

UNIVERSITY OF PENNSYLVANIA



College of Liberal and Professional Studies

BACHELOR OF FINE ARTS
STUDENT HANDBOOK

Academic Year: 2015-2016

INTRODUCTION

About this Handbook

LPS has produced this handbook to provide a useful source of information to orient you to Penn and assist in planning your program of study. Students are required to read the handbook; it contains rules and regulations, procedures, options, curriculum requirements, resources at Penn, and other pertinent information. Read the entire handbook before you begin classes. Continue to reference the handbook frequently during your career at Penn to remain aware of your obligations as well as to investigate the many support services and academic opportunities available to you. Students are responsible for adhering to all LPS policies, procedures, and academic deadlines, and for consulting with advisors on a regular basis in order to optimize their undergraduate experience. Please check the LPS website periodically for updates.

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LPS OFFICE AND CONTACT INFORMATION

Campus Mailing Address

College of Liberal and Professional Studies
University of Pennsylvania
3440 Market Street, Suite 100
Philadelphia, PA 19104

LPS Main Office General Telephone 215-898-7326
Fax: 215-573-2053
Email: LPS@sas.upenn.edu
LPS Website: www.pennlps.org
Penn Website: www.upenn.edu

LPS Student Records and Billing 215-746-7040
Academic Advising 215-746-7040
Kathy Urban, Director of BA and BFA Programs
Susan Hassett, Academic Advisor, Undergraduate Programs
Jen Kollar, Academic Advisor, Undergraduate Programs

Office Hours

Monday, Tuesday, Thursday, Friday 9:00 a.m.-5:00 p.m.
Wednesday 9:00 a.m.-6:00 p.m.
Saturday and Sunday CLOSED

The LPS Office is closed in observance of the following holidays: Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, and Christmas Day through New Year's Day.

Academic Advising Appointments

To consult with an LPS Advisor, schedule an in-person or telephone appointment with an by calling 215-746-7040. Students may also consult with LPS Advisors via email: (Please note that appointments cannot be arranged via email).

LPS Undergraduate Academic Advisors

Susan Hassett hassett@sas.upenn.edu

Jen Kollar jkollar@sas.upenn.edu

Fall 2015 Academic Calendar and Deadlines

Some LPS deadlines differ from those of other schools or colleges at Penn.

LINK TO LPS CALENDAR [HERE](#)

Spring 2016 Academic Calendar and Deadlines

Some LPS deadlines differ from those of other schools or colleges at Penn.

LINK TO LPS CALENDAR [HERE](#)

GETTING STARTED AT PENN: A CHECKLIST

LPS WEBSITE

www.pennlps.org

The LPS website provides new and current students with office and advising contact information, the Online Getting Started Workshop, the LPS Academic Calendar, the LPS Course Guides, the LPS BFA Student Handbook, Student Forms, the Online Graduation Application, and a variety of support services, policies and procedures. The site is easy to navigate and updated regularly.

Please note that LPS policies and procedures occasionally change. Updates can be found on the LPS website. If you find disagreement between this handbook and information on the LPS website, please consult with an academic advisor.

PENNKEY AND PASSWORD

<http://www.upenn.edu/computing/pennkey/>

A PennKey is required to authenticate, or verify, an individual's online identity and to access many of Penn's networked computer systems and services. Authorized users need a PennKey and Password to access such resources as Penn's wireless network (AirPennNet), Penn InTouch, Blackboard, Canvas, and certain library resources, among others. A PennKey is also required to obtain a Penn email address.

If you are new to Penn, you will receive your PennKey Setup Code via e-mail or US mail. If you have not received a PennKey setup code within 10 business days after you submit your "Intent to Enroll" form, check the spam or junk folder of the email account you provided when you applied to be certain the Setup Code email was not filtered there mistakenly. If it is not there, contact pennkey@isc.upenn.edu to obtain additional information and instructions for obtaining a Setup Code. For complete details on options for obtaining a Setup Code visit:

<http://www.upenn.edu/computing/pennkey/setreset/>

Note: Penn employees will utilize their current PennKey and Password for student access.


PENN SAS EMAIL

<https://www.sas.upenn.edu/computing/help/students/email>

All students enrolled at the University of Pennsylvania—including Penn employees who may already have a Penn email through another division—are required to obtain and use a Penn SAS email address, which is available free of charge. The School of Arts and Sciences (SAS) provides email accounts for LPS students. Instructions on how to create and use a Penn email address are available through the SAS Computing. The PennKey is needed in order to create a Penn email address. For assistance with technical difficulty in setting up the SAS email account, do not call LPS. Refer instead to the help links located at the above link.

As an SAS student, you will create an email address based on your PennKey. For example, if your PennKey is "bfranklin", your email address will be "bfranklin@sas.upenn.edu". This is the address that is entered for you in the Penn directory and is the address that your professors, advisors and others at Penn will use to communicate with you.

When you sign up for your SAS email address, you have two choices for mail delivery:

1.  Use Google@SAS

Google@SAS is a suite of email and collaboration tools customized specially for Penn students. It is based on the popular GMail and Google Apps services. When you select Google@SAS your SAS email will be delivered to this special account. See more information about Google@SAS

Please note: Newly admitted students will be eligible for Google@SAS starting in May 2012. Students admitted prior to May 2012 will be able to sign up for Google@SAS later in the summer of 2012.

2. Forward to an existing account you have with another provider

You'll provide the address for an existing email account, and your SAS email will be delivered to that account. Please see our tips for how to optimize your personal email account to work with your SAS email address

PENN DIRECTORY

www.upenn.edu/directories/

Students must update contact information in the Penn Directory by logging into the above link and clicking on Update Directory Listing. It is required that you update your SAS email to the Directory in order to allow professors and advisors to contact you, and to receive important information through the LPS list serve.

LPS LISTSERVE

By setting up a student SAS email account and updating it in the Penn Directory, LPS undergraduates will be automatically subscribed to the LPS listserv to ensure that they receive strategic information from LPS in a timely manner. It is the student's responsibility to set up an

SAS email account and to keep their contact information updated in Penn InTouch and in the Penn Directory so that they are able to receive up-to-date information and notifications.

ONLINE GETTING STARTED WORKSHOP

<http://www.sas.upenn.edu/lpsnso/>

The Online Getting Started Workshop is required of all incoming LPS students enrolled in undergraduate programs. Complete the workshop before consulting with an advisor. To find the workshop, visit the link above.

ACADEMIC ADVISING APPOINTMENTS

215-746-7040

After completing the Online Getting Started Workshop, setting up your PennKey, PassWord, SAS email, and submitting transfer credit evaluations, call the LPS Records Office to set up a telephone or in-person meeting with your LPS advisor—**please note that appointments cannot be arranged via email**. If you wish to email your specific inquiries and concerns directly to your advisor, you may do so by clicking the email link (advisor name) provided in your Penn InTouch student record.

REGISTRATION TUTORIAL

<http://www.college.upenn.edu/registration-tutorial>

Enrolling in courses at Penn occurs at two distinct times: Advance Registration and the Course Selection Period. Each period functions differently. For details and tips on course search, selection and registration using Penn InTouch, view the Registration Tutorial video provided at the above link.

PENN PORTAL AND PENN IN TOUCH

http://medley.isc-seo.upenn.edu/penn_portal/view.php

Access Penn InTouch from your Penn Portal at the above link where you can view and update your record and register for courses. Penn InTouch provides secure access to the web for the following:

- Course Search and Mock Schedule functions
- General and major advisor assignments and email contact information
- Billing information
- Financial aid application status and awards

- Student loan application status, disbursements and loan history
- Online course registration
- Course schedules and academic records
- Academic Planning Worksheet for checking progress toward graduation
- Updating selected address information
- Student Health Information
- Privacy settings for release of academic and financial information to parents or partners.

Penn InTouch is normally available except for the following to allow daily system maintenance: 4:00a.m. - 6:00a.m. Tuesday through Sunday, 3:00a.m. - 6:00a.m. on Mondays. In addition, some functions within Penn InTouch may be unavailable for brief periods during nightly processing.

PENN CARD

<http://cms.business-services.upenn.edu/penncard/obtaining-penncard/students/28-hours-and-location.html>

215-417-CARD (2273)

penncard@exchange.upenn.edu

Business Hours

The Penn Card Center is open during regular University business hours:
Monday - Friday, 8:30 am to 5 pm

The PennCard Center

Second Floor of Penn Bookstore
3601 Walnut Street, Philadelphia, PA 19104-3895

In addition to being the required identification for members of the University community, the PennCard provides access to University facilities and services. This official photo identification provides the Penn ID number, and allows eligible students access to Penn buildings where their classes are held, PennCash, library services, Penn Transit services, dining plans, Student Financial Services account charge privileges, ATM and bank debit card privileges, and gyms and recreational facilities.

Students who have registered for courses may obtain a PennCard by bringing a valid form of photo ID (driver's license, passport, etc.) to the PennCard Center. The PennCard should be carried at all times.

Penn Employees: Penn employees registered as students at Penn are required to update their employee identification card with a PennCard that reflects both their staff and student status; doing so will provide both categories of access to University resources and facilities.

LPS NEW STUDENT ORIENTATION

<http://www.sas.upenn.edu/lpsnso/>

LPS New Student Orientations (NSO) are held in the fall and spring semesters. Students admitted to LPS in the summer may attend the fall orientation. Additional information can be found on the LPS website.

STUDENT HEALTH INSURANCE

www.vpul.upenn.edu/shs/insurance.php/

215-746-3535 option #3

The University requires all full-time students to maintain medical insurance with coverage for in-patient care and catastrophic illness and injury. Students may satisfy insurance requirements through private or employer-sponsored plans or through enrollment in Penn Student Insurance Plan. All full-time students must either enroll in PSIP or submit a waiver indicating alternative coverage. Students who fail to provide information about coverage will be enrolled and billed for PSIP.

Part-time students may enroll voluntarily in PSIP, but they are not subject to the insurance requirement, and will not be enrolled by default in PSIP. Coverage for the Student Health Service (either through the Clinical Fee or through enrollment in PSIP) is optional for part-time students.

For more information students may use the above contact information.

IMMUNIZATION AND COMPLIANCE OFFICE

<http://www.vpul.upenn.edu/shs/immunization.php>

215-746-3535 option #4

Students enrolled in the College of Liberal and Professional Studies are part of the University community and benefit from the University's efforts to provide a safe and healthy environment. All LPS students are required to comply with immunization requirements upon first enrolling in credit courses. To comply, students must complete an online Pre-Matriculation Health Record at the link above.

Student Health Services can provide missing immunizations at a fee that covers costs. Required vaccines are covered at 100% for students enrolled in the Penn Student Insurance Plan (PSIP). In the event of an outbreak of a communicable disease in any Penn class, all students in that class would be required to comply immediately with the University's immunization requirements.

OFFICE OF STUDENT CONDUCT

<http://www.upenn.edu/osc/>

The Office of Student Conduct (OSC) is responsible for acting on behalf of the University in matters of student discipline. OSC deals with alleged instances of academic dishonesty and other student misconduct, in order to determine how best to resolve these allegations consistent with the goals and mission of the University as an educational and intellectual community.

Mission

It is the purpose of the student disciplinary system to further the educational mission of the University by resolving alleged violations of the Code of Student Conduct, the Code of Academic Integrity and other applicable policies regarding student behavior. There are numerous ways complaints about alleged student misconduct can be resolved. These include the formal disciplinary process as outlined in the Charter of the Student Disciplinary System, referral to the University Mediation Program, and referral to other University resource offices.

The Office of Student Conduct at Penn has twin goals: to help create a safe environment where academic life can flourish; and to promote the development of students.

Our student disciplinary process is meant to set the standard for behavior on our campus and to determine a student's standing in the community. It is not meant to replace or substitute for the criminal justice system or other legal avenues. However, the student disciplinary process provides an important additional forum to respond to the interests of the Penn community. Our processes are designed to educate and, where appropriate, sanction those students who violate our rules. We seek both to promote a student's sense of responsibility by enforcing accountability, and to protect our community by, where necessary, removing or restricting those who may pose a threat to others.

Finally, our Mediation Program is available to everyone in the Penn community to facilitate the constructive resolution of disputes (excluding academic integrity complaints). Our intention is to emphasize the peaceful and productive handling of conflict when possible and where appropriate.

The Office of Student Conduct encourages your feedback, input and consultation. We strive to be a safe, helpful and professional resource for the entire Penn community.

CODE OF ACADEMIC INTEGRITY

Since the University is an academic community, its fundamental purpose is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Every member of the University community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the following Code of Academic Integrity.

Academic Dishonesty Definitions

Activities, that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include but are not limited to the following definitions:

- A. Cheating: using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids. Example: using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade, etc.
- B. Plagiarism: using the ideas, data, or language of another without specific or proper acknowledgment. Example: copying another person's paper, article, or computer work and

submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc.

C. Fabrication: submitting contrived or altered information in any academic exercise. Example: making up data for an experiment, fudging data, citing nonexistent articles, contriving sources, etc.

D. Multiple submission: submitting, without prior permission, any work submitted to fulfill another academic requirement.

E. Misrepresentation of academic records: misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to the University of Pennsylvania. Example: forging a change of grade slip, tampering with computer records, falsifying academic information on one's resume, etc.

F. Facilitating academic dishonesty: knowingly helping or attempting to help another violate any provision of the Code. Example: working together on a take-home exam, etc.

G. Unfair advantage: attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use., etc.

**If a student is unsure whether his action(s) constitute a violation of the Code of Academic Integrity, then it is that student's responsibility to consult with the instructor to clarify any ambiguities.*

Student Codes of Conduct Enforced

In addition to the Code of Academic Conduct, Penn students are expected to adhere to the provisions of all other codes as well. More information on these codes is available at the above link. They are:

- * Code of Student Conduct
- * Code of Academic Integrity
- * Policy on Acceptable Use of Electronic Resources
- * Guidelines on Open Expression
- * Acquaintance Rape and Sexual Violence Policy
- * Sexual Harassment Policy
- * Anti-hazing Policy
- * Alcohol and Drug Policy
- * Bicycle Policy

The Student Disciplinary System does not handle alleged violations of the University's parking regulations.

CONFIDENTIALITY

In high school, students' grades and other records are considered their parents' property as much as their own. In college, students' academic and medical records are considered their own property. Penn's policy regarding student information is that students are adults, and the University generally will not share their academic and other records (apart from directory information) with third parties without their explicit consent. This is in accordance with the federal Family Educational Rights and Privacy Act. Though there are situations in which the University can choose to divulge information without a student's consent (for example, if they are listed as dependents on their parents' tax returns), for the most part, students must decide who has access to their academic record. They can indicate whether or not they wish their parents or partners to see their educational records using the Privacy Settings screen on Penn InTouch.

As students begin their careers at Penn, it is very important for them to think carefully about their own responsibility and to have a discussion with their parents and partners about these confidentiality rules. LPS expects students to be aware of their grades, course registration and all other aspects of their academic career. The Penn InTouch system provides 24-hour access to this information. The LPS advisor is there to help students make the most of their academic career, and the University provides a wide range of support services for both academic and non-academic concerns. Students are expected to familiarize themselves with these services and make use of them when appropriate. While there are many people at Penn who can help, ultimately it is the student who must take responsibility for the decisions he or she makes.

ACADEMIC ADVISING

You will make countless academic decisions during your time at Penn. You will choose courses and define your academic goals. You will need to examine your performance in different courses, and identify your skills and those you wish to develop. Ultimately, you will need to decide what really matters to you, and how you will pursue your objectives. Much of these assessments you will do yourself, but academic advisors can help.

