energy and Society; Environmental Science and Sustainability*; French Studies; Global Health Studies; Integrative Informatics; International Studies; Journalism in the Public Interest**; Latin American and Caribbean Studies; Middle East and North African Studies (MENA); and Women's, Gender, and Sexuality Studies. In addition, interdisciplinary courses (INTDS) are considered outside of all three divisions.

*Courses in the Environmental Science and Sustainability department may count as Social Sciences or Natural Sciences; see specific course descriptions.

**Courses in the Journalism in the Public Interest program may count as Humanities or Social Sciences; see specific course descriptions.

Registration Schedule

Click here
Link: https://sites.allegheny.edu/registrar/registration/registration-schedule-fall-2019/

Each student has been randomly assigned a registration letter, which they can find in the WebAdvisor account. This letter determines the order in which the student will register. The order rotates each semester.

Exam Schedule

The exam time for a course is designated by letter code in the course descriptions posted on WebAdvisor. Prior to registration for each semester, the scheduled time for each letter code is published on the Academic Calendars Page maintained by the Registrar's Office. Students are required to arrange travel and vacation plans to allow them to take all exams at the scheduled time. Please see the Tests, Papers, and Examinations Policy for approved exceptions to this rule.

Links: Academic Calendars https://sites.allegheny.edu/registrar/academic-calendars/
Tests, Papes, and Examination Policy
http://catalog.allegheny.edu/content.php?catoid=24&navoid=458#tests-papers-and-examinations-policy

Declaring a Major/Minor

To declare a major and a minor, students must complete the Major/Minor Declaration Form and submit it to the Registrar's Office. Students should know that the faculty advisor for their graduation major will become their primary academic advisor, and they will need the new advisor's approval to register for classes after declaring the major.

Students may change or add majors and minors at any time provided that their program continues to meet the college requirements (see below). To change a major or add an additional major to a student's program once he/she has declared a major, please use the Change of Major Form. To change or add a minor, use the Change of Minor Form.

Requirements for the Major and Minor
Students are required to declare a major and minor no later than the semester after they have earned a total of 48 credit hours. In practice, this means that most students will need to declare a major and minor no later than the middle of the second semester of the sophomore year to be allowed to preregister for classes the following Fall. Students who enter with credits from AP exams, college work in high school, etc. (see Degree Audit) may need to declare a major and minor earlier in their academic careers. Students must initially declare at least one major (the "graduation major") and either a minor ("the graduation minor") or a second major. The graduation minor or second major must be in a different division (see Course Information) from the graduation major. If a student completes a second major instead of a graduation minor, the two majors must be in two different divisions of the College. If a student completes additional minors beyond the College requirement, each must include a minimum of 8 credits completed in residence at Allegheny College.

Links: Major/Minor Declaration Forms
https://docs.google.com/forms/d/e/1FAIpQLSeYDtmhYsdOUbMi2wxxmMZKLHZP5Uidnu5EUryUJJhudWQVNg/viewform
Change of Major
https://docs.google.com/forms/d/e/1FAIpQLScPb6D_XG2Lq2PNqg1QyH8AuEllEmx2T6_1daewIteZSLLWQQ/viewform
Change of Minor
https://docs.google.com/forms/d/e/1FAIpQLSe4Ao3on8OB8m93ynX8fByABU5ZqFWik_PgPG_4eiy-TcCLlg/viewform

Changing Your Graduation Requirements

Students follow the graduation requirements outlined in the *Academic Bulletin* published in the year they first came to Allegheny College. So, for example, if you entered the College in 2017, you are subject to the graduation requirements outlined in the 2017-2018 *Academic Bulletin*. For most students, this will work out fine, but some students may wish to declare a major or minor that was not available in the year they came to the College. If you wish to change the *Academic Bulletin* that you are following, please see the "Change in Graduation Requirements" page on the Registrar's website.

Link: Change in Graduation Requirements https://sites.allegheny.edu/registrar/change-in-graduation-requirements/

Degree Audit

The Degree Audit is a useful tool to help faculty advisors and students determine what requirements a student needs to fulfill to complete his/her degree. Please note that the program does have some limitations – for example, it calculates the total credits in a student's major but does not explicitly compare them to the minimum required.

To access the Degree Audit, first log on to Self-Service. Select "My Progress" under "Student Planning".

When the Degree Audit comes up, scroll down to see each set of degree requirements (First-Year/Sophomore Requirements, Major, etc.)

When a student declares or changes a major or minor, his/her Degree Audit will be updated with the appropriate major and minor requirements for the program.

Transferring Credits From High School/AP and CLEP Exams/Other Collegiate Institutions

Transfer credit is limited; students must complete a minimum of 64 credits through Allegheny to be eligible to graduate. First-years may transfer in a maximum of 42 credits of coursework completed prior to matriculation. This includes credit by examination (AP etc.; see next paragraph), college-level courses offered at high schools through accredited colleges and universities, and qualifying coursework taken at an accredited college or university. If a first-year student wishes to transfer in more than 42 credits (up the 64 credit maximum for all students), they must contact the Office of the Registrar.

Credit by Examination
Students may receive a maximum of 20 credits at Allegheny by participating in the Advanced Placement (AP) Program of the Educational Testing Service, the College-Level Examination Program (CLEP), and International Baccalaureate (IB) programs prior to matriculating at Allegheny. Students who receive scores of 4 or 5 on an AP examination will receive academic credit. Placement is determined by the appropriate academic department. AP credit is awarded only after we receive the official examination scores from the Educational Testing Service.

Individuals who perform well on certain CLEP tests may receive both credit and placement, usually at the first year or sophomore levels. Students who score five or better on the higher examinations of the IB testing programs may be granted credit and placement by some departments.

Credit by Transfer from Other Collegiate Institutions
Allegheny accepts transfer credit from other collegiate institutions **provided** the work satisfies the following criteria:

- The course is taken at a regionally or nationally accredited institution
- The course is taught at a college (non-remedial) level
- The course is of a liberal arts (not vocational or technical) nature
- The course is taken on a letter-grade basis.
- The student earns a grade of "C" or better. Please note that grades of "C"-minus do not transfer.
- Allegheny receives an official transcript from the other institution verifying that the course has been successfully completed.
- Accepting the transfer credit does not violate the College " academic residency" requirements that: a) no more than 64 credits towards the minimum number required for graduation may be transfer credits; and b) the last 16 credits towards graduation must be taken "in residence" (i.e., students must register for their final 16 credits through Allegheny).
- If taken prior to summer, 2014: the course must have been taught in a classroom setting, not on-line.

Students planning to take coursework elsewhere are strongly urged to have the courses pre-approved to ensure they meet the criteria for transfer. *Please be aware that students may not take courses at Allegheny and at another institution during the same term* (see the Concurrent Enrollment Policy).

Please note that *Allegheny transfers in the number of credits awarded by the other institution*. Thus, a course worth three semester credit hours taken elsewhere will transfer in as three credits, even if a seemingly similar course at Allegheny is a four-credit course. Students using transfer credit to satisfy distribution requirements should pay close attention to this provision. For example, the Natural Science distribution requirement specifies eight credits of science, not two courses. For institutions that do not use semester credit hours (e.g., colleges on the quarter system), the institutional credits are converted to the equivalent number of semester credit hours.

Once the course has been completed, the student must arrange with the institution where the course was taken to have an official transcript sent to: Office of the Registrar, Box 41, Allegheny College, 520 N Main St, Meadville, PA 16335. Transfer credit will not be processed until the Allegheny Registrar receives an official transcript showing that the course has been successfully completed with a grade of C or better.

Link: Concurrent Enrollment Policy
http://catalog.allegheny.edu/content.php?catoid=24&navoid=466#concurrent-enrollment

Adding/Dropping/Waitlisting Classes

Please see here for the overall structure of registration.

Add/Drop:
The Change Period Students may add and drop 14-week courses through the first two weeks of the semester. Students may add or drop seven-week courses through the first two weeks of the module in which the course is offered. Students should be aware that, after a class starts, instructors will become increasingly reluctant to admit additional students. Courses dropped will not appear on the official transcript but will appear, as appropriate, on the academic record.

Waitlisting
As part of the registration process, students routinely email instructors to ask to be placed on a waitlist or to ask instructors to "save them a place" in a course. This happens for several reasons. First, the course may be closed and they'd like a spot if one opens up. Second, the student has been placed on registration hold because of outstanding bills with the College. In this case, the student is trying to make sure she/he won't be shut out of desired courses while the matter is being cleared up.

Different instructors and different departments have their own guidelines for handling these requests, but it never hurts to advise students to try this path for situations indicated above.

Link: Registration Timeline https://sites.allegheny.edu/registrar/how-do-i-register-for-classes/

Referring Students to Other Resources

Learning Commons

Contact Information

Location: Pelletier Library
Phone: 332-2898
Email: learningcommons@allegheny.edu
Website https://sites.allegheny.edu/learningcommons/

Professional Staff Services

The professional staff are available Monday through Friday, 8:00 a.m. to 5:00 p.m. for assistance with study skills, time management, and academic advising. Students often meet with the Learning Commons staff to complete a four-year academic plan, develop a daily study schedule, get help understanding the nuances of syllabi, and discuss effective study strategies. The professional staff are available to go to FS classes to present on any of the before mentioned topics.

Academic Performance Reports (APRs)

Academic Performance Reports (APRs) are Allegheny College's academic alert system. Built into WebAdvisor and accessible through class or advising rosters, this system allows faculty to share concerns with the Learning Commons and other appropriate staff in a way that is easy to track and archive. APRs are the primary means through which the Learning Commons and others become aware that a student may need additional help understanding course material or developing better study skills. Once submitted, APRs become part of a student's official educational record and so are subject to FERPA.

Summary of APRs

- Course instructors and academic advisors should submit APRs when they have concerns about the level of a student's work, if they believe that students need to be connected to resources, if students are missing significant amounts of class time, or if they have other concerns that they wish to document.
- Submitting an APR generates one or more e-mails, to the student if the applicable selection was made, and to the Learning Commons and other appropriate staff including varsity coaches. Students are NOT sent the specific concerns enumerated or comments made.
- Advisors should respond to APRs based on the nature of the circumstances, what they know about the student, and what the instructor suggests as a recourse.
- In defined circumstances, the advisor is the designated responder to the APR -- in the Fall semester when a first-semester first-year or transfer student receives their first APR and when any student receives an APR advising they take an 'X' in the course.
- End of semester APRs are important, even though the term has ended.

- You may also submit an APR to refer a student for leadership/competitive scholarship/internship opportunities.
- APRs are subject to FERPA.
- Advisors should document APRs in a student's file.

See Academic Performance Reports for an elaboration on these points.

Tutoring

The Learning Commons coordinates tutoring support in a variety of disciplines. There is course specific, drop-in and individual tutoring. Tutors are upper class students who have been recommended by faculty and trained in their roles. They are paid through the work/study program. There is NO additional charge to students who ask for a tutor. Because we have a limited number of individual tutors, the Learning Commons asks that all students attend drop-in and/or course specific tutoring twice before applying for individual tutoring.

Writing and Speaking Consultants

Drop-in consultation hours are from 3-5 pm and 7-11 pm Sunday through Thursday. Students may schedule appointments through the Google Calendar online scheduling service or go to the Learning Commons and ask to meet with a consultant on a first-come, first-served basis. Drop-in consultations last for 30 minutes and begin and end on the hour and half hour. Consultants are available to do brief (5-10 minute) class presentations in which they offer an overview of consultations and the processes for drop-ins and matches.

Writing Consultants

Writing Consultants assist and support writers of all skill levels at any stage of a writer's process. Consultants are not professional editors or proofreaders; by acting as skilled audience members and rhetorical listeners, they help writers see their strengths and give them strategies to improve their shortcomings. Consultants actively engage with writers by asking questions, giving feedback, and demonstrating techniques that writers can apply to future writing tasks. Another option is to request a matched writing consultant. A writing match is a semester-long commitment, and works best for students serious about meeting regularly with a consultant to work intensively on their writing.

Faculty may contact the Director of Writing, Alexis Hart, to schedule in-class consultations in which two or more writing consultants conduct group and/or individual consultations with students during a regularly scheduled class meeting. Consultants are available to conduct workshops in class or outside of class on focused topics such as invention/brainstorming, thesis statements, organization, documentation, etc. Please contact the Director of Writing to request a workshop.

Speaking Consultants

Speaking Consultants are trained to assist students across the curriculum with crafting and improving an array of oral messages such as speeches, class presentations, and leading class discussions. Consultants are not trained to teach public speaking; rather, they act as an audience with knowledge of effective oral message design and performance, asking students to consider the efficacy of the communicative strategies in light of their audience, the occasion for the presentation, and its purpose. Consultants do not just address the performative dimensions (delivery) of oral messages, they can support and assist students at any point of the inventional process including: selecting a topic, generating supporting ideas, organizing ideas and questions. Faculty may contact the Director of Speaking, Jon Wiebel, to schedule a mock consultation in which two speaking consultants demonstrate the

consultation process. Mock consultations, lasting (15-20 minutes), model the process students will engage in during a speaking consultation.

Disability Services

Contact Information:

Director, John Mangine 814-332-2898, jmangine@allegheny.edu
Website https://sites.allegheny.edu/disabilityservices/

Disability Services (DS) is charged with reviewing relevant documentation in order to verify a disability that qualifies for academic accommodations.

We are very aware that the issue of providing academic accommodations for students with "nonapparent" disabilities (i.e. learning disability, attention deficit disorder, traumatic brain injury, psychiatric, and chronic health problems) is not universally understood. Our office does all that it can to keep up with relevant research and legal decisions to guide us in accepting/rejecting documentation as well as recommending reasonable and appropriate accommodations.

Referring Students to Disability Services

Concerned faculty members regularly contact DS with questions about a student that they feel may have a disability. While DS obviously desires that all students with disabilities receive the necessary accommodations, it is the responsibility of the student to initiate contact with DS.

All students admitted to Allegheny are sent a disability "self-disclosure" form. If this form is returned, the student will be made aware of services that Allegheny offers pertaining to the disability that the student lists on the self-disclosure form. Students may also disclose a disability to DS at any time during their time at Allegheny.

Unlike high school, where teachers actively refer students to special education services, we must remember that college students are adults, and privacy is a major consideration. As a result, if you have a student that you feel qualifies for services from DS, your referral to the DS office needs to be informational and supportive as opposed to directive or authoritarian.

We recommend questions such as "Did you know that Allegheny has a disability services office?" or comments such as "That is a concern that the folks in the disability office would be happy to discuss with you. Do you know where that office is located?" Since the student's privacy is a concern, we recommend that this type of discussion take place in your office or discretely before or after class. Some students have a disability (particularly a learning disability or a psychiatric disorder) of which they are not aware. Others are aware, but choose not to disclose.

Informing a student of the DS office is not a violation of privacy, as the individual will make the decision as to whether to follow up. Of course, if a student has asked for a disability related accommodation, the referral is appropriate and necessary.

Counseling & Personal Development Center

Contact Information

Location: Schultz Hall
Phone: (814) 332-4368
Email: cpdc@allegheny.edu
Times: Monday –Friday, 8am-5pm, closed daily for lunch 12:00-1:00 pm
Crisis Response: Crisis resources are available 24 hours a day, 7 days a week, 365 days a year, and can be accessed by calling the 24/7 Line at 814-332-2105.
Who we are:

- Jane Hill, Office Coordinator
- Charity Patterson, MA CCTP, Counselor
- Andrew Toles, MA, LPC, Counselor
- Danielle Pecar, MS, LPC Counselor
- Trae Yeckley, Ph.D., LMFT, Director

Services

The Counseling & Personal Development Center (CPDC) offers a variety of services to assist students with personal, interpersonal, social, educational, and emotional and psychological functioning that are free, confidential, safe and supportive. Students have access to the appointment types below and may call or email for additional information:
Triage Appointment-Initial appointment with a clinician; used to offer support and assess level of care.
Brief Therapy-Brief therapy, generally 1-3 sessions, to address mild to moderate concerns (can use more sessions, up to 5 a semester.)
Group Therapy-The CPDC offers a variety of groups throughout the academic year. Please call or email to inquire about group offerings and availability.
Crisis-appointments for a student who is experiencing thought, intent, or plans to harm self and/or others, experiences a traumatic event, sudden loss of family or friend, sexual assault, and other highly stressful experiences where students may have great difficulty managing their distress. Students are encouraged to first call the 24/7 Line.
24/7 Line (814-332-2105)-The CPDC staffs a crisis line that is available to all actively enrolled students. The 24/7 Line can offer support for issues ranging from moderate to severe symptoms. The 24/7 Line can be called from anywhere, and students do not have to be physically on campus to utilize the service.

Resources for Staff, Faculty, and Administrators

Consultation-Staff, faculty, and administrators can contact the CPDC to consult regarding concerns related to a student.
Outreach Programming-Staff, faculty, and administrators can contact the CPDC regarding outreach programming. Programming can include a general overview of services offered by the CPDC to programming specific to factors that can potentially impact academic performance. For example, test anxiety, managing stress, relationship/community building, boundary setting, etc.

Referral Process-Staff, faculty, and administrators can refer a student for services. This involves encouraging the student to access services that best support his/her/their needs or addresses concerns; calling the CPDC with the student present and allowing the student to speak with the office coordinator regarding services.

When to refer a student:

Refer a student when you are faced with one or more of the following factors:

- The student shares an intent to harm self or others.
- The student is emotionally overwhelmed and unable to express or articulate the concern.
- The problem is not going away, is getting more serious, or you are feeling less comfortable handling the situation on your own.
- The student is unresponsive to, or resists your efforts to intervene. The student is unwilling or unable to change.
- The student requests information you are unable to provide.
- You notice changes in the student's behavior and/or affect that are concerning.
- You are unable to be objective because of previous dealings with, or knowledge about, the student.

Whenever possible inform the student of the reasons for the referral. It is not unusual for students to resist the idea of seeking support. If the student chooses not to seek help, he/she/they cannot be forced. It is best to continue to show concern and encourage the student to seek support from appropriate sources. If you are not sure what to do, call the CPDC for a consultation (814) 332-4368.

If a student is willing to come to the CPDC to seek support, you can help in the referral process by:

- Letting the student call from your office to schedule an initial assessment or providing the student with the 24/7 Line.
- Suggesting the student check out the CPDC website for online screenings and other self-help information.
- Giving the student the phone number, email address, and location of the CPDC and encouraging them to schedule an appointment at their convenience.
- Walking the student over to the CPDC.

If a student is willing to seek support, but prefers to do so off-campus, please contact the CPDC and we can provide you with a list of community referrals to share with the student; or, have the student contact the CPDC and request a list of community resources.

Dean of Students

Contact Information

Location: Campus Center, 3rd Floor
Phone: (814) 332-4356
Website https://sites.allegheny.edu/deanofstudents/
April Thompson - Vice President of Student Life and Dean of Students, athompson2@allegheny.edu

The Honor Code Process

Location: Campus Center, 3rd floor
Email: jadkins@allegheny.edu
Honor Code Website http://catalog.allegheny.edu/content.php?catoid=26&navoid=521

There is a guide for Faculty here: https://sites.allegheny.edu/deanofstudents/faculty-guide-to-the-honor-code/

Please use the "Report an Incident" link to report an Honor Code Violation.

The Allegheny Student Government and Faculty adopted an honor system in 1960 that, since 1964, has applied to all students admitted to the College. The Honor Code is printed in the Compass Student Handbook and Resource Guide and is administered by a student Honor Committee. If a faculty member suspects that a student has violated the Honor Code, the following procedure generally should be followed:

1. The instructor should arrange a meeting with the suspected student and describe the instructor's reasons for a possible Honor Code violation. After discussing the case with the student, the instructor may choose to withdraw the complaint or forward it to the Dean of Students Office, which will then inform the Honor Committee. **All work/exams should be signed by the student: "This work is mine unless otherwise cited".**

2. If the student **admits** to violating the Honor Code either to the instructor or to the Honor Committee, an expedited review process may be followed. If the instructor, the student, and a representative from the Dean of Students Office agree to an expedited process, and if the student has not previously been found responsible of violating the Honor Code and does not have more than one Non-Academic disciplinary Warning, then a meeting between those parties will be arranged to discuss and resolve the Honor Code violation. Non-Academic disciplinary history at Suspension, Probation, or multiple Warnings will automatically result in a hearing. If only one prior Non- Academic Warning exists, the student has the choice of a formal hearing or the expedited review process.
   a. The instructor will assign academic course work sanctions, and the representative of the Dean of Students Office, in consultation with the Chair of the Honor Committee, will assign a college sanction. The Faculty member, Honor Committee, and representative from the Deans Office would have access to student history to help support their decision. (Revised Spring 2018, Campus Life)

3. If the student **does not admit** to violating the Honor Code, or if the student has previously been found responsible of violating the Honor Code or has significant conduct history(see #2), or if the instructor, the student, or the representative from the Dean of Students Office does not want the expedited process to be used, then the case will be forwarded to the Chairperson of the Honor Committee by the Dean of Students Office. If the Honor Committee determines that it is more likely than not that a violation of the Honor Code has occurred, then the case will be forwarded to the Campus Life and Community Standards Committee. If not, the case may be dismissed by the Honor Committee.

4. If the Honor Committee forwards the case to the Campus Life and Community Standards Committee, the instructor will be asked to participate in the Campus Life and Community Standards Committee. If the accused student is found responsible of violating the Honor Code, the Campus Life and Community Standards Committee will recommend an academic course work sanction to the instructor and will assign college sanctions.

5. If the case is not resolved prior to the end of the semester in which the alleged infraction occurred, the instructor should post an **incomplete** grade in the course. If the alleged infraction is discovered after final grades have been posted, the instructor should contact the Dean of Students Office. The instructor should submit a final grade or a grade change once the case is resolved.

Faculty members are encouraged to notify students at the start of each course of expectations regarding footnoting, citations, use of translations, group study and expectations of group projects, and whether cell phone/electronic devices are permitted during exams. **All work/exams should be signed by the student: "This work is mine unless otherwise cited".**

Link: Report an Incident
https://alleghenycollege.wufoo.com/forms/honor-code-incident-form-academic-honor-system/

Student Leaves of Absence and Withdrawal from the College

The Leaves of Absence and Withdrawal From the College policy is printed in the *Academic Bulletin* and is administered by the Dean of Students.

