

## Master of Behavioral and Decision Sciences Program

# Student Handbook



College of Liberal and  
Professional Studies

**Table of Contents**

1. Introduction	2
2. Background of MBDS Program	2
3. The MBDS Program Structure	2
3.1 Curriculum and prerequisites	2
3.2 Electives and Neuroscience Certificate	4
3.3 Independent research study	5
3.3 Capstone experience research project	5
3.5 Program advisors and course selection	6
3.6 Full-time and part-time students	6
3.7 Additional course-based CPT for international students	6
3.8 STEM benefits for work visa	7
3.9 Taking more than 9 CUs	7
4. Policies of the MBDS program	7
4.1 Academic and professional standards	7
4.2 Incomplete grades	8
4.3 Academic grievances	8
4.4 Academic probation and program dismissal	9
4.5 Inactive status and leave of absence	9
4.6 Sub-matriculation	11
4.7 Deferral of enrollment	11
4.8 Grade/Credit status and auditing courses	12
4.9 Transfer of academic credits	12
4.10 Financial support for tuition and research	12
5. Guidelines for Course Registration	13
5.1 Registration and add/drop periods	13
5.2 Permits to register in non-MBDS courses	14
5.3 Withdrawing from courses	15
6. Other University Policies	15
6.2 Eligibility for a Federal Loan	15
6.3 Immigration	15
6.4 Health regulations	15
7. University Resources	17
Pennbook	17
Annex	20
1. Policies on classroom conduct and student-professor interactions	20
2. OPT / CPT / Visa Assistance for International Students	20
3. Mission of the Office of Student Conduct	21



## 1. Introduction

This handbook provides the official guidelines of Penn's [Master of Behavioral and Decision Sciences \(MBDS\)](#). The handbook covers the regulations for the successful operation of the program, it includes the curriculum requirements for graduation, institutional policies, program's procedures and resources, and related guidelines for the completion of the degree. In case you have questions that are not answered in this handbook, please consult with the MBDS's helpdesk at [penn-mbds@sas.upenn.edu](mailto:penn-mbds@sas.upenn.edu).

## 2. Background of MBDS Program

The [Master of Behavioral and Decision Sciences \(MBDS\)](#) at the [University of Pennsylvania](#) (Penn or UPenn) is a 9 Course Unit (CU) graduate program designed to prepare students to enter professional and academic-related careers. The MBDS program provides an interdisciplinary approach to the understanding of behavioral decision making and is informed by contemporary theories and research methods of behavioral economics, decision sciences, network analysis and public policy. Our interdisciplinary degree prepares students to understand how individuals and groups make decisions, and how to influence decisions to make them sustainable over time. Our world-renowned program is taught by leading faculty and practitioners in all the relevant disciplines. Guided by their expertise, you will acquire skills that you will apply in a variety of fields, such as social and public policy, consumer behavior, law, education, business, and international development. Our rigorous theoretical and practical training will equip you with the tools to succeed in industry and academia.

The College of Liberal and Professional Studies (LPS) hosts the MBDS program in the School of Arts and Sciences (SAS). The Faculty Director is responsible for the general vision and the overall leadership of the program. The Managing Director implements those policies and is responsible for the day-to-day operations and student advising. The curriculum includes core and elective courses taught by members of the MBDS's standing faculty, affiliated Penn faculty, and outside experts from around the world. Students can also take two graduate-level elective courses outside of the SAS as part of the program (please review Section 3.2 for all conditions that apply).

## 3. The MBDS Program Structure

This section outlines the structure of the MBDS program. It presents the overall curriculum, including core and elective courses, program advisors, conditions for course selection, work visa requirements for international students, and related details about the program. For further information please consult the MBDS Coordinator.

### 3.1 Curriculum and prerequisites

The curriculum of the MBDS program entails the completion of 9 Course Units (CUs)<sup>1</sup> of graduate-level courses. The program includes five compulsory courses and four electives for graduation. The five core courses consist of: (i) Behavioral Science: Theory and Application of Experimental Methods, (ii) a Professional Applied unit, (iii) Judgments & Decisions, (iv) a Quantitative Course unit, and (v) the Capstone

---

<sup>1</sup> Course units (CUs) is the general measure of academic work over a period of time, typically a term (Fall, Spring or Summer). Penn's use of CUs conforms to the practices of peer institutions such as Brown, Harvard, Princeton, Yale and Duke. For more information please see [this link](#).



Experience Research Project Parts I and II that are offered in Fall and Spring, respectively. In the professional applied unit students must take at least one of the following three course options: (i) Norms and Nudges, (ii) Organizational Behavior, and (iii) Behavioral Public Policy. The other two alternatives can still be taken as electives based on seating availability. Moreover, and based on an evaluation prior to the start of the program, you will be assigned to **ONE** of the following two quantitative courses: the BDS-5220 Statistical Reasoning for Behavioral Science (intermediate-level taught in Fall), or the BDS-5160 Data Science & Quantitative Modeling (advanced-level taught in Spring). Moreover, students must take four elective courses that must be approved by the Managing Director before registration (review Sections 3.3 and 3.4 for all conditions that apply).

Table 1. Curriculum: Compulsory Courses

<b>BDS - #</b>	<b>Title</b>
5010	Behavioral Science: Theory and Application of Experimental Methods
Professional Applied unit	Students must take at least ONE of the following three course options: a. 5020 Norms and Nudges b. 5250 Organizational Behavior c. 5030 Behavioral Public Policy
5210	Judgments & Decisions
Quantitative unit	Based on an evaluation prior to the start of the program you will be assigned to ONE of the following two courses: a. 5220 Statistical Reasoning for Behavioral Science (intermediate), b. 5160 Data Science & Quantitative Modeling (advanced)
5990	Capstone Experience Research Project (Parts I and II in Fall and Spring, respectively)

Furthermore, the program requires a basic level of knowledge in statistics and game theory as prerequisites to start the program. For this reason, we will evaluate students to determine whether they must do additional training in the form of short prerequisite courses. For students with insufficient background in either or both areas, students must take the MBDS prerequisite courses offered during the summer prior to starting the program: (i) Applied Statistics for Behavioral Science, and (ii) Applied Game Theory (and microeconomics). These classes may be taken outside Penn provided that students submit official copies of the syllabus and transcripts, and that the syllabus is comparable to the contents of the MBDS pre-requisite course. Based on program availability, we may also provide a third summer course: “Introduction to Behavioral and Decision Sciences”. However, this course is not required for new students as we do not expect them to have a basic understanding of behavioral science prior to starting our program.





