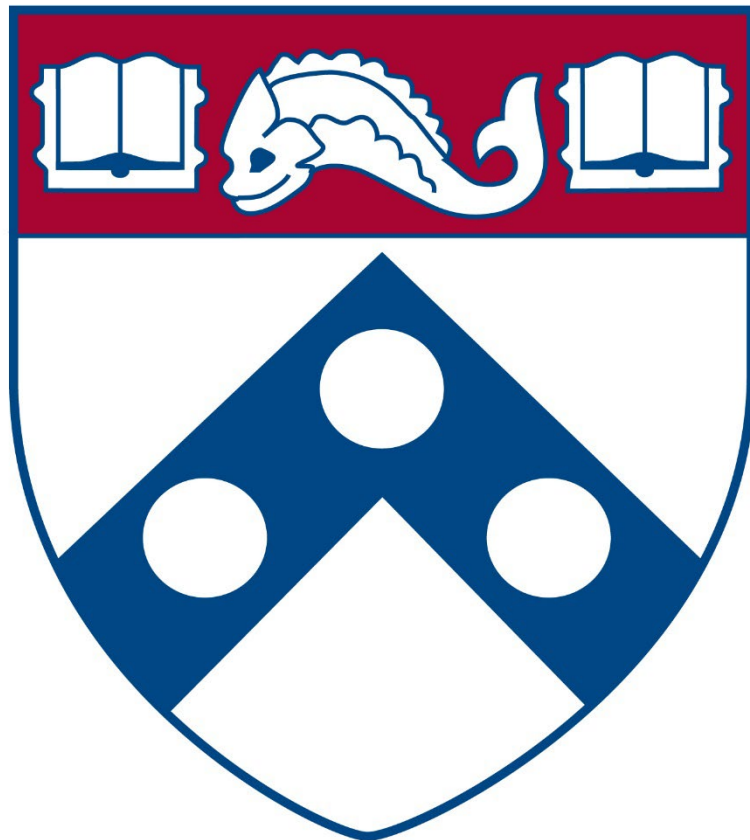# Post-Baccalaureate Studies and Penn Alumni Program Student Handbook

College of Liberal and Professional Studies

Academic Year: 2023-2024

This manual is the College of Liberal and Professional Studies (LPS) Post-Baccalaureate Studies (Post-Bacc) handbook. It contains rules, regulations, procedures, policies, and resources relevant to Post-Bacc students. Please read it carefully and check the LPS website periodically for updates.

Academic Advising

Post-Baccalaureate Studies students may avail themselves of LPS advising services. The advice and counsel of LPS advising staff can be for assistance in the selection and registration of courses; for aid in identifying campus resources; and for assistance with academic standing questions and problems. Students may find the name and contact information of their assigned academic advisor by logging into the Path@Penn system and selecting "View my student profile".

Academic advising is available by appointment. Appointments are available for in-person and virtual meetings.

Registration Procedures

Course Selection
Students should consider carefully the amount of time they have for study and preparation of assignments before registering for courses in order to avoid registering for more coursework than they are able to complete. Students who have been away from academic work for some time should consult with an LPS advisor to choose their first term classes.

Almost all academic areas of the arts and sciences with a course at or below 5999 are open to admitted Post-Bacc students. Students may take day or evening courses at their discretion, with the understanding that there is a difference in tuition. Students may also enroll in courses (numbered 5999 and below) in certain other schools on a space-available basis, and in some case permission from the instructor. Students cannot enroll in independent study courses while in a non-degree program.

Many courses list prerequisites in their course descriptions. Students should consult the department or instructor if they have a question about fulfilling those prerequisites. Prior academic work may also fulfill a prerequisite.

Students may register for courses through Path@Penn, the University's online registration system; LPS staff can provide assistance or answer questions. Complete registration instructions are available online. In order to access the system, students must have a PennKey—a username plus password.

Advance Registration
The course registration process involves two registration periods. The first is Advance Registration, when students enter their requests for courses they wish to take. At the end of Advance Registration, a scheduling program processes all registration requests at the same time to determine who gets enrolled in the requested courses. Students may advance register during a two-week period starting in late March for the following fall term and during a two-week period in early November for the following spring term. There is no Advance Registration for summer, but students may register for summer courses at the same time that they advance register for the fall.

