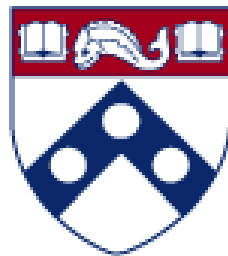


# Student Handbook

## **Master of Applied Positive Psychology (MAPP)**

University of Pennsylvania



Positive Psychology Center  
College of Liberal and Professional Studies  
Academic Year: 2022-2023

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Dear Student,

Welcome to the Master of Applied Positive Psychology program--or as we like to call it: "MAPP." I am eagerly looking forward to connecting with you in the Fall and to spending a meaningful and rewarding year together. You are one of an exceptional group of students coming in from all across the globe, and I know you're going to enjoy learning from our world-class faculty and meeting the other amazing students in this year's program.

The MAPP program follows a hybrid format, and while our synchronous learning will be delivered remotely, rather than face-to-face, we anticipate that hybrid nature is probably structured a bit differently from other academic experiences you have had. To help you throughout the year, we are providing this Student Handbook. Please take the time to read it carefully, and make sure to refer to it often, as it contains information on everything from academic information to university policies and procedures. Feel free to contact the relevant departments or organizations directly via the web sites and telephone numbers listed. If you need further help, our MAPP team will be happy to answer your questions or point you in the right direction. You can learn more about our roles and contact information on the staff page.

Once again, I'm delighted that you will be joining us. It's going to be a year full of hard work, deep learning, and outrageous fun!

With great anticipation,



James O. Pawelski  
Professor of Practice, School of Arts and Sciences  
Director of Education and Senior Scholar, Positive Psychology Center

# Academic Information

## Degree Program Requirements

Students are required to complete nine course units for the Master of Applied Positive Psychology degree. [These courses](#) are completed within one year. Four courses are taken in the Fall semester, and four in the Spring. The final course (the Capstone) is completed during the Summer semester.

## Advising and Academic Support Services

The MAPP academic advisor is Leona Brandwene. Specific capstone advisors will be selected at the beginning of the second semester.

We encourage students to access the variety of academic support services available through the University of Pennsylvania. [The Critical Writing Program](#) (3808 Walnut Street) provides writing advising to help graduate students conceptualize, plan and stage the work, and polish the final draft. The [Weingarten Learning Resources Center](#) (3702 Spruce Street) provides professional instruction and individual counseling in university relevant skills such as academic reading, writing, study strategies, and time management. [Grammarly](#), a free online writing assistant, may also be a helpful tool when writing papers.

The Office of Learning Resources includes [Student Disabilities Services](#) (SDS), which provides comprehensive professional services and programs for students with disabilities to ensure equal academic opportunities and participation in University-sponsored programs. Reasonable accommodation to a qualified student's known disability may be provided to assure equal access. Penn invites students with disabilities to self-identify themselves at any time during their course of study as enrolled students. Although the self-identification process is confidential and completely voluntary, it is required for those requesting accommodation. SDS may be contacted by phone at 215.573.9235, by TDD at 215.746.6320, or [via the web](#).

## Attendance Policy

The MAPP program is unique in its hybrid format, and both asynchronous distance learning and synchronous on-site components are essential to the academic experience.

Attendance at all synchronous classes, whether delivered on Penn's physical or virtual campus, is required of all students. If you will not be able to attend any part of program events at an on-site, please be in touch with our classroom manager and the instructional team as soon as you are aware of the conflict. Absences will be evaluated on a case-by-case basis and may be used to assess academic standing.

On-Site dates can be found [here](#).

# Academic Standing

Students who meet the following requirements as they progress toward their degrees will be considered in good academic standing:

- Mid Semester (Fall) – Students must comply with the onsite attendance policy noted above and have submitted all assignments in a timely fashion in accordance with the [Policy on Assignment Due Dates](#); assignments must be in keeping with [Penn's Code of Academic Integrity](#); students must be on track to earn grades of B or better in all Fall courses.
- End of Semester (Fall) – Students must comply with the on-site attendance policy noted above and have submitted all assignments in a timely fashion in accordance with the [Policy on Assignment Due Dates](#); assignments must be in keeping with [Penn's Code of Academic Integrity](#); students must not have any incomplete grades and must earn grades of B or better in all Fall courses.
- Mid Semester (Spring) – Students must comply with the on-site attendance policy noted above and have submitted all assignments in a timely fashion in accordance with the [Policy on Assignment Due Dates](#); assignments must be in keeping with [Penn's Code of Academic Integrity](#); in addition to all Fall grades of B or better (with no incompletes), students must be on track to earn grades of B or better in all Spring courses.
- End of Semester (Spring) – Students must comply with the on-site attendance policy noted above and have submitted all assignments in a timely fashion in accordance with the [Policy on Assignment Due Dates](#); assignments must be in keeping with [Penn's Code of Academic Integrity](#); students must have no incomplete grades and must pass all Fall and Spring courses with no more than one grade of B- and no grades below B-.
- Summer – Students must have submitted their Capstone project on time in accordance with the capstone requirements; Capstone must be in keeping with [Penn's Code of Academic Integrity](#); students must pass the Capstone course.
- Time to degree – the expected completion of the MAPP degree is 12 months.

