



College of Liberal and Professional Studies

BACHELOR OF FINE ARTS STUDENT HANDBOOK

2023-2024

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INTRODUCTION

The LPS BFA Student Handbook provides a useful source of information to orient you to Penn and assist in planning your program of study. Students are required to read the handbook; it contains policies, processes, options, curriculum requirements, resources at Penn, and other pertinent information. Read the entire handbook before you begin classes. Continue to reference the handbook frequently during your career at Penn. Remain aware of your obligations as well as investigate the many support services and opportunities available to you.

Students are responsible for adhering to all University policies and procedures, to abide by Penn LPS and Penn LPS Online academic calendar deadlines respective to their course selections, and for consulting with advisors on a regular basis in order to optimize the undergraduate experience.

Please check the LPS website periodically for updates, and read emails you receive from University offices. Note that throughout the handbook you will find hyperlinks to other related information. If you find any discrepancy or expired links in this document, please alert your LPS advisor to seek clarification.

LPS OFFICE and OTHER IMPORTANT CONTACT INFORMATION

Campus Mailing Address

College of Liberal and Professional Studies
University of Pennsylvania
3440 Market Street, Suite 100
Philadelphia, PA 19104

LPS Main Office General Telephone

215-898-7326

Fax:

215-573-2053

Email:

LPS@sas.upenn.edu

LPS Website:

<https://www.lps.upenn.edu>

Penn Website:

<https://www.upenn.edu>

Path@Penn:

<https://srfs.upenn.edu/path-at-penn>

LPS Records Staff

LPS Records Staff are on campus and located in the LPS Main Office during scheduled office hours.

BFA Program Staff

Note that BFA Program Staff are not located on campus but offer consultations by email, telephone and Zoom. Please email lps@sas.upenn.edu to communicate with program staff or to schedule a consultation.

Kathy Urban: Director Undergraduate Programs

Jen Kollar: Associate Director Undergraduate Degree Programs

Office Hours: 9am-5pm Monday - Friday

The University is closed in observance of Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving and the day after, and Christmas Day through New Year's Day.

LPS ACADEMIC CALENDARS

LPS students must adhere to LPS academic calendar dates and deadlines. Note campus versus online courses run on different schedules and be certain to consult with the correct calendar for your courses.

LPS Academic Calendar

Penn LPS Online Academic Calendar

GETTING STARTED GUIDE

TO DO CHECKLIST

After officially submitting your acceptance of admission, visit the [New Students](#) link on the LPS Website. complete the following checklist:

1 Accept your offer of admission

To accept our offer of admission, just revisit your online application and answer a few short questions. Once you have submitted your decision form, we will be able to create a student record for you in the Penn system.

2 Submit all final transcripts

If you submitted unofficial transcripts when applying to Penn, your admission was conditional upon receipt of official documents. You will be unable to register for courses until we have received and verified all final official transcripts with your most up-to-date grades. Learn more about how to submit transcripts, and about our [transcript policy](#).

3 Set up your Penn Key: The PennKey is your online identity that provides secure access to online billing, registration, and other electronic resources at Penn. Current/past students and Penn employees, you can continue to use your existing PennKey.

If you don't already have a PennKey, you will be sent a set-up code to the email you used when applying to Penn in 3-5 business days. If you have not received a PennKey setup code within that time frame, first check your Spam folder. If you do not see an email there [visit the PennKey website](#) and click "Contact."

4 Activate your Penn email address and update directory

If you do not already have an active Penn email address, then you must create one. Visit the [Penn Computing site](#) to get started. Please note that you need to create your PennKey before you can set up an email address, as your address is based on your PennKey.

5 Set up your Penn Directory

Check / update your entry in the [Penn Directory](#) to verify that the information is correctly listed. Please allow two days for a newly created email address to show up in the Penn Directory. Check your listing. Click the "Login" button in the upper right corner, then click "My Profile" to see your listing.

6 Apply for financial aid online through Student Registration and Financial Services

Use this [portal](#) to securely upload documents related to your financial aid application or other Student Registration & Financial Services forms.

7 International Students Only:

Penn Global / International Student and Scholar Services (ISSS)

Each international student and scholar at Penn has a designated ISSS advisor, who is the go-to person for immigration questions that cannot be answered by visiting the ISSS website or in a quick advising session. To view your designated ISSS advisor and their email address, please log on to [iPenn](#). *ISSS provides guidance based on current regulatory information and is not a substitute for legal counsel.*

8 Verify Your Immunization and Health Insurance Requirements through Wellness @ Penn

by going to their [New and Incoming Students](#) page.

Immunization Compliance

Information regarding immunization requirements, access to online forms, compliance policies, vaccine prices, frequently asked questions or anything related to immunization can be found in this section.

Insurance Compliance

All full time, dissertation and exchange students (in classes for one term or longer) are required to submit proof of comprehensive health insurance. The Penn Student Insurance Plan (PSIP) is available for students who do not have insurance, whose plans do not provide coverage in the Philadelphia area, or whose plans do not meet Penn’s criteria for alternative insurance. This is an ANNUAL requirement and must be updated each year.

9 Review the LPS BFA Student Handbook

10 Consult with an LPS Advisor

After reviewing LPS BFA Student Handbook, email lps@sas.upenn.edu, put “BFA Advisor” in the subject line to set up a Zoom academic advising session.

12 Register through Path@Penn

Once LPS has received updated official transcripts from all previous institutions attended, students may register for courses. Registration instructions can be found on the LPS Current Students link.

13 Obtain Penn Card

Once registered, students may obtain their Penn Card.

14 RSVP to and attend New Student Orientation.

15 Check room assignments in Path@Penn on the first day of each class meeting to find the most updated building and room assignments. Use the Campus Map to find locations.

FINANCIAL RESOURCES AND SERVICES

STUDENT REGISTRATION AND FINANCIAL SERVICES

The Office of Student Registration and Financial Services (SRFS) is available to help admitted and current students navigate the financial aid process. For more information on financing your undergraduate studies, visit the SRFS.

LPS SCHOLARSHIPS

A limited number of merit scholarship opportunities are available for matriculated, part-time students who have financial need and are working toward completion of their undergraduate degree. Available scholarships are awarded on the basis of proven academic merit, commitment, and demonstrated financial need. Bachelor of Fine Arts students may compete for scholarships only after they have met all criteria for full admission. Students must apply for the scholarships, and an online FAFSA (Free Application for Federal Student Aid) as part of their application. Please note that the number of eligible applicants frequently exceeds the number of available scholarships. Students are strongly encouraged to also investigate funding opportunities

PENN CERTIFYING OFFICIAL FOR VETERANS AND MILITARY-AFFILIATED STUDENTS

The University of Pennsylvania is committed to supporting our veteran and military-affiliated students. If you are an active duty servicemember, veteran, or a military-affiliated dependent, you may be eligible for education benefits offered through the Department of Veterans Affairs (VA). Please consult the SRFS webpage for Veterans and Military-Affiliated Students to learn more about utilizing military education benefits for which you may be eligible.

STUDENT EMPLOYMENT

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

PENN CAREER SERVICES

Penn Career Services provides extensive resources, including but not limited to, information on internships, job listings and job fairs.

CENTER FOR UNDERGRADUATE RESEARCH AND FELLOWSHIPS (CURF)

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

PENN ONLINE TOOLS GUIDE

UNIVERSITY WEBSITE

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

LPS WEBSITE

The LPS website links to the LPS Academic Calendar, the LPS Course Guides, the LPS BFA Student Handbook, Tuition Reduction Request Forms, the Graduation Application, and a variety of support services, policies and procedures. It is easy to navigate and updated regularly. Note that LPS policies and procedures occasionally change and are updated accordingly, so check back regularly.

LPS BFA WEBSITE

This LPS website provides program information specific to the Bachelor of Fine Arts.

PENN LPS ONLINE WEBSITE

This LPS website provides information that pertains to online programs, courses, certificates, and the associated academic calendar and deadlines.

THE PENN BOOK

The Penn Book is a collection of policies that relate to student life at the University of Pennsylvania. These policies govern academic activities such as grading and exams, provide guidance on the use of campus resources, and explain membership in the university community. The University of Pennsylvania reserves the right to rescind admission to a student in violation of its codes of conduct and/or personal responsibilities policies. All students are expected to have read and understood these codes and policies before coming to campus.

PENN PORTAL

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

PATH@PENN

Path@Penn is the main hub where students access their profile, academic information, financial aid, and registration.

COURSE CATALOG

Courses A-Z is Penn's comprehensive course catalogue, containing all courses offered

throughout all Penn schools. Be mindful that BFA students may only register for courses offered throughout the School of Arts and Sciences: SAS / CAS / LPS / Penn LPS Online.

CANVAS

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

ACADEMIC ADVISING

Students are strongly encouraged to avail themselves of the advice and counsel of academic advisors for clarification of the general degree requirements, policies and procedures; for assistance in the selection and registration of courses; for aid in identifying campus resources and support services; and for assistance with academic questions and problems. The assigned advisor's name is listed in Path@Penn.

BFA advisors offer consultation via email correspondence, and scheduled telephone or Zoom appointments. ***BFA advisors are not located on campus and do not offer in-person appointments.*** Students may simply email their questions, or, request an appointment at lps@sas.upenn.edu, and list "BFA Advising" in the subject line.

