



TO: Lauder Class of 2017
FROM: Kenric Tsethlikai
DATE: March 28, 2016
RE: Advance Registration for the Fall Term 2016 – REQUIREMENTS & INSTRUCTIONS

The University's advance registration for Fall Term 2016 is currently open (March 23-April 3). You should be choosing the SAS (School of Arts & Sciences) elective(s) required for your MA degree. **The Lauder Institute will register you (Kenric Tsethlikai or Selma Pastor).**

We know you may not be able to finalize your schedule before completing your Wharton course selection. Because some SAS courses fill to capacity during advance registration, however, you should ***be registered early*** for courses of particular interest. You may always drop the courses and add others if your schedule subsequently changes. Please also reserve time for your INTS language, or global-program class (see section 3b).

Requirements for the MA Degree

1. **SAS Electives (all joint-degree candidates: 2 credits)**: These are "joint-credit courses," which means they are also included in the total credit count for your MBA or JD degree. These electives must have a humanities/social science component and must be international or comparative in perspective (relating to your region or not).

All SAS offerings are full-semester courses; however, credits for courses at other schools, such as Law, may vary. Please note that 2 SH=0.67 CU and 1 SH=0.33 CU. Some courses may have prerequisites or require permission from either the instructor or the department. **You are responsible for seeking any necessary permissions and informing Selma and me so we can code your joint credit properly.**

Courses must be numbered 400 or above to count for graduate credit. Occasionally, it is possible to make special arrangements to take an undergraduate course for graduate credit. If you are interested in doing so, it is your responsibility to seek approval from the Lauder Co-Director or Managing Director and then permission from the instructor and the instructor's home department. If granted, the department will register you for the course under a different (higher) course number. ***Your registration must be completed before the add period ends on September 19, 2016.*** (You'll be able to drop these courses through October 10, 2016).

The course list we provide contains a list of ***pre-approved courses***. Other courses **that make sense within the context of a degree in International Studies** may be taken with ***prior approval from the Lauder Co-Director or Managing Director***. For course descriptions and the timetable, see the Registrar's web site: <http://www.upenn.edu/registrar/>. This course list is subject to frequent change as departments adjust their offerings between now and the beginning of the new term. **See also the course links on the individual SAS departmental home pages.** For a list of all SAS departments and links to departmental home pages, see <http://www.sas.upenn.edu/frd/departments>.

PLEASE NOTE: Independent Study and other special courses, such as International Norms & Global Governance or a Global Program course (taken as electives), may be used to satisfy no more than ***one*** of the ***two*** SAS electives. ***One of the electives must be a regular SAS course.***

Lauder will register you for these courses. Please send us an email: kenric@wharton.upenn.edu and pastors@wharton.upenn.edu.

2. **International MBA Electives (MBA/MA candidates: 3 credits)**: These are joint-credit courses that also count toward your MA degree. Lauder MBA/MA candidates must take the equivalent of 3 credit units of MBA

electives that are international in focus (in addition to MGMT611/612). **MBA courses taken for joint-credit may not be taken on a pass/fail basis.** There is no flexibility on this point.

An updated list of international MBA electives approved for joint credit will be distributed before CourseMatch begins.

PLEASE NOTE: The list of eligible joint-credit courses is updated for each class. Petitions to take other courses—accompanied by the instructor’s name and a copy of the syllabus, with international content indicated or explained—***must be submitted in advance to the Lauder Managing Director for prior approval.*** The course must have ***substantive*** international content.

You must bid for these courses, and Wharton will register you for them. ***However, you must also let Selma and me know, so we can code them to count for both degrees.***

3. **Language or Global-program Requirements* (all joint-degree candidates):**
 - a. ***Language Requirement.*** Lauder requires a Superior (level 3) rating on an official OPI in your program language. You need a total of 4 official OPIs in your student record, excluding the admit OPI. Once you receive your Spring-semester OPI result, you should schedule a meeting with your language-program director to discuss your OPI status. Information about Fall-semester OPI testing will come during the summer.
 - b. ***Scheduling. Your language instructor will determine your section assignment over the summer.*** Please remain in contact with or see him/her immediately if you anticipate any unavoidable time conflicts. Do not wait until classes start. Global-program students must reserve the scheduled time for their required INTS course.
4. **MA Research Requirement (all joint-degree candidates):** Each Lauder student is required to participate in one group Global Knowledge Lab (GKL) research project. You will receive an individual grade for the team project and another individual grade for your individual paper. You need a combined grade of B or better on both the team project and the final paper to satisfy the MA research requirement.
5. **MA Academic Performance Standards (all joint-degree candidates):** You must maintain a minimum **grade average of B in all MA course work** in each academic semester to receive the MA degree. MA course work includes INTS core courses, SAS electives, and INTS language or global-program courses. Joint-credit MBA courses are not included for the purpose of determining MA grade averages.

*To graduate, you need 5 credits of INTS language or global-program courses for the MA degree, even if you have already achieved a Superior (3) rating.