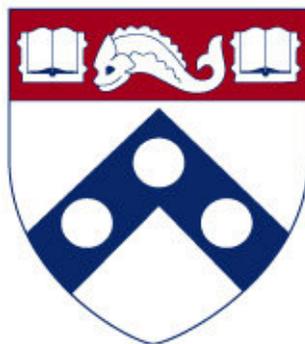


# **Post-Baccalaureate Pre-Health Programs**

Core Studies and Specialized Studies

## **Student Handbook**

Academic Year: 2018-2019



**College of Liberal and Professional Studies**  
**University of Pennsylvania**

## TABLE OF CONTENTS

Post-Bacc. Pre-Health Programs: Core Studies and Specialized Studies.....	p.1
Academic Services, Registration, and Administrative Procedures.....	p.8
LPS Academic Policies.....	p.12
Tuition, Fees, and Financial Aid.....	p.15
Student Identification and University-Wide Electronic Resources.....	p.18
University-Wide Selected Student Services.....	p. 19
University-Wide Selected Policies.....	p. 21

*The Post-Baccalaureate Pre-Health Programs Student Handbook will be a useful resource for planning and implementing your program of study while you are a student in the College of Liberal and Professional Studies (LPS) at Penn. The handbook contains information concerning rules and regulations, procedures, options, advice and much more. Please read this document carefully and keep it for future reference.*

## COLLEGE OF LIBERAL AND PROFESSIONAL STUDIES (LPS)

### POST- BACCALAUREATE PRE- HEALTH PROGRAMS (Pre-Health Programs):

The basic required pre-health curriculum includes: two semesters each of biology, chemistry, organic chemistry, and physics with laboratory, all taken for a letter grade. Many medical, dental, veterinary, and nursing schools also require additional prerequisite courses prior to enrollment such as English, calculus, biochemistry, physiology, microbiology, genetics, behavioral sciences/humanities, and statistics. It's the student's responsibility for knowing the required prerequisite courses for the desired professional schools they plan on applying to.

Recommended courses to complete **before** taking the MCAT

BIOL 101 and 102 and BIOL 203 (BIOL 204 or CHEM 251 also acceptable), Chem 100(or CHEM 101) and 102, Chem 241 and 242, Physics 101 and 102. Some introductory course work in Psychology or Sociology, and Statistics may also be helpful.

Recommended courses to complete **before** taking the DAT

BIOL 101 and 102, Chem 100 (or CHEM 101) and 102, Chem 241 and 242. Advanced course work in cell biology, biochemistry, physiology, or genetics may be helpful but is not required. Completion of Physics is not required for the DAT.

#### **Academic Planning for Core Studies Track (Fall Start)**

All new students are required to meet with a Pre-Health Advisor to create an academic plan. While variations must be made to accommodate each student's academic background and goals, most core students will require a two year plan to both prepare for the MCAT and complete prerequisite course work. Most Core Studies students will complete 13 to 16 course units (c.u.'s) in preparation for professional school. Study plans are individualized but this [sample study](#) plan outlined below may be helpful:

Term	Course	Course Units (c.u.)*
<b>Year One</b>		
<b>Fall Semester</b>	Physics I: Mechanics (lecture and lab): PHYS 101-601	1.5
	Introductory Chemistry I lecture: CHEM 100-601/602	1
	General Chemistry I lab: CHEM 053-601/602	0.5
<b>Spring Semester</b>	Physics II: Electromagnetism (lecture and lab): PHYS 102-601	1.5
	General Chemistry I lecture: CHEM 102-601/602	1
	General Chemistry II lab: CHEM 054-601/602	0.5
<b>Summer Year 1</b>	Complete your Biology sequence requirements: BIOL 101.910 (lecture and lab) 1.5 cu in Summer Session 1 and BIOL 102.920 (lecture and lab) 1.5 cu in Summer Session 2.	

Year Two		
Fall Semester	Organic Chemistry I lecture: CHEM 241-601	1
	Experimental Organic Chemistry I lab (Part I): CHEM 245-601/602	0 (c.u. are earned in spring)
Spring Semester	Organic Chemistry II lecture: CHEM 242-601	1
	Experimental Organic Chemistry I lab (Part II): CHEM 245-601/602	1 (continuing from fall)
	Essentials of Biochemistry: BIOL 203.601	1

This sample plan is just one of several options a pre-health student may select to prepare the student for the MCAT, DAT, or GRE and a June professional school application cycle.

**Core students may also matriculate in the Summer Session.** The decision whether to start with the BIOL 101 and BIOL 102 sequence or the CHEM 100 and CHEM 102 sequence in summer should be made **following a discussion with your admission interviewer and program advisor.** Math courses are frequently recommended for students in the summer session preceding enrollment in chemistry and physics course work.

It may be possible for some Core Studies students to complete their requirements within 1 academic year but this typically requires that the student has completed some previous science course work. Eligibility should include Pre-Advising with the Program Director and, if invited to interview, the Admissions Interviewer.