Students are responsible for the following in their relationship with academic advisors:

- Be active and informed participants in the advising process and learn to take responsibility for the shape of their education and definition of their life goals.
- Read the letters, emails, and publications sent from Penn, the LPS Office, faculty and advisors. Use the information available on the Penn and LPS websites throughout their educational careers.
- Be aware of the difference between the LPS Calendar and the Penn LPS Online Academic Calendar. College and LPS campus courses, and Penn LPS Online courses each have their own Academic Calendars, as there are a variety of delivery formats including accelerated offerings.
- Use Path@Penn to make course and grade type status selections. Confirm the accuracy of registration changes by signing out of and back into Path@Penn to verify that the changes appear.
- Schedule and honor appointments with advisors, and call or email in advance to cancel or reschedule. Students who are late may be required to schedule for another day.
- Prepare for advising sessions by having a list of questions and issues to discuss. Make written notes of the information provided in advising meetings.
- Seek advising well in advance of peak volume periods such as the start of classes, important academic deadlines and exams.
- Alert the advisor as soon as possible of any circumstances disrupting attendance and performances, whether due to academic struggle, illness, absences, or other problems and obligations. The advisor can assist with appropriate resources and best strategies toward short- and long-term success.

THE BFA DEGREE CURRICULUM

This undergraduate degree program is offered through Penn's College of Liberal and Professional Studies (LPS) in conjunction with the Pennsylvania Academy of Fine Arts (PAFA). Since 1929, these two prestigious institutions have collaborated to offer a world class education in the arts. Students who have completed one full-time year of study at PAFA may apply for admission. Admitted students may enroll as early as the fall following the completion of their first year at PAFA.

COURSE REQUIREMENTS

To earn a BFA through Penn's College of Liberal and Professional Studies, an admitted student must:

- Complete the 90 credit, three-year program at PAFA
- Complete a minimum of 16 eligible academic course units at Penn:
BFA students are eligible to enroll in most courses throughout the School of Arts and Sciences (SAS), including the College of Arts and Sciences (CAS), Liberal and Professional Studies (LPS), and Penn LPS Online (PLPSO).
 - Complete 4 cu selected from Penn's History of Art department for a normal letter grade.
 - Complete 12 cu of free elective classes selected from liberal arts and sciences departments throughout LPS or SAS. BFA students may not enroll in or apply Penn studio courses as credit toward the BFA degree, as that component is completed at PAFA. Consult with the Advisor for clarification.
- Consult with the LPS Advisor each term to have selected courses approved by the Academic Advisor/s prior to the first day of classes.
- Maintain satisfactory academic standing and earn a minimum cumulative grade point average of 2.0.
- Submit a graduation application for the term in which completion of studies is expected.
- Note that BFA students are not admitted to, or eligible to enroll in, other schools at Penn (for example Wharton, Nursing, Engineering, Law, Design, etc.), and, courses outside of SAS cannot be counted for credit toward the BFA degree.
- With the exception of PAFA requirements, courses taken at another institution—prior to or after a student has matriculated at Penn—may not be applied toward the BFA degree.

POLICIES AND PROCEDURES

POLICIES GOVERNING TUITION, FEES, BILLING AND PAYMENT

TUITION

BFA students enrolled in courses offered through LPS/CAS/SAS are charged undergraduate LPS rates. BFA students enrolled in Penn LPS Online courses will be charged Penn LPS Online rates. All tuition and fee charges are subject to the approval of the Trustees of the University of Pennsylvania and may change without notice. Refer to the [BFA Tuition and Fees](#) tables on the LPS website for current rates.

FEES

- **General Fee:** A General Fee is assessed to all undergraduate, graduate, and professional students, and directly funds Penn's non-instructional student support services. The General Fee for full-time students provides them with full access to a wide variety of services and resources, including counseling and

wellness, multicultural resource centers, student activities, recreation and fitness, career services, learning support, and much more.

- **Technology Fee:** This fee assists with the cost of computer labs and technological services.
- **Clinical Fee:** This mandatory fee is assessed to all students and supports Penn Wellness services, including Campus Health, Counseling and Psychological Services, the Student Health Service, and the Office of Alcohol and Other Drug Programs.

**Please note that the general fee is charged per semester in summer, and per course unit in fall/spring.*

STUDENT REGISTRATION AND FINANCIAL SERVICES

We understand that a Penn education is a major investment for many families, and our goal is to make it as easy as possible to interpret your bill and make your payments. Within SRFS, the Office of the University Bursar is responsible for collecting your charges and generating your term bill, and also manages [Penn.Pay](#), the University's online payment software. SRFS also offers several options for financing and budgeting, including the Penn Payment Plan and guidance on federal and private loans.

PAYMENT OF TUITION, FEES AND OTHER CHARGES

All amounts billed to students are due on the due date indicated on the bill. You will receive an email notification each month when a new billing statement is available on [Penn.Pay](#) (Penn's electronic billing service). Students whose parents or other payers are making payments are reminded that you (the student) must invite them to be an 'other payer' on [Penn.Pay](#) so that they can both view and pay your bill. Payments must be made on or before the due date. Payments can be made online, by check, wire transfer or in person. Please refer to the [Student Financial Services web site](#) for additional information. Balances remaining beyond the due date are subject to a late payment penalty of 1.5% per month, which will appear on the next statement. A student could be placed on Financial Hold if bills remain unpaid which will jeopardize continuing enrollment and future registration.

PAYMENT PLAN

[The Penn Payment Plan](#) is an interest-free plan offered to students who wish to spread out their educational expenses over four months per semester. The plan is available for the fall and spring semesters only. Participation is voluntary.

PAYMENT POLICIES

Penn and LPS courses are offered in either accelerated or full terms. E-bills are sent at the beginning of each month and due at the end of the same month. For the exact schedule, refer to the [Student Registration & Financial Services billing and payment schedule](#).

FAILURE TO PAY

The University reserves the right to withhold registration, transcripts, diplomas 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. The enforcement of this policy shall not relieve the student of the obligation to pay any outstanding fees and charges.

WITHDRAWAL FOR TERM / LEAVE OF ABSENCE: REDUCTION OF TUITION AND FEES

An LPS student who withdraws from the University, or who is requested to withdraw for failure to maintain satisfactory scholastic standing, or who is granted a leave of absence from the University during any term of the academic year, will be eligible for a reduction in tuition and fees in accordance with the conditions set forth below.

- The effective date of separation from the University is the date the student files a written request for withdrawal or leave of absence.
- A student who is required to withdraw because of a violation of University regulations shall receive no tuition refund.

For all other students, term charges will be adjusted as follows:

- If the date of separation is within the published deadline for the last day to drop the course with no financial obligation, the student will receive a 100% reduction in Tuition and Fees for the course. Note the difference in deadlines for Penn campus courses versus Penn LPS Online and refer to the associated [Academic Calendar](#) deadlines that pertain to each course.
- If the date of separation is within the published deadline for the last day to drop a course at 50% financial obligation, the student will receive a 50% reduction in Tuition and Fees for the course/s. Note the difference in deadlines for Penn campus courses versus Penn LPS Online and refer to the associated [Academic Calendar](#) deadlines that pertain to each course.
- If the date of separation is within or after the published deadlines for withdrawing from a course, the student remains responsible for full Tuition and Fees for the course/s. Note the difference in deadlines for Penn campus courses versus Penn LPS Online and refer to the associated [Academic Calendar](#) deadlines that pertain to each course.
- In the case of students receiving financial aid, eligibility for the term will be determined based on actual charges and prorated allowances for living expenses.
- For rules regarding reductions in residence and meal contract charges, see the current year's Residential Handbook and the terms and conditions of meal plans.
- Students who have purchased [Penn's Student Health Insurance Plan](#) are strongly urged to consult directly to determine any impact a departure from the university may have on their costs and coverage.

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to withdraw from Penn must inform the LPS in writing by filling out the Withdrawal from the University form. If a student withdraws after the week of the semester, all course grades from that semester will be reported on the transcript as W (withdrawal). Once the Withdrawal is finalized, students are advised to contact any relevant offices and follow their specific procedures and deadlines.

POLICIES GOVERNING ENROLLMENT STATUS

ENROLLMENT STATUS

To be considered enrolled at Penn, a student must maintain registration in a course or courses.

DEFERRED ENROLLMENT

Admitted students may defer their matriculation up to, but no more than, one academic year. Students seeking a deferral must notify LPS of their intention, via email, prior to the start of the semester for which they were admitted. Students who do not submit a deferral request, or, do not register for courses at Penn within the period of an approved official deferral will have their admissions cancelled for inactivity and must apply for readmission in order to begin their studies. Updated official transcripts will be required for all institutions attended.

ACTIVE PROGRAM STATUS

Students who defer their enrollment or take limited time off may be considered to have an active program status but are not considered currently enrolled. A Penn student identification card will be valid and active, and afford

access to related services and resources, only during semesters in which the student maintains *registration* in courses.