LPS ADVISOR

LPS students will have access to an academic advisor through LPS. The name of the LPS academic advisor will appear in the student's Penn InTouch screen under Advisors. This listing is also an automated email contact link. If no advisor name appears in Penn InTouch, students should contact LPS Records by calling 215-746-7040.

Students are expected to avail themselves of the advice and counsel of LPS advisors for clarification of general degree requirements, policies and procedures; for assistance in the selection and registration of courses; for aid in identifying campus resources and support services; and for assistance with academic questions and problems.

LPS advisors offer consultation via email correspondence as well as by scheduled telephone or in-person appointments. Students can schedule by calling LPS 215-746-7040. New students need to complete the Online Getting Started Workshop, set up their PennKey, PassWord, and SAS

email before scheduling with an advisor. Continuing students are expected to consult with advisors on a regular basis to update the academic planning worksheet in Penn InTouch and to confirm academic progress.

STUDENT RESPONSIBILITY WITH ADVISORS

Students are responsible for the following in their relationship with academic advisors:

- Be active and informed participants in the advising process and learn to take responsibility for the shape of their education and definition of their life goals.
- Read the letters and publications sent to them from Penn and the LPS Office, especially the BFA Student Handbook. Read emails from the University, LPS Office and advisors and use the information available on the Penn and LPS websites throughout their undergraduate years.
- Be aware of the LPS Academic Calendar, especially LPS registration-related deadlines which in many cases differ from those in other Penn divisions and have important financial and academic implications. **LPS students must adhere to LPS Academic Calendar deadlines regardless of the division offering the courses in which they may be enrolled.**
- Use Penn InTouch to make course and grade type status selections. Confirm the accuracy of registration changes by signing back into Penn InTouch; the transcript and schedule will reflect the most updated adjustments.
- Schedule and honor appointments with advisors, and call or email in advance to cancel or reschedule if necessary. Students who are significantly late for advising consultations may be required to schedule for another day, as advisors often have other student or administrative meetings to honor.
- Prepare for advising sessions by having a list of questions and issues to discuss. Make *written* notes of the information provided in advising meetings.
- Seek advising well in advance of peak volume periods such as the start of classes, important academic deadlines and exams. Students may email advisors with their inquiries, or, they may schedule telephone or in-person consultations.

THE BFA DEGREE REQUIREMENTS

This undergraduate degree program is offered through Penn's College of Liberal and Professional Studies (LPS) in conjunction with the Pennsylvania Academy of Fine Arts (PAFA). Students who have graduated from, or completed at least one year of study at PAFA with a minimum GPA of 3.0 (B) may apply to the Bachelor of Fine Arts Program at Penn. Since 1929, these two prestigious institutions have collaborated to offer a world class education in the arts.

To earn a B.F.A. at Penn, students must complete the 90 credit, three-year program at PAFA, as well as a minimum of 16 course units at Penn with an overall GPA of at least 2.0. Curriculum requirements at Penn include the completion of 4 course units chosen from within the History of Art Department (ARTH), and 12 free electives chosen from throughout the School of Arts and Sciences (SAS). *SAS studio-based courses offered by or cross-listed with the Fine Arts department (FNAR), and courses offered by other Penn Schools outside of SAS may not be counted as credit toward the B.F.A. degree.* Students must seek clarification through their LPS Advisor, confirm course selections and have them updated to the PIT academic planning worksheet prior to the start of classes each semester.

B.F.A. students may wish, but are not required, to complete a minor chosen from within the School of Arts and Sciences offerings. The number of courses required to complete a minor varies between departments but is usually between 6 and 8 courses. Students exploring the possibility of minoring should consult with the department of interest; a minor advisor will be assigned to provide guidance with appropriate course selection to meet requirements and to update the minor worksheet.

A minimum of 16 course units is required; depending on their individual situations, some students may need more than this in order to finish their degree program. Students with any questions about their graduation requirements should consult with an LPS advisor.

Students have the option to enroll in undergraduate courses offered through either the College (CAS) or the Liberal and Professional Studies (LPS) divisions within SAS; it is important to note, however, that while LPS courses are offered at discounted tuition rates, College offerings bill at full SAS tuition rates which may be significantly higher.

The Bachelor of Fine Arts degree requirements from PAFA include:

- 90 semester credits (3-year program requirements) completed at PAFA

The Bachelor of Fine Arts degree requirements from Penn include:

- 4 courses selected from the History of Art department (ARTH), completed for a normal letter grade
- 12 SAS non-studio free elective courses (3 may be completed for Pass/Fail grade)
- Cumulative GPA of at least 2.0

Courses that may NOT be counted toward the BFA degree include:

- Courses offered by other schools at Penn outside the School of Arts & Sciences (examples: PennDesign, Education, Wharton, Nursing, Engineering, Law, etc.)

- Studio-based practice courses such as those offered through Fine Arts, Architecture, Visual Studies, Cinema Studies, etc.
- Transfer credit from other institutions.

(Please note that B.F.A. students may be eligible to participate in and count pre-approved Penn Abroad and Penn Summer Abroad courses toward their degree. Interested students should consult with the advisor if interested in participating in either program.)

COURSE SELECTION AND REGISTRATION

COURSE SELECTION

Students should consider carefully the amount of time they have for study and preparation of assignments before registering for courses in order to avoid enrolling in more course work than they are able to complete. Students without prior college experience, or those who have been away from academic work for some time, should consult with the LPS advisor to plan their academic program. Students should consult the degree requirements sections of this manual for assistance in course selection, and seek out advising as needed. Students should seek clarification from the LPS advisor to make certain the courses they intend to use toward their degree are designated for their particular curriculum requirements.

All undergraduate departments of the arts and sciences are open to admitted students. Many courses list prerequisites in their course descriptions. Students should consult the advisor, department or instructor if they have a question about fulfilling those prerequisites.

LPS UNDERGRADUATE COURSES

LPS offers evening courses in many areas of the arts and sciences. A complete listing of LPS courses with times and descriptions is published on the LPS website, and made available in March for the following Fall and Summer terms, and in early November for the Spring term. LPS course listings can also be found in the Penn InTouch course search function by choosing “College of Liberal and Professional Studies” in the program drop-down menu in the search options. LPS course numbers can also be identified by their section number (the second group of three numbers) For example, in a full course number such as SOCI 001-601, the first set of numbers provides the course or topic content number, while the second set of three numbers (-601) indicates which school or division at Penn the course belongs to, which also drives the price of tuition. LPS undergraduate section numbers can be identified as follows:

LPS Fall: -601 through -609
LPS Spring: -601 through -609
LPS Summer: -900 through -909

If a course section number is other than those listed above, it may be owned by another division, or may be an LPS alternative format course; in both cases they may be billed at a tuition rate that differs from the LPS rate. Students are strongly urged to check tuition tables or call LPS Student Services and Records at 215-756-7040 to seek clarification on the cost of graduate courses and/or courses outside of LPS.

REGISTRATION

<http://www.college.upenn.edu/registration-tutorial>

Registration at Penn occurs at two distinct times: Advance Registration and the Course Selection Period. Each period functions differently. For details and tips on course selection and using Penn InTouch, see the video tutorial at the link provided.

ADVANCE REGISTRATION

Students request courses for the upcoming semester during the Advance Registration period. During Advance Registration, students submit their preferred courses, as well as alternate courses, using Penn InTouch, the on-line registration system. Students can submit their requested courses at any time during this period. All course requests are processed at the conclusion of the Advance Registration period, regardless of when the request was submitted. There is no advantage to registering early during this period, and no guarantee that students will be enrolled in all their requested courses.

It is very important to take part in Advance Registration. Students who do not advance register may find themselves closed out of the courses they wish to take.

COURSE SELECTION PERIOD

The Course Selection Period begins a few weeks after Advance Registration and extends into the semester. During this period, students can make immediate changes to their course roster. The Course Selection Period allows students to visit classes before finalizing their schedules, but students are expected to attend all classes they may wish to add in order to keep up with assignments and material. Even during this period, instructors may choose to grant admission only to students who have been attending regularly. Unlike Advance Registration, during the Course Selection Period courses are filled as students register for them, so timing is important and students know immediately if they are enrolled.

PENN IN TOUCH

http://medley.isc-seo.upenn.edu/penn_portal/view.php

Penn InTouch can be found through the Penn Portal. It is the on-line information system for Penn students; it can be accessed through the tab on the Penn Portal. This is the most comprehensive, user-friendly and detailed option of all course listing resources. Students can search for courses, map out possible scheduling configurations, and register through the Registration and Planning tool in Penn InTouch. Search criteria include term, subject, instructor, status, program, requirement, open and closed status, day and time. It provides the full course description, prerequisites and co-requisites if applicable, a syllabus if posted, room number, and the mapped street address, name and image of the building in which the course is offered. Courses offered through LPS may be located by selecting LPS under the Division drop-down menu in Search Options. Penn InTouch includes, but is not limited to, the following registration tools:

Academic Planning Worksheet

One of the many features available through Penn InTouch is the planning worksheet that helps students track their progress toward completion of degree requirements. New students should explore this tool with the assistance of their advisor after registering for courses. It is important to note that the worksheet is not the final certification for requirement satisfaction, major certification or graduation.

To create an academic planning worksheet, students should:

- Log in to Penn InTouch
- Select WORKSHEET from the menu.
- Click on NEW WORKSHEET
- Select COLLEGE OF LIBERAL AND PROFESSIONAL STUDIES – B.F.A from the desired division menu
- Select CONFIRM
- Select OPEN from the drop-down menu to view
- Students may also set up minor templates in PIT

Course Search / Mock Schedule Tool

The Course Search and Mock Schedule tools in Penn InTouch provide students with the ability to search through courses being offered for an upcoming term and to view them on a mock planning schedule.

Course Search

- To get started, enter criteria for a search into the form and click the FIND COURSES button.
- Use advanced search for more options.
- View search results by clicking on a Course ID.
- Save a list of courses to your Course Cart.

Course Details

- View details for a course, including description, instructors, credit and cross-listed sections.
- Click on a department name for the departmental webpage.
- Click on a building code for classroom locations (once room scheduling information is available, usually 2-3 weeks before each term begins)
- View important information, restrictions and required permits.
- Associated co-requisite courses/activities display at the bottom, such as lectures, recitations and labs.

Mock Schedule

- Select courses to use for planning and click UPDATE SCHEDULE to view a mock schedule.
- Time conflicts are highlighted with red text (You may want to leave some on your list to submit as “alternate” requests during advanced registration.
- Courses with required associated activities are noted with “!”; click on Course ID for more information.
- Print a copy of this page to reference when you submit your registration to Penn InTouch.

OTHER ONLINE RESOURCES FOR COURSE SELECTION

LPS Course Guide: This resource is available on the LPS website. Courses rostered by LPS may also be located through the Penn In Touch Course Search tool by selecting LPS under the Division drop-down menu in Search Options.

Links to all the resources that follow are available from the University Registrar website:

Course Timetable: This resource is updated every semester before the start of Advance Registration. It lists those courses that will be offered during the upcoming semester.

Course and Room Roster: This publication is available online before the start of classes each semester, and is an updated version of the Course Timetable. It lists courses to be offered in the upcoming semester including their room assignments.

Course Register: This is a listing of all courses offered by the University. Please note that these are not specific to any given semester.

Penn Course Review: This is a student-run publication that lists the numerical ratings and general comments for all undergraduate courses taught in an academic year at Penn.

POLICIES GOVERNING REGISTRATION

ADDING A COURSE

All students must be registered officially in order to take a course for credit or to audit a course.

Students may add a new course via [Penn InTouch](#) through approximately the second week of the term, except for foreign language courses and writing courses, which may only be added through the first week. Students should consult the current LPS Academic Calendar for term-specific deadlines.

Students on an academic, financial, or disciplinary hold must have their hold cleared and must register officially by the end of the add period in order to take a course for credit or to audit a course.

DROPPING A COURSE

Students may drop a course with no financial obligation until the published deadline in the current LPS Academic Calendar (approximately two weeks into the term). Students should consult the LPS Academic Calendar on the LPS website for term-specific deadlines. Students can officially drop a course through Penn In Touch until the Drop deadline.

Absence from class does not constitute a drop, nor does notifying the instructor or another university office. Students who fail to drop a course officially within published deadlines may receive a grade of F and are financially responsible for the tuition.

VERIFICATION OF REGISTRATION CHANGES

When making registration changes via Penn InTouch, prior to logging out students are responsible for verifying their schedule to make sure changes have taken effect.

LATE DROP

Students may also drop a course between the second and fourth weeks of the term, but in so doing they will incur a ***50 percent financial obligation*** for the tuition and fee for the dropped course.

During this period, students must go to the LPS website to print a Late Drop form. The form, found at www.sas.upenn.edu/lps/resources/, must be signed by the professor and submitted to the LPS office by the end of the business day on the last day of Late Drop as published in the LPS

Academic Calendar. Students should consult the current LPS Academic Calendar website for term-specific deadlines. No exceptions can be made to this deadline.

WITHDRAWING FROM A COURSE

Students wanting to discontinue a course after the late drop period has ended may withdraw from the course until the published withdrawal period deadline, but will ***incur 100% financial obligation.*** Students should consult the LPS Academic Calendar on the LPS website for term-specific deadlines.

To withdraw, students must go the LPS website to print a Withdrawal Form (found at www.sas.upenn.edu/lps/resources/). Students must complete the form, have it signed by the professor, and submit it to LPS by the end of the business day on the last day of the Withdrawal deadline as published in the LPS Academic Calendar. No exceptions can be made to this deadline.

Withdrawals may affect students' academic standing or financial aid standing. Students are encouraged to consult the LPS advisor to discuss their withdrawal and overall academic progress. Students are responsible for investigating how a drop may affect their eligibility with any other offices outside of LPS. International students must consult with International Student and Scholar Services ([ISSS](#)). Students living on campus must consult with the Office of Student Housing. Any students receiving aid should contact Student Financial Services to discuss the impact of a withdrawal on their financial aid. Students who withdraw from a course have full financial obligation.

AUDITING A COURSE

Auditors receive neither grades nor credit but can receive a transcript. Auditors are responsible for the full tuition which is determined by and varies among the different schools and divisions offering courses at Penn. Most courses (except for Romance Languages) are open to auditors on a space-available basis. No application is required; a registration form is available at www.sas.upenn.edu/lps/auditor.

There is also an extensive program of auditing offered by Penn for retired senior citizens called the Senior Auditors Program. The Senior Auditor web address is www.sas.upenn.edu/lps/senior/.

CHANGING GRADE TYPE OR CREDIT STATUS IN A COURSE

Students may change their status in a course from credit to audit, from a letter grade to Pass/Fail or from Pass/Fail to a letter grade until the deadline published in the LPS Academic Calendar (approximately four weeks into the term) available on the LPS website. No change is permissible after the published deadline. Students should check with their LPS advisor prior to changing grade or credit status on a course to determine the impact of making such a change.

PERMITS AND AUTHORIZATIONS

Under certain circumstances special permission may be required to register for a course. Instructors or departments may enter such permits into the system, enabling the student to register for that course through Penn InTouch. If the student does not claim a permit (by adding the course through Penn InTouch), they will be dropped from the list and will have to start over. If a course in which you are interested requires a permit, contact the department offering the course.

REGISTRATION HOLDS

A registration hold may be placed on a student's record that will prevent the student from registering until action has been taken to resolve the issue. If students are unable to register using Penn InTouch, it is their responsibility to contact the LPS Advisor or other relevant office promptly to determine the cause of the problem and resolve it in a timely manner. Students may see what registration holds, if any, have been placed on their account by reading the messages on the front page of Penn InTouch.