Registration and Add/Drop
The Registration and Add/Drop period opens approximately three weeks after the Advance Registration request period has closed and students have been notified of their schedules. During this period, students who participated in Advanced Registration who wish to make changes to their schedules may Add/Drop as they wish through their Path@Penn accounts. Students will know immediately what changes have been processed. Please consult the LPS Academic Calendar for a complete listing of dates for each term or the Penn LPS Online Academic Calendar for Penn LPS Online courses.

Permits and Authorizations
The courses that require special permission from the instructor are indicated in Path@Penn. Students can request permits while in the registration system. Some courses require additional requests outside of the Path@Penn system. Please reach out to your advisor if you have questions. Permits are authorized by the instructor and / or department offering the course. A permit is not a registration. Students must "claim" the permit by registering for the course through Path@Penn. A permit reserves a seat in the course; an authorization allows you to enroll if a seat is available. After both Advance Registration and Registration Drop/Request periods have ended, the Registrar's Office removes unclaimed permits from students' records.

Course Change Deadlines (Dropping, Adding, Withdrawing)
Students in the Post-Baccalaureate Studies and Penn Alumni programs will always follow the LPS Academic Calendar unless they are enrolled in a Penn LPS Online course. If a student is enrolled in a Penn LPS Online class, they will follow the Penn LPS Online academic calendar for that course. LPS and Penn LPS Online deadlines differ from those of other colleges and schools at Penn; adherence to these deadlines are strictly observed. Students should consult the LPS and Penn LPS Online Academic Calendars for term-specific deadlines for making registration changes. These calendars also indicate any corresponding financial obligations.

Adding a Course
Students may add a new course via Path@Penn.

When making registration changes via Path@Penn, students should always verify their schedule to make sure the changes have taken effect before logging out. Students can confirm their registration two ways:

- When you go to "Add/Drop/Swap classes" in Path@Penn and click on "Primary Cart" you will see your selected courses in the cart. Courses with a black check mark on the lower left-hand side are classes you are registered for.
- In addition, if you go to "My Profile" > "View my student profile" in Path@Penn you will be able to confirm you registration on the bottom right hand side of the page in the "Registered courses" section.

Dropping a Course
Students may drop a course with no financial obligation until the published deadline in the current LPS or Penn LPS Online Academic Calendar. Please review each Academic Calendar for a complete listing of dates for each term.

Absence from class does not constitute a drop, nor does notifying the instructor. Students who fail to drop a course officially within published deadlines may receive a grade of F.

When making registration changes via Path@Penn, students should always verify their schedule to make sure the changes have taken effect before logging out.

Late Drop
Students who missed the deadline to drop with 100% financial obligation can late drop a course in Path@Penn but in so doing they will incur a 50% financial obligation for the tuition and fees for the dropped course. Please check the academic calendar to see when the late drop deadline takes place.

Withdrawing from a Course
Students wanting to discontinue a course after the Late Drop period has ended will need to withdraw from the course (until the published withdraw period deadline).   To withdraw, students must submit a Withdrawal Form. Students must complete the form by the end of the day on the last day of the withdrawal period.

While it is not a requirement, students are encouraged to see their academic advisor to discuss their withdrawal and overall academic progress.

Students who withdraw from a course have full financial obligation.

Changing Grade or Credit Status of a Course
Students may change their status in a course from credit to audit, from a letter grade to Pass/Fail or from Pass/Fail to a letter grade until the published deadline in the current LPS Academic Calendar. No change is permissible after the published deadline. Pass / fail changes can be made in Path@Penn. Requests to audit must be sent to lps@sas.upenn.edu.

Some courses do not allow grade change types including Penn LPS Online courses as well as evening or summer biology, chemistry, physics and biological basis of behavior courses.