Residence Life

Contact Information:

Location: Campus Center, 3 rd Floor
Phone: (814) 332-3865
Email: reslife@allegheny.edu
Website https://sites.allegheny.edu/residencelife/

Roommate/Housing Issues:

If a student is having a roommate conflict, he or she can talk with the Resident Advisor, who can make suggestions and help mediate the conflict. Other resources are your Head Advisor and/or a professional staff member in the office of Residence Life. If mediation does not help the situation, room switches are allowed, provided that space is available. Room changes should occur after the Office of Residence Life grants permission and will be allowed only during approved room change periods.

Gateway

The Allegheny Gateway supports students as they explore their interests, turn those interests into experience, and then apply what they've learned to opportunities both in their careers and in their communities. By participating in multiple, significant Gateway offerings, Allegheny students refine their career aspirations and clarify their vocations. They develop a clear vision of who they are in the world, an inclusive and global perspective, and the commitment to be citizen-leaders addressing the complexities of the modern world. They graduate as professionals who will be much more than their professions.

Director of the Gateway
Terry Bensel

tbensel@allegheny.edu
Website http://catalog.allegheny.edu/content.php?catoid=29&navoid=685

Career Education

Location: Pelletier
Phone: (814) 332-2381
Website https://sites.allegheny.edu/career/

Career Education Staff

- Jim Fitch, Director, jfitch@allegheny.edu
- Kristin Black, Assistant Director & Pre-Law Advisor, kblack@allegheny.edu
- Autumn Parker, Career Advisor, aparker@allegheny.edu
- Rhonda Hershelman, Office Manager, rhershel@allegheny.edu

Career Education is committed to facilitating student success by connecting students and alumni with resources that support career and life planning. Career Educators network with various partners, both on and off campus, to develop internships, and job shadowing opportunities, educational programs, and employment leads to help students attain their personal and professional goals.

Center for Political Participation (CPP)

Location: Pelletier
Phone: (814) 332-6202 or (814) 332-6201
Website https://sites.allegheny.edu/cpp/

CPP Staff

- Brian Harward, Director, bharward@allegheny.edu or cpp@allegheny.edu
- Allison Hartle, Program Coordinator, ahartle@allegheny.edu

The Center for Political Participation (CPP) partners Allegheny College students and faculty and local, state, national, and international communities to undertake interdisciplinary approaches to both learning about and addressing political, economic, and social challenges. Through a diverse offering of collaborative research, community-based learning, conferences, undergraduate research, public lectures, seminars, workshops, and student fellows programs, the CPP is the region's preeminent resource for liberal arts programming for the public good.

Civic Engagement

Location: Pelletier
Phone: (814) 332-5318
Website https://sites.allegheny.edu/civicengagement/

Civic Engagement Staff:

- Dave Roncolato, Director, droncola@allegheny.edu
- Olivia Lang, Associate Director/Bonner Program Director, olang@allegheny.edu
- Bethany Ozorak, Assistant Director for Community-Based Projects, bozorak@allegheny.edu
- Gabby Bradshaw, AmeriCorps VISTA Director, gbradshaw@allegheny.edu
- Ben Helkowski, AmeriCorps VISTA Program Coordinator, bhelkowski@allegheny.edu
- Jennifer Gonzalez-Reyes, Bonner Program Coordinator, jgonzalezreyes@allegheny.edu
- Jennifer Kessner, Office Manager, jkessner@allegheny.edu

About Civic Engagement:
Civic Engagement provides structures, programs and resources to support student and faculty engagement in Meadville and beyond. These offerings are designed with diverse and multiple entry points within and outside the curriculum. The goal is to foster a pervasive Allegheny culture of civic mindedness. Deep learning occurs by coupling significant experiences beyond the campus with structured educational preparation and reflection. Programs are designed to both meet students "where they are at" and challenge their assumptions, worldview and comfort zones.

GATEWAY NETWORK

Location: Pelletier
Website   https://sites.allegheny.edu/gatewaynetwork/

Gateway Network Staff

- Mike Williams, Director, mwilliams@allegheny.edu

The Gateway Network connects businesses, government agencies, non-profits, and other entities to Allegheny students, faculty, and staff in order to jointly tackle pressing community issues while providing meaningful learning opportunities for Allegheny students.

International Education

Location: Pelletier
Phone: (814) 3324891
Website https://sites.allegheny.edu/internationaleducation/

Staff:

- Lucinda Morgan, Director, lmorgan@allegheny.edu
- Lenee McCandless, Assistant Director, lmccandless@allegheny.edu
- Jennifer Kessner, Office Manager, jkessner@allegheny.edu

International Education supports both the study abroad and international student/scholar community at Allegheny by providing opportunities to study, work and volunteer in more than 30 different countries around the world. Through

individualized cross-cultural advising and guided reflection, students are able to develop and enhance their intercultural knowledge and skills necessary to navigate a complex and interconnected world.

Nationally Competitive Fellowships

Location: Pelletier
Phone: (814) 332-6270
Website https://sites.allegheny.edu/smp/

Nationally Competitive Fellowship Staff

- Patrick Jackson, Director, pjackson@allegheny.edu

The Nationally Competitive Fellowship Office helps students identify and apply for distinguished off-campus funding opportunities. After completing an application, students know tremendously more about both themselves and their path. Nearly everyone who has ever held one of these fellowships identifies the experience as a vital and undeniable turning point

Pre-Professional Advising

Location: Pelletier
Phone: (814) 332-2845
Website https://sites.allegheny.edu/gateway/pre-professional/

Pre-Health Professions Staff

- Kirsten Peterson, Director of Pre-Professional Studies, kpeterso@allegheny.edu

Pre-Legal Professions Staff

- Kristin Black, Assistant Director of Career Education & Pre-Law Advisor, kblack@allegheny.edu

Pre-Education Studies Staff

- Susan Slote, Director of Education Studies, sslote@allegheny.edu

Pre-Professional Advising supports pre-health, pre-law and pre-education students by providing them with the tools and experiences to help them succeed. In addition to individual advising, students have access to workshops, shadowing opportunities, field experience, assistance with preparing applications and test preparation.

Undergraduate Research, Scholarship, and Creative Activities (URSCA)

Location: Pelletier
Phone: (814) 332-6270

Website https://sites.allegheny.edu/research/

URSCA Staff

- Aimee Knupsky, Director, aknupsky@allegheny.edu

Undergraduate Research, Scholarship, and Creative Activities office promotes student research, organizes oncampus presentations of student projects, and provides information and support to students who present their projects off-campus. The office also works to support student travel to conferences to present and/or participate in the presentation of scholarly research.

IDEAS Center - Inclusion, Diversity, Equity, Access, & Social Justice Center

Contact Information
Location: Campus Center, 308
Phone: 332-2718
Email: Angelica Perez-Johnston perezjohnston@allegheny.edu; Mikka Hunt mhunt@allegheny.edu

The IDEAS Center provides advocacy and support for historically and systemically underrepresented populations including, African American, Asian American and Pacific Islander, Hispanic & Latinx, Native American and Indigenous Peoples, as well as Multiracial, low-income, first-generation, women, Muslim, Jewish, International, and LGBTQ+ communities. The staff works to facilitate awareness and community building, dialogue, collaboration and exploration of current social justice issues for all members of the Allegheny College community.

Spiritual and Religious Life

Contact Information

Location: Campus Center, 3rd Floor
Phone: (814) 332-2800
Email: srl@allegheny.edu
Website https://sites.allegheny.edu/religiouslife/

Services

The Office of Spiritual and Religious Life (SRL) provides a number of resources to support students of any religion, or of none, and works with other campus groups and offices to explore larger questions of meaning and life goals. Please note that physical distancing required by the coronavirus may mean that some programs, services, and spaces may be altered or discontinued during the 2020-21 academic year. Our office can answer questions that you or your advisees have about alternative arrangements.

Programs for Religious Students
Religious clubs and services are offered on campus for many religions (see list below), and the SRL office can help

connect students with religious communities in the area. The Prayer and Meditation (PAM) Retreat (red house next to Arter) offers dedicated rooms for Muslim prayer, Hindu prayer, and meditation. Students who want access should contact the SRL Office for the door code. An inter-religious group, MOSAIC, is a resource for students of all religions, as well as those who want to discuss religious ideas, but have no personal faith commitments. The annual SRL Week offers coordinated programming to the campus community, around a theme. Many students go through religious transitions while they are in college, which may include questions about sexuality and other identities as they relate to religious beliefs. Please assure them that SRL offers safe space for them to raise any questions that they are struggling with. If students feel more comfortable talking with their academic advisors, SRL can be a resource for that conversation.

Religious Holidays
A calendar of religious holidays is posted on the SRL website, with guidelines for faculty, athletics, and programming units on how to facilitate and support students' religious observance. Please note that the Islamic month of Ramadan now falls during the academic calendar (it moves forward about 12 days each year). During this time, Muslims fast from food and drink from sunup to sundown, so fasting students may need accommodations in order to perform their best on exams. Please contact the SRL Office if you have advisees who need assistance.

All Students
Students who are not active in a religious tradition still seek places to connect and to talk about questions of meaning, purpose, and vocation. The SRL office is available for non-religious students, or those who consider themselves "spiritual but not religious," and it offers programs about the spiritual aspect of nature, music, and other experiences. SRL welcomes nonreligious students who need someone to talk to and will refer students to the Counseling Center if it seems appropriate.

Mindfulness
As a part of campus wellness programs, SRL helps to provide opportunities for mindfulness practice, including workshops, to equip students with techniques to improve focus and balance in their busy schedules.

Vocation
Through membership with NetVUE (Network for Vocation in Undergraduate Education), the SRL office works with Career Education to help students explore the idea of being called to some life's work. While SRL offers specific resources for students considering religious vocation, students may feel drawn to other types of work, and the SRL office has a number of general resources on vocation. NetVUE offers workshops and conferences for its member schools, to help identify and nurture students' sense of call, including resources to assist faculty advisors.

On Campus Religious Services

- Sun, 6:30 pm Roman Catholic Mass, Ford Chapel
- Fri, 12:30 pm, Lunch and Jum'ah prayers for Muslim community, Prayer and Meditation (PAM) Retreat
- Fri, 5 pm Shabbat Service and/or Dinner, Jewish Community Center or Hillel House

Religious Clubs
Contact SRL or visit the website for meeting times and places.

- Allegheny Christian Outreach (ACO)
- Fellowship of Christian Athletes (FCA)
- Hillel (Jewish)
- Islamic Cultural Association (ICA)
- MOSAIC (Inter-religious)

- Newman Catholic Campus Ministry
- Sojourners Christian Fellowship

Financial Aid

Contact Information

Location: 454 House
Phone: (814) 332-2701
Website https://sites.allegheny.edu/finaid/

Federal Work Study

The Federal Work-Study student employment program is a program provided to students who are not selected as Resident Advisors through the Office of Residence Life. It is funded partially by the federal government partially by the institution and is based on demonstrated financial need. Participating students usually work an average of 12 hours per week when school is in session to earn the maximum allotment as reflected on the financial aid award letter. Students eligible for Federal Work-Study may work in on-campus positions, or at one of the cooperative non-profit agencies within the Meadville area. Federal Work-Study is not deducted from the college bill. Students receive a monthly paycheck for hours worked. Employees are paid at least the minimum Federal hourly wage. Students and supervisors are responsible for completing all required forms before the student is permitted to begin working.

Campus Employment

Campus Employment is a program provided to students who do not qualify for Federal Work-Study and who are not selected as Resident Advisors through the Office of Residence Life. Students with Campus Employment may be hired to work in many of the regular student worker positions on campus. However, for the off-campus work-study positions preference is given to Federal Work-Study students. Participating students usually work an average of 10 hours per week when school is in session to earn the maximum $2,000 (International students may earn up to $2,500). Employees are paid at least the minimum federal hourly wage. Campus Employment is not deducted from the college bill. Students receive a monthly paycheck for hours worked. Students and supervisors are responsible for completing all required forms before the student is permitted to begin working.

TO APPLY FOR A JOB:

- Visit the Student Employment website to obtain a job application and view a list of student job openings.
- Complete a job application and submit it to the supervisor of the job.
- Follow up with the supervisor about any additional applications required and to arrange an interview.

How Work-Study and Institutional Employment Affect Hours and Jobs

For academic reasons, it is recommended that the student work no more than 10-12 hours per week for all combined jobs, but they **cannot** exceed 20 hours per week during the academic year. The amount of hours worked per week depends on the work award for the year. To find the maximum number of hours a student can work, divide the total work award by 26 (for weeks of employment), and then divide by the hourly rate of pay.

Under federal regulations, the College must monitor earnings for each student. **It is the responsibility of the supervisor and the student to budget allotted time and money accordingly so a student does not exceed maximum earnings.** WebAdvisor will track hours worked by a student. A student **must stop working** when he or she reaches the maximum allotted earnings (for all jobs combined).

Satisfactory Academic Progress Policy

Federal regulations require that all federal financial aid recipients maintain minimum satisfactory academic progress (SAP) to receive financial assistance. A financial aid academic progress policy is required in addition to the institution's general academic policies.

To receive federal financial aid, students must *successfully* complete at least a minimum number of credits every semester of full-time enrollment (see chart below.) Only non-repeated coursework will count toward course completion; however, in cases of repeated courses only the most recent grade will be used to determine the cumulative grade point average.

At Allegheny College, a full-time student is expected to complete all degree requirements within a maximum of 10 semesters (five years). Students may not receive federal or institutional aid after registering for 192 credits, or institutional aid after 10 semesters of financial assistance, regardless of the number of credits completed.

Students are also required to meet a qualitative measure of academic performance in order to receive federal financial aid. After two semesters of full-time enrollment, a student must achieve a cumulative grade point average of at least 1.00, a 1.50 cumulative grade point average after three semesters of enrollment and after four semesters of enrollment, a student must achieve a cumulative grade point average of at least 2.00 in order to receive federal financial aid.

Satisfactory academic progress is measured annually after the conclusion of spring semester by the Financial Aid Office. The chart below lists the qualitative and quantitative measures used by Allegheny College to measure satisfactory academic progress and the student's eligibility to continue to receive federal financial aid.

End of Semester	Min. Cum. GPA	Min. Credits Completed
2	1.00	24
3	1.50	36

4	2.00	48
5	2.00	61
6	2.00	74
7	2.00	87
8	2.00	100
9	2.00	114
10	2.00	128

Students who fail to successfully complete the minimum requirements will lose eligibility for federal financial aid.

APPEALS to SAP POLICY PERMITTED
Students who do not meet an institution's financial aid SAP requirements are allowed to petition for reconsideration of federal aid eligibility. Written appeals for an additional semester of aid eligibility (a probationary semester) must include:

1. **Why the student failed to make SAP,**
2. **What has changed that will allow the student to make SAP during the probationary semester, and**
3. **The student's academic plan for success.**

Appeals must be submitted in writing to the Financial Aid Office at least two weeks prior to the start of the semester for which the probationary semester is sought.

If the appeal is approved, one probationary semester of financial assistance will be granted to bring the academic record up to the minimum standards (state aid may still be eliminated during this period). If a student is not able to achieve the required standards within one semester, s/he will be placed on an academic plan with requirements for progression toward good standing within the SAP standards. The academic plan may have requirements for credit completion, semester grade point average, or both. Failure to meet the stated minimums after the probationary semester will result in a suspension of all financial aid until SAP requirements are met.

Options When a Student Does Not Have Enough Tuition Money

Complete the Free Application for Federal Student Aid (FAFSA) and any requested paperwork in a timely fashion. It is best if the Financial Aid Office is made aware of situations early in the semester rather than late in the semester so that assistance can be given because:

- Certain types of financial aid, especially free money, have very limited funds and are awarded based on need first, and then a first-come, first-served basis.
- Student loans have regulations about the certification and disbursement of funds. It often takes a couple of weeks to process the loan before the college receives the funds to clear a bill balance.

It is important for students to pursue all sources of gift aid. Many scholarships are available for current college students (click here). https://sites.allegheny.edu/finaid/scholarships/

If there is a situation that is not reflected on the FAFSA, please notify the Financial Aid Office. Commonly seen situations include, but are not limited to, recent job losses, unusually high out-of-pocket medical expenses, and one-time payments received during the calendar year used on the current FAFSA. Federal regulations apply in these situations, which means forms and documents are required, but the Financial Aid Office can help.

All students are eligible for student employment. If a student does not qualify for the federal work study program, then he or she is eligible for campus employment. Students may set up a payment plan with the Financial Services Office to use some or all of the earnings from student employment to pay toward the student bill.

Lastly, although least desirable, student loans can help pay off the student bill. The Financial Aid Office recommends getting through school with the least amount of debt and to use federal student loans before private loans since the federal loans have a fixed interest rate, have a lower interest rate, and do not require a cosigner.

Financial Services

Contact Information

Location: Schultz Hall
Phone: (800) 376-7075
Website https://sites.allegheny.edu/finserv/

When a Student Can't Register Because of a Financial Hold

Students whose accounts are delinquent will not be permitted to register for courses for the following semester, receive transcripts of their records, or receive their diplomas upon graduation. Students who carry a past due balance at the time of taking a leave of absence must pay the balance in full before they will be approved to return. Registration access will be granted 6 business days after the account is made current if paying by paper or electronic check.

A student who requests a copy of their transcript must pay in full all indebtedness to Allegheny before an official transcript of record will be issued. Any costs incurred in the collection of a delinquent account, including collection agency fees, attorney fees, and other charges, will be added to the amount due. Transcripts and Diplomas will be released 6 business days after receipt of a payment made by check or credit card.

At the beginning of each semester, the student bill includes applicable pending financial aid. The aid is displayed at the bottom of the statement. Finalized aid is posted to the account early in the semester. After financial aid is posted, any aid that has not been completed is not applied to the account and the outstanding balance is due. This balance can be paid or aid can be completed and applied to the account.

Meal Plans

Website https://sites.allegheny.edu/finserv/meal-plans/

The College offers many food service plans. All students living in College residences are required to participate in a meal plan. Minimum levels of participation are determined by College residence.

Athletics

Contact Information

Location: Wise Center
Phone: (814) 332 -3351
Website https://alleghenygators.com/

NCAA Eligibility Requirements for Athletic Competition and Practice

The NCAA has very specific rules for student-athletes regarding eligibility for competition and practice. **Full-time enrollment – Good academic standing – Satisfactory progress**

Full time enrollment – To be eligible for practice or competition, a student-athlete shall be enrolled in not less than 12-semester hours.

- If a student-athlete drops below the 12 semester hours at any time during the semester, the student-athlete becomes immediately ineligible for athletic practice and competition. Wait-listed courses do not count towards this or any other enrollment requirement.
- Final semester – To be eligible for practice or competition in the student-athlete's final semester, the studen-tathlete shall be enrolled in the courses necessary to complete the degree requirement and receive a diploma at the next degree-granting date. (12 semester hours not required)
- Eligibility between semesters (M/W Basketball, M/W Track, M/W Swimming) – To be eligible for competition or practice that takes place between semesters, the student-athlete shall be registered at the conclusion of the fall semester for at least 12 semester hours for the upcoming spring semester . If at any time during the semester break the student-athlete drops below 12 semester credit hours, they immediately become ineligible for athletic practice and competition.

Good academic standing and satisfactory progress

- Student-athletes placed on Academic Warning or Academic Probation are still eligible to practice and compete in athletics.
- Student-athletes placed on Poor Academic Standing cannot participate in varsity athletics (practice or competition) until their cumulative GPA rises to a 2.0.

Change in eligibility status – If a student-athlete's academic eligibility changes at the end of a semester, the student-athlete shall become eligible or ineligible to compete on the date his or her eligibility officially is certified by the Registrar's Office.

Academic status is monitored on an ongoing basis by the Registrar's Office and the Athletic Department compliance officer.

North Coast Athletic Conference (NCAC) Contest Scheduling Guidelines & Policies

The North Coast Athletic Conference was founded on the concept that intercollegiate athletics were valued within the collegiate experience. However, the founders were insistent that athletics not infringe on the main academic experience. Some of the ways in which that philosophy has developed in practice, as to guidelines for scheduling Conference contests and championships are as follows.

Travel Policies
No conference school shall travel more than three hours, one-way, on a weekday (M-F) when classes are in session. The longest trips shall be kept to the weekends and breaks.

Final Exams
Every possible effort will be made to avoid scheduling Conference contests or championship events against final exams. There are some instances where it is virtually impossible to accommodate the range of final examination periods at all NCAC members and schedule numerous Conference championships (as in the spring with the short season and eight championship events). Ultimately, student-athletes must make the choice to compete or not during these periods and do so every year in many sports.

Allegheny College Athletic Scheduling Guidelines
Each head coach is responsible for maintaining the competitive schedule for their program. The Conference schedule is always given priority. NCAA regulations for minimum and maximum competitions are strictly followed. The head coach puts together the non-conference schedule limiting travel on school days to an absolute minimum and to no more than 200 miles distance. There should not be more than **three** days on any given class rotation (MWF or TTH) per semester when students will miss class and no more than **six** days missed or early departure in total. The schedules must be approved by the Athletic Director and Faculty Athletic Representatives before they are considered final.

Role Of The Faculty Athletic Representative (FAR)

The Faculty Athletic Representatives:

- Promote community between athletics and academics through education and communication
- Educate the campus community about NCAA Division III and the NCAC philosophy
- Promote communication between students, faculty and coaches so that the student athlete experience can have the maximum academic and athletic impact.
- Act as a liaison for students, faculty, coaches, and athletic directors with regard to conflicts between academics and athletics
- Promote student responsibility to inform faculty of missed class time well in advance of the date
- Facilitate and promote creative methods to make up missed class time (taping evening seminars, proctoring exams, morning labs, streaming lectures).

Student Involvement (Clubs and Organizations)

Contact Information
Location: Campus Center 310
Phone: 332-2754
Email: sli@allegheny.edu
Website https://sites.allegheny.edu/studentinvolvement/

Departmental Guidelines and Requirements

Art

Department https://sites.allegheny.edu/art/
Academic Bulletin

The Art Department is introduced a new curriculum for the 2019-2020 academic year. Previous offerings were changed to fit into a more clearly hierarchical sequences and take best advantage of new faculty.

Some changes include the following:

1. In Studio Art students can focus on the mediums of ceramics, electronic art and intermedia, painting, photography, and sculpture. We have dropped printmaking and upper levels of drawing.
2. The major in Art & Technology is now reconfigured as the interdivisional program ARt, Science, and Innovation (ASI).
3. Discontinued for students matriculating in Fall 2018 or later are the Major and Minor in Art History and the Minor in Art & the Environment.