**For U.S. students who use Title IV (federal) loans to fund their tuition:** students are required to be making Satisfactory Academic Progress (SAP) toward their degree in order to re-qualify for loan funding in the subsequent academic year. Specific to the MAPP program, a student cannot have an incomplete in more than one course in a semester to re-qualify for federal aid in the next academic year. For more information about SAP standards, please check the [Student Registration and Financial Services special policies page on Title IV funding](#).

## Grading Policies

### Credit and Grading System

A Course Unit (CU) represents three or four semester hours. Each course you take in MAPP is equivalent to 1 CU. You will take 4 CUs in the Fall, 4 CUs in the Spring, and 1 CU in the Summer. On the rare occasions when a student is unable to complete their coursework due to mitigating circumstances, a grade of "I" (Incomplete) or "II" (Extended Incomplete) indicates that the instructor has given permission to a student to complete a course at a later date. An Incomplete or an Extended Incomplete must be made up by the date determined by the academic advisor (Leona Brandwene)

and the Instructor. Students with one or more grades of Incomplete are subject to registration hold. If a student earns an “F” in a course, this grade remains on the record and is not erased even if the course is repeated with a passing grade. A grade of “F” is always calculated in the cumulative grade point average.

Grading scales are determined by the instructor of each course and are not necessarily consistent across the MAPP program as a whole.

### **Policy for Assignment Due Dates**

Just as students are on a tight timeline to submit papers and projects, instructors are on a tight timeline to grade and return them. Students should be respectful of instructors’ schedules by submitting all of their homework on time. **In the rare case that a student is unable to submit an assignment on time, he or she should email the Assistant Instructor(s) for that course as soon as reasonably possible (and no later than the due date).** This prevents instructors from having to spend valuable time tracking down any students who have not submitted their assignments. The student should communicate the reason for the delay and specify a requested alternative due date. Students who do not submit an assignment by the due date AND do not communicate with their instructor prior to the due date will receive a grade penalty. There will be a 3% reduction for non-communication up to one week, and a 50% grade reduction if submitted without communication past one week. A grade penalty may also be assessed for students who request excessive extensions and/or request extensions for avoidable reasons, and thereby do not abide by the spirit of this policy. Specific grade penalties are determined by the instructor teaching each course and are specified in course syllabi.

### **Course Syllabi**

Course syllabi are carefully crafted to serve as your semester-long guide to each course. Within each syllabus, you’ll find how to contact your course instructor and assistant instructors, course objectives, course policies and procedures, assignment descriptions and due dates, grading policies, and more. *The course syllabi are essential to your success as a student. Students are asked to carefully read their course syllabi at the start of each semester in order to ensure their academic success.* You can find course syllabi on our online learning platform, Canvas.

## **Academic Probation**

Students who fail to meet one or more of the conditions for good academic standing listed above will be placed on academic probation. Students on academic probation will be required to meet with their MAPP advisor. In this meeting, they will develop a plan and timeline to remedy the conditions that placed them on academic probation.

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 by the time specified in the outcome of the meeting with their MAPP advisor.

## **Program Dismissal**

- Students who, at any point in the program, have earned more than one course grade of B- or any course grade below B- will be subject to dismissal.

It is important that students complete their coursework on time. This will require careful planning ahead. Students may want to take advantage of [advising and academic support resources](#) to ensure finishing coursework on time. Students with any incompletes, who are not on an approved leave, as of the beginning of each semester will be subject to dismissal.

## Registration and Administrative Procedures

### Registration

MAPP classes are only open to students enrolled in the MAPP program. MAPP students will be registered for their courses by MAPP administration in mid-August unless they arrange otherwise. Classes are listed on our [website](#).