Table 2. Pre-requisite courses

BDS - #	Title
5060	Applied Statistics for Behavioral Science
5090	Applied Game Theory
5000	Introduction to Behavioral and Decision Sciences (based on availability)

### 3.2 Electives and Neuroscience Certificate

MBDS students must take four elective courses to complete the program. These electives should be chosen to enhance the skills and expertise for academic and professional career goals. To simplify the selection and registration of electives, the Managing Director will share a list of pre-approved courses prior to the registration period for each term (Spring, Summer or Fall). To include an elective as part of the program's curriculum for graduation, three conditions have to be met:

1. Students must select any elective **offered at the School of Arts and Sciences with a course number of 5000 or above**. Courses with lower numbering will not be considered for graduation, unless there is explicit written approval from the Managing Director.
2. Students can take a maximum of two electives outside of the SAS, and it is mandatory that the Managing Director approve the decision in advance.
3. Students must request written approval from the Managing Director to register for an elective outside of the SAS that is not included in the list of pre-approved courses.<sup>2</sup> Please note that if a non-approved course is taken by a student, it may not be counted for graduation and the student will have to pay for the extra course. Likewise, please note that an elective course may not substitute for any MBDS core course, and that the MBDS program does not guarantee that students will have access to their desired elective(s) outside of the SAS, as this decision depends on the final approval and seating availability of other schools/departments. The full list of courses at Penn is available in the [University's Course Catalog](#). The [Course Roster and Timetable](#) appears in March and October, listing the courses that will be offered the following semester. Finally, students can search for courses in [Pennant](#) using keyword searches.

Students in the MBDS Program are also eligible to use electives to complete the [Graduate Certificate in Social, Cognitive and Affective Neuroscience](#) (SCAN). SCAN is a neuroscience certificate that includes four required courses providing a strong foundation in neuroscience for non-scientists, and emphasizing the aspects that are most relevant to understanding human behavior. Besides this official certificate, students may choose electives falling under informal areas of specialization around Public Health, Psychology, Neuroscience, Education, Economics, Neuroeconomics,

---

<sup>2</sup> Students must verify that program advisors document the approval in Pennant. We seek to avoid future misunderstandings about what a student has permission to count toward degree requirements. The absence of Pennant documentation can delay program completion.



Sociology, Networks, and Computational systems. The Managing Director can advise you on which available courses may be helpful for your future career or academic goals.

### **3.3 Independent research study**

Students may pursue an Independent Research Study (IRS) and take Special Topic Seminars (STS) during their program. These options provide great opportunities for students to strengthen their research skills and get the academic mentorship they deserve. The standard format involves four touch point sessions with their reader, and the MBDS Program allows students to take a maximum of one IRS and to exchange it for one elective course in their curriculum. Please note that students may only count one Independent Study course toward completion of the degree, that this course will not replace other courses (such as core courses or a second elective), and that internships do not count for an Independent Study credit.

It is the responsibility of the student to propose the project and to approach a faculty member to obtain their approval. When the faculty member agrees, the student must fill out a “Request for Independent Study” that is found in the MBDS Online Canvas Community page (under “Forms”), and obtain the appropriate signatures from the faculty member and the MBDS Managing Director. Students must know that faculty members are not required to supervise an Independent Study, and that students must seek approval from the Managing Director when they are interested in an IRS outside of the MBDS Program.

The MBDS Program may also offer Special Topic seminars on a seasonal basis. These courses provide additional training to advanced students in a particular area of focus. Students can take more than one Special Topic seminar and each course will count as an elective course in their curriculum. However, each course will have their own entry requirements set by the instructor. Examples of Special Topic seminars in the past include: Applied Behavioral Science Research Seminar and Advanced Game Theory.

### **3.3 Capstone experience research project**

The BDS 599-6760 Capstone Experience course is the most important behavioral science training of the MBDS Program. This course consists of two semesters where students engage in a dialogue with industry and global organizations to understand the variety of applications of behavioral science and use the tools learned in MBDS courses to tackle specific industry/organization problems. Students must enroll in both Parts I and II, taught in Fall and Spring, respectively.

In the first semester (Fall), students engage in discussion panels with industry and non-profit organization leaders who share their experience and insights in three areas: a) how behavioral science is applied in organizations across several domains, b) why behavioral insights and tools are relevant in organizational settings, and c) what students can expect when they transition into the job market.

In the second semester (Spring), students participate in a series of professional development workshops as they embark on the Design Challenge. In this event, teams of students compete to put forward behavioral science solutions to influential partners in industry and global organizations. Our goal is to prepare our students to engage with industry and global organizations even before they complete the program.



### 3.5 Program advisors and course selection

MBDS students should talk to the Managing Director before the start of the program. The main program advisor is the Managing Director, and the Assistant Director acts as secondary advisor. The advisor guides the student during their academic experience to aid with course registration, selection and approval of electives, and Capstone activities. The MBDS Program will provide details about how and when to contact the main advisor in the introductory period.

Students must meet with the Managing Director at least once a semester (usually before or during Advance Registration) to discuss their program progress, to choose courses for the following semester, and to get approval for electives not included in the pre-approved list. Students will work closely with the Managing Director to determine the timeline to completion, and they should use the student planning worksheet available on [Pennant](#) to ensure that all degree requirements are fulfilled for graduation according to their timeline.

### 3.6 Full-time and part-time students

The MBDS Program aims to attract undergraduate students and professionals at any stage of their career in a full-time status. Students may enroll on a part-time basis at their convenience as many of our classes are available in the evening. However, the MBDS Program does not guarantee that all classes will be given in the evening (or at the convenience of each particular student). Part-time students are expected to complete their degree in no more than four years.

Penn characterizes full-time students as those taking a minimum of 3 CUs per semester and part-time students as those taking fewer than 3 CUs per semester. Although students can change their status from full- to part-time and vice versa at their own discretion, we advise all students to check with the appropriate University units (and MBDS Managing Director) for any changes in their status. Note that any sudden changes could affect the amount of federal aid that full-time domestic students are eligible for.

Also note that international students must maintain full-time status to meet visa requirements while living in the United States (USA). Enrollment status also determines access to some Penn services.