The Art Department is trying to be flexible in helping students meet requirements as students transition into the new curriculum. To understand how individual courses will meet requirements in a specific student's program, it is best to consult with the Art Department Chair or an Art Department faculty advisor.

Students may MAJOR in Studio Art or ASI.

Students may MINOR in Studio Art or ASI.

Both the Major and Minor in ASI are considered **Interdivisional**.

A student majoring in Studio Art may not double-major or minor in ASI.

A student majoring in ASI may not double-major or minor in Studio Art.

A note about transfer or AP credit in studio art. Because the Art Department is small and we do not have a significant range of upper level studio courses, we do not always encourage first year students to place out of 100-level courses. Even if they have had some previous instruction in a medium, students usually have a lot to gain from taking introductory courses with new, College-level expectations. They can engage the material at their own level. But if they would like to apply their transfer credit to meet a specific requirement of an Art Department Major or Minor, they should consult with the department chair for a closer review of their portfolio and program plans.

A 4 or 5 in AP art history might be applied toward the requirements of a major or minor in the Art Department, typically replacing ART 115.

Suggested Schedule for the **Studio Art Major**:

	1st Semester (Fall)	2nd Semester (Spring)	Either Semester

			ART 151, Drawing
First Year	FS 101 ART 115	FS 102	100-level course in 2D-medium 100-level course in 3D-medium
Sophomore		ART 250	200-level course in preferred medium 100-level course in 3D or 2D
Junior		ART 580, Junior Seminar	300-level course in preferred medium 100-level course in 2D or 3D
Senior	ART 480 or Internship		ART 620, Senior Project Advanced course in medium

Additional Advising Considerations for Studio Art:

- It is now possible to take Introductory, Intermediate, and Advanced courses in ceramics, electronic art and intermedia, painting, photography, and sculpture. However, not all courses are offered every semester, so students should begin their sequences as soon as possible if they want to be able to schedule a third, advanced course in the media sequence by the time they are juniors or seniors.
- ART 580 Junior Seminar is now offered both Fall and Spring semesters. It is recommended that students plan to take ART 580 in the spring of their junior year, but it is possible to do the Junior Seminar / Senior Project sequence in the Fall and Spring of the senior year.
- **Arts Administration Pathway**. Students interested in careers in museums, galleries, or public history could choose a Studio Art MINOR of Art 115, Art 171, Art 187, Art 250, Art 271, leading to the capstone of Art 584.

Suggested Schedule for **Art, Science, and Innovation Major:**

	1st Semester	2nd Semester	Either Semester
First Year	FS 101 Science 1	FS 102 Science 2	ART 187 Begin science sequence Take elective from Core B (Theoretical Approaches)
Sophomore	Science 3	ART 250 Science 4	ART 287 or 387 Begin Art Practices Module Continue science sequence
Junior		ART 580 Junior Seminar	ART 287 or 387 Complete Art Practices Module
Senior		ART 620 (Senior Project)	

Additional Advising Considerations for Art, Science, and Innovation:

- There is a significant science component to this major (4 courses) that should be started early in the student's program, since science classes are often hierarchical and strictly sequenced. The science module is intended to be highly customizable by the student. See the example Pathways below, but have the student consult with a major as soon as possible to consider meaningful choices.
- ART 59Junior Seminar is now offered both Fall and Spring semesters. It is recommended that students plan to take ART 580 in the spring of their junior year, but it is possible to do the Junior Seminar / Senior Project sequence in the Fall and Spring of the Senior year.

Sample Pathways in ASI

In selecting Science Electives, students might consider the examples of the following pathways through a focus area. Students should consult with their advisors to create a group of courses most relevant to their interests.

Optics -Different from the OpArt movement, an optics pathway would guide the understanding of the physics behind perception.

- MATH 140 - Calculus I with Precalculus, Part I
- PHYS 102 - Fundamentals of Physics II (prereq: MATH 140)
- PHYS 350 - Physical Optics
- PSYCH 150 - Sensation & Perception

Generative Art - Generative art is produced by developing an autonomous system that independently determines its own features.

- CMPSC 101 - Data Abstraction
- CMPSC 301 - Data Analytics
- CMPSC 310 - Artificial Intelligence (prereq: CMPSC 101)
- CMPSC 311 - Robotic Agents (prereq: CMPSC 101)

Mathematical Art - Art is often based in geometry and mathematical principles. In 3 courses, students establish the foundation of mathematical concepts

- MATH 151 - Calculus I
- MATH 152 - Calculus II (prereq: MATH 151)
- MATH 205 - Foundations of Mathematics (prereq: MATH 152)
- Option: MATH 320 Linear Algebra (prereq: MATH 205), which can provide an approach toward the basics of computer animation, or MATH 350 Geometry (prereq: MATH 205).

Bio Art - Bioart is concerned with the ethics of established and emerging biological science principles and how they are culturally understood and used.

- CHEM 120 - Chemical Concepts I
- BIO 220 - Organismal Physiology and Ecology
- BIO 221 - Genetics, Development and Evolution
- FSBIO 201 - Investigative Approaches in Biology

Integrated Sustainability - Evolving out of environmental art, Integrated Sustainability is an example of a solutions-based art practice geared towards finding practical applications for environmental challenges that engage with the imagination of the public.

- ENVSC 110 - Introduction to Environmental Science
- ENVSC 250 - Environmental Education
- ENVSC 352 - Environmental Justice
- ENVSC 380 - Climate Energy Policy (pereq: ENVSC 110)

Visualization/Augmented Reality/Virtual Reality - Artists working with AR/VR and visualization are established leaders in the computer science field working on developing new potential uses and aesthetics for the technology, from public engagement of data, to wellness applications for VR and AR.

- CMPSC 100 - Computational Expression
- CMPSC 101 - Data Abstraction
- CMPSC 301 - Data Analytics (prereq: FS 102 or permission) OR PSYCH 150 - Sensation & Perception
- CMPSC 310 - Artificial Intelligence (prereq: CMPSC 101)

Computer Art - Artists working within computer art work as web developers, graphic designers, UX/UI (User Experience/ User Interface) designers, and technologists.

- CMPSC 100 - Computational Expression
- CMPSC 101 - Data Abstraction
- CMPSC 102 - Discrete Structures
- CMPSC 302 - Web Development (prereq: FS 102 or permission)

Biochemistry

Biochemistry   https://sites.allegheny.edu/biochem/
Academic Bulletin

General Principles to consider in advising a student for Biochemistry:

The Biochemistry Major is a highly hierarchical major and requires 64 credits (17 courses) to complete. This means that students interested in a Biochemistry Major will need to begin the foundational Natural Science courses early in their career. The General Chemistry, Introductory Biology and Introductory Mathematics sequences are all

pre-requisites to intermediate and advanced courses in the Major and, as such, should be completed by the end of fall semester in a student's sophomore year.

Students who come in with weaker academic backgrounds should be cognizant of the need to complete prerequisites in a timely manner so that they do not end up with schedules in their junior and senior year that are unrealistic or impossible to schedule due to time constraints and conflicting course times.

In general, a student who does not feel ready to take more than one Natural Science course a semester is not likely to be able to handle three or four such courses in their Junior and Senior years. A 17 course major equates to an average of just over two courses each of eight semesters. **Thus, advising a student to take only one NS course a semester during the first and second year makes it difficult for them to complete the Biochemistry Major in four years.** Some students may need to consider taking summer courses for transfer, or planning for an extra semester or year to complete the Major. This is especially true if a student takes only one NS course each of their first 2-3 semesters or if they start the courses for the Major later than the sophomore year. Students should be made aware of this reality if they are advised to limit their NS courses to one per semester in the first three to four semesters.

If a student expresses an interest in a Junior Year abroad experience, it is very important that they speak with a member of the Biochemistry program faculty for guidance during their first year or early in their sophomore year. Depending on the experience they wish to pursue, it may be important for them to consider taking their Jr. Seminar in the sophomore year. In addition, any courses they hope to transfer from the Jr. Year abroad experience to count towards the Major will need to be carefully selected with the guidance of a Biochemistry faculty member.

Finally, any student considering a Biochemistry Major is strongly encouraged to meet with a member of the Biochemistry faculty prior to scheduling classes for their Sophomore or Junior year.

Typical four-year road map
Pre-requisite courses (should be completed in the first three semesters)

Course (take all)	Pre-reqs	Semester							
		I	II	III	IV	V	VI	VII	VIII
MATH 151, Calculus 1	placement exam	X		x					
MATH 152, Calculus 2	MATH 151#		X		x				
PHYS 110, Physical Concepts 1	MATH 151			X		x*			
CHEM 120,Chemical Concepts 1	Placement in MATH 151	X	x						
CHEM 122, Chemical Concepts 2	CHEM 120#		X	x					
BIO 220, Organis, Physiol & Ecol	CHEM 120		X	x					
BIO 221, Genet, Devel & Evol	BIO 220			X	x				

CHEM 231, Organic Chemistry 1	CHEM 122[#]			X	x			

X = students starting in MATH 151, x - students starting in MATH 140

[#]Pre-requisite must be met with a C or better, *PHYS 101

Sophomore Seminar (should be completed in the sophomore year)

Course (Choose 1)	Pre-reqs	Semester							
		I	II	III	IV	V	VI	VII	VIII
FSBIO 201	BIO 220				**X**x				
FSCHEM 201	CHEM 122[#]		**X**		x				

Intermediate Courses (should be completed by first semester senior year

Course (take all)	Pre-reqs	Semester (take during one designated semester)							
		I	II	III	IV	V	VI	VII	VIII
CHEM 253, Biochemistry	CHEM 231[#]				**X**	**X**	x		
CHEM 242, Physical Chemistry	MATH 152 & CHEM 122					**X**x		**X**x	
BIO 305 (Molecular Biology)	BIO 221 & FSBIO[#] or CHE 201					**X**x		**X**x	

Junior Seminar (should be completed Junior Year)

Course (Choose one)	Pre-reqs	Semester							
		I	II	III	IV	V	VI	VII	VIII
BIO 580 (designated sections)	BIO 221 & FSBIO[#] or FSCHE 201					**X**x	**X**x		
BIO 584	FSBIO or FSCHE 201					**X**x			

Upper Level Electives (should be completed as soon as possible)

Courses (one from each department)	Pre-req	Semester (take during one designated semester							
		I	II	III	IV	V	VI	VII	VIII
CHEM: 354, 357, 361, 43X, 45X, 46X	Various						**X**	**X**x	**X**x
BIO: 300, 310, 320, 325, 360	Various						**X**	**X**x	**X**x

Course (take both)	Pre-reqs	Semester							
		I	II	III	IV	V	VI	VII	VIII
BIOCHEM 600 (2 credits)	BIO 580 or CHEM 584							**X**x	
BIOCHEM 610 (4 credits)	BIOCHEM 600								**X**x

Timing of Courses (see Biology)

Biology

Biology https://sites.allegheny.edu/bio/
Academic Bulletin

When advising a student interested in the **Biology Major**, please note:

The **Major** in Biology has six components:

1. **Three introductory biology courses** (BIO 220, 221, and FSBIO 201).
2. **Three 300-level biology courses**, one in each of the three main areas of biology (Cellular/Molecular Biology, Organismal Biology/Physiology, and Population Biology/Ecology).
3. A **Junior Seminar** (BIO 580).
4. A two-semester, six credit **Senior Project and Seminar** (BIO 600 and 610).
5. **Required foundation courses in Mathematics and Chemistry:** MATH 151 (or 140/141), CHEM 120/122, and one semester of Organic Chemistry (CHEM 231).
6. **Two additional four-credit courses** chosen from: **Biostatistics** (BIO 385), **Chemistry** (CHEM 200 or higher, except 231), **Computer Science** (100-level or higher), **Geology** (100-level or higher, except GEO 331), **Mathematics** (152 or higher), **and/or Physics** (PHYS 101 or higher). These courses should be chosen to complement career goals or specific curricular interests. Courses numbered 190 do not qualify. Any course cross-listed as Biology does ot qualify.

It is important to BEGIN THE REQUIRED MATH AND CHEMISTRY COURSES AS EARLY AS POSSIBLE, in order to complete the prerequisites for the Introductory Biology courses and for the 300-level Biology courses. Placement in Mathematics 152 or higher satisfies the Mathematics 151 requirement for the Major. However, students interested in the health professions may need to take additional courses in Mathematics and Chemistry if they place in either Mathematics 152 (or higher) or Chemistry 122. See the Health Professions Advising Guidelines for further details.

The three introductory Biology courses, Mathematics 151 (or 140/141), Chemistry 120/122, and Chemistry 231, should be completed by the end of the sophomore year, if mathematics and chemistry placement permits. **Students and their advisors should also be aware that Chemistry 231 is only offered once per year, in the fall semester.**

Students interested in the health professions should take Chemistry 332 and 234, Chemistry 253, and Physics 101 and 102 (or Physics 110 and 120). Students and their advisors should also be aware that some of these courses are only offered once per year:

- Physics 101 & 120: spring semester only
- Physics 102 & 110: fall semester only
- Chemistry 332 & 234: spring semester only

Students interested in Biochemistry or Molecular Biology may wish to consider the Biochemistry Major.

Suggested Biology Progression Based on Math Placement

Prerequisites for the Biology Major and Minor:

1. Chemistry 120 is a prerequisite for Biology 220. Placement into Math 151, transfer or AP credit for Math 151, completion of Math 140 with a C or better, or completion of CHEM 119 with a C or better is required to enroll in CHEM 120.
2. Biology 220 is a prerequisite for Biology 221 **and** for FS BIO 201.
3. Biology 220, 221, **and** FS BIO 201 are prerequisites for Biology 300-level courses.
4. Biology 220, 221, **and** *a grade of C or higher in FS Bio 201* are prerequisites for BIO 580.
5. Biology 580 is a prerequisite for Biology 600. Biology 600 is a prerequisite for Biology 610.

Suggested Schedule for the **Biology Major:**

	Placed into MATH 151		Placed into MATH 140	
Year	Fall	Spring	Fall	Spring
1	FS 101 MATH 151[1] CHEM 120[2]	FS 102 BIO 220 CHEM 122[3]	FS 101 MATH 140[1] CHEM 119 (Session B)	FS 102 MATH 141 CHEM 120
2	BIO 221/FSBIO 201 CHEM 231[4]	BIO 221/FSBIO 201 Cognate	CHEM 122[3] BIO 220	BIO 221 FSBIO 201 Cognate
3	BIO 580[5] BIO 3XX Cognate	BIO 580[5] BIO 3XX	CHEM 231[4] BIO 3XX Cognate BIO 580[5]	BIO 580[5] BIO 3XX
4	BIO 600 BIO 3XX	BIO 610	BIO 600 BIO 3XX	BIO 610

<u>Key to Above Chart</u>

[1]Placement into Math 151, transfer or AP credit for Math 151, completion of Math 140 with a C or better, or completion of CHEM 119 with a C or better is required to enroll in CHEM 120.

[2]Should be taken first semester to enable students to take Bio 220 in Spring and to complete CHEM 231 by the end of sophomore year. CHEM 231 is offered only in Fall, so taking CHEM 120 second semester instead of first semester results in postponement of CHEM 231 until junior year, which will preclude students from enrolling in certain upper-level biology courses and may delay taking of the MCAT for pre-medical students.

[3]Pre-requisite for CHEM 231, which is only offered in Fall.

[4]Only offered in Fall. Pre-requisite for certain upper-level biology courses.

[5]Can be taken either semester of junior year.

The **MINOR** in Biology has three components:

1. **Three introductory biology courses** (BIO 220, 221, and FSBIO 201).
2. **Two 300-level biology courses**, at least **one** of which must be a laboratory course.
3. **Required foundation courses in Chemistry:** CHEM 120/122, and one semester of Organic Chemistry (CHEM 231). Placement into MATH 151, transfer or AP credit for MATH 151, completion of MATH 140 with a C or better, or completion of CHEM 119 with a C or better is required to enroll in CHEM 120.

Timing of Courses

Most courses are taught each year and some are taught each semester as indicated in the following table. Staffing may necessitate changes to this schedule so Self-Service should be consulted for actual courses taught each semester.

Fall	Spring
CHEM 120, Chemical Concepts 1	
CHEM 122, Chemical Concepts 2	
PHYS 110, Concepts in Physics 1	PHYS 120, Concepts in Physics 2
PHYS 102, Introductory Physics 2	
BIO 220, Organismal Physiology, and Ecology	
Biology 221, Genetics, Development and Evolution	
MATH 151, Calculus 1	
MATH 152, Calculus 2	
CHEM 231, Organic Chemistry 1	
FSCHE 201, Research Methods in Chemistry	
FSBIO 201, Investigative Approaches in Biology	

CHEM 242, Physical Chemistry	
CHEM 253, Biochemistry	
BIO 305, Molecular Biology	
CHEM 23X, 45X, 46X, Special Topics (at least one per year, semester varies)	
CHEM 361, Instrumental Chemistry CHEM 354, Metabolism	
BIO 310, 315, 320, 325, and 360 (at least one each semester)	
CHEM 584 (typically fall) and BIO 580 (selected sections, Junior Seminar (at least one each semester)	

Important Considerations:

- Placement into Math 151 is a pre-requisite for starting in Chemistry 120 in the first semester. Although students do NOT need to co-enroll in math and chemistry, co-enrollment is HIGHLY recommended so that pre-requisite courses can be finished in a timely manner.
- Enrollment in Physics 110 (Fall semesters) is restricted to freshmen & sophomores. When scheduling constraints necessitate it, Physics 110 may be replaced by Physics 101; Phys 101 is open to students in any class.
- In planning, students should pay attention to pre-requisites for core and upper-level courses.
- Students hoping to do a senior project with a Biology faculty member should enroll in a Biology Jr. Seminar course and those hoping to work with a Chemistry faculty member should enroll in the Chemistry Jr. Seminar.
- Any student considering a Biochemistry Major is strongly encouraged to meet with a member of the Biochemistry faculty prior to scheduling classes for their Sophomore or Junior year.

Business

Business https://sites.allegheny.edu/econ/business-major/
Academic Bulletin

When advising a student interested in Business, please note:

- MATH 140 or 151 is a prerequisite to ECON 200, 201, and 202 and should be taken the first year.
- The order in which ECON 100 and 101 are taken does not matter. The same is true for ECON 200 and 201.
- ECON 190 and 226-286 are sophomore-level electives and can be taken without ECON 200-203. FESCO 201 can substitute for a 200-level elective.
- All Business Majors take an ECON 570-580 level seminar in their first semester senior year. The seminar is the first part of the senior project.

Sample Schedule for **Business Major:**

	1st Semester (Fall)	2nd Semester (Spring
First Year	FS 101 ECON 100 MATH 151	FS 102 ECON 101
Sophomore	ECON 200 or ECON 201 ECON 202 FSECO 201	ECON 240 ECON 285 FSECO 201
Junior	200-Level ECON 400-Level ECON	ECON 440
Senior	CMPSC 322 or ECON 451 ECON 580	ECON 620

Sample Schedule for students starting **Business Major late and placing in MATH 140:**

	1st Semester (Fall)	2nd Semester (Spring
First Year	FS 101 MATH 140	FS 102
Sophomore	ECON 100 ECON 285 FS 201	ECON 101 ECON 200 or 201 ECON 240

Junior	A 200-level ECON elective ECON 440	A 400-level ECON elective
Senior	ECON 580	ECON 620

Note:

- There is no minor in Business
- Electives must be selected from the list of elective courses prescribed for the Business Major (see *Academic Bulletin*). Substitutions may be granted, subject to the approval of the Chair of Economics Department.
- Students majoring in Business are expected to engage in at least one experiential learning activity (examples: internships, study abroad, service learning, etc.) approved by their academic advisor. These activities are expected to take place during a student's sophomore, junior or senior years.

Chemistry

Chemistry   https://sites.allegheny.edu/chem/
Academic Bulletin

General Principles to consider in advising a student for Chemistry:

The Chemistry Major is a highly hierarchical major and requires 64 credits (17 courses) to complete. This means that students interested in Chemistry for their major will need to begin the foundational Natural Science courses early in their academic career. The Introductory Math sequence (MATH 151, 152), and General Chemistry (120, 122) are all prerequisites to intermediate and advanced courses in the Major and should be completed by the end of fall semester in a student's sophomore year. The first introductory chemistry course (CHEM 120-Chemical Concepts I) has a Math prerequisite of testing into MATH 151 through the Allegheny College Math placement test. If students test into MATH 151, they should be advised to take MATH 151 and CHEM 120 in the Fall of their first year. If they do not test into MATH 151, they should be advised to take MATH 140 and consider taking CHEM 119. On successful completion of either MATH 140 or CHEM 119, they can register for CHEM 120 in the Spring of their first year.

It is very important to indicate to students who come in with weaker academic backgrounds (not testing into Math151 would be an indication of this) should be cognizant of the need to complete prerequisites in a timely manner so that they do not end up with schedules in their junior and senior year that are unrealistic or impossible to schedule due to time constraints and conflicting course times. Also please keep in mind that many courses in the Major have a grade prerequisite (C or better) to continue on to the next course.

In general, if a student does not feel ready to take more than one Natural Science course in a given semester is not likely to be able to handle three or four such courses in their Junior and Senior years. A 17 course major equates to an average of just over two courses each of eight semesters. Thus advising a student to take only one NS course a semester, puts this student in an impossible position to complete the Chemistry Major in four years. In some cases, students may need to consider taking summer courses for transfer, or planning for an extra semester or year to complete the Major. This will be the case if a student takes only one NS course for the Major in each of their first 2-3 semesters, or if they start the courses for the Major later than the sophomore year. Students should be made aware of this reality if they are advised to limit their NS courses to one per semester in the first three to four semesters.

If a student expresses an interest (due to minor choice or other) in a Junior Year abroad experience it is very important that they speak with a member of the Chemistry Dept., or the Chair for guidance during their first year or early in their sophomore year. Depending on the experience they wish to pursue it may be important for them to consider taking their Jr. Seminar in the sophomore year, but this and other options need to be discussed with Chemistry Dept faculty.

Finally, any student considering a Chemistry Major is strongly encouraged to meet with a member of the Chemistry faculty, or the Chair of the department prior to scheduling classes for their Sophomore year, or in their Sophomore year to help minimize issues as the student progresses through their intended path.