### Leave of Absence

Students who discover that they are unable to continue with their coursework must adhere to the following procedures:

#### Requesting a Personal or Medical Leave of Absence:

- Students who decide to take a leave after the semester has started may be responsible for some or all of their tuition and fees, and should be aware of [LPS deadlines for tuition remission](#), as they consider whether to take leave.
- Students must meet with a program advisor to discuss a leave request.
- Students must submit a written request for leave of absence using the LPS Leave of Absence form, detailing the reasons for the desired leave.
- The leave request will be evaluated by the Program. The Program may deny any request for leave. In granting leaves, the decision of the Program is final. The student will be notified of the result of the leave request. If the request is approved, the Program will stipulate conditions that must be met by the student before returning from leave.
- LPS policy stipulates that the timeline for a return from leave is within one year. Students who remain on leave for more than one year may need to petition the College of Liberal and Professional Studies to request approval before their return from leave.
- Students 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.
- Discontinuance of study without 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.

Once a leave of absence has been approved, that action will be posted to the student's transcript. Students' PennCards will be deactivated as soon as the leave has been processed.

### Notifications

Students must notify all relevant offices of their leave. These offices may include the following, if applicable:

- [Student Registration and Financial Services](#)
- [International Student and Scholar Services \(ISSS\)](#)
- [Student Health Service](#)
- [Housing and Conference Services](#)

### **While Out**

During the term of leave or drop, students may call their program office if they have any questions. Students should be aware of the conditions for return outlined in their leave or drop letter, since they will be required to fulfill them before they may re-enroll. **Length of Leave/Applying to Return**  
The maximum length of a leave of absence is approximately one year, so MAPP students initiating a leave during fall semester means that they would return to attend the following fall semester. If a student wishes to return to the program after a leave that is greater than one year, the student must petition the College of Liberal and Professional Studies Petition Committee to consider their request. The MAPP program will make a recommendation regarding the petition to the Committee, however, the final decision will be made by the Committee.

Students must apply to return from leave during the semester prior to when they first went on leave (for the Fall semester, by July 15; for the Spring semester, by November 15; for the Summer semester, by 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 program. To begin this process, students should contact their program advisor.

Any return request submitted to the program advisor later than the above-indicated deadlines may be denied. Timely submission of requests and documentation is a condition of all leaves. Students may request an early return from leave after one full semester on leave, but should bear in mind that this request may be denied.

### **Withdrawing from the Program**

If you cannot continue in the program and choose to withdraw, you must consult first with your MAPP academic advisor (Leona Brandwene). In order to withdraw, you must also drop all of your classes. **Absence from class does not constitute a drop, nor does notifying the instructor.**

Depending upon when you drop your courses, you may be responsible for part or all of your tuition and fees. Please refer to the dates and deadlines [published on the LPS website](#) for each term to determine when you may drop a course with or without penalties.

Students may drop their courses with no financial obligation until the add/drop deadline. This date is approximately two weeks into the term. Students may also drop their courses between the second and fourth weeks of the term, but in doing so will incur a 50% financial obligation for the tuition and fee for the dropped courses. Please see specific deadlines for dropping with a 50% tuition penalty on the LPS website. The one-time program fee is non-refundable.

Students may withdraw from their courses after the deadline to drop a course has passed (approximately four weeks into the term) and before the withdrawal deadline for that term. To withdraw, students must complete a withdrawal form outlining the reasons for the request, and obtain written approval from the instructor. Normally, permission is granted and a “W” is recorded on the transcript. After the published withdrawal deadline, students are permitted to withdraw only under extraordinary circumstances. Students who withdraw from their courses have full financial obligation, except in documented cases of illness, military service, or other extraordinary circumstances, when they may petition for a 50% refund. Withdrawal deadlines and forms are available [on the LPS website](#).

### **Administrative Support**

The Positive Psychology Center partners with the College of Liberal and Professional Studies (LPS) to be your liaison with the School of Arts and Sciences and the wider University. The Positive Psychology Center and LPS will provide all academic support, including advising. On-site class scheduling is



handled through the Positive Psychology Center. The College of Liberal and Professional Studies will help with questions about the registration process, your records at Penn, and graduation logistics. All billing and official transcripts are administered through the University's Bursar and Registrar offices. All aspects of the financial aid process—including the initial application and money disbursement—are handled through [Student Registration and Financial Services](#). Any questions about immunizations and health insurance are handled through [Student Health Services](#). If you encounter a problem with any administrative function, contact your advisor, who will help you accomplish what you need to do.