Any of the following circumstances may prevent a student from accessing Penn InTouch and registering for courses:

- A student who was admitted provisionally may be required to speak with their general advisor regarding the terms of their admission and the criteria required for full admission to the program.
- A student on academic probation may be required to speak with a general advisor to discuss the implications of their academic standing.
- A student who has registered through the auditor program.
- A student who has an unpaid bursar bill should contact Student Financial Services directly.
- A student has not submitted up-to-date insurance and immunization records to Student Health.
- Admissions Hold: Admitted student must submit official transcripts; contact LPS Admissions.
- Collections/Financial Hold: contact Student Financial Services.
- Judicial Hold: A judicial hold is the result of some judicial action or inquiry concerning the student. The student will be barred from registering until the hold is cleared and should contact the Office of Student Conduct for more information.

TUITION, FEES AND BILLING

TUITION

Tuition is the cost of instruction. LPS undergraduate courses, College courses, and graduate courses each carry different tuition rates. The current tuition rates for LPS courses can be found on the LPS website at www.sas.upenn.edu/lps/tuition/.

Tuition rates for undergraduate College courses and graduate courses may be obtained from the Student Financial Services office, Room 100, Franklin Building, 3451 Walnut Street, 215-898-1988, or the LPS office. LPS students may submit billing questions to lps@sas.upenn.edu.

Paper bills will be mailed only to incoming freshman and transfer students in July and August. Thereafter, all bills will be sent electronically through [Penn.Pay](#).

GENERAL FEE

The general fee enables the University to maintain such essential facilities as the library system, museums, institutes, and special laboratories. It also provides for non-academic services such as the Career Planning and Placement Office. General fees vary and are determined by the school or division offering the course.

TECHNOLOGY FEE

The technology fee covers all the public computing labs, networking access and a host of other computing services and local support. For an overview of Penn's technology services, refer to: <http://www.upenn.edu/computing/home/menu/facilities.html>.

RECREATIONAL FEE

Full-time LPS students (enrolled in 4 or more course units) are charged a Recreation Fee each semester, which includes membership to the Pottruck Center and the University fitness center. The basketball and squash courts and pool in Hutchinson Gymnasium are available to those who have a valid PennCard but do not hold a Pottruck membership.

CLINICAL FEE

The clinical fee is required for full-time LPS students enrolled in 4 or more CUs and allows them

unlimited access to the [Penn Student Health Service](#). The fee is charged each semester that a student is enrolled in 4 or more CUs.

SPECIAL COURSE FEE

Some non-credit courses may be offered at special fees. Online courses may also incur additional fees. Students should consult LPS Student Services at 215-746-7040 for details.

PAYMENT PROCESS AND BILLING SCHEDULE

Consult the Billing Schedule for the current academic year on the Student Financial Services website at: <http://www.sfs.upenn.edu/billing/billing-schedule.htm>

Paper bills will be mailed only to incoming freshman and transfer students in July and August 2012. Thereafter, all bills will be sent electronically through Penn.Pay.

RECEIVING YOUR BILL

www.sfs.upenn.edu

[Penn.Pay](#) is Penn's electronic billing system for student accounts. Penn.Pay enables the student, and other payers you authorize, to receive your Penn student account billing statement online. The bill includes charges for tuition, fees, room, board, and other expenses from a variety of Penn offices. New students must complete the Student Financial Services "MUST DO LIST" at <http://www.sfs.upenn.edu/mustdo/index.htm>.

PAYING YOUR BILL

www.sfs.upenn.edu

215-898-1988

Penn encourages students to make payments online using PennPay. Student can also mail a check, pay in person at the Franklin Building Lobby, or wire payment. Payment is also accepted online with an American Express® Card. (A 2.0% convenience fee will be assessed on your American Express® statement. Penn does not receive any portion of the convenience fee.)

All tuition and fees are payable by the date indicated on the bill and the full amount of the payment is due. Students who have not received a bill within six weeks after registration should contact Student Financial Services.

Details about Paying Your Bill and Payment Options, including the Penn Monthly Budget Plan, can be found in the 'Billing and Payment' section of the Student Financial Services website:

<http://www.sfs.upenn.edu/billing/index.htm>.

LATE PAYMENT

Penn must receive the amount due in full on, or before, the due date. If full payment is not received by this date, a late payment penalty of 1.5% of the past due amount per month will be assessed, and future registration and continuing enrollment will be jeopardized.

FINANCIAL AID CREDITS ON YOUR BILL

Financial aid credits will not appear on the bill until after the drop/add period. This is contingent upon the following: tuition has been posted to your account, you have received your financial aid award, you have signed and submitted loan notes, and you have completed other required documentation from SFS.

PENN FACULTY / STAFF TUITION BENEFITS

LPS and SFS do not administer tuition benefits for Penn employees, and will not be able to provide eligibility information. To determine eligibility, options and obligations that may pertain to your employment status, and to activate payment of tuition benefits, students must contact their Human Resources benefits office directly.

Penn employees should note that eligibility for tuition benefits does not imply eligibility for admission to LPS; application and acceptance to a program of study is required in order to register for courses. Once accepted into a program of study, Penn employees using tuition benefits are afforded options and subject to academic and financial obligations identical to those of all LPS students.

All students are responsible for understanding the policies of their tuition benefits, knowing and abiding by all LPS Academic Calendar deadlines, and for grades and bills incurred through registration in any course regardless of attendance, completion, or employee status.

University System www.hr.upenn.edu/tuition/

Eligible employees of the University may request tuition benefits, view current and past requests for payment, and view pending payments by using the online tuition management system on the Human Resources website at the above link. Payments are not automatically made, or continued for future terms based upon registration; the employee must apply online for tuition benefits each term.

Health System <http://uphsxnet.uphs.upenn.edu/hr/tuition/hup.html/>

Link to the UPHAS Online Tuition Benefit Assistance Application System. Eligible employees of the University of Pennsylvania Health System should consult with their supervisor to determine benefits eligibility, policy and procedures.

TUITION REFUND POLICY

Please see the LPS Academic Calendar (which may differ from the SAS calendar) for dates pertaining to each academic term.

Under the following circumstances, all or part of tuition will be refunded:

1. Dropped Courses: Semester-specific academic calendar deadlines are published on the LPS website Calendar as well within this handbook. If a student drops a course by the LPS drop period deadline (typically within the first two weeks of the start of the semester), there is no financial obligation; full tuition, general fee, technology fee, and associated lab fees (if applicable) will be refunded by credit to the student's University account. A student must drop the course(s) through [Penn inTouch](#) until the drop deadline.

Although students are permitted to drop without academic penalty between the ends of the second and fifth weeks of the term, only 50% of tuition, general fee, and technology fee will be refunded; associated lab fees (if any) will remain in full. If a student withdraws from a course after the fifth week of classes, a grade of W is recorded on the transcript, and the student is responsible for the entire tuition and associated fees for the course. A student who has not yet paid at the point of withdrawal will nevertheless remain indebted to the University until the tuition is paid.

Please see the [LPS Academic Calendar](#) for term-specific drop dates.

2. Illness: A student who withdraws because of an acute illness may petition the LPS Petition Review Committee to request a partial refund of tuition. A petition, together with a doctor's letter, must be submitted. The physician's letter must state that the student has been disabled by illness or injury arising after the beginning of classes and is unable to continue class work.

3. Canceled Courses: The University reserves the right to cancel or change any course. If a College of Liberal and Professional Studies course is cancelled or rescheduled at a time during which the student is unable to attend, all tuition and fee charges will be refunded.

LPS ACADEMIC STANDING POLICIES

ACADEMIC INTEGRITY

The fundamental purpose of the University as an academic community is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Academic work represents not only what we have learned about a subject but also how we have learned it. Values and beliefs about academic integrity have been adopted by scholars so that others may trace our honorable footsteps, verify what we have learned, and build upon our work. Every member of the University community is responsible for upholding the highest standards of honesty at all times.

As members of the University community, students are also responsible for adhering to the principles and spirit of the Code of Academic Integrity. Penn believes strongly in the importance of academic integrity. Students who violate its precepts are subject to punishment through the judicial system. Ignorance of the rules is no excuse. If a student is unsure whether his or her action(s) constitute a violation of the Code of Academic Integrity, it is that student's responsibility to consult with the instructor to clarify any ambiguity.

The best strategy for maintaining academic integrity is to avoid situations where academic dishonesty might occur.

When in doubt, cite. There are many publications, such as the Chicago Manual of Style or the MLA Handbook for Writers of Research Papers (which has been placed in Rosengarten Reserve by the Honor Council), that provide information about methods of proper citation. Failure to acknowledge sources is plagiarism, regardless of intention. The Penn Online Research Tutorial also has a section on proper citation of sources: <http://gethelp.library.upenn.edu/PORT>

- Consult with instructors about assignments.
- Plan ahead to leave sufficient time to complete work.
- Contact the Weingarten Learning Resources Center for help with time management and study strategies. <http://www.vpul.upenn.edu/lrc/index.php>

For more information consult the Office of Student Conduct <http://www.upenn.edu/osc>

HOLIDAYS

The University observes the following holidays: Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, and New Year's Day.

The University also recognizes that there are several religious holidays that affect large numbers of University community members, including Christmas, Rosh Hashanah, Yom Kippur, the first two days of Passover and Good Friday. In consideration of their significance for many students, no examinations may be given and no assigned work may be required on these days. Students who observe these holidays will be given an opportunity to make up missed work in both laboratories and lecture courses. If an examination is given on the first class day after one of these holidays, it must not cover material introduced in class on that holiday.

CLASS ATTENDANCE and the COURSE ABSENCE REPORT SYSTEM

Some professors and departments are very strict about class attendance; others do not consider it part of the grading system. If the instructor determines a student has an excessive number of

absences, the student's final grade may be lowered. Some departments, the foreign languages in particular, have very precise rules for attendance.

If a student must miss five days or less of class at any point during the semester, he or she should notify the instructor as soon as possible using the *Course Absence Report* system.

If a student misses or anticipates missing more than five days of classes, she or he must contact the LPS Advisor as soon as possible.

Students should check Penn InTouch before the end of the Course Selection period and before the end of the Drop period each semester to verify their roster. Failure to attend a class for which one is registered does not result in being automatically dropped from the class.

Course Absence Report System (CAR)

Course Absence Reports (CAR) replaces earlier instructor notifications provided by the advisor. LPS will no longer collect documentation or provide instructor notification for absences of five days or less. If a student misses or anticipates missing more than five days of classes, she or he should contact the LPS Advisor as soon as possible.

Course Absence Reports are designed to provide a way for students to communicate with their instructors when medical issues, family emergencies, or other concerns necessitate missing class.

Students can log in to the CAR system from Penn InTouch and send a report to one or more instructors, indicating the number of days missed (up to a maximum of five days) and the general reason for the absence.

Instructors may opt to receive these notices by email, to view a digest of all submitted reports, or not to use the system at all. Each instructor will have a policy on class attendance (and on whether Course Absence Reports are required for their course) that will be communicated to students. Students who submit Course Absence Reports are still responsible for following up with the instructor about any missed work. Course Absence Reports do not constitute "excuses."

Frequently Asked Questions about CAR

Why was the Course Absence Report created?

The purpose of the Course Absence Report (CAR) system is to facilitate communication between instructors and students when a student misses class. The system allows students to inform instructors about absences and makes it easier for instructors to manage information about absences in a course. Each course should have a clear policy for absences. In addition, the CAR system allows school advising offices to coordinate support for students who miss class.

What is the Course Absence Report System?

Course Absence Reports are tools to be used in the context of a course's policy and process for managing absences up to five (5) days. For absences longer than five days, students should contact their school's advising office. The system allows a student to notify instructors of an absence and to keep a record of the number of absences for each course. The CAR system allows a student to send notices through one, easily managed system that includes the reason for the absence.

Why should a student submit a Course Absence Report?

Students sometimes find themselves in circumstances that cause them to miss class meetings. Using the CAR system to notify instructors of any absences can help a student manage her or his performance in that class, and it also enables the student's school advising office to offer help when it is needed.

Why should an instructor use the Course Absence Report system?

Many Penn students are confused by the transition from high school where their absences were often "excused" due to medical or family reasons. The Course Absence Report system is meant to help foster a culture where students take responsibility for attending class and meeting their academic obligations. When students are unable to do so, they should expect to communicate with their instructors.

Instructors should clearly communicate their expectations regarding class attendance and how or whether students are expected to use the CAR system. The CAR system also facilitates tracking absences for an individual student, tracking absences in a course over a term, and identifying students who may be having difficulty in a course through one, easily managed system that includes both an email record and a record in Courses InTouch.

If no documentation is provided, how will an instructor determine whether the reason for the absence is legitimate?

Students are explicitly informed at the time they submit a Course Absence Report that their use of this system is governed by Penn's Code of Academic Integrity. Students who submit false information through the CAR system may be charged by the Office of Student Conduct with a violation of this Code. The CAR system emphasizes the personal responsibility of the student - in reporting absences honestly, in making up missed work when possible, and in seeking appropriate help when absences cause problems academically. Please see the Code of Academic Integrity.

Why are students not able to write comments in CAR?

A Course Absence Report is meant to be the starting point of a discussion. If more detailed information needs to be provided, the student should speak directly with the instructor.

How should instructors handle the documentation of absences?

Each course should have a syllabus with a clearly stated policy on attendance. If a student is absent for longer than five days, the instructor should work with the student's school advising office to determine what support the student needs and/or what documentation should be provided to the school advising office. Documentation verifying illness or other reasons for missing class is not provided through the Course Absence Report system. Health information is considered private. Instructors should not request documentation verifying illness directly from students.

How do Course Absence Reports work for MIDTERM exams?

Each course should have a clear policy and process when students miss a midterm exam. Some instructors may wish to use Course Absence Reports as a tool for managing missed

midterm exams. Students should contact the instructor of a class if the policy and process for missing a midterm exam is unclear or unknown.

How do Course Absence Reports work for FINAL exams?

Course Absence Reports do not work during Final Exams. Students should contact the instructor immediately if they anticipate missing a final exam.

Who has access to the Course Absence Reports?

The only people who receive information about a Course Absence Report are the student submitting a report, instructors for those courses included in the report, and authorized administrators in the student's school advising office.

FINAL EXAMINATIONS

<http://www.college.upenn.edu/final-exam-policy>

- No instructor may hold a final examination nor require the submission of a take-home final exam except during the period in which final examinations are scheduled; when necessary, exceptions to this policy may be granted for postponed examinations.
- No final examinations may be scheduled during the last week of classes or on reading days.
- No student may be required to take more than two final examinations on any calendar day during the period in which final examinations are scheduled. If more than two are scheduled, the student may postpone the middle exam. If a take-home final exam is due on a day when two final examinations are scheduled, the take-home exam shall be postponed by one day.
- Examinations that are postponed because of conflicts with other examinations, or because more than two examinations are scheduled in the same day, may be taken at another time during the final examinations period if the faculty member and student can agree on that time. Otherwise, they must be taken during the official period for postponed examinations.
- Examinations that are postponed because of illness, a death in the family, for religious observance or some other unusual event, may be taken only during the official periods: the first week of the spring and fall semesters. Students who have such an issue should contact the LPS Advisor or Program Director immediately.
- No classes or required class activities may be held during the reading period.
- Final exams for College of Liberal and Professional Studies (LPS) courses must be given on the regular class meeting night during the week of final examinations. No change in scheduling is permitted without unanimous consent of all students in the class and the Executive Director of LPS. An LPS final exam may not be administered during the last week of class or on a reading day.