### 3.7 Additional course-based CPT for international students

This Curricular Practical Training (CPT) course is strictly designed for international students aiming to gain an internship experience during the summer time after completing their full master program curriculum in Fall and Spring. This 10<sup>th</sup> CU course is free of charge and allows international students to keep their full-time status in summer to legally work outside of the university. Candidates must fulfill two requirements to be eligible to register and request the CPT work-visa permit: (i) to be a full-time student in the two terms prior to the CPT application -at least three CUs in each term- (i.e. to be a full-time student in Fall and Spring for a summer internship), and (ii) to have resided in the USA during this period. Please note that the MBDS Program is not responsible for offering the internship opportunity for the student, and that we are not authorized to provide specific visa advice. For more information about



your specific circumstances and this CPT request please contact the International Student and Scholar Services [ISSS office](#).

### 3.8 STEM benefits for work visa

The MBDS Program is coded as 30.1701 (Behavioral Sciences) which implies that it is STEM eligible for international students.<sup>3</sup> As a result, international students in this program are eligible to work in the United States for 3 years after graduation. Hence, international students should consult with the ISSS Office for more information. You may also review a timeline of the F-1 STEM OPT Extension Process [here](#) and you can find additional information about work-study visas in Annex 2.

### 3.9 Taking more than 9 CUs

A student is permitted to take more than the 9 CUs required to graduate at their own financial cost. Students will pay for each extra course they decide to take separately from the program's curriculum requirements. As noted in other sections, all non-approved courses taken by a student may not be counted for graduation, and the student will have to pay all related institutional financial costs for the extra courses.

Please remember that the program allows students to exchange any MBDS Special Topic courses (STC) for the same number of electives (limited to the allowed number of electives), but only one independent study can be exchanged for one elective.

## 4. Policies of the MBDS Program

This section reviews the policies that students must comply with while attending the MBDS Program. It provides details about academic and professional standards, incomplete grades, academic grievances, inactivity and leave of absence, sub-matriculation, deferral of acceptance, transfer of credits, and financial support for research and tuition. For other details please consult with the MBDS Program immediately.

### 4.1 Academic and professional standards

Students in the MBDS Program are expected to maintain the highest academic and professional standards that historically characterizes the University of Pennsylvania. To ensure that students are making satisfactory progress toward their degree, the MBDS Program reviews student performance every semester. In this line the MBDS Faculty Advisory Committee (FAC) establishes four requirements as a student progresses in the program:

1. The student must take all courses that will count towards the MBDS degree requirements for a letter grade. Pass/Fail courses will only be counted towards the degree only when the University stipulates it officially. The letter grades of "S" or "U" also do not count toward the degree;
2. The student must maintain a **3.0 cumulative GPA** in order to graduate;

---

<sup>3</sup> "STEM" refers to science, technology, engineering, and mathematics, an acronym popularized by the National Science Foundation. A STEM field of study is included in the U.S. Department of Education's Classification of Instructional Programs taxonomy for engineering, biological sciences, mathematics, and physical sciences, or a related field that involves research, innovation, or the development of new technologies using engineering, mathematics, computer science, or natural sciences (including physical, biological, and agricultural sciences).





3. The student can only receive one grade of “C” during the completion of the MBDS Program;
4. Grades lower than a “C” are not accepted to complete the program (as part of the required 9 CUs).

Besides these criteria, all active MBDS students must act in good faith and in accordance with [Penn’s Rights and Rules of the Students Citizenships](#). Students in our program abide to the rules and expectations in the [Pennbook](#) that includes the [Student Guide to Academic Integrity](#) and [Code of Student Conduct](#). We follow these regulations as the standing of an educational institution and the value of their degree depend upon the integrity of study and research carried on at that institution and program. Moreover, our students are also expected to attend events hosted by the MBDS Program including workshops, trainings and seminars; and to follow our policies about classroom conduct and student-professor interactions (See Annex #1). In all cases where a student has not conformed to the norms of academic and professional conduct, the Managing Director has the authority (after seeking the approval of the Faculty Director) to implement any necessary corrective actions in the student’s curriculum with the purpose to prevent associated harms to the program or the student’s career.

Furthermore, while faculty and staff will assist students in every aspect of their graduate study, it is the responsibility of each student to ensure that all steps and necessary paperwork have been completed and submitted to the respective University’s agents as they advance in the program. Grant proposals, awards, accepted publications and other records of achievement should also be submitted to the Managing Director.

#### **4.2 Incomplete grades**

An incomplete grade indicates that a student has not completed all coursework examinations with the permission of the instructor. An instructor may grant this extension using an Incomplete (I) or an Extended Incomplete (II). An Incomplete must be fully completed within the first 4 weeks of the start of the next term, and an Extended Incomplete must be fully completed by the end of the next term. These rules remain for the summer term. In all cases, the instructor will grade the student with an “F” if the examinations are not completed by the deadline. Importantly, the instructor can request to change back the grade after the student has completed all required work, although instructors are not mandated to follow this option.

A student with two or more Incomplete grades will be subjected to a registration hold and they must meet with the Managing Director to decide on the course of action. The student must explain the circumstances of such scores and put forward a plan to resolve them as soon as the circumstances permit. Students with two or more outstanding Incomplete grades may not be allowed to register for more courses.

#### **4.3 Academic grievances**

The instructor of each course bears the ultimate responsibility for the evaluation of a student's performance. When a student decides to dispute a final grade, he/she must submit a written appeal to the instructor within the first 2 weeks of the academic semester immediately following the semester in which the grade was received. The instructor must respond in writing to the student within 2 weeks of receiving the written appeal. In case the student still considers he/she has been unfairly graded, the student



must submit a written appeal to the Managing Director. The Managing Director will assess the request and decide whether to move forward the appeal to the Faculty Director and the Faculty Advisory Committee (FAC). The two latter parties will review the student's appeal and make a final decision on the case. For additional details about policies governing academic grievances at the SAS and the Provost's Office please review this [information](#). Students may consult these parties for more information about the grievance procedure for other departments and schools.

#### **4.4 Academic probation and program dismissal**

Students who receive a grade lower than "C" (or more than one "C" grade) will receive a written warning and may be placed on academic probation. When a course is taken again to meet the academic requirements of the program, both courses and grades appear on the transcript, but only the first instance of a course contributes to the total number of CUs, and only the grade for the first instance of a course is included in the cumulative GPA. Students may not be allowed to register for courses during their probation without an approved plan in place. Students can appeal a probation period, and the final decision will be taken by the Faculty Director or the FAC.