# University and Program Policies

## **COVID-19 Vaccination Policy**

The University of Pennsylvania requires all students, faculty, staff, and postdocs to be vaccinated against COVID-19, including the COVID-19 booster. Students must upload proof of COVID-19 vaccination to the Student Health portal. Follow these instructions for [new students](#) or [existing students](#) as appropriate. Visit the [Vaccinations](#) page for the latest requirements and access to information, instructions, and request forms for **medical and religious exemptions** and visit the [Public Health Guidance](#) page for more information. Should you have any concerns about your ability to attend MAPP due to the COVID-19 policy, please contact [Nicole Stottlemeyer](#).

## **Equal Opportunity and Affirmative Action Policy**

The University of Pennsylvania values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice) or (215) 898-7803 (TDD). You can read the policy [here](#).

## **PennBook**

[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.

Please follow the links below for more information on the following PennBook policies:

[Academic Grievance](#)

[Holidays](#)

[Sexual Misconduct Policy, Resource Offices and Complaint Procedures](#)

## **Code of Academic Integrity**

Since the University is an academic community, its fundamental purpose is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Every member of the University community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the Code of Academic Integrity. The Code can be reviewed in its entirety [here](#).

## **Class Recordings**

Students are not permitted to share, copy, or distribute recordings of live class sessions or any prerecorded class content without the permission of the University and the instructor. Students may also not make their own recording of class sessions. These actions are violations of the Code of Academic Integrity.

## **Code of Student Conduct**

Please follow this link to read the provisions of the [University Code of Student Conduct](#).

### **Virtual Classroom Conduct**

At MAPP, we value an authentic, respectful, inclusive, and engaged classroom environment. We expect students to be on camera and present during class, unless they have a medical reason not to be. Please manage your energy levels. If you need to take a bio break, get up, move, stretch, or eat, simply leave your camera on and exit the video frame. This way, it is easy to see who is engaged in class. We also ask that you leave your microphones muted unless you are speaking to avoid background noise. If your internet is unstable or an emergency arises, please take care of yourself first and notify the classroom manager as soon as you are able.

### **Student Privacy and Social Media**

At MAPP, we strive to preserve trust, respect, and confidentiality within our community, and we recognize that our students bring different levels of comfort with what is considered “private.” We operate by default under the most conservative interpretation of privacy when it comes to social media sharing. Students should not share written descriptions, photos, or videos related to our classroom or other MAPP experiences without the explicit permission from the individual(s) who would be affected. MAPP is both an academic and professional environment. Social media is used for a range of purposes (from the personal to the professional); please bear in mind that those outside of the MAPP environment will naturally make inferences about the program as a whole based on the very briefest of examples that are shown on social media. Finally, we are mindful that the element of surprise contributes significantly to the enjoyment of certain student experiences in MAPP. As a rule of thumb, if an activity was a surprise to you, we would be grateful if you did not share that on social media, so as to protect the experience of future MAPPsters. Should you have concerns about activities that are inconsistent with this policy, please bring them to the attention of Leona Brandwene.

### **Confidentiality of Student Records**

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

# Financial Information

## Tuition and Fees

Tuition is the cost of instruction. The current tuition rates for MAPP students are the graduate student rates for the University of Pennsylvania and can be found on our website [here](#).

There are fees in addition to tuition charges. The General Fee enables the University to maintain such essential facilities as the library system, institutes, and special laboratories and to run non-academic services such as the Career Services Office and Counseling and Psychological Services. MAPP students are also charged a one-time, non-refundable Program Fee in the Fall, which covers program activities specific to MAPP.

*All tuition and fee charges are subject to the approval of the Trustees of the University of Pennsylvania and may change without notice. The figures listed are proposed rates and may be subject to change.*

\*Please note: Summer term general fee amount is announced annually in April of that same year.

## Financial Aid Resources

MAPP students may be eligible to apply for financial assistance through Student Registration and Financial Services (SRFS) depending on their enrollment and degree status. To apply for financial aid through SRFS, students should visit the [web site](#). Please note: students who have federal or Title IV loans should be aware of the requirements for [Satisfactory Academic Progress](#).

The Office of Student Registration and Financial Services no longer mails paper bills; all billing is electronic. E-bills are sent after registration has been processed. The [billing schedule](#) may be found online. You may view your e-bill on [Path@Penn](#). All tuition and fees are payable by the date indicated on the bill. Students are required to pay in full the amount listed. Students with billing/payment questions or problems should contact SRFS or the LPS office. 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 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. For complete information on these and related financial matters, contact Student Registration and Financial Services, 100 Franklin Building, 3451 Walnut Street, 215.898.1988.