In addition, the Provost's statement on "Rules Governing Final Examinations," found at the link provided below, applies to all LPS students:

Rules Governing Final Examinations

1. No instructor may hold a final examination nor require the submission of a take-home final exam except during the period in which final examinations are scheduled; when necessary, exceptions to this policy may be granted for postponed examinations (see 3 and 4 below). No final examinations may be scheduled during the last week of classes or on reading days.
2. No student may be required to take more than two final examinations on any calendar day during the period in which final examinations are scheduled. If more than two are scheduled, the student may postpone the middle exam. If a take-home final exam is due on a day when two final examinations are scheduled, the take-home exam shall be postponed by one day.
3. Examinations that are postponed because of conflicts with other examinations, or because more than two examinations are scheduled in the same day, may be taken at another time during the final examinations period if the faculty member and student can agree on that time. Otherwise, they must be taken during the official period for postponed examinations.
4. Examinations that are postponed because of illness, a death in the family, for religious observance or some other unusual event, may be taken only during the official periods: the first week of the spring and fall semesters. Students must obtain permission from their Dean's office to take a postponed exam. Instructors in all courses must be willing to offer a make-up examination to all students who are excused from the final examination.
5. No instructor may change the time or date of a final exam without permission from the appropriate dean.
6. No instructor may increase the time allowed for a final exam beyond the scheduled two hours without permission from the appropriate dean.
7. No classes or required class activities may be held during the reading period.
8. The first examination of the day begins at 9 a.m. and the last examination concludes by 8 p.m. There will be one hour between exam time blocks.
9. All students must be allowed to see their final examination. Exams should be available as soon as possible after being graded with access ensured for a period of at least one regular semester after the exam has been given. To help protect student privacy, a student should have access only to his or her own exam and not the exams of other students. Therefore, for example, it is not permissible to leave student exams (or grades or papers) in publicly accessible areas.
10. Students may not be asked for their Social Security Numbers. Instructors may not publicly display a student's Penn ID or any portion of the Social Security Number, nor use name, initials, or any personally identifiable information to post grades. Even when an identifier is masked or absent, grades may not be posted in alphabetical order, to protect student privacy.

11. Final exams for the College of Liberal and Professional Studies (LPS) courses must be given on the regular class meeting night during the week of final examinations. No change in scheduling is permitted without unanimous consent of all students in the class and the director of LPS. A LPS final exam may not be administered during the last week of class or on a reading day.
12. In all matters relating to final exams, students with questions should first consult with their Dean's offices. Faculty wishing to seek exceptions to the rules also should consult with their Dean's offices. Finally, the Council of Undergraduate Deans and SCUE urge instructors to see that all examinations are actively proctored.

COURSE LOAD

First semester students beginning in fall or spring are limited to 4.5 CU; students beginning during summer are limited to 4 CU. Students are thereafter limited to 5.5 CU per semester in the Fall and Spring semesters. Students can raise their credit limits with permission from their LPS advisor. This requires a g.p.a. of 3.3 or better, no outstanding Incompletes and previous success with a 5 CU load. Students on probation are limited to 4.5 course units.

ALL students enrolling in coursework during the Penn Summer semester are limited to 4 CU total for the overall term. Students meeting the above criteria who wish to enroll in more than 4 CU during the Penn Summer semester must submit a petition to the LPS Executive Committee no later than four weeks prior to first day of summer classes and must receive approval in writing before registering for more than 4 CU. Students registering for summer term should note that the LPS 12-week course offerings are similar in pace to those during fall and spring terms. College of Arts and Sciences courses offered during the two 6-week Summer Session terms are equal to those in hours and workload as those in a regularly formatted semester, but the turnaround time in which to accomplish that work is very condensed; a student taking 2cu during Summer I and 2cu during Summer II is managing the equivalent of a full-time course load during the entirety of summer and must consider their ability to do so. Enrolling for more than 2cu during either of the Summer Sessions must be very carefully considered.

Students should consult with appropriate offices outside of LPS before any action is taken that would cause the student to earn less than 4 CU in a given term. The number of course units a student carries may impact eligibility for, and access to, services and contracts external to LPS, both within and outside of Penn. LPS advisors do not have specific knowledge of students' status with other offices and cannot provide advising on the policies of those offices. It is the responsibility of the student to adhere to policies set forth by, and seek advising from, appropriate offices outside of LPS. When making registration changes, students are strongly advised to investigate with other Penn offices how the course load they carry might affect billing, financial aid, scholarships, health services, health insurance, immunization requirements, international student visa status, employee tuition benefits, recreational facilities, campus housing, and any other arrangements they may have with offices external to LPS.

PROVISIONAL ADMISSION

The LPS Admissions Committee accepts some students on a provisional basis. Provisionally admitted students are given an opportunity to strengthen their record by successfully completing four undergraduate courses before being reassessed for full admission. Students accepting this opportunity must achieve a minimum cumulative grade point average of 2.7 in their first four courses in order to be fully admitted and continue their studies at Penn. Students unable to meet the criteria will be dropped from the program, and will not be eligible to resume undergraduate degree study through LPS.

The following policies apply to provisionally admitted students:

1. Provisionally admitted students must consult with an LPS advisor before the start of classes to discuss their goals, and to seek counsel on course selection as well as a strategy toward success at Penn.
2. Provisionally admitted students may choose to complete their four provisional courses on a full- or part-time basis. Students are strongly urged to seriously consider a realistic balance among course load, university life, and other life events and responsibilities. These considerations vary widely among students but may include employment, family, financial, and health issues, among others.
3. Provisionally admitted students must select their first four courses from within the School of Arts and Sciences undergraduate level offerings (001 through 499); students may not enroll in courses offered by other schools at Penn while their status remains provisional.
4. Students must enroll in their first four courses for a normal letter grade.
5. Students who choose to complete more than four courses during their provisional status must be prepared to have ALL grades calculated into the cumulative grade point average evaluated for full admission. In other words, a provisionally admitted student who completes two courses in their first semester and four courses in a later semester may not hand pick their four best grades; the total cumulative grade point average for ALL courses must meet the minimum 2.7 in order to continue studying at Penn.
6. Provisional admission status has no bearing on federal and university financial aid eligibility; students are encouraged to apply for assistance and seek counsel through Student Financial Services just like all students.
7. LPS offers a limited number of scholarships for competitive part-time students only; provisionally admitted students are not eligible to receive these scholarships until they have been successfully met criteria for full admission.
8. The University of Pennsylvania reserves the right to rescind admission to a student in violation of its codes of conduct and/or personal responsibilities policies. All students are expected to have read and understood these codes and policies—which are published at the link below—before coming to campus.

MAINTAINING ACADEMIC STANDING

LPS students must maintain academic standing and make adequate progress toward the degree. Maintaining academic standing requires LPS students to meet all of the following conditions:

- Maintain a cumulative G.P.A. of 2.0 or higher
- Earn a term G.P.A. of 2.0 or higher
- Accumulate no more than two Incompletes, Fs, or Withdrawals in one term

- Accumulate no more than five Incompletes, Fs, or Withdrawals during the course of their academic career
- Make adequate progress toward the degree, earning at least 2 course units each academic year.

GRADUATION

LPS students must submit an application for graduation according to the deadlines below. Students who are uncertain when they will complete their final requirements should consult with an LPS advisor to determine when to submit an application.

Semester of Graduation	Application Due Date
December 2012	July 1
May 2013	November 1 st
August 2013	November 1 st <i>(to participate in May ceremonies)</i>
August 2013	April 1 st <i>(if NOT participating in May ceremonies)</i>

The graduation application is an online form, available on the LPS website under the [Current Students](#) link. Failure to submit a graduation application by published deadlines may result in omission of the student's name from University commencement publications and create problems in obtaining appropriate regalia for commencement ceremonies. The application also triggers an academic audit of outstanding requirements toward the degree, and inclusion on the graduation list serve from which further information about graduation will be communicated. If you miss the application deadline, consult your LPS advisor immediately.

Although LPS students may complete their degree requirements and officially graduate in December, May, or August, graduation ceremonies are held once per academic cycle in May. Students graduating in December are eligible to participate in ceremonies the following May. Students graduating in August are eligible to participate in ceremonies the previous May, and complete their remaining coursework during the following summer semester. Regardless of participation in ceremonies, students may be officially graduated only once they have completed all requirements and final grades are posted to the transcript.

Students must consult with their LPS advisor to determine any outstanding requirements they might have, and to have their Penn InTouch academic planning worksheet updated and certified accordingly. Students choosing to complete a minor should do the same with their department advisor and minor requirements worksheet. Once grades have been posted for the final semester, each minor department must certify its minor students as having met its respective standards and minor requirements. Students who have applied for graduation will receive a curriculum requirements audit email from the LPS advisor.

Students with special concerns or problems should make an appointment with the LPS advisor (215-746-7040) to discuss their plans prior to the start of their last term in LPS. Students are required to avail themselves of their degree requirements, and are advised to monitor their progress toward fulfilling degree requirements via Penn InTouch as well as through regular consultation with advisors.

Diplomas will be mailed to graduates approximately 10 – 12 weeks after completion of degree, and will be sent to the permanent address as listed in Penn InTouch. Students are advised to verify that the permanent address field in Penn InTouch is current at the time of graduation.

DEGREE REQUIREMENTS

Students are responsible for fulfilling all the requirements of their curriculum. Each semester, students should confirm that their Academic Planning Worksheet on Penn InTouch is updated and accurate. This includes consulting with the LPS Academic Advisor to be sure that the worksheet has been updated with all relevant courses.

Credits for Graduation

To earn a B.F.A. at Penn, students must complete the 90 credit, three-year program at PAFA, as well as a minimum of 16 course units at Penn with an overall GPA of at least 2.0. Curriculum requirements at Penn include the completion of 4 course units chosen from within the History of Art Department (ARTH), and 12 free electives chosen from throughout the School of Arts and Sciences. SAS studio-based courses offered by or cross-listed with the Fine Arts department (FNAR) may not be counted toward the B.F.A. degree. Courses offered by other Penn Schools outside of Arts and Sciences may not be counted as credit toward the B.F.A. degree. Students must seek clarification through their LPS Advisor, confirm course selections and have them updated to the PIT academic planning worksheet at the beginning of each semester.

B.F.A. students may complete a minor chosen from within the School of Arts and Sciences offerings if they choose. The number of courses required to complete a minor varies between departments but is usually between 6 and 8 courses. Students exploring the possibility of minoring should consult with the department of interest; a minor advisor will be assigned to provide guidance with appropriate course selection to meet requirements and to update the minor worksheet.

The numbers above represent minimum credits required; depending on their individual situations, some students may need more than this in order to finish their degree program. Students with any questions about their graduation requirements should consult with an LPS advisor.

Grade Point Average

A minimum cumulative grade point average of 2.0 (C) is required to graduate.

PAFA Requirements Verification

Before the B.F.A degree is issued by Penn, LPS Records will initiate contact with The Pennsylvania Academy of the Fine Arts to verify completion of the 90 credit (3-year program) minimum at PAFA.

APPLICATION FOR GRADUATION

An application for graduation must be submitted early in the semester prior to that in which the student expects to complete their final courses toward the degree. Seniors must adhere to the graduation schedule provided in the LPS B.F.A. Student Handbook. A late fee may be charged for failure to apply for graduation by the date specified. Check the application timeline for May, August and December graduation. It is the student's responsibility to be aware of upcoming deadlines, including the deadline for completion of the graduation application.

Graduation ceremonies are held once per year in May. Students completing degree requirement course work in December are eligible to participate in ceremonies the following spring; students intending to complete degree requirement coursework in August are eligible to participate in the May ceremony held *prior* to the summer term in which they will be enrolled. In each case, the actual degree will be conferred in the weeks immediately following the completion of requirements and the posting of final grades. The degree will be dated as the final day of the semester in which the student was last enrolled.

POLICIES REGARDING PROGRAM ENROLLMENT STATUS

ENROLLMENT STATUS

To be considered enrolled at Penn, a student must maintain registration in a course or courses. Students who defer their enrollment or take limited time off may be considered to have an active program status (see the section in this handbook on maintaining academic standing) but are not considered currently enrolled. A Penn student identification card will be valid and active, and afford access to related services and resources, only during semesters in which the student maintains registration in courses, regardless of the expiration date.

Students wishing to take time off from registering for courses in order to resolve former grades of Incomplete may be eligible to access university resources with a temporary identification card for which a semester fee is charged. To investigate eligibility, students must consult with the LPS advisor before the start of the term in which they wish to request this status.

DEFERRED ENROLLMENT

Students who are admitted to LPS may defer their matriculation for up to one year. Students who wish to do so should notify LPS of their intentions as early as possible. It is not necessary for officially deferred students to reapply. However, students must inform LPS if they enroll at any other institution prior to their matriculation at LPS, and they must submit final official transcripts of any coursework completed prior to their enrollment at LPS. An applicant who has not registered for and completed courses within one year of acceptance will be required to reapply.

INACTIVE STATUS

Students who do not enroll in courses for four consecutive terms, including summer, will be in inactive status. They will be officially dropped from the student rolls of the University of Pennsylvania as of the fourth term not enrolled. After being dropped, students wishing to resume their studies at Penn are required to reapply for admission and pay a new application fee. Undergraduate degree candidates are advised that they must also make adequate academic progress in their programs as outlined under “Maintaining Academic Standing” and “Failure to Maintain Academic Standing.”

LEAVE OF ABSENCE

Students must speak with an LPS advisor to discuss a leave request. The student must submit a written request for leave of absence, detailing the reasons for the desired leave, and the semester in which they plan to return.

Duration

The standard length of an official LPS leave of absence is one year. Students who remain on leave longer than one year will be withdrawn from active status, and will need to apply and be readmitted before resuming their studies.

Return from Leave of Absence

When a student wishes to return from a leave of absence, he or she must submit a request to return no less than one month prior to the start of the desired semester or before the beginning of the relevant Advance Registration period, if the student wishes to advance register. This is done by contacting an advisor in the LPS Office and asking to return from leave. Any return request submitted to LPS later than the above-indicated deadlines may be denied by LPS, even if the student appears to have met all other conditions set forth in the original leave letter. Timely submission of requests and documentation are conditions of all leaves.

Conditions for Return

In some cases, a Leave of Absence will stipulate conditions that must be met in order for a student to return. All conditions for return as specified in the original letter granting

approval for the leave must be satisfied before the beginning of the term in which the student wishes to enroll. Students who have not satisfied all conditions of their return by the first day of classes may be denied return from leave, or, if they have been provisionally returned, may be placed back on leave until the following semester.

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to withdraw from the University must inform the LPS advisor in writing. If a student withdraws after the fifth week of the semester, all course grades from that semester will be reported on the transcript as W (withdrawal).

TRANSFER WITHIN THE UNIVERSITY

Transfer into Other LPS Programs

LPS students apply to and are admitted into specific programs, such as Bachelor of Arts or Non-Degree Undergraduate Studies. A student who has been admitted to one LPS program but subsequently wishes to pursue another must apply and be admitted to the program of interest. For example, students initially admitted to LPS through the Non-Degree Undergraduate Studies Program may apply to the Bachelor of Arts program upon completion of four courses at Penn. All four courses must be taken for a letter grade (except foreign languages, which may be taken Pass/Fail).

Students may apply to a degree program through admissions. Program information, admissions criteria, and applications can be found on the LPS website. Current students interested in transferring to other programs should first meet with the LPS advisor.

Transfers from LPS to The College

Since LPS offers the same B.A. degree as the College of Arts and Sciences, the College does not consider LPS students for admission.

