

UNIVERSITY OF PENNSYLVANIA



College of Liberal and Professional Studies

**BACHELOR OF FINE ARTS
STUDENT HANDBOOK**

Academic Year: 2011-2012

INTRODUCTION

About this Handbook

LPS has produced this handbook to provide a useful source of information to orient you to Penn and assist in planning your program of study. This handbook contains rules and regulations, procedures, options, curriculum requirements, resources at Penn, and other pertinent information. Read the entire handbook before you begin classes. Continue to reference the handbook frequently during your career at Penn to remain aware of your obligations as well as to investigate the many support services and academic opportunities available to you. Students are responsible for adhering to all LPS policies, procedures, and academic deadlines, and for consulting with advisors on a regular basis in order to optimize their undergraduate experience. Please check the LPS website periodically for updates.

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LPS OFFICE AND CONTACT INFORMATION

Campus Mailing Address

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

LPS Office Contacts

215-898-7326

Academic Advising

215-746-7040

Kathy Urban, Director of BA and Programs
Brenna Carswell, Undergraduate Academic Advisor
Jen Kollar, Undergraduate Academic Advisor

LPS Records and Billing

215-746-7040

Michael McHugh, Records Coordinator
Cassie McDonald, Records Administrator

Fax:

215-573-2053

Email:

LPS@sas.upenn.edu

LPS Website:

www.pennlps.org

Penn Website

www.upenn.edu

Office Hours

Monday, Tuesday, Thursday, Friday
Wednesday
Saturday and Sunday

9:00 a.m.-5:00 p.m.
9:00 a.m.-6:00 p.m.
CLOSED

The LPS Office is closed in observance of the following holidays: Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, and Christmas Day through New Year's Day.

Academic Advising Appointments

To schedule an in-person or telephone appointment with an advisor, call 215-746-7040.
To consult with an advisor via email: (appointments cannot be arranged via email)

LPS Undergraduate Academic Advisors

Brenna Zinck (Students A – L) bzinck@sas.upenn.edu

Jen Kollar (Students M – Z) jkollar@sas.upenn.edu

Fall 2011 Academic Calendar and Deadlines

Some LPS deadlines differ from those of other schools or colleges at Penn.

New Student Orientation	Sept 1 5-7:30, Houston Hall, Class of '49 Auditorium
Classes Begin	Wednesday, September 7
Last Day to Add Language Courses and Writing Seminars	Friday, September 16
Last Day to Add a Course	Friday, September 23
Last Day to Drop a Course with No Financial Obligation and No Notation on transcript	Friday, September 23
Fall Break Begins at Close of Classes (Saturday classes will not meet)	Friday, October 7–Tuesday, October 11
Fall Break Ends; Classes Resume	Wednesday, October 12
Last Day to Drop a Course with 50% Financial Obligation and No Notation on Transcript (LPS students must complete a <u>Late Drop Form</u> . The form must be in the LPS office by close of business - 5:00 pm)	Friday, October 14
Last Day to Change Grade Status in a Course (Students must contact the LPS office.)	Friday, October 14
Advance Registration for Spring Term	Monday, October 31–Sunday, November 13
Last Day to Withdraw from a Course. Full Financial Obligation Applies. (LPS students must <u>complete a Withdrawal Form</u>)	Friday, November 18
Thanksgiving Recess begins at 4:30p.m. LPS evening classes will not meet.	Wednesday, November 23
Classes Resume	Monday, November 28
Fall Term Classes End	Friday, December 9
Reading Days	Saturday, December 10–Tuesday, December 13
Final Examinations	Wednesday, December 14–Wednesday, December 21

Spring 2012 Academic Calendar and Deadlines

Some LPS deadlines differ from those of other schools or colleges at Penn.

Advance Registration for the Spring Term	Monday, October 31–Sunday, November 13
Classes Begin	Wednesday, January 11
Martin Luther King, Jr. Day (observed)	Monday, January 16 (no classes)
Last Day to Add Writing or Language Course	Friday, January 20
Last Day to Add a Course	Monday, January 30
Last Day to Drop a Course with No Financial Obligation and No Notation on the Transcript. (After this date LPS students must contact the LPS office to late drop a course or change grade type status.)	Monday, January 30
Last Day to Late Drop a Course 50% Financial Obligation, No Notation on Transcript (LPS students must complete a <u>Late Drop Form</u> . The form must be in the LPS office 5pm.)	Friday, February 17
Last Day to Change Grade Status in a Course	Friday, February 17
Spring Recess Begins at Close of Classes (LPS classes on Saturday, March 3 will be held and there will be no class on March 10)	Friday, March 2
Spring Recess Ends; Classes Resume	Monday, March 12
Summer Registration, Fall Advanced Registration	Monday, March 19–Sunday, April 1
Last Day to Withdraw from a Course. Full Financial Obligation Applies, W is noted to transcript (LPS students must complete a withdrawal form)	Friday, March 30
Spring Term Classes End	Tuesday, April 24
Reading Days	Wednesday, April 25–Friday, April 27
Final Examinations	Monday, April 30–Tuesday, May 8
Grades Due	Thursday, May 10
LPS Graduation	Sunday, May 13
University Commencement	Monday, May 14

GETTING STARTED AT PENN

LPS Website

www.pennlps.org

The LPS website provides new and current students with office and advising contact information, the Online Getting Started Workshop, the LPS Academic Calendar, the LPS Course Guides, the LPS Student Handbook, Student Forms, the Online Graduation Application, and a variety of support services, policies and procedures. The site is easy to navigate and updated regularly.

Please note that LPS policies and procedures occasionally change. Updates can be found on the LPS website. If you find disagreement between this handbook and information on the LPS website, please consult with an academic advisor.

Getting Started Checklist

PennKey and Password

www.upenn.edu/computing/pennkey

pennkey@isc.upenn.edu

A PennKey is required to authenticate, or verify, an individual's online 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 Penn's wireless network (AirPennNet), Penn InTouch, Blackboard, and certain library resources. A PennKey is also required to obtain a Penn email address.

If you are new to Penn, you will receive your PennKey Setup Code via e-mail or US mail. If you have not received a PennKey setup code within 10 business days after you submit your "Intent to Enroll" form, check the spam or junk folder of the email account you provided when you applied to be certain the Setup Code email was not filtered there mistakenly. If it is not there, contact pennkey@isc.upenn.edu to obtain additional information and instructions for obtaining a Setup Code. For complete details on options for obtaining a Setup Code visit:

www.upenn.edu/computing/pennkey/setreset/#reset

NOTE: Penn employees will utilize their current PennKey and Password for student access.

SAS Email

www.sas.upenn.edu/computing/help/students/email/options

All students enrolled at the University of Pennsylvania—including **Penn employees who may already have a Penn email through another division**—are required to obtain and use a Penn SAS email address, which is available free of charge. The School of Arts and Sciences (SAS) provides email accounts for LPS students. Instructions on how to create and use a Penn email address are available through the SAS Computing. The PennKey is needed in order to create a Penn email address. For assistance with technical difficulty in setting up the SAS email account, refer to Email Help for SAS Students at:

http://www.sas.upenn.edu/computing/forms/student_email_help.html

Penn Directory

www.upenn.edu/directories

Students must update contact information in the Penn Directory by logging into the above link and clicking on Update Directory Listing. This is necessary in order to subscribe to the required LPS list serve.

LPS Listserve

By setting up a student SAS email account and updating it in the Penn Directory, LPS undergraduates will be automatically subscribed to the LPS listserv to ensure that they receive strategic information from LPS in a timely manner. It is the student's responsibility to set up an SAS email account and to keep their contact information updated in Penn InTouch and in the Penn Directory so that they are able to receive up-to-date information and notifications.

Complete the Online Getting Started Workshop

www.sas.upenn.edu/lps/gsw

The Online Getting Started Workshop is required of all incoming LPS students enrolled in undergraduate programs. The slide presentation must be completed before meeting with an advisor. To complete the workshop, visit the link above.

Set up an appointment with your LPS General Academic Advisor

215-746-7040

Call the LPS Records Office to set up a telephone or in-person meeting with your LPS advisor—please note that appointments cannot be arranged via email. If you wish to email your specific inquiries and concerns directly to your advisor, you may do so by clicking the email link (advisor name) provided in your Penn InTouch student record.

Penn InTouch

https://medley.isc-seo.upenn.edu/penn_portal/intouch/splash.html

Access Penn InTouch where you can view and update your record and register for courses. Penn InTouch provides secure access to the web for the following:

- Course Search and Mock Schedule functions
- General and major advisor assignments and email contact information
- Billing information
- Financial aid application status and awards
- Student loan application status, disbursements and loan history
- Online course registration
- Course schedules and academic records
- Academic Planning Worksheet for checking progress toward graduation
- Updating selected address information
- Student Health Information
- Privacy settings for release of academic and financial information to parents or partners.

Penn InTouch is normally available except for the following to allow daily system maintenance: 4:00a.m. - 6:00a.m. Tuesday through Sunday, 3:00a.m. - 6:00a.m. on Mondays. In addition, some functions within Penn InTouch may be unavailable for brief periods during nightly processing.

Penn Card

<http://cms.business-services.upenn.edu/penncard/>

penncard@exchange.upenn.edu

150 Franklin Building, 3451 Walnut Street

215-417-CARD

In addition to being the required identification for members of the University community, the PennCard provides access to University facilities and services. This official photo identification provides the Penn ID number, and allows

eligible students access to Penn buildings where their classes are held, PennCash, library services, Penn Transit services, dining plans, Student Financial Services account charge privileges, ATM and bank debit card privileges, and gyms and recreational facilities.

Students who have registered for courses may obtain a PennCard by bringing a valid form of photo ID (driver's license, passport, etc.) to the PennCard Center. The PennCard should be carried at all times.

Penn Employees: Penn employees registered as students at Penn are required to update their employee identification card with a PennCard that reflects both their staff and student status; doing so will provide both categories of access to University resources and facilities.