Deferred Enrollment

To maintain admission to their program students must take a course during their first semester of study. If a student prefers to wait to begin classes they can defer their matriculation for up to one year. Students who wish to do so should notify Penn LPS Online of their intentions as early as possible. It is not necessary for officially deferred students to reapply.

Inactive Status

Students who do not enroll in courses for four consecutive terms, including summer, will be released from their program. They will be officially dropped from the student rolls of the University of Pennsylvania as of the fourth term not enrolled. After being dropped, students wishing to resume their studies at Penn are required to reapply for admission and pay a new application fee.

Penn LPS Online Certificates

Students enrolled in the Post-Baccalaureate Studies and Penn Alumni programs are eligible for Penn LPS Online Certificates. To obtain a certificate, students should complete the courses associated with the certificate and *submit an application to graduate* in Path@Penn. The link to apply can be found by clicking on "more links" in the upper-left hand side of the main Path@Penn screen and **select "**Apply for graduation".

LPS Academic Policies

Grading System

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

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

GR = No Grade reported for student	I = Incomplete (see below)
NR = No Grades reported for course	S = Satisfactory progress
(see below)	U = Unsatisfactory
W = Withdrew	
X = Academic Violation	

Credit System

A course unit (CU) is a general measure of academic work over a period of time, typically a term (semester or summer). A CU (or a fraction of a CU) represents different types of academic work across different types of academic programs and is the basic unit of progress toward a degree. One CU is usually converted to a four-

semester-hour course. In general, the average course offered at Penn is listed as being worth 1 CU; courses that include a lecture and a lab are often worth 1.5 CUs.

Pass/Fail Option

Pass/Fail is an option to encourage students to take courses in subjects that they might avoid if they were required to enroll on a standard graded basis. Not all courses can be taken Pass / Fail, including Penn LPS Online courses. If you would like to know if a course can be taken pass / fail please contact your advisor or our Records office. Regulations concerning this Pass/Fail option are listed below:

1. In courses taken Pass/Fail, the standard letter grades A-D are converted to P by the Registrar. A failure is posted as an F.
2. Grades of P are not computed when determining students' grade point averages; grades of F are computed.
3. The Pass/Fail option stipulates that the instructor is not to be informed of those students who have enrolled Pass/Fail.
4. Students who wish to change from Pass/Fail to a letter grade or a letter grade to Pass/Fail must do so by the published deadline (please refer to the LPS Academic Calendar*). After this period, students must petition the LPS Petition Review Committee. Such changes are granted only under extraordinary circumstances.

Incompletes

An incomplete grade indicates that a student has not completed all the work in a course and has done so with the instructor's permission. If the work for a course is incomplete as a result of the student's unexplained failure to hand in assignments or to take the final examination at the regularly scheduled time, the instructor should issue a grade of F for the course.

An instructor who chooses to grant an extension to a student who has not completed a course by the end of the term may grant an Incomplete (I). An Incomplete (I) must be made up by the end of the fourth full week of the next term (including the summer term).

If the Incomplete is not made up by the deadline, it will become an F. An Incomplete is made up only when the official grade is received by the LPS Office. Once an Incomplete grade is converted to an F, the instructor may change the grade after the student has completed all required work. Students with two or more incomplete grades are subject to registration hold and are required to meet with their LPS Advisor to explain the circumstances of the Incompletes and develop a plan to resolve them.

Failures

The grade of F remains on the record and is not erased even if students have repeated the course with a passing grade. A grade of F is always calculated in the cumulative grade point average.

Academic Grievances

The instructor who gives an evaluation, exam, or course grade has sole authority for changing such evaluation, exam, or course grade provided the instructor remains on the faculty (or the emeritus faculty) of the University of Pennsylvania. In cases in which faculty appointments have terminated, or faculty have resigned or are deceased, sole authority for changing an evaluation rests with the Undergraduate Chair of the relevant

department. LPS students who wish to have an evaluation, exam, or course grade reviewed must first discuss the matter with the instructor who gave the evaluation unless the instructor is no longer a member of the University of Pennsylvania faculty or emeritus faculty. 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 or program director, then the student may seek the assistance of the Deputy Vice Dean of LPS. The role of the Deputy Vice Dean is limited to ensuring that the department or program has arranged for a proper review of the matter.

