

Post-Baccalaureate Pre-Health Program
Core and Specialized Studies

Student Handbook
2011-2012



College of Liberal and Professional Studies

TABLE OF CONTENTS

Pre-Health Core and Specialized Studies Program.....	1
Academic Issues	5
Registration & Administrative Procedures.....	5
Grading, Academic, and Examination Policies.....	8
Tuition, Fees, Financial Aid and scholarships.....	11
Electronic Resources, Selected University Wide Resources.....	13
Student Services.....	15
Student Health Information.....	16
Selected University Policies.....	17

The Post-Baccalaureate Pre-Health Program Handbook will be a useful resource for planning and implementing your program of study while you are a student in the College of Liberal and Professional Studies (LPS) at Penn. The handbook contains information concerning rules and regulations, procedures, options, advice and much more. Please read this document carefully and keep it for future reference.

COLLEGE OF LIBERAL AND PROFESSIONAL STUDIES (LPS)

POST- BACCALAUREATE PRE- HEALTH PROGRAM

The basic required premed curriculum includes: two semesters each of biology, chemistry, organic chemistry, and physics with laboratory, all taken for a grade. Many medical schools also require courses in English and mathematics. Some medical schools require an additional course or two in biology, and other schools may require a course in behavioral science. The Medical School Admissions Requirements book, published by the Association of American Medical Colleges, is an accurate, reliable source of information. Review this book to be sure you will have the courses required by schools to which you would like to apply. Copies for review are available from your advisor. Additional resources for students interested in Veterinary or Dental Medicine are described below.

Academic Planning for Core Studies Track

All new students are required to meet with the Program Director/Adviser to create an academic plan. While variations must be made to accommodate each student's plans and academic background, two sample courses of study may be helpful:

- To complete the requirements in one year, students should plan on full-time study beginning in the summer with chemistry. The academic year to follow includes biology, organic chemistry, and physics, thus preparing students for the May MCAT.
- Some students may choose to complete their requirements over two years. Students generally take biology and chemistry the first year, physics, organic chemistry, and an advanced biology course the second year, planning for the May MCAT.

Academic Planning Options for Specialized Studies Track

- Full-time students in the program will take either three or four courses per term, usually in biology or neuroscience.
- Students who are working full-time generally take two courses per term, completing the program in three or four semesters.

We encourage all students to continue taking additional courses during the application glide year.

Post-baccalaureate Certificate in Pre-Health Studies

The Post-Baccalaureate Certificate in Pre-Health Studies will be awarded to recognition of the students who complete the Post-Baccalaureate Pre-Health Program at Penn.

The Post-Baccalaureate Pre-Health (PBPH) Program at the University of Pennsylvania offers four options for a Post-Baccalaureate Certificate in Pre-Health Studies to provide incentive for academic excellence for the highly motivated, dedicated student intent on a career in medicine or other health professions. The certificate acknowledges the rigor of the pre-health curriculum at the University of Pennsylvania and the academic excellence that our students achieve.

MCAT

The Medical College Admissions Test, offered throughout the year, is a computerized test that provides a mechanism for medical schools to assess all applicants on a single criterion. This is an important part of your credentials. The MCAT requires extensive preparation, and should only be taken after all the

basic science courses are completed. The test is arduous and students should begin preparing for this exam months in advance. While many students prepare successfully on their own, commercial test preparation services are easily available to Penn students. The test has four sections: verbal reasoning, biological sciences, physical sciences, and a writing sample. Information about the test can be found on the Association of American Medical Colleges web site: www.aamc.org. Follow cues for student and applicant services. The test takes about 4 to 6 weeks to score. There are test sites throughout the Philadelphia area.

Pre-Health Committee Letter

The Pre-Health Evaluation Committee provides individualized, institutionalized letters of support recommending students who are applying for studies at medical, dental, veterinary* and other allied health professional schools. To be eligible for a committee letter, students must meet the following standards:

- Completion of a minimum of 12 course units for Pre-Health Core Studies (CS) students and 8 course units for Pre-Health Specialized Studies (SS) students by the end of summer of their professional school application year at the College of Liberal and Professional Studies.
 - Pre-Health Core Studies students must complete a minimum of 11 CUs by the end of the spring semester and be enrolled in the remaining 1 CU during their professional school application year.
 - Pre-Health Specialized Studies students must complete a minimum of 6 CUs by the end of the spring semester and be enrolled in the remaining 2 CUs during the summer of their professional school application year.
- A minimum grade point average of 3.0 in math and science courses taken as part of the pre-health CS or SS curriculum at LPS (two semesters of less than a 3.0 GPA may disqualify a student from eligibility.)
- Submission of all materials required for committee evaluation and support by the specified deadlines, including at least two letters of recommendation from Penn science faculty members.
- Completion of committee letter interview by the specified deadline.
- Completion of pre-health prerequisite coursework at Penn (students who start their pre-health coursework at Penn but complete it elsewhere are ineligible for committee support).
- Completion of the program in good standing.