# Student Health

## Student Health Insurance

Because of the unique nature of the MAPP program's hybrid model of on-site and distance learning, and because most students are not typical residential graduate students, MAPP students are exempt from the Student Health Service policies for full-time graduate students.

MAPP students are eligible to apply for the Penn Student Insurance Plan (PSIP) through Student Health Service. If they choose to enroll in PSIP, they must [apply online](#).

### **EXEMPTIONS:**

If a MAPP student chooses not to enroll in PSIP (because they have their own insurance), that student is NOT required to submit a waiver. They will not be automatically enrolled in PSIP.

## Student Health Services

There is a clinical fee that grants semester-long access to basic care at Student Health Services (SHS). MAPP students are automatically exempted from the clinical fee charge; if a MAPP student wishes to access basic services at SHS, they will be charged the clinical fee. The clinical fee provides access to many services including primary care, women's and men's health, sports medicine, nursing care, nutrition, stress reduction, travel consultations. There is a list of services [online](#). Please be aware that any treatments recommended or administered by SHS may have additional costs, depending upon the type of health insurance plan you carry. For students enrolled in PSIP, the clinical fee is mandatory, since the University provides outpatient medical care through SHS.

The Student Health service is located at 3535 Market Street (36th and Market Streets), Suite 100. Be sure to bring your PennCard and insurance information whenever you go for medical care. For hours and other information, refer to the [Student Health website](#), or call 215.746.3535.

International students who are relocating to Philadelphia for their MAPP year are strongly encouraged to consider paying the clinical fee and securing health insurance so they have access to health care services while domiciled in the U.S.

If you receive any information about student health policies that are inconsistent with the information in this Handbook, please contact Aaron Boczkowski to resolve the matter.

### **Counseling & Psychological Services (CAPS)**

CAPS provides professional psychological and psychiatric services to students who are having personal problems involving social, emotional, academic, and career issues. The most frequent concerns are poor academic performance, stress management, depression, anxiety, low self-esteem, eating problems, drug and alcohol abuse, racial/ethnic identity issues, relationship conflicts, sexual identity concerns, career conflicts, and loss/grief. CAPS fosters personal growth to enable Penn students to take full advantage of academic and social opportunities at Penn. Students learn to manage personal challenges, psychological problems, and situational crises and develop strategies to cope with academic stress and skills for life-long learning. Services are free and confidential. Visit [their website](#) for information on scheduling an appointment or call the front desk at 215.898.7021. Online students who are experiencing challenges can speak to a clinician immediately by dialing

215.898.7021 and pressing "1" (press "2" to schedule an appointment). For ongoing care, CAPS may refer you to a provider located near you from their robust referral network. If you are having an emergency when the office is closed, call 215.349.5490 and ask for the on-call clinician. CAPS now has a [Wellness@Penn Facebook page](#) so you can stay updated with the service's resources.

## **Information for International Students**

### **International Student and Scholar Services**

Given that our program will be delivered virtually for the 2022-23 academic year, international student visas will not be required this year. Penn's Office of International Student and Scholar Services (ISSS) is available to help with all visa- and immigration-related questions and concerns. They also offer other workshops, events and programs that may be of interest to international students. More information about ISSS can be [here](#).

### **F-1 Curricular Practical Training (CPT)**

CPT for F-1 students is intended to provide work experience in the U.S. in situations where the work serves as an integral part of a student's academic program and an established curriculum, prior to completion of that program. **Please note that CPT is rarely an option for MAPP students** due to the [eligibility requirements for obtaining a CPT permit](#). If you feel that you meet the eligibility requirements and would like to explore CPT, please reach out to Leona Brandwene to discuss the possibility.

### **F-1 Optional Practical Training (OPT)**

OPT is intended to provide hands-on practical work experience in the U.S., complementary to the academic program. A student on an F-1 OPT can stay in the U.S and work for up to a year after completion of MAPP. Eligibility is determined on a case by case basis by ISSS. More information about OPT can be found [here](#). If you would like to explore OPT, please reach out to Leona Brandwene to discuss the possibility.

### **Health Insurance**

For international students who are domiciled in the United States, if you do not have health insurance that ensures access to US healthcare services, we encourage you to consider purchasing the [Student Insurance](#).