Transfer from LPS to Other Schools at Penn

Students in the College of Liberal and Professional Studies who have completed at least eight courses and who wish to transfer from LPS to another school in the University are required to meet with the LPS advisor to discuss their plans. The student should contact the school of interest directly to learn of the admissions requirements to that school. The LPS advisor can initiate the process of forwarding the Internal Transfer form to the new school. The new school will notify students whether they have been admitted. Students who want to transfer to another school in the University but who have not completed

eight course units in the College of Liberal and Professional Studies should withdraw officially from LPS and apply directly to the new school of choice through the Transfer Admissions Office, 1 College Hall.

POLICIES GOVERNING GRADES

CREDIT SYSTEM

Academic credit toward the Penn degree is figured in “course units” (CUs). Most courses earn one CU, with some lab courses earning one-half CU. A course unit is usually equivalent to a three- or four- credit course at other institutions.

GRADING SYSTEM

The following grades are used to report the standing of a student upon completion of each course.

A+ = 4.0 Distinguished	A = 4.0 Excellent	A- = 3.7
B+ = 3.3	B = 3.0 Good	B- = 2.7
C+ = 2.3	C = 2.0 Average	C- = 1.7
D+ = 1.3	D = 1.0 Below Average (No D-)	
F = 0.0 Failure		

GR = No Grade reported for student	I = Incomplete (see below)
NR = No Grades reported for course	P = Pass (A+ to D)
II = Extended Incomplete (see below)	U = Unsatisfactory
S = Satisfactory progress	AUD = Audit (No Credit)
W = Withdrew	
X = Academic Violation	

PASS/FAIL OPTION

Pass/Fail is an option to encourage students to take courses in subjects that they might avoid if they were required to enroll on a standard graded basis. Regulations concerning this Pass/Fail option are listed below:

1. In courses taken Pass/Fail, the standard letter grades A-D are converted to P by the Registrar. A failure is posted as an F.

2. Degree candidates or prospective degree candidates are not permitted to take more than 20 percent of their courses at Penn Pass/Fail.
3. All courses taken to fulfill Art History department requirements must be taken for a normal letter grade. Courses in the Art History department may only be taken on a P/F basis if they are being used toward the electives and exceed the minimum of 4 Art History department courses.
4. Grades of P are not computed when determining students' grade point averages; grades of F are computed.
5. The Pass/Fail option stipulates that the instructor is not to be informed of those students who have enrolled Pass/Fail.
6. Students who wish to change from Pass/Fail to a letter grade or a letter grade to Pass/Fail must do so by the published deadline (please refer to the LPS website Academic Calendar for term-specific dates). After this period, students must petition the LPS Petition Review Committee. Such changes are granted only under extraordinary circumstances.

INCOMPLETE GRADES

An incomplete grade indicates that a student has not completed all the work in a course and has done so with the instructor's permission. If the work for a course is incomplete as a result of the student's unexplained failure to hand in assignments or to take the final examination at the regularly scheduled time, the instructor should issue a grade of F for the course.

An instructor who chooses to grant an extension to a student who has not completed a course by the end of the term may grant either an Incomplete (I) or an Extended Incomplete (II). An Incomplete must be made up within the first four weeks of the start of the next term, and an Extended Incomplete must be made up by the end of the next term (including the summer term). In either case, if the Incomplete is not made up by the deadline, it will become an F. An Incomplete is made up only when the official grade is received by the LPS Office and recorded by the Registrar's office on the student's official transcript. Once an Incomplete grade is converted to an F, the instructor may change the grade after the student has completed all required work. Students with two or more Incomplete grades are subject to registration hold and are required to meet with the LPS advisor to explain the circumstances of the Incompletes and develop a plan to resolve them. Students with two or more outstanding grades of incomplete will not be allowed to register for courses; students with two or more outstanding grades of incomplete who have already registered will be dropped from courses.

REVIEW OF A GRADE

The instructor who gives an evaluation, exam, or course grade has sole authority for changing such evaluation, exam, or course grade provided the instructor remains on the faculty (or the emeritus faculty) of the University of Pennsylvania. In cases in which faculty appointments have

terminated, or faculty have resigned or are deceased, sole authority for changing an evaluation rests with the Undergraduate Chair of the relevant department.

LPS students who wish to have an evaluation, exam, or course grade reviewed must first discuss the matter with the instructor who gave the evaluation unless the instructor is no longer a member of the University of Pennsylvania faculty or emeritus faculty. Should this meeting not yield a resolution that is satisfactory to both the student and the instructor, or not be possible, the student may ask the Undergraduate Chair of the relevant department for assistance in the matter.

A student who has a concern about any other matter related to a course should first discuss the matter with the instructor of the course. Should this meeting not yield a resolution that is satisfactory to both the student and the instructor, or not be possible, the student may ask the relevant undergraduate chair or program director for assistance in the matter.

Should the matter not be resolved with the aid of the undergraduate chair or program director, then the student may seek the assistance of the Executive Director of LPS. The role of the Executive Director is limited to insuring that the department or program has arranged for a proper review of the matter.

REPEATING A COURSE

Students who receive an F in a course may retake the course for credit. Both the new grade and the original F will be tabulated into the final g.p.a. and a credit unit will be awarded if the student receives a passing grade.

If a student fails a course that is required for a major, he or she should think carefully before taking the course again, since poor performance in an introductory course may indicate a need to consider another major. Some students opt to repeat a course in order to demonstrate their ability to achieve a better grade. If a student re-takes a course for which he or she has received a passing grade (including a P in a pass/fail course), the second grade will be recorded on the transcript, but it will not be counted in the student's cumulative average, and no additional credit will be awarded for it.

Please note: A few courses offered at Penn are sufficiently alike that the SAS will not grant credit for both if both are taken. These include (but are not limited to):

Physics 101 and Physics 15050

Statistics 101 and 111, and Mathematics 114 and 115.

Students should check with the LPS advisor if there are any questions.

GRADE POINT AVERAGE

Grade point average (g.p.a.) is computed at the end of each semester and on a cumulative basis. The numerical values of letter grades are:

A+ = 4.0	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	<i>(There is no D-)</i>
F = 0.0		

The g.p.a. is calculated by multiplying the credit units for each course (usually 1 CU) by the numerical equivalent of the grade received. The total for all courses is then divided by the total number of credit units taken. Students may calculate the g.p.a. for a selected group of courses (major or minor courses, for example), by using the “g.p.a. calculator” function of the Academic Planning Worksheet on Penn InTouch.

POLICIES GOVERNING ACADEMIC DIFFICULTY

COURSE PROBLEM NOTICES

When the work of a student in a given course becomes unsatisfactory for any reason, the instructor may send a Course Problem Notice email to the student. This notice will indicate the nature of the problem and suggest an appropriate person for the student to meet with, including the instructor, a teaching assistant, or an academic advisor. Students are expected to follow the recommendations made in these notices.

FAILURES

The grade of F remains on the record and is not erased even if students have repeated the course with a passing grade. Students who fail a major or major-related course may be required to repeat the course at the discretion of the major advisor. A grade of F is always calculated in the cumulative grade point average.

FAILURE TO MAINTAIN ACADEMIC STANDING

LPS students must maintain academic standing and make adequate progress toward the degree. Maintaining academic standing requires LPS students to meet all of the following conditions:

- Maintain a cumulative G.P.A. of 2.0 or higher
- Earn a term G.P.A. of 2.0 or higher
- Accumulate no more than two Incompletes, Fs, or Withdrawals in one term
- Accumulate no more than five Incompletes, Fs, or Withdrawals during the course of their academic career

- Make adequate progress toward the degree, earning at least 2 course units each academic year.

ACADEMIC PROBATION

1. **Academic Probation:** Students who fail to meet one or more of the conditions listed above will be placed on academic probation. Students on Academic Probation will be required to meet with the LPS advisor and may be placed on registration hold. It is expected that all students on probation will be enrolled in the term following probation.

2. **Deferred Drop Probation:** Students may be placed on Deferred Drop Probation if they fail to meet the requirements for recovery from Academic Probation, or their academic term G.P.A. is below 1.70. Students on deferred drop probation must achieve a minimum G.P.A. of 2.00 for that semester. If they do not, they may be dropped from the rolls. Students on Deferred Drop Probation will be required to meet with the LPS advisor and will be placed on registration hold until they meet with the LPS advisor. It is expected that all students on probation will be enrolled in the term following probation.

3. **Mandatory Leave of Absence:** Students who accumulate two or more incomplete grades in a given semester may be placed on a mandatory leave of absence until such work is finished. Students placed on mandatory leave must complete all outstanding course work before they are allowed to re-enroll and continue with new work. Students on mandatory leave of absence may not receive credit at Penn for courses taken at another institution during the leave.

4. **Conditions to be restored to good academic standing:** Students who are on academic probation must remedy the condition(s) that placed them on academic probation within the next three courses they take, with no grades of W, F, I, GR, or NR and no more than one Pass/Fail course.

5. **Conditions for readmission:** Students who have been dropped for poor academic performance and who wish to be considered for readmission must contact the LPS advisor for requirements and procedures for readmission. Students will not be considered for readmission for one full calendar year following dismissal. Credit will not be given for courses taken at another institution during that year. If a student is readmitted, the student must maintain good academic standing through to graduation. If the student fails to meet these conditions, the student will be dropped from the University without further warning, and with no opportunity for readmission.

POLICIES GOVERNING HONORS

DEAN'S LIST

College of Liberal and Professional Studies undergraduate students are eligible for appointment to the Dean's List for distinctive academic course work. Eligible students must have completed a

minimum of four courses for letter grades during the academic year from September to May, maintained a 3.7 cumulative grade point average or higher, received no grades lower than a C, and received no incompletes, NR's or GR's during these two semesters. The Dean's List is compiled at the end of each academic year after the spring term grades have been submitted. A notation on the transcript will be made for those students who qualify.

Students who are found by the Office of Student Conduct to have violated the Code of Academic Integrity of the University of Pennsylvania or who have received a sanction of suspension or greater for other violations of the Code of Student Conduct are not eligible for Dean's List in the academic year in which the violation occurred. The Dean's List citation will be removed from the transcript if the finding occurs after this honor has been posted or if the violation occurs during the summer term following the academic year in which this honor was awarded.

Post-baccalaureate students in LPS who are enrolled in either undergraduate or graduate courses are not eligible.

LATIN HONORS

Latin Honors are awarded to those graduating seniors who have achieved a cumulative grade point average at or above each of three levels:

3.80 or higher: *summa cum laude*

3.60 to 3.79: *magna cum laude*

3.40 to 3.59: *cum laude*

Students who are found by the Office of Student Conduct to have violated the Code of Academic Integrity of the University of Pennsylvania or who have received a sanction of suspension or greater for other violations of the Code of Student Conduct are not eligible for Graduation Honors. Notation of Graduation Honors will be removed from the transcript if the finding occurs after this honor has been posted.

LPS ACADEMIC AWARDS

Every year, three College of Liberal and Professional Studies undergraduate students receive special awards: The Association of Alumnae Continuing Education Award, given to the student whose scholarship and qualities of leadership are regarded as being the most outstanding; the Ronald J. Caridi Award is given to the student who best exemplifies the uncompromising commitment to scholarship, hard work, and the life of the mind which the late Ronald J. Caridi embodied and shared with so many; and the Linda Bowen Santoro Award, given by the LPS Alumni Association to a student with unusual motivation and dedication in the pursuit of an undergraduate degree

ACADEMIC OPPORTUNITIES

The College of Liberal and Professional Studies provides exciting opportunities for you to enhance your academic experience. We encourage you to look beyond the basics when selecting courses and meeting curriculum requirements. By taking advantage of the academic options below, you can create a truly interesting and enriching undergraduate program that is uniquely your own.

WRITING PROGRAMS

www.writing.upenn.edu/

The Center for Programs in Contemporary Writing

CPCW brings together all of Penn's writing programs to form a collaborative whole.

- The Critical Writing Program offers discipline-based writing seminars that satisfy the Writing Requirement.
- The Creative Writing Program offers workshops in fiction, non-fiction, poetry, journalistic writing, screenwriting, and playwriting.
- The Kelly Writers House is a center for poetry readings, film screenings, seminars, art exhibits and performances.
- The Marks Family Writing Center provides trained tutors who offer individualized guidance at any stage in the writing process.

The Marks Family Writing Center

LPS students will find the Writing Center an excellent resource. The Writing Center's friendly, well-trained staff will assist with any stage of the writing process, from making sense of a writing assignment to planning, drafting, formatting, and revising. Penn undergraduate and graduate students logged in more than 7,500 visits this year, with an average satisfaction rating of 3.8 (on a 4.0 scale).

Undergraduate walk-in service is available Sunday through Thursday, 7-10 p.m. at the Center for Programs in Contemporary Writing, 3808 Walnut Street, and during the day by appointment. For more information or to make an appointment online, visit http://writing.upenn.edu/critical/writing_center/

LANGUAGES OFFERED AT PENN*

www.college.upenn.edu/languages-offered

African Studies

(Offered through Penn Language Center and the African Studies Center) Amharic, Swahili, Twi, Yoruba, Zulu, and tutorials in various African languages (currently Igbo, Setswana, Shona, Wolof)

Classical Studies

Classical and Medieval Latin, Ancient Greek (offered through the Penn Language Center) and Modern Greek

East Asian Languages and Civilizations

Classical Chinese, Classical Japanese, Japanese, Korean, Mandarin, and (offered through the Penn Language Center) Cantonese, Tagalog, Taiwanese, Thai and Vietnamese

Germanic Languages and Literatures

German, Dutch, Swedish and Yiddish

Linguistics

(Offered through the Penn Language Center) American Sign Language and Irish Gaelic

Near Eastern Languages and Civilizations

Akkadian, Arabic, Avestan/Old Persian, Hittite, Modern and Biblical Hebrew, Sumerian, Syriac, Old Egyptian and (offered through the Penn Language Center) Persian and Turkish

Romance Languages

French, Spanish, Italian, Portuguese, and (offered through the Penn Language Center) Judeo-Spanish (Ladino)

Slavic Languages

Russian and (offered through the Penn Language Center) Czech, Hungarian, Polish and Ukrainian

South Asia Studies

Gugarati, Hindi, Sanskrit, Urdu and (offered through the Penn Language Center) Bengali, Kannada, Malayalam, Marathi, Panjabi, Pashto, Tamil and Telugu

PUBLIC SPEAKING

www.college.upenn.edu/communication-within-the-curriculum

Communication Within the Curriculum (CWIC) is Penn's public speaking program. Its mission is to help students express themselves orally with clarity and confidence.

CWiC Speaking Advisors are undergraduate students trained in public speaking. CWiC Advisors teach workshops and provide coaching sessions for individual and group presentations.

For more information on scheduling a session with a CWiC Speaking Advisor or becoming a CWiC Speaking Advisor, go to the CWiC website.

MINORS

<http://www.college.upenn.edu/minors>

Many students choose to complete one or more minors in order to bring an element of cohesiveness to their electives. Students often choose a minor in order to pursue secondary areas of interest, develop skills or a knowledge base to complement their major, or to express themselves creatively.

PENN SUMMER ABROAD

<http://www.sas.upenn.edu/summer/>

The Penn Summer Abroad (PSA) program offers undergraduate courses that are taught abroad during the summer for Penn credit. Programs run from 2 to 6 weeks and the accelerated courses are taught by Penn faculty or faculty at partner universities. The programs are sponsored by departments in the School of Arts and Sciences and administered by Penn's College of Liberal and Professional Studies (LPS). Participants include students from all the undergraduate schools at Penn. Most of the programs also welcome students from other universities.