Timing of Courses

Most courses are taught each year and some are taught each semester as indicated in the following table. In some cases staffing may necessitate changes to this schedule, so please consult Self-Service, or the Dept Chair for the exact timing of courses taught each semester.

Table 1: Typical timing of chemistry course offerings by semester through the sophomore year.

Course	Fall Semester	Spring Semester

CHEM 119*	Yes, Module A and Module B	No*
CHEM 120	Yes	Yes
CHEM 122	Yes	Yes
CHEM 231	Yes	No
CHEM 332	No	Yes
CHEM 222	No	Yes
CHEM 242	Yes	No
CHEM 253	Yes	Yes
FSCHE 201	Yes	Yes

For academic year 2020-2021 CHEM 119 will be offered in Module A of the Fall Semester and Module 1 (January Module) of the Spring Semester.

Important Notes to Consider

- Students who do not place into MATH 151 should register for MATH 140 in their first semester, and /or consider registering for CHEM 119 to meet the Chem120 pre-req. *For academic year 2020-2021 CHEM 119 will be offered in Module A of the Fall Semester and Module 1 (January Module) of the Spring Semester.*
- Placement into MATH 151 is a pre-requisite for starting in CHEM 120 in the first semester. Although students do NOT need to co-enroll in math and chemistry, co-enrollment is HIGHLY recommended so that pre-requisite courses can be finished in a timely manner.
- Enrollment in PHYS 110 (Fall semesters) is restricted to freshmen & sophomores. When scheduling constraints necessitate it, PHYS 110 may be replaced by PHYS 101; Phys101 is open to students in any class.
- In planning, students should pay attention to pre-requisites for core and upper-level courses.

The Chemistry Department offers a Minor in Chemistry. See *Academic Bulletin* for specifics.

Communication, Film, and Theatre

Communication, Film, and Theatre
Academic Bulletin

The department offers 3 separate majors and minors:

- **Communication & Cultural Studies (COMM)**
- **Film & Digital Storytelling (FDS)**
- **Theatre (THTR)**

Minimum credits for majors & minors are as follows:

	Communication and Cultural Studies	**Film and Digital Storytelling**	**Theatre**
Major	50 Credits	57 Credits	55 Credits
Minor	24 Credits	24 Credits	24 Credits

- Majors *should* take introductory courses during the 1st year
  - o **Communication & Cultural Studies:** COMM 120 and COMM 145
  - o **Film & Digital Storytelling:** FDS 171 and FDS 202
  - o **Theatre:** THTR 110, THTR 150 and THTR 160
- Minors should take introductory courses during the 1st or 2nd year
- Majors and minors *must* take introductory courses before the 4th year
- Each major combines a core sequence (from Introductory courses to the Senior Project) with 2 elective modules of 12 credits each. The Theatre major requires one elective module to be Theatre courses.
- Each major gives the opportunity for student to take at least 3 courses (12 credits) in one of the other areas of the department through a 3-course "Module of Inquiry." The modules of inquiry are:
  - o "Media, Politics, & Technology" (COMM courses)
  - o "Popular Culture and Civic Life" (COMM courses)
  - o "Digital Storytelling" (FDS and JOURN courses)
  - o "Live Performance" (THTR courses)
- FSCOM 201 is recommended but not required for majors or minors
  - o Majors can use FSCOM 201 toward one "Module of Inquiry"
  - o Minors can use FSCOM 201 toward their requirements

Communication and Cultural Studies Major (50 Credits) suggested timeline:

	Fall Semester	Spring Semester	Either Semester
First Year (8 credits)	FS 101	FS 102	COMM 120 COMM 145
Sophomore (16 credits)	1st "Module of Inquiry" course (course 1 of 3)	2nd "Module of Inquiry" course (course 1 of 3)	FSCOM 201 COMM 241 "Media-making" course
Junior (14 credits)	1st "Mode of Inquiry" course (course 2 of 3)	2nd "Module of Inquiry" course (course 2 of 3)	COMM 581 COMM 600 (2 credits, usually concurrent with COMM 581)
Senior (12 credits)	1st "Module of Inquiry" course (course 3 of 3)	2nd "Module of Inquiry" course (course 3 of 3)	COMM 610

Film and Digital Storytelling Major (57 credits) suggested timeline:

	Fall Semester	Spring Semester	Either Semester
First Year (8 credits)	FS 101	FS 102	FDS 171 FDS 202
Sophomore (16 credits)	1st "Module of Inquiry" course (course 1 of 3)	FDS 300 2nd "Module of Inquiry" course (course 1 of 3)	FSCOM 201 "Film & Media Making" course (course 1 of 2)
Junior (21 credits)	1st "Module of Inquiry" course (course 2 of 3)	2nd "Module of Inquiry" course (course 2 of 3)	FDS 583 FDS 600 (1 credit, usually concurrent with FDS 583) "Film Studies & Culture: course "Film & Media Making" course (course 2 of 2)
Senior (12 credits)	1st "Module of Inquiry" course (course 3 of 3)	2nd "Module of Inquiry" course (course 3 of 3)	FDS 610

Theatre Major (55 credits) suggested timeline:

	Fall Semester	Spring Semester	Either Semester
First Year (12 credits)	FS 101 THTR 160 (2 cr) and THTR 161, 162, or 163 (2 cr)	FS 102	THTR 110 THTR 150
Sophomore (13-17 credits)	"Theatre Elective" (course 1 of 3)	THTR 210 "Module of Inquiry" course (course 1 of 3)	FSCOM 201 "Practicum" (1 cr, course 1 of 2) THTR 311 (Fall) or THTR 312 (Spring) taken sophomore or junior year
Junior 14-18 credits)	THTR 582 "Theatre Elective" (course 2 of 3)	THTR 600 (1 cr) "Module of Inquiry" course (course 2 of 3)	"Practicum (1 cr, course 2 of 2)
Senior (12 credits)	"Theatre Elective" (course 3 of 3)	"Module of Inquiry" course (course 3 of 3)	THTR 610

Communication and Cultural Studies Minor (24 credits0 suggested timeline:

	Fall Semester	Spring Semester	Either Semester
First Year (4 credits)	FS 101	FS 102	COMM 120 or COMM 145
Sophomore (8 credits)	COMM 200-level course	COMM 200-level course	FSCOM 201 (can be used as a COMM 200-level course)
Junior (8 credits)	COMM 300-level course	COMM 300-level course	
Senior (4 credits)			ANy other COMM, FDS, or THTR course (100, 200, or 300-level)

Film and Digital Storytelling Minor (24 credits) suggested timeline:

	Fall Semester	Spring Semester	Either Semester
First Year (4 credits)	FS 101	FS 102	FDS 171
Sophomre (8 credits)	FDS 202	"Digital Storytelling" course (course 1 of 3)	FSCOM 201
Junior (8 credits)	"Digital Storytelling" course (course 2 of 3)	"Digital Storytelling" course (course 3 of 3)	
Senior (4 credits)			Any other COMM, FDS, or THTR course (100, 200, or 300-level)

Theatre Minor (24 credits) suggested timeline:

	Fall Semester	Spring Semester	Either Semester
First Year (4 credits)	FS 101	FS 102	THTR 110
Sophomore (8 credits)		THTR 210	"Performance & Production" (4 cr) FSCOM 201

Junior (8 credits)	THTR 582		THTR 311 (Fall) or THTR 312 (Spring)
Senior (4 credits)			Any other COMM, FDS, or THTR course (100, 200, or 300-level)

Community and Justice Studies (COMJ)

Community and Justice Studies https://sites.allegheny.edu/commjustice/
Academic Bulletin

When advising a student interested in COMJ, please note:

- If a student expresses an interest in community service, activism, civic engagement, or social justice/change please bring the COMJ Program to their attention.
- 44 Credits are required to complete the Major.

Suggested Schedule for **COMJ Majors** (for specific courses required for the Major, please see the *Academic Bulletin*):

	1st Semester (Fall)	2nd Semester (Spring)
First Year	FS 101 COMJ 160 or	FS 102 COMJ 160 or

	Political Participation and Democracy elective (COMM 145 is a good one) or Ethics elective (PHIL 140 is a good one)	Political Participation and Democracy elective (COMM145 is a good one) or Ethics elective (PHIL 140 is a good one)
Sophomore	COMJ 270 Continue working on electives	COMJ 270 Continue working on Electives Identify COMJ theme
Junior	COMJ 460 Theme coursework Finish electives	COMJ 560 Theme coursework Finish Electives
Senior	COMJ 620 Complete Theme coursework	COMJ 620

Suggested Schedule for **COMJ Minor** (for specific courses required for the Minor, please see the *Academic Bulletin*):

	1st Semester (Fall)	2nd Semester (Spring)
First Year	FS 101 COMJ 160	FS 102 COMJ 160
Sophomore	COMJ 270	COMJ 270
Junior	Theme coursework	COMJ 460
Senior	Complete theme coursework	COMJ 560 Complete theme coursework

Computer Science

Computer Science https://sites.allegheny.edu/compsci/
Academic Bulletin

Introduction
The details about the Computer Science Major and Minor described in detail at the following web site:
https://www.cs.allegheny.edu/teaching/bulletin/

The aforementioned web site is regularly updated. However, the details about the old curriculum (pre-Fall 2018), which included both the Computer Science and Applied Computing Majors, is still available at this site:
https://www.cs.allegheny.edu/teaching/bulletin/archive/

Laptops
To ensure both that the software development experience in a Computer Science course closely mirrors real-world practice and that we most effectively use the classroom furniture, we now invite all students to use their own laptops

during class, laboratory, and practical sessions. Desktop computers are not available in the teaching and lab spaces in Alden Hall.

To ensure that every student has a laptop that will run the required software to complete work in computer science course, we encourage all students registered for computer sciences courses to visit the following web site to learn about department approved laptops: https://www.cs.allegheny.edu/resources/laptops/

The department lends laptops to students who do not have an appropriate laptop for computer science work. To ensure that there are sufficient laptops for students to use when completing their class work, students enrolled in computer science courses are asked to complete a survey sent by the department prior to the start of each semester.

Suggested Schedule for the **Computer Science Major:**

	1st Semester (Fall)	2nd Semester (Spring)
First Year	FS 101 CMPSC 100 CMPSC 102	FS 102 CMPSC 101
Sophomore	CMPSC 200 CMPSC 201 CMPSC 480 (2 credits)	CMPSC 202 CMPSC 203 CMPSC 481 (2 credits)
Junior	CMPSC 3XX CMPSC 3XX (or, next Fall)	CMPSC 4XX (or, next Spring) CMPSC 580
Senior	CMPSC 3XX CMPSC 600	CMPSC 4XX CMPSC 610

Enrollment in Computer Science Courses for Fall 2020

Introductory Courses (CMPSC 100, 101, and 102)
All three introductory courses are required for a computer science major.

CMPSC 100, Computational Expression:
We offer one section of CMPSC 100, Computational Expression, in Fall 2020. This is one of two courses that most students should take as their first course in Computer Science. If the class fills, entrance advisers should contact the instructor, Doug Luman (dluman@allegheny.edu). The instructor may add students to this course beyond the set limit if the room capacity and software and hardware availability permit doing so. The Department of Computer Science will also offer two sections of this class during the Spring 2021 semester.

CMPSC 101, Computational Expression:
Even though CMPSC 101 is currently full, interested students and their entrance advisers can contact Janyl Jumadinova (jjumadinova@allegheny.edu) if they have taken an AP Computer Science Examination (and scored a 3, 4, or 5) or if they have some background knowledge in programming in Java or Python or areas like databases, computer graphics, systems administration, web development, or software engineering. The instructor may add students to this course beyond the set limit if the room capacity and software and hardware availability permit doing so. The Department of Computer Science will also offer a section of this class during the Spring 2020 semester.

CMPSC 102, Discrete Structures:
CMPSC 102 is a second course (in addition to CMPSC 100) available to the incoming first-year students. If the class fills, entrance advisers should contact the instructor, Greg Kapfhammer (gkapfham@allegheny.edu). The instructor may add students to this course beyond the set limit if the room capacity and software and hardware availability permit doing so. Next time this course is scheduled to be offered is in Fall 2021.

Programming Languages Used in the Introductory Courses in 2020-2021 Academic Year:

- CMPSC 100: Python
- CMPSC 101: Java
- CMPSC 102: Python

Fundamentals Courses (CMPSC 200 and 201)
CMPSC 200 and 201 are taught during the Fall 2020 semester. All of the fundamentals courses have one or two 100-level Computer Science courses as a prerequisite and are thus not ideal courses for incoming students unless they have taken prior courses in Computer Science. If a student wants to enroll in one or both of these classes, they should contact the appropriate instructor, Aravind Mohan (amohan@allegheny.edu) for CMPSC 200 or Janyl Jumadinova (jjumadinova@allegheny.edu) for CMPSC 201. The Department of Computer Science plans to offer both of these courses again during the Fall 2021 semester.

Programming Languages Used in the Fundamentals Courses:

- CMPSC 200: C and Assembly
- CMPSC 201: C, Java, Lisp, Prolog, and Python

Applications Courses (CMPSC 301, 302 and 312)
The prerequisite for CMPSC 301, Data Analytics, and CMPSC 302, Web Development, is FS 102 or permission of the instructor. The prerequisite for CMPSC 312, Database Systems, is CMPSC 101. As such, these courses are unlikely to be suitable for most of the incoming first-year students. However, they may be a good fit for incoming transfer students. However, CMPSC 301 is offered in Fall 2020, with a special permission from the Registrar and the Provost, for the students on the waiting list of the course from Spring 2020, who were not able to enroll in this course during that semester due to an overwhelming demand. As such, there are unlikely to be open seats for incoming students, however, interested students can contact Oliver Bonham-Carter (obonhamcarter@allegheny.edu) to check on its availability. Additionally, students interested in CMPSC 301 should contact Greg Kapfhammer (gkapham@allegheny.edu) for CMPSC 302 and Oliver Bonham-Carter (obonhamcarter@allegheny.edu) for CMPSC 312 to see if they can be added to these courses. The Department of Computer Science will offer CMPSC 301 again in Fall 2021 and CMPSC 302 and CMPSC 312 in Spring 2022.

Programming Languages Used in the Applications Courses:

- CMPSC 301: Python and R
- CMPSC 302: CSS, HTML, JavaScript, Markdown
- CMPSC 312: HTML, Java, Python, SQL

Software Innovation Course (CMPSC 480):
The prerequisite for CMPSC 480 is CMPSC 101 and thus this course is unlikely to be suitable for most of the incoming first-year students. However, certain students with prior computer science experience who want to learn how to effectively develop and publicly release innovative software are encouraged to consider enrolling in this course. Since the class is currently full and will be over-enrolled, interested students should contact Doug Luman

(dluman@allegheny.edu) to see if they can be added to the course. The follow-on Software Innovation course, CMPSC 481, will be taught during the Spring 2021 semester. The Department of Computer Science plans to offer CMPSC 480 again during the Fall 2021 semester.

Programming Languages Used in the Software Innovation Course:

- CMPSC 480: Java, Python, and Markdown

For additional Major details, see the *Academic Bulletin.*

Meeting Student Demand for Computer Science Courses:
If student interest goes beyond the room capacity in which a course meets, we will collaborate with the Provost, Registrar, entrance advisers, and incoming students to ensure that, whenever possible, students can take an introductory course in their first or second semester. For instance, if a certain course is heavily over-enrolled then it may be possible to swap its room with another course at the same time that is full or lightly over-enrolled. Alternatively, we will consider student proposals for course substitutions that enable progress towards the completion of a degree requirement. Additionally, with the assistance of entrance advisors, we can record the names of students who are not able to add a computer science course in their first semester and reserve them a spot in the course when it is offered next time. Please contact a course instructor and the chair for assistance. The faculty in Computer Science have already planned a tentative schedule of course offerings up to the Spring 2024 semester. Please contact the chair for read-only access to this Google Spreadsheet.

The Computer Science Department offers a Minor in Computer Science. See the *Academic Bulletin.*

Dance and Movement Studies

Dance and Movement Studies https://sites.allegheny.edu/dance/
Academic Bulletin

When advising a student interested in Dance Studies, please note:

- All students take a common core of dance courses including:
  - o   DMS 100 – Principles of Movement (2 credits)
  - o   DMS 370 – Creative Processes (4 credits)
  - o   FS DMS 201 – Dance: Ritual of Experience (4 credits)
- Students choose one additional four-credit course from the following electives:
  - o   INTDS 312 – The Neuroscience of Dance and Movement
  - o   DMS 470 – History of Contemporary Dance
- In addition, Dance Minors take at least twelve credits of practice courses. Students are encouraged to seek advice from Dance and Movement Studies Faculty in selecting practice courses that suit their interests and goals.

- Participation is required in at least one presentation or performance sponsored by the Allegheny Dance and Movement Studies Program.
- The minor requires a minimum of 26 credits.

Suggested Schedule for the Minor in Dance and Movement Studies:

	1st Semester (Fall)	2nd Semester (Spring)	Either Semester when Offered
First Year	FS 101	FS 102	DMS 100 or DMS electives
Sophomore	DMS 370	FSDMS 201	DMS electives DMS 100
Junior			DMS electives Upper Level Elective
Senior			DMS electives

Economics

Economics https://sites.allegheny.edu/econ/
Academic Bulletin

When advising a student interested in Economics, please note:

- MATH 140 or 151 is a prerequisite to ECON 200, 201, and 202 and should be taken the first year.
- The order in which ECON 100 and 101 are taken does not matter. The same is true for ECON 200 and 201.
- ECON 190 and 226-286 are sophomore-level electives and can be taken without ECON 200-203. FESCO 201 can substitute for a 200-level elective.
- All Economics majors take an ECON 570-580 level seminar in their first semester senior year. The seminar is the first part of the senior project.

Sample Schedule for **Economics Major placing in MATH 151, and studying abroad:**

	1st Semester (Fall)	2nd Semester (Spring)

First Year	FS 101 ECON 101 MATH 151	FS 101 ECON 100
Sophomore	ECON 200 ECON 202 FSECO 201	ECON 201 ECON 203
Junior	Study Abroad. Transfer back one 200-level and one 400-level economics elective plus two non-economics classes	ECON 448
Senior	ECON 580	ECON 620

Sample Schedule for **Economics Major placing in Math 140:**

	1st Semester (Fall)	2nd Semester (Spring
First Year	FS 101 MATH 140	FS 102
Sophomore	ECON 100 ECON 285	ECON 101 ECON 200 ECON 248
Junior	ECON 201 ECON 202	ECON 203 ECON 448
Senior	ECON 460 ECON 580	ECON 620

A **Minor in Economics** requires a successful completion of at least 24 semester hours including:

- ECON 100 **and** ECON 101
- ECON 200 **or** ECON 201
- Three additional courses numbered 190 or higher

English

English https://sites.allegheny.edu/english/
Academic Bulletin

When advising a student interested in English, please note:

English 110 **-or-** any of the new English 111-118 Literature And... courses are a prerequisite for all creative writing courses at and above the 200-level and all literature courses at and above the 300-level.

The new Literature And... courses are a new addition change for AY 2019-2020

- The new courses (111-114) should be seen as curricularly-analogous to English 110.
    - o 111: Literature and the Arts
    - o 112: Literature and the Body
    - o 113: Literature and Race
    - o 114: Literature and Business
    - o 115: Literature and Sexuality

- o   116: Literature and the Environment
- o   117: Literature and Science
- o   118: Literature and the Mind
- As with English 110, the new "Literature And" series is designed to be comprised of courses focused on introductory College-level analysis of literature (poetry, fiction, and drama).
- Each course in the "Literature And" series is oriented around learning and practicing the "close reading" skills of intensive literary study. In this, they are identical in mode of analysis to English 110.
- The title of each course in the series is intended to reflect the thematic focus of the section. The titles do not presume the need for any particular disciplinary background as a pre-requisite for each course, nor do they signal that these courses will address non-literary disciplinary knowledge. That's to say, "Literature and Business" will be the close study of literature that relates to business — broadly defined — but that knowledge of business is unnecessary for the class, and the class will not convey any disciplinary content of business.
- Our intention in this new series is twofold: A) To offer more discrete themes to signal to students not-typically inclined to see literature as related to their prospective fields of study how, indeed, literature intersects with many categories of knowledge; B) To demonstrate the potential value in students taking more than one general introductory course in literature. A student who so chooses could take more than one course in the 100-level
- The classes are not sequential; 110 is not a pre-requisite for any other course at this level.
- Any of these classes can substitute for the 110 pre-requisite for upper level courses in English.
- English 110 remains in the curriculum, for students interested in a non-thematically organized class; however, it is important to note that, in practice, 110s usually do have an unstated theme.

OVERALL NOTES IN ENGLISH

- Students confident in their literary criticism skills may take English 230, 231, 232, 233, 234, or 235 their first semester at Allegheny. As these are large classes that cover much more material than English 110, students who have any doubts about their ability to analyze literature should take English 110 or FSENG 201 first.
- Students may also begin the Major by taking a studies course (230, 231, 232, 233, 234, 235)
- 300-level courses may be appropriate for sophomore if they had at least 2 previous English courses.
- **Emphasis: The department now offers two emphases, Literature and Creative Writing.** Each emphasis requires a common core of literature courses, along with other specific requirements. If one of your first year advisees wishes to begin one of these avenues, then they should begin with English 110 or one of the studies courses (230-235). Prospective majors may begin study in an exploratory fashion, without deciding on one of the two emphases at first, since introductory classes overlap. Those who wish to pursue CreativeWriting however are *strongly encouraged* to complete the 100-level pre-req in their first semester, so they are eligible to enroll in a writing workshop in their second semester.
- **For students interested in the Pitt. M.A.T. program: Children's Literature (English 350) is only offered every other year.** Our old English 385 (the Cultural History of the English Language) is no longer part of the curriculum; some iterations of our English 360 (Language, Theory, and Practice) will offer content similar to the old English 385. Students who require these courses for later admission to an education program should take 350 the first chance they get. For example, if a rising junior intending to enter the Pitt program sees that English 350 is offered that next year, the student needs to register for it. It will not be offered their senior year, and the department cannot offer independent study versions of either Children's Literature or the History of the English Language course for students who might have missed a chance to take it as a class.