Orientation

<http://www.sas.upenn.edu/lpsnso/>

LPS New Student Orientations are held in the fall and spring semesters. Students admitted to LPS in the summer may attend the fall orientation. Additional information can be found on the LPS website.

Student Health Insurance

www.vpul.upenn.edu/shs/insurance.php

215-746-3535

The University requires all full-time students to maintain medical insurance with coverage for in-patient care and catastrophic illness and injury. Students may satisfy insurance requirements through private or employer-sponsored plans or through enrollment in Penn Student Insurance Plan. All full-time students must either enroll in PSIP or submit a waiver indicating alternative coverage. Students who fail to provide information about coverage will be enrolled and billed for PSIP.

Part-time students may enroll voluntarily in PSIP, but they are not subject to the insurance requirement, and will not be enrolled by default in PSIP. Coverage for the Student Health Service (either through the Clinical Fee or through enrollment in PSIP) is optional for part-time students.

For more information students may use the above contact information.

Immunization Compliance Office

www.vpul.upenn.edu/shs/immunization.php

215-746-3535 option #4

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. All LPS students are required to comply with immunization requirements upon first enrolling in credit courses. To comply, students must complete an online Pre-Matriculation Health Record at the link above.

Student Health Services can provide missing immunizations at a fee that covers costs. In the event of an outbreak of a communicable disease in any Penn class, all students in that class would be required to comply immediately with the University's immunization requirements.

Office of Student Conduct

<http://www.upenn.edu/osc/index.html>

The Office of Student Conduct (OSC) is responsible for acting on behalf of the University in matters of student discipline. OSC deals with alleged instances of academic dishonesty and other student misconduct, in order to determine how best to resolve these allegations consistent with the goals and mission of the University as an educational and intellectual community.

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

Penn students are expected to adhere to the provisions of the following codes. Details on these codes are published on the OSC website.

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

- Alcohol and Drug Policy
- Bicycle Policy

Code of Academic Integrity

The fundamental purpose of the University as an academic community is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Academic work represents not only what we have learned about a subject but also how we have learned it. Values and beliefs about academic integrity have been adopted by scholars so that others may trace our honorable footsteps, verify what we have learned, and build upon our work. Every member of the University community is responsible for upholding the highest standards of honesty at all times.

As members of the University community, students are also responsible for adhering to the principles and spirit of the Code of Academic Integrity. Penn believes strongly in the importance of academic integrity. Students who violate its precepts are subject to punishment through the judicial system. Ignorance of the rules is no excuse. If a student is unsure whether his or her action(s) constitute a violation of the Code of Academic Integrity, it is that student's responsibility to consult with the instructor to clarify any ambiguity.

The best strategy for maintaining academic integrity is to avoid situations where academic dishonesty might occur.

- When in doubt, cite. There are many publications, such as the Chicago Manual of Style or the MLA Handbook for Writers of Research Papers (which has been placed in Rosengarten Reserve by the Honor Council), that provide information about methods of proper citation. Failure to acknowledge sources is plagiarism, regardless of intention. The Penn Online Research Tutorial also has a section on proper citation of sources: <http://gethelp.library.upenn.edu/PORT/>
- Consult with instructors about assignments.
- Plan ahead to leave sufficient time to complete work.
- Contact the Weingarten Learning Resources Center for help with time management and study strategies. <http://www.vpul.upenn.edu/lrc/index.php>
- For more information consult the Office of Student Conduct <http://www.upenn.edu/osc/index.html>.

Student Responsibility with Advisor

Students are expected to be 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 and publications sent to them from Penn and the LPS Office, especially the Student Handbook. Read emails from the LPS Office and advisors and use the information available on the Penn and LPS websites throughout their undergraduate years.
- Be aware of the LPS Academic Calendar, especially LPS registration-related deadlines which in many cases differ from those in other Penn divisions and have important financial and academic implications. **LPS students must adhere to LPS Academic Calendar deadlines regardless of the division offering the courses in which they may be enrolled.**
- Use Penn InTouch to make course selections and grade type status changes. Confirm the accuracy of registration changes by signing back into Penn InTouch; the transcript and schedule will reflect the most updated adjustments.
- Schedule and keep appointments with their advisors and prepare for advising sessions by having a list of questions and issues to discuss.

Confidentiality

In high school, students' grades and other records are considered their parents' property as much as their own. In college, students' academic and medical records are considered their own property. Penn's policy regarding student information is that students are adults, and the University generally will not share their academic and other records (apart from directory information) with third parties without their explicit consent. This is in accordance with the federal Family Educational Rights and Privacy Act. Though there are situations in which the University can choose to divulge information without a student's consent (for example, if they are listed as dependents on their parents' tax returns), for the most part, students must decide who has access to their academic record. They can indicate whether or not they wish their parents or partners to see their educational records using the Privacy Settings screen on Penn InTouch.

As students begin their careers at Penn, it is very important for them to think carefully about their own responsibility and to have a discussion with their parents and partners about these confidentiality rules. LPS expects students to be aware of their grades, course registration and all other aspects of their academic career. The Penn InTouch system provides 24-hour access to this information. The LPS advisor is there to help students

make the most of their academic career, and the University provides a wide range of support services for both academic and non-academic concerns. Students are expected to familiarize themselves with these services and make use of them when appropriate. While there are many people at Penn who can help, ultimately it is the student who must take responsibility for the decisions he or she makes.

ACADEMIC ADVISING

You will make countless academic decisions during your time at Penn. You will choose courses, declare a major, and define your academic goals. You will need to examine your performance in different courses, and identify your skills and those you wish to develop. Ultimately, you will need to decide what really matters to you, and how you will pursue your objectives. Much of these assessments you will do yourself, but academic advisors can help.

LPS students will have access to an advisor through LPS. The name of the LPS academic advisor will appear in the student's Penn InTouch screen under Advisors. This listing is also an automated email contact link. If no advisor name appears in Penn InTouch, students should contact LPS Records by calling 215-746-7040.

Students are strongly encouraged to avail themselves of the advice and counsel of LPS advisors for clarification of the transfer credit process, general degree requirements, policies and procedures; for assistance in the selection and registration of courses; for aid in identifying campus resources and support services; and for assistance with academic questions and problems.

LPS advisors offer consultation via email correspondence as well as by scheduled telephone or in-person appointments. Students can schedule by calling LPS 215-746-7040. New students need to complete the Online Getting Started Workshop, set up their PennKey, PassWord, and SAS email before scheduling with an advisor. Continuing students are strongly encouraged to consult with advisors on a regular basis to update the academic planning worksheet in Penn InTouch and to confirm academic progress.

THE BFA DEGREE REQUIREMENTS

The Bachelor of Fine Arts (BFA) program is coordinated with the Pennsylvania Academy of Fine Arts and offered by Penn's College of Liberal and Professional Studies (LPS), and offers the finest education in studio and liberal arts. Since 1929, Philadelphia's two most prestigious institutions have collaborated to offer specialized arts education in an environment of personal attention, with world-class bachelor of fine arts courses.

As a graduate of the Pennsylvania Academy of Fine Arts (PAFA) or current PAFA student who has completed at least one year of study, you may apply to Penn LPS's

Bachelor of Fine Arts degree program. Accepted applicants may enroll in courses throughout the School of Arts and Sciences undergraduate offerings (courses numbered at the 000-599 level) to fulfill curriculum requirements. Students should note that while they may enroll in courses offered in either the College or LPS divisions at SAS, LPS courses are offered at a discounted tuition rate, while College offerings bill at full SAS tuition rates.

Students have the option, but are not required, to complete a minor of their choice if they so wish. Students considering application to graduate schools—in the arts or in another discipline—should seek advising to choose their coursework accordingly.

The Bachelor of Fine Arts degree requirements at Penn/PAFA include:

- Successful completion of 90 semester credits or holding the full four-year certificate program from PAFA, with a GPA of at least 3.0 (B).
- Successful completion of 16 liberal arts courses at Penn, 4 of which must be in art history. You may choose the remaining 12 Free Elective courses – which will count toward your Bachelor of Fine Arts degree – from throughout the School of Arts and Sciences curriculum, with the exception of Fine Arts Department and other studio-based practice courses.

Courses that may NOT be counted toward degrees include:

- Courses from other schools at Penn outside the School of Arts & Sciences (PennDesign, Education, Wharton, Nursing, Engineering, etc.)
- Penn Fine Arts and other studio-based practice courses
- Courses from any other educational institution

COURSE SELECTION AND REGISTRATION TOOLS

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 course work than they are able to complete. Students without prior college experience, or those who have been away from academic work for some time, should consult with the LPS advisor to plan their academic program. Students should consult the degree requirements sections of this manual for assistance in course selection, and seek out advising as needed. Students should seek clarification from the LPS advisor to make certain the courses they intend to use toward their degree are designated for their particular curriculum requirements.

All undergraduate areas of the School of Arts and Sciences are open to admitted students, who may take day or evening courses at their discretion, with the understanding that there is a significant difference in tuition. Courses administered through LPS are offered at a significant discount, while courses offered through the College are full tuition. Undergraduate courses at LPS from the 0 through 599 level will have a section number of -601 through -609 in the Fall and Spring semesters, and of -901 through 909 in the Summer Sessions.

Students may not count courses from other schools at Penn toward their degree requirements, and should check with an advisor to be sure all registered courses are within the SAS/LPS division departments.

LPS Courses

LPS offers evening courses in many areas of the arts and sciences. A complete listing of LPS courses with times and descriptions is published on the LPS website, and made available in March for the following Fall and Summer terms, and in early November for the Spring term. LPS course listings can also be found in the Penn InTouch course search function by choosing “College of Liberal and Professional Studies” in the program drop-down menu in the search options.