Penn Summer Abroad programs are designed for undergraduate students at accredited U.S. or international institutions. Some programs may accept graduate students on a case-by-case basis. All programs require that students are in good academic and judicial standing. Refer to your particular programs and courses for any additional criteria or prerequisites.

All students, including current Penn as well as visiting students, must complete the online application to be considered for a Penn Summer Abroad program.

For more information on Penn Summer Abroad options, information sessions, and application deadlines, please visit the above link on the LPS Website.

PENN STUDY ABROAD

<http://sa.oip.upenn.edu/>

Study abroad can be an important and enriching part of a liberal arts education. While engaging in international study, students develop a true understanding of international diversity through immersion in other cultures and by studying in other languages.

Each year, approximately 600 Penn undergraduate students attend credit-bearing programs abroad in more than fifty countries. Students may choose to study for a single fall or spring semester, or study abroad for the full academic year.

INDEPENDENT STUDY

LPS B.F.A. degree candidates in good standing may be eligible to enroll in an Independent Study course if: the proposed independent study does not duplicate an LPS course offering; the student has completed an introductory course in the same department or program as the independent study; and the department or program approves the independent study.

LPS Students are required to first consult with an LPS advisor early in the semester preceding that in which they plan to undertake the independent study to discuss their interest. If eligible, the LPS Advisor will provide the Independent Study Course Approval Form. The student must find a **standing faculty member** who agrees to supervise the proposed project, obtain information and signatures from the supervising instructor and the sponsoring department or program, and complete the form. The scanned file should be named in the following manner: lastname_firstname_year; ex. *Smith_John 2013*. The student must scan the form and submit it via email to both their LPS Advisor and to Joseph Hallman at halljo@sas.upenn.edu. The completed form must be submitted no later than two weeks prior to the first day of classes of the semester in which the Independent Study is to be conducted. If approved, LPS will register the Independent Study and bill it at the LPS tuition rate.

THE WASHINGTON SEMESTER PROGRAM

The Washington Semester Program (WSP) is a semester long program for Penn undergrads interested in learning political and governmental processes by interning and taking courses in Washington, DC. It provides students with the opportunity to combine practical experience while studying in the nation's capital.

The WSP is suitable for students who have a serious interest in public policy, politics, and government. Majors include political science, economics, humanities, and a number of others. The program features three to four course units of study (which can include an independent research project) and a work assignment in an organization or agency related to the student's career and research interests.

The program is led by Dr. Kathryn Dunn Tenpas, Adjunct Associate Professor of Political Science and Non-resident Senior Fellow at The Brookings Institution. All living and classroom arrangements are located at the University of California Washington Center, located in downtown Washington.

Are you a Washington, D.C. organization looking to hire Penn student interns? E-mail your announcements to d_martinez@sas.upenn.edu.

INTERNSHIPS

Penn recognizes that it is important for students to gain practical experience through internship programs that augment their formal education and enhance their professional preparation. LPS prefers that its students be paid for their work, but when this is not an option and companies insist that the students receive credit as a condition of their "employment," LPS will place a notation as a "comment" on their transcript indicating that they have completed an internship, e.g., "Internship: Summer 2013." Students will not earn a credit unit toward their degree, however.

Students are required to meet with their LPS advisor before they begin the internship to discuss applying for this special notation.

In order for students to have a notation regarding their internship placed on their transcript, they must fill out a request form and submit it to the LPS Office.

LPS will contact the sponsoring company/organization granting the student permission to work there as an intern while making it clear that the University will not indemnify the company or organization during the internship. The University will not insure the student during the internship. When the LPS Office receives confirmation that the student has successfully completed an internship, the notation will be placed on the transcript.

ACADEMIC RESOURCES AND SUPPORT SERVICES

PENN LIBRARIES

www.library.upenn.edu

Of the 15 University libraries, Van Pelt Library is the primary library for students in the arts and sciences, providing access to databases, full-text electronic journals, and reference sources not freely available through public search engines.

For help navigating Van Pelt Library's wealth of resources, students may take a tour of Van Pelt, drop in during walk-in hours, schedule a one-on-one appointment with a reference librarian in a particular subject area, or set up an IM chat with a librarian.

THE DAVID B. WEIGLE INFORMATION COMMONS

www.wic.library.upenn.edu/

The David B. Weigle Information Commons opened its doors in April 2006. Located on the first floor (west) of the Van Pelt Dietrich Library Center, the Commons supports collaborative learning and group activities using the latest technologies. The Commons hosts student assistance services from three program partners - CWiC, Weingarten Learning Resources Center and Writing Center.

The Commons includes a variety of collaboration spaces including Group Study Rooms, Data Diner Booths, Alcove Meeting Areas, Seminar Room and the Vitale Digital Media Lab. The Commons uses many Web 2.0 technologies to connect with students and faculty.

WEINGARTEN LEARNING RESOURCES CENTER: OFFICE OF LEARNING RESOURCES

<http://www.vpul.upenn.edu/lrc>

Phone: 215-573-9235

Stouffer Commons, Suite 300

FAX: 215-746-6326

3702 Spruce Street

TTY: 215-746-6320

The Office of Learning Resources at the Weingarten Learning Resources Center provides professional consultation services in academic skills such as academic reading, writing, study strategies, exam preparation, and time/project management. This academic support is provided through a variety of services and programs, including individual appointments and walk-in hours. Workshops are offered throughout the academic year. For more information about the Weingarten Learning Resources Center visit their web site. For a list of current workshops, click on “events and programs.” To schedule an appointment, contact WLRC at the above telephone number. All services are free and confidential.

**WEINGARTEN LEARNING RESOURCES CENTER:
STUDENT DISABILITIES SERVICES**

<http://www.vpul.upenn.edu/lrc/sdss> Stouffer Commons, Suite 300 3702 Spruce Street
Phone: 215-573-9235 FAX: 215-746-6326 TYY: 215-746-6320

The Weingarten Learning Resources Center houses the Office of Student Disabilities Services (SDS), which provides comprehensive professional services and programs for students with disabilities to ensure equal academic opportunities and participation in University-sponsored programs. Reasonable accommodation to a qualified student’s known disability may be provided to assure equal access. Penn invites students with disabilities to self-identify at any time during their course of study as enrolled students. Although the self-identification process is confidential and completely voluntary, it is required for those requesting accommodation. Additional information is available on their website.

THE TUTORING CENTER

<http://www.vpul.upenn.edu/tutoring>

The Tutoring Center offers matriculating students individual peer tutoring in specific courses in the following formats: Satellite Tutoring Center locations across campus available by appointment, College House tutoring, and course-based student-led workshops and weekly review sessions, and end of semester special events tutorials. Check The Tutoring Center website for schedules, locations and times. The Old Exam File gives students access to faculty-approved online exams (without answers) for many courses. This service is intended for use by students as a study tool only, coupled with peer tutoring.

MARKS FAMILY WRITING CENTER

http://writing.upenn.edu/critical/writing_center

The Penn Writing Center offers friendly, expert writing help to Penn undergraduate and graduate students. Writing tutors are trained to help students with any stage of the writing process, from brainstorming topics to proofreading final drafts.

LANGUAGE DIRECT

<http://www.plc.sas.upenn.edu>

Language Direct is Penn Language Center's free peer-tutoring program in foreign languages, committed to high educational standards. They deliver tutoring and instructional tools to help Penn students excel in their foreign language studies.

Language Direct provides some essential tools to help students excel in the foreign language curriculum at the University of Pennsylvania. They deliver one-on-one, face-to-face tutoring as well as learning aids over the Internet. They also supplement this service with online capability such as BlackBoard and voice-email.

Penn Language Center developed this program with extremely high standards. Their goal is to help students obtain a level of foreign language competency that is comparable to that provided by the best foreign language programs in other universities.

PENN CAP

<http://www.vpul.upenn.edu/aap/penncap>

PENNCAP (Pennsylvania College Achievement Program) works closely with academically talented students, many from low-income or first-generation backgrounds, to support their success during their entire four years at Penn, from matriculation to graduation. Professional staff provide coaching, counseling, academic support, cultural enrichment, and assistance in developing meaningful personal and educational goals.

PENNCAP assists students with important life issues, such as identifying personal life priorities, clarifying career objectives, developing a financial budgeting plan, and maximizing their success at Penn. PENNCAP students generally, but not always, begin the program by participating in the Pre-Freshman Program (PFP), a four-week academic experience augmented by counseling, academic coaching, and cultural activities. In PFP, students make personal connections with faculty, staff and fellow students, become familiar with the institution, experience first-hand the academic culture of the University, and set the stage for their next four years at Penn.

POST-GRADUATE PREPARATION

CENTER FOR UNDERGRADUATE RESEARCH AND FELLOWSHIPS

<http://www.upenn.edu/curf>

The Center for Undergraduate Research and Fellowships (CURF) supports and endorses students applying for the major international, post-graduate, and other competitive fellowships, which are generally for graduate study. CURF also provides information and assistance for undergraduates seeking research opportunities or funding for research, either through the University or elsewhere.

CURF helps Penn undergraduates pursue independent research through personal Research Consultations and administration of competitive research grants.

As one of the world's leading research universities, Penn has a broad array of faculty conducting cutting-edge research in all disciplines. CURF helps Penn undergraduates become involved in research by helping you identify resources, narrow your search, and shape your initial inquiries so you can find appropriate faculty mentors and research funding.

The best place to start is CURF's Research Directory, where Penn faculty and researchers have posted research projects in which undergraduates may participate. Students may find a researcher who is conducting research that intrigues you. Reviewing the Directory will help students see how faculty describe their projects, which should help them begin the process of shaping their own research questions.

After reviewing the Research Directory, call the CURF office at (215) 746-6488 to make an appointment for a Research Consultation.

UNDERGRADUATE RESEARCH DIRECTORY

<http://www.upenn.edu/curf/research/research-directory>

CURF maintains a database of faculty offering opportunities for undergraduates to participate in their research projects. Since research projects are ongoing and dynamic, some opportunities listed may no longer be available. This directory should therefore serve as a guide and a first step toward undergraduate research opportunities, but by no means the only source of information and opportunities. Select "Using the Research Directory" at left for access to (and some important instructions on using) the CURF Research Directory.

If you do not find an opportunity that matches your interests on CURF's Research Directory, do not despair. Check out online suggestions for Finding a Faculty Mentor and Finding Other Faculty. For an appointment to strategize with CURF's Associate Director for Undergraduate Research, Dr. Wallace Genser, call the CURF office at 215-746-6488.

CAREER SERVICES

Suite 20, McNeil Building, 3718 Locust Walk

www.vpul.upenn.edu/careerservices

Eligibility

LPS degree candidates who are enrolled on a full-time basis may utilize all the services and resources available through Career Services, including the pre-health credentials service, the career library, job listings, programs, and workshops. Career counseling is also available to full-time students. Part-time degree candidates may utilize all the resources and services mentioned above except for career counseling, which is only available to part-time students who are within one year of graduation.

Overview

Career Services helps Penn students define their career goals and take the steps necessary to achieve them by providing resources and services on career direction and assessment, employment and admission to graduate and professional schools through individual advising, career seminars and workshops, online job and internship listings, networking, graduate school visits, career fairs and on-campus recruiting.

Resources tailored to undergraduates, including information on alumni mentoring, career fields by major, preparing resumes, interview skills and more, can be found at <http://www.vpul.upenn.edu/careerservices/undergrad>

While there are no pre-medicine or pre-law majors, Career Services provides online information and pre-professional advising for students interested in pursuing these professions. <http://www.vpul.upenn.edu/careerservices/gradprof/index.php>

GRADUATE STUDY

As students explore their majors, they should consider fields they might want to do graduate study in, taking opportunities to enroll in research methods courses and seminars in those fields (even if they are not part of the student's major). They should also take advantage of the Undergraduate Research Directory and the many other resources for undergraduate research available at Penn.

Penn offers much to the student who wishes to study science at the highest levels. Those who wish to major in one of the natural sciences should take courses in that discipline in their first semester. Students should speak with the undergraduate chair of the department of the department that interests them as they plan their first year. Students who successfully completed advanced coursework in science and math in high school may wish to take two science courses as well as math in their first semester.

Students talented in science should consider preparing for a Ph.D. program. It is extremely important to get as much advanced coursework and research experience as possible. Since the common language of science is math, and the common unit of study for most sciences has become the molecule, it is important to begin the study of math, chemistry and physics early in an undergraduate career.

Advising for students interested in graduate studies in the humanities, social sciences and natural sciences is available for qualified students through Career Services and the Center for Undergraduate Research and Fellowship.

UNIVERSITY LIFE / CAMPUS LIVING

LPS STUDENT ASSOCIATION

LPSSA is the official student organization of the School of Liberal and Professional Studies at the University of Pennsylvania. LPSSA was founded to enrich the LPS student experience at Penn, and is run exclusively by LPS students.

LPSSA provides representation, support and community by advocating for LPS students' interests at Penn, fosters a supportive and cooperative environment for LPS students, and provides opportunities to meet and create lasting relationships.

Join the network at www.PennLPSSA.org and attend monthly meetings on the First Friday of each month from 6 – 7 pm.

HOUSING FOR LPS STUDENTS

215-898-3547

<http://cms.business-services.upenn.edu/residential-services/applications-a-assignments/lps-students.html>

Full-time LPS students enrolled in degree-granting programs may apply for housing by logging into <https://myhomeatpenn.upenn.edu> beginning June 1 using their Pennkey and password. Students receive their Pennkey once they have been entered into the student registration system by their schools.

Both undergraduate and graduate LPS students are housed in Sansom Place. Options include single rooms, one and two-bedroom apartments. Furnishings and utilities are included. Because returning Penn students have priority, we advise that you list several room type choices in order to increase your opportunities for assignment. Undergraduates are housed on contiguous floors. The undergraduate occupancy period is for the academic year and rent is charged on a semester basis. Graduate students may select either a September - May or September - June occupancy period. Rent is charged monthly. Older undergraduates may be placed in graduate housing.

All students must sign an Occupancy Agreement, a legally binding contract, for the full occupancy period and are responsible for rent for the full term. Please read the cancellation policies before signing the Agreement and submitting your application.

Assignments for the Fall Semester will begin in July. Assignments for the Spring will begin in December. You will be notified when your assignment has been posted at myhomeatpenn.upenn.edu. You must confirm or cancel your housing. Confirm means you are living on campus. Cancel if you are no longer attending the University or if you are not living on campus. You will be charged cancellation fees according to the terms of your Occupancy Agreement.

PENN TRANSIT SERVICES

<http://cms.business-services.upenn.edu/transportation>

3401 Walnut Street, Suite 447A

Penn Transit's comprehensive system provides effective, efficient and safe integrated transit on and around campus within specific boundaries. Transit services are free of charge to all Penn community members holding a valid PennCard. Service is available year-round except for all holidays observed by the University. Penn Transit's GPS website allows riders to get real time information from a computer, cell phone or PDA about locations and expected arrival times of Penn Transit vehicles.

PennPass

Having a car isn't necessary to get around easily in the Philadelphia area because SEPTA, Philadelphia's public transportation provider, offers full-time Penn students discounted bus and train travel. Full-time Penn students may purchase a PennPass by service zones, for semester-long travel. The basic PennPass offers up to a 10% discount on unlimited weekday travel within the city and unlimited weekend travel anywhere within the SEPTA regional transit system. To purchase your PennPass, visit the "My Transportation" section of Campus Express Online. The PennPass will be charged to your Student Financial Services account.

Penn Transit

Students may purchase a parking permit through Penn Parking if they wish to have a vehicle on campus. New permits are assigned by the date of the application.

