

**UNIVERSITY OF PENNSYLVANIA**



**College of Liberal and Professional Studies**

**BACHELOR OF ARTS  
STUDENT HANDBOOK**

**Academic Year: 2018-2019**

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## INTRODUCTION

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 policies and protocols, 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 opportunities available to you. Students are responsible for adhering to all University policies and procedures, to abide by LPS academic calendar deadlines, and for consulting with advisors on a regular basis in order to optimize the undergraduate experience. Please check the LPS website periodically for updates, and read emails you receive from University offices. Note that throughout the handbook you will find underlined text hyperlinks that will automatically link to other information both within the document as well as to external web links where you can find additional important information. If you find any discrepancy or expired links in this document, please alert your LPS advisor to seek clarification.

# LPS OFFICE HOURS 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](mailto:LPS@sas.upenn.edu)

## **LPS Website:**

[www.pennlps.org](http://www.pennlps.org)

## **Penn Website:**

[www.upenn.edu](http://www.upenn.edu)

## **Penn Book**

<https://provost.upenn.edu/policies/pennbook>

## **LPS Student Records and Billing**

215-746-7040

## **LPS Administration**

**To Schedule Appointments:** 215-746-7040

Each student is assigned an LPS Advisor to assist them in navigating their undergraduate career from the transition into Penn through to graduation. The name of the assigned advisor is listed to the Penn In Touch student record. The program director is also listed as an alternative contact. To consult with an LPS Advisor, schedule an in-person or telephone appointment by calling 215-746-7040. Students may also consult with LPS Advisors via email. Please note that appointments cannot be arranged via email.

## **BFA Program Administrators**

**Kathy Urban:** Director of Undergraduate Programs

[kathyu@sas.upenn.edu](mailto:kathyu@sas.upenn.edu)

**Jen Kollar:** Advisor and Associate Director, Undergraduate Degree Programs

[jkollar@sas.upenn.edu](mailto:jkollar@sas.upenn.edu)

**Susan Hassett:** Advisor, Undergraduate Degree Programs

[hassett@sas.upenn.edu](mailto:hassett@sas.upenn.edu)

## **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.

# LPS ACADEMIC CALENDAR

Penn is made up of several different schools and divisions. LPS students must adhere to the LPS academic calendar dates and deadlines. Click the above link to connect to the LPS Calendar.

# GETTING STARTED GUIDE

## TO DO CHECKLIST

- ① Set up your [Penn Key](#)  
You will receive a Penn Key Set-Up Code in the mail or e-mail. [Register your PennKey](#) as soon as you receive the set-up code. This step will allow you to complete most of remaining tasks on this checklist.
- ② Set up your [Penn SAS Email](#)  
Students are required to set up a Penn SAS email. This address 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.
- ③ Set up your [Penn Directory](#)  
Update your contact information listing to the Penn Directory.
- ④ Update your contact information and privacy settings in [PENN IN TOUCH](#).
- ⑤ Apply for financial aid online through [Student Financial Services](#)  
Complete the [SFS Must-Do List](#)  
Submit all [Financial Aid Forms and Applications for LPS](#)
- ⑥ (International Students) [Penn Global / International Student and Scholar Services \(ISSS\)](#)  
Complete the [International Students & Scholars Prearrival Checklist](#)  
[Check in with ISSS](#) at 3701 Chestnut Street, Suite 1W, as soon as you arrive at Penn.
- ⑦ Visit the website to meet and document compliance with [Student Health Services](#)  
Enroll or document [Student Health Insurance Requirements](#)  
Obtain and document [Immunization Compliance Requirements](#)
- ⑧ Review the [LPS BA Student Handbook](#)  
Read pertinent information prior to submitting transfer credit evaluation and before consulting with the LPS advisor.
- ⑨ Apply for [Transfer Credit Evaluation](#) prior to consulting with the LPS advisor.  
Collect course descriptions and/or syllabi from coursework at previous institutions, and apply for transfer credit evaluation by uploading information to the [External Course Assessment Tool \(XCAT\)](#). Note that if you applied while any courses were still in progress, you will need to submit a final official transcript once all grades are posted by your previous institution. This may be in addition to any official transcript you may have submitted in order to be admitted.

- 10 Consult with [LPS Advisor](#)  
After reviewing LPS BA Student Handbook and submitting your transfer credit evaluation, call the LPS Office at 215-746-7040 to schedule a telephone or in-person academic advising session.
- 11 Submit Official Transcripts (if applicable)  
If you submitted unofficial transcripts when applying to Penn, your admission was conditional upon receipt of official documents. New students may not register for courses until LPS has received sealed or secured official transcripts from all previous schools.
- 12 Register for courses [PENN IN TOUCH](#)  
Once LPS has received official transcripts from all previous institutions attended, students may register. Review the LPS Guide to Registering for Courses, Overview, Course Search, Course Selection and Advanced Registration Guidelines on the LPS website [Registration](#) section.
- 13 Submit [Tuition Reduction Request](#) forms (if applicable).
- 14 Obtain your [Penn Card](#) after registering for courses.
- 15 RSVP to and attend [New Student Orientation](#).
- 16 Check your course schedule in [PENN IN TOUCH](#) the day of your first class meetings to find the most updated building and room assignments. Use the live blue links to view locations on the [Campus Map](#).

# FINANCIAL RESOURCES AND SERVICES

## INTERNAL SOURCES

### STUDENT FINANCIAL SERVICES

The office of Student Financial Services (SFS) is available to help admitted and current students navigate the financial aid process. For more information on financing your undergraduate studies, visit the [SFS website for College of Liberal and Professional Studies Undergraduate Students](#)

### LPS SCHOLARSHIPS

Several merit scholarship opportunities are available for matriculated, part-time students who have financial need and are working toward completion of their undergraduate degree. Scholarships are awarded on the basis of academic merit, commitment and financial need. Bachelor of Arts students may compete for scholarships only after they have met all criteria for full admission. All applicants must complete the [scholarship application form \(PDF\)](#) and an [online FAFSA \(Free Application for Federal Student Aid\)](#) as part of their application. Please note that not all scholarships are awarded every year.

### TUITION REDUCTION (MAJOR REQUIREMENTS AND LANGAUGE REQUIREMENTS)

College undergraduate courses not offered through LPS that are used to satisfy pre-requisites for admission to the intended major, core requirements of the declared major, or foreign language requirement, may be eligible for tuition reduction. To apply for tuition reduction, students must submit the online [Tuition Reduction Request Form](#) by the deadline published in the [LPS Academic Calendar](#), and have their major advisor update appropriate courses to the major academic planning worksheet in Penn In Touch. Approved courses will be reduced to the cost of LPS undergraduate [tuition rates](#). Students who have questions about tuition reduction eligibility criteria should consult with the LPS advisor, and are strongly urged to do so well in advance of the start of classes so that any related registration changes can be made. College of Liberal and Professional Studies courses end with a section code between -601 and -609 in the fall and spring. In summer, LPS courses end with section codes of -900 to -909. Courses with any other section numbers belong to other schools and divisions at Penn and will be billed at the rates of those divisions. Students are responsible for the full tuition of any registered courses that have not received prior approval of the tuition reduction request.

### YELLOW RIBBON

The Yellow Ribbon Program is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows degree-granting institutions of higher learning in the U.S. to voluntarily enter into an agreement with the Department of Veterans Affairs (VA) to fund tuition expenses for eligible veterans. LPS is one of many schools and programs at Penn participating in the Yellow Ribbon Program by designating institutional funds to support qualified applicants; undergraduate students are eligible for \$10,000 in matching funds. Complete details about Penn's participation in the program can be found at the [Office of the Registrar Yellow Ribbon website](#). Details and eligibility guidelines for Post 9/11 benefits, including the Yellow Ribbon Program, can be found at the [Department of Veterans Affairs Education and Training website](#).



### **STUDENT EMPLOYMENT OFFICE**

The Student Employment Office manages the posting of work-study and non-work-study jobs on and off campus. Information regarding part-time job opportunities is available online.

**CAREER SERVICES** has a **JOBS AND INTERNSHIPS SEARCH** page with extensive resources and listings.

### **CENTER FOR UNDERGRADUATE RESEARCH AND FELLOWSHIPS (CURF)**

CURF maintains a directory of fellowships, scholarships, and grants.

## **EXTERNAL SOURCES**

### **BIG FUTURE**

Find scholarships, other financial aid and internships from more than 2,200 programs, totaling nearly \$6 billion.

### **FinAid – THE SMART STUDENT GUIDE TO FINANCIAL AID**

FinAid was established in the fall of 1994 as a public service. This award-winning site has grown into the most comprehensive source of student financial aid information, advice and tools -- on or off the web. Access to FinAid is free for all users and there is no charge to link to the site.

### **FAST WEB**

Once you complete your profile you'll have access to our database of more than 1.5 million scholarships. That's \$3.4 billion dollars in funding - all available to students like you!

### **MALDEF**

Since MALDEF's founding, the civil rights organization has supported the next generation of civil rights advocates for the Latino community. MALDEF currently offers: a Scholarship Resource Guide for high school, college, and graduate students; a Law School Scholarship Program for law students; and a DREAM Act Student Activist Scholarship Program for college and graduate students.

## **PENN ONLINE TOOLS GUIDE**

### **UNIVERSITY WEBSITE**

The university website provides students with information about campus-wide resources, offices, opportunities, policies and procedures pertaining students throughout Penn. Please note, however, that LPS students must follow LPS Academic Calendar deadlines, which may differ from others.

### **LPS WEBSITE**

The LPS website links to the LPS Academic Calendar, the LPS Course Guides, the LPS BFA Student Handbook, Tuition Reduction Request Forms, the Graduation Application, and a variety of support

services, policies and procedures. It is easy to navigate and updated regularly. Note that LPS policies and procedures occasionally change and are updated accordingly, so check back regularly.

### **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 before coming to campus.

### **PENN PORTAL**

The Penn Portal serves as a student's dashboard to access online university resources, announcements, action items, financial information, registration and academic information, and campus life resources.

### **CAMPUS EXPRESS**

A one-stop shop for many essential student services, such as ordering text books, buying a new computer, purchasing a semester-based discounted transit pass, learning about banking options, registering property, renters insurance, dining, and other options.

### **PENN IN TOUCH**

Penn In Touch is the electronic student file, where students may search for, register, or drop courses, view financial aid and billing information, update personal contact information and privacy settings, register for the [UPennAlert Emergency Notification System](#), view their academic requirements worksheet, grades, and LPS and Major Advisor listings. It is accessed through the top tab in the Penn Portal and by using the PennKey and PassWord to sign in.

### **LPS COURSE GUIDE**

This link lists courses offered through LPS.

### **LPS REGISTRATION GUIDES**

The LPS website provides several step-by-step visual tools for navigating Penn In Touch registration.

### **CANVAS**

Canvas is a Learning Management System used by many Penn professors to provide course information, announcements, syllabi, communication, images, documents, grades, etc.

## **ACADEMIC ADVISING**

## **TRANSFER CREDIT EVALUATION**

Transfer students are required to begin submitting their transfer credit evaluation prior to registering for courses. Students are strongly urged to begin this process as soon as they have set up their PennKey. A fully completed transfer credit evaluation is necessary so that the advisor can accurately determine a student's class standing, and provide a thorough audit of those Penn requirements satisfied by former coursework, and those that remain outstanding. This is crucial in being able to make strategic registration decisions.

In general, transfer credit may be awarded for academically-based courses at a regionally accredited institution, passed with a grade of C or better, that are similar in content and classroom meeting hours to the curriculum on this campus. At Penn, credit is awarded in course units. Courses taken for fewer than forty contact-hours each term will not transfer.

Students should submit course descriptions and / or syllabi from their former institutions through the online [External Course Approval Tool \(XCAT\)](#). Credit is authorized by academic departments offering similar course content. At the sole discretion of the department, approved courses may be assigned a Penn equivalent course number. The LPS advisor can assist in determining the appropriate department to evaluate a course in cases where it is unclear. Students may submit to more than one department simultaneously. The LPS advisor, and in some cases the major advisor, will assist the student in making appropriate course selections while course work is under review.

Transfer credits will be posted to the Penn transcript, but former grades will not be recorded or used in calculating the cumulative grade point average. The maximum number of approved transfer course units that may be counted toward the degree is limited to one-half the total number required course units toward the degree. Transfer credit may be used to fulfill Foundational or Sector requirements if a designated equivalent Penn course number is assigned, except in the case of the Quantitative Data Analysis and the Writing Requirements, which in most cases must be completed at Penn. The LPS advisor can assist in determining how approved transfer credit may be applied toward general requirements according to academic policies set forth by the executive curriculum committee. Use of transfer credit to satisfy major requirements is at the sole discretion of the major department.

Quantitative Data Analysis Requirement: can only be satisfied by courses taken at Penn. In some cases exceptions to the restriction on transfer credit may be made for transfer students. A transfer student who wishes a course taken prior to matriculation at Penn to be count toward the QDAR may petition the committee. The committee turns down more petitions than it accepts. To file a petition, the student should:

1. read the [criteria](#) for QDAR courses;
2. send a letter to the chair of the Quantitative Data Analysis Education Committee (c/o Kent Peterman in the College Office) indicating why the courses should count;
3. include a copy of the transfer-credit form for the course, if available, and, most importantly;
4. include a syllabus and as much relevant documentation as possible about the parts of the course that make it suitable for the requirement, including exams or assignments.

The following courses are approved for transfer students without a petition:

STAT 111

CHEM 053

CHEM 54

Departments evaluating courses from other institutions for transfer students assign these course numbers only if they meet the criteria for the QDA requirement.

*Many incoming transfer students were enrolled in courses in progress at the time they submitted their application. Courses in progress approved for transfer credit cannot be posted to the Penn transcript until a final official transcript with all grades posted has been sent by the previous institution directly to the [College of Liberal and Professional Studies](#).*

[AP CREDIT](#)      **The ETS code for LPS is 2986.**

The University of Pennsylvania recognizes that many incoming students have participated in special programs of study that may earn them college credit or placement. These programs include exams such as Advanced Placement, International Baccalaureate, SAT II, GCE A-levels, and other international exams as well as courses taken at other colleges or universities before matriculation at Penn ("pre-College" credit). It is important that students understand the policies governing the award of credit in these cases since they will be responsible for submitting the appropriate materials.

If you have taken courses for [AP credit that are eligible to count toward your degree at Penn](#), contact [College Board](#) to have your scores sent to LPS. **The ETS code for LPS is 2986.**

## LPS ACADEMIC ADVISOR

You will make countless academic decisions during your time at Penn. You will choose courses, declare a major, 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.

BA students will have access to a general academic advisor through LPS, as well as a major advisor provided through the department of their chosen discipline. The name of the BA program director and the student's assigned academic advisor will appear in Penn InTouch 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 strongly encouraged to avail themselves of the advice and counsel of LPS advisors for clarification of the transfer credit process, 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.

Upon official declaration of the major, students are provided with a major department advisor, whose name and email link will also appear in Penn InTouch. The major advisor will offer advice and counsel on all matters related to the major, oversee and authorize major requirements and update major requirements portion of the Penn InTouch Academic Planning Worksheet. BA students will at the same time retain the LPS general advisor who remains first point of contact for all matters outside of the major.