Registration

www.college.upenn.edu/registration/tutorial.php

Registration at Penn occurs at two distinct times: Advance Registration and the Course Selection Period. Each period functions differently. For details and tips on course selection and using Penn InTouch, see the video tutorial at the link provided.

Advance Registration

Students request courses for the upcoming semester during the Advance Registration period. During Advance Registration, students submit their preferred courses, as well as alternate courses, using Penn InTouch, the on-line registration system. Students can submit their requested courses at any time during this period. All course requests are processed at the conclusion of the Advance Registration period, regardless of when the request was submitted. There is no advantage to registering early during this period, and no guarantee that students will be enrolled in all their requested courses.

It is very important to take part in Advance Registration. Students who do not advance register may find themselves closed out of the courses they wish to take.

Course Selection Period

The Course Selection Period begins a few weeks after Advance Registration and extends into the semester. During this period, students can make immediate changes to their course roster. The Course Selection Period allows students to visit classes before finalizing their schedules, but students are expected to attend all classes they may wish to add in order to keep up with assignments and material. Even during this period, instructors may choose to grant admission only to students who have been attending regularly. Unlike Advance Registration, during the Course Selection Period courses are filled as students register for them, so timing is important and students know immediately if they are enrolled.

Penn InTouch

https://medley.isc-seo.upenn.edu/penn_portal/intouch/splash.html

Penn InTouch is the on-line information system for Penn students. This is the most comprehensive, user-friendly and detailed option of all course listing resources. Students can search for courses, map out possible scheduling configurations, and register through the Registration and Planning tool in Penn InTouch. Search criteria include term, subject, instructor, status, program, requirement, open and closed status, day and time. It provides the full course description, prerequisites and co-requisites if applicable, a syllabus if posted, the Foundational or Sector requirement for which the course might count, room number, and the mapped street address, name and image of the building in which the course is offered. Courses offered through LPS may be located by selecting LPS under the Division drop-down menu in Search Options. Penn InTouch includes, but is not limited to, the following registration tools:

Academic Planning Worksheet

One of the many features available through Penn InTouch is the planning worksheet that helps students track their progress toward completion of degree requirements. New students should explore this tool with the assistance of their advisor after registering for courses. It is important to note that the worksheet is not the final certification for requirement satisfaction or graduation.

To create an academic planning worksheet, students should:

- Log in to Penn InTouch
- Select WORKSHEET from the menu.
- Click on NEW WORKSHEET
- Select COLLEGE OF LIBERAL AND PROFESSIONAL STUDIES – from the desired division menu
- Select CONFIRM
- Select OPEN from the drop-down menu to view

- Students may also add minor templates to the worksheet if they choose to explore or complete a minor.

Course Search / Mock Schedule Tool

The Course Search and Mock Schedule tools in Penn InTouch provide students with the ability to search through courses being offered for an upcoming term and to view them on a mock planning schedule.

Course Search

- To get started, enter criteria for a search into the form and click the FIND COURSES button.
- Use advanced search for more options.
- View search results by clicking on a Course ID.
- Save a list of courses to your Course Cart.

Course Details

- View details for a course, including description, instructors, credit and cross-listed sections.
- Click on a department name for the departmental webpage.
- Click on a building code for classroom locations (once room scheduling information is available, usually 2-3 weeks before each term begins)
- View important information, restrictions and required permits.
- Associated co-requisite courses/activities display at the bottom, such as lectures, recitations and labs.

Mock Schedule

- Select courses to use for planning and click UPDATE SCHEDULE to view a mock schedule.
- Time conflicts are highlighted with red text (You may want to leave some on your list to submit as “alternate” requests during advanced registration).
- Courses with required associated activities are noted with “!”; click on Course ID for more information.
- Print a copy of this page to reference when you submit your registration to Penn InTouch.

Other Online Resources for Course Selection

LPS Course Guide: This resource is available on the LPS website. Courses rostered by LPS may also be located through the Penn In Touch Course Search tool by selecting LPS under the Division drop-down menu in Search Options.

Links to all the resources that follow are available from:

www.college.upenn.edu/registration/selection.php

Course Timetable: This resource is updated every semester before the start of Advance Registration. It lists those courses that will be offered during the upcoming semester.

Course and Room Roster: This publication is available online before the start of classes each semester, and is an updated version of the Course Timetable. It lists courses to be offered in the upcoming semester including their room assignments.

Course Register: This is a listing of all courses offered by the University. Please note that these are not specific to any given semester.

Penn Course Review: This is a student-run publication that lists the numerical ratings and general comments for all undergraduate courses taught in an academic year at Penn.

POLICIES GOVERNING REGISTRATION

Adding a Course

All students must be registered officially in order to take a course for credit or to audit a course.

Students may add a new course via Penn InTouch through approximately the second week of the term, except for foreign language courses and writing courses, which may only be added through the first week. Students should consult the current LPS Academic Calendar for term-specific deadlines.

Students on an academic, financial, or disciplinary hold must have their hold cleared and must register officially by the end of the add period in order to take a course for credit or to audit a course.

Dropping a Course

Students may drop a course with no financial obligation until the published deadline in the current LPS Academic Calendar (approximately two weeks into the term). Students should consult the LPS Academic Calendar on the LPS website for term-specific deadlines. Students can officially drop a course through Penn InTouch until the Drop deadline.

Absence from a Course

Absence from class does not constitute a drop, nor does notifying the instructor or another university office. Students who fail to drop a course officially within published deadlines may receive a grade of F and are financially responsible for the tuition.

Verification of Registration Changes

When making registration changes via Penn InTouch, students are responsible for verifying their schedule to make sure changes have taken effect.

Late Drop

Students may also drop a course between the second and fourth weeks of the term, but in so doing they will incur a **50 percent financial obligation** for the tuition and fee for the dropped course.

During this period, students must go to the LPS website to print a Late Drop form. The form, found at www.sas.upenn.edu/lps/resources/ must be signed by the professor and submitted to the LPS office by the end of the business day on the last day of Late Drop as published in the LPS Academic Calendar. Students should consult the current LPS Academic Calendar website for term-specific deadlines. No exceptions can be made to this deadline.

Withdrawing from a Course

Students wanting to discontinue a course after the late drop period has ended may withdraw from the course until the published withdrawal period deadline. Students should consult the LPS Academic Calendar on the LPS website for term-specific deadlines.

To withdraw, students must go the LPS website to print a Withdrawal Form (found at www.sas.upenn.edu/lps/resources.) Students must complete the form, have it signed by the professor, and submit it to LPS by the end of the business day on the last day of the Withdrawal deadline as published in the LPS Academic Calendar. No exceptions can be made to this deadline.

Withdrawals may affect students' academic standing or financial aid standing. Students are encouraged to consult the LPS advisor to discuss their withdrawal and overall academic progress. Students are responsible for investigating how a drop in course load may affect their eligibility with any other offices outside of LPS. International students must consult with the Office of International Programs. Students living on campus must consult with the Office of Student Housing. Any students receiving aid should contact Student Financial Services to discuss the impact of a withdrawal on their financial aid. Students who withdraw from a course have full financial obligation.

Auditing a Course

Auditors receive neither grades nor credit but can receive a transcript. Auditors are responsible for the full tuition which is determined by and varies among the different schools and divisions offering courses at Penn. Most courses (except for Romance Languages) are open to auditors on a space-available basis. No application is required; auditors simply come in and register in the LPS office. There is also an extensive program of auditing offered by Penn for retired senior citizens called the Senior Auditors Program. The Senior Auditor web address is www.sas.upenn.edu/lps/senior

Changing Grade Type or Credit Status in 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 deadline published in the LPS Academic Calendar (approximately four weeks into the term) available on the LPS website. No change is permissible after the published deadline. Auditors may change to credit only if they have applied and been admitted to the College of Liberal and Professional Studies and obtained written permission from the instructor. 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.

Permits and Authorizations

Under certain circumstances special permission may be required to register for a course. Instructors or departments may enter such permits into the system, enabling the student to register for that course through Penn InTouch. If the student does not claim a permit (by adding the course through Penn InTouch), they will be dropped from the list and will have to start over. If a course in which you are interested requires a permit, follow the

instructions provided in the messaging which may require contacting the instructor or department. For permitting information on courses offered by LPS, see the Course Registration and Permit Queries table in the Course Guide section of the website:

http://www.sas.upenn.edu/lps/permits_queries

Registration Holds

A registration hold may be placed on a student's record that will prevent the student from registering until action has been taken to resolve the issue. If students are unable to register using Penn InTouch, it is their responsibility to contact the LPS Advisor or other relevant office promptly to determine the cause of the problem and resolve it in a timely manner. Students may see what registration holds, if any, have been placed on their account by reading the messages on the front page of Penn InTouch.

Any of the following circumstances may prevent a student from accessing Penn InTouch and registering for courses:

- A student who was admitted provisionally may be required to speak with their general advisor regarding the terms of their admission and the criteria required for full admission to the program.
- A student on academic probation may be required to speak with a general advisor to discuss the implications of their academic standing.
- A student who has 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.
- Departmental hold: Some departments require majors to meet with a major advisor at points throughout their academic careers. The hold is removed by the department after the student has met with his or her major advisor.
- Judicial hold: A judicial hold is the result of some judicial action or inquiry concerning the student. The student will be barred from registering until the hold is cleared and should contact the Office of Student Conduct for more information.
- Collections/Financial Hold: contact Student Financial Services.

TUITION, FEES AND BILLING

Tuition

Tuition is the cost of instruction. LPS undergraduate courses, College courses, and graduate courses cost different amounts. The current tuition rates for LPS courses can be found on the LPS website at www.sas.upenn.edu/lps/tuition

Tuition rates for undergraduate College courses and graduate courses may be obtained from the Student Financial Services office, Room 100, Franklin Building, 3451 Walnut Street, 215-898-1988, or the LPS office. LPS students may submit billing questions to lpsbilling@sas.upenn.edu

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

General Fee

The general fee enables the University to maintain such essential facilities as the library system, museums, institutes, and special laboratories. It also provides for non-academic services such as the Career Planning and Placement Office. General fees vary and are determined by the school or division offering the course.