Some students may fall between the Core Studies and Specialized Studies track. Generally, if a student has completed 50% of the core curriculum (6 c.u.s) it would be most appropriate to follow the Specialized Studies track. This determination can be made in consultation with an Admission Interviewer or at the first advising session in consultation with a Pre-Health advisor and with approval of the Pre-Health Programs Director. Students may not switch their track from Core to Specialized after the first semester in the program.

## **Academic Planning Options for Specialized Studies Track**

All new students are required to meet with a Pre-Health Advisor to create an academic plan. While variations must be made to accommodate each student's plans and academic background, Specialized Studies students can complete courses full-time or part-time:

- Full-time students in the program will take four courses per term, usually in biology or neuroscience, and complete their studies in 2 semesters.
- Part-time students who are working full-time or part-time in a health-related field generally take two courses per term, completing the program in four semesters, or 2 years.

## **Academic Advising**

The Director of the Post-Baccalaureate Pre-Health Programs oversees the academic advising for all students enrolled in the program. Every new student who enrolls in our program will have either an individual or group first advising session, with a member of the Pre-Health Advising team. This first planning session is mandatory and recommended prior to course registration. After that, advising appointments are available for in-person, telephone, or Skype by contacting the Pre-Health Programs Coordinator at 215.746.2238 or scheduling directly via Advisestream.

## **Post-baccalaureate Pre-Health Certificates**

The Post-Baccalaureate Pre-Health Programs at the University of Pennsylvania offer four options for a Post-Baccalaureate Certificate in Pre-Health Studies to provide incentive for academic excellence for highly motivated, dedicated students intent on a career in medicine or other health professions:

- \* Certificate in Pre-Health Core Studies
- \* Advanced Certificate in Pre-Health Core Studies
- \* Certificate in Pre-Health Specialized Studies
- \* Advanced Certificate in Pre-Health Specialized Studies

More information on the requirements of each certificate can be found here:

<https://www.sas.upenn.edu/lps/pre-health/certificate>

## **Linkage**

Penn's Pre-Health Programs participates in "linkage" agreements with five allopathic medical schools: George Washington University School of Medicine, Rutgers Robert Wood Johnson School of Medicine, Perelman School of Medicine at the University of Pennsylvania, and the University of Pittsburgh School of Medicine; one osteopathic medical school: Philadelphia College of Osteopathic Medicine; and two dental schools: the University of Pennsylvania School of Dental Medicine, and Nova Southeastern University College of Dental Medicine. This arrangement eliminates the application glide year between prehealth coursework completion and matriculation into medical or dental school. Linkage admissions are very selective; only a small number of places are awarded each year.

Each medical and dental school determines the eligibility criteria and time-line of the nomination process. Candidates accepted in a linkage program are required to complete all pre-health coursework at Penn and take the MCAT/DAT by the spring semester of the same year they expect to begin medical and dental school. Performance criteria are determined by each medical and dental school, and all acceptances are contingent upon final review of a candidate's academic performance in the Penn Pre-Health Programs and MCAT/DAT results. For each linkage program, the date varies, as does their criteria for considering students in the Core Studies or Specialized Studies track, as well as the recommended length of study at Penn (1-year or 2-years).

If you are interested in linkage, please speak with a Pre-Health Advisor. More information on Linkage can also be found here: <http://www.sas.upenn.edu/lps/postbac/pre-health/linkage>

## **Volunteering**

***Experience in the field of healthcare you are pursuing is essential.*** We recommend that our students complete volunteer, community service, shadowing and/or research experiences in healthcare. There are many opportunities for volunteer work at Penn and in Philadelphia; **it is up to you** to choose where you would like to spend your volunteer time, with what kinds of patients and healthcare issues. We provide a *sample list* of contact people and volunteer programs on the Pre-Health Canvas Community Site, as well as current research postings.

Make time for volunteering: you will enjoy it, you will do something for others, and medical, dental, veterinary and nursing schools **expect** that you will have tested out your career interest in the "real world" of healthcare delivery prior to applying.

## **Pre-Health Programs Enhancements**

During both the fall and spring semester, the Pre-Health Programs team will offer a variety of programming for current Pre-Health students to attend. In the fall semester we will feature our Distinguished Speaker Series with current Penn health experts; visits to medical, dental, and veterinary schools, a few career panels, along with study skills and interviewing skills workshop.

In the spring semester, we will focus on application-gearred workshops on how to apply to medical, dental, and veterinary school; tips on writing personal statements; and prospective nominee process for linkage.

All events will be posted on the Pre-Health Canvas Community Site calendar followed by an announcement for registration.

## **Collecting Letters of Recommendation**

An important component of your application to medical, dental, veterinary, and nursing school is your letters of recommendation (LOR). You should begin assembling your portfolio of letters as soon as you begin the Pre-Health Programs. We recommend letters from faculty who can discuss your academic credentials, professionals who can provide insight into your potential as a future healthcare practitioner, and, when applicable, individuals who can discuss your volunteer, laboratory, or clinical experiences. We suggest that applicants applying to medical, dental, veterinary or nursing school obtain three to five letters.

All of your letters are to be maintained confidentially until you are ready to apply to professional healthcare school.

