



**Penn**  
UNIVERSITY *of* PENNSYLVANIA

# **Young Scholars Student Handbook Fall 2020**

College of Liberal and Professional Studies  
3440 Market Street, Suite 100  
Philadelphia, PA 19104  
Phone: 215-898-7326

Tiffany Clayton, Director  
LPS High School Programs  
[tclay@sas.upenn.edu](mailto:tclay@sas.upenn.edu)

Max Vasapoli, Manager  
LPS High School Programs  
[maxv@sas.upenn.edu](mailto:maxv@sas.upenn.edu)

## Program Overview

Penn's Young Scholars Program permits high school students to enroll in one or two undergraduate courses per semester for academic credit. Young Scholars will attend and participate in courses alongside Penn undergraduates, and all students will be assessed and evaluated as traditional undergraduate students. Upon successful completion of the program and all undergraduate coursework included therein, Young Scholars may request official copies of their University of Pennsylvania transcript outlining courses completed, grades earned, and credit received. When applying for full-time undergraduate study, either at Penn or another institution, you will be required to submit all secondary and post-secondary academic transcripts, which includes the transcript you will receive after completing the Young Scholars Program. As such, it is imperative all Young Scholars take all coursework seriously and relay any and all concerns to an academic advisor immediately.

## Academic Calendar

The semester begins on Tuesday, September 1, 2020. Young Scholars are subject to the same academic calendar, deadlines, and policies as other College of Liberal and Professional Studies students. Below is the fall term calendar.

<b>Classes Begin</b>	Tuesday, September 1
<b>Labor Day (Classes will not meet)</b>	Monday, September 7
<b>Last Day to Add Language Courses and Writing Seminars</b>	Friday, September 11
<b>Last Day to Add a Course</b>	Tuesday, September 15
<b>Last Day to Drop a Course with No Financial Obligation and No Notation on Transcript</b>	Tuesday, September 15
<b>Last Day to Drop a Course with 50% Financial Obligation and No Notation on Transcript.</b> (Students must submit a <a href="#">Late Drop Form.</a> )	Monday, October 12
<b>Last Day to Change Grade Status in a Course</b>	Friday, October 30
<b>Last Day to Withdraw from a Course. Full Financial Obligation Applies.</b> (Students must complete a <a href="#">Withdrawal Form.</a> )	Monday, November 9
<b>Thursday/Friday class schedule on Tuesday/Wednesday</b>	Tues., Nov. 24 & Wed., Nov. 25
<b>Thanksgiving Recess (Classes will not meet)</b>	Thurs., Nov. 26 – Sun., Nov. 29
<b>Monday Schedule on a Thursday</b>	Thursday, December 10
<b>Fall Term Classes End</b>	Monday, December 10
<b>Reading Days (Classes will not meet)</b>	Fri., Dec. 11 – Mon., Dec. 14
<b>Final Examinations</b>	Tues., Dec. 15 – Tues., Dec. 22
<b>Fall Term Ends</b>	Tuesday, December 22

## **Course Selection and Registration**

Young Scholars are eligible to register for 2 course units per semester. Courses must be chosen from the provided list of approved Young Scholar courses offered through the College of Liberal and Professional Studies. Students interested in courses not on this list must contact their advisor. The pre-approved list of Young Scholars courses may be found on the College of Liberal and Professional Studies website: <http://www.sas.upenn.edu/summer/courses/schools/sas/young-scholars>

Young Scholars are not eligible to register themselves for courses. Rather, they are required to consult their academic advisor in order to complete course registration. High School Program Staff will be scheduling remote orientation and remote office hours. *Please note: Enrollment in a specific course is not guaranteed.* Course enrollment may be verified through Penn-in-Touch (see instructions on page 6.)

## **Academic Policies**

### ***Academic Standing***

All Young Scholars must maintain a 3.0 GPA in their Penn courses in order to remain a member of the Young Scholars Program. Any Young Scholar who does not maintain a B average will not be allowed to register for the following semester. Any student who does not meet the academic criteria will be dismissed from the program and will need to reapply for a future term.

### ***Academic Integrity***

All students are required to abide by all College of Liberal and Professional Studies and University policies, including the Code of Academic Integrity. The code may be found here: <https://catalog.upenn.edu/faculty-handbook/iv/iv-b/>

### ***Grading System***

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

A+	= 4.0 Distinguished	F	= 0.0 Failure
A	= 4.0 Excellent	GR	= No Grade reported for student
A-	= 3.7	NR	= No Grades reported for course
B+	= 3.3	I	= Incomplete (see below)
B	= 3.0 Good	II	= Extended Incomplete (see below)
B-	= 2.7	P	= Pass, A+ TO D
C+	= 2.3	S	= Satisfactory progress
C	= 2.0 Average	U	= Unsatisfactory
C-	= 1.7	W	= Withdrew
D+	= 1.3	AUD	= Audit
D	= 1.0 Below Average	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 (Pass) by the Registrar. A failure is posted as an F.
2. Grades of P are not computed when determining students' grade point averages; grades of F are computed.
3. The Pass/Fail option stipulates that the instructor is not to be informed of those students who have enrolled Pass/Fail.