Special Course Fees

Non-credit courses such as Math 101 are offered at special fees. Some online courses may also incur additional fees. Students should consult LPS Billing at 215-746-7040 for details.

Technology Fee and Recreation Fee

Full-time LPS students (those taking 4 or more CUs) are charged a Technology Fee and a Recreation Fee each semester.

Payment Process and Billing Schedule

Consult the Billing Schedule for the current academic year on the Student Financial Services website at:

<http://www.sfs.upenn.edu/billing/billing-schedule.htm>

ALL bills will be sent electronically through Penn.Pay.

Receiving Your Bill

www.sfs.upenn.edu

Penn.Pay is Penn's electronic billing system for student accounts. Penn.Pay enables the student, and other payers you authorize, to receive your Penn student account billing statement online. The bill includes charges for tuition, fees, room, board, and other expenses from a variety of Penn offices. New students must complete the Student Financial Services "MUST DO LIST." Find the list at the SFS website.

Paying Your Bill

www.sfs.upenn.edu

215-898-1988

Penn encourages students to make payments online using PennPay. Student can also mail a check, pay in person at the Franklin Building Lobby, or wire payment. Payment is also accepted online with an American Express® Card. (A 2% convenience fee will be assessed on your American Express® statement. Penn does not receive any portion of the convenience fee.) Details about all payment options are in the Billing and Payment section of the SFS website.

All tuition and fees are payable by the date indicated on the bill and the full amount of the payment is due. Students who have not received a bill within six weeks after registration should contact the Student Financial Services.

Details about Paying Your Bill and Payment Options, including the Penn Monthly Budget Plan, can be found in the Billing and Payment section of the Student Financial Services website.

Late Payment

Penn must receive the amount due in full on, or before, the due date. If full payment is not received by this date, a late payment penalty of 1.5% of the past due amount per month will be assessed, and future registration and continuing enrollment will be jeopardized.

Financial Aid Credits and Tuition Reduction Adjustments on Your Bill

Financial aid credits and will not appear on the bill until after the drop/add period, provided the tuition has been posted to your account, you have received your financial aid award, and signed and submitted loan notes, and other required documentation from SFS.

Penn Faculty/Staff Tuition Benefits

LPS and SFS do not administer tuition benefits for Penn employees, and will not be able to provide eligibility information. To determine eligibility, options and obligations that

may pertain to your employment status, and to activate payment of tuition benefits, students must contact their 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

www.hr.upenn.edu/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

Link for UPHAS Online Tuition Benefit Assistance Application System:

<http://uphsxnet.uphs.upenn.edu/hr/tuition/hup.html>

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

Tuition Refund Policy

Please see the LPS Academic Calendar (which may differ from the SAS calendar) for dates pertaining to each academic term.

Under the following circumstances, all or part of tuition will be refunded:

1. Dropped Courses: If a student drops a course within the first two weeks of the start of the semester, full tuition, the general fee, as well as the technical fee and associated lab

fees (if any) will be refunded by credit to the student's University account, provided forms are properly submitted by the deadline published in the LPS Academic Calendar.

Although students are permitted to drop without academic penalty between the ends of the second and fifth weeks of the term, only 50% of tuition and the general fee will be refunded, technical and associated lab fees (if any) will remain in full. If a student withdraws from a course after the fifth week of classes, a grade of W is recorded on the transcript, and the student is responsible for the entire tuition and associated fees for the course. A student who has not yet paid at the point of withdrawal will nevertheless remain indebted to the University until the tuition is paid. Please see the LPS Academic Calendar for term-specific drop dates.

2. Illness: A student who withdraws because of an acute illness may petition the LPS Petition Review Committee to request a partial refund of tuition. A petition, together with a doctor's letter, must be submitted. The physician's letter must state that the student has been disabled by illness or injury arising after the beginning of classes and is unable to continue class work.

3. Canceled Courses: The University reserves the right to cancel or change any course. If a College of Liberal and Professional Studies course is cancelled or rescheduled at a time during which the student is unable to attend, all tuition and fee charges will be refunded.

LPS ACADEMIC STANDING POLICIES

Academic Integrity

The fundamental purpose of the University as an academic community is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Academic work represents not only what we have learned about a subject but also how we have learned it. Values and beliefs about academic integrity have been adopted by scholars so that others may trace our honorable footsteps, verify what we have learned, and build upon our work. Every member of the University community is responsible for upholding the highest standards of honesty at all times.

As members of the University community, students are also responsible for adhering to the principles and spirit of the Code of Academic Integrity. Penn believes strongly in the importance of academic integrity. Students who violate its precepts are subject to punishment through the judicial system. Ignorance of the rules is no excuse. If a student is unsure whether his or her action(s) constitute a violation of the Code of Academic Integrity, it is that student's responsibility to consult with the instructor to clarify any ambiguity.

The best strategy for maintaining academic integrity is to avoid situations where academic dishonesty might occur.

- When in doubt, cite. There are many publications, such as the Chicago Manual of Style or the MLA Handbook for Writers of Research Papers (which has been placed in Rosengarten Reserve by the Honor Council), that provide information about methods of proper citation. Failure to acknowledge sources is plagiarism, regardless of intention. The Penn Online Research Tutorial also has a section on proper citation of sources: <http://gethelp.library.upenn.edu/PORT>
- Consult with instructors about assignments.
- Plan ahead to leave sufficient time to complete work.
- Contact the Weingarten Learning Resources Center for help with time management and study strategies. <http://www.vpul.upenn.edu/lrc/index.php>
- For more information consult the Office of Student Conduct <http://www.upenn.edu/osc/index.html>.

Holidays

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

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

Class Attendance

Some professors and departments are very strict about class attendance; others do not consider it part of the grading system. If the instructor thinks a student has an excessive number of absences, the student's final grade may be lowered. Some departments, the foreign languages in particular, have very precise rules for attendance.

If a student must miss class at any point during the semester, he or she should notify the professor as soon as possible. Failure to attend a class for which one is registered does NOT result in being automatically dropped from the class. Students are responsible for checking Penn InTouch before the end of the Course Selection period and before the end

of the Drop period each semester to verify their roster is correct. Students incur full financial obligation for all registered courses regardless of attendance.

Absence Due to Illness or Death in the Family

If a student is sick and will miss class, he or she should contact the LPS advisor and professor as soon as possible. If the student provides proper documentation of the illness to the LPS advisor, the professor will be notified by the LPS Office at the student's request.

Final Examinations

<http://www.college.upenn.edu/courses/policies/finals.php>

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 Executive Director 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," found at the link provided above, 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.

Class Standing

A student's class standing is determined by the number of credit units the student has accumulated on their transcript at Penn. Course work in progress is taken into consideration in determining a student's classification for Advance Registration for a future term.

For LPS students, the classification is as follows:

Freshman: less than 8.00 CU
Sophomore: from 8.00 - 15.99 CU
Junior: from 16.00 - 23.99 CU
Senior: from 24.00 CU

Course Load

First semester students are limited to 4.5 CU. Students are thereafter limited to 5.5 CU per semester. Students can raise their credit limits with permission from their LPS advisor. This requires a g.p.a. of 3.3 or better, no outstanding Incompletes and previous success with a 5 CU load.

The number of course units a student carries may impact eligibility for, and access to, services and contracts external to LPS, both within and outside of Penn. LPS advisors do not have specific knowledge of students' status with other offices and cannot provide advising on the policies of those offices. It is the responsibility of the student to adhere to policies set forth by, and seek advising from, appropriate offices outside of LPS. When making registration changes, students are strongly advised to investigate with other Penn offices how the course load they carry might affect billing, financial aid, scholarships, health services, health insurance, immunization requirements, international student visa status, employee tuition benefits, recreational facilities, campus housing, and any other arrangements they may have with offices external to LPS.

Maintaining 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.

Graduation

LPS students must submit an application for graduation according to the deadlines below. Students who are uncertain when they will complete their final requirements should consult with an LPS advisor to determine when to submit an application.

Semester of Graduation	Application Due Date
December 2010	September 1 st
May 2011	November 1 st

August 2011	November 1 st (<i>to participate in May ceremonies</i>)
August 2011	May 1 st (<i>if NOT participating in May ceremonies</i>)

The graduation application is an online form, available on the LPS website under the Current Students link. Failure to submit a graduation application by published deadlines may result in omission of the student's name from University commencement publications and create problems in obtaining appropriate regalia for commencement ceremonies. The application also triggers an academic audit of outstanding requirements toward the degree, and inclusion on the graduation list serve from which further information about graduation will be communicated. If you miss the application deadline, consult your LPS advisor immediately.

Although LPS students may complete their degree requirements and officially graduate in December, May, or August, graduation ceremonies are held once per academic cycle in May. Students graduating in December are eligible to participate in ceremonies the following May. Students graduating in August are eligible to participate in ceremonies the previous May, and complete their remaining coursework during the following summer semester. Regardless of participation in ceremonies, students may be officially graduated only once they have completed all requirements and final grades are posted to the transcript.

Students must consult with their LPS and major advisor to determine any outstanding requirements they might have, and to have their Penn InTouch academic planning worksheet updated and certified accordingly. Once grades have been posted for the final semester, each major department must certify its major students as having met its respective standards and major requirements. Students who have applied for graduation will receive an email from the LPS advisor if there are academic deficiencies that present obstacles to graduation.

Students with special concerns or problems should make an appointment with the LPS advisor (215-746-7040) to discuss their plans prior to the start of their last term in LPS. Students are required to avail themselves of their degree requirements, and are advised to monitor their progress toward fulfilling degree requirements via Penn InTouch as well as through regular consultation with advisors.