BA 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 must set up their [PennKey](#), [PassWord](#), and [SAS email](#), and submit transfer credit evaluations to XCAT prior to scheduling with an advisor. Continuing students are strongly encouraged to consult with advisors on a regular basis to update the academic planning worksheet in Penn InTouch and to confirm academic progress.

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, emails, and publications sent from Penn, the LPS Office, faculty and advisors. Use the information available on the Penn and LPS websites throughout their educational careers.
- 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. Students who are significantly late 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.

## MAJOR ADVISOR

In addition to being assigned an LPS Academic Advisor, students will also be assigned a Major Advisor within their department of interest once they officially declare a major. The major advisor will assist students in selecting courses to satisfy major requirements, to update the major worksheet in Penn In Touch, to clarify policies within the major, and to steer students toward other opportunities in their field of study. Once the major advisor has been assigned, their name will appear in the student's Penn in Touch profile; the listed name links to the advisor's email address.

## BACHELOR OF ARTS CURRICULUM

LPS provides its undergraduates with a broad general education that will lay the groundwork for critical and creative thinking in all fields. Ideally the graduate of LPS will be: well informed about the world and at home in today's complex technological society; willing and able to make critical judgments and to exercise intellectual leadership; and prepared for specialized scientific and scholarly research, for

education for the professions, and for the informed exercise of the rights and responsibilities of citizenship.

The B.A. curriculum is designed to lead students through a structured process of decision-making to construct a program of studies that reflects both their interests and the aims of a liberal arts education. The major, through which students will concentrate at least a third of their course work in a single disciplinary or interdisciplinary field, is a key structural element of the program. Throughout their careers, students will take a number of electives, normally 20, that enable them to sample possible fields for their major and also to explore a variety of fields outside their major. Together, the major and electives are structured to enable students to become familiar with the variety of domains of knowledge and modes of inquiry that constitute the arts and sciences in a leading research university. Associated with both the major and the electives are a number of requirements. Students must satisfy all of the requirements prescribed for their programs. As they make decisions about how to fulfill the various elective and major requirements, students also should consider their larger educational goals:

- What field does a student find most intellectually stimulating to the point of wanting to make it the subject of his or her most advanced and accomplished work?
- What other fields will a student explore in order to gain some understanding of the various sectors of knowledge as configured in the College of Liberal and Professional Studies curriculum and how they relate to one another?
- How will a student pursue the study of a foreign language most profitably to gain insight not only into the structure of language but also into the fabric of a different culture?
- How will a student use the opportunities offered by various writing assignments to sharpen analytical skills and expressive abilities?
- How can a student become more sophisticated in his or her understanding of quantitative information in the various forms in which it is encountered in contemporary life?

LPS' B.A. degree is designed to assist students in accomplishing the following goals:

- To develop not only knowledge about the world but also the critical, creative, and conceptual tools to be able to add to that knowledge
- To develop a detailed understanding of a few domains and an appreciation for a broad range of human endeavors
- To be able to view a problem from a variety of perspectives, appreciating the kind of understanding that each allows
- To be able to convey to others in concise and effective ways the nature of the student's understanding

LPS' B.A. curriculum draws you toward two distinctive goals: toward general education across the wide range of the arts and sciences and toward specialized education in a major. A commitment to holding these two—general and specialized education—together has been the genius of American higher education since the early part of the last century. We continue to believe that these two elements constitute an education best suited to enabling intelligent individuals to live humane, productive and fulfilling lives in the 21st century.

*The total number of course units required for the B.A. is equal to the number required for the major (usually varies from 12-16) plus 20, a total of 32-36 CUs. Students must complete requirements in*

*Foundational Approaches, Sectors, and their Major, as well as Free Electives. Students must work closely with the LPS advisor to ensure they fulfill their General Requirements, and with their major advisor to ensure they meet all major requirements.*

## GENERAL EDUCATION REQUIREMENTS

The LPS curriculum provides students with an academic framework for becoming an educated and successful citizen of the 21st century. By taking courses in a variety of disciplines ([Sectors](#)) and incorporating a range of skill sets ([Foundational Approaches](#)), students are prepared to engage in complex thinking and to develop an area of specialization (major). This combination of depth and breadth of study is the hallmark of Penn's liberal arts education.

The curriculum's framework provides students with a structure for customizing their education in the liberal arts. With help from academic advisors, students will select from a variety of courses to fulfill each element of the curriculum, including the free electives, and may choose to expand their academic experience beyond the classroom through options like research or study abroad.

## THE FOUNDATIONAL APPROACHES

The Foundational Approaches are key intellectual capabilities—communication, analysis, and perception—demanded in a variety of disciplines.

## POLICIES GOVERNING THE FOUNDATIONAL APPROACHES

- With the exception of the Foreign Language Requirement, none of these requirements may be satisfied with advanced placement credit (including A-Levels, I.B., and other similar credit based on external examination). In addition, credit awarded by departmental exam can also not be used to fulfill any Foundational Approach.
- The same course cannot be used to satisfy more than one Foundational Approach. However, courses taken to satisfy Foundational Approaches may also be used to satisfy the Sector and/or Major Requirement.
- Non-SAS courses approved for the Foundational Approaches are counted as SAS courses in calculating total credits needed for graduation.
- Courses taken to satisfy these requirements—with the exception of the Foreign Language Requirement—must be taken for a letter grade, not pass/fail. The Foreign Language Requirement may be taken for pass/fail if the student has not already exceeded the allotted number of courses they may take on a pass/fail basis. Students may change their grade type status in a course up until the published deadline. There are no exceptions to the deadline.
- Each of the requirements that make up the Foundational Approaches is satisfied by taking a course from a list of APPROVED requirement courses.

## THE FOUNDATIONAL APPROACH REQUIREMENTS

### WRITING

Writing is the primary medium through which the quality of a student's intellectual work will be judged. The ability to express oneself clearly and persuasively in writing is fundamental for success across all academic disciplines, and throughout one's personal and professional life. For these reasons, writing plays a central role within the LPS curriculum.

- Students fulfill the Writing Requirement by taking 2 courses from the list of approved courses (WRIT 030 and WRIT 130. LPS section numbers include -601, -602, -603 (Fall and Spring), or -900 (Summer).
- Students must take 2 LPS writing seminars to fulfill the LPS Writing Requirement. It is recommended that students take these courses during their first year of study, but they must be done in sequence and cannot be taken concurrently.
- Seminars must be taken for a letter grade, not pass/fail. To satisfy the Writing Requirement, students must earn a minimum grade of C- in the seminars.
- Seminars may not be used to fulfill any other LPS General Education Requirement. Students are also encouraged to continue development of their writing skills by participating in Penn's writing programs.
- See [additional policies](#) pertaining to *Foundational Approaches*

### FOREIGN LANGUAGE

Competence in a foreign language is essential for an educated person. Participation in the global community is predicated on the ability to understand and appreciate cultural difference, and nothing brings this more sharply into focus than the experience of learning a foreign language. The foreign language not only affords unique access to a different culture and its ways of life and thought; it also increases awareness of one's own language and culture. For this reason, LPS students are required to attain a certain degree of competency. Students are strongly urged to begin their foreign language requirements as early as possible in their studies at Penn.

Students arriving at Penn with prior foreign language experience should immediately consult with the department teaching that language to explore advanced placement or satisfying the requirement by passing an examination administered by that department. This should be arranged prior to, or during, the first semester matriculated to Penn. Please note that the determination of competency will vary between departments and even between language groups within departments.

The Foreign Language Requirement is normally fulfilled by completing the fourth-semester level course in a particular language. Policies may vary by language program; students with questions should contact the relevant department.

- Foreign Language Requirement courses may not be used to fulfill any other General Education Requirement.
- Pre-college credit, transfer credit, credit away and credit earned studying abroad may be counted toward the Foreign Language Requirement only when departments award credit using the number of a Penn course approved for the Foreign Language Requirement.



- All courses taken to satisfy the Foreign Language Requirement may be taken for either a normal letter or pass/fail grade; students may select their chosen grade type status in Penn In Touch registration. If the registration system is closed, students may email their LPS advisor to request the change and have until the published deadline to do so. No exceptions may be made to the deadline.
- Courses used as part of the Language Requirement substitution may not also be used to fulfill any major requirement, nor to fulfill any part of the Sector Requirement.
- See [additional policies](#) pertaining to Foundational Approaches

### **Language Substitution**

*Students who believe that they have a documented disability that precludes learning a foreign language should contact the Student Disabilities Services Office (SDS). A member of their professional staff will explain the assessment procedure, which requires up-to-date neuropsychological testing.*

*If a student's disability is verified by SDS, the student should meet with their Program Director in the LPS Office to confirm approval of the substitution and to select appropriate substitute courses. The number of courses each student will require will depend upon the number of foreign language classes he or she has completed before applying for the substitution. A full substitution will require four substitute courses. Substitution courses are selected as follows: The student must choose one geographical area in the world where English is not the primary language and take at least one course in cinema or literature in translation from that country or region. The remaining courses will focus on the culture or literature of that same geographical area. If the student has not taken any foreign language courses at Penn, she or he must also take one class in linguistics or anthropology of language. All classes for the language substitution must be approved in advance by the LPS advisor. See [additional policies](#) pertaining to Foundational Approaches.*

### **FORMAL REASONING**

In contrast to Quantitative Data Analysis courses, which deal with inductive reasoning, courses designated for this requirement focus on deductive reasoning and the formal structure of human thought, including its linguistic, logical and mathematical constituents. These courses emphasize mathematical and logical thinking and reasoning about formal structures and their application to the investigation of real-world phenomena. In addition to courses in mathematics, this requirement includes courses in computer science, formal linguistics, symbolic logic and decision theory.

- Students fulfill the Formal Reasoning and Analysis Requirement by taking a course from the list of approved courses.
- Courses taken to satisfy the Formal Reasoning Requirement must be taken for a letter grade, not pass/fail. Any passing grade, from A+ through D, is acceptable in order for a course to fulfill the Formal Reasoning and Analysis Requirement.
- A course used to satisfy the Formal Reasoning and Analysis Requirement may be double counted toward other requirements in the General Education Curriculum (except for the Writing and Foreign Language Requirements) as well as toward the Major Requirement and requirements for a minor.

- Pre-college credit, transfer credit, credit away and credit earned studying abroad may be counted toward the Formal Reasoning and Analysis Requirement only when departments award credit using the number of a Penn course approved for the Formal Reasoning and Analysis Requirement.
- Neither advanced placement credit nor credit by departmental exam may be used to fulfill the Formal Reasoning and Analysis Requirement. However, students who receive credit for MATH 104 in either of these ways and who take any Arts and Sciences course that has calculus as a prerequisite or co-requisite may use that course to fulfill the Formal Reasoning and Analysis Requirement.
- See [additional policies](#) pertaining to *Foundational Approaches*

### QUANTITATIVE DATA ANALYSIS

In contemporary society, citizenship, work and personal decision-making all require sophisticated thinking about quantitative evidence. Students in LPS must complete a course that uses mathematical or statistical analysis of quantitative data as an important method for understanding another subject. Through such study, students learn to think critically about quantitative data and the inferences that can be drawn from these data. They also gain experience with the use of quantitative analysis to interpret empirical data and to test hypotheses.

- Students fulfill the Quantitative Data Analysis Requirement by taking a course from the list of approved courses.
- The Quantitative Data Analysis Requirement can only be satisfied by courses taken at Penn. In some cases exceptions to the restriction on transfer credit may be made for transfer students.
- Courses taken to satisfy the Quantitative Data Analysis Requirement must be taken for a letter grade, not pass/fail. Students must earn a minimum grade of C- in courses taken to fulfill the Quantitative Data Analysis Requirement.
- A course used to satisfy the Quantitative Data Analysis Requirement may be double counted toward other requirements in the General Education Curriculum (except for the Writing and Foreign Language Requirements) as well as toward the Major Requirement and requirements for a minor.
- See [additional policies](#) pertaining to *Foundational Approaches*

### CROSS-CULTURAL ANALYSIS

In our increasingly interconnected world, the Cross-Cultural Analysis Requirement aims to increase students' knowledge and understanding of socio-cultural systems outside the United States. LPS students are required to take at least one course to develop their ability to understand and interpret the cultures of peoples with histories different from their own. The focus may be on the past or the present and it should expose students to distinctive sets of values, attitudes and methods of organizing experience that may not be obtained from American cultures. This exposure to the internal dynamic of another society should lead students to understand the values and practices that define their own cultural framework.

- Students fulfill the Cross-Cultural Analysis Requirement by taking a course from the list of approved courses.

- Courses taken to satisfy the Cross-Cultural Analysis Requirement must be taken for a letter grade, not pass/fail. Any passing grade, from A+ through D, is acceptable in order for a course to fulfill the Cross-Cultural Analysis Requirement.
- A course used to satisfy the Cross-Cultural Analysis Requirement may not be double counted toward the Cultural Diversity in the U.S., Writing or Foreign Language Requirements. A few courses are approved for both the Cross-Cultural Analysis and the Cultural Diversity in the U.S. Requirements; students may count such a course toward either requirement but will still have to take a second course to fulfill the other one. However, a course fulfilling the Cross-Cultural Analysis Requirement may be doubled counted toward any other General Education Requirement, toward the Major Requirement and toward requirements for a minor.
- Pre-college credit, transfer credit, credit away and credit earned studying abroad may be counted toward the Cross-Cultural Analysis Requirement. Advanced Placement credit may not be used to fulfill the Cross-Cultural Analysis Requirement.
- See [\*additional policies\*](#) pertaining to *Foundational Approaches*

#### CULTURAL DIVERSITY IN THE U.S.

The Cultural Diversity in the U.S. Requirement complements the Cross-Cultural Analysis Requirement and aims to develop students' knowledge of the history, dynamic cultural systems and heterogeneous populations that make up the national culture of the United States. LPS students are required to take at least one course to develop the skills necessary for understanding the population and culture of the United States as it becomes increasingly diverse. Through historical inquiry, the study of cultural expressions and the analysis of social data, students will develop their ability to examine issues of diversity with a focus on race, ethnicity, gender, sexuality, class and religion. The goal is to equip graduates with the ability to become perceptive and engaged members of society.

- Students fulfill the Cultural Diversity in the U.S. Requirement by taking a course from the list of approved courses.
- Courses taken to satisfy the Cultural Diversity in the U.S. Requirement must be taken for a letter grade, not pass/fail. Any passing grade, from A+ through D, is acceptable in order for a course to fulfill the Cultural Diversity in the U.S. Requirement.
- A course used to satisfy the Cultural Diversity in the U.S. Requirement may not be double counted toward the Cross-Cultural Analysis, Writing or Foreign Language Requirements. However, a course fulfilling this requirement may be doubled counted toward any other General Education Requirement, toward the Major Requirement and toward requirements for a minor.
- Pre-college credit, transfer credit, credit away and credit earned studying abroad may be counted toward the Cultural Diversity in the U.S. Requirement. Advanced Placement credit may not be used to fulfill the Cultural Diversity in the U.S. Requirement.
- See [\*additional policies\*](#) pertaining to *Foundational Approaches*

## THE SECTORS

The sectors are intended to ensure breadth of education across the sectors or fields of knowledge, along with interdisciplinary explorations that link several fields of knowledge.