## **Pre-Health Committee Letter Policy**

The Pre-Health Programs Evaluation Committee provides individualized committee letters for students who are applying for professional studies at medical and dental schools. As described by AMCAS, "the Committee Letter is a letter authored by a pre-health committee or pre-health advisor and intended to represent your institution's evaluation of you." The committee letter becomes part of a recommendation packet assembled by Penn LPS which also includes your individual letters of recommendation.

Requests for a Pre-Health Committee Letter are submitted via Advisestream and are due **March 1<sup>st</sup> of the application cycle**. Requests submitted after the March 1<sup>st</sup> deadline will not be considered.

*Pre-Health students can view the current eligibility criteria for a Pre-Health Committee Letter in the Advisestream Advising Library.*

### **A few conditions of the Pre-Health Committee Letter:**

- Once completed, Pre-Health Committee Letters are only good for **ONE application cycle** to medical or dental school.
- The Pre-Health Programs team will write a Pre-Health Committee Letter ***within one year of completion of the program***, provided that all other eligibility requirements have been met and the internal deadlines for a committee letter are observed.

**Application cycle** refers to the summer an applicant applies to a health professional school for the following fall semester matriculation.

Pre-Health students who do not meet eligibility requirements for a Penn LPS Pre-Health Committee Letter are advised to be in contact with the pre-health staff of their undergraduate institutions that may be able to provide an institutionalized committee letter for alumni.

## **Application to Medical School**

Each year the majority of our students are applying to medical school: allopathic (MD), osteopathic (DO), and/or dual degree programs (e.g.: MD/PhD or DO/PhD). Every applicant to medical school needs to complete the MCAT (Medical College Admission Test). The MCAT, offered January-September, is a computerized test that provides a mechanism for medical schools to assess all applicants on a single criterion. This is an important part of your credentials.

The MCAT requires extensive preparation, and students should begin preparing for this exam months in advance. Students are encouraged to discuss test preparation planning with their PreHealth Advisors. While many students prepare successfully on their own, commercial test preparation services are easily available to Penn students. Pre-Health offers discounts with 2 commercial programs:

Kaplan Live Online offers a **60%** discount to students who enroll in an MCAT, DAT, or GRE test prep course while concurrently enrolled in an LPS course. Information about sign-ups with Kaplan can be found in the PreHealth Canvas announcements.

The Princeton Review offers a 15% discount to Pre-Health students on the MCAT, DAT, and GRE prep courses with promo code **LPS15%**.

Additional details information about the MCAT can be found on the Association of American Medical Colleges (AAMC) website: <https://www.aamc.org/students/applying/mcat/>

In addition to reviewing medical school admission websites, the following professional resources are very valuable when it comes time to navigate medical school admission requirements and how to develop your school list when it comes time to apply to medical school:

- **AAMC MSAR: Medical School Admission Requirements:** <https://www.aamc.org/students/applying/requirements/msar/>
- **AACOM CIB: Osteopathic Medical College Information Book:** <http://www.aacom.org/news-and-events/publications/cib>

The majority of medical schools participate in a primary application service:

- Allopathic schools use **AMCAS: American Medical College Application Services** <https://www.aamc.org/students/applying/amcas/>
- Osteopathic schools use **AACOMAS: American Association of Colleges of Osteopathic Medicine Application Services:** <http://www.aacom.org/become-a-doctor/applying/aacomas>

### **Application to Dental School**

With our proximity to the University of Pennsylvania School of Dental Medicine, a number of our students that enter our program are interested in applying to dental school. Information about dental school programs and requirements can be found on the American Dental Education Association website <http://www.adea.org/>.

The ADEA also publishes an official guide for applying to dental school and what the admission requirements are each year:

- **ADEA Official Guide to Dental Schools:** <http://www.adea.org/publications/Pages/OfficialGuide.aspx>

As part of the dental school application process, applicants must take the **Dental Admission Test: DAT**. The DAT requires extensive preparation, and should only be taken after all the basic science courses are completed, specifically general biology, inorganic/general and organic chemistry. The test is arduous and students should begin preparing for this exam months in advance. While many students prepare successfully on their own, commercial test preparation services (Discounts through Kaplan Live Online

and Princeton Review apply) are easily available to Penn students. Detailed information about the test can be found on the American Dental Association DAT website: <http://www.ada.org/dat.aspx>

The primary application used by most dental schools is known as the **AADSAS: Associated American Dental Schools Application Service**  
[http://www.adea.org/GoDental/Application\\_Prep/The\\_Application\\_to\\_Dental\\_School\\_ADEA\\_AADSAS.aspx](http://www.adea.org/GoDental/Application_Prep/The_Application_to_Dental_School_ADEA_AADSAS.aspx)

### **Application to Veterinary School**

With our proximity to the University of Pennsylvania, School of Veterinary Medicine, we additionally have a number of students preparing to become veterinarians. Information about programs and the application process is found at Association of American Veterinary Medical Colleges home page: <http://aavmc.org/>.