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

Degree Requirements

Students are responsible for fulfilling all the requirements of their curriculum. Students should confirm regularly with the LPS and major advisors that their

Academic Planning Worksheet on Penn InTouch is updated and accurate. This includes meeting with the minor advisor, if a student elects to complete a minor, to be sure that the minor section of the worksheet has been updated with all relevant courses. The LPS advisor will conduct an audit of student's worksheet and remaining requirements upon request at any time during the Penn career, as well as after application to graduation.

Credits for Graduation

The minimum number of credit units needed for graduation is 16; 4 courses must be chosen from the Art History department, and 12 are free electives chosen from throughout the School of Arts and Sciences departments, excluding studio-based courses from the Fine Arts department. Courses offered by other Penn Schools outside of the School of Arts and Sciences may not be counted as credit toward the BFA degree. Students may, but are not required to, complete a minor of their choice. Each minor specifies a certain number of credits that must be completed, usually between 6 and 8.

The numbers above represent minimum credits required; depending on their individual situations, some students may need more than this in order to finish their degree program. Students with any questions about their graduation requirements should consult with an LPS advisor.

POLICIES REGARDING PROGRAM ENROLLMENT STATUS

Enrollment Status

To be considered enrolled at Penn, a student must maintain registration in a course or courses. Students who defer their enrollment or take limited time off may be considered to have an active program status (see the section in this handbook on maintaining academic standing) but are not considered currently enrolled. A Penn student identification card will be valid and active, and afford access to related services and resources, only during semesters in which the student maintains registration in courses, regardless of the expiration date.

Students wishing to take time off from registering for courses in order to resolve former grades of Incomplete may be eligible to access university resources with a temporary identification card for which a semester fee is charged. To investigate eligibility, students must consult with the LPS advisor before the start of the term in which they wish to request this status.

Deferred Enrollment

Students who are admitted to LPS may defer their matriculation for up to one year. Students who wish to do so should notify LPS of their intentions as early as possible. It is not necessary for officially deferred students to reapply. However, students must inform LPS if they enroll at any other institution prior to their matriculation at LPS, and they must submit final official transcripts of any coursework completed prior to their enrollment at LPS. An applicant who has not registered for and completed courses within one year of acceptance will be required to reapply.

Inactive Status

Students who do not enroll in courses for four consecutive terms, including summer, will be in inactive status. They will be officially dropped from the student rolls of the University of Pennsylvania as of the fourth term not enrolled. After being dropped, students wishing to resume their studies at Penn are required to reapply for admission and pay a new application fee. Undergraduate degree candidates are advised that they must also make adequate academic progress in their programs as outlined under “Maintaining Academic Standing” and “Failure to Maintain Academic Standing.”

Current Students Taking Courses at Other Institutions

Once matriculated at Penn, LPS BFA students must take all their coursework at Penn.

Leave of Absence

Students must speak with an LPS advisor to discuss a leave request. The student must submit a written request for leave of absence, detailing the reasons for the desired leave, and the semester in which they plan to return.

Duration

The standard length of an official LPS leave of absence is one year. Students who remain on leave longer than one year will be withdrawn from active status, and will need to apply and be readmitted before resuming their studies.

Return from Leave of Absence

When a student wishes to return from a leave of absence, he or she must submit a request to return no less than one month prior to the start of the desired semester or before the beginning of the relevant Advance Registration period, if the student wishes to advance register. This is done by contacting an advisor in the LPS

Office and asking to return from leave. Any return request submitted to LPS later than the above-indicated deadlines may be denied by LPS, even if the student appears to have met all other conditions set forth in the original leave letter. Timely submission of requests and documentation are conditions of all leaves.

Conditions for Return

In some cases, a Leave of Absence will stipulate conditions that must be met in order for a student to return. All conditions for return as specified in the original letter granting approval for the leave must be satisfied before the beginning of the term in which the student wishes to enroll. Students who have not satisfied all conditions of their return by the first day of classes may be denied return from leave, or, if they have been provisionally returned, may be placed back on leave until the following semester.

Withdrawal from the University

A student who wishes to withdraw from the University must inform the LPS advisor in writing. If a student withdraws after the fifth week of the semester, all course grades from that semester will be reported on the transcript as W (withdrawal).

Transfer Within the University

Transfer into Other LPS Programs

Students enrolled in a program through LPS who wish to transfer into a different program may apply through admissions. Program information, admissions criteria, and applications can be found on the LPS website. Current students interested in transferring to other programs should first meet with the LPS advisor.

Transfers from LPS to The College

Since LPS offers the same degree as the College of Arts and Sciences, the College does not consider LPS students for admission.

Transfer from LPS to Other Schools at Penn

Students in the College of Liberal and Professional Studies who have completed at least eight courses and who wish to transfer from LPS to another school in the

University are required to meet with the LPS advisor to discuss their plans. The student should contact the school of interest directly to learn of the admissions requirements to that school. The LPS advisor can initiate the process of forwarding the Internal Transfer form to the new school. The new school will notify students whether they have been admitted. Students who want to transfer to another school in the University but who have not completed eight course units in the College of Liberal and Professional Studies should withdraw officially from LPS and apply directly to the new school of choice through the Transfer Admissions Office, 1 College Hall.

POLICIES GOVERNING GRADES

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.

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	
F = 0.0 Failure		

GR = No Grade reported for student	I = Incomplete (see below)
NR = No Grades reported for course	P = Pass (A+ to D)
II = Extended Incomplete (see below)	U = Unsatisfactory
S = Satisfactory progress	AUD = Audit
W = Withdrew	
X = Academic Violation	

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. 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. Degree candidates or prospective degree candidates are not permitted to take more than 20 percent of their courses at Penn Pass/Fail.
3. All courses taken to fulfill Art History or Minor requirements must be taken for a normal letter grade.
4. Grades of P are not computed when determining students' grade point averages; grades of F are computed.
5. The Pass/Fail option stipulates that the instructor is not to be informed of those students who have enrolled Pass/Fail.
6. 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 website Academic Calendar for term-specific dates). After this period, students must petition the LPS Petition Review Committee. In an effort to maintain a high level of institutional and academic integrity, such changes are granted only under extraordinary circumstances.

Incomplete Grades

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 either an Incomplete (I) or an Extended Incomplete (II). An Incomplete must be made up within the first four weeks of the start of the next term, and an Extended Incomplete must be made up by the end of the next term (including the summer term). In either case, 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 and recorded by the Registrar's office on the student's official transcript. 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 the LPS advisor to explain the circumstances of the Incompletes and develop a plan to resolve them. Their registration hold will not be lifted until they have resolved their incompletes.

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. 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.

A student who has a concern about any other matter related to a course should first discuss the matter with the instructor of the course. 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 relevant undergraduate chair or program director 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 Executive Director of LPS. The role of the Executive Director is limited to insuring that the department or program has arranged for a proper review of the matter.

Repeating a Course

Students may not repeat any course for credit toward a degree in which a passing grade (D or better) has been received (with the exception of Writing courses and certain Fine Arts courses). A student may, however, repeat a course in order to demonstrate his or her ability to achieve a better grade. This second grade will be reflected on the student's transcript, but no credit will be awarded for the repeated course, and it will not be averaged into the student's cumulative average. Students should consult with the LPS advisor before registering for a course they have already taken.

Grade Point Average

Grade point average (g.p.a.) is computed at the end of each semester and on a cumulative basis. The numerical values of letter grades are:

A+ = 4.0

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+= 2.3
D+ = 1.3
F = 0.0

C = 2.0
D = 1.0

C- = 1.7
(There is no D-)

The g.p.a. is calculated by multiplying the credit units for each course (usually 1 CU) by the numerical equivalent of the grade received. The total for all courses is then divided by the total number of credit units taken. Students may calculate the g.p.a. for a selected group of courses (major or minor courses, for example), by using the “g.p.a. calculator” function of the Academic Planning Worksheet on Penn InTouch.

POLICIES GOVERNING ACADEMIC DIFFICULTY

Course Problem Notices

When the work of a student in a given course becomes unsatisfactory for any reason, the instructor may send a Course Problem Notice 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.

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. LPS will notify students when they are placed on academic probation. Students on Academic Probation will be required to meet with the LPS advisor and may be placed on registration hold. It is expected that all students on probation will be enrolled in the term following probation.

2. **Deferred Drop Probation:** Students may be placed on Deferred Drop Probation if they fail to meet the requirements for recovery from Academic Probation, or their academic term G.P.A. is below 1.70. Students on deferred drop probation must achieve a minimum G.P.A. of 2.00 for that semester. If they do not, they may be dropped from the rolls. Students on Deferred Drop Probation will be required to meet with the LPS advisor and will be placed on registration hold until they meet with the LPS advisor. It is expected that all students on probation will be enrolled in the term following probation.

3. **Mandatory Leave of Absence:** Students who accumulate two or more incomplete grades in a given semester may be placed on a mandatory leave of absence until such work is finished. Students placed on mandatory leave must complete all outstanding course work before they are allowed to re-enroll and continue with new work. Students on mandatory leave of absence may not receive credit at Penn for courses taken at another institution during the leave.

4. **Conditions to be restored to good academic standing:** Students who are on academic probation must remedy the condition(s) that placed them on academic probation within the next three courses they take, with no grades of W, F, I, GR, or NR and no more than one Pass/Fail course.

5. **Conditions for readmission:** Students who have been dropped for poor academic performance and who wish to be considered for readmission must contact the LPS advisor for requirements and procedures for readmission. Students will not be considered for readmission for one full calendar year following dismissal. Credit will not be given for courses taken at another institution during that year. If a student is readmitted, the student must maintain good academic standing through to graduation. If the student fails to meet these conditions, the student will be dropped from the University without further warning, and with no opportunity for readmission.