Students who do not meet the terms of academic probation may be dismissed from the program by the Managing Director with the final permission of the Faculty Director. Students can also appeal this decision by presenting a written appeal to the MBDS FAC within 2 weeks of notification of dismissal. The FAC convenes to deliberate about the case by reviewing the student's academic progress during the academic probation. The MBDS FAC makes the final decisions on whether to remove the status of academic probation, continue probation, or dismiss the student from the program. When the student is dismissed from the program, he/she will receive an academic dismissal letter notification via email and U.S. mail.

Students will not be considered for readmission for one full calendar year following dismissal. Those students who are dismissed for poor performance and who wish to be considered for readmission must contact the MBDS Program for requirements and procedures. These guidelines must be indicated in the letter of dismissal before departure. In case of readmission, the student must maintain good academic standing until program completion. However, if the student fails to meet these conditions, the Managing Director may ask the MBDS FAC to drop the student from the University without further warning, and with no opportunity for readmission.

#### **4.5 Inactive status and leave of absence**

An enrolled student not taking any CU may be inactive or request a valid permission for a leave of absence:

1. Students who do not enroll in courses and do not provide a reason during four consecutive terms (including summer) will be considered inactive. Students will be automatically withdrawn from the program during the fourth term of inactivity, and they will be required to apply for readmission including standard application fees. Although the program will attempt to notify students that they will be withdrawn for inactivity and set a date for the dismissal, it is the responsibility of the student to contact the program before the fourth term of inactivity.



2. Students may request an official and valid time away from the program for a wide variety of reasons that may include:
  - a. Withstand a medical concern;
  - b. Fulfill a family obligation;
  - c. Pursue career-related opportunities;
  - d. Complete military service;
  - e. Participate in a political or religious campaign;
  - f. Other Force Majeure events.

Students considering a Leave of Absence should think carefully about their reasons and career goals before putting forward the request letter. The student should follow the correct [institutional guidelines](#) and program's policy. Discussing your plans with the Managing Director is the first step in this process, and the circumstances may require you to seek advice from other campus resources such as the Student Financial Services, Housing, and ISSS. Likewise, students taking time away in order to manage a medical condition should discuss the leave with their healthcare provider and related parties.

The following eight steps guide the process to request a Leave of Absence:

1. Students must meet with the MBDS Managing Director to discuss the request for a leave of absence;
2. The student must submit a written request for leave of absence, detailing the reasons for the leave;
3. The request will be evaluated by the Faculty Director, and if necessary, the MBDS FAC. If the request is approved, the program will stipulate conditions that must be met by the student before returning from leave;
4. The student will be notified with the result of the leave request. The program may deny any request for leave. In granting leaves, the decision of the program is final;
5. The student must notify all relevant offices of their leave. These offices may include the following: [Student Registration and Financial Services](#), [Housing and Conference Services](#), [International Student and Scholar Services](#) (ISSS), [Student Health Service](#), and the [Office of Student Conduct](#);
6. The student on leave may not be enrolled in Penn classes and will not receive credit for classes taken elsewhere during the leave unless special approval by the program is given. Students on leave may not live in University-owned housing during the term of their leave. In addition, a student may not participate in and/or hold a leadership position in a registered University organization;
7. Discontinuance of study without explicit written permission from the University does not constitute a leave of absence. Students who have requested a leave of absence for a given semester may still be dropped from the University rolls if their previous term's grades qualify them for this action;
8. Once a leave of absence or withdrawal has been approved (or the student has been dropped for inactivity) that action will be posted to the student's transcript. The student's PennCard will be automatically deactivated thereafter.

Students typically take a leave for a full academic year and each individual circumstance will inform the specific timeline. Students on leave should remain in contact with the Managing Director to provide updates about their plans. When



preparing to return to the program, students must consult with the Managing Director to develop a plan that fulfills the conditions for the return as outlined in their approval for leave of absence letter. The program can reject a returning student if his/her steps did not follow the pre-stipulated agreement.

Students must apply to return from leave by the following pre-set deadline: for the fall semester, July 15; for the spring semester, November 15; for the summer, April 15. At that time, students must fill out a request to return from leave form and show that they have fulfilled all of the conditions for return as outlined in their original letter from the MBDS Program. To begin this process, they should contact the MBDS Managing Director well in advance of the deadline. Any return request submitted later than the above deadlines may be denied.

#### 4.6 Sub-matriculation

[Sub-matriculation](#) allows Penn undergraduate students to complete their bachelor's and master's degrees together in 5 years. To request this permission, undergraduate students in their *junior year or before the end of their last semester* must apply for sub-matriculation into the MBDS Program. Students should discuss sub-matriculation with the MBDS Managing Director and then formally apply for sub-matriculation at their academic office. **Current deadlines are December 1 for Spring enrollment, and May 1 for Fall enrollment.** Second semester seniors are NOT eligible for this option, but they may apply for regular admission to the program. Students who miss sub-matriculation deadlines will not be eligible to enroll in the next semester.

Sub-matriculated students may count up to **three** graduate-level courses towards both their undergraduate and graduate degrees. These courses must be pre-approved by both the MBDS Managing Director and the student's undergraduate major advisor. The remaining **six** courses must be taken while a student has graduate level status. **Sub-matriculated students are restricted to take a maximum of two of the additional six MBDS courses outside of the SAS.**

Students should obtain a "Request for Sub-matriculation Course Double Counting" form from the MBDS Program to apply for course approval for double counting **prior** to taking the course. All College student requests for double counted courses must be made no later than 8 weeks into the student's 8<sup>th</sup> semester at Penn. LPS students should contact the MBDS Office for deadlines specific to their program of study. Additional information on sub-matriculation can be found [here](#).

#### 4.7 Deferral of enrollment

Admitted students may petition to defer their matriculation for up to one year. Note that deferral is primarily meant for unexpected and significant life circumstances that prevent a student from attending in the year of acceptance. Students who wish to defer should notify the MBDS Administrative Coordinator in writing. Approval of deferrals is not guaranteed and the MBDS Admissions Committee has the final decision. If deferral is approved, students will then notify the LPS Registrar's office as early as possible. It is not necessary for deferred students to reapply. However, students must inform the MBDS Program if they enroll at another institution prior to their matriculation at Penn, and they must submit final official transcripts of any coursework completed prior to starting their first semester in the MBDS Program.