A valuable resource is the **Veterinary Medical School Admissions Requirements (VMSAR)**  
<http://www.aavmc.org/publications/vmsar.aspx> which outlines each veterinary school admission requirements. Majority of veterinary medical school applicants must complete the GRE revised General Test prior to applying to veterinary school. Pre-Health students are eligible for discounts with Kaplan Live Online and Princeton Reviews. Check with the program director for more information. Here is additional information regarding the GRE revised General Test: <http://www.ets.org/gre/>

The primary application service for pre-vet applicants to apply to the majority of veterinary medical colleges is called **VMCAS: Veterinary Medical College Application Services**  
<https://vmcas.liasoncas.com/applicant-ux/#/login>

## **ACADEMIC SERVICES, REGISTRATION, AND ADMINISTRATIVE PROCEDURES**

### **College of Liberal and Professional Studies Academic Services**

LPS Student Services & Records staff is available to help Pre-Health Core Studies and Specialized Studies students. Students may receive assistance for registration of courses; billing and adjustments; issues relating to student records and academic standing; and identifying campus resources.

In addition, students should see a LPS Student Records Coordinator to transfer from one LPS program to another, or to transfer internally to another school at the University.

### **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 registering for more course work than they are able to complete and handle. All Pre-Health Core and Specialized Studies students must meet with a member of the Pre-Health Advising team at the beginning of their academic career to plan their course schedule.

During the academic year, Penn LPS offers evening and Saturday courses in many areas of the arts and sciences. A complete listing of LPS courses with times and descriptions are on our website on the online *Course Guide*, available in February for the following Fall and Summer terms and in October for the Spring term. LPS course listings are also available on the web at [http://www.sas.upenn.edu/lps/course\\_guides](http://www.sas.upenn.edu/lps/course_guides)

The *Course Timetable* appears in late February (for Fall and Summer terms) and October (for the Spring term) and is updated on the web in the *Course and Room Roster*, <http://www.upenn.edu/registrar/>.

Additionally, all undergraduate courses are open to admitted Pre-Health Core and Specialized Studies students. Students may take day or evening courses at their discretion, with the understanding that there is **a significant difference in tuition** outside of LPS courses. Students are discouraged from enrolling in courses at other schools outside of Penn. **Please keep in mind that course(s) taken elsewhere will not be included toward the minimum CUs necessary for a committee letter and/or certificate without prior approval from the Director of the Pre-Health Programs.**

Many courses list prerequisites in their course descriptions. Students should consult the department or instructor if they have a question about fulfilling those prerequisites. Prior academic work may also fulfill a prerequisite. The *University of Pennsylvania Course Register*, which is available on the web at <http://www.upenn.edu/registrar/register/index.html>, provides course descriptions for the courses listed in the *Course Timetable*.

### **Advance Registration and Add/Drop Periods**

Students may register for courses through Penn InTouch (PIT), the University's web-based online registration system; LPS staff can provide assistance or answer questions. Complete registration instructions are included in the *Course Timetable*. In order to access the registration system, students must have an active PennKey—a user name plus password. Students can access PIT through the PennPortal website: [http://medley.isc-seo.upenn.edu/penn\\_portal/view.php](http://medley.isc-seo.upenn.edu/penn_portal/view.php)

The course registration process involves two registration periods. The first is **Advance Registration Request Period**, when students enter their requests for courses they wish to take. At the end of Advance Registration, a scheduling program processes all registration requests at the same time to determine who gets enrolled in the requested courses. Students may advance register during a two-week period starting in late March for the following Fall term and during a two-week period in early November for the following Spring term.

There is no Advance Registration Request Period for Summer terms, but students may register for summer courses at the same time that they advance register for the Fall term.

The second Registration period is **Add/Drop Period** which opens approximately three weeks after the Advance Registration Request Period has closed and students have been notified of their schedules. During this period, students who participated in Advanced Registration Request Period who wish to make changes to their schedules may Add/Drop as they wish through their PIT accounts. Students will know immediately what changes have been processed by viewing their PIT schedules online.

### **Permits and Authorizations**

The courses that require special permission from the instructor are indicated in the *Course Timetable*. The majority of Pre-Health courses are designed to allow priority registration for Pre-Health students and do not require permits for pre-health students. The permits are authorized by the instructor or department and entered by the department offering the course. A permit is not a registration. Students must “claim” the permit by actually enrolling in the course through **Penn InTouch**. A permit reserves a seat in the course; an authorization allows you to enroll if a seat is available. After both Advance Registration and Registration Drop/Request periods have ended, the Registrar's Office removes unclaimed permits from students' records.

### **Graduate Courses**

LPS Post-Baccalaureate students wishing to enroll in graduate level courses (courses numbered 500 or higher) are required to present the following to the College of Liberal and Professional Studies office at the time of each term's registration: either (a) a graduate permission form (available at the LPS registration counter) signed by both the instructor of the course(s) and the graduate group chairperson of the appropriate department, or (b) individual letters from both the course instructor and the graduate group chairperson granting permission to enroll in the course(s). Some departments also require permits to enroll in graduate courses. After obtaining written permission to enroll in the course, you must contact the departmental office to have the permit entered into the registration system.

### **Course Change Deadlines (Dropping, Adding, Withdrawing)**

LPS deadlines differ from those of other colleges and schools at Penn; adherence to LPS deadlines is strictly observed. Students should consult the LPS website for term-specific registration deadlines. The LPS Academic Calendars also indicate any corresponding financial obligations:

<http://www.sas.upenn.edu/lps/calendar>

### **Adding a Course**

Students may add a new course via **Penn InTouch** through 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 online [LPS Academic Calendar](#) for term-specific deadlines.