## POLICIES GOVERNING THE SECTOR REQUIREMENTS

- The lists of approved courses indicate all courses that fulfill the Sector Requirement.
- The Natural Sciences and Mathematics sector may be satisfied by taking one course from that sector or an additional Living World or Physical World sector course. Students who successfully receive a waiver for, or complete PSYC 001 (Introduction to Experimental Psychology) may use any odd-numbered 100-level psychology course to fulfill the Natural Sciences and Mathematics sector.
- Non-SAS courses approved for the Sector Requirement are counted as SAS courses in calculating total credits needed for graduation.
- Courses taken to fulfill the Sector Requirement must be taken for a letter grade, not pass/fail. Any passing grade, from A+ through D, is acceptable in order for a course to fulfill the Sector Requirement.
- Most students may double-count no more than one course toward both the Major and the Sector Requirement.
- Students who take a course from each of the Living World and Physical World sectors to fulfill their major requirements are permitted to count both courses toward the Sector Requirement. In this case students are permitted to double-count two courses toward the Major and the Sector Requirement. Majors in which this double-counting is permitted include (but are not limited to) Biological Basis of Behavior, Biology, Biophysics and Earth Science.
- Students who are double-majoring may count one course from each major toward the Sector Requirement.
- There is no limit to the number of courses that may be double-counted between General Education Requirements and requirements for a minor.
- The same course cannot be used to fulfill more than one Sector (i.e. the seven Sectors must be fulfilled using seven different courses).
- The Sector Requirement may not be satisfied with advanced placement credit (including A-Levels, IB and other similar credit based on external examination). In addition, credit awarded by departmental exam cannot be used to fulfill the Sector Requirement.
- Students who receive an advanced placement credit or waiver in a Living World or Physical World field (physics, chemistry, biology, environmental science or psychology), and who take a more advanced course at Penn in that subject, may use the additional course to fulfill the relevant sector. In psychology, the additional course must have an odd number and be at the 100-level.

- Pre-college credit, transfer credit, credit away and credit earned studying abroad may be counted toward the Sector Requirement only when departments award credit use the number of a Penn course approved for the Sector Requirement.

## THE SECTOR REQUIREMENTS

### SECTOR I: SOCIETY

This sector focuses on the structure and norms of contemporary human society, including their psychological and cultural dimensions. Courses in this sector use many analytical techniques that have been developed to study contemporary society, with its complex relations between individuals and larger forms of mass participation. Some Society courses are largely devoted to the analysis of aggregate forms of human behavior (encounters, markets, civil society, nations, supranational organizations, and so on), while others may focus on the relations between individuals and their various societies. While historical materials may be studied, the primary objective of Society courses is to enable students to develop concepts and principles, test theories, and perfect tools that can be used to interpret, explain and evaluate the behavior of human beings in contemporary societies. This objective will be realized through the specific content of the various courses, but the emphasis in each course should be on developing in students a general capacity for social analysis and understanding.

- *See policies pertaining to Sector requirements.*

### SECTOR II: HISTORY & TRADITION

This sector focuses on studies of continuity and change in human thought, belief and action. Understanding both ancient and modern civilizations provides students with an essential perspective on contemporary life. Courses in this sector examine the histories of diverse civilizations, their cultures and forms of expression, their formal and informal belief systems and ideologies, and the record of their human actors. Students should learn to interpret primary sources, identify and discuss their core intellectual issues, understand the social contexts in which these sources were created, pose questions about their validity and ability to represent broader perspectives and utilize them when writing persuasive essays.

- *See policies pertaining to Sector requirements.*

### SECTOR III: ARTS & LETTERS

This sector encompasses the means and meaning of visual arts, literature and music, together with the criticism surrounding them. Most courses in this sector are concerned with works of creativity—paintings, films, poetry, fiction, theatre, dance and music. They generally address a considerable breadth of material rather than an individual work or artist. The objective of Arts and Letters courses is to confront students with works of creativity; cultivate their powers of perception (visual, textual, auditory); and equip them with tools for analysis, interpretation and criticism. This objective will be realized through the specific content of the various courses, but the emphasis in each course should be on developing and strengthening in students a general capacity for understanding meaning and the ways in which it is achieved in its distinctive environment of culture and moment.

- *See policies pertaining to Sector requirements.*

#### SECTOR IV: INTERDISCIPLINARY HUMANITIES & SOCIAL SCIENCES

This sector comprises courses that combine methods and approaches at work in at least two of the first three sectors. Students will engage with diverse approaches to society, history, tradition and the arts more deeply than a single course from each domain can allow. Greater depth of experience is gained by bringing to bear several humanistic and social scientific perspectives upon a single issue or topic or by engaging directly in academically-based service or performance informed by these perspectives. In this sector, students seek to broaden their perspective by taking a course in the humanities or social sciences that has been approved as a general education course but that cuts across two or more of sectors I, II, and III. Some courses approved for this sector will seek a more integrative approach by addressing a problem or topic from a variety of disciplinary perspectives. Others will combine disciplinary study with community service or activism, and constructively and reflectively connect the theoretical with the actual. Finally, some courses in the arts that combine creative or performance experience with reflection and grounding within a discipline may be found in this sector.

- *See policies pertaining to Sector requirements.*

#### SECTOR V: THE LIVING WORLD

This sector deals substantively with the evolution, development, structure and/or function of living systems. Courses in this sector study the variety of approaches that are useful in understanding the diversity of living organisms, their interrelatedness, and their interactions with their environment. Analytical approaches employed range from analyses at the molecular and cellular level, to analyses of the cognitive and neural bases of behavior, to analyses of evolutionary processes and ecological systems. Students learn the methods used by contemporary natural science to study these topics, including ways in which hypotheses are developed, tested, and reformulated in light of new research findings. A full understanding of living organisms incorporates insights from approaches at many different levels.

- *See policies pertaining to Sector requirements.*

#### SECTOR VI: THE PHYSICAL WORLD

This sector focuses on the methodology and concepts of physical science. Courses in this sector aim to provide insight into the content and workings of modern physical science. Some courses in this sector are part of a major, while others are designed primarily to provide an introduction to the field for non-science majors. Courses for non-science majors may include some discussion of the historical development of the subject as well as the most important conceptual notions and their mathematical expressions. All courses in this sector seek to demonstrate the generally accepted paradigm of modern science: experiment and observation suggest mathematically formulated theories, which are then tested by comparison with new experiments and observations. All courses in this sector use a significant mathematical prerequisite (advanced high school algebra through introductory calculus) - that is, students will actually be expected to

use mathematical methods and concepts to achieve an understanding of subjects in physical science.

- [See policies pertaining to Sector requirements.](#)

### [SECTOR VII: INTERDISCIPLINARY SCIENCES & MATHEMATICS](#)

Students should engage with the diverse approaches to the natural sciences and mathematics more deeply than a single course from the physical and life sciences would allow. Greater depth of experience can be accomplished by either greater focus on one area, study in a related area, bringing various scientific perspectives to bear upon a single issue or topic, or engaging directly in academically-based activities informed by these perspectives. In this sector, students broaden their perspective by taking a course in the natural sciences or mathematics that has been approved as a General Education course and that cuts across the two sectors. Other courses approved for this sector will seek a more integrative approach by addressing a problem or topic from a variety of disciplinary perspectives. Still others will combine disciplinary study with community service or activism, constructively and reflectively connecting the theoretical with the actual.

- [See policies pertaining to Sector requirements.](#)

### [FREE ELECTIVES](#)

In addition to these structural elements, the curriculum provides space in your studies for a number of Free Electives. These give you the freedom to pursue interests that may lie outside your major and that extend beyond those addressed in the General Education Curriculum. Take a course in a field that you have not otherwise encountered. Use one or more Free Electives to explore further a subject introduced in a sector course or learn about a subject that sheds light on your major.

The number of free electives a student must complete will vary based on the number of times a student has double-counted courses, placed out of lower level core requirements, and the number of transfer credits already applied toward free electives. If a student has satisfied all Foundational Approaches, Sectors, and Major requirements before meeting the minimum number of course units required toward their degree program, they may complete free electives until meeting that minimum.

In some cases, students may be eligible to complete a limited number of free electives on a pass/fail basis. Students must consult with the LPS advisor to verify eligibility before enrolling for a pass/fail grade type status.

## **POLICIES GOVERNING THE MAJORS**

The Major provides an opportunity to specialize in a field of knowledge. Students in LPS may choose from the following list of majors. Great care should be taken in choosing a major. Students are strongly advised to seek the help of their academic advisors and of individual faculty members in making this choice.

### THE MAJOR DEPARTMENT

[Africana Studies](#)

[Ancient History](#)

[Anthropology](#)

[Architecture](#)

[Biochemistry](#)

[Biological Basis of Behavior](#)

[Biology](#)

[Biophysics](#)

[Chemistry](#)

[Cinema and Media Studies](#)

[Classical Studies](#)

[Cognitive Science](#)

[Communication](#)

[Comparative Literature and Theory](#)

[Criminology](#)

[Earth Science](#)

[East Asian Area Studies](#)

[East Asian Languages and Civilizations](#)

[Economics](#)

[English](#)

[Environmental Studies](#)

[Fine Arts](#)

[French and Francophone Studies](#)

[Gender, Sexuality and Women's Studies](#)

[Geology](#)

[German](#)

[Health and Societies](#)

[Hispanic Studies](#)

[History](#)

[History of Art](#)

[International Relations](#)

[Italian Studies](#)

[Jewish Studies](#)

[Latin American and Latino Studies](#)

[Linguistics](#)

[Mathematical Economics](#)

[Mathematics](#)

[Modern Middle Eastern Studies](#)

[Music](#)

[Near Eastern Languages and Civilizations](#)

[Philosophy](#)

[Philosophy, Politics and Economics](#)

[Physics and Astronomy](#)

[Political Science](#)

[Psychology](#)

[Religious Studies](#)

[Romance Languages Dual Major](#)

[Russian and Eastern European Studies](#)

[Science, Technology and Society](#)

[Social Science](#)

[Sociology](#)

[South Asia Studies](#)

[Theatre Arts](#)

[Urban Studies](#)

[Visual Studies](#)



## DECLARING THE MAJOR

Application to a major must be made by the second semester of the sophomore year prior to Advance Registration for the first semester of the junior year. Students who have not declared a major by the end of Advance Registration during the spring semester of their sophomore year will not be able to register for the next semester until they have declared.

When students are ready to declare their major, they should:

- Update their Academic Planning Worksheet on Penn InTouch, adding the appropriate major. Students should consult the departmental website for the intended major to gather details on requirements.
- Have a conversation with their LPS advisor. If there are any concerns or doubts about choosing the right major, they should be discussed at this time. By the end of the conversation, a decision should be made on the major, even if it is tentative. The pre-major advisor will make any needed adjustments to the General Education Requirements section of the worksheet and then change its status from Unofficial to Official.

*NOTE: This is only the first step. An official worksheet does not, by itself, constitute a major declaration.*

- Contact the major program and ask about declaring the major. The steps at this point vary. In some departments, students will speak directly with the undergraduate chair. Some will ask students to fill out and submit an application. Some will assign a faculty advisor within the major with whom the student must speak before declaration is complete. It is the student's responsibility to be sure that all the required steps have been taken. If not, the student may still find him- or herself on hold for Advance Registration.

## MAJOR ADVISING

After declaring a major, students are assigned an academic advisor affiliated with the major department or program. The major advisor may be the undergraduate chair or another faculty or staff member in the major department or program. This advisor will assist in planning the major, identifying research opportunities in the major and discussing fellowship and post-graduate opportunities in this academic field. Students are still expected to meet regularly with their LPS advisors for guidance with their general educational requirements, to discuss their overall progress toward the degree, and to explore other options, resources and support services at Penn.

## POLICIES GOVERNING THE MAJOR

- Students are subject to the specific policies and requirements of a given major in effect at the time they declare that major, and they remain so even if the major requirements are subsequently changed. With the approval of the department or program, however, one may be permitted to abide by the new requirement structure.

- Students must have a g.p.a. of 2.0 in major and major-related courses already taken. Some majors require a higher g.p.a.
- Some departments and programs (including Architecture, Communication and Economics) require specific coursework or other prerequisites before application to the major.
- Students must maintain a 2.0 overall grade point average, and a 2.0 (or better, depending on the department) in major courses.
- Only the department or program advisors determine which credits transferred from another institution can count toward the major.
- At least half the courses in the major must be taken at Penn. Some departments require more.
- All courses taken for a major must be taken for a letter grade, not pass/fail. Some departments have a minimum grade requirement for all courses within the major.
- The number of course units required for graduation is normally determined by adding 20 (general education requirements) to the number of course units required by the major. The total graduation credit requirement will always be between 32 and 36; students in majors larger than 16 course units will be required to take correspondingly fewer than 20 additional courses to graduate.
- A minimum of 16 course units outside the major must be taken within the School of Arts and Sciences.

## DOUBLE MAJOR

A student pursuing a double major satisfies the requirements for two separate major programs within the School of Arts and Sciences but earns a single degree, the B.A. Students who wish to double major may do so by applying for, and completing the requirements for, each major.

Students interested in double majoring should first consult with their LPS advisor.

### POLICIES GOVERNING DOUBLE MAJORS

- Students who are double majoring must complete 18 unique course units between the two majors.
- Students who are triple majoring must complete 24 unique course units among the three majors.
- Major departments may have additional rules limiting such double counting.
- The minimum graduation requirement for a student who is double majoring is calculated using the number of course units required for the larger major.
- Students who are double majoring may double count two courses, one from each major, toward the Sector Requirement.

## HONORS IN THE MAJOR

Departmental honors programs provide students with the opportunity to take advanced courses, to work closely with faculty members on research projects, and to have a distinction on the diploma.

- Students with a minimum g.p.a. of 3.0 may apply to their department or program to become candidates for honors in the major. Some majors will require a higher g.p.a.
- Applications for honors in the major are usually taken in the first semester of the junior year.
- The requirements for honors in the major vary from program to program and may include special courses and individual research on specialized subjects under the guidance of a faculty advisor. In some departments, additional credit is authorized for work done by honors candidates. Students interested in honors programs should consult directly with their major department for details.
- Students who complete honors in the major will have this designation entered on their transcript.