#### 4.8 Grade/Credit status and auditing courses

MBDS courses must be taken for a letter grade, and students may register for courses that will not count for their program on an audit or Pass/Fail basis. For this request, they must seek approval with the Managing Director beforehand. After obtaining this approval, students will be allowed to change their status from credit to audit or from a letter grade to Pass/Fail (or vice versa) until the published deadline on the LPS website (approximately four weeks into the term). No change is permissible after the published deadline. Please review the official Penn calendar for LPS [here](#).

Furthermore, MBDS students may audit courses but note that they will be charged full tuition and fees. Audited courses will appear on the student's transcript, but no grade will be issued and the course will not count towards the 9 CUs needed to complete the program to graduate. Most courses are opened to graduate-level auditors based on the availability of seats. That said, MBDS will not accept undergraduate students to take or audit its courses (with the exception of sub-matriculated students).

#### 4.9 Transfer of academic credits

Penn employees and students who enter the MBDS Program from Penn's Post-Baccalaureate Undergraduate Studies or Non-Traditional Graduate Studies program may count **one relevant graduate-level course** taken within the last 3 academic years (at the time of application submission) towards their MBDS degree. Similarly, students who enter the MBDS Program from another graduate program at the University of Pennsylvania or from another university for which they did not complete a graduate degree may petition to count up to **two relevant graduate-level courses** toward their MBDS degree. These courses must be submitted to the Managing Director, who in consultation with the Faculty Director and the FAC, will review the approval before starting the first semester of the MBDS Program. Only courses appropriate to the student's degree program will be considered for approval. Transfer credit will replace up to two non-SAS elective courses, regardless of the course that a student transfers in, thus restricting remaining non-SAS courses to one. **Courses from completed degrees are not eligible for transfer.** In other words, students can only transfer-in courses from a graduate program that they did not complete (for both Penn or non-Penn graduate programs).

Four restrictions apply:

1. Students may not transfer a course that they have taken as part of a completed degree program;
2. No course taken as part of an undergraduate program may be transferred into the MBDS Program unless the student is a Penn sub-matriculate;
3. Transferred courses should have been taken in the past three years;
4. Courses taken outside of the University of Pennsylvania during a student's matriculation in the MBDS Program are not eligible for transfer credit.

#### 4.10 Financial support for tuition and research

Admitted students have the opportunity to apply for financial support for research and tuition. Students who are United States citizens or permanent residents are eligible for loans through Penn's [Office of Student Financial Services](#). Full-time students are eligible for full loan support and part-time students are eligible for partial loan support.





International students are not eligible for loans through the University of Pennsylvania. Students may also seek outside scholarship support or tuition benefits from their employers.

The MBDS Program may also have limited funding available to support research costs to be awarded on a competitive basis. The program can provide students with funds to present their research at a conference or scientific meeting on behalf of the MBDS Program. It is important to bear in mind that financial support is dependent on available funding from the University and it is given on a competitive basis according to the judgment of the Faculty Director, and/or the FAC. Please note that students with Incomplete (I), Extended Incomplete (EI), or unreported course grades (NR or GR) are not eligible for these funds.

To apply for research funds please submit a written request to the Managing Director. The proposal must include: purpose, reason(s) of interest for the MBDS Program and student, budget details (total and disaggregated), and timeline. Students applying for funds to cover expenses associated with an oral or poster presentation at a conference must submit a copy of the accepted abstract, the notice of acceptance of that abstract, and a budget of the costs associated with travel to the conference (total and disaggregated). Requests are accepted on an ongoing basis, but students must submit this information at least 4 weeks before funds are needed..

## 5. Guidelines for Course Registration

This section outlines the guidelines for the registration of courses. It clarifies what are the characteristics of the advance and regular registration periods, how to request permits for non-MBDS courses, and related information about adding, dropping or withdrawing courses at Penn. For other details please consult with the MBDS Program immediately.

### 5.1 Registration and add/drop periods

The process to register courses involves two phases: Advance Registration and Regular Registration. Students are eligible to participate in Advance Registration starting in the second semester of the program and are encouraged to register during this period to have the best opportunity to enter into their top choices. However, incoming students cannot participate in this advance registration, and instead they will select courses for their first semester at a designated program time according to the student's start time. The period typically begins by mid- August for the cohort starting in Fall and the MBDS Program will provide all required information at the right time during summer.

The Regular Registration period opens approximately 3 weeks after the advance registration period has closed and students have been notified of their schedules. During the regular registration period, students know immediately whether or not they can enroll in the course they are requesting. Some general information to register for courses:

1. Check the [LPS Academic Calendar](#) for the exact dates of Registration;
2. Check with the Managing Director to be sure the course for which you are registering fulfills a requirement for your degree and does not exceed the permissible number of electives outside of SAS;



3. Courses must be taken for a normal letter grade in order to count towards the MBDS degree. “Pass/Fail” or “Audit” are not acceptable options.
  - ✓ Only courses numbered 5000 and above may count toward the degree;
  - ✓ The Managing Director must provide explicit written approval to register for an elective outside of the SAS;
  - ✓ Permission to register may be needed from the instructor for graduate courses offered by other departments or schools;
  - ✓ Students are not permitted to enroll in more than five courses per semester.

Furthermore, students may add or drop courses via [Pennant](#) and within a specific university timeline using the right forms. Students may add a new course through the second week of the Fall and Spring terms. After that, it is not possible to add a course. Also, they may drop courses via [Pennant](#) with no financial obligation before the deadline published on the LPS Website ([review here](#)). The standard timeframe is 2 weeks after the term starts. Students may also drop a course between the second and fourth weeks of the term, but they will incur a 50 percent financial obligation for the tuition and fees. After the second week of the semester, students must submit a Withdrawal Form to LPS. When making registration changes via [Pennant](#), it is always advisable to double check to make sure the changes have taken effect before logging out. Students may also want to contact the Managing Director to confirm that the dropped courses are no longer on the official university websites. Students who fail to officially drop a course will receive a grade of F and must pay the full tuition rate.

MBDS students are also subject to LPS registration and add/drop deadlines which may be different from deadlines for other schools and departments. Students should always consult the current LPS Course Guide or the [LPS Calendar website](#) for deadline dates for making registration changes and for the corresponding financial obligations. Students are able to make these changes in [Pennant](#), and if they need to drop or withdraw from a course after the deadline they must write and submit a petition using the [official late-drop LPS form](#). It may be necessary to provide documentation of the circumstance surrounding the drop or withdrawal, particularly if the student is requesting a refund of tuition.