Repeating a Course
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. Students should consult their LPS advisor before registering for a course they have already taken.

Maintaining Academic Standing
LPS students must maintain academic standing, which means that students need to meet all of the following conditions:
- maintain a cumulative GPA of 2.0 or higher
- earn a term GPA of 2.0 or higher; and
- accumulate no more than two Incompletes, F's, GR's or Withdrawals in one term; and
- accumulate no more than five Incompletes, F's, GR's, or Withdrawals during the course of their academic career.

Failure to Maintain Academic Standing
1. **Academic Probation**: Students who fail to meet one or more of the conditions listed above may be placed on Academic Probation. LPS will notify students when they are placed on Academic Probation. Students on Academic Probation are expected to meet with their academic advisor and may be placed on registration hold. Students on Academic Probation will be restored to good academic standing once they meet all four of the conditions listed above. If they fail to meet those requirements, they may be placed on Deferred Drop 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 GPA is below 1.70. Students on Deferred Drop Probation are expected to meet with their advisor and may be placed on registration hold. Students on Deferred Drop probation must meet all four of the conditions listed above on a term and cumulative basis going forward. If they do not, they may be dismissed from the university.
3. **Dismissal:** After being placed on Deferred Drop probation, students who do not meet all four of the conditions listed above will be reviewed by the SAS Continuing Education Committee. If the Committee decides that the student is unlikely to successfully complete their program, the student will be sent an academic dismissal letter.

4. **Mandatory Leave of Absence**: Students who accumulate two or more incomplete or unresolved grades in a given semester may be placed on a mandatory leave of absence until such work is finished. Students placed on a mandatory leave must complete all outstanding course work before they are allowed to re-enroll and continue with new work.
5. **Conditions for readmission**: Students who have been dismissed from the university for poor academic performance and wish to be considered for readmission must contact an LPS advisor for requirements and procedures for readmission. Students will not be considered for readmission for one full calendar year following dismissal. If the student is readmitted and fails to meet these conditions, the student may be dropped from the university without further warning, with no opportunity for readmission. Students who have been dismissed from the university are not eligible to enroll in open enrollment programs at Penn.

Petition Procedure
Students who wish to waive an academic requirement or regulation or believe that their circumstances might warrant an exemption to a policy or deadline, may submit a petition to the LPS Petitions Committee. Students should meet with an academic advisor to determine the most appropriate course of action. Petition forms can be found on the Path@Penn forms page.

Final Examinations
Final examinations for LPS courses must be given on the first regular class meeting night (at the regular meeting time) during the period of final examinations. No change in scheduling is permitted without unanimous consent of all students in the class and the Deputy Vice Dean of LPS. A final exam may not be administered on a reading day or during the last week of classes. In addition, the Provost's statement on "Rules Governing Final Examinations," applies to all LPS courses and makes clear that no classes covering new material may be held during the reading days, although review sessions may be scheduled. No students shall be excused from a final examination in a course where such an examination is required. In exceptional instances, such as serious illness or injury, students may be allowed to postpone the examination with the approval of the instructor.

Transcripts
An official transcript of a student's academic record in the College of Liberal and Professional Studies is available from the University Registrar. Procedures for requesting a transcript can be found on the Registrar's web site, and in Path@Penn.

Tuition and Fees

Tuition
Tuition is the cost of instruction. LPS courses, non-LPS courses, summer courses, and Penn LPS Online courses cost different amounts. The current tuition rates can be found on the web; College of Liberal and Professional Studies courses end with a section code between 601 and 606 in the fall and spring. Please contact LPS Student Records with any course tuition questions.

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.

Online General Fee
The online general fee constitutes a partial contribution to the support of such essential services as a large library system and online student services.

Payment Process and Billing Schedule
Consult the Billing Schedule for the current academic year on the [Student Financial Services website](#).

Information on how to pay your bill can be found on the Student Financial Services website: https://srfs.upenn.edu/billing-payment/pennpay.