# BACHELOR OF ARTS CURRICULUM REQUIREMENTS CHECKLIST

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## FOUNDATIONAL APPROACHES

\_\_\_\_\_ 2cu Writing Requirement:

1cu *Writing Requirement Part I : WRIT 030 – 60(X) or WRIT 030 – 900* \_\_\_\_\_

1cu *Writing Requirement Part II : WRIT 130-60(X) or WRIT 130 – 900* \_\_\_\_\_

\_\_\_\_\_ 4cu Foreign Language Requirement

1cu *Level I:* \_\_\_\_\_

1cu *Level III:* \_\_\_\_\_

1cu *Level II:* \_\_\_\_\_

1cu *Level IV:* \_\_\_\_\_

\_\_\_\_\_ 1cu Formal Reasoning

\_\_\_\_\_ 1cu Quantitative Data Analysis

\_\_\_\_\_ 1cu Cross Cultural Analysis

\_\_\_\_\_ 1cu Cultural Diversity in the US

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## SECTORS

\_\_\_\_\_ 1cu Sector I: Society

\_\_\_\_\_ 1cu Sector II: History and Tradition

\_\_\_\_\_ 1cu Sector III: Arts and Letters

\_\_\_\_\_ 1cu Sector IV: Interdisciplinary Humanities and Social Sciences

\_\_\_\_\_ 1cu Living World

\_\_\_\_\_ 1cu Physical World

\_\_\_\_\_ 1cu Interdisciplinary Natural Sciences and Mathematics or Living World or Physical World

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## MAJOR

The number of course units required will vary among majors, and is generally between 12 and 18.5cu. Consult directly with your major department advisor to determine your major requirements, select major courses, and to have the major worksheet in Penn InTouch updated.

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## FREE ELECTIVES

The number of available and/or required Free Electives is determined by the minimum number of course units required toward the degree (# of Major Reqs + 20 Gen Ed Reqs), but is also impacted by the number of courses double-counted toward requirements, and any advanced placement in Foreign Language Requirement courses. Consult with advisors for clarification.

# **POLICIES AND PROCEDURES**

## **POLICIES GOVERNING 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.

### **DEFERRED ENROLLMENT**

Students who are admitted to the LPS BA in Fall 2018 may defer their matriculation up to Fall 2019. Students who are admitted in Spring 2019 may defer their enrollment to Fall 2019. There will be no deferrals beyond 2019. Students who are seeking a deferral must notify LPS of their intention, via email, as early as possible. It is not necessary for students to reapply if they register for courses within that deferral period. However, students must inform LPS if they enroll at any other institution prior to their matriculation at LPS, and they must submit updated official transcripts of any coursework completed prior to being able to register for courses at Penn. The last term of admission to the BA degree through LPS will be for Spring 2019. The application deadline for the Spring 2019 term is November 1, 2018. An applicant who has notified LPS via email of their intention to defer, but who does not enroll within the deferral period, will have their admission cancelled.

### **POLICIES GOVERNING SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FEDERAL TITLE IV AID**

Federal regulations require that, in order to be eligible for assistance from any Federal Title IV student aid program (Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Perkins Loan, Federal Direct/PLUS Loan, and State Student Incentive Grant Programs) a student must be making satisfactory academic progress.

The standards which follow govern eligibility for Title IV programs only. Penn's policy is to aid all enrolled students to the extent of their need; consequently, a student who may be ineligible for federal programs as a result of the application of these standards may continue to receive aid from other funds administered by the University. However, Penn will not replace with its own grant funds Federal aid for which a student may be ineligible.

Please note also that these standards do not replace or supersede individual schools' regulations and procedures affecting academic standing, which are stated in the Undergraduate Academic Bulletin.

For the purpose of Title IV financial aid eligibility only, the standards of satisfactory academic progress for students enrolled in full-time undergraduate programs are as follows:

1.The student must have a cumulative GPA of 2.00 at the end of the second academic year, and at the end of each term thereafter; and

2.The student must be completing credit units at a rate which would enable him/her to complete the requirements for the degree in a maximum time frame of 150 percent of the published length of the academic program. The maximum time frame will depend on whether the student is full-time or part-time.

3.The student must successfully complete at least two thirds of courses attempted.

Academic progress will be checked at the end of each term for which the student is enrolled (summer (both sessions) will count as a term). A student who fails to meet any of the standards will be placed on Title IV warning for one semester. During that semester, the student will continue to be eligible for Title IV aid. At the end of a term during which a student is on Title IV warning, if the student still fails to meet any of the requirements, the student will become ineligible for Title IV assistance.

A student who becomes ineligible for Title IV assistance at the end of a term during which he/she was on Title IV warning may appeal the determination. The appeal will be reviewed by a committee which shall be composed of two individuals to be designated by the student's school, and one to be designated by the Director of Student Financial Aid. The committee shall review the student's progress in light of any extenuating circumstances that may be present, and make a recommendation to the University Director of Student Financial Aid. The student may be placed on Title IV probation for an additional term if 1) the committee determines that the student should be able to meet the school's satisfactory academic progress standards by the end of the subsequent term, or 2) the school develops an academic plan for the student that, if followed, would ensure that the student is able to meet the school's academic progress standards by a specific point in time.

The student may continue to receive Title IV aid during the probationary term. If the student has not met the academic progress standards or the requirements specified in the academic action plan by the end of the probationary term, he/she will be ineligible for further Title IV aid until such time as he/she meets the standards.

At the end of each term, the Office of Student Registration and Financial Service (SRFS) will notify students who have failed to meet the academic progress requirements as quickly as possible.

#### Return from Drop

A student who is readmitted after having dropped from the rolls will be required to have an academic action plan, and will be considered to be on Title IV probation immediately upon reenrollment. Consequently, that student would be ineligible for Title IV aid if he/she does not meet the academic progress standards or academic plan requirements at the end of the next term.

#### Incompletes, Withdrawals, Noncredit Remedial Courses and Transfer Credits

Courses with grades of Incomplete or Withdrew will be counted as courses attempted but not completed. Noncredit remedial courses will be counted as neither courses attempted nor completed. Credits transferred from another institution shall be counted as both attempted and completed.

### VOLUNTARY TIME OFF

LPS Students may take voluntary time off from registering for courses. Students may take up to, but no more than, three consecutive semesters away. This summer. Students must enroll in the fourth consecutive term or they will be automatically withdrawn from the program for Inactive Status. Students who are not registered for courses are not considered enrolled, but may be eligible to some 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. Students who have fallen inactive but who wish to resume their studies are required to reapply for admission and pay a new application fee. Before doing so, students are strongly advised to consult with the BA Program Director to discuss their intentions.

### LEAVE OF ABSENCE

Students take time away from their studies for a wide variety of reasons including:

- manage a medical concern
- fulfill a family obligation
- pursue career-related opportunities
- complete military service
- work on a political campaign

While interrupting your studies to take time away may seem intimidating, a leave is a means to the successful completion of a degree, not a barrier to graduating. More than three quarters of students who take a leave return to complete their degree within two years.

If you are considering a leave, take time to think carefully about your goals for your time away and for when you return. Speaking with an LPS program director is an important first step. Depending on your circumstances you should get advice from other sources as well. Students taking time away in order to manage a medical condition should discuss the leave with their healthcare provider. Your LPS program director will help you connect with other campus resources as you prepare to take a leave of absence, such as Student Financial Services, Housing, and International Student and Scholar Services.

Students typically take a leave for a full academic year. Individual circumstances may require more or less time; the length of the leave is determined by the school. Students on leave should remain in contact with their LPS program director and update them about changes in plans. The return from leave process supports students in a successful re-entry to academic life at Penn. When preparing to return, students must consult their LPS program director to develop a plan that includes connection with appropriate resources.

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.

### **[CHECKLIST: LEAVE OF ABSENCE, DROP OR WITHDRAWAL FROM THE UNIVERSITY](#)**

Once a leave of absence or withdrawal has been approved, or you have been dropped, that action will be posted to your transcript. Your PennCard will be deactivated as soon as the leave, drop, or withdrawal has been processed.

### [Notifications](#)

Be sure to notify all relevant offices of your leave or drop:

- [Student Registration and Financial Services](#)  
Be sure to review the Student Financial Services "[leave of absence checklist](#)" to understand your obligations when going on leave or drop. You should also meet with a financial aid counselor to discuss how taking time off may impact your finances. Schedule a student loan exit interview so you can obtain important information about the effect of the leave on your loans. Depending on how long you are not enrolled, you may have to begin making payments on your loans.
  
- [Student Loans](#)



It is critically important that you avoid becoming delinquent on your loans while you are out of school. Delinquency may result in ineligibility for further aid and may make it impossible for you to return at a later date.

- [Residential Services](#)  
If you are taking a leave after the semester has started, advise your House Dean of your departure. If you are dropped from the rolls, the LPS office will notify your House Dean. In both instances, go to the Housing Office to get the early termination form so that the appropriate staff member can sign it. Upon receipt of that form and your keys, the contract will be canceled. Please note that a cancellation fee may be charged. If the semester has not yet begun, you should still contact Housing to be sure that your contract is cancelled.
- [Dining Services](#)  
Visit the Dining Services office to complete a cancellation form for the meal contract. A cancellation fee may be charged. Contact the Dining Services office if you have questions about the policy on the release forms.
- [International Student and Scholar Services \(ISSS\)](#)  
If you are an international student, please contact ISSS concerning your visa status. Be sure to update your student visa while you are away from Penn.
- [Student Telephone Services](#)  
Contact Student Telephone Services to complete a disconnection form and provide them with the date that you are vacating your residence. Upon receipt of the form, your phone will be disconnected and you will be billed for the time up until the disconnection occurred.
- [Student Health Service](#)  
Please check with the Insurance Coordinator at the Student Health Service if you have questions regarding your coverage, policies and procedures during your time away. Students on leave of absence are covered by the general fee through the academic year of the leave. Please check with your private insurance carrier regarding your health coverage during your leave of absence. Some insurance providers discontinue coverage if a student is not enrolled full time at a college or university.
- [Office of Student Conduct](#)  
Clear any pending student conduct issues if applicable. Failure to do so will result in your being placed on a disciplinary hold. This will prevent you from registering for classes when you return or from getting copies of your transcript should you choose to transfer to another institution.
  
- [While Out](#)  
During the term of your leave or drop, you may contact the BA Program Director if you have any questions. Please be aware of the conditions for return outlined in your leave or drop letter, since you will be required to fulfill them before you may re-enroll. Students are encouraged to use the Career Services office to help find productive things to do with their time off.
  
- [Applying to Return](#)

You must apply to return from leave or drop by the relevant deadline (for the fall semester, July 15; for the spring semester, November 15; for the summer, April 15). At that time you must fill out a request to return from leave or drop form and show that you have fulfilled all of the conditions for return as outlined in your original letter from LPS. To begin this process, contact the BA Program Director.

#### 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."

#### CURRENT STUDENTS TAKING COURSES AT OTHER INSTITUTIONS

Once matriculated at Penn, LPS students must take all their coursework at Penn. However, students in the College of Liberal and Professional Studies' B.A. program may request formal permission to enroll in a four-year, regionally accredited, American college or university for credit toward the University of Pennsylvania degree provided there is a compelling reason for doing so, such as a physical relocation or a course that is not offered at Penn.

In such cases, students must obtain approval by petition from LPS to take the course away (using the Credit Away Form) as well as approval from the relevant Penn department to transfer the credit back to Penn (using XCAT). The student must submit these forms to LPS early in the semester prior to leaving Penn, and upon return must submit to LPS an official transcript of the completed course work. After matriculating at Penn, degree candidates may take no more than five course units at another institution, and they must complete their final eight courses at Penn except by petition to the Executive Committee.

#### 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

LPS will no longer admit students to the LPS BA program after the Spring 2019 semester; the application deadline to be admitted for Spring 2019 is November 1, 2018.

Students who wish to apply for an internal transfer to any of the four undergraduate schools should meet with an advisor in their home school as well as an advisor of the school they wish to enter. Students must indicate what course of study they plan to pursue in the new school. A transfer request must be filed through the student's home school advising office; the request is sent to the other school

for consideration. The advisor will not file a transfer request if the student is deemed ineligible based on any of the following criteria:

- Students are not eligible for transfer until they have completed 8 c.u. (or two semesters, whichever comes later) at Penn.
- Applications for internal transfer will not normally be considered after the end of the sophomore year.
- Students applying for internal transfer must be in good academic standing in their home school and should have no NR's, GR's or I's on their record.
- Internal transfers to any of Penn's undergraduate schools or divisions are not eligible to transfer again within the University.
- **External transfers admitted to any of Penn's undergraduate schools or divisions are not eligible to transfer again within the University.**
- **Since the same BA degree is offered through Penn's College of Liberal and Professional Studies, LPS students are not eligible to apply for an internal transfer into the College of Arts and Sciences.**

#### TRANSFER INTO OTHER LPS PROGRAMS

Current LPS BA students who are interested in transferring to the LPS Online BAAS degree program must meet with their academic advisor. Program information, admissions criteria, and applications can be found on the LPS website. BA students should note that once they choose to matriculate to the BAAS, they will not be eligible to return to the BA program.

## **POLICIES GOVERNING TUITION, FEES AND BILLING**

### TUITION

Tuition is the cost of instruction. LPS undergraduate courses, College courses, and graduate courses each carry different tuition rates. Refer to [Tuition and Fees](#) tables on the LPS website for current rates.

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](mailto: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](#).

LPS B.A. degree candidates who take courses in the College must normally pay College rates for tuition and general fee. Students enrolled in College courses that qualify and have been approved by LPS for tuition reduction may have the tuition of those courses reduced to LPS rates. Students must consult the Tuition Reduction Request section of this manual, consult with the LPS advisor, and submit forms by the published deadline.

### 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.

#### **RECREATION FEE**

The [recreation fee](#) is incorporated into the general fee for full-time students. It includes automatic membership in the [Pottruck Health and Fitness Center](#). Part-time students are required to purchase a membership for access to facilities.

#### **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 FEES**

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.

#### **BILLING AND PAYMENT**

Consult the [Billing Schedule](#) for the current academic year on the Student Financial Services website. Paper bills will be mailed only to incoming students in July and August. Thereafter, all bills will be sent electronically through [Penn.Pay](#).

#### **RECEIVING YOUR BILL**

[Penn.Pay](#) is Penn's electronic billing service through which students receive their account bill. You can also review new activity on a daily basis and opt to pay your bills online, securely and efficiently. In order for parents or other third parties to access Penn.Pay, the student must invite them to be 'other payers'. Students will receive an email notification each month when a new billing statement is available on Penn.Pay.

#### **PAYING YOUR BILL**

[www.sfs.upenn.edu](http://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](#).

***There are several ways to pay your bill:***

***1. Online using TouchNet – use Penn.Pay to schedule both the payment date and amount to pay from your checking or savings account. Accounts must be with a U.S. financial institution.***

***2. Online using Credit Card - Use Penn.Pay to pay by credit card via PayPath. Currently American Express, Discover and Master Card are accepted. Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee of 2.75% will be charged for the use of any card.***

**3. Penn Payment Plan** – offers interest-free, 4-payment semester plans in the fall and/or spring terms. The 4-pay plan runs from July through October for the Fall semester and November through February for the Spring semester. More info at: <http://www.sfs.upenn.edu/payment-plan/index.htm> and <http://www.sfs.upenn.edu/payment-plan/PennPaymentPlanFAQ.pdf>.

**4. By Mail** – Pay from a U.S. checking or savings account and make your checks payable to “The Trustees of the University of Pennsylvania”. Payment coupons must accompany your payment and can be printed from Penn.Pay. Instructions, timelines, and mailing addresses can be found on the Student Financial Services website at [www.sfs.upenn.edu/paymybill](http://www.sfs.upenn.edu/paymybill).