When making registration changes via **Penn InTouch**, students should always verify their schedule to make sure the changes have taken effect before logging out.

### **Dropping a Course**

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

**Absence from class does not constitute a drop nor does notifying the instructor.** Students who fail to drop a course officially within published deadlines may receive a grade of “F”.

When making registration changes via **Penn InTouch**, students should always verify their schedule to make sure the changes have taken effect before logging out.

### **Late Drop Period**

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 fees for the dropped course.

During this period, students must go to the LPS website to print the late drop form: <https://www.sas.upenn.edu/lps/about/academic-calendar>. The form, found on the LPS Academic Calendar page, must be submitted to the LPS Office, 3440 Market Street, Suite 100 by the end of the business day (5:00PM EST) on the last day of Late Drop. Students should consult the online LPS Academic Calendar for term-specific deadlines.

**Absence from class does not constitute a drop, nor does notifying the instructor.** Students who fail to drop a course officially within published deadlines may receive a grade of "F".

### **Withdrawing from a Course**

Students wanting to discontinue a course after the late drop period has ended would need to withdraw from the course (until the published withdraw period deadline). Students should consult the current *LPS Course Guide* on the LPS website for term-specific deadlines.

Students who withdraw from a course after the late drop period will **have full 100% financial obligation and a "W" notation** on their official Penn transcript.

To withdraw, students must go the LPS Academic Calendar at <https://www.sas.upenn.edu/lps/about/academic-calendar> to obtain a withdraw form. The completed form must be submitted to the LPS Office, 3440 Market Street, Suite 100 by the end of the business day (5:00PM EST) by the last day of the Withdraw period. Students should consult the online LPS Academic Calendar for term-specific deadlines.

Students are encouraged to discuss their withdrawal and overall academic progress with a Pre-Health Advisor and Program Director within the Pre-Health Programs by scheduling an advising appointment.

### **Auditing a Course**

Pre-Health courses are not open to auditors.

### **Changing Grade or Credit Status of a Course**

Pre-Health students are required to take a course for a grade only. Changing grade status to pass/fail is not allowed on any pre-health course.

### **Deferred Enrollment**

Students who are admitted to LPS may defer their matriculation for up to one year **ONLY**. Students who wish to do so should notify LPS of their intentions as early as possible. It is not necessary for 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.

**Please note:** Core Studies students can only defer to fall or summer terms.

### **Inactive Status**

Students who do not enroll in courses for four consecutive terms, including summer, are considered 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 at LPS are advised that they must also make adequate academic progress in their programs as outlined below under “Maintaining Academic Standing” and “Failure to Maintain Academic Standing.”

## LPS ACADEMIC POLICIES

### Course Unit

Academic credit is defined by the University of Pennsylvania as a course unit (CU). Usually, a one-cu course at Penn is converted to 4 semester credit hours elsewhere. Credit earned through LPS is full University of Pennsylvania academic credit. In general, the average course offered at Penn is listed as being worth 1 CU; courses that include a lecture and a lab are often worth 1.5 CUs.

### 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
F	= 0.0 Failure
GR	= No Grade reported for student
NR	= No Grades reported for course
I	= Incomplete (see below)
II	= Extended Incomplete (see below)
P	= Pass (A+ to D)
S	= Satisfactory progress
U	= Unsatisfactory
W	= Withdrew
AUD	= Audit
X	= Academic Violation

### 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 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. 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 Director of the Pre-Health Programs to explain the circumstances of the Incompletes and develop a plan to resolve them.

## **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.

## **Academic Grievances**

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 the Pre-Health program director, then the student may seek the assistance of the Executive Director of the 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 may not repeat any course for credit toward a degree in which a passing grade (D or better) has been received (with the exception of writing courses and certain Fine Arts courses). A student may, however, repeat a course in order to demonstrate his or her ability to achieve a better grade. This second grade will be reflected on the student's transcript, but no credit will be awarded for the repeated course, and it will not be averaged into the student's cumulative grade point average. Students should consult with a Pre-Health Advisor before registering for a course they have already taken at Penn.

## **Maintaining Academic Standing**

Post-Baccalaureate Pre-Health Core and Specialized Studies students must maintain good academic standing. To be competitive, it is strongly recommended that Pre-health students strive to achieve and maintain a cumulative grade point average of 3.50 (B+) or higher. The minimum requirements for maintaining good academic standing include all of the following conditions:

- maintain a cumulative GPA of 2.00 or higher
- earn a term GPA of 2.00 or higher; and
- accumulate no more than two Incompletes, F's or Withdrawals in one term; and
- accumulate no more than five Incompletes, F's, or Withdrawals during the course of their academic career; and
- make adequate progress toward completing program requirements

## **Failure to Maintain Academic Standing**

1. **Academic Probation:** Students who fail to meet one or more of the conditions listed above will be placed on academic probation. LPS will notify students when they are placed on academic probation. Students on Academic Probation will be required to meet with the Pre-Health Director 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 GPA is below 1.70. Students on deferred drop probation must achieve a minimum GPA 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 a LPS Student Services staff member and will be placed on registration hold until they meet with a 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 Director of the Pre-Health Programs 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 program completion. 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.