## **5.2 Permits to register in non-MBDS courses**

MBDS students may need permission to register for courses outside of MBDS. Courses that require special permission from the instructor are indicated in each Course Timetable as “Permit Required.” You must then write to the contact person to inquire about the petition process. Bear in mind that MBDS students wishing to take courses outside our program may not register until all students in the home department or school had an opportunity to register. Permits will then be issued on a first-come-first-served basis. The MBDS Program is not responsible for the decisions of the other departments/schools you apply to.

Once a permit is obtained, students must “claim” the permit by actually enrolling in the course through [Pennant](#). Please also inform the department that issues the permit in case you decide to not take the course. They can release your seat to other students wanting to take that class.



### **5.3 Withdrawing from courses**

Students may withdraw from a course after the deadline to drop a course has passed (approximately 4 weeks into the term). To withdraw, students must submit an [official petition to the LPS office](#). The standard approach is to grant permission and record a W (Withdrawal) on the transcript. After the published withdrawal deadline, students are permitted to withdraw only under extraordinary circumstances. Students who withdraw from a course have full financial obligation. However, they may be granted a 50 percent refund in cases of illness, military service, or other extraordinary circumstances. Please note that dropping a course is not identical to withdrawing from a course. Withdrawing from a course takes place after the sixth week of class and includes full financial obligation. In addition, the student's transcript will read "W" (Withdrawal) next to the title of the course. Conversely, when a student drops a course during the normal add/drop period there will be no record shown on the transcript nor financial obligation.

## **6. Other University Policies**

This section reviews other university policies of interest to the MBDS students. These policies include eligibility for federal loans, immigration-related processes, health-services, and other institutional regulations. For other details, please consult with the MBDS Program staff.

### **6.1 Student identification**

Each student's Identification Number (Penn I.D.) is issued after a student enrolls at Penn. This I.D. is used for course registration, access to online services, and other transactions throughout the University. The PennID number or the last four digits of your Social Security Number (SSN) is the only necessary information necessary when contacting most government and Penn offices. Students should remember to never provide their SSN to any person or institution at Penn (both internal or external parties).

### **6.2 Eligibility for a Federal Loan**

To be eligible for Direct Loan Program funds from the U.S. Department of Education, students must enroll in the MBDS program at least half-time (two or more course units per term).

### **6.3 Immigration**

International students must enroll full-time in the program, taking at least three course units each term. There is one exception: international students may register for a 10<sup>th</sup>, CPT course during their summer internship without adding further courses. For more information about immigration, visa status, and other reduced course load applications please contact the [ISSS office](#). The MBDS Program is not the official entity to seek advice for immigration questions.

### **6.4 Health regulations**

Students enrolled in the MBDS Program benefit from the University's efforts to provide a safe and healthy environment. The university has a number of health-related requirements for students that include completion and submission of health and immunization records, coverage for outpatient medical care through the [Student Health Services \(SHS\)](#) and maintenance of health insurance coverage for in-patient and catastrophic care. The University provides outpatient medical care to students. The SHS



offers an array of clinical services, including initial and follow-up treatment of acute medical illness and injury, management of chronic health problems, health screening and preventive care. Be sure to bring your PennCard and insurance information whenever you go for medical care. Students are advised to call SHS or consult their website for the most accurate and up-to-date information.

Penn also requires all full-time students to maintain medical insurance with coverage for in-patient care and catastrophic illness and injury. Students may satisfy insurance requirements through private or employer-sponsored plans or through enrollment in [Penn's Student Insurance Plan \(PSIP\)](#). Full-time students who have private or employer-sponsored insurance do not have to purchase the student plan, but they must still pay the clinical fee for coverage at the Student Health Service. All full-time students must either enroll in PSIP or submit a waiver indicating alternative coverage. Students who fail to provide information about coverage will be enrolled and billed for PSIP. Part-time students may enroll voluntarily in PSIP, but they are not subject to the insurance requirement, and will not be enrolled by default in PSIP. Coverage for the Student Health Service (either through the Clinical Fee or through enrollment in PSIP) is optional for part-time students.

MBDS students must also comply with immunization requirements. Students should complete a Pre-Matriculation Health Record obtained from the Student Health Service. Please note: Students born on or before January 1, 1957 are exempt from the above requirements. The Student Health Service can provide missing immunizations at a fee that covers costs. In the event of an outbreak of a communicable disease in any Penn class, all students in that class would be required to comply immediately with the University's immunization requirements.

Nowadays, Penn has strong measures to control the [COVID-19 pandemic](#). To reduce the risk of COVID-19 spreading within the Penn community, faculty, staff, postdoctoral trainees and students must prove their COVID-vaccination doses are up-to-date (or two weeks before the first day of study/employment) following the guidance given to Penn by the Philadelphia Department of Public Health. Moreover, all members of the Penn community are required to be enrolled in [PennOpen Pass](#) and complete Gateway testing on their first day on campus. For more information on Penn COVID-19 response and to ensure that you are compliant with Penn's vaccine requirements please visit [Penn COVID-19 Response](#). Failure to comply with Penn's COVID-19 response will result in disciplinary action, up to and including dismissal based on each case.



## 7. University Resources

This section provides an overview of related offices, services, resources, and departments of potential interest to the MBDS students.