**5. Wire Transfer** – For instructions, see the Student Financial Services website at [www.sfs.upenn.edu/paymybill](http://www.sfs.upenn.edu/paymybill)

**6. In Person** – Bring your check and payment coupon (print one from Penn.Pay) to the University Cashier located at Franklin Building Lobby, 3451 Walnut Street. The Cashier's hours are MThF 9:00 am – 4 pm; Tuesday 10:00 am – 4 pm.

More info available at: <http://www.sfs.upenn.edu/pennpay/PennPayFAQ.pdf>

### **LATE PAYMENT**

The University must receive the amount due, in full, on or before the due date. If full payment is not received by the due 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.

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.

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 returned-check charge.

If Penn accepts payments that contain or reflect “paid in full”, or other restrictive endorsements, Penn does not lose any of its rights to collect any amount due.

#### **FINANCIAL AID CREDITS TO 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.

#### **TUITION REDUCTION ADJUSTMENTS TO YOUR BILL**

Approved Tuition Reduction Request adjustments will be processed after the term-specific drop/add period. Students will be notified via e-mail once the adjustments have been made.

#### **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 Penn 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 Faculty/Staff Tuition Benefits**

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. Payments are not automatically made, or continued for future terms based upon registration; the employee must apply online for tuition benefits each term.

#### **[Penn Health System Tuition Assistance Program](#)**

Eligible employees of the University of Pennsylvania Health System should visit the above link and consult with their supervisor to determine benefits eligibility, policy and procedures.

### **TUITION REFUND POLICIES**

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 in Touch](#) 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.

## **POLICIES GOVERNING MILITARY LEAVE**

If a student who has not received full academic credit for the term is called to service through enrollment in a military reserve unit, or through enlistment in the military service, the student's tuition

and mandatory fees for the term shall be cancelled, provided a request, substantiated by the proper evidence, is filed with the dean of the school in which he or she is registered.

## **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 fees for the dropped course, but no notation will be made to the transcript. During this period, students must complete and submit a [Late Drop Form](#) to the LPS Office of to [lps@sas.upenn.edu](mailto:lps@sas.upenn.edu) by close of business on the deadlines published on the LPS Academic Calendar. LPS must receive confirmation that the instructor has been notified of a student's intention to Late Drop a course; the form may be signed by the instructor, or, the instructor may email confirmation of notification to [lps@sas.upenn.edu](mailto:lps@sas.upenn.edu). No exceptions can be made to this deadline.

### **WITHDRAWING FROM A COURSE**

Students may withdraw from a course after the late drop period has ended until the withdrawal deadline. Withdrawing from a course entails full financial obligation for discontinued courses and related fees, and a notation of W is made to the transcript. To withdraw from a course, students must complete and submit a [Withdrawal Form](#) to the LPS Office of to [lps@sas.upenn.edu](mailto:lps@sas.upenn.edu) by close of business



on the deadline published on the [LPS Academic Calendar](#). LPS must receive confirmation that the instructor has been notified of a student's intention to withdraw from a course; the form may be signed by the instructor, or, the instructor may email confirmation of notification to [lps@sas.upenn.edu](mailto:lps@sas.upenn.edu). No exceptions can be made to this deadline.

### RISK OF REGISTRATION CHANGES

Any changes in registration and course load may impact students' enrollment status, academic standing or financial aid eligibility. Students are encouraged to consult the [LPS advisor](#) to discuss their circumstances and overall academic progress. Students are responsible for investigating how changes in registration may impact their eligibility with any other offices external to 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 any impact registration changes may have on their financial aid.

### 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. Many, but not all courses, are open to auditors on a space-available basis. To audit a course, choose AUD in the grade type status drop down menu in [Penn In Touch](#) when registering.

### GRADE TYPE OR CREDIT STATUS IN A COURSE

Students may choose to 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 nine weeks into the term). 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.

In registering for courses through Penn in Touch, students may choose between normal grading status (receiving a letter grade) and pass/fail. In courses taken on a pass/fail basis, a passing letter grade (any grade above an F, including a D) assigned by the instructor is converted to P by the Registrar's Office and entered on the student's transcript. P is not calculated into the cumulative average, but an F is entered as a 0.0 and does affect the grade point average. Instructors are not informed by the Registrar as to who is enrolled on a pass/fail basis. With the exception of the Foreign Language Requirement, ALL courses taken to fulfill any Foundational Approaches, Sector Requirements, Major Requirements and Minor Requirements **cannot** be taken pass/fail. BA students may take up to 20 percent of their free elective c.u. of coursework pass/fail, though advisors generally recommend against this many.

Students may change the grading status of a course from normal to pass/fail (or vice versa) in Penn in Touch until the system closes, after which, and up until the grade type change deadline, a request must be sent via email to LPS Records at [lps@sas.upenn.edu](mailto:lps@sas.upenn.edu). See the Academic Calendar for exact dates. Freshmen are strongly advised not to take courses on a pass/fail basis.

Pass/Fail Grade at Graduation: Any courses taken on a pass/fail basis that are later certified by the department or program as being part of a major or minor will be uncovered upon graduation.

Grade Type for Courses in the Major: All courses taken for a major must be taken for a letter grade, not pass/fail. Some departments have a minimum grade requirement for all courses within the major.

### **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.

### **COURSE LOAD**

Students are limited to 4.5 course units (c.u.) for the first semester.

After the first semester, students are limited to 5.5 c.u. per semester. Students can raise these limits with permission from their LPS advisor. This requires evidence of good performance (a g.p.a. of 3.3 or better) in five courses and no outstanding Incompletes.

Students should always speak with an academic advisor before any action is taken that would cause the student to earn less than 4 c.u. in a given term.

### **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.

- Departmental Hold: Some departments require majors to meet with a major advisor at points throughout their academic careers. The hold is removed by the department after the student has met with his or her major advisor.
- 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.

## POLICIES GOVERNING COURSES

### ACADEMIC INTEGRITY

All Penn students are required to avail themselves of and adhere to all Student Codes of Conduct, including the [Code of Academic Integrity](#).

### CLASS ATTENDANCE and THE COURSE ABSENCE REPORT SYSTEM (CARS)

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 consecutive 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 function of Penn InTouch.
- 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.
- 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 schedule. Failure to attend a class for which one is registered does not result in being automatically dropped from the class; full tuition responsibility will apply, and, a failing grade may be posted to the transcript.
- 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."

## FINAL EXAMINATIONS

- 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 call the College Office at 215.898.6341 immediately. Instructors in all courses must be willing to offer a make-up examination to all students who are excused from the final examination.
- 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 director of LPS. An LPS final exam may not be administered during the last week of class or on a reading day.
- For the full policy on final exams, refer to the [PennBook](#).

## GRADUATE COURSES

While primarily intended for graduate students, courses numbered 500-599 are also open to undergraduate students. Registration for courses numbered 600 and above requires permission of the instructor, a letter from the chair of the department in which the course is offered, and the endorsement of the BA Program Director. LPS students should note that graduate courses may bill at higher tuition rates, and are urged to consult with LPS Billing and Records at 215-746-7040 or [lps@sas.upenn.edu](mailto:lps@sas.upenn.edu) to determine the cost of courses of interest.

## SPECIAL COURSES

BA students may NOT use LPS OnlineCollege or SAS courses refer to any course offered by a department or program in the School of Arts and Sciences or the Communications Department.

The following are considered college courses:

- AP credits given by College departments
- Transfer credits given by College departments

- Students who are unclear as to whether a given course is in the College, LPS, or another school of division of Penn should consult with the LPS Advisor.

Courses from departments and programs in the following schools are Non-SAS or Non-College:

- School of Dental Medicine
- School of Design
- Graduate School of Education
- School of Nursing
- School of Veterinary Medicine
- School of Engineering and Applied Science
- Law School
- School of Medicine
- School of Social Policy and Practice
- The Wharton School
- In addition, transfer credits given by non-College departments are considered non-College courses. LPS does not give any credit for ROTC or Preceptorial courses.

### **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.

### **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/](http://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/](http://www.sas.upenn.edu/lps/senior/).

### **RETAKING 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.; 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 retakes 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 Penn will not grant credit for both if both are taken. These include, but are not limited to:

- Physics 101 and 150
- Statistics 101 and STAT 111
- Mathematics 114 and 115

Students should check with their advisor or the department offering the courses for clarification.

See the section on [Duplicate Credit](#) for more information.

### **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.

### **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. 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/](http://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.

## **POLICIES GOVERNING CREDIT**

### **CLASS STANDING**

A student's class standing is determined by the number of credit units the student has accumulated. In addition to course work taken at Penn, this includes AP credit, transfer credit from other institutions and credit issued for departmental examinations. Course work in progress is taken into consideration in determining a student's classification for Advance Registration for a future term.

For students in LPS, the classification is as follows:

- Freshman: less than 8.00 c.u.
- Sophomore: from 8.00 - 15.99 c.u.
- Junior: from 16.00 - 23.99 c.u.
- Senior: 24.00 c.u. or more.

### **EQUIVALENT CREDIT**

When students receive College or SAS credit for courses or other types of academic work done elsewhere, it is referred to as equivalent credit. Some of these credits will be the result of coursework taken before matriculation at Penn, but it is also possible to do a limited number of approved courses "away" after matriculation.

### **TRANSFER CREDIT FROM TWO-YEAR INSTITUTIONS**

Credit earned at two-year institutions either while the student is in high school (including the summer after) or after the student has matriculated at Penn (Credit Away) will not be posted to the Penn transcript. For students who transfer to Penn from a two-year institution, however, departments may at their discretion grant credit for course work done at the two-year institution.

### **CREDIT AWAY**

Students wishing to apply for credit away must obtain approval from the appropriate department at Penn before enrolling in the course, if possible. To request credit away through a Penn department, log in to XCAT (External Course Approval Tool) and submit a course syllabus and other supporting materials from the external institution.

After the course has been completed, the student must request that an official transcript be sent from the institution at which the credit away was taken to the LPS Office. LPS cannot post credit away until this transcript is received.

In many departments, a minimum grade of C is required for a course to be eligible for credit away. Some departments, however, require a minimum grade of B- for a course to be eligible for credit away. Chemistry is an example of such a department. Be sure to check with the department undergraduate chair. The grade itself, however, will not appear on the Penn transcript.

No credit will be granted for:

- Courses taken at two-year institutions (e.g. junior or community college)
- Courses taken in time frames significantly different from the regular University schedules (academic year and summer sessions)
- Courses other than field courses taken on sites without the appropriate facilities of a college or university (e.g., libraries and laboratories) unless supervised by School of Arts and Sciences faculty
- Distance learning or online courses taken with institutions other than Penn.

After matriculation at Penn, students may not transfer more than 5 c.u. of credit away. Only 4 c.u. may be transferred for work done during one summer. Students must complete the final 8cu at Penn.

### RESIDENCY REQUIREMENT

Students must also be registered for their last two semesters at the University, including registration through its approved programs for study abroad. Students with less than 3 c.u. to complete for graduation may request permission to finish those credits elsewhere, though such permission will only be granted in cases with extenuating circumstances.

No student may graduate with a B.A. from the University of Pennsylvania unless he or she has completed at Penn at least one-half of the total number of required credit units. He or she must also complete at Penn at least one-half of the courses required for his or her major (though some major programs may require more than this number).

### DUPLICATE CREDIT

LPS will periodically adjust student records to eliminate any instance of duplicate credit. This is done to help students make a more accurate count of how many credits they have earned toward graduation.

Students may end up with duplicate credit in any of three ways:

- By enrolling in and completing a course for which they have already been awarded external credit (via transfer, away, departmental, or advanced placement credit).
- By enrolling in and completing a course that they have previously completed for credit (i.e. any grade from A+ through D, including P). See Retaking a course.
- By enrolling in and completing both courses of a pair designated as equivalent by the department (e.g. MATH114 and MATH115).  
Duplicate credits are resolved in the following ways:
  - For the first type in the above list, the external credit will be deleted.
  - For the second and third types of duplicate credit, the second instance of the course will be adjusted so that it does not contribute to the g.p.a. or to the student's total number of credits. It will, however, remain visible on the transcript.

These resolutions only apply for courses completed and passed - if a student fails or withdraws from a course, it is not considered a duplicate credit.

Ultimately, students are responsible for knowing the College's policies and being aware when they are registering for courses that could potentially represent duplicate credits.

### DOUBLE COUNTING COURSES

Foundational Courses:

- Courses may be double counted between a Foundational Approach and the Sector Requirement, and between a Foundational Approach and the major, but not among two or more Foundational Approaches. This means that the Writing, Quantitative Data Analysis, Formal



Reasoning and Analysis, Cross-Cultural Analysis, Cultural Diversity in the U.S. and Foreign Language Requirements must all be fulfilled using separate courses.

#### Sector Courses: Double Counting Sector Courses:

- Most students may double count no more than one course toward both the Major and the Sector Requirement. Students with a double major may double count one course for each major.
- Students in majors that allow courses from both the Living World and Physical World to fulfill their major requirements are permitted to double count two courses toward the Major and the Sector Requirement—one each in the Living World and Physical World sectors. Majors in which this double counting is permitted include, but are not limited to, Biological Basis of Behavior, Biology, Biophysics and Earth Science.
- Students who are double majoring must have a minimum of 18 unique course units between the two majors and may count one course from each major toward the Sector Requirement. Students who are triple majoring must have a minimum of 24 unique course units among the three majors. Major departments may have additional rules limiting such double counting.
- There is no limit to the number of courses that may be double counted between General Education Requirements and requirements for a minor.
- The same course cannot be used to fulfill more than one Sector (i.e., the seven Sectors must be fulfilled using seven different Requirement courses).
- Courses being used to fulfill the Language Requirement Substitution may not also be used to fulfill a Sector nor any Major Requirement.

#### Double Counting Major Courses

- Most students may double count no more than one course toward both the Major and the Sector Requirement. Students with a double major may double count one course for each major.
- Students in majors that allow courses from both the Living World and Physical World to fulfill their major requirements are permitted to double count two courses toward the Major and the Sector Requirement—one each in the Living World and Physical World sectors. Majors in which this double counting is permitted include, but are not limited to, Biological Basis of Behavior, Biology, Biophysics and Earth Science.
- Students who are double majoring must have a minimum of 18 unique course units between the two majors and may count one course from each major toward the Sector Requirement. Students who are triple majoring must have a minimum of 24 unique course units among the three majors. Major departments may have additional rules limiting such double counting.

#### Double Counting Courses for Submatriculation

- In any submatriculation program, a maximum of 4 c.u. at the graduate level may be included toward both the B.A. and the M.A. Thus, the minimum number of course units for a submatriculation program is 36. These four courses may be part of the Major Requirement or the electives of the undergraduate program, but may not include courses in independent study. Some graduate programs may permit fewer than four courses to be double counted.

- For students in the B.A./J.D. submatriculation program, no more than eight courses in all can be double counted toward both degrees.

## POLICIES GOVERNING GRADES

### GRADING SYSTEM

The policies below apply only to LPS students. Students taking courses in other schools within the University will be graded according to the policy of those schools. Letter grades ranging from A+ to F (with no D-) are used to report the standing of a student upon the completion of each course.

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

### Additional Grade Types

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
W = Withdrew	
X = Academic Violation	

P (Pass): The pass awarded in a pass/fail course is not used in the computation of the grade point average, but does confer credit.