## ***Credits and Credit System***

Penn academic credit is measured in "course units" (CU). Most courses earn one CU, which is equivalent to four semester hours at other institutions. If planning to transfer your Penn credits to your future undergraduate institution, please maintain a course syllabus and transcript for your records, as these will aid in the transfer.

If planning to apply to one of Penn's undergraduate schools, you may learn about Penn's Pre-College Dual Enrollment Work policy, here: <https://admissions.upenn.edu/admissions-and-financial-aid/preparing-for-admission/freshman-admission/external-exam-credit>

## ***Incompletes***

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. 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. 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.

## ***Failures***

A grade of F remains on the student record and cannot be erased, even if the student repeats the course and earns a passing grade. A grade of F is always calculated into 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. Should this meeting not yield a satisfactory resolution the student may ask the Undergraduate Chair of the department for assistance. 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 Vice-Dean of LPS.

## ***Petition Procedure***

Students who are requesting an exception to an existing policy or requirement must first meet with the Young Scholars staff to discuss the request and to receive a petition form, if that is the best course of action. Petitions and supporting documents are submitted to the LPS Student Services office and will be reviewed by the LPS Petitions Committee.

## ***Final Examinations***

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 transcript of a student's academic record is available from the University Registrar. To request a transcript, follow instructions outlined on the Registrar's web site (<http://www.upenn.edu/registrar/transcripts/1988-or-later.html>) and in [Penn-In-Touch](#).

## ***FERPA Policy***

As stated by Federal law, the Family Education Rights and Privacy Act (FERPA), protects the privacy of student educational records. Students in the Young Scholars Program are protected under FERPA policies, meaning information regarding a student's performance in the classroom or any identifying academic information may not be released to anyone but the student. Should a student wish to release their records to a parent or guardian, they must provide a written (email) notification stating such which includes the full name of the parent or guardian.

## **Academic Resources**

### ***Participating In your Online Course***

Before your course starts, please review the online learning pages about [preparing for your online course](#) and [course expectations](#). Every course is designed to reflect the activities and assignments necessary for the course goals. Instead of meeting in a classroom for 3 hours per week, your time may be spread over an entire week that includes reading, watching videos, participating in discussions in Canvas, and participating in live Zoom meetings, plus any assignments and projects. All due dates, deadlines, and course meetings will be outlined in the syllabus, received on or before the first day of courses. Once received, review your syllabus, familiarize yourself with the course outline, and retain the syllabus should you need to reference it or for course credit transfer evaluation.

### ***Instructor Office Hours***

All instructors are required to hold weekly office hours in which students may drop in with questions or concerns. Should stated office hours not fall within your range of availability, please email your instructor for alternate meeting times or to schedule an appointment.

### ***Writing Center***

The Marks Family Writing Center, located at 3808 Walnut Street, provides writing support, guidance, and feedback to students at any stage of the writing process. The center is staffed by well-qualified peer and faculty writing specialists and is open six days a week by appointment and five days a week. To schedule an appointment, [visit their website](#).

### ***Canvas***

Canvas is a learning support system utilized by many courses which provides additional readings, discussion boards, videos, or resources applicable to coursework. If your course uses the Canvas system you may log in using your PennKey via [the Library's website](#). Please review the [Canvas Student Quick Guide](#).

### ***Calculus help***

The Mathematics Department offers Calculus help throughout the semester. Times and locations vary by semester. Please refer to the Math Department website for specifics: <http://www.math.upenn.edu/ugrad/calc/help/help.html>

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

The Weingarten Center remains committed to providing academic support services and programs for students at the University of Pennsylvania in light of classes transitioning to an online format. At present, the staff is working will continue to support students by providing academic assistance through virtual platforms and by overseeing implementation of accommodations for students with disabilities. Please do not hesitate to contact the Weingarten Center at (215) 573-9235 to get updated information about Student Disabilities Services, Office of Learning Resources, and Tutoring Services and to be connected with a staff member who can address your needs.

## ***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.

## **Electronic Resources**

### ***Penn Key***

The [PennKey website](#) for FAQs and trouble shooting.