POLICIES GOVERNING HONORS

Dean's List

College of Liberal and Professional Studies undergraduate students are eligible for appointment to the Dean's List for distinctive academic course work. Eligible students

must have completed a minimum of four courses for letter grades during the academic year from September to May, maintained a 3.7 cumulative grade point average or higher, received no grades lower than a C, and received no incompletes, NR's or GR's during these two semesters. The Dean's List is compiled at the end of each academic year after the spring term grades have been submitted. A notation on the transcript will be made for those students who qualify.

Students who are found by the Office of Student Conduct to have violated the Code of Academic Integrity of the University of Pennsylvania or who have received a sanction of suspension or greater for other violations of the Code of Student Conduct are not eligible for Dean's List in the academic year in which the violation occurred. The Dean's List citation will be removed from the transcript if the finding occurs after this honor has been posted or if the violation occurs during the summer term following the academic year in which this honor was awarded.

Latin Honors

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

3.80 or higher: summa cum laude

3.60 to 3.79: magna cum laude

3.40 to 3.59: cum laude

Students who are found by the Office of Student Conduct to have violated the Code of Academic Integrity of the University of Pennsylvania or who have received a sanction of suspension or greater for other violations of the Code of Student Conduct are not eligible for Graduation Honors. Notation of Graduation Honors will be removed from the transcript if the finding occurs after this honor has been posted.

LPS Academic Awards

Every year, three College of Liberal and Professional Studies undergraduate students receive special awards: The Association of Alumnae Continuing Education Award, given to the student whose scholarship and qualities of leadership are regarded as being the most outstanding; the Ronald J. Caridi Award is given to the student who best exemplifies the uncompromising commitment to scholarship, hard work, and the life of the mind which the late Ronald J. Caridi embodied and shared with so many; and the Linda Bowen Santoro Award, given by the LPS Alumni Association to a student with unusual motivation and dedication in the pursuit of an undergraduate degree

ACADEMIC OPPORTUNITIES

The College of Liberal and Professional Studies provides exciting opportunities for you to enhance your academic experience. We encourage you to look beyond the basics when selecting courses and meeting curriculum requirements. By taking advantage of the academic options below, you can create a truly interesting and enriching undergraduate program that is uniquely your own.

Writing Programs

www.writing.upenn.edu

The Center for Programs in Contemporary Writing (CPCW) brings together all of Penn's writing programs to form a collaborative whole.

- The Critical Writing Program offers discipline-based writing seminars that satisfy the Writing Requirement.
- The Creative Writing Program offers workshops in fiction, non-fiction, poetry, journalistic writing, screenwriting, and playwriting.
- The Kelly Writers House is a center for poetry readings, film screenings, seminars, art exhibits and performances.
- The Marks Family Writing Center provides trained tutors who offer individualized guidance at any stage in the writing process.

The Marks Family Writing Center

LPS students will find the Writing Center an excellent resource. The Writing Center's friendly, well-trained staff will assist with any stage of the writing process, from making sense of a writing assignment to planning, drafting, formatting, and revising. Penn undergraduate and graduate students logged in more than 7,000 visits this year, with an average satisfaction rating of 3.75 (on a 4.0 scale).

Undergraduate walk-in service is available Sunday through Thursday, 7-10 p.m. at the Center for Programs in Contemporary Writing, 3808 Walnut Street, and during the day by appointment.

Languages Offered at Penn*

Penn offers instruction in well over 50 languages. In addition to the language courses offered as part of the degree programs and 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.

www.college.upenn.edu/language/offered.php

Public Speaking

www.sas.upenn.edu/cwic

Communication Within the Curriculum (CWIC) is Penn's public speaking program. Its mission is to help students express themselves orally with clarity and confidence.

Speaking-intensive courses give students the opportunity to hone their public-speaking skills, and the CWIC Speaking Center offers students access to trained peer speaking advisors. These advisors provide individualized coaching for students and groups working on presentations or seeking less formal speaking guidance. Students interested in becoming speaking advisors should apply for CLST 135, the training course offered each spring. Applications are due in November.

Minors

www.college.upenn.edu/minors

Many students choose to complete one or more minors in order to bring an element of cohesiveness to their electives. Students often choose a minor in order to pursue secondary areas of interest, develop skills or a knowledge base to complement their major, or to express themselves creatively.

Study Off Campus

Penn Summer Abroad

www.sas.upenn.edu/summer/locations/abroad

The LPS Penn Summer Abroad (PSA) program offers undergraduate courses that are taught abroad during the summer for Penn credit. Programs run from 2 to 6 weeks and accelerated courses are taught by Penn faculty or partner universities.

Penn Study Abroad

<http://sa.oip.upenn.edu>

Study abroad can be an important and enriching part of a liberal arts education. While engaging in international study, students develop a true understanding of international diversity through immersion in other cultures and by studying in other languages.

Each year, approximately 600 Penn undergraduate students attend credit-bearing programs abroad in more than fifty countries. Students may choose to study for a single fall or spring semester, or study abroad for the full academic year.

Independent Study

College of Liberal and Professional Studies undergraduate students enrolled in a degree program may be eligible to register for Independent Study. Students are required to first consult with an LPS advisor, in the semester preceding that in which they plan to conduct the independent study, to discuss their interest and to obtain an Independent Study Form.

If eligible, the student must find a **standing faculty member** who agrees to direct the proposed project, obtain written permission from the department, and submit the form to the LPS advisor 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 at LPS tuition rates.

Non-degree and post-baccalaureate students in LPS are not eligible to register for Independent Study. Guest Students are eligible only if approved by petition to the LPS Petition Review Committee.

Internships

Penn recognizes that it is important for students to gain practical experience through internship programs that augment their formal education and enhance their professional preparation. LPS prefers that its students be paid for their work, but when this is not an option and companies insist that the students receive credit as a condition of their "employment," LPS will place a notation as a "comment" on their transcript indicating that they have completed an internship, e.g., "Internship: Summer 2007." Students will not earn a credit unit toward their degree, however. Students are required to meet with their LPS advisor before they begin the internship to discuss applying for this special notation.

In order for students to have a notation regarding their internship placed on their transcript, they must fill out a request form and submit it to the LPS Office. LPS will contact the sponsoring company/organization granting the student permission to work there as an intern while making it clear that the University will not indemnify the company or organization during the internship. The University will not insure the student during the internship. When the LPS Office receives confirmation that the student has successfully completed an internship, the notation will be placed on the transcript.

ACADEMIC RESOURCES AND SUPPORT SERVICES

Penn Libraries

www.library.upenn.edu

Of the 15 University libraries, Van Pelt Library is the primary library for students in the arts and sciences, providing access to databases, full-text electronic journals, and reference sources not freely available through public search engines.

For help navigating Van Pelt Library's wealth of resources, students may take a tour of Van Pelt, drop in during walk-in hours, schedule a one-on-one appointment with a reference librarian in a particular subject area, or set up an IM chat with a librarian.

Information Commons

www.wic.library.upenn.edu

The David B. Weigle Information Commons, located on the ground floor of Van Pelt Library, supports study groups and collaborative learning and offers training, equipment and support for digital media. There are also services and support for students as they work to improve their effectiveness in writing, speaking and original inquiry.

Weingarten Learning Resources Center

www.vpul.upenn.edu/lrc

3702 Spruce Street, Suite 300

215-573-9235

The Weingarten Learning Resources Center provides professional consultation services in academic skills such as academic reading, writing, study strategies, exam preparation, and time management. This academic support is provided through a variety of services and programs, including individual appointments and walk-in hours. Workshops are offered throughout the academic year. For more information about the Weingarten

Learning Resources Center visit their web site. For a list of current workshops, click on “events and programs.” To schedule an appointment, contact WLRC at the above telephone number.

Student Disabilities Services

<http://www.vpul.upenn.edu/lrc/sds/index.php>

SDS may be contacted by phone at 215-573-9235, and by TDD at 215-746-6320.

The Weingarten Learning Resources Center houses the Office of Student Disabilities Services (SDS), which provides comprehensive professional services and programs for students with disabilities to ensure equal academic opportunities and participation in University-sponsored programs. Reasonable accommodation to a qualified student’s known disability may be provided to assure equal access. Penn invites students with disabilities to self-identify at any time during their course of study as enrolled students. Although the self-identification process is confidential and completely voluntary, it is required for those requesting accommodation. Additional information is available on their website.

The Tutoring Center

<http://www.vpul.upenn.edu/tutoring>

The Tutoring Center offers eligible students individual peer tutoring in specific courses in the following formats: Satellite Tutoring Center locations across campus available by appointment, College House tutoring, and course-based student-led workshops and weekly review sessions, and end of semester special events tutorials. Check The Tutoring Center website for schedules, locations and times. The Old Exam File gives students access to faculty-approved online exams (without answers) for many courses. This service is intended for use by students as a study tool only, coupled with peer tutoring.

Marks Family Writing Center

http://writing.upenn.edu/critical/writing_center/

The Penn Writing Center offers friendly, expert writing help to Penn undergraduate and graduate students. Writing tutors are trained to help students with any stage of the writing process, from brainstorming topics to proofreading final drafts.

Language Direct

www.plc.sas.upenn.edu/language_direct

Language Direct is a program of the Penn Language Center that offers peer tutoring for students who want to improve their language skills in French, German, Italian, Spanish, Russian, Chinese, and Japanese. The program offers both online help and drop-in tutoring services.

PENNCAP

www.vpul.upenn.edu/aap/penncap

PENNCAP is designed to help participants reach their academic and career goals through a four-year program of academic and personal support, academic planning, career decision-making, financial advising and cultural enrichment activities.

POST-GRADUATE PREPARATION

Center for Undergraduate Research and Fellowships

www.upenn.edu/curf

The Center for Undergraduate Research and Fellowships (CURF) supports and endorses students applying for the major international, post-graduate, and other competitive fellowships, which are generally for graduate study. CURF also provides information and assistance for undergraduates seeking research opportunities or funding for research, either through the University or elsewhere.