W: This notation indicates an approved withdrawal from a course.

The following grade designations are not permanent, i.e., students will not be graduated until these grades have been resolved:

S, U: (Satisfactory and Unsatisfactory Performance): S and U are used to indicate the level of performance after the first semester in a two-semester course for which the grade is given after the second semester. They are replaced by a final course grade after the second semester is completed.

GR: This notation indicates that a student never attended class or never formally dropped the class, but his or her name still appears on the official class list. Students with a GR must clarify their status with the instructor and the College Office. A student may not graduate with a GR on the transcript.

NR: This notation indicates that no grades have been submitted for a particular course. Students with a NR must clarify their status with the instructor and the College Office. A student may not graduate with an NR on the transcript.

I: (Incomplete): A report of "I" or "II" indicates that a student's work in a course is incomplete with the instructor's permission. Students with an "I" or "II" must clarify their status with the instructor and the College Office. A student may not graduate with an "I" or "II" on the transcript.

### **GRADE POINT AVERAGE**

Grade point averages (g.p.a.'s) are 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 | There is no D-

F = 0.

The g.p.a. is calculated by multiplying the credit units for each course (usually 1 c.u.) 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.

### **GRADE POINT AVERAGE TO GRADUATE**

Students must maintain a 2.0 overall grade point average, and a 2.0 (or better, depending on the department) in major courses.

### **INCOMPLETES AND MANDATORY LEAVE**

- Students should request Incompletes rarely if at all. It is far better to plan ahead and use advising and academic support resources to ensure finishing the coursework on time.
- Students with one Incomplete must finish the work by the fifth week of the next semester. Students who accumulate two or more Incompletes (i.e., multiple Incompletes) will become eligible for a Mandatory Leave of Absence.
- The decision to grant an Incomplete or not is solely that of the instructor teaching the course.
- Unfinished coursework may result in an F grade.
- If the work for a course is incomplete as a result of the student's unexplained failure to hand in assigned work or to take the final examination at the regularly scheduled time, the instructor will issue a grade of F for the course. If an Incomplete is not made up by the deadline below, it will become an F.
- Incompletes can be extremely problematic
- Incompletes affect the number of credits earned in the short term and can have an impact on financial aid, athletic eligibility or visa status for international students.
- Students who receive an Incomplete are rendered ineligible for the Dean's List and possibly Phi Beta Kappa, even if their academic qualifications would have otherwise been sufficient.
- Students with two or more Incompletes will be eligible for a Mandatory Leave of Absence. (See more on multiple Incompletes and Mandatory Leave of Absence below.)
- Students often find that incomplete coursework from previous terms is very difficult to finish while carrying a full schedule in the current term.

### **Change of Grade from an Incomplete**

The Incomplete is made up only when the official grade is received by the College Office. If a grade is converted to an F, the instructor may choose to change it up to two full semesters (excluding summer) after the term in which the course was taken. 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.

### **Resolution of One Incomplete**

- If an instructor chooses to grant an Incomplete, he or she may grant a short Incomplete or a long Incomplete.
- A short Incomplete (I) must be made up within the first four weeks of the next regular term in which the student is enrolled (summer sessions excluded).
- A long Incomplete (II) must be made up by the end of the next regular term in which the student is enrolled (summer sessions excluded).
- Note: These deadlines are for students with a single Incomplete. See also Resolution of multiple Incompletes.

### Resolution of Multiple Incompletes

- The deadline for students to resolve all coursework connected to multiple Incompletes is earlier than the deadline for single Incompletes and falls between the end of the make-up exam period and the end of the Course Selection Period. The exact date is listed in the Academic Support Plan (see below). Students should be aware that instructors are not obligated to adjust to this shorter timeframe.
- To successfully resolve multiple Incompletes, students may:
- Take a voluntary Leave of Absence to complete the coursework.
- Use the Academic Support Plan to frame a conversation with each instructor about how the coursework will be resolved within the multiple Incomplete deadline. When all coursework is completed, the student must ask the instructors to email the BA Program Director in the LPS Office to confirm that the work is completed and the student is expected to receive a passing grade.

### Mandatory Leave of Absence

Students who do not resolve all Incompletes by the date listed in the Incomplete Course Support Plan will be placed on a Mandatory Leave of Absence. A Mandatory Leave of Absence entails at least one semester off from school. Students may not return to classes until all coursework has been completed and the grades reported.

### The Academic Support Plan

Again, the deadline for the resolution of multiple Incompletes is earlier than the deadline for single Incompletes and is listed in the Incomplete Course Support Plan. Be sure to download the appropriate Support Plan listed above on the left under Related Links.

### PASS / FAIL GRADES

In registering for courses, students may choose between normal grading status (receiving a letter grade) and pass/fail.

- In courses taken on a pass/fail basis, a passing letter grade (any grade above an F, including a D) assigned by the instructor is converted to P by the Registrar's Office and entered on the student's transcript. P is not calculated into the cumulative average, but an F is entered as a 0.0 and does affect the grade point average. Instructors are not informed by the Registrar as to who is enrolled on a pass/fail basis.

- Courses taken to fulfill any Foundational Approach (with the exception of Foreign Language) requirement, the Sector Requirement, the Major Requirement or requirements for a minor cannot be taken pass/fail. LPS students may complete Foreign Language requirements and free electives for P/F.
- College students may take no more than 8 c.u. of coursework pass/fail, though advisors generally recommend against this many.
- Students may change the grading status of a course from normal to pass/fail (or vice versa) through the end of the fifth full week of classes.

Freshmen are strongly advised not to take courses on a pass/fail basis.

### PASS / FAIL GRADES AT GRADUATION

Any courses taken on a pass/fail basis that are later certified by the department or program as being part of a major or minor will be uncovered upon graduation.

### ACADEMIC GRIEVANCES / 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.

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. 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.

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

### Period for Grade Review

Once a grade from A+ to F has been entered on a student's transcript and has remained through the end of the next regular semester in which the student is enrolled, it is considered permanent and changes will not ordinarily be permitted. Any exception to this rule must be approved by the dean of the College.

### 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.

## POLICIES GOVERNING ACADEMIC STANDING

The University observes the following holidays: Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day 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.

The University further recognizes that there are other holidays, both religious and secular, which are of importance to some individuals and groups on campus. Students who wish to observe such holidays must inform their instructors within the first two weeks of each semester of their intent to observe the holiday, even if the exact date of the holiday will not be known until later, so that alternative arrangements convenient to both students and faculty can be made at the earliest opportunity.

See the University's complete [policy on holidays](#).

### FINAL EXAMINATIONS

- 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 call the College Office at 215.898.6341 immediately. Instructors in all courses must be willing to offer a make-up examination to all students who are excused from the final examination.
- 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 director of LPS. An LPS final exam may not be administered during the last week of class or on a reading day.
- For the full policy on final exams, refer to the PennBook.

## CLASS STANDING

A student's class standing is determined by the number of credit units the student has accumulated. In addition to course work taken at Penn, this includes AP credit, transfer credit from other institutions and credit issued for departmental examinations. Course work in progress is taken into consideration in determining a student's classification for Advance Registration for a future term.

For students in LPS, the classification is as follows:

- Freshman: less than 8.00 c.u.
- Sophomore: from 8.00 - 15.99 c.u.
- Junior: from 16.00 - 23.99 c.u.
- Senior: 24.00 c.u. or more.

## 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 thereafter are 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.



# POLICIES GOVERNING ACADEMIC STANDING

## MAINTINING 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.

## INCOMPLETES AND MANDATORY LEAVE

### COURSE PROBLEM NOTICE

When the work of a student in a given course becomes unsatisfactory for any reason, the instructor may send a Course Problem Notice (CPN) 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. The LPS Office receives copies of all notices sent to LPS students.

### 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 REGARDING SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FEDERAL TITLE IV AID PROGRAMS**

Federal regulations require that, in order to be eligible for assistance from any Federal Title IV student aid program (Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Perkins Loan, Federal Direct/PLUS Loan, and State Student Incentive Grant Programs) a student must be making satisfactory academic progress. The standards laid out at the above link govern eligibility for Title IV programs only.

## **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.

### **HONORS IN THE MAJOR**

Students with a minimum g.p.a. of 3.0 may apply to their department or program to become candidates for honors in the major. Some majors will require a higher g.p.a.. Applications for honors in the major are usually taken in the first semester of their junior year.

The requirements for honors in the major vary from program to program and may include special courses and individual research on specialized subjects under the guidance of a major advisor. In some departments additional credit is authorized for work done by honors candidates. Students who complete honors in the major will have this designation entered on their transcript.

### **PHI BETA KAPPA**

The Delta Chapter of Phi Beta Kappa was founded at the University of Pennsylvania in 1892. The Electoral Board meets every spring to elect new students who have distinguished themselves through undergraduate research and by breadth of study in the liberal arts.

#### **Selection Process**

Students may not apply for Phi Beta Kappa. Those juniors with a 3.85 g.p.a. or higher and seniors with a 3.7 g.p.a. or higher by the end of the fall semester are automatically considered and their transcripts are evaluated by the Board, which also solicits letters of recommendation for eligible students.

The records of students who graduated the previous year are reviewed, and a number of these students may be elected as well. Therefore, each student is granted at least two opportunities for review by the committee.

Students who have Incompletes on their transcripts may be denied membership. Students must have a minimum of 16 completed credits and not have been subject to a disciplinary action for an academic integrity violation in order to be eligible.

It is the practice of the Delta Chapter to elect no more than 8 percent of the graduating class each year. A small number of juniors is also selected at the spring meeting.

#### **Eligibility**

In addition to grades, the committee looks for independent research, participation in honors programs, advanced work in the major and in cognate disciplines, and evidence of intellectual rigor in an undergraduate program.

### **Notification**

Students are notified of election by letter at the end of the spring term, prior to graduation.

### **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.

## **POLICIES GOVERNING GRADUATION**

### **APPLICATION FOR 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.

<u>Semester of Graduation</u>	<u>Application Due Date</u>
December	July 1

May November 1st

August November 1st

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 and major advisor to determine any outstanding requirements they might have, and to have their Penn InTouch academic planning worksheet updated and certified accordingly. Once grades have been posted for the final semester, each major department must certify its major students as having met its respective standards and major 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.

At the end of junior year, students should confirm that their Academic Planning Worksheet on Penn InTouch is updated and accurate. This includes meeting with the general and major advisors to be sure that the worksheet has been updated with all relevant courses. The LPS advisor will update the student's general requirements upon request throughout the student's career, and will provide a graduation audit of completed and outstanding general requirements after the student submits a graduation application; the student will need to consult with a major advisor for the same.

### **CREDITS FOR GRADUATION**

The total number of credit units ("c.u.," or "credits") needed for graduation varies between 32 and 36 depending on the number of credits required in the major. Each major specifies a certain number of credits that must be completed, but never less than 12. In addition to the major, students must normally complete 20

credits outside the major. No more than 36 credits will be required for graduation. Those whose majors require more than 16 credits may take correspondingly fewer than 20 outside the major.

The 20 credits taken outside the major will include courses taken to fulfill General Education requirements and Free Electives. Some of the general education courses will also count toward the major (see Policies for the particular requirement). In this case students will take additional Free Electives. Since LPS confers a Bachelor of Arts degree, 16 of the 20 credits outside the major must be Arts and Sciences courses. This means that most students may count as many as four courses from schools outside Arts and Sciences towards the degree. Students who wish to take more than the minimum number of credits for graduation may take even more than four courses from other schools. If a major requires more than 16 credits, correspondingly fewer than 4 courses from other schools may be counted toward the degree.

### **GRADE POINT AVERAGE**

Students must maintain a 2.0 overall grade point average, and a 2.0 (or better, depending on the department) in major courses.

### **GRADUATION APPLICATION**

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 BA 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.

### **MAJOR AND MINOR CERTIFICATION**

Each department, program or individualized major advisor will certify students as having met the requirements for the respective majors and minors. Seniors should consult with an advisor in the department in which they major or minor, to confirm completion and certification of the Academic Planning Worksheet and official posting to the student's transcript.

### **RESIDENCY REQUIREMENT**

Students must also be registered for their last 8 course units at the Penn, including registration through its approved programs for study abroad. Students with less than 3 c.u. to complete for graduation may petition for permission from the LPS Executive Committee to finish those credits elsewhere, though such permission will only be granted in cases with extenuating circumstances.

No student may graduate with a B.A. from the University of Pennsylvania unless he or she has completed at Penn at least one-half of the total number of required credit units. He or she must also complete at Penn at least one-half of the courses required for his or her major (though some major programs may require more than this number).

## [FINANCIAL OBLIGATION](#)

In order to graduate, students must pay all of their bills. That is, all financial obligations, library books, Student Telephone Services phone bills, etc. must be cleared and resolved before graduation. ß

# **POLICIES GOVERNING THE UNIVERSITY OF PENNSYLVANIA**

## [POLICIES GOVERNING THE UNIVERSITY OF PENNSYLVANIA](#)

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 above—before coming to campus.

Below are links to selected University policies, but please note the Penn Book link provides the full list.

[CODE OF ACADEMIC INTEGRITY](#)

[CODE OF STUDENT CONDUCT](#)

[POLICIES GOVERNING FINAL MIDTERM EXAMINATIONS](#)

[RULES GOVERNING FINAL EXAMINATIONS](#)

[POLICY ON SECULAR AND RELIGIOUS HOLIDAYS](#)

[POLICIES GOVERNING ALCOHOL AND DRUG USE](#)

[POLICIES GOVERNING EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION](#)

[POLICIES REGARDING SEXUAL HARASSMENT](#)

[POLICIES GOVERNING SEXUAL VIOLENCE, RELATIONSHIP VIOLENCE, AND STALKING](#)

[POLICIES GOVERNING CONSENSUAL SEXUAL RELATIONS BETWEEN FACULTY AND STUDENTS](#)

[RESOURCES AND STUDENT DISCIPLINARY PROCEDURES FOR RESOLVING COMPLAINTS OF SEXUAL](#)

[ASSAULT, SEXUAL VIOLENCE, RELATIONSHIP VIOLENCE AND STALKING](#)

[POLICIES GOVERNING CONFIDENTIALITY OF STUDENT RECORDS](#)

## **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](mailto: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 and request official copies of their undergraduate transcript on Penn InTouch.

## **ACADEMIC RESOURCES AND SUPPORT SERVICES**

### **ACADEMIC ADVISING**

You will make countless academic decisions during your time at Penn. You will choose courses, declare a major, 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.

BA students will have access to a general academic advisor through LPS, as well as a major advisor provided through the department of their chosen discipline. The name of the BA program director and the student's assigned academic advisor will appear in Penn InTouch 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 strongly encouraged to avail themselves of the advice and counsel of LPS advisors for clarification of the transfer credit process, 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.

Upon official declaration of the major, students are provided with a major department advisor, whose name and email link will also appear in Penn InTouch. The major advisor will offer advice and counsel on all matters related to the major, oversee and authorize major requirements and update major requirements portion of the Penn InTouch Academic Planning Worksheet. BA students will at the same time retain the LPS general advisor who remains first point of contact for all matters outside of the major.