For students who have already received a committee letter from Penn's pre-health program and are reapplying to medical, dental, or veterinary school, you must request an updated committee letter no later than June 1st. You will be required to re-interview for the updated committee letter and submit the following **updated** documents: resume, personal statement, and form 1. If you have new recommenders on your form 1, you are responsible for having your new letters sent to the Credentials Office in Career Services.

For students who defer application to medical, dental or veterinary school beyond their last year in the program, the committee will write a letter of support within two years of completion of the program, provided that all other eligibility requirements have been met and the internal deadlines for a committee letter are observed. You must request a letter of support by June 1st of the professional school application year and send us the following documents: updated resume, personal statement and updated form 1. If you have new recommenders on your form 1, you are responsible for having your new letters sent to the Credentials Office in Career Services.

Students who postpone application to professional school after completing the post-baccalaureate pre-health program are advised to keep active in a health-related field.

Students who do not meet eligibility requirements for a committee letter are advised to be in contact with the pre-health staff of their undergraduate institutions that may be able to provide an institutional letter of support.

***For Pre-Vet students:** You are responsible for reviewing each veterinary school's admission website that you are applying to and determine if they require a pre-health committee letter. Many of the veterinary schools participating in VMCAS do not require a pre-health committee letter from applicants; instead they prefer applicants to submit a minimum of 3 individual letters of recommendations through the VMCAS eLOR system. However, if you meet the eligibility requirements for a pre-health committee letter, we would still be able to write one for you, especially if you are applying to veterinary schools that do not participate in the VMCAS system.

Letters of Recommendation

An important component of your application to medical, dental and veterinary school is your letters of recommendation. You should begin assembling your portfolio of letters as soon as you begin our program. We recommend letters from faculty who can discuss your academic credentials, professionals who can provide insight into your potential as a future medical practitioner, and, when applicable, individuals who can discuss your volunteer, laboratory, or clinical experiences. We suggest that applicants obtain five letters. All of your letters are to be maintained in the Credentials Office at Career Services, 20 McNeil Building: (<http://www.upenn.edu/careerservices/>). This web site also has excellent advice about recommendations, information about setting up your personal file, etc.

Linkage Programs

The Post-Baccalaureate Pre-Health Core and Specialized Studies Program participates in a "linkage" arrangement with seven medical schools: Drexel School of Medicine, George Washington University School of Medicine, Jefferson Medical College, Robert Wood Johnson School of Medicine, Mt. Sinai School of Medicine, University of Pennsylvania Perelman School of Medicine, and the University of Pittsburgh School of Medicine; one osteopathic school: Philadelphia College of Osteopathic Medicine; and one dental school: Nova Southeastern University College of Dental Medicine. This arrangement eliminates the application glide year between coursework completion and the commencement of medical or dental school. These admissions are very selective; only a small number of places are awarded each year.

The medical and dental schools determine the criteria and timing of nominations. Candidates accepted in a linkage program are required to complete all pre-medical coursework at Penn and take the MCAT/DAT in the spring prior to the year they expect to begin medical and dental school. Performance criteria are determined by each medical and dental school (minimum GPA and MCAT/DAT scores), and all acceptances are contingent upon final review of a candidate's performance in the Penn Program and test results. Also, the time of application to each linkage program varies, as do options for students in the one-year or two-year program. If you are interested in linkage, please speak with an advisor.

Application to Dental School

Each year a number of our students enter interested in applying to dental school. Information about programs and requirements can be found on the American Dental Education Association web site <http://www.adea.org/>. Dental Schools require the DAT standardized test. Information is available at <http://www.ada.org/prof/ed/testing/dat/index.asp>. The application used by most dental schools is known as the AADSAS Associated American Dental Schools Application Service <http://www.adea.org/AADSAS/default.htm>.

Application to Veterinary School

With our proximity to the University of Pennsylvania, School of Veterinary Medicine, we consistently have a number of students preparing to become veterinarians. Depending on the school to which you will apply, you will need to take either the MCAT or GRE. Information about programs and the

application process is found at Association of American Veterinary Medical Colleges home page: <http://aavmc.org/>. A valuable resource is the Veterinary Medical School Admissions Guide (http://aavmc.org/vmcas/VMSAR_publications.htm), which outlines each school's particular course and testing requirements.

Application Workshops

During the spring semester, we will offer mandatory workshops on how to apply to medical, dental, and veterinary school. You will receive a guideline which outlines the optimal timeline for applications. Attendance is strongly advised.

Interviews

Each spring we present a workshop on interview strategies: why schools have them and how to prepare for them. Mock interviews are available with advisers.

Volunteering

Experience in the field of healthcare you are pursuing is essential. We recommend that our students complete volunteer, shadowing and/or research experiences in healthcare. There are many opportunities for volunteer work at Penn and in Philadelphia; it is up to you to choose where you would like to spend your volunteer time, with what kinds of patients and health care issues. At orientation, we provide a comprehensive list of contact people and volunteer programs. Make time for volunteering: you will enjoy it, you will do something for others, and medical, dental and veterinary schools expect that you will have tested out your career interest in the "real world" of healthcare delivery.