- Options for students looking for help in writing:
  - o *Work with a writing consultant*. If one of your advisees is particularly anxious about his/her writing skills or if you have concerns about the quality of the student's prose, please encourage him/her to sign up for a matched writing consultant through the Learning Commons. The consultant and the student will meet weekly to help strengthen the writer's writing over the course of the semester and to address any general areas in which the writer would like to improve
  - o Students may also opt to meet one-to-one with trained student writing consultants at the Learning Commons. Students can make an appointment online or drop in Sunday-Thursday 3-5 p.m. and 7-11 p.m.
  - o T*ake English 110: Introduction to Literary Studies or one of the 111-118 Literature and... courses*. While not composition courses, these classes will help students get more closely attuned to the subtleties of language and will give them lots of practice writing.

Questions: Contact Alexis Hart the Director of Writing, at ext. 6296, or, Matthew Ferrence English Dept. Chair, at 4339.

Suggested Schedule for the **English Major:**

	1st Semester	2nd Semester	Either Semester
First Year	FS 101 ENGL 110-118 **or** a 200-level studies course (230-235)	FS 102 ENGL 110-118 **or** 200-level studies course **or** 200-level writing course (205-210)	
Sophomore	ENGL 230-235 **or** FSENG 201 ENGL Elective	ENGL 230-235 **or** FSENG 201	
Junior	ENGL 200-level Possible 400-level workshop (cw)	ENGL 200-level Possible 300-level elective	Jr Seminar
Senior	ENGL 300 or 400-level elective Senior Project	ENGL 300 or 400-level elective	

The Department of English offers Minors in English, Writing, and Environmental Writing. Please see *Academic Bulletin* for specifics for each. -

Environmental Science & Sustainability

Environmental Science & Sustainability Https://sites.allegheny.edu/envsci/
Academic Bulletin

When advising students who say that they are interested broadly in "the environment", "environmental science", "wildlife management" or "wildlife", "the outdoors" or "sustainability": strongly suggest that the student take ENVSC 110 during the first year (preferably the first semester).

As a note: there are always spaces reserved for first year students in these classes. It is much harder to get into this course during the sophomore and junior years and it serves as a prerequisite for many of our upper-level courses.

From there:

- If a student suggests an interest in specializing in an area of **natural science** (ecology, wildlife management, conservation biology, environmental engineering, food science, agriculture, etc.) and has placed below MATH 151:

	1st Semester (Fall)	2nd Semester (Spring)

First Year	FS 101 ENVSC 110 CHEM 119 or MATH 140	FS 102 CHEM 120 MATH 141
Sophomore	● FSENV 201 and ENVSC 210 ● Depending on specific interest: BIO 220/221, CHEM 122, MATH 141 or 151, GEO 109/110, PHYS 101 ● One of the approved human and cultural connections courses (see *Academic Bulletin*)	

- If a student suggests an interest in specializing in an area of **natural science** (ecology, wildlife management, conservation biology, ecological engineering, food science, agriculture, etc.) and has **placed in MATH 151**:

	1st Semester (Fall)	2nd Semester (Spring)
First Year	FS 101 CHEM 120 MATH 151 ENVSC 110	FS 102 BIO 220 MATH 152 ENVSC 110 (if didn't take Fall Semester)
Sophomore	● FSENV 201 and ENVSC 210 ● Depending on specific interest CHEM 122, BIO 221, GEO 109 and/or 110, PHYS 110/120 ● One of the approved human and cultural connections courses (see *Academic Bulletin*)	

- If a student suggests an interest in specializing in an area **outside of natural science** (environmental policy, ecological economics, sustainable development, environmental justice, environmental humanities, etc.):

	1st Semester (Fall)	2nd Semester (Spring)
First Year	● FS 101 and FS 102 ● ENVSC 110 ● Foundation course within a specific area of interest: POLSC 110, 120, 130; ECON 101; HIST 100-level; GHS 100; PSYCH 110; Language courses; ENGL 110; COMJ 160	
Sophomore	● FSENV 201 and ENVSC 210 ● One of the approved quantitative skills courses (see *Academic Bulletin*) ● One of the approved human and cultural connections courses (see *Academic Bulletin*)	

Additional advising notes:

- Off-campus study (EL seminars and study-away) and internships are strongly recommended within the Major, and almost invariably, all courses completed during these experiences count toward the Major. This is often recommended in the junior year, though sophomores should consider the possibility.
- Environmental Science & Sustainability Majors develop an area of specialization in consultation with an advisor in the department, a process that usually begins in the first year. If a student is already invested in a particular area, they should take foundational courses within appropriate departments as early as possible.
- The Major leads to the Bachelor of Arts or the Bachelor of Science degree (students may elect to receive either based on the area of specialization).

Geology

Geology https://sites.allegheny.edu/geo/
Academic Bulletin

Who might want to be a Geo Major/Minor? Students who tell you they are interested in: watersheds, water quality, energy resources, minerals, climate change, earthquakes, volcanoes, fossils/dinosaurs, oceanography, marine biology, mountains, hiking.

Often times, students will say they are interested broadly in "the environment" or "the outdoors". If that's the case, we usually suggest that the student take Geo 110 (Physical Geology) and ES110 (Intro to Environmental Science). For both Geo 110 and ES110, there are always spaces reserved for first year students, so please encourage students to enroll in these courses their first year! It is much harder to get into the courses during the sophomore and junior years.

What is the best starting course for a Geo to take? Geo 110 in their first semester

For a student who is potentially going to major and minor outside of the natural sciences, we offer Geo 109 (Geologic Hazards) as a non-lab course that satisfies the SP and QR distribution requirements. Geo 109 is also an

approved course for the GHS major/minor and for ESS majors. It's a great course for first year students. <u>Students who might major in Geo should NOT take Geo 109.</u>

The Geology Department has three tracks for the Major:

Geology (B.A. or B.S.)
Environmental Geology (B.S.)

Each major track prepares students for geoscience career paths. The two B.S. tracks prepare students for graduate programs in geology and also fulfill the academic requirements needed for certification as a licensed professional geologist.

The B.A. track is designed to accommodate a variety of objectives, such as preparation for law school and/or entry into career fields such as K–12 teaching or public policy. With fewer required courses, the B.A. track also more readily accommodates double majors.

<u>Students can double major in both Geology and Environmental Science.</u>

All three major tracks require the following geology courses:

Foundation Course	Timing of Courses
GEO 110	Every Fall & Spring
GEO 120	Every Spring
FSGEO 201	Every Fall
GEO 240	Every Fall

Upper level courses are offered on an alternate-year basis. Students should schedule a meeting with Professor O'Brien to determine their schedule for sophomore year.

<u>For students with interest in a Geology Major, please note the following</u>:

- It is most important to take Geology 110 during the first year (<u>ideally</u> fall semester). If the student has Geo 110 transfer credit, they should take Geo 120 in the spring.
- It is to the student's advantage to start their physics, math, <u>or</u> chemistry sequence in their first year if possible. A Geo student should choose which allied science sequence to take based on his/her/their academic strengths and interests. In the absence of a student preference, we advise taking Physics 101 in the Spring of freshman year
- It is strongly recommended to take Geology 120 during the first year (Spring semester following Geology 110 in the Fall semester). Geology 120 is offered every spring semester.
- FSGEO 201 is required for the Geology Major and minor and is designed for students in their second year. This course is offered every Fall semester.

Suggested Schedule for the **Geology Major**:

	1st Semester (Fall)	2nd Semester (Spring)	Allied Courses*

First Year	GEO 110	GEO 120 (or GEO 110 *if not yet taken*)	Two-course MATH (141 or 151 and 152) or Chemistry (120/122) sequence ENVSC 110 PHYS 101 (Spring semester) ENERG 105
Sophomore	FSGEO 201 GEO 240	GEO 120 (*if not yet taken*) GEO 250 (alternate years) GEO 300-level courses	Two-course MATH (1410r 151 and 152) or Chemistry (120/122) sequence
Junior	One or two GEO 400-level Geo 300-level courses	One GEO 400-level GEO 580	PHYS 101 (Spring)
Senior	One or two GEO 400-level GEO 600 GEO 300-level (elective)	Any remaining GEO 400-level GEO 610 GEO 300-level (elective)	PHYS 102 (Fall)

*Listed here are suggestions for a few of the allied courses; please see the *Academic Bulletin* for details of the requirements for each major track, including the B.A. track which includes a range of alternatives.

Geology Minor requires 5 courses, 20 credits: including:

● GEO 110 and GEO 120 AND 3 additional courses. See *Academic Bulletin* for specifics.

Global Health Studies

Global Health Studies https://sites.allegheny.edu/globalhealth/
Academic Bulletin

Guidance for summer entrance advisors

For students interested in Global Health Studies as either a major or minor, consider the following core class and elective courses that can be taken without any prerequisites. We strongly advise that students contemplating a GHS Major start or complete the language requirement during their first year. We also advise that students take one of their Fundamental Science Courses in their first year. See chart for suggestions and rough guide throughout 8 semesters.

	1st Semester	2nd Semester	Either Semester
First Year	-FS 101 -GHS 130	-FS 102 -GHS 130 (if you didn't take 1st semester)	

	Possible Course Options: **-Fundamental Science Course (choose one):** ENVSC 110, GEO 110, GHS 290 **-Language Course and/or Ethics and Social Responsibility** COMJ 160, COMM 256, PHIL 140, POLSC 280 **-Power and Economics:** POLSC 120, POLSC 130, POLSC 242 **-Cultures and Societies:** WGSS 100	**Possible Course Options:** **-Fundamental Science Course (choose one)** ENVSC 110 or GEO 110 **-Language Course** **-Ethics and Social Responsibility:** COMJ 160 **-Power and Economics:** POLSC 120 **-Culture and Societies:** HIST 277, WGSS 100, WGSS 211	
Sophomore	**Fundamental Science Course (if not taken 1st year)** ENVSC 110, GEO 110, GHS 290	**Fundamental Science Course (if not taken 1st year)** ENVSC 110 or GEO 110	FSGHS 201 (take GHS 130 prior to this course) GHS 321 GHS 350 GHS 352 Consider Additional: Ethics and Social Responsibility Course, Power and Economics Course, and/or Cultures and Societies Course
Junior	**Science and Environment Course** **(see** *Academic Bulletin* **for list)**	**Science and Environment Course** **(see** *Academic Bulletin* **for list)**	GHS 575, Global Health Studies Junior Seminar GHS 321 GHS 350 GHS 352 Consider Additional As Needed: Ethics and Social Responsibilities Course, Power and Economics Course, and/or Cultures and Societies Course
Senior	GHS 600, Global Health Studies Senior Project (2 cr)	GHS 610, Global Health Studies Senior Project (4 cr)	GHS 321 GHS 351 GHS 352

			Consider Additional As Needed Ethics and Social Responsibilities Course, Power and Economics Course, and/or Cultures and Societies Course

Notes for First Year Students:

- Half of the seats in each section of GHS 130 are reserved for incoming first years.
- **Most Science and Environment Courses have pre-requisites** - including Math 140 or Math 151. Depending on the student's interest in Science and Environment courses, they should consider taking a pre-requisite course the first year.
- **Modern Language Requirement Notes:**
    - o Students are required to successfully complete a modern language course numbered 120 or above which may require a pre-requisite courses needed to reach that level.
    - o Students cannot place out of this requirement. For example, an entering student who tests at the 200- level would take either 120 or a course at the 200-level following placement test or consultation with the chair of Modern & Classical Languages.
    - o This must be a modern language (i.e. Latin does not fulfill the requirement) and taught in the target language (Chinese 355; Chinese 385; and German 365 do not fulfill the requirement).
    - o American Sign Language (CLC 200) counts, but please be advised that while CLC 100 is readily available, CLC 200 is offered sporadically.
- **For Students interested in the Health Professions:** Advisors and students should be aware that completing the Global Health Studies Major does **NOT** fulfill the requirements needed for the MCAT or other pre-health profession entrance exams or graduate programs. For example, most pre-health fields require a year of biology, general chemistry, organic chemistry, physics (with the appropriate labs), and English. Students interested in majoring in Global Health Studies, who are also interested in a career in the health professions, should consider choosing a minor (such as BIO or CHEM) that contains many of the pre-health requirements. See the following link for more information on the pre-health requirements: http://sites.allegheny.edu/health/
- **Experiential Component:** Students are strongly encouraged to complete at least one Global Health Studies-related learning experience (e.g. EL seminars, semester away programs, and research or internship opportunities) that goes beyond clinical observation or shadowing. They should consult with their advisor, a GHS steering committee member, or the program chair for guidance about suitable experiential learning opportunities.

    We encourage students to prepare for their experiences by partaking in a pre-departure seminar, and encourage all students to reflect on their experiences in a seminar upon their return. (GHS 510: Global Health Fieldwork (2cr) and GHS 515: Global Health Practice (2cr))

Global Health Studies Minor

Because the minor is interdivisional, students may complete any major to satisfy the College requirement that the major and minor be in different divisions.

	Fall Semester	Spring Semester	Either Semester
First Year	FS 101 GHS 130	FS 102 GHS 130	
Sophomore			One course in (before senior year) ● Science & the Environment ● Ethics & Social Responsibility ● Power & Economics ● Cultures & Societies
Junior			Approved GHS Capstone Course
Senior			Approved GHS Capstone Course if not taken junior year

History

History https://sites.allegheny.edu/history/
Academic Bulletin

When advising a student interested in History, please note:

● All History 100 and 200-level courses **require no previous history background and are appropriate for freshmen and sophomores.**
● Students are **strongly** encouraged to take two courses at the lower level (100 or 200-level courses) before enrolling in a 300-level course. Most 300-level courses are restricted to SO/JR/SR.
● Most 300-level courses, and all 500-level courses, have specific prerequisites, which are listed in the *Academic Bulletin* and on WebAdvisor.
● Most 100-level survey courses are offered every year. The 200-level courses are usually offered every other year, and many 300-level courses are offered every other year.

Requirements for the Major or Minor in History – see **Academic Bulletin**.

Notes: A maximum of two transferred courses (8 credits) taken at institutions of higher learning or at secondary institutions through the AP or IB programs may normally be counted toward the Major. AP and IB courses may NOT be counted towards the Major's European, American, and non-Western requirements.

If you have additional questions about the Major or Minor in History, please contact the Chair of the Department of History, Professor Judson Herrman

International Studies (IS)

International Studies https://sites.allegheny.edu/intstudies/
Academic Bulletin

This program draws upon the disciplines of Economics, History, Modern Languages, and Political Science. Students majoring in IS complete general coursework as well as focus courses in a region (East Asia, Europe, Latin America, Middle East and North Africa), attain proficiency in a language used in that region, and study abroad in that region.

Any questions can be directed to International Studies Program Chair, Laura Reeck, lreeck@allegheny.edu, 332-2330.

Suggestions Schedule for the **IS Major**:

	1st Semester (Fall)	2nd Semester (Spring)	Either Semester
First Year	FS 101 INTST 110 Language Course	FS 102 Language Course ECON 101 OR	Lower-level History course in area of intended focus

	according to placement ECON 101 OR Political Theory course	Political Theory Course	
Sophomore			Focus on Language Study and Core Courses in Economics, History, and Political Science
Junior			Focus on Regional Track Courses An approved Junior Seminar in either semester Study Abroad in either semester
Senior	INTST 600 (2 cr)	INTST 610 (4 cr)	

- During the first two years at Allegheny, students should focus on language study and core courses in Economics, History, and Political Science. Note: *Regarding the Economics requirements, students majoring in IS do not need to take calculus to enroll in ECON 251 or ECON 256 as per a long-standing agreement with the Economics department. However, they should have a background in calculus to take ECON 200 or ECON 201; these two courses are for students with a very strong interest and background in Economics.*
- The student should choose an advisor from one of the faculty serving the International Studies program as soon as s/he is ready to declare, as advising in IS requires substantial knowledge of the program. Faculty advisors in IS can be found on the program's website under "Affiliated Faculty." The IS Program Chair, Laura Reeck, is also available to advise anyone majoring in IS. Before declaring, students are strongly encouraged to speak with the IS Program Chair with any questions they may have.
- IS majors are encouraged to look into civic engagement opportunities in the local community as well as into the Law and Policy Program run by the Center for Political Participation, specifically its Global Affairs Focus. Participating in programs like Culture2Culture is also highly recommended.

Jewish Studies

Jewish Studies https://sites.allegheny.edu/jewishstudies/
Academic Bulletin

Minor coordinator: Krone

The minor requires 20 credits and a GPA of at least 2.0 in the minor. Courses not on the list, including those taken during study abroad, may be counted toward the minor with prior approval of the minor coordinators. At least two courses in the minor must be at the 300 level or above.

Foundation Course: RELST 147, Judaism

Jewish Religion/Judaism: Take **two** courses.

- ENVSC/RELST 372, Judaism, Justice, and Food
- RELST 229, The Hebrew Bible
- RELST 341, Jewish Ethics
- RELST 360, Religion and Ecology

Jewish Ethnic/Cultural/Historic Relations: Take **two** courses.

- COMJ 270, Power, Society, and Social Change
- HIST 110, Europe in the Age of Dictatorship and Democracy, 1914-Present
- HIST 124, A History of the Modern Middle East, 1839-Present
- HIST 159, History of Modern Germany
- HIST 313, A History of the Third Reich and the Holocaust
- PHIL 210, Oppression and Liberation
- POLSC 232, Government and Politics of the Middle East
- POLSC 354, War and Peace in the Middle East
- POLSC 355, The Arab--Israeli Conflict
- RELST 180, Religion in American Life
- RELST 288, Jewish Meadville
- WGSS 210, Social Movements in Women's, Gender, and Sexuality Studies

Mathematics

Mathematics https://sites.allegheny.edu/math/
Academic Bulletin

A Guide to First Year Mathematics Courses:

- All entering students are required to take the math placement exam, with the following exceptions:
  - students who transfer in college credit for a Mathematics course numbered MATH 141 or higher, or who have transfer credit for PRERQ*MAT;
  - students who score 4 or 5 on the Advanced Placement AB calculus exam, and who report their score to Allegheny;
  - students who score 4 or 5 on the Advanced Placement BC calculus exam, and who report their score to Allegheny;
  - students who score 3 on the Advanced Placement BC calculus exam with a 4 or 5 on the AB subscore of this exam, and who report their score to Allegheny.
- All other first-year students and transfer students should take the math placement exam. A student's math placement score is a measure of their current preparation for calculus courses taught at Allegheny College and is used to determine which calculus course is the most appropriate starting point for the student.

In general, students who will need a mathematics course, or who are interested in mathematics, should be encouraged to take a mathematics course in the fall.

Students who take the math placement exam:

- Students who place in MATH 151 (Calculus I) should take MATH 151.
- Students who do not place in MATH 151 should take MATH 140 (Calculus I with Precalculus, Part 1)

Students who took an AP Calculus exam:

AP Test	AP Score	Credit Received	Recommended Placement
Calculus AB	3 or below	None	Take placement exam
	4 or 5	MATH 151	MATH 152
Calculus BC	2 or below	None	Take placement exam
	3 with AB subscore of 3 or below	None	Take placement exam
	3 with AB subscore of 4 or 5	MATH 151	MATH 152
	4 or 5	MATH 151 and MATH 270	MATH 152

Students with transfer credit:

Transfer Credit	Recommended Placement
PRERQ*MAT	MATH 151 (regardless of placement exam score, if they took the math placement exam)
MATH 140	MATH 141
MATH 141	MATH 152
MATH 151	MATH 152
MATH 152	Consult math department
MATH 270	MATH 152, or consult math department

For students considering a Mathematics Major:

Ideally, a Math Major should begin in Math 151 or above. Students who do not place in Math 151 should begin in Math 140.

- Math 205 is a prerequisite for most upper-level courses and should be taken as soon as possible in the sophomore year.

- Many electives are offered on an alternate year basis.
- FSMAT 201 counts toward the Major but is not required.

Suggested Sequence of Required Courses for the Math Major placing in Math 151:

	1st Semester (Fall)	2nd Semester (Spring)
First Year	MATH 151	MATH 152
Sophomore	MATH 211 MATH 205	MATH 320 Elective
Junior	MATH 270 or MATH 280 MATH 325 or MATH 340	MATH 585 Elective
Senior	MATH 325 or MATH 340 Elective	MATH 620

Suggested Sequence of Required Courses for the Math Major placing in MATH 140:

	1st Semester (Fall)	2nd Semester (Spring)
First Year	MATH 140	MATH 141
Sophomore	MATH 152	MATH 211 MATH 205
Junior	MATH 270 or MATH 280 MATH 340	MATH 320 MATH 585 Elective
Senior	MATH 325 Elective	MATH 620 Elective

The Math Department offers a Minor in Math. See *Academic Bulletin* for specifics.

Music

Music https://sites.allegheny.edu/music/
Academic Bulletin

Courses in the Music Department are basically offered in three main aspects –

1. music history
2. music performance (applied lessons and ensembles)
3. music theory
- The **three music minors** require courses in all three areas, with more depth in the area of emphasis.
- The **music major** requires courses in these three areas plus Post-Tonal Music (Music 401), Junior Seminar (Music 580) and Senior Project I & II (Music 600, 610.)

Students who have been involved in music in high school will often want to continue pursuing their love of music at Allegheny, whether they are music majors, minors or neither. Most popular are the ensembles, applied lessons, and introductory level courses. Quite a few of these students who start out saying they will neither major or minor in music do end up pursuing a minor in music. Therefore, addressing such a possibility might be integral in knowing how to plan. Please advise students interested in Music to take the Department diagnostic exam, particularly if they might be taking courses in music theory and music history. (Students who are interested in auditioning for music ensembles must keep the 12:30 to 1:20 time period open as many ensembles rehearse at that time. Alternative sections should be available for all other courses that meet at that time.)

Music Diagnostic Exam online (SAKAI):

- Prior to taking courses in music theory (Music 188, 200, 201, 300) or music history (286, 287, 387), students need to take the music diagnostic exam online (SAKAI). Students can request access to the diagnostic via a Google Form (see Learning Commons for more information.)
- For **theory courses,** students will be placed by this theory diagnostic.
- For **history courses,** students who place into Music 200 or above will have more success than those without any music theory experience.   Students who might major or minor should take this diagnostic exam as soon as possible.