### **Petition Procedure**

Students who wish the College of Liberal and Professional Studies to waive any academic requirement or regulation must submit a petition to the College of Liberal and Professional Studies Petition Review Committee, as appropriate, and, if relevant, to the instructor involved. Students should meet with a Pre-Health Advisor to determine the most appropriate course of action. Petition forms may be obtained from a Pre-Health Advisor or the Pre-Health Programs Director at LPS.

### **Final Examinations**

Final examinations for LPS courses must be given on the first regular class meeting night (at the regular meeting time) during the period of final examinations. No change in scheduling is permitted without unanimous consent of all students in the class and the Executive Director of LPS. A final exam may not be administered on a reading day or during the last week of classes.

In addition, the Provost's statement on "Rules Governing Final Examinations," found at [http://www.upenn.edu/provost/images/uploads/Rules\\_Governing\\_Final\\_Examinations.pdf](http://www.upenn.edu/provost/images/uploads/Rules_Governing_Final_Examinations.pdf), applies to all LPS courses and makes clear that no classes covering new material may be held during the reading days although review sessions may be scheduled. No students shall be excused from a final examination in a course where such an examination is required. In exceptional instances, such as serious illness or injury, students may be allowed to postpone the examination with the approval of the instructor.

### **Transcripts**

An official Penn transcript of a student's academic record in the College of Liberal and Professional Studies is available from the Office of the University Registrar. Procedures for requesting a transcript can be found on the Registrar's site, <http://www.upenn.edu/registrar/student-services/transcripts.html>, and via [Penn InTouch](#).

## **TUITION, FEES, AND FINANCIAL AID**

### **Tuition**

Tuition is the cost of instruction. Evening courses, day courses, and graduate courses cost different amounts. The current tuition rates for LPS courses can be found in the *LPS Course Guide* and on the web at <http://www.sas.upenn.edu/lps/tuition>. LPS students who take day (or summer) courses must normally pay day (or summer) rates for tuition and general fee.

For day (undergraduate) rates, please reference <http://www.sas.upenn.edu/lps/postbacc/pre-health/tuition>

For summer rates, please reference: [http://www.sas.upenn.edu/summer/summer\\_sessions/tuition\\_fees](http://www.sas.upenn.edu/summer/summer_sessions/tuition_fees)

Tuition rates for undergraduate day 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 Student Records Office, 215.746.6902.

In cases where a Pre-Health student has a time conflict between 2 LPS classes, and there is an equivalent day class available, students may request a tuition reduction approval from the program director. The course conflict form can be found on the Pre-Health website under resources.

### **Program Fee**

The program fee is assessed each term and enables LPS to maintain and provide for non-academic services.

### **General Fee**

The general fee enables the University to maintain such essential facilities as the library system, museums, institutes, and special laboratories.

### **Special Course Fees**

Non-credit courses are offered at special fees announced in the *LPS Course Guide* each term. These are listed (as are laboratory and other course fees payable in addition to tuition) with the course description in the *LPS Course Guide*.

### **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: [www.upenn.edu/computing/penngetsit/index.html](http://www.upenn.edu/computing/penngetsit/index.html).

### **Recreation Fee**

Students enrolled in 4 or more cu.s are automatically members of Pottruck Center, the University fitness center, through a dedicated recreation fee. 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.

### **Student Health Fee**

The clinical fee is required for full-time students and allows them unlimited access to the Penn Student Health Service. The fee is charged each semester that a student is enrolled for four (4) or more course units. More information is available at Student Health Service: <http://www.vpul.upenn.edu/shs/clinicalfee.php>.

## **Payment Process**

Effective September 1, 2006, Student Financial Services discontinued paper billing and implemented Penn.Pay, a web-based electronic billing system for Student Accounts. With the electronic billing system, student account billing statements are accessible from any computer with Internet access. Students are notified by an e-mail that is sent to their University-assigned e-mail accounts when the new monthly statement is ready for viewing. Payment options are online via the Penn.Pay service (ACH), or mailing a check to a lockbox processing center; a printable PDF file will be available on Penn.Pay to accompany check payments.

The Office of Student Financial Services post e-bills within four to six weeks after the registration has been processed. All tuition and fees are payable by the date indicated on the bill. Students are required to pay in full the amount listed. The University does not have a partial payment plan. Students with billing/payment questions or problems should contact Student Financial Services (215.898.1988). Students who have not received a bill within six weeks after registration should contact the LPS Student Records Office (215.746.6902).

## **Late Payment**

Students will continue to be held liable for payment until such time as their indebtedness is removed. Exceptions may be granted by petition to the College of Liberal and Professional Studies Student Services Committee and only under extraordinary circumstances. The University reserves the right to withhold registration material, transcripts, and all other information regarding the record of any student who is in arrears in the payment of tuition, fees, or any other charges, including student loans. For continued delinquency in the payment of debts to the University, the student may be permanently dropped from the rolls. The enforcement of this penalty shall not relieve the student of the obligation to pay any outstanding fees and charges.