Undergraduate Research Directory

www.upenn.edu/curf/research/research-directory

CURF maintains a database of faculty offering opportunities for undergraduates to participate in their research projects. Since research projects are ongoing and dynamic, some opportunities listed may no longer be available. This directory should therefore serve as a guide and a first step toward undergraduate research opportunities, but by no means the only source of information and opportunities. Select “Using the Research Directory” at left for access to (and some important instructions on using) the CURF Research Directory.

If you do not find an opportunity that matches your interests on CURF's Research Directory, do not despair. Check out online suggestions for Finding a Faculty Mentor and Finding Other Faculty. For an appointment to strategize with CURF's Associate Director for Undergraduate Research, Dr. Wallace Genser, call the CURF office at 215-746-6488.

Career Services

www.vpul.upenn.edu/careerservices

LPS degree candidates who are enrolled on a full-time basis may utilize all the services and resources available through Career Services, including the pre-health credentials service, the career library, job listings, programs, and workshops. Career counseling is also available to full-time students. Part-time degree candidates may utilize all the resources and services mentioned above except for career counseling, which is only available to part-time students who are within one year of graduation. Career Services is located in room 20 of the McNeil Building.

Career Services helps Penn undergraduates define their career goals and take the steps necessary to achieve them by providing resources and services on career direction and assessment, employment and admission to graduate and professional schools through individual advising, career seminars, placement workshops, online job listings and alumni networks.

Resources tailored to undergraduates in the School of Arts and Sciences, including information on internships, alumni mentoring, career fields by major, preparing resumes, interview skills and more, can be found at www.vpul.upenn.edu/careerservices/college.

While there are no pre-medicine or pre-law majors, Career Services provides online information and preprofessional advising for students interested in pursuing these professions. See www.vpul.upenn.edu/careerservices

Graduate Study

www.college.upenn.edu/careers/gradstudy.php

As students explore their majors, they should consider fields they might want to do graduate study in, taking opportunities to enroll in research methods courses and seminars in those fields (even if they are not part of the student's major). They should also take advantage of the Undergraduate Research Directory and the many other resources for undergraduate research available at Penn.

Advising for students interested in graduate studies in the humanities, social sciences and natural sciences is available for qualified students through Career Services and the Center for Undergraduate Research and Fellowship.

UNIVERSITY LIFE / CAMPUS LIVING

Housing for LPS Students

www.business-services.upenn.edu/housing/assignments/apply/lps.html 215-898-3547

Full-time LPS students may apply for housing through Penn's Housing and Conferences Services, located in the Stouffer Commons at 3702 Spruce Street. Housing and Conferences Services can be contacted at the above telephone number. Pertinent information and applications can be found at the link provided.

Penn Transportation and Parking

<http://www.upenn.edu/services/transportation.php> 3401 Walnut Street, Suite 447A

PennPass

Having a car isn't necessary to get around easily in the Philadelphia area because SEPTA, Philadelphia's public transportation provider, offers full-time Penn students discounted bus and train travel. Full-time Penn students may purchase a PennPass by service zones, for semester-long travel. The basic PennPass offers up to a 10% discount on unlimited weekday travel within the city and unlimited weekend travel anywhere within the SEPTA regional transit system. To purchase your PennPass, visit the "My Transportation" section of Campus Express Online. The PennPass will be charged to your Student Financial Services account.

Penn Transit

transit@exchange.upenn.edu

215-898-RIDE

Penn Transit's comprehensive system provides effective, efficient and safe integrated transit on and around campus within specific service boundaries. Transit services are free of charge to all Penn community members holding a valid PennCard. Service is available year-round except for all holidays observed by the University. Penn Transit's GPS website (pennrides.com) allows riders to get real time information from a computer, cell phone or PDA about locations and expected arrival times of Penn Transit vehicles.

Parking at Penn

parking@exchange.upenn.edu

215-898-8667

Students may purchase a parking permit through Penn Parking if they wish to have a vehicle on campus. New permits are assigned by the date of the application.

The Division of Public Safety

<http://www.publicsafety.upenn.edu>

The Mission Statement of the University of Pennsylvania's Division of Public Safety is to enhance the quality of life, safety, and security of our community. The Division accomplishes its mission through the delivery of a comprehensive and integrated safety and security program, in partnership with the community that we serve.

The members of the Division of Public Safety reflect the diversity of our community. We pledge to deliver professional safety and security services that value and respect the rights and differences of all members of the Division, as well as those of the University of Pennsylvania and the University City communities that we all proudly serve.

We are committed to the professional and personal development of all members of the Division of Public Safety, and in turn we expect all of our employees to be models of excellence. Ultimately, we strive each and every day to earn the trust, confidence, and respect of our community.

Penn Guardian

<http://www.publicsafety.upenn.edu/pennguardian>

Penn Guardian is a free and optional service that is available to anyone with a valid Penn ID number and PennKey. Penn Guardian is a new service that allows you to rapidly provide information about you to the Division of Public Safety during an emergency. By building a personal profile, information about you can be immediately accessed by PennComm dispatchers should you call Public Safety from a registered cell phone. Penn Guardian can also provide police with GPS coordinates from your phone, which can decrease response time and allow first responders to locate you should you not be able to give them your location. To find out more and create a profile, visit the above Division of Public Safety link.

Bicycle Safety Tips

<http://www.publicsafety.upenn.edu/BikeSafety.asp>

Philadelphia has close to 400 miles of bicycle lanes within its city limits. Riding a bicycle is a great form of exercise and an environmentally conscious means of commuting. Visit the above Division of Public Safety link for everyday bicycle safety tips.

Everyday Safety and Security

Use common sense. Try not to walk alone or appear distracted by wearing headphones or talking on your cell phone. Being aware of your surroundings is an important factor when protecting your own safety. The below safety resources are also available for you to use as you work, study, play or visit Penn's campus.

Blue Light Emergency Phones

http://www.publicsafety.upenn.edu/Walk_Ride_Blue_Light.asp

Trust your instincts. If something makes you uncomfortable or if you see a person displaying suspicious behavior, you can contact the Division of Public Safety from one of more than 200 blue light emergency phones on campus and in the surrounding community by picking up the receiver or pressing the button. Remember these emergency numbers:

- * 511 (on campus)
- * 215-573-3333 (off-campus)

Be aware of your surroundings and proactively contact the Division of Public Safety if you notice a safety hazard. You can call our non-emergency line at 215-898-9441 or fill out the customer feedback form.

Walking Escort Service (898-WALK)

http://www.publicsafety.upenn.edu/STS_Walking_Escort.asp

Walking escorts are available 24 hours a day, 365 days a year, between 43rd & 30th St. and Market St. to Baltimore Ave. Escorts are also available from 10:00am until 3:00am between 50th & 30th and Spring Garden St to Woodland Ave via the University's partnership with the University District Ambassador Program.

How to request a Walking Escort:

- * Ask any Public Safety Officer on patrol or inside a building
- * Call 215-898-WALK(9255) or 511 (from campus phone)
- * Use one of the many building and blue-light ephones located on and off Penn's Campus.

To find out more, visit the above Division of Public Safety link.

Penn Transit Services (898-RIDE)

<http://cms.business-services.upenn.edu/transportation/>

Penn Transit Services, 215-898-RIDE, operated by Penn's Division of Business Services, provides mobile escort services for all members of the Penn community, from 6pm – 3am daily (*on-call for emergencies, 3am-7am), operating within the following boundaries: 50th Street – 20th Street and Spring Garden Street to Woodland Avenue. A PennCard ID is required for use of these services.

Residence Registration & Special Checks

www.publicsafety.upenn.edu/Forms_specialProperty.asp

PropertyRegister your residence for the Division of Public Safety's Special Security Checks program if you plan to leave town for the holidays or semester break. Registering your residence enables the Penn Police and Penn Public Safety Officers to conduct daily checks on your residence during the length of the holiday or semester break.

Rape Aggression Defense (RAD)

www.publicsafety.upenn.edu/SS_RAD.asp

The Department of Special Services within the Division of Public Safety offers free-of-charge RAD classes with the generous support of the Trustees' Council of Penn Women (TCPW), whose commitment and dedication to the safety and well-being of the Penn women's community enhances the quality of life for ALL members of the Penn community.

Numbers to Know!

General Information: 215-898-7297

Special Services: 215-898-6600

Escort Services 215-898-RIDE or 215-898-WALK

EMERGENCIES 215-573-3333 or 511 from any campus Penn phone

Property Registration

<http://campusexpress.upenn.edu>

Penn students, faculty and staff can register their bicycles, as well as purchase a U-Lock, online with the University of Pennsylvania Police Department. By registering your property, you will increase the chances of recovery should your property ever be lost or stolen. You will also receive a registration sticker which will help to serve as a visual deterrent.

Penn students may register property by logging on to Campus Express Online at the above link and selecting “My Property Registration.”

Medical Emergency Response Team

www.publicsafety.upenn.edu/Mert/default.asp

The University of Pennsylvania Medical Emergency Response Team (MERT) is a student-run, service organization providing emergency medical services to the University community. The primary purpose of the organization is to complement the emergency medical care provided by the University of Pennsylvania Police Department (UPPD) and the Philadelphia Fire Department (PFD) by providing professional, timely, and high-quality pre-hospital treatment. The secondary purpose of the organization is to provide training and education to the both students and the community.

MERT currently operates from 07:00PM - 07:00AM seven days a week during the academic year. In addition, MERT provides additional hours and coverage during major University events such as NSO, Spring Fling, Hey Day and Graduation. Each MERT crew consists of 2-3 members certified as an Emergency Medical Technician Basic in the Commonwealth of Pennsylvania. MERT responds using specially equipped EMS bikes carrying all necessary medical equipment to handle a wide range of calls. The typical response time of MERT is less than 5 minutes.