For music theory, questions should be directed to

- Professor Jennifer Dearden, Room M-116: jdearden@allegheny.edu

For music history, questions should be directed to either

- Professor Julie Hepler, Room M-117: juhepler@allegheny.edu

- or Professor Lowell Hepler, Room M-114: lhepler@allegheny.edu

Performing Ensembles - auditions for music ensemble courses (Music 110-119) usually occur during the first week of classes of each semester. See the following professors for your desired ensemble:

- Music 110 – Civic Symphony (orchestra); Professor Jennifer Dearden, Room M-116, jdearden@allegheny.edu
- Music 112 & 113 – Wind Symphony and Wind Ensemble (bands); Professor Lowell Hepler, Room M-114, lhepler@allegheny.edu
- Music 114 – Jazz Band; Professor Stephen Corsi, Perc. Studio, scorsi@allegheny.edu
- Music 115 to 119 – Choirs; Professor James Niblock, Room M-205, jniblock@allegheny.edu

Applied lessons - students can take applied lessons for credit (Music 230-485). See Financial Services for applied lesson fees. Contact appropriate area coordinator below to audition for placement.

- Brass, Music 230's, 330's, 430's – Professor Lowell Hepler, Room M-114, lhepler@allegheny.edu
- Percussion, Music 240, 340, 440 – Mr. Stephen Corsi, c/o Professor Hepler, Room M-114, scorsi@allegheny.edu
- Keyboard, Music 250, 350, 450 – Professor Douglas Jurs, Room M-115, djurs@allegheny.edu
- Voice, Music 255, 355, 455 – Ms. Carol Niblock, Room M-205, cniblock@allegheny.edu
- Strings, Music 260's, 360's, 460's – Professor Jennifer Dearden, Room M-116, jdearden@allegheny.edu
- Guitar, Music 265, 365, 465 – Mr. James Froman, Room M-120, jfroman@allegheny.edu
- Woodwinds, Music 270's, 370's, 470's – Professor Julie Hepler, Room M-117, juhepler@allegheny.edu

Suggested Schedules for the **Music Major:**

	1st Semester (Fall)	2nd Semester (Spring)

First Year	FS 101 MUSIC 188 (if placed) Applied Lessons 230-279 or 330-379 Ensembles 110-118	FS 102 MUSIC 200 Applied Lessons 330-379 or 430-479 Ensembles 110-118
Sophomore	MUSIC 201 MUSIC 287 Applied Lessons 430-479 Ensembles 110-118	MUSIC 300 MUSIC 286 Applied Lessons 430-479 Ensembles 110-118
Junior	MUSIC 580 Applied Lessons 430-479 Ensembles 110-118	MUSIC 387 MUSIC 401 Applied Lessons 430-479 Ensembles 110-118
Senior	MUSIC 600 Applied Lessons 430-479 Ensembles 110-118	MUSIC 610 Applied Lessons 430-479 Ensembles 110-118

All applied courses in Music 430-480 and 485 include weekly lessons plus Performance Seminars on Fridays, 12:30-1:20pm. Placement by applied teachers of students into level 400 lessons is based on technical competence and repertoire level. Prior enrollment in level 200 and/or 300 lessons may be required before advancing to level 400. When counting toward the major or minor, requirements for applied lessons and ensembles are on the student's principal instrument.

Timing of Courses:

Fall	Spring
MUSIC 188, 201, 287, 580	MUSIC 200, 286, 300, 387, 401

Things to Remember:

- For students placed into Music 188 or 200 who might also be on a pre-health track, double majoring, considering a 3-2 program, or hoping to study away from campus for a semester, it is imperative they start Music 188 and/or 200 during their first year.
- Students placed into Music 201 can opt to start these courses in their first year.
- Students who place into a given course in the theory sequence may not count lower numbered theory courses toward the major or minor in music.
- Courses offered Fall Semester Only: Music 188, 201 287, 580.
- Courses offered Spring Semester Only: Music 200, 286, 300, 387, 401.
- All applied lessons and ensemble courses are repeatable.
- All applied lesson courses carry a fee. See Financial Services for applied lesson fees.
- Students are encouraged to enroll in applied lessons and performing ensembles through all four years at Allegheny.

The Music Department offers Minors in Music History, Performance, and Theory. Please see *Academic Bulletin* for specifics.

Neuroscience

Neuroscience https://sites.allegheny.edu/neurosci/
Academic Bulletin

When advising a student interested in Neuroscience, please note:

The Major in Neuroscience has four principle components:

- **Core Courses:** BIO 220, 221, CHEM 120, 122, 231, NEURO 110, 120, and research methods/statistics (either BIO 385 or PSYCH 206 and 207).
- Electives: complete **three 4-credit courses** selected from three areas, **Cellular and Molecular Neuroscience, Behavioral and Cognitive Neuroscience, and Neuroscience Connections**. These courses must include at least one from the Cellular and Molecular list and one from the Behavioral and Cognitive list. At least two of these 4 credit classes must be numbered 300 or above. (See *Academic Bulletin* for specific courses).
- **Junior Seminar** from a list of BIO and PSYCH Junior Seminars (See *Academic Bulletin* for specific courses).
- Two-semester, six credit **Senior Project** (NEURO 600 and 610).

Major/Minor Advising Considerations:

- There is **no Minor** in Neuroscience.
- Students majoring in Neuroscience may **not minor** in Psychology.

- If a student decides to double major in Neuroscience and Psychology there must be a minimum of 20 credits completed in Psychology that are not counted in any way toward the Neuroscience Major.

Prerequisites to note:

- Only students who place into MATH 151 or score a 4 or 5 in AP Bio should be advised to take NEURO 110 or 120 in their first semester.
- Students who place into MATH 151 may take CHEM 120
- Students who place into MATH 140 should consider enrolling in CHEM 119 in the 1st year Fall semester. Upon successful completion of either Math 140 or CHEM 119 (C or better), the student may register for CHEM 120 in Spring semester.
- CHEM 120 is a prerequisite for BIO 220.
- Bio 220 is a prerequisite for BIO 221 and FSBIO201.
- FSBIO 201 is a prerequisite for some of the advanced Bio courses in the **Cellular and Molecular Neuroscience Area**.
- PSYCH 150, 152, 154, or 172 may serve as a prerequisite for the advanced PSYCH courses in the **Behavioral and Cognitive Area**.
- Mathematics is not required for a Neuroscience Major, but calculus is a pre- or corequisite for some Biology and Chemistry courses required for the Neuroscience Major. Also note that calculus is required for students interested in the Health Professions.
- PSYCH 150, 152, 154/5, and 172 are **Neuroscience Electives** that have **no prerequisites**.

Additional Advising Notes:

- CHEM 232, 234, and Physics 101,102 (or 110 and 112), are recommended for some Graduate Programs in Neuroscience and are on the required list for the Health Professions.
- Please note PHYS 110, CHEM 231, and PHYS 102 are offered **only in Fall** semesters while PHYS 101 and Physics PHYS 120 are offered **only in Spring** semesters.

Potential Schedules for **Neuroscience Majors** (Note from the current chair: each of the two potential schedules provided can be, and have been, substantially modified by successful Neuroscience Majors):

Potential schedule for those **starting in MATH 151**:

	1st Semester (Fall)	2nd Semester (Spring)	Either Semester
First Year	FS 101 CHEM 120 MATH 151 NEURO 110/120 PSYCH 150, 152, or 154/155	FS 102 NEURO 110/120 CHEM 122 PSYCH 150, 152, or 154/155	
Sophomore	BIO 220 CHEM 231 PSYCH 206 or BIO 385	BIO 221 PSYCH 207 or BIO 385	FS 201 (FSBIO 201 is prerequisite for several courses in Cellular and Molecular Area)

			Junior Seminar (The specific semester and section should be arranged second semester of sophomore year)
Junior	Neuroscience Electives	Neuroscience Electives	Junior Seminar (The specific semester and section should be arranged second semester of sophomore year)
Senior	NEURO 600	NEURO 610	

Potential schedule for those **starting in MATH 140:**

	1st Semester (Fall)	2nd Semester (Spring)	Either Semester
First Year	FS 101 MATH 140 CHEM 119 PSYCH 150	FS 102 NEURO 110/120 CHEM 120 MATH 141	
Sophomore	BIO 220 CHEM 122 PSYCH 206 or 385	BIO 221 PSYCH 207 or BIO 385	FS 201 (FSBIO 201 is prerequisite for several courses in Cellular and Molecular Area)
Junior	CHEM 231 Neuroscience Electives	Neuroscience Electives	Junior Seminar (The specific semester and section should be arranged second semester of sophomore year)
Senior	NEURO 600	NEURO 610	

Philosophy

Philosophy https://sites.allegheny.edu/philo/
Academic Bulletin

When advising a student interested in Philosophy, please note:

Entering and other students can't go wrong with any 100 level course. Philosophy 130 (Science and Values) and Philosophy 140 (Ethics and Community) emphasize the topic areas their titles suggest. Philosophy 165 (The Examined Life: Philosophy Through the Ages) focuses on classic and contemporary texts.

200-level courses should be accessible without prior preparation to entering first year students with stronger than average writing and reading skills.

A current schedule of Philosophy and Religious Studies courses, descriptions and times that includes further information for some courses that is not provided in the *Academic Bulletin*, is accessible for students and advisors at this link.

The Major in Philosophy requires completion of at least 42 semester credit hours as outlined below:

- Two introductory courses from among Philosophy 130, 140 and 165. It is recommended, but not required, that these courses be taken before courses above the 100 level.
- Philosophy 220

- One of Philosophy 230 or 240
- One of Philosophy 260, 270, 350
- Philosophy 310
- Philosophy 580
- Philosophy 600 and 610
- Two elective courses in philosophy or cognate courses from another discipline. By consulting with faculty, students may use electives to create an emphasis in a specific area of philosophy.

The Minor in Philosophy requires completion of at least 24 semester credit hours as outlined below:

- Two courses from among Philosophy 130, 140, 165 and 220.
- Philosophy 310
- Philosophy 580
- Two electives to bring the total to 24 credits.

Philosophy majors/minors are required to have a GPA of at least 2.0 in the Major/Minor at graduation. All department courses taken at Allegheny on a letter-grade basis are included in that calculation, with the exception of repeated courses for which only the most recent grade counts. No more than one Philosophy course that is taken Credit/No Credit will count toward the minor.

Physics

Physics https://sites.allegheny.edu/physics/
Academic Bulletin

(Including Physics and Astronomy Minors)

There are two different sequences of introductory physics, each consisting of two courses.

	PHYS 110 and 120	PHYS 101 and 102
Series Begins	Fall Semester	Spring Semester
Taken by	Physics, Chemistry, and Biochemistry Majors in the first or second year	Some Pre-Health Students
Restrictions	PHYS 110 is restricted to first year and sophomore students	

Suggested Schedules for the **Physics Major starting in MATH 140:**

	1st Semester (Fall)	2nd Semester (Spring)	Either Semester

First Year	FS 101 MATH 140	FS 102 MATH 141	100-Level natural science course (CHEM 119+120, CS, Geology, Neuroscience)
Sophomore	PHYS 110 MATH 152	PHYS 120 PHYS 260 PHYS 280	
Junior Senior	PHYS 210 FSPHY 201 PHYS 272	PHYS 580 PHYS 3XX PHYS 3XX or 4XX	PHYS 4XX
Senior	PHYS 600 PHYS 3XX	PHYS 610	PHYS 3XX or 4XX

OR

	1st Semester (Fall)	2nd Semester (Spring)	Either Semester
First Year	FS 101 MATH 140	FS 102 MATH 141 PHYS 101	110-Level natural science (CHEM 119+120, CS, Geology, Neuroscience)
Sophomore	PHYS 102 MATH 152	PHYS 260 PHYS 280	
Junior Senior	PHYS 210 FSPHY 201 PHYS 272	PHYS 580 PHYS 3XX PHYS 3XX or 4XX	
Senior	PHYS 600 PHYS 3XX	PHYS 610	PHYS 4XX or 3XX

Suggested Schedule for the **Physics Major placing in MATH 151:**

	1st Semester (Fall)	2nd Semester (Spring)	Either Semester
First Year	FS 101 PHYS 110 MATH 151	FS 102 PHYS 120 MATH 152	

Sophomore	PHYS 210 MATH 211 FSPHY 201	PHYS 3XX PHYS 260 or 280 110-Level natural science course	
Junior Senior	PHYS 3XX	PHYS 580 PHYS 260 or 280	PHYS 4XX PHYS 3XX or PHYS 4XX
Senior	PHYS 600	PHYS 610	PHYS 4XX or 3XX

Suggested Schedule for the **Physics Major starting in MATH 152:**

	1st Semester (Fall)	2nd Semester	Either Semester
First Year	FS 101 MATH 152 PHYS 110	FS 102 PHYS 120 MATH 211	
Sophomore	PHYS 210 MATH 280 FSPHY 201	PHYS 3XX PHYS 260 or 280 100-Level natural science course	
Junior Senior	PHYS 3XX	PHYS 580 PHYS 260 or 280	PHYS 4XX PHYS 3XX or 4XX
Senior	PHYS 600	PHYS 610	PPHYS 4XX or 3XX

Additional Advising Notes:

- A student can still major in physics after taking the Physics 101/102 sequence in place of Physics 110/120. While a student may still complete the Physics Major in four years without taking any physics courses during their first year, scheduling is easier when starting with physics in the first year.

- Students considering a cooperative program in engineering should start taking physics in their first or second year.

- It is very important that Pre-Health students begin Physics 101 by Spring semester of the second year, so that they can have taken Physics 102 before the MCATs.

- Well-prepared students with AP credit in physics (with a grade of 4 or 5) may skip Physics 110 (or 101) but should consider starting with Physics 120 (or 102) in their first year.

- Well-prepared students with AP or other college credit in both physics and math should consult with a physics faculty member before registering for physics courses
  .
- Some students may take Math 211 and 280 in place of Mathematical Physics (Physics 272); please consult with physics faculty when considering this option.

Physics Minors:

Students planning on minoring in Physics must take a minimum of 20 credits in the Physics Department, including Physics 110, 120 (or 101, 102) and Physics 210. Four credits must be at the 300 or 400 level. A minimum of 8 credits must be taken at Allegheny.

Astronomy MINORS:

Students planning on minoring in Astronomy must take a minimum of 22 credits.
Requirements: MATH 141 or MATH 151, PHYS 101 or PHYS 110, PHYS 121 (or, with permission of department, PHYS 021), PHYS 320, PHYS 420, and one of the following courses or course sequences: CHEM 120 and CHEM 122, GEO 110, PHIL 230,PHYS or any higher-level Physics course

Political Science

Political Science
https://sites.allegheny.edu/politicalsci/?utm_source=redirect&utm_medium=web&utm_content=polisci&utm_campaign=wpredirect
Academic Bulletin

When advising a student interested in Political Science, please note:

- The introductory courses are POLSC 110, 120, 130, and 140
    - o For the major, two introductory courses are required and three may count toward the major. First year students should begin by taking both introductory courses, ideally one in each semester of the first year. (Students are strongly encouraged to complete these by the end of the fourth semester.)
    - o For a minor, one introductory course is required.
    - o A 4 or a 5 score on AP exams in American or Comparative Government may substitute for one of the introductory courses.
- The Department is divided into five subfields: Culture and Politics, Globalization and Transnational Politics, Institutions and Processes, Policy Studies, and Problems in Democracy.
    - o A first year student may begin to complete three courses in two categories listed above. 200-level courses are open to first year students. In general, introductory courses should be taken before 200-level courses.
        - ▪ Special topics courses will be assigned to categories by writing them in by hand and will "count" toward the categories requirement
- Students interested in...
    - o graduate programs (MA, MPP, MPA, PhD) should plan to take the Department's course in Statistics and Data Analysis (POLSC 489), ideally in their 3rd or 4th year.
    - o international affairs are encouraged to include foreign language study and take the 120 and 130 introductory courses.

o   pre-law may consult the Pre-Legal Guidelines of the Advisor's Handbook, contact the Gateway, or see Prof. Brian Harward.
   ● We encourage first year students to attend the many programs sponsored by the Center for Political Participation (CPP) and consider applying to the Law and Policy program, run by the CPP.

Please contact Professor Kirschner for more information about the major and minor in Political Science.

Suggested Schedule for Political Science Majors:

	1st Semester	**2nd Semester**
First Year	FS 101 One intro class (POLSC 110, 120, 130, 140)	FS 102 One intro class (POLSC 110, 120, 130, 140) and One 200-level class if desired

Psychology

Psychology https://sites.allegheny.edu/psych/
Academic Bulletin

When advising a student interested in Psychology, please note the following:

Entering students may take any 100-level course; however care should be exercised regarding enrollment in Psych 110, which can be a challenging course for first-semester, first-year students. Psych 110 is recommended for students who have demonstrated success in AP/IB/college-level courses (earning a 4 or 5 on AP exams, transfer credit for Science/Math). There are an increased number of seats being held for first-year students in the other 100-level courses and suggest that advisors steer students to those courses.

Psychology 110 is required for both the major and the minor. This course may be taken at any point in the students college career. It can benefit students who take the MCAT to take Psych 110 the semester prior to the MCAT.

FSPSY201 is not required for the major and, at this point, is NOT being offered; Psychology majors need to take a non-Psych FS201.

Psych 206 is required for minors and majors; Psych 207 is required for majors. It is best if the student begins the Statistics and Research Design sequence (206/207) in the Sophomore year. It is fine for students to take psych 110 the Sophomore year along with 206 or 207.

Three upper level courses (300 or 400) are required for majors, one of which must be designated as a Structures of Power and Privilege (SPP) course.

Junior Seminars are signature courses, so students should decide which seminar they wish to take late in their Sophomore year and then speak to the professor who is teaching that course, even if it is planned for the spring of the Junior year.

Students can begin independent studies (Psych 590) as early as their sophomore year. To determine what opportunities are available, students should contact professors doing research in the department.

Internships are usually taken Junior or Senior year. Psychology 540 is a co-requisite for all clinical internships.

Suggested Course Sequence for a **Major in Psychology**

	1st Semester	2nd Semester	Either Semester
First Year	FS 101	FS 102	Two 100-level courses Note that Psych 110 may not be appropriate for all first-year students; students should consider taking Psych 110 in the sophomore (or later) year.
Sophomore	PSYCH 206	PSYCH 207	At least 1 core course Psych 110 (it is fine to take this at the same time as 206 or 207)
Junior			Complete core course requirement At least 1 advanced topics course Jr. Seminar
Senior			Complete advanced topics requirement PSYCH 600, 610, or 620

Required courses for a **Minor in Psychology**:

Minor Requirements: 20 credits, including
Psych 110 (avoid this in the first semester; consider taking it in the sophomore or later year)
Psych 206
One course from each of two Core Area categories (150s, 160s, 170s) NOTE: This is a good place to start the minor
One course from those numbered in the 300s or 400s
NOTE: For students who are transferring in one or more of these courses, please make sure they understand that if they receive 3 credits (instead of 4) per course, they still will need a total of 20 credits in Psychology to earn the minor.

Religious Studies

Religious Studies https://sites.allegheny.edu/philo/
Academic Bulletin

When advising a student interested in Religious Studies, please note the following:

Entering and other students can't go wrong with any 100 level course and 200-level courses should be accessible without prior preparation to entering first year students with stronger than average writing and reading skills.

A current schedule of Philosophy and Religious Studies courses, descriptions and times that includes further information for some courses that is not provided in the *Academic Bulletin*, is accessible for students and advisors at this link.

The Minor in Religious Studies consists of at least 20 credit hours, including one course above the 100 level and another above the 200 level and two of five different religious traditions described below.

The Major in Religious Studies is required to complete a minimum of 42 credit hours, and students must take **at least one course in each** of the following **approaches**:

- Text: 115, 130, 150, 160, 200, 222, 229, 350
- Context: 117, 120, 140, 144, 146, 147, 150, 160, 165, 170, 171, 180, 200, 250, 288
- Methodical Analysis: 171, 175, 204, 215, 227, 265, 341, 360

In addition, a Major should include **three of the five** religious **traditions** below. Specific courses may appear in multiple traditions, but double-counting courses for multiple traditions is not permitted. Courses that satisfy the approaches requirement can also satisfy the traditions requirement.

- Judaism: 120, 147, 185, 229, 341
- Christianity: 130, 200, 250, 350
- Islam: 140, 144, 146, 171, 215, 222
- India/China/Japan: 150, 160, 165, 170
- Ancient Mediterranean World: 115, 117

Required for all Majors:

- 580, 600, 610 and two other courses above the 100 level and an additional course above the 200 level. Majors in Religious Studies can take an approved cognate course from another discipline in fulfilling Major requirements, which, along with carefully chosen electives, can create an emphasis in a specific area of Religious Studies.

World Languages and Cultures

World Languages and Cultures https://sites.allegheny.edu/modlang/
Academic Bulletin

When advising a student interested in World Languages and Cultures, please note:

- When a student is interested in continuing a language or beginning the study of a new one, the study should begin as early as possible in the student's college career.
- Students intending to major in International Studies or Global Health Studies should enroll in language study in the first year.
- Students learning a second language are encouraged to study abroad.
- Students pursuing a major should plan to take at least one course in the major each semester in the first two years, and two in the second two years.

Suggested Schedule for **French Majors placing in French 110/105/106:**

	1st Semester	2nd Semester	Either Semester
First-year	FS 101 French 110/106**	FS 102 French 120	
Sophomore	French 215	French 225	FSWLC 201

	1st Semester	2nd Semester	Either Semester
Junior (abroad)	French 305		300-level French coursework
Senior	French 600 French 580	French 610	Any remaining 300-level French coursework

**Note: Students who place into 110/105 and who are interested in a French major or minor (i.e., who are relatively certain to continue to 120) should be encouraged to enroll in the full-semester French 110 course, NOT French 105. French 105 (Module A, 2 credits) should be reserved for those who want a 2-credit course only, or who are uncertain about the full-semester course. Students who place into 110/106 may choose French 110 or begin at mid-semester by enrolling in French 106 (Module B, 2 credits). These students should be aware that the material in the first half of French 110 may be familiar.