## **Payment of Tuition, Fees, and Other Charges**

All amounts billed are due on the due date indicated on the bill. The bill states the charges for tuition, fees, room, board, and other expenses from a variety of offices across Penn in a central billing statement. It may show both actual and temporary credits from a variety of sources.

Payment may be made by mail. Send the payment coupon (lower portion of the bill) and a check, made payable to the:

The Trustees of the University of Pennsylvania  
P.O. Box 785551  
Philadelphia, PA 19178-5551

Payment also may be made in person by bringing the payment, along with the payment coupon (lower portion of your bill) to the University Cashier:

Franklin Building Lobby  
3451 Walnut Street  
Philadelphia, PA 19104

Balances remaining unpaid beyond the due date are subject to a late payment penalty of 1.5% per month on the unpaid balance which will appear on the next statement.

The current bill is always available online at PennPortal:

[http://medley.isc-seo.upenn.edu/penn\\_portal/view.php](http://medley.isc-seo.upenn.edu/penn_portal/view.php)

No student shall be awarded a degree or certificate who has not paid in full all financial obligations to the University.

When a check for payment of a bill is not honored on presentation to the payer bank, the bill is considered

unpaid. As a result, late payment penalties will be assessed together with a \$30.00 returned check charge.

### **Tuition Refund Policy**

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

1. Dropped Courses: If a student drops a course within the first two weeks of the start of the semester, the associated full tuition, general fee, and technology fee will be refunded by credit to the student's University account. Although students are permitted to drop without academic penalty between the ends of the second and fifth weeks of the term, only 50% of the tuition, general fee, and technology fee will be refunded. 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 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 refer to the LPS Academic Calendar for term-specific deadlines:  
<http://www.sas.upenn.edu/lps/calendar>

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. Cancelled 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.

## **STUDENT IDENTIFICATION AND UNIVERSITY-WIDE ELECTRONIC RESOURCES:**

### **Social Security Number**

A valid Social Security number is required for registration. This number will be used as a student identification number. International students will be assigned a student I.D. number to be used for all University transactions by the LPS Office.

### **PennCard**

All LPS students are **required** to obtain a PennCard, the official University of Pennsylvania identification for students, faculty, and staff. The PennCard provides access to University facilities, services, cash convenience, and more. To obtain a PennCard, bring a valid form of photo ID (driver's license, passport, etc.) to the PennCard Center, Second Floor of Penn Bookstore, 3601 Walnut Street. Only enrolled students may receive a PennCard, which should be carried at all times. The PennCard site can be found here: <http://cms.business-services.upenn.edu/penncard/>

### **PennKey**

All LPS students are **required** to obtain a PennKey. A PennKey is required to authenticate, or verify, an individual's 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 InTouch, Blackboard, certain library resources, and public campus computers. A PennKey is also required to obtain a Penn email address. Newly admitted students will receive a PennKey setup code via email within 5-7 business days of the receipt of their enrollment form. If you have not received a PennKey setup code within that time frame, you should contact [pennkey@isc.upenn.edu](mailto:pennkey@isc.upenn.edu). If you wish to get it sooner, please allow two business days after submitting your enrollment form before visiting the Registrar's office. You will need to show a photo ID.. The following site provides more information about the PennKey: <http://www.upenn.edu/computing/pennkey/>.

### **Penn InTouch**

Penn InTouch (PIT) provides secure access via the Internet to online course registration, class schedules, academic records, future academic planning, billing, financial aid application status and awards, address corrections and updates, and student health information. A PennKey is required to access Penn InTouch at [http://medley.isc-seo.upenn.edu/penn\\_portal/view.php](http://medley.isc-seo.upenn.edu/penn_portal/view.php)

### **Penn Email**

SAS students have several options for email. 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. Information about how to forward your SAS email to an existing account can be found here: <https://www.sas.upenn.edu/computing/help/students/email/forwarding>

1. F

## **UNIVERSITY-WIDE SELECTED STUDENT SERVICES:**

### **The Weingarten Learning Resources Center**

The Weingarten Learning Resources Center, located at 3702 Spruce Street, Stouffer Commons, Suite 300, provides professional consultation services in skills such as academic reading, writing, study strategies, and time management. This academic support is provided through a variety of services and programs including the very popular series of study skills workshops offered at the beginning of each Fall and Spring term for LPS students. For more information about the Weingarten Learning Resources Center visit their website at <http://www.vpul.upenn.edu/lrc/> or call 215.573.9235.

### **Student Disabilities Services**

The Weingarten Learning Resources Center includes 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. SDS may be contacted via the web at <http://www.vpul.upenn.edu/lrc/sds/index.html>, by phone at 215.573.9235, and by TDD at 215.746.6320.