LEAVE OF ABSENCE

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

- **Elective Leave of Absence:** Students take time away from their studies for a wide variety of reasons. They may need to concentration on PAFA coursework, manage a medical concern, fulfill family obligations, pursue a career-related opportunity, work on a political campaign, or just take a break.
- **Military Leave of Absence:** If a student who has not received full academic credit for the term is called to service through enrollment in a military reserve unit, or through enlistment in the military service, the student's tuition and mandatory fees for the term shall be cancelled, provided a request, substantiated by the proper evidence, is filed with the dean of the school in which he or she is registered. To pursue a military leave of absence, start by consulting with your LPS Advisor or Program Director, who will help you initiate the official process.
- **Mandatory Leave of Absence:** Students who have fallen out of academic standing may be required to go on Mandatory Leave of Absence. Please see the Policies on Academic Standing in this handbook.

Documenting a Leave of Absence

Students going on a Leave of Absence must consult with your LPS Advisor or Program Director, who can assist you in considering options and strategies depending on your circumstances and goals. Depending on your situation, you should seek advice from other sources as well. Students taking time away in order to manage a medical condition should discuss the leave with their healthcare provider. Your LPS program director will initiate a Leave of Absence Request form on your behalf.

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

- **Duration**
The standard length of an official LPS leave of absence is one year. Students who remain on leave longer than one year will be withdrawn from active status, and will need to apply and be readmitted before resuming their studies.
- **Return from Leave of Absence**
When a student wishes to return from a leave of absence, he or she must submit a request to return no less than one month prior to the start of the desired semester or before the beginning of the relevant Advance Registration period, if the student wishes to advance register. This is done by contacting an advisor in the LPS Office and asking to return from leave. Any return request submitted to LPS later than the above-indicated deadlines may be denied by LPS, even if the student appears to have met all other conditions set forth in the original leave letter. Timely submission of requests and documentation are conditions of all leaves.
- **Conditions for Return**
In some cases, a Leave of Absence will stipulate conditions that must be met in order for a student to return. All conditions for return as specified in the original letter granting approval for the leave must be satisfied before the beginning of the term in which the student wishes to

enroll. Students who have not satisfied all conditions of their return by the first day of classes may be denied return from leave, or, if they have been provisionally returned, may be placed back on leave until the following semester.

Checklist for Leave of Absence, Drop or Withdrawal from the University

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

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

- Student Registration and Financial Services
Be sure to review the Student Financial Services “leave of absence checklist” to understand your obligations when going on leave or drop. You should also meet with a financial aid counselor to discuss how taking time off may impact your finances. Schedule a student loan exit interview so you can obtain important information about the effect of the leave on your loans. Depending on how long you are not enrolled, you may have to begin making payments on your loans.
- Student Loans
It is critically important that you avoid becoming delinquent on your loans while you are out of school. Delinquency may result in ineligibility for further aid and may make it impossible for you to return at a later date.
- Residential Services
If you are taking a leave after the semester has started, advise your House Dean of your departure. If you are dropped from the rolls, the LPS office will notify your House Dean. In both instances, go to the Housing Office to get the early termination form so that the appropriate staff member can sign it. Upon receipt of that form and your keys, the contract will be canceled. Please note that a cancellation fee may be charged. If the semester has not yet begun, you should still contact Housing to be sure that your contract is cancelled.
- Dining Services
Visit the Dining Services office to complete a cancellation form for the meal contract. A cancellation fee may be charged. Contact the Dining Services office if you have questions about the policy on the release forms.
- Office of Veterans and Military-Affiliated Students (if applicable)
Students utilizing military tuition benefits must alert the Penn’s School Certifying Official.
- International Student and Scholar Services (ISSS) (if applicable)
If you are an international student, please contact ISSS concerning your visa status. Be sure to update your student visa while you are away from Penn.
- Student Telephone Services
Contact Student Telephone Services to complete a disconnection form and provide them with the date that you are vacating your residence. Upon receipt of the form, your phone will be disconnected and you will be billed for the time up until the disconnection occurred.
- Student Health Service
Please check with the Insurance Coordinator at the Student Health Service Office if you have health insurance coverage through PSIP, to determine policies and procedures during your time away. Please check with your private insurance carrier regarding your health coverage during your leave of absence. Some insurance providers discontinue coverage if a student is not enrolled full time at a college or university.
- The Center for Community Standards and Accountability
Clear any pending conduct issues if applicable. Failure to do so will result in your being placed on a disciplinary hold. This will prevent you from registering for classes when you return or from getting copies of your transcript should you choose to transfer Your tuition at the University of

Pennsylvania is calculated at a per course unit (c.u.) rate* based on the program you choose and the number of course units for which you register unless otherwise indicated.

INACTIVE STATUS

LPS Students may take up to, but no more than, 3 consecutive semesters away from their studies; this includes fall, spring, and summer semesters. Inactive Status Students who do not enroll in courses for four consecutive terms, including Summer, will be in inactive status and automatically withdrawn from the program during the fourth term. Students who are withdrawn for inactivity will be required to apply for readmission. Standard application fees will apply.

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to withdraw from Penn must inform the LPS Office in writing by filling out the Withdrawal from the University form. If a student withdraws after the drop deadlines of the semester, all course grades from that semester will be reported on the transcript as W (withdrawal). Once the Withdrawal is finalized, students are advised to contact any relevant offices and follow their specific procedures and deadlines.

POLICIES GOVERNING REGISTRATION

ADDING A COURSE

Students may add a new course via [Path@Penn](#) through published deadlines associated with that term. Students should consult the current [LPS Academic Calendar](#) and the [Penn LPS Online Academic Calendar](#) for term-specific deadlines. The add period allows students to investigate classes before finalizing their schedules, but students are expected to add the course and keep up with assignments and material. Even during the add period, instructors may restrict admission to students who have been attending regularly. Students on an academic, financial, or disciplinary hold must have their hold cleared and register officially by the end of the add period in order to take a course for credit, or to audit a course.

DROPPING A COURSE

Students may drop a course via [Path@Penn](#), with no financial obligation and no notation to the transcript through the deadline published on the academic calendar associated with that course. After that, students may drop a course via [Path@Penn](#) with 50% financial obligation and no notation to the transcript through the deadlines published to the academic calendar associated with the course. Students should consult the [LPS Academic Calendar](#) and/or the [Penn LPS Online Academic Calendar](#) on the LPS website for course-specific deadlines. After the drop deadlines, the student may consider a withdrawal. (see below) Note that Penn campus versus Penn LPS Online courses have different term lengths and deadlines. Students must consult the [LPS Academic Calendar](#) and/or the [Penn LPS Online Academic Calendar](#) for the term-specific deadlines that apply to their individual courses. Absence from class does not constitute a drop, nor does notifying the instructor or another university office. Students who fail to officially drop a course via [Path@Penn](#) within published deadlines may receive a grade of F and are financially responsible for the tuition.

WITHDRAWING FROM A COURSE

Students may withdraw from a course up until the withdrawal deadline. Withdrawing from a course entails full financial obligation for discontinued courses and related fees, and a notation of a W is made to the transcript. To withdraw from a course, students must submit a Withdrawal Form, which can be found on the associated [Academic Calendar](#) (campus courses versus Penn LPS Online) and deadline. No exceptions can be made to this deadline. Absence from class does not constitute a drop, nor does notifying the instructor or another university office. Students who fail to officially drop a course via [Path@Penn](#) within published deadlines may receive a grade of F and are financially responsible for the tuition.

VERIFICATION OF REGISTRATION CHANGES

Students are responsible for signing out, and back into, Path@Penn to refresh and verify any registration changes they have attempted to make.

RISK OF REGISTRATION CHANGES

Students making registration changes are strongly encouraged to consult the LPS Advisor to discuss their circumstances and overall academic progress. Changes in registration and course load may impact students' enrollment status, academic standing, or eligibility for financial aid, student visas, housing, or health insurance. Students are responsible for initiating contact with offices external to LPS to investigate how course load changes might impact their eligibility in those areas.

AUDITING A COURSE

Auditors receive neither grades nor credit but can receive a transcript. Auditors are responsible for paying full tuition. Many SAS courses are open to auditors on a space-available basis, however, there is no option to audit Penn LPS Online courses. Students may select to audit eligible courses by selecting a grade mode through Path@Penn.

GRADE MODE OR CREDIT STATUS IN A COURSE

For some eligible courses, students may choose to change their status in eligible course from credit to audit, from a letter grade to Pass/Fail or from Pass/Fail to a letter grade until the deadlines published in the associated academic calendar. No change is permissible after the published deadline. Students should check with their LPS advisor prior to changing grade or credit status on a course to determine the impact of making such a change.

In registering for courses through Path@Penn, students may choose between normal grading status (receiving a letter grade) and pass/fail, if the course allows. In courses taken on a pass/fail basis, a passing letter grade (any grade above an F, including a D) assigned by the instructor is converted to P by the Registrar's Office and entered on the student's transcript. P is not calculated into the cumulative average, but an F is entered as a 0.0 and does affect the grade point average. Instructors are not informed by the Registrar as to who is enrolled on a pass/fail basis.

BFA students must complete all History of Art requirements for a normal letter grade, but may complete up to but no more than 3cu Free Electives on a Pass/Fail basis if they wish.

Students may the change grading mode of a course from normal to pass/fail (or vice versa) up until the deadlines published in the associated Academic Calendar for that course. They may make the change themselves in Path@Penn until the system closes, after which, and up until the grade type change deadline, a Grade Type Change form, located on the associated academic calendar, must be submitted to LPS Records. Consult the calendars for deadlines.