THE DIVISION OF PUBLIC SAFETY

<http://www.publicsafety.upenn.edu>

The Mission Statement of the University of Pennsylvania's Division of Public Safety is to enhance the quality of life, safety, and security of our community. The Division accomplishes its mission through the delivery of a comprehensive and integrated safety and security program, in partnership with the community that we serve.

The members of the Division of Public Safety reflect the diversity of our community. We pledge to deliver professional safety and security services that value and respect the rights and differences of all members of the Division, as well as those of the University of Pennsylvania and the University City communities that we all proudly serve.

We are committed to the professional and personal development of all members of the Division of Public Safety, and in turn we expect all of our employees to be models of excellence.

Ultimately, we strive each and every day to earn the trust, confidence, and respect of our community.

Penn Guardian

<http://www.publicsafety.upenn.edu/pennguardian>

Penn Guardian is a free and optional service that is available to anyone with a valid Penn ID number and PennKey. Penn Guardian is a new service that allows you to rapidly provide information about you to the Division of Public Safety during an emergency. By building a personal profile, information about you can be immediately accessed by PennComm dispatchers should you call Public Safety from a registered cell phone. Penn Guardian can also provide police with GPS coordinates from your phone, which can decrease response time and allow first responders to locate you should you not be able to give them your location. To find out more and create a profile, visit the above Division of Public Safety link.

Bicycle Safety Tips

www.publicsafety.upenn.edu/bicycle-safety-information/

Philadelphia has close to 400 miles of bicycle lanes within its city limits. Riding a bicycle is a great form of exercise and an environmentally conscious means of commuting. Visit the above Division of Public Safety link for everyday bicycle safety tips.

Public Safety FAQ <http://www.publicsafety.upenn.edu/pennguardian/faq>

Use common sense. Try not to walk alone or appear distracted by wearing headphones or talking on your cell phone. Being aware of your surroundings is an important factor when protecting your own safety. The below safety resources are also available for you to use as you work, study, play or visit Penn's campus.

Blue Light Emergency Phones

<http://www.publicsafety.upenn.edu/TEC/blue-light-ephones>

Trust your instincts. If something makes you uncomfortable or if you see a person displaying suspicious behavior, you can contact the Division of Public Safety from one of more than 200 blue light emergency phones on campus and in the surrounding community by picking up the receiver or pressing the button.

Remember these emergency numbers:

- * 511 (on campus)
- * 215-573-3333 (off-campus)

Be aware of your surroundings and proactively contact the Division of Public Safety if you notice a safety hazard. You can call our non-emergency line at 215-898-9441 or fill out the customer feedback form.

Walking Escort Service (898-WALK)

<http://www.publicsafety.upenn.edu/security-services/walking-escort>

Walking escorts are available 24 hours a day, 365 days a year, between 43rd & 30th St. and Market St. to Baltimore Ave. Escorts are also available from 10:00am until 3:00am between 50th & 30th and Spring Garden St to Woodland Ave via the University's partnership with the University District Ambassador Program.

How to request a Walking Escort:

- * Ask any Public Safety Officer on patrol or inside a building
- * Call 215-898-WALK(9255) or 511 (from campus phone)
- * Use one of the many building and blue-light ephones located on and off Penn's Campus.

To find out more, visit the above Division of Public Safety link.

Penn Transit Services (898-RIDE)

<http://cms.business-services.upenn.edu/transportation>

Penn Transit Services, 215-898-RIDE, operated by Penn's Division of Business Services, provides mobile escort services for all members of the Penn community, from 6pm – 3am daily (*on-call for emergencies, 3am-7am), operating within the following boundaries: 50th Street – 20th Street and Spring Garden Street to Woodland Avenue. A PennCard ID is required for use of these services.

Rape Aggression Defense (RAD)

<http://www.publicsafety.upenn.edu/special-services/rad>

The Department of Special Services within the Division of Public Safety offers free-of-charge RAD classes with the generous support of the Trustees' Council of Penn Women (TCPW), whose commitment and dedication to the safety and well-being of the Penn women's community enhances the quality of life for ALL members of the Penn community.

Numbers to Know!

General Information:	215-898-7297
Special Services:	215-898-6600
Escort Services:	215-898-RIDE or 215-898-WALK
EMERGENCIES	215-573-3333 or 511 from any campus Penn phone

Property Registration

<https://www.campusexpress.upenn.edu>

Penn students, faculty and staff can register their bicycles, as well as purchase a U-Lock, online with the University of Pennsylvania Police Department. By registering your property, you will increase the chances of recovery should your property ever be lost or stolen. You will also receive a registration sticker which will help to serve as a visual deterrent.

Penn students may register property by logging on to Campus Express Online at the above link and selecting “My Property Registration.”

Medical Emergency Response Team

<http://foxleadership.upenn.edu/content/medical-emergency-response-team>

The University of Pennsylvania Medical Emergency Response Team (MERT) is a student-run, service organization providing emergency medical services to the University community. The primary purpose of the organization is to complement the emergency medical care provided by the University of Pennsylvania Police Department (UPPD) and the Philadelphia Fire Department (PFD) by providing professional, timely, and high-quality pre-hospital treatment. The secondary purpose of the organization is to provide training and education to the both students and the community.

MERT currently operates from 07:00PM - 07:00AM seven days a week during the academic year. In addition, MERT provides additional hours and coverage during major University events such as NSO, Spring Fling, Hey Day and Graduation. Each MERT crew consists of 2-3 members certified as an Emergency Medical Technician Basic in the Commonwealth of Pennsylvania. MERT responds using specially equipped EMS bikes carrying all necessary medical equipment to handle a wide range of calls. The typical response time of MERT is less than 5 minutes.

PENN COMPUTER CONNECTION

Penn Computer Connection

3601 Walnut Street, Second Floor
Philadelphia, PA 19104-3298

Main phone: 215-898-3282

Fax: 215-898-0647

Email: ccxmail@exchange.upenn.edu

<http://cms.business-services.upenn.edu/computerstore/>

Since 1984, the Penn Computer Connection has served as an on-campus computer retail outlet offering educational discounts to the University of Pennsylvania community. Located in University Square, the Computer Connection's showroom is accessible both through the University Bookstore and through its direct entrance on 36th and Sansom.

PENN BOOKSTORE

3601 Walnut Street

penn-bookstore@pobox.upenn.edu

215-898-7585

The Penn Bookstore's on-line textbook purchasing system allows students the option of having their textbooks ready for pick up, or having them shipped directly to their doorstep. After registering for courses, log on to Campus Express Online and go to "My Textbooks." Student will be able to see the required and recommended textbooks for each course and can opt to purchase new or used versions when available. Textbooks can be charged to selected credit cards, or charged directly to the Student Financial Services account. In addition to more than 85,000 fiction and non-fiction titles, the Penn Bookstore carries a variety of periodicals and journals, a great selection of CDs and DVDs, Penn apparel and gifts, many basic household necessities, and houses a wireless internet café.

UNIVERSITY MEDIATION PROGRAM

mediate@upenn.edu

215-898-9880

The University Mediation Program encourages Penn students who are involved in a personal dispute to contact the Program at 215-898-9880 to learn about choosing mediation methods to resolve conflict. A staff member of the program, specially trained in resolving disputes through mediation, can provide information and advice. If your problem seems suitable for resolution by mediation, and both sides agree to try mediation, the Program Coordinator will refer you to trained mediators (student, faculty and staff) who will work with both sides to help you research a mutually acceptable resolution of your differences.

What is mediation?

Mediation is a voluntary dispute resolution process designed to bring people in conflict together in one or more face-to-face meetings or indirect negotiations, facilitated by a mediator, to work out solutions to their differences. The mediator is a specially trained, impartial third party.

Why choose mediation?

Mediation is informal, confidential, effective, free, non-adversarial, and quick. The University Mediation Program assists students in resolving conflicts with roommates, neighbors, relationships, and student organization groups. A mediator can facilitate communication, help parties understand each others' views, promote venting or emotional expression in a safe environment, deal with differences in perceptions and interests between parties, shift focus from the past to the future, and encourage parties to suggest creative settlements.

OFFICE OF THE OMBUDSMAN

The Ombudsman's office welcomes any member of the Penn community who is experiencing difficulty, conflict, or confusion in his or her work, studies, or life at the University more broadly. We offer an accessible and safe place to resolve differences, explore matters of concern, get information, improve communication or generate and evaluate options.

Our mission is to ameliorate those conditions that may impede community members finding satisfaction with their lives at Penn. Our door is open to students, staff, employees, and faculty. We encourage people to contact us at the earliest stages of a problem so that we can assist before it escalates.

Our office operates independently from the traditional organizational hierarchy, reporting only to an executive officer of the University in order to avoid any real or perceived conflicts of interest.

We do not participate in any formal University proceedings, such as disciplinary hearings or professional reviews. We do not keep formal records or official notes. Meetings are relaxed with no set protocols or agendas.

As a designated neutral, the ombudsman's office does not take sides or represent any party. We do not advocate for particular positions, outcomes, or resolutions.

Finally, the Ombudsman's Office values the privacy of its visitors. We will not identify our visitors nor discuss their concerns with anyone unless we have been given explicit permission to do so. We cannot guarantee complete confidentiality, however, as there are certain circumstances requiring disclosure, such as sexual harassment, discrimination, criminal activity, and risk of imminent harm to the visitor, to others, or to the welfare of the University.

HEALTH SERVICES

<http://www.vpul.upenn.edu/shss> 215-573-2523

The University provides outpatient medical care to students through its Student Health Service. The SHS offers an array of clinical services, including initial and follow-up treatment of acute medical illness and injury, management of chronic health problems, health screening and preventive care. The Office of Health Promotion and Education in SHS provides on-site integrative wellness services for students eligible to use the health service. Services include individual sessions for smoking cessation and stress reduction.

All full-time students must carry coverage for care at the Student Health Service, either through payment of the Clinical Fee or through enrollment in the Penn Student Insurance Plan (PSIP). Full-time students who have private or employer-sponsored insurance do not have to purchase the student plan, but they must still pay the clinical fee for coverage at the Student Health Service. Coverage for the Student Health Service is optional for part-time students. The Student Health Clinic is located at 3535 Market St. in the Promed building (at the corner of 36th and Market), on

the first floor. Be sure to bring your PennCard and insurance information whenever you go for medical care. For hours and other information refer to the Student Health web site.

COUNSELING AND PSYCHOLOGICAL SERVICES

<http://www.vpul.upenn.edu/caps/>

215-898-7021

CAPS provides professional psychological and psychiatric services to all Penn students who need help in dealing with academic stress, social difficulties, situational crises, managing personal problems, developing greater self awareness and skills for life-long learning. Students presenting with more serious concerns like depression, anxiety, and eating disorders, among others, are seen as well. Licensed psychologists, psychiatrists, and social workers provide confidential short term psychotherapy for individuals, group counseling, emergency crisis services, medication evaluations, workshops, career assessments/development counseling, and referrals free of charge.

OFFICE OF ALCOHOL AND OTHER DRUG INITIATIVES

www.vpul.upenn.edu/alcohol/

This office seeks to identify methods to reduce substance abuse and violence, control and mitigate campus environments where potential abusive behavior exists, and foster a campus culture in which healthy living efforts are plentiful and successful.

STUDENT DISABILITIES SERVICES

www.vpul.upenn.edu/lrc

(click on Student Disabilities)

SDS may be contacted by phone at 215-573-9235, and by TDD at 215-746-6320.

The Weingarten Learning Resources Center houses the Office of Student Disabilities Services (SDS), which provides comprehensive professional services and programs for students with disabilities to ensure equal academic opportunities and participation in University-sponsored programs. Reasonable accommodation to a qualified student's known disability may be provided to assure equal access. Penn invites students with disabilities to self-identify at any time during their course of study as enrolled students. Although the self-identification process is confidential and completely voluntary, it is required for those requesting accommodation.

OFFICE OF STUDENT AFFAIRS

osa@dolphin.upenn.edu

215-898-6533

The Office of Student Affairs, a department within the Division of University Life, serves as a primary source of information and advice about co-curricular opportunities and resources. Staff members assist students in becoming involved in campus life, conduct leadership development programs, provide continuity for organizations from year to year, manage organizational finances, educate students about University policies, mediate disputes, advise event planners, and help students put classroom learning into practice through the techniques of experiential education. A full list of services provided by the Office is available.

The Office of Student Affairs seeks to provide a range of co-curricular experiences designed to supplement students' classroom experience and contribute significantly to their personal development. Staff members encourage students to create and participate in intellectual, artistic, social, recreational and multicultural activities; to assume campus leadership and governance responsibilities; to develop positive interpersonal relationships and skills within groups; to explore different cultures, ideas and experiences; and to put their learning into practice in the laboratory of co-curricular programs. Staff members support students through various forms of advocacy, through the encouragement of proactive approaches to campus problems and concerns, and through a commitment to the creation of a Penn community.

OSA provides information on student organizations categorized as follows. Students can learn more by visiting their website.

- Academic and Educational
- Cultural and Support
- Environmental Organizations
- Governmental and Umbrella
- Hobbies and Recreation
- Honor Societies
- Performing Arts
- Political Issues
- Publications and Media
- Religious
- Service
- Social
- Graduate and Professional Organizations
- Registered Organizations

FINANCIAL SUPPORT SERVICES

STUDENT FINANCIAL SERVICES AND FINANCIAL AID

Financial aid eligibility is need-based, and in the case of LPS students, may be limited based on enrollment and degree status. We encourage you to thoroughly review the financial aid information, and checklist of required forms, on the Student Financial Services (SFS) website (Apply for Financial Aid section) at <http://www.sfs.upenn.edu>

LPS SCHOLARSHIP OPPORTUNITIES

LPS provides a number of merit scholarship opportunities for matriculated, part-time students who have financial need and are working toward completion of their undergraduate degree. Students provisionally admitted to the B.F.A. program may compete for LPS scholarships once they have met all criteria for full admission. ***Only part-time degree candidates are eligible for the following grants.***

Scholarship recipients must maintain a minimum cumulative grade point average of 3.0, must be active LPS students, and must maintain good academic standing and make adequate progress toward their degree according to the definitions outlined in this manual. Applications for these scholarships can be obtained from the LPS web site:

<http://www.sas.upenn.edu/lps/resources/scholarships>

Scholarship applications must be submitted by June 1 for the upcoming academic year. Not all scholarships are awarded every year.

Bread Upon the Waters Scholarships

Direct tuition grants are available to women over 30 years of age who intend to pursue their undergraduate degree in the liberal arts through the College of Liberal and Professional Studies on a part-time basis. Funds for these scholarships are provided by donations from many private sources, and from former LPS students who want to help others benefit from LPS programs. Bread Scholars are selected on the basis of academic excellence and financial need. Recipients are awarded tuition and general fees for two LPS courses in the Fall and Spring terms and two LPS 12-week courses in the Summer up to the minimum number of course units required to graduate.

The Michael J. Murray Memorial Scholarship

This scholarship has been established by the College of Liberal and Professional Studies in memory of Michael J. Murray, LPS '04, who has left a lasting legacy at the University of Pennsylvania, particularly through his work as founder and president of the LPS Student Advisory Board. The scholarship is awarded to an LPS student pursuing an undergraduate degree on a part-time basis through the College of Liberal and Professional Studies. The student must demonstrate exemplary leadership, participation in community service, and commitment to continuing education. The recipient is awarded tuition and general fees for two LPS courses in the Fall and Spring terms and

two LPS 12-week courses in the Summer, up to the minimum number of course units required to graduate.