Couldn't find an answer in their [Help Guide](#) or [FAQs](#)? Ask for help via [this online form](#).

All Young Scholars Students are REQUIRED to set-up a PennKey, which is an access code for ALL University systems, including Penn-In-Touch, the online billing system, and Canvas.

New students should receive a set-up code necessary to create a PennKey shortly after enrolling (typically within 72 hours.) This is sent via email from [pennkeysetupcode@lists.upenn.edu](mailto:pennkeysetupcode@lists.upenn.edu). **Please be sure to check your spam or junk folder for this automated email.** Newly admitted students who did not provide a U.S. Social Security Number with their application are also issued a Penn-assigned SSN to use during PennKey registration.

Once you receive your set-up letter please follow the instructions to properly set-up and test your PennKey. If you lose or forget your PennKey password please follow the instructions listed on the PennKey website to reset your password

### ***Two-Step Verification***

See FAQ: ["How do I enroll in Two-Step?"](#)

Two-Step Verification provides an added layer of protection when accessing PennKey-protected web sites and applications. After you log in with your PennKey and password, you'll use a device in your possession to verify your identity. With Two-Step, your data is protected, even if your PennKey password is compromised. To enroll in Two-Step, visit: <https://twostep.apps.upenn.edu>

### ***Penn SAS Email***

All Young Scholars are REQUIRED to obtain and regularly check a Penn e-mail account while at Penn. This e-mail address is where all official correspondence from the University will be sent (including billing statements, course communication, etc). After setting-up your PennKey, please go to the following site and follow the instructions on setting up a Penn e-mail account: <https://www.sas.upenn.edu/computing/help/students/email/options>

## ***Penn Portal***

The Penn Portal allows students to access a variety of electronic systems, as well as customized course information and the university academic calendar. [https://portal.apps.upenn.edu/penn\\_portal/portal.php](https://portal.apps.upenn.edu/penn_portal/portal.php)

## ***Penn-In-Touch***

Penn InTouch (PIT) provides secure access via the Internet to online course schedules, academic records, billing, address corrections and updates, and transcript ordering. A PennKey is required to access Penn-In-Touch, which may be found at [https://medley.isc-seo.upenn.edu/penn\\_portal/intouch/splash.html](https://medley.isc-seo.upenn.edu/penn_portal/intouch/splash.html).

## ***Remote IT Support***

[This guide](#) is intended to help all students with accessing and using virtual instruction. This guide covers PennKey support, remote learning tools, and [SAS-specific support](#).

## ***Participating in an Online Course***

Information about [preparing for your online course](#) and [course expectations](#) is available here.

Instead of meeting in a classroom for 3 hours per week, your time may be spread over an entire week that includes reading, watching videos, participating in discussions in Canvas, and participating in live Zoom meetings, plus any assignments and projects. Courses may meet synchronously (in real time) or asynchronously (at the student's pace) or a hybrid of both. This information is denoted on all course descriptions. Please be advised that *most* courses will meet synchronously *without* the option of prerecorded online lectures.

## ***Tuition and Billing***

Course tuition and fees are calculated in the same manner as all other non-degree undergraduate students at the College of Liberal and Professional Studies. The rate of tuition is based upon the number of course units taken and the division of the University in which they are taken. All billing for the University will be done on an electronic basis via Penn.Pay. Please refer to the following website for complete information:

<http://www.sfs.upenn.edu/pennpay/how-to-use.htm#what>

Any Young Scholar that attends a School District of Philadelphia public or charter high school will receive a full tuition waiver for one undergraduate LPS evening course, limited to the fall and spring semesters only. Summer course tuition is charged of all Young Scholars, regardless of school district.

All students (regardless of semester or school district) are responsible for any other fees associated with attending courses, which may include textbooks, laboratory fees, course materials, etc.

## **Useful University Resources**

### ***Library***

The University of Pennsylvania has 15 different libraries, including the largest open stack library in the nation. To find out more, visit [www.library.upenn.edu/home.html](http://www.library.upenn.edu/home.html). Your PennKey and email account give you access to all of the library's resources.

### ***Bookstores***

Although the Penn bookstore is temporarily closed, they continue to process online course material and general merchandise orders for delivery. They have expanded their digital format availability of course materials which provides students access to course materials immediately after their orders are processed. More information is available on the [Penn Bookstore site](#).

### ***University of Pennsylvania Undergraduate Admissions***

The Office of Admissions handles all undergraduate admissions. While in-person tours are suspended, they are offering ways to engage with the Penn Community online, [including a student-led virtual tour](#). Check out their [contact us](#) page to view FAQs, submit a question, join their mailing list, or to connect with the admissions officer from your territory.