Resource	Description
<b>Pennbook</b>	The Pennbook 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 expectations for membership in the university community.
<b>PennCard and PennCard Center</b>	The PennCard is the official University of Pennsylvania identification for students, faculty, and staff. The PennCard provides access to University facilities, services, cash convenience and more. To obtain a PennCard, students should bring a valid form of photo ID (driver's license, passport, etc.) to the PennCard Center. Only active students registered for courses in the current or upcoming term may receive a PennCard, which should be carried at all times on campus.
<b>PennKey</b>	A PennKey is required to authenticate, or verify, an individual's identity for many of Penn's networked computer systems and services. Authorized users need a PennKey and password to access such resources as Pennant (course registration), <a href="#">Canvas</a> (used in most classes;), certain library resources, and public campus computers. A PennKey is also required to obtain a Penn email address. New students should receive either a letter or an email with information on how to create a PennKey and password within a few days of their admission to the MBDS Program.
<b>Pennant</b>	Pennant provides secure access via the Internet to online course registration, class schedules, academic records, future academic planning, billing, financial aid application status and awards, address corrections and updates, and student health information. A PennKey is required to access Pennant.
<b>Penn Email</b>	All students enrolled at the University of Pennsylvania are eligible for a Penn email address free of charge. Even if the student plans to use a non-Penn email account, they should also establish a Penn address. The MBDS Program will send out program information to this address and also contact students with important information through this system as well as through Canvas. Course instructors will be given this address as well and will expect to contact students in this way. Should students wish, they may forward email from their Penn address to another account through Penn's webmail site. Instructions on how to create and use a Penn email account are available through the SAS Computing website above.
<b>Penn Bookstore</b>	The Penn Bookstore carries textbooks and trade books as well as stationery, art supplies, school supplies, gifts, and other items.
<b>Weingarten Learning Resources Center</b>	Provides professional consultation services in skills such as academic reading, writing, study strategies, and time management. This academic support is provided through a variety of services and programs including the very popular series of study skills workshops offered at the beginning of each fall and spring term for students. Consult their website for specific dates and times for these workshops or for more information.
<b>Access &amp; Achievement Programs</b>	Offers individual and group tutoring, and mid-term and finals review sessions for all Penn students. The support services help students enhance learning in core academic subjects, manage their time, find financial aid and feel more confident about their abilities. Assistance and counseling are available on an individual basis.





## MBDS Program Handbook 2022-23

<b>Student Financial Services</b>	Student financial aid, including applications and disbursement of money, are handled through Student Financial Services (SFS). Call or visit the website for deadlines and procedures.
<b>Career Services</b>	The University provides career services through the Career Services office.
<b>Computer Labs</b>	For a current list of computer labs on campus, along with a list of software installed and eligibility for usage.
<b>Tech Center</b>	The Tech Center offers advice, training, consulting services and computer support to Penn students. Students will need their PennCard for access to the building.
<b>Libraries</b>	Van Pelt Library, the main University library has extensive holdings, computers, and the Weigle Information Commons. <a href="#">Weigle Information Commons</a> at <a href="#">Van Pelt Library</a>
<b>Recreation Facilities</b>	MBDS students have access to all of the recreation facilities available to the University community. For information on fees, hours, programs, locker rentals, etc. see website above.
<b>Marks Family Center for Excellence in Writing</b>	The Writing Center provides free writing consultation by appointment at Weigle Information Commons. Appointments are made online.
<b>Office of the University Ombudsman</b>	The Office of the Ombudsman assists individuals in finding solutions to problems that they may not be able to resolve through normal channels. The office is concerned with safeguarding individual rights and promoting better channels of communication throughout the University. It is independent of all administrative offices. The Ombudsman is not an advocate for any one individual or group. He or she is an advocate for fairness, adherence to University regulations, due process, and personal responsibility. The Office supplements, but does not replace, any existing grievance mechanisms or modes of redress. It can and does recommend changes in the existing rules and practices when necessary.
<b>Confidentiality of Student Records</b>	Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, in general, personally identifiable information can be disclosed to people outside the University only with the written consent of the student or alumnus involved. A statement setting forth specific University policy concerning (1) disclosure of information to people outside the University, (2) disclosure of information to people within the University, (3) permitting students to inspect and review records and (4) providing students with the opportunity to seek the correction of their records appears in the Pennbook and is found at the website above.
<b>Equal Opportunity and Affirmative Action Policy</b>	The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability or status as a disabled or Vietnam Era veteran in the administration of its educational policies, programs, or activities, admissions policies and procedures, scholarship and loan programs, employment, recreational athletic or other University administered programs. Questions or concerns regarding the University's equal opportunity and affirmative action programs and activities or accommodations for people with disabilities should be directed to the Director of Affirmative Action.
<b>Counseling and Psychological Services</b>	CAPS provides professional psychological and psychiatric services to all Penn students who need help in dealing with academic stress, social difficulties, situational crises, managing personal problems, developing greater self-awareness and skills for life-long learning. Students presenting with more serious concerns like depression, anxiety, and eating disorders, among others, are seen as well. Licensed psychologists, psychiatrists, and social workers provide confidential short term psychotherapy for individuals, group



## MBDS Program Handbook 2022-23

	counseling, emergency crisis services, medication evaluations, workshops, career assessments/development counseling, and referrals free of charge.
<b><a href="#">Office of Alcohol and Other Drug Initiatives</a></b>	This office seeks to identify methods to reduce substance abuse and violence, control and mitigate campus environments where potential abusive behavior exists, and foster a campus culture in which healthy living efforts are plentiful and successful.
<b><a href="#">Student Disabilities Services (SDS)</a></b>	The Weingarten Learning Resources Center houses the Office of Student Disabilities Services (SDS), which provides comprehensive professional services and programs for students with disabilities to ensure equal academic opportunities and participation in University-sponsored programs. Reasonable accommodation to a qualified student's known disability may be provided to assure equal access. Penn invites students with disabilities to self-identify at any time during their course of study as enrolled students. Although the self-identification process is confidential and completely voluntary, it is required for those requesting accommodation.
<b><a href="#">Penn Violence Prevention (PVP)</a></b>	<p>The University of Pennsylvania is committed to the safety of all students, and is at the forefront of handling cases involving sexual violence, relationship violence, and stalking. The Penn Violence Prevention (PVP) is a collaborative program that grew out of the Penn Women's Center. 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. <b>Please review the following links for more information.</b></p> <p>a. <a href="#">Sexual Violence, Relationship Violence, and Stalking Policy</a>;  b. <a href="#">Sexual Harassment Policy</a></p>
<b><a href="#">Rules Governing Exams</a></b>	<p><i>Review the following links for information about rules governing exams:</i></p> <p>a. <a href="#">Provost's Policy on Common Midterm Examinations</a>;  b. <a href="#">Rules Governing Final Examinations</a>;</p>
<b><a href="#">Holidays</a></b>	<p>The University observes the following holidays: Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving and the day after, and New Year's Day. The University also recognizes that there are several religious holidays that affect large numbers of University community members, including Christmas, Rosh Hashanah, Yom Kippur, the first two days of Passover and Good Friday. In consideration of their significance for many students, no examinations may be given and no assigned work may be required on these days. Students who observe these holidays will be given an opportunity to make up missed work in both laboratories and lecture courses. If an examination is given on the first-class day after one of these holidays, it must not cover material introduced in class on that holiday.</p> <p>Review the following link for more information on secular and religious holidays:  a. <a href="#">Provost's Policy on secular and religious holidays</a></p>
<b><a href="#">Office of Student Conduct</a></b>	The Office of Student Conduct (OSC) is responsible for acting on behalf of the University in matters of student discipline. OSC deals with alleged instances of academic dishonesty and other student misconduct, in order to determine how best to resolve these allegations consistent with the goals and mission of the University as an educational and intellectual community. Review Annex 3 for more information.
<b><a href="#">Office of Student Affairs</a></b>	The Office of Student Affairs, a department within the Division of University Life, serves as a primary source of information and advice about co-curricular opportunities and resources. Staff members assist students in becoming involved in campus life,