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

REQUESTING PERMISSION TO ENROLL IN A COURSE / PERMITS

Under certain circumstances special permission may be required to register for a course. Students can make the request through Path@Penn. Instructors or departments may approve the request, enabling the student to register for that course. If the student does not claim a permit (by registering the course through Path@Penn), they will be dropped from the list and will have to start over. If a course in which you are interested requires a permit, follow instructions for [How to Request Permission to Take a Course](#).

COURSE LOAD

Students are limited to 4 course units for the first semester. After the first semester, students are limited to 5.5cu per semester. Students may request to increase their maximum course load through Path@Penn. This requires evidence of good performance (a g.p.a. of 3.3 or better) in a full-time course load and no outstanding Incompletes. Students enrolling in accelerated courses (Penn LPS Online and Penn Summer Sessions) courses need to pay close attention to the academic calendars and how they combine courses in order to manage their time effectively and realistically. Students (new and continuing) enrolling in summer term are limited to 4cu.

REGISTRATION HOLDS

A registration hold may be placed on a student's record that will prevent the student from registering until action has been taken to resolve the issue. If students are unable to register using [Path@Penn](#), it is their responsibility to contact the LPS Office at lps@sas.upenn.edu or other relevant office promptly to determine the cause of the problem and resolve it in a timely manner.

Any of the following circumstances may prevent a student from accessing registration:

- A student on academic probation may be required to speak with a general advisor to discuss the implications of their academic standing.
- A student who has an unpaid bursar bill should contact Student Financial Services directly.
- A student has not submitted up-to-date insurance and immunization records to Student Health.
- Admissions Hold: Admitted student must submit official transcripts; contact LPS Admissions.
- Collections/Financial Hold: contact Student Financial Services.
- Departmental Hold: Some departments require majors to meet with a major advisor at points throughout their academic careers. The hold is removed by the department after the student has met with his or her major advisor.
- Judicial Hold: A judicial hold is the result of some judicial action or inquiry concerning the student. The student will be barred from registering until the hold is cleared and should contact the Office of Community Standards and Accountability for more information.

PETITIONS

Students who believe their circumstances might warrant an exemption from a rule may submit a petition. They may do so by filling out a petition form and writing a statement. In this petition statement, the student must demonstrate why he or she feels that this exemption should be allowed. If extenuating circumstances such as health or family issues are cited, proper documentation will be necessary.

If the Committee does not believe that the case warrants review, the petition will be denied. Decisions are final. Students may appeal a decision only if they can present new information or documentation.

The student must first discuss the issue with their LPS Advisor. If that advisor is unable to resolve the matter, the student may submit a petition, which will be evaluated by the faculty Committee. The Committee will consider the student's petition statement and any supplementary materials (such as medical documentation) that the student submits. The student will be notified of the committee's decision.

Students can submit a Petition through the Petitions link at [Path@Penn](#) under FORMS.

POLICIES GOVERNING COURSES

ACADEMIC INTEGRITY

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

INELIGIBLE COURSES

The University of Pennsylvania is comprised of many different schools and degree programs, all with separate admissions criteria, degree requirements, and course options.

Non-SAS / Non-College / Courses Offered by Other Schools at Penn: School of Arts and Sciences courses include courses rostered through the College, LPS and LPS Online. BFA students are not eligible to enroll in Non-SAS / Non-College / Penn courses offered through other schools at Penn. These include: School of Dental Medicine; School of Design; Graduate School of Education; School of Nursing; School of Veterinary Medicine; School of Engineering and Applied Science; Law School; School of Medicine; School of Social Policy and Practice; The Wharton School. Students who are unclear about which school offers a course, and whether they are eligible, must consult with their LPS advisor. Enrollment in a course does not constitute eligibility remain in the course, and such a course cannot be counted toward the BFA.

Studio Courses: BFA students are not eligible to enroll in Studio courses at Penn. The art studio requirements of the BFA degree are completed through PAFA; none of the liberal arts Penn requirements may be satisfied with Studio courses at Penn. For instance, many—but not all—FNAR department courses are Studio courses. Other departments—such as but not limited to VLST, CIMS— also offer some Studio courses. In Path@Penn, check the “Schedule Type” in the course description to determine whether a course is Studio based. Consult with the LPS Advisor if you are uncertain. Studio based courses cannot be counted toward the BFA degree requirements.

CLASS ATTENDANCE POLICIES

Each Instructor sets their own course attendance policies which should be published in their course syllabus.

HOLIDAYS

The University observes the following holidays: Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day and the day after, and New Year's Day.

The University also recognizes that there are several religious holidays that affect large numbers of University community members, including Christmas, Rosh Hashanah, Yom Kippur, the first two days of Passover and Good Friday. In consideration of their significance for many students, no examinations may be given and no assigned work may be required on these days. Students who observe these holidays will be given an opportunity to make up missed work in both laboratories and lecture courses. If an examination is given on the first class day after one of these holidays, it must not cover material introduced in class on that holiday.

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

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

COURSE ACTION NOTICES

Course Action Notices (CAN) are a communication tool that sends messages between instructors and students and includes students' academic advisors. Using Course Action Notices helps identify situations when students may need help.

CAN for Student Absences

Course Action Notices are available for students to submit absence notifications to their instructors when they need to miss class. Submitting an absence notice does not excuse students from their course obligations. Students access Course Action Notices through a link on [Path@Penn](#).

Attending class is essential to learning. However, there may be times when a student is unable to attend, including if they are ill or isolating. At the start of the semester, they should [also proactively let their](#) instructors know if they anticipate absences for religious observance or athletic obligations. Students who submit CANs should be aware that they do not constitute “excuses.”

To communicate absences with their instructors, students will use the Course Action Notice (CAN) in [Path@Penn](#). After submitting a CAN, students should make sure to reach out to their instructors to craft a plan for staying on track.

NOTE: If a student misses or anticipates missing more than a few classes, they should contact their LPS Advisor or Program Director as soon as possible.

CAN for Support

Course Action Notices also include the ability for instructors to send support notices to their students. Instructors may send support notices notifying students when their performance in class is concerning. Support notices may include guidance on who to consult with for help. Students should follow up with the instructor and/or their academic advisor when they receive a support notice. Instructors access Course Action Notices through a link on [Courses@Penn](#).

FINAL EXAMINATIONS

- No instructor may hold a final examination nor require the submission of a take-home final exam except during the period in which final examinations are scheduled; when necessary, exceptions to this policy may be granted for postponed examinations.
- No final examinations may be scheduled during the last week of classes or on reading days.
- No student may be required to take more than two final examinations on any calendar day during the period in which final examinations are scheduled. If more than two are scheduled, the student may postpone the middle exam. If a take-home final exam is due on a day when two final examinations are scheduled, the take-home exam shall be postponed by one day.
- Examinations that are postponed because of conflicts with other examinations, or because more than two examinations are scheduled in the same day, may be taken at another time during the final examinations period if the faculty member and student can agree on that time. Otherwise, they must be taken during the official period for postponed examinations.
- Examinations that are postponed because of illness, a death in the family, for religious observance or some other unusual event, may be taken only during the official periods: the first week of the spring and fall semesters. Students who have such an issue should call or email LPS immediately. Instructors in all courses must be willing to offer a make-up examination to all students who are excused from the final examination.
- No classes or required class activities may be held during the reading period.
- Final exams for College of Liberal and Professional Studies (LPS) campus courses must be given on the regular class meeting night during the week of final examinations. No change in scheduling is permitted without unanimous consent of all students in the class and the director of LPS. An LPS final exam may not be administered during the last week of class or on a reading day.
- For the full policy on final exams, refer to the [PennBook](#).

AUDITING A COURSE

Auditors receive neither grades nor credit but can receive a transcript. Auditors are responsible for the full tuition which is determined by and varies among the different schools and divisions offering courses at Penn. Some campus courses are open to auditors on a space-available basis. Students may register, then email LPS Records at lps@sas.upenn.edu to request to audit the course. The request must include an emailed approval from the instructor of the course. [The Audit option is not available for Penn LPS Online courses.](#)

POLICIES GOVERNING CREDIT

CREDIT SYSTEM

Academic credit toward the Penn degree is figured in “course units” (CUs). Most courses earn one CU, with some lab courses earning one-half CU. A course unit is usually equivalent to a three- or four- credit course at other institutions.

CLASS STANDING

A student's class standing is determined by the number of credit units the student has accumulated. For students in LPS, the classification is as follows:

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

RETAKEING A COURSE

Students who receive an F in a course may retake the course for credit. Both the new grade and the original F will be tabulated into the final g.p.a.; a credit unit will be awarded if the student receives a passing grade.

If a student fails a course that is required for a major, he or she should think carefully before taking the course again, since poor performance in an introductory course may indicate a need to consider another major. Some students opt to repeat a course in order to demonstrate their ability to achieve a better grade. If a student retakes a course for which he or she has received a passing grade (including a P in a pass/fail course), the second grade will be recorded on the transcript, but it will not be counted in the student's cumulative average, and no additional credit will be awarded for it.