Penn Faculty/Staff Tuition Benefits
LPS and SFS do not administer tuition benefits for Penn employees, and will not be able to provide eligibility information. To determine eligibility, options and obligations that may pertain to your employment status, and to activate payment of tuition benefits, students must contact the Human Resources benefits office directly.

Penn employees should note that eligibility for tuition benefits does not imply eligibility for admission to LPS; application and acceptance to a program of study is required in order to register for courses. Once accepted into a program of study, Penn employees using tuition benefits are afforded options and subject to academic and financial obligations identical to those of all LPS students.

All students are responsible for understanding the policies of their tuition benefits, knowing and abiding by all LPS Academic Calendar deadlines, and for grades and bills incurred through registration in any course regardless of attendance, completion, or employee status.

University System
https://www.hr.upenn.edu/PennHR/benefits-pay/tuition
Eligible employees of the University may request tuition benefits, view current and past requests for payment, and view pending payments by using the online tuition management system on the Human Resources website at the above link. Payments are not automatically made, or continued for future terms based upon registration; the employee must apply online for tuition benefits each term.

Health System

Please visit https://tinyurl.com/ybbnr8dm
Eligible employees of the University of Pennsylvania Health System should consult with their supervisor to determine benefits eligibility, policy and procedures.

<u>Student Identification and Electronic Resources</u>

PennCard
All LPS students are required to obtain a PennCard, the official University of Pennsylvania identification for students, faculty, and staff. The PennCard provides access to University facilities, services, cash convenience, and more. To obtain a PennCard, bring a valid form of photo ID (driver's license, passport, etc.) to the PennCard Center, 3601 Walnut Street, on the second floor of the Penn Bookstore. Only enrolled students may receive a PennCard, which should be carried at all times.

PennKey
All LPS students are required to obtain a PennKey. A PennKey is required to authenticate, or verify, an individual's identity and to access many of Penn's networked computer systems and services. Authorized users need a PennKey and password to access such resources as Path@Penn, Canvas, certain library resources, and public campus computers. A PennKey is also required to obtain a Penn email address. New students will receive an email with information on how to create a PennKey within a few days of their admission to LPS.

Penn Email
All students enrolled at the University of Pennsylvania are required to obtain and use a Penn email address, which is available free of charge. The School of Arts and Sciences (SAS) provides email accounts for LPS students who do not already have a Penn email. Instructions on how to create and use a Penn email address are available through the SAS Computing at http://www.sas.upenn.edu/computing/help/students/email.

<u>Student Services and Policies</u>

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 taking classes. Policies include:
- Alcohol and Other Drug Policy
- Code of Academic Integrity
- Sexual Misconduct Policy

The Weingarten Learning Resources Center
The Weingarten Learning Resources Center, located at 3702 Spruce Street, Suite 300, provides professional consultation services in skills such as academic reading, writing, study strategies, time management, as well as tutoring. This academic support is provided through a variety of services and programs including the very popular series of study skills workshops offered at the beginning of each fall and spring term for LPS students.

For more information about the Weingarten Learning Resources Center visit their web site at
http://www.vpul.upenn.edu/lrc/ or call 215.573.9235.

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

Office of the Ombuds
The Office of the Ombuds assists individuals in finding solutions to problems that they may not be resolvable through other channels. The office is concerned with safeguarding individual rights and promoting better channels of communication throughout the University. It is independent of all administrative offices. The Ombuds is not an advocate for any one individual or group. He or she is an advocate for fairness, adherence to University regulations, due process, and personal responsibility. The Office supplements, but does not replace, any existing grievance mechanisms or modes of redress. It can and does recommend changes in existing rules and practices when necessary. The Office of the Ombuds may be reached at 215.898.8261 or https://ombuds.upenn.edu/.

Student Health Information

Wellness at Penn
Student Health and Counseling (formerly SHS and CAPS) is the primary care and psychological care division of Wellness at Penn. Learn about the services available on their website.

Immunization
Students enrolled in the College of Liberal and Professional Studies are part of the University community and benefit from the University's efforts to provide a safe and healthy environment. Students can learn about immunization requirements on the Penn Wellness website.