Suggested Schedule for **French Majors placing in French 215:**

	1st Semester	2nd Semester	Either Semester
First-year	FS 101 French 215	FS 102 French 225	
Sophomore	FS 305		300-level French coursework FSWLC 201
Junnior (abroad, semester or year)			300-level French coursework
Senior	French 600 French 580	French 610	

Questions should be directed to Briana Lewis (blewis@allegheny.edu, Ruter 102, 332-2322)

Suggested Schedule for **Spanish Majors placing in Spanish 110:**

	1st Semester	2nd Semester	Either Semester
First-Year	FS 101 Spanish 110	FS 102 Spanish 120	
Sophomore	Spanish 215	Spanish 230/220 FSWLC 201	
Junior	Spanish 220/230 Spanish 225		300-level Spanish Courses
Senior	Spanish 600 Spanish 580	Spanish 610	1 400-level Spanish

Suggested Schedule for **Spanish Majors placing in Spanish 215**:

	1st Semester	2nd Semester	Either Semester
First-year	FS 101 Spanish 215	FS 102 Spanish 220/230	
Sophomore	Spanish 225	Spanish 300-level FSWLC 201	Spanish 220/230
Junior			2 courses 300-level 1 course 400-level
Senior	Spanish 600 (2 cr.) Spanish 580	Spanish 610 1 400-level Spanish	

Questions should be directed to Teresa Herrera (therrera@allegheny.edu), Ruter 208, 332-2325

Minors in Modern and Classical Languages:

Arabic: Beginning in 2020-2021, a minor in Arabic Language and Culture is available. The Minor requires completing a total of 24 semester hours of coursework, including 16 semester hours of coursework in the Arabic language, one 100-level culture course taught in English, and one course at the 300 level. Questions regarding Arabic should be directed to Reem Hilal (rhilal@allegheny.edu), Ruter 105, 332-3310. *See also the Middle East and North Africa Studies Minor in the "Interdivisional Minor Program" section.*

Chinese Minor Requirements: A minor in Chinese requires completion of 20 semester credit hours in Chinese, including at least eight credit hours on the 300-level, one of which must be in Chinese language and one culture course in English. Students with previous Chinese experience are strongly encouraged to contact Prof. Xiaoling Shi as soon as possible to map out a plan for completing the minor. Questions should be directed to Xiaoling Shi (xshi@allegheny.edu), Ruter 302, at 332-2702. *See also the Chinese Studies Minor listed in the "Interdivisional Minor Program" section.*

French Minor Requirements: A minor in French requires completion of 20 semester credit hours in French, including FRNCH 305 and one other course numbered above 300. Questions should be directed to Briana Lewis (blewis@allegheny.edu, Ruter 102, 332-2322)

German Minor Requirements: A minor in German requires completion of 20 semester credit hours in German, including at least eight credit hours on the 300-level. Any questions should be directed to Julia Ludewig (jludewig@allegheny.edy), Ruter 206, 332-2327.

Classical Studies Minor Requirements: A minor in Classical Studies requires 8 credits of Latin. Latin may also be used for the Advanced Courses or Electives requirement for the minor. Students who place at the beginning level take Latin 110 (offered every Fall), 120 (offered every Spring). Other placements can also take 215 (offered at least once per year), and 315 (offered at least once per year). Students with high school experience should take the placement test and may start at the intermediate or advanced level. Because intermediate and advanced courses may not be offered every semester, students with previous Latin experience are strongly encouraged to start Latin as soon as possible at Allegheny, and to contact Prof. Herrman as soon as possible to map out a plan for completing the minor. Any questions should be directed to Judson Herrman (jherrman@allegheny.edu), Arter 202A, 332-4303.

Spanish Minor Requirements: A minor in Spanish requires the completion of a minimum 20 semester credit hours in Spanish, including Spanish 220, 230, and 225 and one course at the 300-level. If student places above this level have them contact the Spanish Section head to chart out their minor. *See also the Latin American and Caribbean Studies Minor listed in the "Interdivisional Minor Program" section.*

Women's, Gender, and Sexuality Studies

Women's, Gender, and Sexuality Studies https://sites.allegheny.edu/women/
Academic Bulletin

When advising a student interested in Women's, Gender, and Sexuality Studies (WGSS), please note the following:

- WGSS is an interdisciplinary Major and Minor program administered by a director and steering committee.
- A WGSS minor can be presented with any Major for graduation.
- WGSS 100 (Introduction to WGSS) is offered every semester; one of WGSS 210 (Social Movements) or 211 (Queer Lives) is offered in the spring.
- Elective course offerings are posted on the WGSS website each semester.
- WGSS 100 and WGSS 210 or 211 are prerequisites for WGSS 300 (Feminist and Queer Theory) and WGSS 400 (Global Feminisms); electives for the program may require prerequisites from the particular discipline in which they are offered.

Majors in WGSS:
A major in Women's, Gender, and Sexuality Studies requires the completion of 40 semester credit hours. It includes WGSS 100, 210 or 211, 300, 400, 580, 620 and 16 credits selected from approved electives of three types: program, discipline-focused, and related. **Program Courses** are electives carrying the WGSS prefix and course number. **Discipline-Focused Courses** generally address the study of women, gender, and sexuality within the context of a particular discipline. **Related Courses** give substantive attention to feminist frameworks that explore the

intersections of gender, race/ethnicity, sexuality, class, and nationality, but such issues may not be the primary focus of the class.

Minors in WGSS:
A minor in Women's, Gender, and Sexuality Studies requires the completion of 24 semester credit hours. It includes WGSS 100, 210 or 211, 300, 580 and eight credits selected from approved electives (see description of electives above). As an interdisciplinary minor, WGSS may be combined with Majors from any division: humanities, natural sciences, or social sciences.

Students are encouraged to consult with the director of WGSS regarding planning for the Major or Minor.

If a student has questions, please refer them to the WGSS Program Director: Prof. Caryn Werner.

Interdivisional Minor Programs

Black Studies

Black Studies https://sites.allegheny.edu/blackstudies/
Academic Bulletin

 Black Studies is a 22-credit mior that requires the following and can best be constructed in consultation with the Black Studies Coordinator, Professor Barbara Shaw.

- BLKST 100, *Introduction to Black Studies*
- At least one of the following CORE courses: ENGL 234, BLKST/HIST 255, or BLKST/HIST 257
- At least one of the following DISCIPLINARY courses: BLKST 225, COMJ 350, ENGL 113, ENVSC 352, and HIST 571. IF these are not offered in a given semester, please contact Professor Barbara Shaw for additional guidance.
- Related courses may fill out the rest of the minor: such as COMJ 260, COMJ 270, COMJ 460, HIST 261, HIST 269, HIST 324, HIST 345, HIST 361, HIST 563, PHIL 210, POLSC 303, RELST 146, WGSS 210, WGSS 225, WGSS 275, WGSS 300, WGSS 310, and WGSS 410.
- The Black Studies capstone experience is named in the catalog as BLKST 480, *Capstone Seminar* (2 credits). This course does not exist and has been replaced by an upper-level discipline-related course.
- At least one course must be at the 300-level or higher.

- **Black Studies is an interdivisional minor and so may be combined with any other program on campus as a major.**

If a student has questions, please refer them to:
Professor Barbara Shaw
217 Odd Fellows
814-332-4335
bshaw@allegheny.edu

Chinese Studies

Chinese Studies https://sites.allegheny.edu/chinesestudies/
Academic Bulletin

An interdivisional minor examining the religion, politics, history, and language of China. The minor includes coursework in Chinese language, Religious Studies, History, and Political Science. Through this minor, students will acquire an understanding of Chinese culture, history, society, and contemporary politics. A minimum of 24 credits are required for the minor. When appropriate, other courses- for example, Special Topics or FS 201 courses in relevant subjects-may be substituted for approved electives to bring the total credits to at least 24. All substitutions of alternatives for approved courses must be approved by the minor coordinator, and students must discuss any potential course substitutions prior to enrolling in the course. With the approval of the coordinator, an appropriate EL Seminar to China may be used to substitute a course. Students who study away in China should take a minimum of 12 credits at Allegheny and consult with the coordinator about the course selection in Allegheny's partner institution of higher education in China.

Because this minor is interdivisional, students who complete any major can take Chinese Studies as minor. Students should be aware, however, they still must complete eight credits in each of the divisions of the College to complete the College distribution requirement.

Students who are native speakers of Chinese language must take Chinese culture, literature, and film course of 300 level and above along with available Chinese religion and philosophy courses to fulfil the minor requirement of linguistic and cultural perspectives.

The Chinese Studies Minor

The minor in Chinese Studies requires:
1. Linguistic and Cultural Perspectives requirement: at least 12 credits selected from the list below.
2. Historical and Political Perspectives requirement: at least 12 credits selected from the list below.
3. Advanced coursework requirement: at least one course for the minor must be at the 300-level or above.

Please see *Academic Bulletin* for specific course information.

If a student has questions, please refer them to Professors Wu (Program Coordinator), Shi, and Wesoky

Classical Studies

Classical Studies https://sites.allegheny.edu/modlang/classical-studies-minor/
Academic Bulletin

Program Faculty: Professor Herrman

The Classical Studies minor provides a broad-based introduction to ancient Greek and Roman civilization which includes components of Latin language study, history and cultural studies. Students gain familiarity with diverse aspects of the ancient world and learn how to formulate original arguments based on primary sources, both material and literary. The minor requires 20 credits. Because this minor is interdivisional, students may complete any Major to satisfy the college requirement that the Major and Minor be in different divisions.

Course Requirements
1. Latin language requirement (eight credits). Take at least eight credits of Latin language courses, which must be independent of any Latin courses used to satisfy any other requirements (i.e., no "double-counting" of Latin courses).

2. Classical history requirement (four credits). Take one of the following:

- History 101, The Greek World, 1184-323BCE

- History 103, The Roman World, 753BCE-180CE

3. Advanced course requirement (four credits). Take one of the following:

- History 550, Writing Ancient History
- History 551, Orality and Literacy in Ancient Greece
- Latin 315, Advanced Latin

4. Elective (four credits). Take one of the following elective courses to bring the total credits for the minor to at least 20:

- History 101, The Greek World, 1184-323BCE
- History 103, The Roman World, 753BCE-180CE
- History 320, Writing Ancient History (cannot be taken by students who take HIST 550)
- History 321, Orality and Literacy in Ancient Greece (cannot be taken by students who take HIST 551)
- Latin 215, Intermediate Latin
- Literature In Translation (LITRN) 270, Greek Mythology
- Philosophy 260, Ancient Greek Philosophy

Students who take both History 101 and 103 may count one of them toward the elective requirement. Other appropriate courses may be included in the minor with the permission of the minor coordinator. Students are strongly encouraged to discuss any potential course substitutions prior to enrolling in the course.

Advising Note for 20/FA: the special topics courses HIST 190 land HIST 191 are appropriate for incoming first-year students and will be substituted to count for the elective course requirement.

Education Studies

Education Studies https://sites.allegheny.edu/education/
Academic Bulletin

Education Studies is an interdivisional minor designed to prepare students interested in the field of Education. As an interdivisional minor, Education Studies may be combined with any other Major program in the curriculum.

When advising these students, please note:
Education Studies is a 24-credit minor that requires the following:

- EDUC 100: Introduction to Education Studies
- A Culture & Education, Practice, or Policy ("CEPP") course (check the 2020-21 *Academic Bulletin* for the list)
- EDUC 543 and 544: Internship Seminar (2 credits each; designed to be taken in consecutive semesters. Both courses must be taken)
- Three Electives (12 credits) from the following list. Note that one must be at the 300-level:
  - o   EDUC 215: Foundations of Special Education
  - o   EDUC 216: Teaching English Language Learners
  - o   EDUC/COMJ 310: Multicultural Education
  - o   EDUC 320: Educational Tests and Measures
  - o   EDUC 325: Education Methods and Design

o ENGL 350: Children's Literature*
o ENGL 385: Cultural History of the English Language*
o ENVSC 250: Environmental Education
o MATH 135: Elementary School Mathematics
o PSYCH 106: Educational Psychology
o RELST 225: Global Religious Education

(Courses marked with an asterisk have a prerequisite)

Please note:

- *EDUC 100 is not a prerequisite for ENVSC 250, MATH 135, and PSYCH 106*
- A student's choice of electives will be shaped by his/her post-graduate plans (that is, whether the student is pursuing early childhood education, elementary education, secondary education, or education policy).
- **NOTE: we have reserved seats in EDUC 100 (in both sections)for incoming first-year students.**

Suggested Schedule for the Education Studies Minor:

	1st Semester (Fall)	2nd Semester (Spring)	Notes
First Year	EDUC 100 or CE/P/P Requirement-RELST 225	EDUC 100 or Elective	EDUC 100 may also be taken in the sophomore year
Sophomore	Elective	Elective	
Junior	EDUC 543	EDUC 544	Take in consecutive semesters (can also be taken in senior year)
Senior	300-level Elective		300-level elective may be taken at any time after completion of EDUC 100

Important: Teacher Preparation Programs (4-1)

Allegheny students interested in pursuing a career in education can earn teacher certification and a Master's degree at one of Allegheny's partner institutions University of Pittsburgh, or Xavier University (Cincinnati, OH), or at any of a number of 1-year masters/certification programs across the country. (Previous graduates have attended Columbia University, UPenn, Ohio State, and the University of Chicago, to name a few.) In preparation for these programs, students complete four years at Allegheny with a major and a minor in academic disciplines and then complete their teacher preparation at the graduate level at one of these graduate programs. Applicants to the programs must maintain a minimum overall grade point average while at Allegheny and meet the admission requirements of each graduate school. **Thus, a student may need to complete additional coursework while at Allegheny to fulfill those admission requirements.** Students who are interested in any of these programs should contact Susan Slote, Education Studies Program Director, early in their academic careers for information about graduate institution requirements. For additional advising in Education Studies, students should also contact Susan Slote.

Energy and Society

Energy and Society https://sites.allegheny.edu/academics/academic_programs/energy-and-society/
Academic Bulletin

The Energy and Society minor is an interdivisional minor. Students may choose any major to satisfy the college requirement that the major and minor be in different divisions.

Students who are interested in the following topics may be good candidates in pursuing an Energy and Society minor:

- Natural resources (energy, water, metals, etc.)
- Sustainability
- Climate change
- Domestic and international political systems
- Economics of energy resources (fossil fuels, nuclear, and renewables)
- Community, ethics, and social justice
- Global health and well-being

The Energy and Society minor consists of 24 credit hours with four required courses and a minimum of eight elective credit hours. It is recommended that students begin by taking ENERG 105: Introduction to Energy and Society or ENERG 115: The Science of Energy. ENERG 105 provides a broad overview of society's energy systems and allows a student to get a feel for the field of energy, and has distribution tags of Quantitative Reasoning (QR) and Social Behavior and Institutions (SB). ENERG 115 provides a broad overview of the fundamental chemical,

physical, and biological concepts behind the energy systems used in society, and has distribution tages of Quantitative Reasoning (QR) and Scientific Process and Knowledge (SP)

For future course planning purposes, it should be noted the frequency of when the foundational courses will likely be offered. ENERG 105: Introduction to Energy and Society and ENERG 115: The Science of Energy have no prerequisite courses, and they are typically offered one time per academic year. ENVSC 385: Introduction to Sustainable Energy has prerequisites of either ENERG 105 or ENVSC 110, and is typically offered every academic year (usually the spring semester). ENERG 485: Applied Energy Analysis has prerequisites of ENERG 115 or ENVSC 385, and is typically offered every other year.

Elective courses related to the minor are in areas of Ethics and Social Justice, Communication, Economic Systems, and Political Systems. Students may use a credit-bearing internship to fulfill up to 4 credit hours of their 8 credit hour elective requirement.

French Studies

French Studies https://sites.allegheny.edu/modlang/
Academic Bulletin

- Students interested in the French Studies minor should take the French Placement exam. Based on their placement, they should enroll in a French language class as soon as possible to begin working toward the French language requirement in the minor (as described in the next bullet).

- Take at least eight credits of French, including FRNCH 301 - Contemporary French Society and Culture. (Note: students may need to take additional coursework in French to achieve the needed proficiency to take FRNCH 301, but no more than 12 credits in French language may be counted toward the French Studies minor).

Here is a sample progression chart for completing FRNCH 301:

Suggested Schedule for **French Studies Minor placing in French 110/105/106**

	1st Semester	2nd Semester	Notes
First Year	FS 101 FRNCH 110	FS 102 FRNCH 120	
Sophomore	FRNCH 215	FRNCH 225	

	1st Semester	2nd Semester	Notes
Junior		FRNCH 301	FRNCH 302 may be substituted

Suggested Schedule for **French Studies Minors placing in French 215**

	1st Semester	2nd Semester	Notes
First Year	FS 101 FRNCH 215	FS 102 FRNCH 225	
Sophomore		FRNCH 301	FRNCH 302 may be substituted

- The minor also requires two courses from the categories of "Arts and Culture" and "Social and Political Contexts." See *Academic Bulletin* for these course listings.
- Coursework taken abroad at Allegheny-sponsored study abroad programs in Paris, France or Dakar, Senegal can count toward the minor. They should consult with program coordinator Professor Laura Reeck, lreeck@allegheny.edu, about what can transfer back to the Arts and Culture requirement and the Social and Political Contexts requirement for the French Studies minor.

Journalism in the Public Interest

Journalism in the Public Interest https://sites.allegheny.edu/journalism/
Academic Bulletin

Program Faculty: Hersh (Chair), Branch, Crowley, Keeley, Ribeiro, and B. Slote

The minor requires a minimum of 20 semester credit hours. Students must have at least a 2.0 GPA in the minor. The minor requires: two applied journalism courses (JOURN 100 and 300); two journalism synthesis courses (JOURN 200 and 550); and a third applied journalism course or a practicum (JOURN 320 or JOURN 501 and 502). Because this minor is interdivisional, students may complete any Major to satisfy the college requirement that the Major and minor be in different divisions.

Course(s)	Timing and Notes
JOURN 100	Typically offered both semesters each year. Students that are considering a JPI minor should enroll in that course as soon as possible.
JOURN 200 JOURN 550	Both courses are offered once a year in alternate years. First-year students and sophomores may take JOURN 200. Rising juniors who have *not* taken either course should enroll in whichever course is offered in their junior year (even if that means taking JOURN 550 prior to JOURN 200).

JOURN 300	Offered one semester every year, usually (though not always) in the spring. It will be offered Spring 2020.
JOURN 501 JOURN 502	the editor(s)-9n-chief of *The Campus* are responsible for approving JOURN 501 and JOURN 502 internships. Interested students should contact the editor(s) for additional information.
JOURN 500	Internship with *The Meadville Tribune* is listed in the *Academic Bulletin*, but the publisher is currently not accepting interns. The long-term status of this internship and course number will be addressed in the future.

Latin American and Caribbean Studies

Latin American and Caribbean Studies https://sites.allegheny.edu/latinamericanstudies/
Academic Bulletin

Program Faculty: Professors Hernandez, Caballero, K. Haywood, Herrera, Mattiace, and Riess

A minor in Latin American and Caribbean Studies requires 24 credits: 12 credits from the Social Science Division and 12 credits from the Humanities Division. Please see Academic Bulletin for specific course listings.

	1st Semester	2nd Semester
Courses	FS 101 HIST 116 SPAN 110, 120, 215, 220, 230, 245 (consult Language Placement Exam score for appropriate course)	FS 102 HIST 117 SPAN 225 (has a pre-req.)

Integrative Informatics

Integrative Informatics https://sites.allegheny.edu/informatics/
Academic Bulletin

Integrative Informatics is an interdivisional major that helps students to understand computational technology and the landscape of digital information systems from multiple perspectives, including technological, humanistic, and social. Areas of study include bioinformatics, health data, econometrics, new media art, data in media and marketing, robotics and artificial intelligence, and critical study of computational culture.

Students in the program complete core courses in Computer Science, Communication, and Art. Depending on their interests and goals, they also focus on courses from one of the following modules: Media and Visual Production, Environment and Sustainability, Governance and Politics, Health and Society, or Marketing and Enterprise. The major requires a minimum of 40 credit hours.

Because the program is interdivisional, students may pair it with any major or minor, except Computer Science. Students who major in Integrative Informatics may not double major or minor in Computer Science.

The first semester students should start with the core and can take any of the following courses:

- CMPSC 100.
  - o   If the sections for CMPSC 100 fill up before a student is able to register, instructors should be notified to see if there is an additional space and/or to be put on the waiting list.
  - o   Students who have any previous Java programming experience should contact the instructor for CMPSC 101 to discuss the possibility of skipping CMPSC 100 and taking CMPSC 101 right away.
- COMM 120 (suggested in preparation for COMM 340)

- ART 187

Students should also be aware that many of the courses in the modules require prerequisites. Students should consult with an advisor about their interests, questions, and goals as they design their module coursework. In their first year, students should consider taking introductory courses related to their module(s) of interest.

Middle East and North African Studies

Middle East and North African Studies https://sites.allegheny.edu/mena/
Academic Bulletin

Program Faculty: Professors Kirschner (Program Coordinator), Alkyam, Hilal, Krone, B. Miller, Mitchell, Onyeiwu, Reeck

An interdivisional minor examining the history, politics, religion, culture, and economics of the Middle East and North Africa ("MENA"). Through this minor, students will gain an in-depth understanding of the region and the contexts through which we understand it. See also the Middle East and Northern Africa track in the "International Studies" Major. Because this minor is interdivisional, students may complete any Major to satisfy the college requirement that the Major and minor be in different divisions. For minor specific, please see Academic Bulletin.

When advising these students, please note:

- Students should take an introductory survey and start the Arabic language sequence as soon as possible (ideally, in their first 3 semesters)

The full list of courses being taught for 2020-2021 is below:

Fall 2020		
ARAB 110	Beginning Arabic I	MWF 10-10:50
ARAB 215	Intermediate Arabic I	MWF 2:30-3:20

ARAB 290	Levantine Colloquial Arabic	MWF 9-9:50
ARAB 370	Arab and Muslim Voices Post-9/11	TTH 1:30-2:45
HIST 123	A History of the Ottoman Empire, 1300-1918	MWF 1:30-2:20
POLSC 232	Government and Politics of the Middle East	TTH 1:30-2:45
POLSC 355	The Arab-Israeli Conflict	TTH 11-12:15
RELST 140	Islam: Faith, History, and Culture	MWF 1:30-2:20

Spring 2021 courses to be determined.