Please note: A few courses offered at Penn are sufficiently alike that Penn will not grant credit for both if both are taken. These include, but are not limited to:

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

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

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

DUPLICATE CREDIT

Students may not receive credit twice for the same course, or for similar courses considered equivalent by an academic department. PENN will periodically adjust student records to eliminate any instance of duplicate credit. This is done to help students make a more accurate count of how many credits they have earned toward graduation.

BFA students may end up with duplicate credit in any of the following ways:

- By enrolling in and completing a course that they have previously completed for credit (i.e. any grade from A+ through D, including P). See “Retaking a Course”.
- By enrolling in and completing both courses of a pair designated as equivalent by the department.

Duplicate credits are resolved in the following ways:

- Duplicate instances of the course will remain on the transcript but will be adjusted so that the repeated incidence does not contribute to the g.p.a. or to the student's total number of credits. It will, however, remain visible on the transcript.

These resolutions only apply for courses completed and passed - if a student fails or withdraws from a course, it is not considered a duplicate credit. Ultimately, students are responsible for knowing the policies and being aware when they are registering for courses that could potentially represent duplicate credits.

DOUBLE COUNTING COURSES

There is no limit to double counting courses within the BFA. For instance, a student may double-count History of Art foundational requirements with History of Art minor requirements. Note that the student does not receive double credit—they receive only the credit earned—but may satisfy multiple requirements with one course; the minimum total of Penn courses needed to earn the BFA is 16cu, in addition to 90 PAFA credits.

POLICIES GOVERNING GRADES

GRADING SYSTEM / CALCULATING GRADE POINT AVERAGE

The policies below apply only to LPS students. The following grades are used to report the standing of a student upon completion of each course. Grade point averages (g.p.a.'s) are computed at the end of each semester and on a cumulative basis. The numerical values of letter grades are:

A+ = 4.0 Distinguished	A = 4.0 Excellent	A- = 3.7
B+ = 3.3	B = 3.0 Good	B- = 2.7
C+ = 2.3	C = 2.0 Average	C- = 1.7
D+ = 1.3	D = 1.0 Below Average (No D-)	F = 0.0 Failure

ADDITIONAL GRADE TYPES

P (Pass)

The pass awarded in a pass/fail course is not used in the computation of the grade point average, but it does confer credit. See additional policies governing the Pass/Fail option below, and under the BFA Curriculum Requirements section of this handbook.

W (Withdrawal)

This notation indicates an approved withdrawal from a course.

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

NR

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

PR (Formerly S)

In progress for a two-semester course.

I (Incomplete)

A report of Incomplete indicates that a student's work in a course is incomplete with the instructor's permission. Students should be aware of the policies governing Incompletes and that there may be a substantial risk to Incomplete grades.

PASS / FAIL GRADES

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

- In courses taken on a pass/fail basis, a passing letter grade (any grade above an F, including a D) assigned by the instructor is converted to P by the Registrar's Office and entered on the student's transcript. P is not calculated into the cumulative average, but an F is entered as a 0.0 and does affect the grade point average. Instructors are not informed by the Registrar as to who is enrolled on a pass/fail basis.
- Penn LPS Online courses cannot be taken on a Pass/Fail basis.
- Courses taken to satisfy the 4 Art History foundation requirements cannot be taken for pass/fail grade mode. Minor courses cannot be taken on a Pass/Fail basis. Penn LPS Online and Certificate courses may not be taken on a Pass/Fail basis. BFA students may complete up to but no more than 3 Free Electives on a Pass/Fail basis.
- Students may change the grading status of a course from normal to pass/fail (or vice versa) through the deadlines published in the Academic Calendar.
- Freshmen are strongly advised not to take courses on a pass/fail basis.
- Any courses taken on a pass/fail basis that are later certified by the department or program as being part of a major or minor will be uncovered upon graduation.

ACADEMIC GRIEVANCES / REVIEW OF A GRADE

The instructor who gives an evaluation, exam or course grade has sole authority for changing such evaluation, exam or course grade, provided the instructor remains on the faculty (or the emeritus faculty) of the University of Pennsylvania. Students who wish to have an evaluation, exam or course grade reviewed must first discuss the matter with the instructor who gave the evaluation, unless the instructor is no longer a member of the University of Pennsylvania faculty or emeritus faculty. In cases in which faculty appointments have terminated, or faculty have resigned or are deceased, sole authority for changing an evaluation rests with the undergraduate chair of the relevant department.

Should this meeting not yield a resolution that is satisfactory to both the student and the instructor, or not be possible, the student may ask the undergraduate chair of the relevant department for assistance in the matter. Should the matter not be resolved with the aid of the undergraduate chair, the student may seek the assistance of the Executive Director of LPS, whose role is limited to insuring that the department has arranged for a proper review of the matter.

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

POLICIES GOVERNING ACADEMIC STANDING

MAINTINING ACADEMIC STANDING

LPS students must maintain academic standing and make adequate progress toward the degree. Maintaining academic standing requires LPS students to meet all of the following conditions:

- Maintain a cumulative G.P.A. of 2.0 or higher
- Earn a term G.P.A. of 2.0 or higher
- Accumulate no more than two Incompletes, Fs, or Withdrawals in one term
- Accumulate no more than five Incompletes, Fs, or Withdrawals during the course of their academic career
- Make adequate progress toward the degree, earning at least 2 course units each academic year.

SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FEDERAL TITLE IV AID PROGRAMS

Federal regulations require that, in order to be eligible for assistance from any Federal Title IV student aid program (Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Perkins Loan, Federal Direct/PLUS Loan, and State Student Incentive Grant Programs) a student must be making satisfactory academic progress. Satisfactory Academic Progress (SAP) standards that govern eligibility for Title IV programs are published on the Student Registration and Financial Services website; students are urged to review them to understand how GPA, registration changes, and leaves might impact eligibility.

SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR VETERANS RECEIVING VA EDUCATIONAL BENEFITS

If you receive VA educational benefits, you must maintain Satisfactory Academic Progress (SAP) in your chosen program of study, as defined in the above section. Veteran students will be ineligible for VA benefits for one term if they do not meet these standards. That means you will not receive your benefits for the term following such a determination. If a veteran or dependent is placed on Academic Suspension/Dismissal, Veterans Affairs (VA) benefits will be terminated immediately. Students may be re-certified for veteran's benefits **ONLY** after attaining the minimum required cumulative grade point average and submitting a request to the School Certifying Official (SCO) for re-certification.

COURSE ACTION NOTICE

When the work of a student in a given course becomes unsatisfactory for any reason, the instructor may send a Course Action Notice (CPN) email to the student. This notice will indicate the nature of the problem and suggest an appropriate person for the student to meet with, including the instructor, a teaching assistant or an academic advisor. Students are expected to follow the recommendations made in these notices. The LPS Office receives copies of all notices sent to LPS students.

FAILURES

The grade of F remains on the record and is not erased even if students have repeated the course with a passing grade. Students who fail a major or major-related course may be required to repeat the course at the discretion of the major advisor. A grade of F is always calculated in the cumulative grade point average.

FAILURE TO MAINTAIN ACADEMIC STANDING

LPS students must maintain academic standing and make adequate progress toward the degree. Maintaining academic standing requires LPS students to meet all of the following conditions:

- Maintain a cumulative G.P.A. of 2.0 or higher
- Earn a term G.P.A. of 2.0 or higher
- Accumulate no more than two Incompletes, Fs, or Withdrawals in one term
- Accumulate no more than five Incompletes, Fs, or Withdrawals during the course of their academic career
- Make adequate progress toward the degree, earning at least 2 course units each academic year.

ACADEMIC PROBATION

1. **Academic Probation:** Students who fail to meet one or more of the conditions listed above will be placed on academic probation. Students on Academic Probation will be required to consult with the LPS advisor

and may be placed on registration hold. It is expected that all students on probation will be enrolled in the term following probation.

2. **Deferred Drop Probation:** Students may be placed on Deferred Drop Probation if they fail to meet the requirements for recovery from Academic Probation, or their academic term G.P.A. is below 1.70. Students on deferred drop probation must achieve a minimum G.P.A. of 2.00 for that semester. If they do not, they may be dropped from the rolls. Students on Deferred Drop Probation will be required to meet with the LPS advisor and will be placed on registration hold until they meet with the LPS advisor. It is expected that all students on probation will be enrolled in the term following probation.
3. **Mandatory Leave of Absence:** Students who accumulate two or more incomplete grades may be placed on a mandatory leave of absence until such work is finished. Students placed on mandatory leave must complete all outstanding course work before they are allowed to re-enroll and continue with new work. Students on mandatory leave of absence may not receive credit at Penn for courses taken at another institution during the leave.
4. **Conditions to be restored to good academic standing:** Students who are on academic probation must remedy the condition(s) that placed them on academic probation within the next three courses they take, with no grades of W, F, I, GR, or NR and no more than one Pass/Fail course.
5. **Conditions for readmission:** Students who have been dropped for poor academic performance and who wish to be considered for readmission must contact the LPS advisor for requirements and procedures for readmission. Students will not be considered for readmission for one full calendar year following dismissal. Credit will not be given for courses taken at another institution during that year. If a student is readmitted, the student must maintain good academic standing through to graduation. If the student fails to meet these conditions, the student will be dropped from the University without further warning, and with no opportunity for readmission.