	<p>conduct leadership development programs, provide continuity for organizations from year to year, manage organizational finances, educate students about University policies, mediate disputes, advise event planners, and help students put classroom learning into practice through the techniques of experiential education. A full list of services provided by the Office is available.</p>
--	--

## Annex

### A. Policies on classroom conduct and student-professor interactions

#### A.1 Classroom conduct

- a. **Attendance.** Attendance of all scheduled classes is required. In some cases a professor might excuse absences, but it is the student's responsibility to catch up on the missed class. Instructors are not required to provide alternative accommodations.
- b. **Professionalism in the classroom.** You are expected to behave in a professional manner at all times during MBDS classes. Behaviors that are not tolerated include, but are not limited to, the following:
  - ✓ Insulting your peers or instructors,
  - ✓ Preventing other students from speaking,
  - ✓ Interrupting classes with questions and discussions not related to the topic of the class.
- c. **Electronics use.** The use of mobile phones and instant messaging software is prohibited during all MBDS classes.
- d. **Academic integrity.** Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Refer to the full policy for more details: <https://catalog.upenn.edu/pennbook/code-of-academic-integrity/>

#### A.2 Interactions with Professors and Courses Assistants

- e. **Professionalism.** Students are expected to treat TAs and professors with respect. Disrespectful communications will not be tolerated, and each instance will be reported to the program administration.
- f. **Email etiquette.** You are expected to send your emails from an official Penn email. Include your name and avoid unprofessional language. Expect a maximum of 48 hours of a delay in responding, and follow-up if you did not receive a response after 2 days.
- g. **Requests regarding grades.** You are only allowed to request regrading if you believe there is a genuine grading error. In this case the entire submission is regraded and your grade can go up or down. Grades might reflect your performance relative to other students in your class. You have to file a formal regrade request via email, cc all class TAs within one week of receiving the grade in question (e.g. if grades were released on Canvas on 1/10, you have to file your request by 1/17). Regrade requests after this deadline will not be entertained.
- h. **Respectful behavior.** Each instructor has the freedom to set the guidelines and policies for their class and these expectations as well as the grading rubrics are outlined in the syllabi provided to students on their first day of classes. If you take issue with the instructor's information or instructional methods, any comments should be made without confrontation or antagonism and outside of the allotted class time. Teaching assistants do not make decisions about the class policies.

### B. OPT / CPT / Visa Assistance for International Students

As an international student, you are required to obtain an appropriate visa to study in the United States (US), if you do not already have one. Submitting your decision form will initiate the process of immigrant document application. Within a few days of submitting your decision form, you will receive an iPenn email from the International Student and Scholar Services (ISSS). The iPenn email will allow you to log in to complete the I-20/DS-2019 application. Within the application, please indicate that the college you



## MBDS Program Handbook 2022-23

were admitted to is the College of Liberal and Professional Studies (LPS). For more information about the visa application process and more pre-arrival information, visit the [Penn ISSS website](#) or email [iss@pobox.upenn.edu](mailto:iss@pobox.upenn.edu) for the most up-to-date information.

The notes below are offered to highlight important aspects specifically relevant to MBDS students.

### **B.1 Optional Practical Training (OPT): 12-month work authorization post-graduation,**

- Do not apply for OPT if you are outside the US at the time of application. If immigration requests for more information and you are not in the US to address concerns, your OPT may be cancelled.
- OPT is NOT flexible. Once you apply for it, you cannot make any adjustments to the starting date. If your OPT start date is October 1, you cannot begin work until that date.
- **Timeline:** You should apply 90 days prior to OPT start date to allow processing time and the mailing of your OPT card. Your OPT must start within 60 days of your graduation date.
- If you plan to graduate in August and would like your OPT start date to be August 8<sup>th</sup>, you must file for your OPT by May 8<sup>th</sup>. Your OPT start date can be as early as August 8<sup>th</sup> and as late as early October.
- Fall graduates may begin OPT as early as December 23<sup>rd</sup>, up to 60 days later (in February).
- Your OPT job must be aligned with your degree. This means your job position must be directly related to the field of Behavioral and Decision Sciences. Common jobs for our students include titles of: analyst, consultant, program/study coordinator, strategist, behavioral scientist, etc. These positions can be in health, finance, marketing, policy and other areas.
- Do NOT apply for OPT until AFTER you are absolutely certain of your graduation date.
- You do NOT need a sponsor for your OPT nor do you need a job offer in place to start applying for your OPT.
- If you have OPT and choose to travel abroad, to return to the US you will need to make sure you have the following 4 items in your possession - I-20, OPT Card, valid F-1 visa, and job offer letter.

### **B.2 Curricular Practical Training (CPT): work authorization during program,**

- CPT is not required if you are working on Penn's campus but is required for all off-campus work (paid or unpaid). In order to obtain CPT you must:
  - Be employed in a role relevant to your MBDS studies/capstone.
  - Work at least 20 hours/week (part-time).
  - Must be enrolled in BDS 5990 Capstone Course PRIOR to submitting CPT approval to ISSS. Your CPT **required** classes and its end date coincides with the last day of semester.
  - You will need a letter from your employer specifying general duties, work hours, rate of pay, start/end dates to be submitted to your CPT application through ISSS. Please carefully follow all directions offered by ISSS.
  - Students may **petition** to take CPT during the Summer session while enrolled for BDS 5990 Capstone and continue into the Fall with BDS 5900 Capstone Continuation (for a fee, as long as the same rules apply (must have offer letter, must be related to BDS degree, etc.)).
  - Processing Time: Please ask your ISSS counselor for an updated timeline.

For questions, please review the ISSS websites thoroughly to review FAQs, and please talk with an ISSS counselor for direction and to keep them informed of your plans.

## **C. Mission of the Office of Student Conduct**

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

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



## MBDS Program Handbook 2022-23

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

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

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

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

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