Nieberle Scholarships

The Fred J. and Theresa Nieberle Scholarship Fund was established to enable graduates of Catholic high schools in the Delaware Valley to pursue an undergraduate degree through part-time study at the University of Pennsylvania. Applicants must show proof of graduation from a Catholic high school in the greater Philadelphia metropolitan area; scholarships are awarded on the basis of academic excellence and financial need. The recipient is awarded tuition and general fees for two LPS courses in the Fall and Spring terms and two LPS 12-week courses in the Summer, up to the minimum of 32–36 course units required to graduate in the chosen major.

Senior Auditors Scholarships

The Senior Auditors, retired senior citizens who audit Penn Courses through LPS, support scholarships for academically excellent LPS students with financial need. Recipients are awarded tuition and general fees for a total of two LPS courses.

GENERAL POLICIES AND PROCEDURES

[THE PENN BOOK](#)

The Penn Book is a collection of policies that relate to student life at the University of Pennsylvania. These policies govern academic activities such as grading and exams, provide guidance on the use of campus resources, and explain membership in the university community. The University of Pennsylvania reserves the right to rescind admission to a student in violation of its codes of conduct and/or personal responsibilities policies. All students are expected to have read and understood these codes and policies—which are published at the link below—before coming to campus.

[ACADEMIC INTEGRITY](#)

The fundamental purpose of the University as an academic community is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Academic work represents not only what we have learned about a subject but also how we have learned it. Values and beliefs about academic integrity have been adopted by scholars so that others may trace our honorable footsteps, verify what we have learned, and build upon our work. Every member of the University community is responsible for upholding the highest standards of honesty at all times.

As members of the University community, students are also responsible for adhering to the principles and spirit of the [Code of Academic Integrity](#). Penn believes strongly in the importance of academic integrity. Students who violate its precepts are subject to punishment through the judicial system. Ignorance of the rules is no excuse. If a student is unsure whether his or her action(s) constitute a violation of the [Code of Academic Integrity](#), it is that student's responsibility to consult with the instructor to clarify any ambiguity.

The best strategy for maintaining academic integrity is to avoid situations where academic dishonesty might occur. When in doubt, cite. There are many publications, such as the [Chicago Manual of Style](#) or the MLA Handbook for Writers of Research Papers (which has been placed in Rosengarten Reserve by the Honor Council), that provide information about methods of proper citation. Failure to acknowledge sources is plagiarism, regardless of intention.

- Consult with instructors about assignments.
- Plan ahead to leave sufficient time to complete work.
- Contact the [Weingarten Learning Resources Center](#) for help with time management and study strategies.
- For more information, consult the [Office of Student Conduct](#).

PRIVACY OF STUDENT INFORMATION

In college, students' academic and medical records are considered their own property. Penn's policy regarding student information is that students are adults, and the University generally will not share their academic and other records (apart from directory information) with third parties without their explicit consent. This is in accordance with the federal Family Educational Rights and Privacy Act. Though there are situations in which the University can choose to divulge information without a student's consent (for example, if they are listed as dependents on their parents' tax returns), for the most part, students must decide who has access to their academic record. They can indicate whether or not they wish their parents or others to see their educational records using the Privacy Settings screen on Penn InTouch.

As students begin their careers at Penn, it is very important for them to think carefully about their own responsibility and to have a discussion with their families about these confidentiality rules. LPS expects students to be aware of their grades, course registration and all other aspects of their academic career. The Penn InTouch system provides 24-hour access to this information. The LPS advisor is there to help students make the most of their academic career, and the University provides a wide range of support services for both academic and non-academic concerns. Students are expected to familiarize themselves with these services and make use of them when appropriate. While there are many people at Penn who can help, ultimately it is the student who must take responsibility for the decisions he or she makes.

Student Registration and Financial Services (SRFS) recognizes the importance of protecting the privacy of student and applicant records under the University's Policy on the Confidentiality of Student Records, personally identifiable information from a student or applicant's record generally may not be disclosed except with the student's written permission. SRFS also requires individuals to properly secure access to student data via desktop hardware/software and printed manual records.

Restrictions on Disclosing Student Information

In general, University faculty and staff may not disclose personally identifiable information from a student or applicant's records except with the student's written consent. Some of the most common exceptions to this rule are:

To school officials with a “legitimate educational interest” - in other words, where the information is required or would be helpful in the performance of his or her duties, or in the pursuit of an enterprise sanctioned by the University;

To parents, if the parent properly documents that the student is a dependent for tax purposes; As required by other law. (If an office receives a subpoena, court order or other legal papers soliciting student records, please contact the Office of General Counsel).

University faculty and staff may disclose directory information, such as name, address, telephone number, and other designated demographic data, without the student’s consent, unless the student has chosen to object to such disclosure by “opting-out.” Students can exercise their right to opt-out by contacting the University Registrar’s Office. See also [Penn Directory](#).

As a general rule, University faculty and staff must inform any recipient of student records that they may not redisclose that information unless they obtain the student’s written consent.

Summary of University Policy on the Privacy of Student Records

A summary of University policy on the privacy of student records, which includes rights under the [Family Educational Rights and Privacy Act](#) (“FERPA”), often referred to as the “Buckley Amendment”, is available at this [link](#).

CLASS ATTENDANCE

PETITIONS

Students at LPS who believe that their circumstances might warrant an exception from an LPS rule or requirement may submit a petition. They may do so by filling out a petition form and writing a statement. In this petition statement, the student must demonstrate why he or she feels that this exemption should be allowed. If extenuating circumstances such as health or family troubles are cited, proper documentation will be necessary.

If the reviewing committee decides that the case does not warrant exception, the petition will be denied. Decisions are final. Students may appeal a decision only if they can present additional information or documentation.

The Petition Process

The student must first discuss the issue with the LPS Advisor to discuss options, responsibilities, resources and support services that may pertain to the student’s circumstances and serve to inform best strategy toward student success. The student may submit a petition, which will be evaluated by the Petitions Committee. Petitions for waivers of deadlines submitted during the semester in which the student is enrolled in the course are heard by Petitions Committee.

The Petitions Committee meets at regular intervals throughout the school year. The committee will consider the student’s petition statement and any supplementary materials (such as medical documentation) that the student submits. The student will be notified of the committee’s decision, usually within a few days of the committee

meeting. Petitions are submitted through lps@sa.upenn.edu; “Petitions Committee” should be inserted into the subject line. Hardcopy petitions may also be submitted to the LPS Office.

Petitions for Seniors

It is possible that students who are waiting for a decision from the Petitions Committee on a petition submitted regarding graduation requirements may not be cleared in time for graduation. It is, therefore, important to submit any necessary petitions as early as possible.

TRANSCRIPTS

All courses taken for credit at the University of Pennsylvania before a student receives an undergraduate degree are recorded on the student's undergraduate transcript. At the date of graduation, the transcript is closed, i.e., no changes may be made thereafter.

Students can view their undergraduate transcript on Penn InTouch and request official copies of their transcript from the Office of the Registrar.

POLICY ON COMMON MIDTERM EXAMINATIONS

Instructors teaching a course with multiple sections who plan to schedule a common midterm examination outside the class's regular meeting time must notify students of this event during the first week of the semester and be prepared to offer one or more make-up examinations to accommodate any student who is enrolled in a course that meets at the time of the common examination. Students enrolled in a course that conflicts with the time of a common midterm examination must notify the instructor administering the common midterm examination of the conflict by the end of the course selection (add) period. Students may not be required to miss their regularly scheduled class.

RULES GOVERNING FINAL EXAMINATIONS

The University Rules Governing Final Examinations can be read in their entirety at the above link.

CONFIDENTIALITY OF STUDENT RECORDS

The purpose of this policy is to describe the rights and responsibilities of students, faculty and staff regarding the confidentiality of student records, including as specified under the Family Educational Rights and Privacy Act (“FERPA”). The policy can be read in the Penn Book in its entirety at the above link.

SEXUAL VIOLENCE, RELATIONSHIP VIOLENCE AND STALKING POLICY

This [policy](#), which prohibits behaviors that are more generally addressed by the University's Sexual Harassment Policy, applies to faculty, students, staff, and visitors to the University campus and facilities. All forms of sexual violence, relationship violence, domestic violence and stalking, and attempts to commit such acts, are considered to be serious misconduct and may result in disciplinary action up to and including expulsion or termination of employment. In addition, such acts violate federal, state and local laws, and perpetrators of such acts may be subject to criminal prosecution.

Specific guidance for students is provided in the "[Student Guidelines for the University of Pennsylvania Sexual Violence Policy](#)" created by the Penn Women's Center.

[The Sexual Relationship Violence and Stalking Policy](#) can be read in its entirety in the Penn Book.

[Student disciplinary procedures for resolving complaints of sexual assault, sexual violence, relationship violence and stalking](#)

The University of Pennsylvania is committed to providing a safe and healthy environment, free of gender-based misconduct, to all members of our community and visitors to our community. As such, sexual assault, sexual violence, relationship violence, and stalking will not be tolerated. In order to ensure the creation of a climate where students are able to thrive and achieve their full potential, the University has developed a wide range of policies, educational programs, broad-based resources, support, and reporting systems. This amendment to the Student Disciplinary Charter supplements these other policies and initiatives, addressing the process by which complaints against an enrolled University student for a violation of the Sexual Violence, Relationship Violence and Stalking Policy ("Sexual Violence Policy") will be adjudicated and resolved. The University Disciplinary Procedures can be read in their entirety at: <https://provost.upenn.edu/policies/pennbook/2015/02/18/student-disciplinary-procedures-for-resolving-complaints-of-sexual-assault-sexual-violence-relationship-violence-and-stalking>

RELATED CAMPUS RESOURCES

Below is a quick reference list of the key offices that may be useful for a student affected by sexual violence, dating violence, or stalking.

Special Services Unit in the Division of Public Safety

4040 Chestnut Street 24 Hour Helpline: 215.898.6600

Special Services offers comprehensive victim support for any member of the University community who had been a victim of interpersonal violence. Special Services has advocates on call 24-hours a day that can provide options counseling, hospital and court accompaniment, and take formal police reports. Special Services is a confidential unit and can provide support for students who wish to remain anonymous.

Penn Women's Center

3643 Locust Walk Tel: 215.898.6500, 215.898.8611

Staff Hours: 9:30am-5:30pm, Monday-Friday

The Penn Women's Center provides education, advocacy, and co-facilitates support groups for survivors of sexual violence. Staff at the Penn Women's Center can assist victims in navigating the different resources at both Penn and in the broader community. They are also available to provide support and guidance to friends and family of sexual assault victims. PWC supports all students regardless of gender identity or sexual orientation.

[Counseling and Psychological Services \(CAPS\)](#)

133 South 36th Street, 2nd Floor Tel: 215.898.7021
Hours: 9:00am-5:00pm, Monday - Friday. Emergency walk-in all day.
Night and Weekend Emergencies: 215.349.5490 (ask for CAPS Clinician on Call)

CAPS offers a wide range of free and confidential services in a safe space to help students who have experienced violence of any kind and to help students who have been accused of committing violence. Initial consultation, individual and group counseling, crisis intervention, structured workshops, and medication reviews are available. CAPS also has the Sexual Trauma Treatment Outreach and Prevention (STTOP) Team, a multidisciplinary team of Counseling and Psychological Services (CAPS) clinicians dedicated to providing confidential care, support, and advocacy to students who have experienced sexual trauma during their academic career.

[Student Health Service](#)

3535 Market St, Suite 100 Tel: 215.746.3535 (on call provider available 24/7)
Hours: Mon-Weds 8:00am-7:30pm, Thurs 10:30am-5:30pm, Friday 8:00am-5:30pm, Saturday 11:00am-4:30pm; modified hours are in effect during Fall, Winter, and Spring Break, major holidays, and Summer Sessions.

The Student Health Service can provide evaluation and treatment to victims of sexual and dating violence regardless of whether they make a report or seek additional resources. Both male and female providers can perform examinations, discuss testing and treatment of sexually transmissible infections, provide emergency contraception if necessary and arrange for referrals and follow up. The Student Health Service does not perform forensic rape examinations. All services are confidential. Office visits are covered in full by the Clinical Fee and the Penn Student Insurance Plan (PSIP). Charges for lab tests related to a sexual assault are waived.

[Office of the Sexual Violence Investigative Officer](#)

227 Sansom Place East, 3600 Chestnut Street Tel: 215.898.2887 Hours:
9:00am-5:00pm, Monday-Friday

The Office of the Sexual Violence Investigative Officer is responsible for managing and investigating complaints against enrolled Penn students alleging violations of the University's Sexual Violence, Relationship Violence and Stalking policy. The Sexual Violence Investigative Officer works with the Penn community to implement the Amendment to the Student Disciplinary Charter, which applies to all twelve schools. Any member of the Penn community or the general public who believes a Penn student has violated the University Sexual Violence, Relationship Violence and Stalking policy may bring a complaint to this office.

[Office of Student Conduct](#)

207 Duhring Wing, 236 S. 34th Street Tel: 215.898.5651 Hours: 9:00am-5:00pm,
Monday-Friday

The Office of Student Conduct (OSC) is responsible for acting on behalf of the University in matters of student discipline. OSC deals with alleged instances of academic dishonesty and other student misconduct, in order to determine how best to resolve these allegations consistent with the goals and mission of the University as an educational and intellectual

community. OSC does not investigate complaints regarding violation of the Sexual Violence, Relationship Violence, and Stalking policy (see above resource). Any member of the University community or the general public who believes that a Penn student has violated Penn's rules may bring a complaint to OSC.

[Student Intervention Services](#)

3611 Locust Walk Tel: 215.898.6081 Office Hours: 9 a.m. to 5 p.m. Monday-Friday

Student Intervention Services (SIS), which is centrally located in the Office of the Vice Provost for University Life, coordinates the University's response to reports of interpersonal violence against students. SIS provides support to student victims/survivors; coordinates with schools, housing administrators, and other relevant offices at students' request; and connects students to appropriate support services. SIS respects the sensitivity of violence cases and can discreetly advocate for students with schools and other offices in the University.

[The Office of the Chaplain](#)

240 Houston Hall Tel: 215-898-8456

The Office of the Chaplain offers pastoral support, guidance, or informal advising and counseling to all members of the Penn community. The staff is trained to support survivors of interpersonal and sexual violence, or anyone struggling with related issues in a safe and confidential manner. They are also able to connect students to either campus resources or community religious support as needed

[Office of the Ombudsman](#)

113 Duhring Wing , 236 S. 34th Street Tel: 215.898.8261

The Ombudsman is available to listen and inquire into issues or complaints; to explore options for informal resolution of conflicts; to mediate specific disputes; to clarify and examine university policies and procedures; and to connect people with appropriate resources within the University.

[Office of Affirmative Action and Equal Opportunity Programs](#)

3600 Chestnut Street, Sansom Place East, Suite 228 Tel: 215.898.6993

Faculty, staff, and students who believe that they, or someone they know, has been sexually harassed or discriminated against may file a complaint with the Office of Affirmative Action and Equal Opportunity Programs. OAA/EOP can assist with informal resolution or may pursue formal action. Formal action is initiated by filing a written complaint with OAA/EOP. They will investigate the complaint and will take appropriate action. OAA/EOP also provides training for Penn faculty and staff on sexual harassment and other issues related to affirmative action, equal opportunity and diversity.

[Lesbian Gay Bisexual Transgender \(LGBT\) Center](#)

Carriage House, 3907 Spruce Street 215-898-5044

The LGBT Center provides advocacy, education, outreach, and support for and concerning Penn's lesbian, gay, bisexual, and transgender community

[Equal Opportunity and Affirmative Action Policy: Non-discrimination Statement](#)

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of

race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice) or (215) 898-7803 (TDD).