INCOMPLETES / ELIGIBILITY FOR MANDATORY LEAVE

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

Change of Grade from an Incomplete

The Incomplete is made up only when the official grade is received by the Registrar. If a grade is converted to an F, the instructor may choose to change it up to two full semesters (excluding summer) after the term in which the course was taken. The instructor who gives an evaluation, exam or course grade has sole authority for changing such evaluation, exam or course grade, provided the instructor remains on the faculty (or the emeritus faculty) of the University of Pennsylvania. In cases in which faculty appointments have terminated, or faculty have resigned or are deceased, sole authority for changing an evaluation rests with the undergraduate chair of the relevant department.

Resolution of One Incomplete

- A short Incomplete (I) must be made up within the first four weeks of the next regular term in which the student is enrolled (summer sessions excluded).
- Note: These deadlines are for students with a single Incomplete.

Resolution of Multiple Incompletes

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

Going on Mandatory Leave of Absence

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

The Academic Support Plan

The deadline for the resolution of multiple Incompletes is earlier than the deadline for single Incompletes and is listed in the Incomplete Course Support Plan.

Leave of Absence Checklist (see Policies on Enrollment Status in this handbook).

POLICIES GOVERNING HONORS

LATIN HONORS

Latin Honors are awarded to those graduating seniors who have achieved a cumulative grade point average at or above each of three levels:

3.80 or higher: summa cum laude

3.60 to 3.79: magna cum laude

3.40 to 3.59: cum laude

Students who are found by the [The Center for Community Standards and Accountability](#) to have violated the [Code of Academic Integrity](#) of the University of Pennsylvania or who have received a sanction of suspension or greater for other violations of the [Code of Student Conduct](#) are not eligible for Graduation Honors. Notation of Graduation Honors will be removed from the transcript if the finding occurs after this honor has been posted.

POLICIES GOVERNING GRADUATION

APPLICATION FOR GRADUATION

Students must submit graduation applications according to the deadlines published on the LPS website. The required applications prompt the school to:

- consider students for academic awards;
- provide students with information on the option of participating in commencement ceremonies;
- publish the students name in program materials;
- conduct an academic audit of completion of requirements;
- post the degree to, and finalize, the student's official transcript;
- collect the student's name as they prefer it to be listed to the transcript;
- and mail the diploma to the updated address provided by the student.

Without the graduation application, none of the above processes can take place.

Students who have missed the published deadlines should contact LPS Records and their LPS advisor immediately. Students who are uncertain when they will complete their final requirements should consult with an LPS advisor to determine the best strategy for submitting an application. In general, it is better to submit too early rather than too late; if a student submits a graduation application and does not complete the degree in the intended semester, it can simply be declined shifted to a subsequent semester.

DEGREE REQUIREMENTS

Students are responsible for understanding and fulfilling all the requirements of their curriculum, and to seek clarification from advisors as needed. See the section on BFA Curriculum Requirements in this handbook.

Students with special concerns or problems should make an appointment with the LPS advisor to discuss their plan. Students are required to avail themselves of their degree requirements, and monitor their progress toward fulfilling degree requirements via Path@Penn.

MINORS AND CERTIFICATES

Students choosing to complete minors and/or certificates must ensure they have followed appropriate procedures to officially declare the minors and/or certificates, and to verify by confirming their appearance on their official transcripts in Path@Penn. Students wishing to declare or drop a minor or concentration should submit the **Declare/Update Field of Study** form. Students wishing to declare or drop a certificate should submit a **Certificate Request** form. These forms are available under the **Academic Progress Requests** section of [Path Forms](#).

CREDITS FOR GRADUATION

The total number of credit units needed to graduate with the BFA is 16 course units at Penn in addition to verification of completion of 90 credits from PAFA. Only courses offered through Penn's School of Arts and Sciences (CAS, LPS, Penn LPS Online) may be counted toward the BFA degree requirements.

GRADE POINT AVERAGE

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

RESIDENCY REQUIREMENT

BFA students must complete 16 course units through Penn courses. Penn courses include registration through approved Penn Summer Abroad programs. No student may graduate with a BFA from Penn without 16cu from Penn, in addition to their PAFA requirements.

COMMENCEMENT CEREMONIES

Although LPS students may complete their degree requirements and officially graduate in December, May, or August, commencement ceremonies are held once per academic cycle, each May. Students graduating in the prior December are eligible to participate in ceremonies the following May. Students graduating in August are eligible to participate in ceremonies the previous May, prior to completing their coursework during summer semester.

TRANSCRIPTS

All courses taken for credit at the University of Pennsylvania before a student receives an undergraduate degree are recorded on the student's undergraduate transcript. At the date of graduation, the transcript is closed, i.e., no changes may be made thereafter. Students can view and request official copies of their undergraduate transcript on Path@Penn.

DIPLOMAS

Diplomas will be mailed to graduates approximately 10 – 12 weeks after completion of degree, and will be sent to the permanent address as listed in Path@Penn. Students are advised to verify that the permanent address field in Path@Penn is current at the time of graduation.

FINANCIAL OBLIGATION

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

UNRESOLVED VIOLATIONS OR SANCTIONS

Students who are found by the [The Center for Community Standards and Accountability](#) to have unresolved violations, investigations, or sanctions, will need to consult directly with that office to determine the impact—if any—on honors, awards, graduation, and/or diplomas.

POLICIES GOVERNING THE UNIVERSITY OF PENNSYLVANIA

The Penn Book is a collection of policies that relate to student life at the University of Pennsylvania. These policies govern academic activities such as grading and exams, provide guidance on the use of campus resources, and explain membership in the university community. The University of Pennsylvania reserves the right to rescind admission to a student in violation of its codes of conduct and/or personal responsibilities policies. All students are expected to have read and understood these codes and policies—which are published at the link above—before coming to campus.

Click on the links below to connect to these selected policies in the Penn Book. Please note that the Penn Book publishes many additional policies students are responsible for following.

[CODE OF ACADEMIC INTEGRITY](#)

[CODE OF STUDENT CONDUCT](#)

[POLICY ON COMMON MIDTERM EXAMINATIONS HOLIDAYS](#)

[RULES GOVERNING FINAL EXAMINATIONS](#)

[POLICY ON SECULAR AND RELIGIOUS HOLIDAYS](#)

[POLICIES GOVERNING ALCOHOL AND DRUG USE](#)

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

[POLICIES REGARDING SEXUAL HARASSMENT](#)

[SEXUAL MISCONDUCT POLICIES, RESOURCE OFFICES, AND COMPLAINT PROCEDURES](#)

[POLICIES GOVERNING CONFIDENTIALITY OF STUDENT RECORDS](#)

ACADEMIC RESOURCES AND SUPPORT SERVICES

ACADEMIC ADVISING

Students are strongly encouraged to avail themselves of the advice and counsel of LPS advisors for clarification of the general degree requirements, policies and procedures; for assistance in the selection and registration of courses; for aid in identifying campus resources and support services; and for assistance with academic questions and problems. The assigned advisor's name is listed in Path@Penn.

ACADEMIC SUPPORT CENTERS

PENN LIBRARIES

The collections of Penn Libraries comprise over seven million volumes, one million of which are in electronic form; over 33,000 videos and four million microfilms; more than 100,000 e-journals and over 1300 online databases and indexes. Penn's major disciplines are supported by subject specialist librarians who can help identify, evaluate and locate resources appropriate for research. PAFA students may be especially interested in the [Fisher Fine Arts Library](#), designed by the architect Frank Furness.

WEIGLE INFORMATION COMMONS

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

WEINGARTEN CENTER

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

Learning Consultations

[Learning Consultations](#) offer opportunities for undergraduate, graduate, and professional students to build and strengthen their study skills and strategies as they engage with Penn coursework and a variety of academic projects. Our learning specialists support you by addressing time and project management, organization, academic reading, research and writing, problem-solving, and exam preparation.

Tutoring

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

Disabilities Services

The Weingarten Center provides [Disability Services](#) for students who self-identify with a disability in order to ensure equal access to all University programs, activities, and services. The process begins when a student requests an accommodation, provides documentation of their condition, and meets with a Disability Specialist. Students who receive accommodations work with the [Disability Services](#) staff to coordinate their academic accommodations as well as accessible housing, dining, communication, and technology. Through ongoing collaboration with the Weingarten Center, students learn to identify and utilize individualized accommodations and strategies that support their full participation in university life.

MARKS FAMILY CENTER FOR EXCELLENCE IN WRITING

The [Marks Family Center for Excellence in Writing](#) was established in 2003 to provide writing support to Penn students and faculty across the disciplines. The Center is open to Penn students 6 days a week. In addition to providing individual writing guidance and feedback to our students, they also present writing workshops across

campus, consult with faculty and assist them with designing and responding to writing assignments, and engages in community outreach.

LANGUAGE DIRECT PEER TUTORING

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

INFORMATION SYSTEMS AND COMPUTING

INFORMATION SYSTEMS AND COMPUTING

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

SAS INSTRUCTIONAL COMPUTING RESOURCE CENTERS

SAS Instructional Computing Resource Centers provide computer support and other services to students who reside off-campus or in Sansom Place East and Sansom Place West. Support is available by telephone, email, as well as in-person by appointment and during walk-in hours.