Penn Computer Connection

3610 Sansom Street

215-898-3282

<http://www.business-services.upenn.edu/computerstore/index.html>

Since 1984, the Penn Computer Connection has served as an on-campus computer retail outlet offering educational discounts to the University of Pennsylvania community. Located in University Square, the Computer Connection's showroom is accessible both through the University Bookstore and through its direct entrance on 36th and Sansom.

Penn Bookstore

3601 Walnut Street

penn-bookstore@pobox.upenn.edu

215-898-7585

The Penn Bookstore's on-line textbook purchasing system allows students the option of having their textbooks ready for pick up, or having them shipped directly to their doorstep. After registering for courses, log on to Campus Express Online and go to "My Textbooks." Student will be able to see the required and recommended textbooks for each course and can opt to purchase new or used versions when available. Textbooks can be charged to selected credit cards, or charged directly to the Student Financial Services account. In addition to more than 85,000 fiction and non-fiction titles, the Penn Bookstore carries a variety of periodicals and journals, a great selection of CDs and DVDs, Penn apparel and gifts, many basic household necessities, and houses a wireless internet café.

University Mediation Program

mediate@upenn.edu

215-898-9880

The University Mediation Program encourages Penn students who are involved in a personal dispute to contact the Program at 215-898-9880 to learn about choosing mediation methods to resolve conflict. A staff member of the program, specially trained in resolving disputes through mediation, can provide information and advice. If your problem seems suitable for resolution by mediation, and both sides agree to try mediation, the Program Coordinator will refer you to trained mediators (student, faculty and staff) who will work with both sides to help you research a mutually acceptable resolution of your differences.

What is mediation?

Mediation is a voluntary dispute resolution process designed to bring people in conflict together in one or more face-to-face meetings or indirect negotiations, facilitated by a mediator, to work out solutions to their differences. The mediator is a specially trained, impartial third party.

Why choose mediation?

Mediation is informal, confidential, effective, free, non-adversarial, and quick. The University Mediation Program assists students in resolving conflicts with roommates, neighbors, relationships, and student organization groups. A mediator can facilitate communication, help parties understand each others' views, promote venting or emotional expression in a safe environment, deal with differences in perceptions and interests between parties, shift focus from the past to the future, and encourage parties to suggest creative settlements.

Office of the Ombudsman

The Ombudsman's office welcomes any member of the Penn community who is experiencing difficulty, conflict, or confusion in his or her work, studies, or life at the University more broadly. We offer an accessible and safe place to resolve differences, explore matters of concern, get information, improve communication or generate and evaluate options.

Our mission is to ameliorate those conditions that may impede community members finding satisfaction with their lives at Penn. Our door is open to students, staff, employees, and faculty. We encourage people to contact us at the earliest stages of a problem so that we can assist before it escalates.

Our office operates independently from the traditional organizational hierarchy, reporting only to an executive officer of the University in order to avoid any real or perceived conflicts of interest.

We do not participate in any formal University proceedings, such as disciplinary hearings or professional reviews. We do not keep formal records or official notes. Meetings are relaxed with no set protocols or agendas.

As a designated neutral, the ombudsman's office does not take sides or represent any party. We do not advocate for particular positions, outcomes, or resolutions.

Finally, the Ombudsman's Office values the privacy of its visitors. We will not identify our visitors nor discuss their concerns with anyone unless we have been given explicit permission to do so. We cannot guarantee complete confidentiality, however, as there are certain circumstances requiring disclosure, such as sexual harassment, discrimination,

criminal activity, and risk of imminent harm to the visitor, to others, or to the welfare of the University.

Health Services

www.upenn.edu/shs

215-573-2523

The University provides outpatient medical care to students through its Student Health Service. The SHS offers an array of clinical services, including initial and follow-up treatment of acute medical illness and injury, management of chronic health problems, health screening and preventive care. The Office of Health Promotion and Education in SHS provides on-site integrative wellness services for students eligible to use the health service. Services include individual sessions for smoking cessation and stress reduction.

All full-time students must carry coverage for care at the Student Health Service, either through payment of the Clinical Fee or through enrollment in the Penn Student Insurance Plan (PSIP). Full-time students who have private or employer-sponsored insurance do not have to purchase the student plan, but they must still pay the clinical fee for coverage at the Student Health Service. Coverage for the Student Health Service is optional for part-time students. The Student Health Clinic is located at 3535 Market St. in the Promed building (at the corner of 36th and Market), on the first floor. Be sure to bring your PennCard and insurance information whenever you go for medical care. For hours and other information refer to the Student Health web site.

Counseling and Psychological Services

www.vpul.upenn.edu/caps

215-898-7021

CAPS provides professional psychological and psychiatric services to all Penn students who need help in dealing with academic stress, social difficulties, situational crises, managing personal problems, developing greater self awareness and skills for life-long learning. Students presenting with more serious concerns like depression, anxiety, and eating disorders, among others, are seen as well. Licensed psychologists, psychiatrists, and social workers provide confidential short term psychotherapy for individuals, group counseling, emergency crisis services, medication evaluations, workshops, career assessments/development counseling, and referrals free of charge.

Office of Alcohol and Other Drug Initiatives

www.vpul.upenn.edu/alcohol

This office seeks to identify methods to reduce substance abuse and violence, control and mitigate campus environments where potential abusive behavior exists, and foster a campus culture in which healthy living efforts are plentiful and successful.

Student Disabilities Services

www.vpul.upenn.edu/lrc

(click on *Student Disabilities Services*)

SDS may be contacted by phone at 215-573-9235, and by TDD at 215-746-6320.

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

Office of Student Affairs

[osa@dolphin.upenn.edu/](mailto:osa@dolphin.upenn.edu)

215-898-6533

The Office of Student Affairs, a department within the Division of University Life, serves as a primary source of information and advice about co-curricular opportunities and resources. Staff members assist students in becoming involved in campus life, conduct leadership development programs, provide continuity for organizations from year to year, manage organizational finances, educate students about University policies, mediate disputes, advise event planners, and help students put classroom learning into practice through the techniques of experiential education. A full list of services provided by the Office is available.

The Office of Student Affairs seeks to provide a range of co-curricular experiences designed to supplement students' classroom experience and contribute significantly to their personal development. Staff members encourage students to create and participate in intellectual, artistic, social, recreational and multicultural activities; to assume campus leadership and governance responsibilities; to develop positive interpersonal relationships and skills within groups; to explore different cultures, ideas and experiences; and to put their learning into practice in the laboratory of co-curricular programs. Staff members support students through various forms of advocacy, through the encouragement of proactive approaches to campus problems and concerns, and through a commitment to the creation of a Penn community.

OSA provides information on student organizations categorized as follows. Students can learn more by visiting their website.

- Academic and Educational
- Cultural and Support
- Environmental Organizations
- Governmental and Umbrella
- Hobbies and Recreation
- Honor Societies
- Performing Arts
- Political Issues
- Publications and Media
- Religious
- Service
- Social
- Graduate and Professional Organizations
- Registered Organizations

FINANCIAL SUPPORT SERVICES

Financial Aid

www.sfs.upenn.edu

Financial aid eligibility is need-based, and in the case of LPS students, may be limited based on enrollment and degree status. We encourage you to thoroughly review the financial aid information, and checklist of required forms, on the Student Financial Services (SFS) website (Apply for Financial Aid section) at www.sfs.upenn.edu.

LPS Scholarship Opportunities

LPS provides a number of merit scholarship opportunities for matriculated, part-time students who have financial need and are working toward completion of their undergraduate degree. Students provisionally admitted to the BFA program may compete for LPS scholarships once they have met all criteria for full admission. Only part-time degree candidates are eligible for the following grants.

Scholarship recipients must maintain a minimum cumulative grade point average of 3.0, must be active LPS students, and must maintain good academic standing and make adequate progress toward their degree according to the definitions outlined in this manual. Applications for these scholarships can be obtained from the LPS web site: <http://www.sas.upenn.edu/lps/undergraduate/scholarships>

Scholarship applications must be submitted by June 1 for the upcoming academic year. Not all scholarships are awarded every year.

Bread Upon the Waters Scholarships

Direct tuition grants are available to women over 30 years of age who intend to pursue their undergraduate degree in the liberal arts through the College of Liberal and Professional Studies on a part-time basis. Funds for these scholarships are provided by donations from many private sources, and from former LPS students who want to help others benefit from LPS programs. Bread Scholars are selected on the basis of academic excellence and financial need. Recipients are awarded tuition and general fees for two LPS courses in the Fall and Spring terms and two LPS 12-week courses in the Summer up to the minimum number of course units required to graduate with a BFA degree (16).

The Michael J. Murray Memorial Scholarship

This scholarship has been established by the College of Liberal and Professional Studies in memory of Michael J. Murray, LPS '04, who has left a lasting legacy at the University of Pennsylvania, particularly through his work as founder and president of the LPS Student Advisory Board. The scholarship is awarded to an LPS student pursuing an undergraduate degree on a part-time basis through the College of Liberal and Professional Studies. The student must demonstrate exemplary leadership, participation in community service, and commitment to continuing education. The recipient is awarded tuition and general fees for two LPS courses in the Fall and Spring terms and two LPS 12-week courses in the Summer, up to the minimum 16 course units required to graduate in the chosen major.

Nieberle Scholarships

The Fred J. and Theresa Nieberle Scholarship Fund was established to enable graduates of Catholic high schools in the Delaware Valley to pursue an undergraduate degree through part-time study at the University of Pennsylvania. Applicants must show proof of graduation from a Catholic high school in the greater Philadelphia metropolitan area; scholarships are awarded on the basis of academic excellence and financial need. The recipient is awarded tuition and general fees for two LPS courses in the Fall and Spring terms and two LPS 12-week courses in the Summer, up to the minimum 16 course units required to graduate in the chosen major.

Senior Auditors Scholarships

The Senior Auditors, retired senior citizens who audit Penn Courses through LPS, support scholarships for academically excellent LPS students with financial need. Recipients are awarded tuition and general fees for a total of two LPS courses.