Appendices

Pre-Legal Guidelines

Pre-Legal Education https://sites.allegheny.edu/prelaw/
Academic Bulletin

When advising a student interested in Pre-Legal Education, please note the following:

- There is no "Pre-law Major" although the five most common undergraduate Majors for law students are History, Political Science, Economics, English and Psychology. Students should be encouraged to choose a Major that is challenging and interesting, one that compels him/her to develop skills and abilities beyond their current level.
- For intended practice in international law, students are strongly advised to develop fluency in at least one foreign language.
- Internships and job shadowing in the legal field are available in Meadville and through various programs in Washington, D.C. as well as in locations where alumni work and serve as attorneys.
- The basic skills of lawyering include: analysis, synthesis, advocacy, negotiation, writing, counseling/advising, and speaking.
- The Pre-Law Club and Law & Policy program are great ways to explore international and domestic legal/policy issues, network with alumni, and connect with like-minded peers. First-year students are encouraged to enroll in Law & Policy and become a member of the Pre-Law Club to have full access to all events and guest speakers. The Mock Trial team is coached by a local attorney and is another excellent way for first-year students to gain skills in public speaking, critical thinking, and forming a persuasive, cohesive argument which will set a strong foundation for law school.

- The Pre-Law Library, LSAT study materials, and information on law school application processes can be located in the Allegheny Gateway library, in the yellow node near the Career Education and Pre-Professional Studies offices.
- For more information contact Career Education 814.332.2381.

A law student requires three basic qualities:

Skill in the use of language:
Courses such as English 110, 208, 305, intermediate level courses in literature, rhetoric, and COMM 235 (Advanced Public Speaking) all contribute to the development of this skill.

Knowledge of human institutions and values:
Courses such as Political Science 110 and an Economics 100-level course, and ECON 285 are recommended. Psychology courses such as Human Social Behavior, Justice, and Research Design are also valuable.

Creative power in thinking:
Economics, computer science, logic, and math are all beneficial.

Engineering Guidelines

Engineering https://sites.allegheny.edu/registrar/academic-programs/study-at-partner-institutions/engineering-coop/
Academic Bulletin

Advising for the Dual Degree Cooperative (3-2) Engineering Program

Allegheny College does not offer an Engineering Major. However, through cooperative arrangements with other universities students may obtain a Bachelor's degree in engineering and a Bachelor's degree in their Allegheny Major; hence the title, Dual Degree, also referred to as a "3-2" program. Students who participate in this program will complete their first three years at Allegheny, though in some cases students may elect to spend four years at Allegheny. After their junior (or senior) year, they enter the engineering program of one of the cooperating schools. Once they have completed the requirements of the engineering school, which typically takes two years, they will receive Bachelor's degrees from Allegheny and from the engineering school. (Neither degree is granted until the requirements of both Allegheny and the cooperating university have been met.)

Cooperating Schools

- University of Pittsburgh
- Case-Western University (Cleveland)
- Washington University (St. Louis)

Requirements
Allegheny Requirements
During their time at Allegheny students must complete the College's graduation requirements, this includes completing a major, a minor, distributive, and FS requirements. Students who leave Allegheny and enter the

engineering program after the junior year are exempted from the Senior Project requirement. Students who stay for their senior year are still required to complete the Senior Project.

Engineering School Requirements
To meet the engineering school requirements students must take specific math and science courses and maintain a specified grade point average (overall and in the required courses) that varies from school to school. While the required courses vary slightly among the cooperating universities and may also depend upon what field of engineering the student chooses to pursue, they all include 3-5 math courses, depending on first-year placement; 2 physics courses (PHYS 110 & 120 or PHYS 101 & 102); a chemistry course (CHEM 120); and a computer programming course (CMPSC 111 or PHYS 280). **For more specific requirements students need to consult with the Cooperative Engineering Coordinator.**

Advising for entering first-year students interested in engineering:
Incoming first-year students interested in engineering should enroll in either Math 140, 141, 151, or 152, depending on placement, in the fall of their first year. **If they placed in Math 141 or higher, they should also take PHYS 110 their first semester.** If they placed into Math 140 they might consider also taking CMPSC 100.

FAQ for Engineering
What courses should students in the dual degree program take their first year?
As students need to complete the cooperating school's requirements during their first three years (unless they opt to stay for four years at Allegheny) it is important that they begin taking the required courses as soon as possible. **This means that it is essential that students interested in the program enroll in the math class recommended by the placement exam, either Math 140, 141, 151, or 152 in the fall semester of their first year. Students placing in Math 141 or higher should also enroll in PHYS 110 in the fall.** Second semester students should continue to the next math and physics courses. CHEM 120 is also required, but that does not need to be taken the first year. Any questions regarding course selection should be directed to the Cooperative Engineering Coordinator.

Can students declare a "Pre-Engineering" Major?
No, this is not an option at Allegheny. Students must declare and complete an approved Allegheny Major during their three (or four) years here.

What is the best Major for the dual degree program?
The cooperating schools do not require a particular major, only that you complete the required courses and attain the specified GPA. However, given the overlap between the program requirements and departmental major requirements, it is generally easier to complete certain majors. In particular, students considering civil, mechanical, aeronautical, or electrical engineering should consider majoring in either physics or mathematics. Those interested in chemical engineering should consider chemistry as a major.

When does a student have to commit to the dual degree program?
Students begin formal application to the program during the fall or spring of their junior or senior year, but there is no actual commitment until the student enrolls in the cooperating school's engineering program. However, students interested in engineering should meet with the Cooperative Engineering Coordinator during their first semester and as needed after that.

Are there other options for students interested in engineering?
Yes, there are several. Within the cooperative programs there is an option to also apply for an accelerated Master's program which typically requires another year, beyond the two years usually required for the Bachelor's degree. Another option that Allegheny students regularly pursue is to bypass the Bachelor's in engineering degree and during their senior year apply directly from Allegheny to Master's in engineering programs at schools of their

choice. Students who graduate from Allegheny with a BS in Math, Physics, or Chemistry and a strong academic record are regularly accepted into MS programs at a range of engineering schools. Consult with the Cooperative Engineering Coordinator for details.

Contact
Prof. Daniel R. Willey, Cooperative Engineering Coordinator
Carr 127
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Pre-Health Guidelines

Health Professions https://sites.allegheny.edu/health/
Academic Bulletin

First-Year Course Registration Advice for Students Interested in the Health Professions

Students interested in health professions (human medicine, dentistry, veterinary medicine, nursing, PT, OT, pharmacy, etc.) have many curricular options. Although there are certain courses students must take to prepare for the MCAT exam or to be considered for admission to health science post-graduate programs, pre-health students can major in any discipline, not just the natural sciences. Detailed information about pre-health programs and the support Allegheny provides for pre-health students can be found at http://sites.allegheny.edu/health. Students interested in pre-health professions should arrange to meet with the pre-health advisor in the Allegheny Gateway early in their first year to discuss their specific interests.

If you are a pre-health student, you should enroll in courses that are intrinsically interesting to you while adhering to the following guidelines:

1. Math courses:

    a.   If you place into MATH 151 or higher, take MATH 151 or the higher level course into which you have placed.

    b.   If you place into MATH 140, and if you are interested in majoring in biochemistry, chemistry, geology, mathematics, or physics, take MATH 140 in the Fall followed by MATH 141 in the Spring. You will then need to take MATH 152.

c. If you are not interested in one of the Majors mentioned above, then taking MATH 140 and 141 will be sufficient. You may, of course, continue, but you will not need to do so for your Major or to satisfy a medical school requirement

2. Introductory Chemistry:

a. If you place into MATH 151 or higher and are considering a Major in biology, biochemistry, neuroscience, or chemistry, take introductory chemistry in the fall (CHEM 120). If you are not interested in majoring in these areas and there are other fall courses that interest you more, you may defer CHEM 120 to the spring semester.
b. If you place into MATH 140, you will need to complete the course with a C or better to be allowed to take CHEM 120 in the second semester. You should be enrolled in MATH 141 when you take CHEM 120.

3. Biology: If you are planning to Major in Biology, you should begin taking biology classes as soon as you have completed the chemistry pre-requisite (CHEM 120). If you plan to Major in another discipline, then take the biology courses as your schedule allows.

4. English Literature: English literature is a requirement for medical professional schools, and we recommend that you complete it as soon as your schedule allows, and no later than the end of your sophomore year. Many first and second year students find that a literature course (English 110, 111, 112, 113, or 114) provides welcome variety to their schedule, which is often heavily weighted in the sciences.

5. Psychology: The current MCAT includes a behavioral science section. Additionally, behavioral science courses are required for some professional school programs. Our students have found PSYCH 162 (Human Social Behavior) to be especially helpful in preparing for the MCAT. Other helpful courses for the MCAT include PSYCH 110 and PSYCH 172.

Sample First-Year Schedules for Pre-Health Students		
Pre-Health Students Beginning in MATH 140	**Fall of First-Year** FS 101 MATH 140 Elective* Elective	**Spring of First Year** FS 102 MATH 141 CHEM 120 Elective
Pre-Health Students placing in MATH 151--Biochem., **Chem. Math, Physics, Geo. Majors**	**Fall of First-Year** FS 101 MATH 151 CHEM 120 Elective*	**Spring of First-Year** FS 102 MATH 152 CHEM 122 BIO 220 or elective
Pre-Health Students placing in MATH 151--Biology, Neuro **Majors**	**Fall of First-Year** FS 101 MATH 151 CHEM 120	**Spring of First-Year** FS 102 CHEM 122

	Elective*	BIO 220 Elective
Pre-Health Students placing in MATH 151--all other **Majors**	**Fall of First-Year** FS 101 MATH 151 Elective (or start CHEM 120) Elective*	**Spring of First-Year** FS 102 CHEM 120 Elective (CHEM 122 if CHEM 120 was taken 1st semester) Elective
Pre-Health Students placing in MATH 140--all other **Majors**	**Fall of First-Year** FS 101 MATH 140 Elective Elective*	**Spring of First-Year** FS 102 MATH 141 CHEM 120 Elective

*Consider taking English 110, 111, 112, 113, or 114

Registrar's Office Forms

 The Registrar is responsible for maintaining academic records, candidate certification for bachelor's degree, record distribution, grade reports, ordering diplomas, registration and course schedules. You should visit the Registrar's Office website, if you need the following:

https://sites.allegheny.edu/registrar/new-online-forms-for-former-paper-forms/
Credit/No Credit
Major/Minor Forms

- Declare Major/Minor Form
- Change Major Form
- Change Minor Form

Change in *Academic Bulletin* Form
Course Conflict Form https://sites.allegheny.edu/registrar/course-conflicts/
Self Designed Major/Minor Forms https://sites.allegheny.edu/registrar/forms/student-designed-majors-and-minors/

Academic Performance Reports

When Should An Instructor/Advisor Submit an APR?

Course instructors and academic advisors are expected to submit academic performance reports (APRs) to the Learning Commons when they have concerns about a student in one of their courses, or about one of the advisees. The Learning Commons partners with the student's advisor(s) to respond appropriately. Please send an APR if you observe any of the following behaviors:

- Two or more class absences within the space of two or three weeks.
- Failure to attend class for ill-defined reasons (e.g., "I didn't feel well so stayed in bed"), suggesting that a student is having other difficulties.
- Poor performance (C- or below) on tests, essays, assignments, or in class activities.
- Failure to submit assignments.
- Sudden negative changes in the quality of a student's work.
- Disengagement from the course or other behaviors, suggesting that the student may be in need of assistance.

Please note that you can submit more than one APR for the same student. If you have already submitted an APR for a student in your course and then have further reason for concern (for example, failure of a second major examination or continued class absences), please submit a second APR, or a third, or a fourth! The information in APRs is an important tool in our efforts to retain students and support student success at Allegheny.

Please send an APR by September 30 in the Fall semester for any student who is consistently completing less than C level work.

It is important for first-year students in particular that they receive feedback about their academic performance within the first four to six weeks of their first semester, and APRs are an appropriate means to share your feedback with students and the Learning Commons should concerns arise. You may elect to take a "wait and see" approach early in the semester so as not to unnecessarily alarm the student with an APR, and in those cases an APR with the "FYI only" option checked, or an e-mail or phone call to the Learning Commons to discuss the situation may be helpful.

Another important deadline is the deadline for a student to request a Student-Initiated Withdrawal ("X") from a course. Please speak directly with students who are unlikely to pass your course prior to this deadline and then

follow up with an APR. Please allow enough time for the student to have additional conversations with their advisor(s) and/or Learning Commons counselor.

How Do You Submit an APR?

To submit an APR for a student in one of your classes:

- Log into WebAdvisor
- Select "Class Roster"
- Select the course for which the student is registered
- Find the student in the roster listing and click the "Submit APR" link in the far-left column
- Fill out the form and click SUBMIT

To submit an APR for an advisee:

- Log into WebAdvisor
- Select "My Advisees: Acad Records"
- Select the current semester from the drop-down menu and click SUBMIT
- Locate the student in your advisee list and select "Submit Advisor APR" from the drop-down menu for the student
- Fill out the form and click SUBMIT

What Happens When You Send an APR?

Assuming you have checked the appropriate option, the student receives a generic e-mail from the Learning Commons letting them know that you have expressed concern about their performance in your course (or as their academic advisor) by submitting an APR.

- If you do not check the box next to "Send Email to Student Concerning Need for Academic Support ," then the student WILL NOT receive any notification. This is often not the appropriate choice, but that depends on the circumstances. A student who has not been notified does not necessarily know there is any cause for concern.
- If you do check the box next to "Send Email to Student Concerning Need for Academic Support," then the student will be sent an e-mail. The student does not receive any comments or additional feedback that you may have entered on the form; that information goes to the Learning Commons and other administrators/staff assigned to the student (e.g. co-advisors and/or athletic coaches). i.e., all the student knows is that you have concerns; you will need to make sure to express those concerns to the student separately, via e-mail or an inperson meeting.
- If you check the box "FYI only," no e-mail will be sent to the student even if you have checked the "Send Email to Student Concerning Need for Academic Support" box.
- If you check the box "Referral to Gateway and/or Dean of Students," no e-mail will be sent to the student even if you have checked the "Send Email to Student Concerning Need for Academic Support" box. Please use the comment box to specify what sort of referral you would like to make and the Learning Commons staff will pass the message along to the appropriate office or individual.

This is the e-mail the student will receive from a course APR: "Prof. XXX, your instructor in XXX, believes you may need additional support to be successful in this class. We encourage you to meet with your instructor as soon as

possible to talk about this. Your advisor or a member of the Learning Commons will also reach out to talk about other resources and options you have."

This is the e-mail the student will receive from an advisor APR: "Your advisor believes you may benefit from additional support to be more successful at Allegheny. We encourage you to meet with your advisor as soon as possible to talk about other resources and options available to you. A member of the Learning Commons may also follow up with you, but you don't need to wait for us to email or call. Our email is learningcommons@allegheny.edu and our phone number is 814-332-2898. We're here to help. -The Maytum Learning Commons."

As students receive APRs, they are assigned to a staff member in the Learning Commons who then reaches out to the student to address the situation. Interventions vary for each student: the staff member may communicate with the student via e-mail, schedule a face-to-face meeting, or work directly with the instructor (and/or advisor) to address the situation by other means.

When submitting APRs, it is important to include specific information such as the student's current estimated grade, the results of any graded exams or assignments, attendance habits, and any other relevant concerns. The Learning Commons and advisors will use this information to inform their conversations with the student and develop a plan for improvement. Please be sure to note whether you have discussed any issues with the student prior to submitting the APR. Submitting an APR with no comments is less useful than an APR submitted with comments.

APR notifications are sent to students as you hit "submit." To the extent that is feasible, please be aware of timing as you send APRs. For example, if you send an APR at 9:00 pm on a Friday evening, there is nothing a student can do about it until the following Monday morning. . . . except worry.

The exception to this is that APR notifications to students are TURNED OFF COMPLETELY after the last day of classes, so that students are not sent APRs after the point at which it is too late for them to do anything about the concerns being expressed.

How Should Advisors Respond to APRs?

APRs are an indication that there is cause for concern about a student's academic performance. Hopefully, the scale and nature of that concern will be conveyed by the APR comments. How an advisor responds depends on the nature of the circumstances, what the advisor knows about the student, and what the instructor suggests as a recourse. Having said that, there are several guidelines that we ask advisors to please observe.
- First-year students probably need more direct attention than upper-class students (please see below).
- Students who are on Academic Warning, Academic Probation, or Poor Academic Standing probably need more direct attention than students who are in Good Academic Standing with the College.
- Students who appear to not be communicating with their instructor(s) or the Learning Commons probably need more direct attention than those who are communicating, but in those cases, e-mail is unlikely to be effective.
- If a student is receiving multiple APRs, either in multiple classes, or in the same class, they probably need more direct attention than a student who receives a single APR.
- Please make sure to copy the student's Learning Commons counselor on your e-mail messages, so that everyone is having the same conversation.
- If you see the student regularly, in class or in some other setting, a personal interaction is often more effective than an e-mail. However, those personal conversations still need to be briefly documented so that everyone is having the same conversation.

In every case, these are suggestions, not strict rules. Again, how an advisor responds depends on the nature of the circumstances, what the advisor knows about the student, and what the instructor suggests as a recourse.

APR Response for New Students

FS instructors/advisors are in a unique position to talk with first year and new transfer students when the student receives a first APR. To bring advisors more actively into the APR advising process and to provide a more personal response to this first APR, the following change in APR protocol (new for Fall 2017) is outlined below.

- In the Fall semester when first years and transfers receive their first APR the FS instructor/advisor should have the initial conversation with the student. This might include a discussion of what an APR is, what it means and appropriate steps a student could take (such as go talk with your instructor, go to drop-in tutoring).
  - o When the Learning Commons receives those first Fall APRs, the Director will assign a professional staff contact. This person will NOT reach out to the student or enter anything into Colleague unless the advisor requests follow up by the Learning Commons.
  - o If it seems that time management, motivation, reading, or possible learning issues are the issue, the advisor will e-mail the Director of the Learning Commons to request follow up.
  - o Documentation of the advisor's conversation with the student will go into the student's advising folder.
- **Additional APRs for first years and transfers (even if it is a first APR if in a different subject) will be addressed by** the Learning Common staff member previously assigned to student. The staff member will e-mail student and copy the student's advisor on the communication. Documentation of the interaction will be entered into Colleague.
- **If a student receives their first APR in the Spring Semester**, the Learning Commons staff member will e-mail the student and will copy the advisor on the communication.

All other APRs will be responded to by the assigned LC professional staff member who will always copy the advisor. We ask that advisors copy LC staff on e-mails if they reach out first.

There is one major EXCEPTION to the rule that an advisor responds to the first Fall APR for a first-year or transfer student. If the student fails to show up to the first meeting of the FS 101 class, the Monday before the semester begins, instructors should submit an APR and the Learning Commons will follow up.

APRs That Suggest a Student "X" a class

- When **any student** receives an **APR recommending the student take a Student-Initiated Withdrawal ("X")** in the class, the **advisor** (rather than the Learning Commons) **should follow up** since the advisor will need to sign the "X" card and is responsible for monitoring a student's academic progress toward graduation.
- Before approving a Student-Initiated Withdrawal, the advisor should consider the following:
  - o Is the student a senior?
    - ▪ check the Degree Audit to see if the student needs this particular course or the credits to graduate
  - o Is the student on any type of academic warning or probation? Check the terms of their warning. Will dropping this course affect this?

- o   Will the X drop a student below 12 credits (full-time status)?
  - ▪   athletic eligibility is based on full-time status
  - ▪   financial aid is NOT recalculated mid-semester
- ●   Please make sure you copy the appropriate Learning Commons counselor on your message to the student, so that everyone is in the loop.

End-of-Semester APRs

End-of-semester APRs can be vitally important. You should submit an APR for each student who earns the following grades in one of your courses: C-, D+, D, F, or NC.

You should also submit an APR for every grade of Incomplete (IN) and for every instance in which you granted a "Withdrawal for Extenuating Circumstances" (W). For grades of IN, you should report the grade to which the record will default if the student fails to complete the work. For grades of IN and W, you should briefly report the circumstances that lead you to award that grade.

For those students who are facing Academic Suspension or Dismissal, the APR record is included in the materials reviewed by the Academic Standards and Awards Committee. It is vitally important, therefore, that APRs for students be submitted NO LATER than one week after the final grading deadline for the semester.

APR notifications to students are TURNED OFF COMPLETELY after the last day of classes, so that students are not sent APRs after the point at which it is too late for them to do anything about the concerns being expressed.

Record Keeping and Student Privacy

If a student changes advisors for any reason, the new advisor will not have access to prior APRs. Please print out the APR and place it, with records of your follow-up conversations/e-mails, in the student's advising file.

APRs are part of a student's educational record and are subject to FERPA. The contents of APRs are confidential and should not be shared outside the circle of school officials with a legitimate educational interest to know the 99 information. Students do not receive a copy of the instructor's comments and you should not share the verbatim comments with them. It is acceptable to paraphrase, but instructors may include notes for professional staff that are not for students. HOWEVER, please be aware that a student has the right to inspect their educational record so long as they follow published guidelines, so please write in the knowledge that a student COULD one day read what you write. Instructor comments and observations should be kept to academic and associated matters.

What APRs cannot do

The APR is a useful tool, but it has limitations. It sends one pre-set message to students, a message which conveys a sense of concern to the student about their performance in class. APRs that you intend to be positive will not initially seem so unless your comments are shared with the student. Direct e-mail or a conversation with the student would be preferable in those cases. APRs also go to Learning Commons personnel (and coaches where applicable) only. They do not go directly to the Dean of Students and Residence Life, the Counseling Center, the Registrar, Career Education, etc. Learning Commons staff reroute matters of concern as appropriate.

Level of Urgency

In the Summer of 2017, the APR form was substantially revised. You now have the option to indicate the level of urgency of the APR. If you have serious concerns about a student's well-being, please check "High" as the level of urgency and contact the Learning Commons via email or phone with your concerns.

Professional staff working with the Learning Commons to help students receiving APRs:

Erin O'Day-Frye, Director of the Learning Commons, eoday@allegheny.edu
John Mangine, Director of Disability Services, jmangine@allegheny.edu
Carly Masiroff, Associate Director of the Learning Commons, cmasiroff@allegheny.edu
Jennifer Franz, Learning Specialist/TESOL instructor, jfranz@allegheny.edu
Lenee McCandless, Assistant Director of International Education, lmccandless@allegheny.edu
Jen McDonough, Life Coach and Academic Support Specialist, jmcdonough@allegheny.edu
Ian Binnington, Dean of Curriculum & Registrar, ibinning@allegheny.edu

The Learning Commons may have an intern or a faculty member assisting with APR responses.

Academic Performance Report Sample

http://catalog.allegheny.edu/content.php?catoid=29&navoid=739#academic-performance-report-sample