PENN NET / INTERNET ACCESS

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

COMPUTING LABS ON CAMPUS

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

COMPUTER CONNECTION

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

THE TECH CENTER

The Tech Center offers advice, training, consulting services and computer support to Penn students. Students need their Penn Card to access the building.

WEIGLE INFORMATION COMMONS (WiC)

WiC supports collaborative learning and group activities using the latest technologies. The Commons hosts student assistance services from our Program Partners. The Commons includes a variety of collaboration spaces including Group Study Rooms, Data Diner Booths, Alcove Meeting Areas, Seminar Room and the Vitale Digital Media Lab.

VITALE DIGITAL MEDIA LAB

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

LIBRARIES, BOOKS AND COURSEPACKS

PENN LIBRARIES

The collections of Penn Libraries comprise over seven million volumes, one million of which are in electronic form; over 33,000 videos and four million microfilms; more than 100,000 e-journals and over 1300 online databases and indexes. Penn's major disciplines are supported by subject specialist librarians who can help identify, evaluate and locate resources appropriate for research. PAFA students may be especially interested in the [Fisher Fine Arts Library](#), designed by the architect Frank Furness.

PENN BOOK STORE

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

CAMPUS COPY CENTER

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

HOUSE OF OUR OWN

[House of Our Own](#) is located on two floors of a quiet, comfortable Victorian house on the edge of Penn's campus. The large stock of general and scholarly books is divided between new and used, and is well-organized and categorized.

ACADEMIC OPTIONS AND OPPORTUNITIES

THE CENTER FOR PROGRAMS IN CONTEMPORARY WRITING

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

KELLY WRITERS HOUSE

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

FOREIGN LANGUAGES

The University of Pennsylvania offers instruction in well over 50 languages. Students can look them up alphabetically in the Penn Course Catalog. In addition to the language courses that are offered as part of the degree programs in various majors, the unique institution of the [Penn Language Center](#) allows the University to offer a wide variety of less commonly taught languages, as well as other language courses for special purposes.

Foreign Languages taught at Penn:

Afrikaans, Akkadian, American Sign Language, Amharic, Arabic, Bengali, Calatan, Cantonese, Chichewa, Chinese, Czech, Dutch, Egyptian, Filipino, French, German, Greek (Classical), Greek (Modern), Gujarati, Hausa, Hebrew, Hindi, Hungarian, Igbo, Indonesian, Irish Gaelic, Italian, Japanese, Judeo-Spanish, Kannada, Kiswahili, Korean, Latin, Malagasy, Malayalam, Marathi, Panjabi, Pashtu, Persian, Polish, Portuguese, Quechua, Russian, Sanskrit, Serbo-Croatian, Setswana, Shanghainese, Shona, Spanish, Sudanese Arabic, Sumerian, Swahili, Swedish, Taiwanese, Tamil, Telugu, Thai, Tibetan, Tigrinya, Turkish, Twi, Ukrainian, Urdu, Vietnamese, Wolof, Yiddish, Yoruba, Zulu.

COMMUNICATION WITHIN THE CURRICULUM (CWiC)

Communication within the Curriculum contributes to Penn's intellectual community by fostering communication competence and confidence one presentation at a time.

SPECIAL COURSE TYPES

Academically Based Community Service Courses: combine classroom studies with community involvement.

Benjamin Franklin Seminars: are small, intensive classes predicated on the idea that the students and faculty are jointly pursuing deeper discoveries through discussion and investigation.

First-Year Seminars: are an excellent opportunity for first-year students to participate in a small, discussion-based seminar while fulfilling a curricular requirement.

Graduate Courses: are numbered 5000 and higher and are primarily intended for graduate students but may be available to advanced undergraduates.

LPS Courses: are offered by the College of Liberal and Professional Studies, a division of the School of Arts and Sciences; they provide campus courses and programs geared toward adult, professional, and part-time students, and are largely offered in the evenings.

Penn LPS Online: are offered by the College of Liberal and Professional Studies, a division of the School of Arts and Sciences; they online courses and programs geared toward adult, professional, and part-time students, and are largely offered in asynchronous format.

Object-Based Learning Courses: provide students with exceptional access to rare book and museum artifacts.

Paideia-Designated Courses: focus on civic engagement and provide a framework for students to develop as effective citizens and leaders.

Public Speaking Courses: provide speaking opportunities and coaching as part of the course structure

Sustainability Courses: offerings related to environmental sustainability compiled by the Penn Sustainability Office.

Writing Seminars: writing-intensive courses taken to improve writing skills early in a student's career.

PENN LPS ONLINE CERTIFICATE PROGRAMS

Penn LPS Online Certificates are short programs of study designed to enhance personal or professional skills, whether for career advancement, job transition, or the pursuit of additional learning. BFA students may choose to pursue a certificate or certificates within their program of study, by utilizing their free elective space to earn alternative credentials.

An online certificate program includes Penn LPS Online courses within a skill set or an area of study with a practical, creative, or professional application. Certificate courses integrate opportunities to apply knowledge and skills toward developing tools or portfolios to demonstrate professional and academic achievement. Advanced certificates are available in certain subject areas.

You have the option to enroll in individual courses without committing to the entire certificate, enjoying the flexibility and expertise offered by Penn LPS Online to suit your schedule and professional or personal interests.

Students choosing to complete certificates must officially declare by going to PATH FORMS and submitting the Certificate In Program form. The name of an approved, officially declared certificate will be posted to your Penn transcript.

Please note: *Students completing certificate requirements in pursuit of a Bachelor of Fine Arts degree are awarded certificates upon completion of the degree. If you are enrolled in the BFA program and don't complete the degree requirements to graduate, you are not eligible to receive the certificates.*

MINOR

Students have the option to complete a minor. Many—but not all—departments offer a minor, and the number of requirements varies, but is usually between 6 and 8 course units. Visit the department website of interest to learn if a minor is offered and consult directly with the department for advising on requirements.

- BFA students wishing to pursue a minor should first consult with the LPS academic advisor, prior to declaring the minor.
- BFA students may select from minors offered through the School of Arts and Sciences only—they are not eligible to enroll in minors offered through other schools at Penn.
- BFA students should note that while some SAS minors require or allow the use of Non-SAS courses to satisfy the minor, BFA students may not enroll in, or use, Non-SAS courses toward their BFA degree requirements. These minors may not be an option, unless there is an option to complete the minor using all SAS courses.
- Students pursuing a minor should consult with the department website to learn more about requirement, find department contact information, consult directly with the department, and connect with the assigned minor advisor who will oversee course selection for minor requirements.
- Students should official declare the minor as early as possible. Go to PATH FORMS and use the Declare / Update a Field of Study to officially declare the minor. An approved, officially declared minor will be posted to your transcript in PATH@Penn.

PENN SUMMER ABROAD

Penn Summer Abroad programs are faculty-led and offer undergraduate courses that are taught abroad during the summer for Penn credit. Penn Summer Abroad offers the opportunity to study in exciting international locations for a span of weeks—rather than a semester—while still getting the full cultural experience. Dig deep into exciting topics with Penn faculty experts, meet peers who share your interests, and discover new ideas and traditions

around the globe. Students must apply to participate in Penn Summer Abroad. Be sure to watch the [Penn Summer Abroad Virtual Information Session](#) and review the application information.

INDEPENDENT STUDY

LPS degree candidates in good standing may be eligible to enroll in an Independent Study course if: the proposed independent study does not duplicate an LPS course offering; the student has completed an introductory course in the same department or program as the independent study; and the department or program approves the independent study.

Students are required to first consult with an LPS advisor early in the semester preceding that in which they plan to undertake the independent study to discuss their interest. If eligible, the LPS Advisor will provide the Independent Study Course Approval Form. The student must find a standing faculty member who agrees to supervise the proposed project, obtain information and signatures from the supervising instructor and the sponsoring department or program, and complete the form.

The student must submit the form to their LPS Advisor. The completed form must be submitted no later than two weeks prior to the first day of classes of the semester in which the Independent Study is to be conducted. If approved, LPS will register the student into the Independent Study and bill it at the LPS tuition rate; LPS students who register Independent Studies through department administrators outside of LPS will be charged higher College tuition rates.

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

CENTER FOR UNDERGRADUATE RESEARCH AND FELLOWSHIPS

The [Center for Undergraduate Research and Fellowships](#) helps all Penn students deepen their academic experience through participating in research, applying for nationally competitive fellowships, or engaging intellectually within a cohort of scholars.

HEALTH, WELLNESS, AND PERSONAL SUPPORT

WELLNESS AT PENN

[Wellness at Penn](#) is dedicated to keeping students well and ready to achieve in all aspects of life.

PENN CARES: PENN COVID-19 RESPONSE

[Penn Cares](#) is the main hub for university policies and protocols, announcements, public health guidance, FAQs, resources, and contact information.

STUDENT HEALTH SERVICES

[Student Health Services](#) provides information and services related to primary care, immunizations, sexual health, women's health, men's health, trans health, travel health, smoking cessation, allergies, acupuncture, massage, nutrition, stress reduction, sports medicine, podiatry and campus health.