## **ACADEMIC SUPPORT CENTERS**

### **PENN LIBRARIES**

Since 1750, the Penn Libraries have served the teaching, research and learning needs of scholars. The collection, founded by Franklin, is housed in 18 libraries.

### **WEIGLE INFORMATION COMMONS**

WiC services include equipment lending, scanning, printing, online tutorials, custom training and workshops in a variety of digital media.

### **WEINGARTEN LEARNING RESOURCES CENTER**

The Weingarten Learning Resources Center provides academic support services and programs for undergraduate, graduate, and professional students at the University of Pennsylvania through its two offices.

### **STUDENT DISABILITIES SERVICES**

The University of Pennsylvania welcomes students with disabilities and is committed to providing the same exceptional opportunities to all Penn students. Policies and procedures have been developed to provide students with as much independence as possible and to promote self-advocacy. At Student Disabilities Services (SDS) we work closely with students who self-identify in order to ensure equal access to all University programs activities and services.

### **TUTORING CENTER**

The Tutoring Center offers matriculating undergraduate Penn students a variety of options to supplement their academic experience. All Tutoring Center services are free, accessible, and convenient.

### **MARKS FAMILY WRITING CENTER**

The Marks Family Writing Center was established in 2003 to provide writing support to Penn students and faculty across the disciplines. The Center is open to Penn students 6 days a week. In addition to providing individual writing guidance and feedback to our students, they also present writing workshops across campus, consult with faculty and assist them with designing and responding to writing assignments, and engages in community outreach.

### [LANGUAGE DIRECT PEER TUTORING](#)

Language Direct is a free peer tutoring program for foreign language learners at Penn. It consists of a network of peer tutors, supervised by PLC staff and language program coordinators, who assist foreign language learners through face-to-face tutoring and online help.

### [PENNCAP](#)

PENNCAP (University of Pennsylvania College Achievement Program) works closely with a diverse group of academically-talented students, many from low-income and/or first-generation backgrounds, to support their success at Penn. Staff provide coaching, counseling, academic assistance, and cultural enrichment so that students can more confidently move towards their personal and academic goals.

## **INFORMATION SYSTEMS AND COMPUTING**

### [INFORMATION SYSTEMS AND COMPUTING](#)

Penn students depend on ISC-facilitated solutions for the networks they utilize in University buildings to the learning tools deployed by their professors.

### [COMPUTING RESOURCE CENTER](#)

The CRC provides computer support and other services to students who reside off-campus or in Sansom Place East and Sansom Place West. Support is available by telephone, email, as well as in-person by appointment and during walk-in hours.

### [PENN NET / INTERNET ACCESS](#)

PennNet is the University's gateway to a rich and ever-expanding variety of global information resources. This link gives an overview of how to connect to PennNet and the Internet. It covers on-campus Ethernet and wireless connections as well as off-campus connections.

### [COMPUTING LABS ON CAMPUS](#)

Penn's public access campus computing labs are open to all faculty, students and staff with valid Penn IDs. Special departmental labs, which provide very restricted access, are not considered public access and do not appear on the campus labs list. Visit the link for more detailed information regarding the systems, software, and services available in each lab.

### [COMPUTER CONNECTION](#)

The Computer Connection is the campus computer retail outlet for faculty, staff and students of the University. The store offers educational discounts on computers, hardware, software, accessories and supplies.

### [WEIGLE INFORMATION COMMONS \(WiC\)](#)

WiC supports collaborative learning and group activities using the latest technologies. The Commons hosts student assistance services from our Program Partners. 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.

### [VITALE DIGITAL MEDIA LAB](#)

The Vitale Digital Media Lab provides walk-in assistance with video creation, animation, graphic design, poster design and borrowing equipment such as video cameras.

## **BOOKS AND COURSEPACKS**

### **PENN LIBRARIES**

The collections of Penn's 15 libraries comprise over seven million volumes, one million of which are in electronic form; over 33,000 videos and four million microfilms; more than 100,000 e-journals and over 1300 online databases and indexes. Penn's major disciplines are supported by subject specialist librarians who can help identify, evaluate and locate resources appropriate for research.

### **PENN BOOK STORE**

The Penn Bookstore offers a range of options for purchasing course materials, including new, used, digital and rental versions, depending on the textbook. They also carry merchandise, school supplies, regular books and magazines. It also houses a café and hosts frequent readings by authors.

### **PENN BOOK CENTER**

Penn Book Center has been serving the academic community in University City for more than fifty years. The knowledgeable staff will help you find the book you want. If they don't have it in stock, they will order it for you.

### **CAMPUS COPY CENTER**

Campus Copy Center is a family owned preferred provider. Their services include copy and binding, wide format color printing, offset printing, passport photos, fax/resume services, graphic design and shipping. Many Penn instructors will use their services to create course packs.

### **HOUSE OF OUR OWN**

This shop is located on two floors of a quiet, comfortable Victorian house on the edge of Penn's campus. The large stock of general and scholarly books is divided between new and used, and is well-organized and categorized.

## **ACADEMIC OPTIONS AND OPPORTUNITIES**

### **WRITING**

#### **THE CENTER FOR PROGRAMS IN CONTEMPORARY WRITING**

The Center for Programs in Contemporary Writing has been created in order to bring together all of Penn's writing programs, entities, and projects - to form a new collaborative whole that will seem coherent and exciting to students, faculty, staff, alumni and other Penn-affiliated writers. For this purpose we have built a writing neighborhood on campus - along 38th Street, in two Victorian homes at 3805 Locust and 3808 Walnut. Here we will make knowledge about the act and process of writing more accessible than ever to the university community. When Penn people need support or help as writers, they will know where to go.

## **KELLY WRITERS HOUSE**

Founded in 1995 by a group of students, faculty, staff and alumni, the Kelly Writers House is an actual 13-room house at 3805 Locust Walk on Penn's campus that serves as a center for writers of all kinds from Penn and the Philadelphia region at large. Each semester the Writers House hosts approximately 150 public programs and projects--poetry readings, film screenings, seminars, web magazines, lectures, dinners, radio broadcasts, workshops, art exhibits, and musical performances--and about 500 people visit the House each week. They work, write, and collaborate in seminar rooms, a publications room, the "hub" office, a cozy living room, a dining room, a kitchen with plenty of space for conversation, and "the Arts Cafe," the wonderfully open south-facing room that was originally the parlor. Writers House also has a strong virtual presence with ongoing interactive webcasts. Via dozens of listservs and email discussion groups, they link writers and readers from across the country and around the world. Through its many programs and projects, the Writers House promotes the full range of contemporary literature, addressing writing both as a practice and as an object of study.

## **LANGAUGE**

The University of Pennsylvania offers instruction in well over 50 languages. In addition to the language courses that are offered as part of the degree programs in various majors, the unique institution of the **Penn Language Center** allows the University to offer a wide variety of less commonly taught languages, as well as other language courses for special purposes.

**African Studies:** (Offered through PLC 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 and (offered through PLC) Modern Greek

**East Asian Languages and Civilizations:** Classical Chinese, Classical Japanese, Japanese, Korean, Mandarin and (offered through the PLC) Cantonese, Tagalog, Taiwanese, Thai and Vietnamese

**Germanic Languages and Literatures:** Dutch, German, Yiddish and Swedish

**Linguistics:** (Offered through PLC) 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 PLC) Judeo-Spanish (Ladino)

**Slavic Languages:** Russian and (offered through the PLC) Czech, Hungarian, Polish and Ukrainian

**South Asia Studies:** Gujarati, Hindi, Sanskrit, Urdu and (offered through the PLC) Bengali, Kannada, Malayalam, Marathi, Panjabi, Pashto, Tamil and Telugu.

### **POLICIES GOVERNING LANGAUGE CERTIFICATES**

- The language certificate may be earned by completing three courses of language study or courses in literature and culture taught in the original language. Courses used for the language certificate must be at a level beyond that required for the Foreign Language

Requirement by the relevant department. The courses must be taught in the original language.

- Study abroad courses may be used with departmental approval.
- Students must earn a minimum average grade of B+ in the three courses used in the language certificate. The courses may not be taken on a P/F basis. Students who would like to obtain a language certificate should apply to the department in which the language is offered. If it is not offered in any department, they should apply to the Director of the Penn Language Center. The department or center will verify completion of the requirements of the certificate.
- Completion of the certificate will be noted on the student's transcript at the time of graduation.
- Courses used solely for a certificate, above and beyond the courses used for Foreign Language Requirements, are not eligible for tuition reduction.

## PUBLIC SPEAKING

### COMMUNICATION WITHIN THE CURRICULUM (CWIC)

The ability to speak clearly and compellingly is an essential element in achieving educational and career goals. CWIC has a staff of trained speaking advisors, undergraduate students who teach workshops and provide coaching sessions for individual and group presentations.

## DOUBLE MAJOR

A student pursuing a double major satisfies the requirements for two separate majors within SAS but earns a single B.A. degree. Policies governing double majoring can be found in the Majors section of this handbook.

### POLICIES GOVERNING DOUBLE MAJORS

- Students who are double majoring must complete 18 unique course units between the two majors.
- Students who are triple majoring must complete 24 unique course units among the three majors.
- Major departments may have additional rules limiting such double counting.
- The minimum graduation requirement for a student who is double majoring is calculated using the number of course units required for the larger major.
- Students who are double majoring may double count two courses, one from each major, toward the Sector Requirement.

## MINOR

Students may choose to complete a minor 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. Many—but not all—departments offer a minor, and the number of requirements varies, but is usually between 6 and 8 course units. Visit the department

website of interest to learn if a minor is offered and consult directly with the department for advising on requirements.

- Minor courses must be taken for a grade, not pass/fail.
- Minor courses are not eligible for tuition reduction.
- Students permitted to add minors to their BA programs that require Non-SAS courses may need to complete more than the minimum number of courses for graduation, since only the SAS courses in these minors will count toward the required number of SAS courses outside the major. They should consult an LPS advisor in planning their program.
- It is not possible to do a minor in the Wharton School.
- Students who wish to declare a minor should meet with the undergraduate chair or other appropriate representative of the department or program. The minor will be posted to the student's transcript and added to the Academic Planning Worksheet on Penn InTouch.

## STUDY OFF CAMPUS

### PENN SUMMER ABROAD

Penn Summer Abroad programs are faculty-led and offer undergraduate courses that are taught abroad during the summer for Penn credit.

### PENN ABROAD

Each year Penn Abroad sends approximately 600 students abroad to earn academic credit in nearly 50 countries. This site provides detailed information about semester and academic year study abroad opportunities for undergraduate students. Explore this website to find out how to plan for semester and academic year study abroad, what programs are approved for academic credit, how to apply for admission, how to finance the cost, and what Penn expects of you as a participant.

Penn, in concert with Penn Abroad, closely monitors the academic quality of the programs in which Penn students enroll. Students are required to meet with an LPS Advisor and their major advisor to discuss their choice of program and the courses they wish to take abroad to ensure that the program is academically appropriate and that they will receive credit upon their return.

- Good academic standing and a minimum cumulative and semester g.p.a. of 3.0 are required to apply for study abroad; some programs stipulate a higher g.p.a. If admission is conditional, students must satisfy all conditions. If students do not meet the academic requirements to study abroad, including good academic standing, or they violate academic integrity prior to study abroad, permission to participate will be revoked even if admission has been granted and travel arrangements have been made. Students are not allowed to study abroad if a grade notation of I, NR or GR or if more than two F's appears on their Penn transcript or if their major is undeclared, unless permission is specifically granted by the College study abroad advisor. Some abroad programs also require a minimum level of language skill. Refer to the Penn Abroad website for more information on language requirements.
- Students who enter Penn as freshmen must complete three semesters of full-time study in Philadelphia and be enrolled at Penn the semester before applying to study abroad and the semester before they study abroad.

- Transfer students must complete one semester at Penn before applying. They must have completed two semesters at Penn before studying abroad, and be enrolled at Penn the semester before their departure. Junior transfer students are not eligible to study abroad.
- Petitioning for an exemption from these policies is an option if there are compelling academic and intellectual reasons to be away from Penn the semester before study abroad. Students should contact the College study abroad advisor to discuss petitioning.
- Students studying abroad pay regular Penn tuition and continue to receive financial aid as if they were in residence on Penn's campus. They will receive credit for their coursework as long as the relevant academic departments at Penn approve this credit. Their grades become a regular part of their transcript and are calculated into their Penn g.p.a.
- Credit will not be awarded for programs that are not formally affiliated with the University of Pennsylvania.

All academic policies apply to students while away including add, drop, withdraw and grade type change. Students who are interested in applying to study abroad should refer to the Study Abroad Step-by-Step or more information on the application process.

### INDEPENDENT STUDY

LPS B.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 student must submit the form to their LPS Advisor. 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 student into the Independent Study and bill it at the LPS tuition rate; LPS students who register Independent Studies through department administrators outside of LPS will be charged higher College tuition rates.

- Students must produce an academic paper in connection with an Independent Study.
- Only 1cu of Independent Study is allowed per semester.
- Only 2cu of Independent Study may be counted toward the Bachelor of Arts degree. If a second unit of credit is requested for the same project, a formal letter requesting the second credit must be submitted by the deadline.
- Students wishing to enroll in an Independent Study must submit approved proposals to the LPS Advisor no later than two weeks prior to the start of classes in the semester in which they intend to conduct the study.

### THE WASHINGTON SEMESTER

Penn in Washington Semester is a fantastic opportunity for students with an interest in public policy to live, learn, and work in the nation's center of politics while everyone else is on campus.

### 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 2016." 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.

## **CENTER FOR UNDERGRADUATE RESEARCH AND FELLOWSHIPS**

Many Penn students come to Penn wanting to "do research", but figuring out what that means and how to go about it can be daunting. CURF is here to help you figure out what steps you need to take to find a rewarding research experience, and to help you take the work you are currently involved with to the next level.

## **CAMPUS AND COMMUNITY LIFE**

### **PENN HOUSING AND FOOD SERVICES**

#### **RESIDENTIAL HOUSING**

Full-time LPS students enrolled in degree-granting programs may apply for housing beginning April 1 using their Pennkey and Password.

#### **OFF-CAMPUS SERVICES**

Visit the online listing database powered by Off Campus Partners to locate apartments, search for roommates, and find sublets.

#### **DINING SERVICES**

As the University's foodservice professional, Penn Dining oversees numerous food operations and dining services, and consults on all food-related planning issues.

## **GETTING AROUND**

#### **PENN 24/7 WALKING ESCORT**

Specially trained uniformed security officers from the Division of Public Safety are available 24 hours a day, 365 days a year, to walk students within defined boundaries within and around campus.

#### **BICYCLING**



Resources for cyclists such as bike safety, policies, maps, share programs, shops, and repair stations.

### **PENN TRANSIT SERVICES**

Penn Transit's comprehensive system provides effective, efficient and safe integrated transit on and around campus within specific service boundaries. Transit Services are free of charge to all Penn community members holding a valid PennCard.

#### **Penn Bus East and Penn Bus West**

Penn Buses operate Monday through Friday from 5:00 p.m. – 12:00 a.m. year round except for holidays observed by the University. Runs between designated Transit Stops on campus and at any intersection with a stop sign or light along its off-campus route.