### **The Tutoring Center**

The Tutoring Center offers Penn students a variety of options to supplement their academic experience. Tutorials are offered in several formats; individual sessions at Satellite Tutoring Center locations, private tutorials, student-led workshops, and review sessions. This year (2014-2015) the Tutoring Center will have a network of Pre-Health students available to tutor in the core content areas of biology, chemistry, and physics. <http://www.vpul.upenn.edu/tutoring/>

### **Counseling and Psychological Service**

The Counseling and Psychological Service (CAPS) offers a wide range of services including: individual and group counseling and therapy, crisis intervention, structured workshops, psychological testing, medication reviews, and consultation. The staff of CAPS consists of psychologists, psychiatrists, and social workers. In addition, psychology doctoral interns, psychiatric residents, psychology practicum students, and social work field placement students supplement the professional staff. Services are without charge to Penn students. What a student discusses with CAPS will be treated as private and confidential and will be revealed only with the student's permission, or in a psychiatric emergency, such as when the need exists to prevent injury to oneself or others. For more information: <http://www.vpul.upenn.edu/caps/>.

### **Office of the University Ombudsman**

The Office of the Ombudsman assists individuals in finding solutions to problems that they may not be resolvable through other channels. The office is concerned with safeguarding individual rights and promoting better channels of communication throughout the University. It is independent of all administrative offices. The Ombudsman is not an advocate for any one individual or group. He or she is an advocate for fairness, adherence to University regulations, due process, and personal responsibility. The Office supplements, but does not replace, any existing grievance mechanisms or modes of redress. It can and does recommend changes in existing rules and practices when necessary. The Office of the Ombudsman may be reached at 215.898.8261 or <http://www.upenn.edu/ombudsman/>.

### **Student Health Services**

The University has a number of health-related requirements for students. These include completion and submission of health and immunization records, coverage for outpatient medical care through Penn Student Health Service (SHS), and maintenance of health insurance coverage for in-patient and catastrophic care. Students are advised to call SHS at 215.746.3535 or consult their website at

<http://www.upenn.edu/shs/> for the most accurate and up-to-date information on student health requirements.

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.

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 (either through the clinical fee or through enrollment in PSIP) is *optional* for part-time students.

The Student Health Clinic is located at 3535 Market Street, Suite 100. Students must bring their PennCard and insurance information whenever they go for medical care. For hours and other information refer to the Student Health Services website <http://www.upenn.edu/shs/> or call 215.746.3535.

### **Student Health Insurance**

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 PSIP. All full-time students must either enroll in PSIP or submit a waiver indicating alternative coverage. *Full-time 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.

### **Immunization**

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. The following LPS students must comply with University immunization requirements upon first enrolling in credit courses:

- students who enroll full time;
- students who are eligible for, and purchase, the Penn Student Insurance Plan;
- students who use the Student Health Service, whether part or full time;
- students enrolled in a LPS degree program (AA, BA, BFA, MLA, MES, MSAG, MAPP and MUSA), whether part-time or full-time.

To comply, LPS students should complete a Pre-Matriculation Health Record obtained from the Student Health Service. Please note: Students born on or before January 1, 1957 are exempt from the above requirements. The Student Health Service can provide missing immunizations at a fee that covers costs.

LPS students who are not in the above categories are strongly encouraged to update their immunizations and file them with the Student Health Service using the Health Record. 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 immunization requirements. Contact the Immunization Coordinator at 215.746.3535, menu option #4 or email [immune@pobox.upenn.edu](mailto:immune@pobox.upenn.edu)

## **UNIVERSITY-WIDE SELECTED POLICIES:**

**For Information concerning all Published Policies Relevant to Students see  
*The Pennbook: Resources, Policies & Procedures Handbook*  
Published by the Office of the Provost  
<http://provost.upenn.edu/policies/pennbook>**

### **Code of Academic Integrity**

In as much as the standing of an educational institution and the value of a degree from that institution are dependent upon the integrity of study and research carried on at that institution, the Code of Academic Integrity is drawn to make clear the policy of the University concerning academic honesty. Each student attending the University must abide by this code, the text of which is available on the web at [http://www.upenn.edu/provost/PennBook/academic\\_integrity\\_code\\_of](http://www.upenn.edu/provost/PennBook/academic_integrity_code_of)

### **Confidentiality of Student Records**

Pursuant to the Family Educational Rights and Privacy Act of 1974 ("FERPA"), as amended, in general, personally identifiable information can be disclosed to people outside the University only with the written consent of the student or alumnus/a involved. A statement setting forth specific University policy concerning the following (1) disclosure of information to people outside the University, (2) disclosure of information to people within the University, (3) permitting students to inspect and review records, and (4) providing students with the opportunity to seek the correction of their records is available. The complete confidentiality statement is available on the web at [http://www.upenn.edu/provost/PennBook/confidentiality\\_of\\_student\\_records](http://www.upenn.edu/provost/PennBook/confidentiality_of_student_records)

### **Non-Discrimination Policy 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, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or status as a Vietnam Era Veteran or disabled veteran in the administration of educational policies, programs, or activities; admissions policies; scholarship and loan awards; athletic, or other University-administered programs or employment.

Questions or complaints regarding this policy should be directed to: Executive Director, 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). See also [http://www.upenn.edu/provost/PennBook/university\\_of\\_pennsylvania\\_non\\_discrimination\\_statement](http://www.upenn.edu/provost/PennBook/university_of_pennsylvania_non_discrimination_statement)