THE WEINGARTEN CENTER

The Weingarten Center is Penn's Home for academic support and disability services. Academic support includes learning consultations, tutoring, and interactive programs to support students as they develop learning strategies and content knowledge to further their academic and professional goals. Disabilities services provides comprehensive, professional services and programs for students who self-identify with disabilities to ensure equal academic opportunities and participation in University-sponsored programs.

COUNSELING AND PSYCHOLOGICAL SERVICES

Counseling and Psychological Services offers a variety of free services to students enrolled at Penn. Students experience a range of emotions as they adjust to new classes, make new friends, and for some, find their way around a new campus. As they navigate their time at Penn, we hope that they will make their mental health and well-being a priority. Our counseling services are part of Wellness at Penn, and we are here to support you throughout your Penn experience. We are committed to creating an affirming environment based on our values of multicultural, multi-disciplinary and inclusive practices, focused on providing care to our diverse student body.

U LIFE LINE

ULifeline is an anonymous, confidential, online resource center, where you can be comfortable searching for the information you need regarding emotional health.

OFFICE OF ALCOHOL AND OTHER DRUG PROGRAM INITIATIVES

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

STUDENT INTERVENTION SERVICES

Student Intervention Services (SIS) enhances well-being, academic success, and personal growth within Penn's diverse student body through crisis intervention and prevention. SIS collaborates with multidisciplinary partners to provide support, advocacy, solutions, and coordination of services for individual students and the Penn community.

PENN VIOLENCE PREVENTION

Penn Violence Prevention (PVP) engages the Penn community in the prevention of sexual violence, relationship violence, stalking, and sexual harassment on campus. We foster collaborative relationships across campus to ensure a survivor-centered, multi-faceted approach to support services and primary prevention. Through collective community action, we are committed to ending interpersonal violence by addressing gender inequity, social injustice, and oppression through outreach and education.

FAMILY CENTER AT PENN

The Family Center at Penn is a hub for information, resources, activities and advocacy for students and post-docs with children. The Family Center provides a forum for student parents to connect and develop supportive networks, and offers a welcoming and family-friendly environment for Penn students, post-docs, caregivers, and children.

CAMPUS AND COMMUNITY LIFE

HOUSING AND DINING

PENN OFF-CAMPUS SERVICES

Explore the resources available for all students living off-campus. Living on your own can be challenging, there are many questions, and we can provide some answers. From finding the right neighborhood to learning how to sign a contract, [Penn Off-Campus Services](#) provides helpful information to support you and inform you.

PENN DINING

The health of our students is our priority and that starts with their food. Working with award-winning food service providers and local farms, [Penn Dining](#) serves meals made from healthy ingredients through sustainable practices in a socially responsible manner.

SAFETY, SECURITY, AND GETTING AROUND

PENN TRANSPORTATION AND PARKING

[Penn Transportation and Parking](#) deliver a wide selection of essential services to the Penn Community, offering safe, convenient, sustainable, and accessible options to those who come to this world-renown institution to work, study, and visit. Penn Transit Services operates a robust transportation network, flexible parking permit options, and a wide range of parking lots and garages conveniently located near their final destination.

PENN DIVISION OF PUBLIC SAFETY

The dedicated members of the [Division of Public Safety \(DPS\)](#) are responsible for enhancing the quality of life, safety, and security of our community. DPS accomplishes this mission through the delivery of a comprehensive and integrated safety and security program, in partnership with the community that we serve. Visit the website to learn more about HelpLine, Penn Guardian, 24/7 Walking Escort Service, Penn Alternative Response Unit (AR-1), Operation Theft Awareness, Self-Defense Courses, and Bicycle, Motor Vehicle, and Pedestrian Safety Information. Be sure to check the [DPS "Top 10 List"](#).

STUDENT GROUPS, CENTERS, AND ORGANIZATIONS

OFFICE OF STUDENT AFFAIRS

The [Office of Student Affairs](#) is a central provider of resources and experiences designed to supplement students' classroom learning and to contribute significantly to their personal development. Through our programs, advising resources and services, and various forms of advocacy, OSA supports students in their growth as leaders and builders of a strong Penn community.

PENN WOMEN'S CENTER

We are one of the nation's oldest Women's Centers, founded in 1973, and we work with students, staff and faculty of all genders and identities. [The Penn Women's Center's](#) mission is to promote gender justice, and to empower, support, and advance personal and professional development.

LESBIAN, GAY, TRANSGENDER CENTER (LGBTQ)

The [Lesbian Gay Bisexual Transgender Center](#) enriches the experience, fosters success, celebrates victories, and affirms the existence of Penn's LGBTQ+ undergraduates, professional and graduate students, staff, faculty, and alumni using the lenses of social justice and intersectionality. Through education, support, and advocacy, the Center cultivates a campus climate where all students, regardless of their gender or sexual identity, can live authentically.

OFFICE OF THE CHAPLAIN AND SPARC (SPIRITUAL AND RELIGIOUS LIFE CENTER)

The [Office of the Chaplain](#) is the administrative officer of the University responsible to the Provost for the oversight and coordination of religious activities on the campus. The Chaplain supports the academic mission of

the University by facilitating and encouraging initiatives concerned with the moral, ethical, and spiritual dimensions of university life. [SPARC](#) is a meeting and hangout space, a home on campus for religious and spiritual students and groups.

ALBERT M. GREENFIELD INTERCULTURAL CENTER (GIC)

The mission of the [Albert M. Greenfield Intercultural Center \(GIC\)](#) is to serve as Penn's resource for enhancing student's intercultural knowledge, competency, and leadership. We do this by offering experiential courses for credit, signature intercultural programs, and other services related to diversity and intercultural education.

LA CASA LATINA

[La Casa Latina](#) promotes greater awareness of Latinx issues, culture, and identity at Penn. La Casa Latina works closely with the Penn community to offer a supportive environment where all students are welcomed and engaged in programs, events, and dialogues that address important issues affecting Latinxs/Hispanics locally, nationally, and internationally.

MAKUU: THE BLACK CULTURAL CENTER

[Makuu: The Black Cultural Center](#) is a nexus of academic, professional and personal growth for University of Pennsylvania students interested in Black culture and the African Diaspora. Through advising, leadership development, network facilitation, and cultural programming, we expand student access to the University's resources, enhancing our campus and global communities.

PAN-ASIAN AMERICAN COMMUNITY HOUSE

[The Pan-Asian American Community House](#) is a hub of academic, personal, and professional growth for University of Pennsylvania students interested in Asian American culture and the Asian American Diaspora. Through advising, leadership development, advocacy, social and cultural programming we expand student access to the University's resources.

GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY (GAPSA)

[The Graduate and Professional Student Assembly \(GAPSA\)](#) successfully sparked the formation of student government bodies at the School of Arts and Sciences and the School of Education. Today, all 12 of Penn's graduate schools feature individual student governments led by members of their respective schools. GAPSA now leads a cross-school initiative to further increase collaboration and effective advocacy. This involves a President's Advisory Council and a fund for cross-school programming.

COMMUNITY SERVICE AND CIVIC ENGAGEMENT

CIVIC HOUSE

[Civic House](#) is Penn's hub for civic engagement, centering community organizations and social justice education, promoting mutually beneficial collaborations between Penn and Philadelphia community nonprofit organizations. Through social justice education, trainings and workshops, Civic House prepares students for responsible community engagement and empowers them to become advocates for social change.

THE NETTER CENTER FOR COMMUNITY PARTNERSHIPS

Through the [Netter Center](#), Penn students work with local public schools, communities of faith, and community organizations to help solve critical campus and community problems. Penn students learn from and with the community through democratic partnerships that help contribute to improving the quality of life and learning on campus and in West Philadelphia/Philadelphia. Learn more about Academically Based Community Service, Volunteer and Community Service Opportunities, and Summer Opportunities by visiting the Netter Center website.

OFFICE OF GOVERNMENT AND COMMUNITY AFFAIRS

[The Office of Government and Community Affairs \(OGCA\)](#) advances Penn's mission by managing relationships with government and community leaders, advocating for policies and legislation consistent with the University's goals, and shaping local engagement initiatives.

ARTS, CULTURE AND RECREATION

PENN LIVE ARTS

[Penn Live Arts at the Annenberg Center](#) is the University of Pennsylvania's home for the performing arts. Penn Live Arts connects diverse audiences with visionary artists and innovative ideas, engaging both the University and the greater Philadelphia community in transformative artistic experiences.

ARCHITECTURAL ARCHIVES

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

ARTHUR ROSS GALLERY

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

INSTITUTE OF CONTEMPORARY ART

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

BIOPOND / JAMES GASKEY MEMORIAL PARK

[The James G. Kaskey Memorial Park](#) honors its past as the first Botanic Garden of the University of Pennsylvania, bolsters research and educational opportunities within the Department of Biology, and enriches community well-being by creating a verdant oasis for plants and people.

KELLY WRITERS HOUSE

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

MORRIS ARBORETUM

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

PENN MUSEUM

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

WXPN 88.5 FM RADIO

[WXPN](#) is on air, listener-supported public radio from the University of Pennsylvania.

WORLD CAFÉ LIVE

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

PLATT HOUSE

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

PENN CAMPUS RECREATION

Visit [Penn Campus Recreation](#) to learn more about Penn’s extensive fitness facilities, programs, and membership services.

PENN ICE RINK

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

FAMILY CENTER AT PENN

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