#### **Penn Shuttle Service**

Shuttles provide free transportation to and from campus Transit Stops and West Philadelphia, Center City, and Powelton Village, within defined boundaries. Penn Shuttles run in the evenings seven days a week, year round.

#### **Penn Accessible Transit (PAT)**

Provides transportation within service boundaries for persons with disabilities. To obtain approval to use PAT or receive schedule information, contact the Office of Student Disabilities Services.

#### **LUCY (LOOP THROUGH UNIVERSITY CITY)**

A SEPTA-operated shuttle making multiple stops between Penn's campus and 30th Street Station, Monday – Friday, excluding major holidays, from 6:10 a.m. to 7:00 p.m. Free to students with a valid PennCard.

#### **PENN PASS PROGRAM**

Full-time Penn students may purchase a PennPass for specific service zones for semester-long discounted travel on SEPTA, Philadelphia's regional public transportation system.

#### **PUBLIC TRANSPORTATION**

Penn's compact urban campus is well served by an extensive network of subway, bus, regional rail, national rail, car-sharing, and trolley lines that are located around the campus where public transit stops are never more than a five minute walk from any part of campus. The University provides a number of programs to encourage university community members and visitors to utilize public transportation.

#### **PARKING**

The Department of Parking Services manages and operates 27 parking facilities on Penn's campus, including garages and lots.

#### **RIDE SHARING**

For drivers who only need a car for occasional trips or who don't mind commuting with others, Penn promotes a number of ride sharing alternatives including car sharing, van pooling and the Emergency Ride Home Program.

## **SAFETY AND SECURITY**

## **DIVISION OF PUBLIC SAFETY**

DPS is proud to maintain a positive and collaborative working relationship with many safety, security and law enforcement agencies, which in turn, dramatically benefit the overall safety of Penn and the University City community.

## **EMERGENCY PHONE NUMBERS**

Please program 215-573-3333 into your cell phone speed dial as “Penn Public Safety”. Dial 511 from any campus phone. Use these numbers for all medical and emergency-related calls, including the reporting of suspicious behavior, or to reach Penn Police & Public Safety personnel.

## **BLUE LIGHT PHONES**

More than 450 Bluelight phones are located across campus, and over 200 emergency phones are located in elevators. If you observe a potential safety hazard, require assistance, notice suspicious activity, feel unsafe or need a walking escort, you can reach Public Safety directly through any emergency phone on campus. Just pick up the receiver or press the button. You will be instantly connected to an emergency operations center (PennComm) dispatcher who has direct contact with the Penn Police and other important public safety agencies. Many of our Bluelight phones are within sight of our many CCTV cameras, which will automatically focus on you when you use the emergency phone.

## **PENN GUARDIAN**

Penn Guardian is a free 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.

## **UPENN ALERT EMERGENCY NOTIFICATION SYSTEM**

This system enables fast and efficient dissemination of critical information to members of the University community during a major emergency via text messaging, e-mail, digital displays and the Penn Siren Outdoor System (Penn SOS). Update contact information in Penn In Touch to connect.

## **PROPERTY REGISTRATION**

Penn students may register their property to increase the chances of recovery should it be lost or stolen. Log on to [Campus Express Online](#), and select “My Property Registration.”

## **RAD SELF DEFENSE COURSES**

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. Special Services provides separate courses for women and men. They also now offer a special DPS Kids Safety Day to teach children important information about how to deal with strangers, how to call for help and how to stay out of dangerous situations, to name a few.

# **HEALTH, WELLNESS, AND PERSONAL SUPPORT**

## **STUDENT HEALTH SERVICES**

SHS provides information and services related to primary care, immunizations, sexual health, women's health, men's health, trans health, travel health, smoking cessation, allergies, acupuncture, massage, nutrition, stress reduction, sports medicine, podiatry and campus health.

### **STUDENT DISABILITIES SERVICES**

Student Disabilities Services (SDS) works closely with students who self-identify and document temporary and permanent disabilities in order to ensure equal access to all University programs activities and services. Visit their website for details and contact information.

### **PENN DENTAL CARE PLAN FOR STUDENTS**

For academic year 2015-2016, students may voluntarily enroll themselves and their dependents in the Penn Faculty Practice Student Dental Plan.

### **COUNSELING AND PSYCHOLOGICAL SERVICES**

CAPS offers confidential free professional mental health services to students at Penn, including individual therapy, couples or family therapy, group programs, crisis management, referral services, outreach and prevention, records requests, return from leave of absence, mindfulness-based stress reduction. Visit the above link for more information. If you are experiencing an emergency that cannot wait until our next day office hours, please call our main number (215-898-7021) and press # 1

### **U LifeLINE**

ULifeline is an anonymous, confidential, online resource center, where you can be comfortable searching for the information you need regarding emotional health. Visit the above link or, if you need help now, text START to 741-741 or call 1-800-273-TALK (8255).

### **OFFICE OF ALCOHOL AND OTHER DRUG INITIATIVES**

The mission of the Office of Alcohol and Other Drug Program Initiatives is to reduce harm related to alcohol and other drug use at the University of Pennsylvania. Key efforts focus on education, prevention and confidential, non-judgmental brief interventions for both individual Penn students and student groups.

### **STUDENT INTERVENTION SERVICES**

Penn Student Intervention Services (SIS) assists the University community in handling emergencies or critical incidents involving the welfare and safety of students.

### **PENN VIOLENCE PREVENTION**

PVP aims to engage the Penn community in the prevention of sexual violence, relationship violence, and stalking on campus. The goal is to not only ensure students have access to safe and effective resources, but to provide preventative education focused on building healthy relationships, understanding consent, reaching out to friends in need, and being an active bystander. The director works closely with a team of colleagues across campus to provide education and outreach. The Director also serves as a confidential resource for students affected by sexual violence, relationship violence, and stalking.

### **FAMILY CENTER AT PENN**

The Family Center at Penn is a hub for information, resources, activities and advocacy for students with children, providing a forum for student parents to connect and develop supportive networks, and a welcoming environment.

## STUDENT GROUPS, CENTERS, AND ORGANIZATIONS

### [OFFICE OF STUDENT AFFAIRS](#)

The Office of Student Affairs serves as a primary source of information and advice about co-curricular opportunities and resources. Visit the link to learn more about student organizations and clubs, student government, leadership programs and resource modules.

### [LIBERAL AND PROFESSIONAL STUDIES STUDENT ASSOCIATION](#)

Penn LPSSA is designed to better integrate College of Liberal & Professional Studies (LPS) students into the University of Pennsylvania community.

### [UPENN STUDENT VETERAN ASSOCIATION](#)

University of Pennsylvania Student Veteran Association (UPSVA) is the student organization for current and former military members affiliated with University of Pennsylvania.

### [NAVAL ROTC](#)

University of Pennsylvania's Naval Reserve Officer Training Corps prides itself on its rich history and training program. With over sixty five years of experience, the U of Penn Naval ROTC program seeks to train the most technically and tactically proficient officers to serve in the United States Navy and Marine Corps. Through hard work, perseverance, and the help of our highly trained officers, one can earn a commission into the World's strongest navy.

### [PENN WOMEN'S CENTER](#)

One of the nation's oldest campus-based Women's Centers working with students, staff and faculty to promote gender justice at Penn and beyond.

### [LESBIAN GAY BISEXUAL TRANSGENDER CENTER \(LGBTC\)](#)

The LGBTC is a home away from home for sexual and gender minorities and their allies at the University of Pennsylvania. They offer peer mentorships, space to study and socialize, a calendar of events, and a social and political hub for the queer community on campus, hosting over 25 undergraduate and graduate student groups. They are one of the oldest and most active LGBT centers in the country, serving the Penn queer community for over 30 years.

### [OFFICE OF THE CHAPLAIN AND THE SPIRITUAL AND RELIGIOUS LIFE CENTER](#)

The Chaplain is responsible for the oversight and coordination of religious activities on campus. The Chaplain supports the academic mission of the University by facilitating and encouraging initiatives concerned with the moral, ethical, and spiritual dimensions of university life. Penn students pursue their faith and fellowship within a wide variety of student organizations. Visit the link to explore organizations listed by faith tradition.

### [GREENFIELD INTERCULTURAL CENTER](#)

The Albert M. Greenfield Intercultural Center is Penn's resource for enhancing student's intercultural knowledge, competency, and leadership through our programs, advising, and advocacy.

### [LA CASA LATINA](#)

The Center for Hispanic Excellence: La Casa Latina promotes greater awareness of Latin@ issues, culture, and identity at Penn. La Casa Latina works closely with the Penn community to offer a supportive environment where all students are welcomed and engaged in programs, events, and dialogues that address important issues affecting Latin@s/Hispanics locally, nationally, and internationally.

#### **MAKUU: THE BLACK CULTURAL CENTER**

Makuu: The Black Cultural Center is the University of Pennsylvania's focal point for student activities, ideas, outreach, and support linked to Black culture and the African Diaspora. Makuu provides a comfortable and convenient space for students to gather. Professional and student staff work daily to provide academic, cultural, and social support to students and groups, connecting them to additional resources and opportunities

#### **PAN-ASIAN AMERICAN COMMUNITY HOUSE**

The Pan-Asian American Community House opened in the fall of 2000 in response to students' calls for a cultural resource center at the University of Pennsylvania where South Asian, East Asian, Southeast Asian, and Pacific Islander cultures could be celebrated. PAACH is a community center that develops and implements innovative programs for leadership development and community service in close collaboration with Asian American student and community groups.

#### **GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY (GAPSA)**

GAPSA members engage in an ongoing dialogue with the leaders of the university, sit on Board of Trustee and University Council meetings, and also meet regularly with Penn's President and Provost to advocate for student interests.

## **COMMUNITY SERVICE AND CIVIC ENGAGEMENT**

#### **CIVIC HOUSE**

Civic House is the hub for student-led community service and social advocacy work.

#### **NETTER CENTER FOR COMMUNITY PARTNERSHIPS**

Penn's central administrative office for community partnership programs, including academically based community service, direct traditional service, and community development.

#### **PENN VOLUNTEERS FOR PUBLIC SERVICE (PENN VIPS)**

Penn VIPS has been established to provide a vehicle of staff, faculty, alumni and the West Philadelphia community to work together through community service activities and events. Further, Penn VIPS assists schools, community groups and non-profit organizations achieve their goals of providing service to their constituents.

#### **OFFICE OF GOVERNMENT AND COMMUNITY AFFAIRS**

OGCA advances Penn's mission by managing relationships with government and community leaders, advocating for policies and legislation consistent with the University's goals, and shaping local engagement initiatives.

#### **ACADEMICALLY BASED COMMUNITY SERVICE**

Courses, internships, and other academic programs that incorporate community service into the curriculum.

### [TRIO VETERANS UPWARD BOUND](#)

The [TRIO](#) Veterans Upward Bound (VUB) Program at the University of Pennsylvania is a **FREE**, non-credited, non-profit, pre-college program federally funded with a grant from the U.S. Department of Education. The primary goal of TRIO VUB is to prepare eligible veterans to enter college, be successful in college, and to graduate from college.

## ARTS, CULTURE AND RECREATION

### [ANNENBERG CENTER FOR PERFORMING ARTS](#)

Annual programming includes dramatic touring theatre, jazz, world music, culturally-specific roots programming (including African, Asian, Latin, and Irish work), dance and local Philadelphia artists. For 32 years, the Annenberg Center presented Dance Celebration, one of the nation's top dance series, in partnership with Dance Affiliates. For younger audiences, the Annenberg Center presents school-time matinee programs and the annual Philadelphia International Children's Festival, established in 1985 as the first event of its kind in the nation, serving children and families in the region with a range of artistic and interactive experiences.

### [ARCHITECTURAL ARCHIVES](#)

The Architectural Archives of the University of Pennsylvania preserves the works of more than 400 designers from the 17th century to the present.

### [ARTHUR ROSS GALLERY](#)

The Arthur Ross Gallery of the University of Pennsylvania advances scholarship, collaboration, and outreach through direct engagement with original art and artifacts. Presenting art from a wide range of media, periods, cultures, and traditions, the Gallery serves as a rich educational and cultural resource for students, faculty, scholars, artists, and the local and regional communities.

### [INSTITUTE OF CONTEMPORARY ART](#)

The Institute of Contemporary Art at the University of Pennsylvania believes in the power of art and artists to inform and inspire. The ICA is free for all to engage and connect with the art of our time.

### [BIOPOND](#)

This green space which we call today the James G. Kaskey Memorial Garden, or BioPond, was created during the last decade of the nineteenth century, opening as a research garden in 1897

### [KELLY WRITERS HOUSE](#)

Founded in 1995 by a group of students, faculty, staff and alumni, the Kelly Writers House serves as a center for writers of all kinds from Penn and the Philadelphia region at large. Each semester the Writers House hosts approximately 150 public programs and projects--poetry readings, film screenings, seminars, web magazines, lectures, dinners, radio broadcasts, workshops, art exhibits, and musical performances. It also has a strong virtual presence, and through dozens of listservs and email discussion groups, links writers and readers from across the country and around the world. Through its many programs and projects, the Writers House promotes the full range of contemporary literature, addressing writing both as a practice and as an object of study.

### [MORRIS ARBORETUM](#)

Listed on The National Register of Historic Places, it is an interdisciplinary resource center and is recognized as the official arboretum of the Commonwealth of Pennsylvania. Science, art, and humanities are pursued through a variety of research, teaching, and outreach programs that link the Arboretum to a worldwide effort to nurture the earth's forests, fields and landscapes.

### [DEPARTMENT OF MUSIC PERFORMANCE ENSEMBLES](#)

Penn's Department of Music sponsors a wide range of professional and student performance activities in a variety of musical traditions that are open to all members of the university community. Attend a concert, participate in an ensemble, or take private lessons.

### [PENN MUSEUM](#)

Founded in 1887, the Penn Museum has always been one of the world's great archaeology and anthropology research museums, and the largest university museum in the United States. With roughly one million objects in our care, the Penn Museum encapsulates and illustrates the human story: who we are and where we came from.

### [WXPB 88.5 FM RADIO](#)

Listener-supported public radio from the University of Pennsylvania.

### [WORLD CAFÉ LIVE](#)

World Cafe Live is dedicated to showcasing live music that attracts and inspires live musicians. The result is a three-tiered music hall designed to optimize the live performance experience, from sight lines, lighting and acoustics to green rooms, equipment access and concierge service.

### [PLATT STUDENT PERFORMING ARTS HOUSE](#)

Platt Student Performing Arts House offers a supportive programmatic home for creative exploration and expression, and advises and trains students pursuing their extra-curricular passions for the performing arts and those preparing for a career in the arts.

### [PENN RECREATION](#)

Visit the link to learn more about Penn's extensive fitness facilities, programs, and membership services.

### [CLASS OF 1923 ICE RINK](#)

Penn Ice Rink at the Class of 1923 Arena has hosts collegiate hockey events, as well as public skating, parties, and other fun and unique public activities.

### [FAMILY CENTER AT PENN](#)

The Family Center at Penn is a hub for information, resources, activities and advocacy for students with children, providing a forum for student parents to connect and develop supportive networks, and a welcoming environment.