Email

The School of Arts and Sciences (SAS) provides an e-mail account for each College of Liberal and Professional Studies (LPS) student free of charge. It is very important that LPS students establish and use a Penn e-mail account. Instructions on how to create a SAS e-mail account are available from SAS Webmail at <https://webmail.sas.upenn.edu/horde/imp/login.php>. Within 24 hours after you establish your Penn/SAS e-mail account, you may view and send e-mail from any computer connected to the Internet via Webmail. If you do not have one, please create a Penn e-mail account.

Arts and Sciences Commons: Pre-Health On-line Community

The Pre-Health Community is an online space for Pre-Health students where you will find the following:

- Volunteer and Research opportunities
- Video workshops
- Comprehensive course and registration info
- Discussion boards for class discussion, marketplace posts, and off-topic forums
- Pre-Health program calendar

Pre-Health students can also use the community site to post information non-academic related as well such as: selling books, roommate search, volunteer opportunities, social events etc.

To explore the community, go to: <https://www.sas.upenn.edu/commons/> and use the "Login" box on the top right. Your PennKey username and password are your login credentials.

If you have any questions, suggestions or encounter any problems, we have a full-time support team to assist you. Please use the following form: <https://www.sas.upenn.edu/commons/support> Please note that the Pre-Health Online Community will be the primary mode of mass communication from the Pre-Health Programs staff to students. It is advised that you log onto the community daily.

Program Events and Workshops

During the year we will have a number of programs dealing with healthcare issues, admissions, and health education. Watch for the notices on the Pre-Health Online Community about these events. If you have a particular interest or know of a good speaker, please let us know.

Student Organizations

We currently have a student-run organization: the Post-Bacc Pre-Health Society:
<http://www.sas.upenn.edu/lps/postbac/pre-health/society>

ACADEMIC ISSUES

LPS Resources and University-Wide Resources Related to Registration, Tuition, and Academic Standing

College of Liberal and Professional Studies Academic Services

Pre-Health Core and Specialized Studies students may avail themselves of LPS student services staff. Students may receive assistance for registration of courses; billing and adjustments; issues relating to student records and academic standing; and identifying campus resources.

In addition, students should see a LPS Student Services Specialist to transfer from one LPS program to another, or to transfer internally to another school at the University.

Academic Advising

The Director of the Post-Baccalaureate Pre-Health Core and Specialized Studies Program oversees the academic advising for all students enrolled in the program. Each student is assigned an academic adviser at the start of their program. Academic advising is available by appointment (call 215.898.7326). Appointments are available for both telephone and in-person meetings.

REGISTRATION PROCEDURES

Course Selection

Students should consider carefully the amount of time they have for study and preparation of assignments before registering for courses in order to avoid registering for more course work than they are able to complete. All Pre-Health Core and Specialized Studies students must meet with an advisor at the beginning of their academic career to plan their course schedule.

All undergraduate areas of the arts and sciences are open to admitted Pre-Health Core and Specialized Studies students. Students may take day or evening courses at their discretion, with the understanding that there is a significant difference in tuition. Students are discouraged from enrolling in courses at other schools outside of Penn. **Please keep in mind that course taken elsewhere will not be included toward the minimum necessary for a committee letter.**

Many courses list prerequisites in their course descriptions. Students should consult the department or instructor if they have a question about fulfilling those prerequisites. Prior academic work may also fulfill a prerequisite. The *University of Pennsylvania Course Register*, which is available on the web at

<http://www.upenn.edu/registrar/register/index.html>, provides course descriptions for the courses listed in the *Course Timetable*.

The *Course Timetable* appears in late February (for Fall and Summer terms) and October (for the Spring term) and is updated on the web in the *Course and Room Roster*, <http://www.upenn.edu/registrar/>.

LPS Courses

LPS offers evening courses in many areas of the arts and sciences. A complete listing of LPS courses with times and descriptions are on our web site on the online *Course Guide*, available in February for the following Fall and Summer terms and in October for the Spring term. LPS course listings are also available on the web at <http://www.sas.upenn.edu/LPS/info/courses.html>.

Registration and Add/Drop Periods

Students may register for courses through Penn InTouch, the University's web-based online registration system; LPS staff can provide assistance or answer questions. Complete registration instructions are included in the *Course Timetable*. Registering through Penn InTouch requires the use of a personal computer and access to the World Wide Web. In order to access the system, students must have a PennKey—a user name plus password. The Penn InTouch web address is <https://sentry.iscb.upenn.edu/intouch/>; the PennKey web address is <http://www.upenn.edu/computing/pennkey/>. Students without personal computer access to the web may access Penn InTouch through computers in Penn's public access computing labs, including those located in the Van Pelt Library, <http://www.library.upenn.edu/vanpelt/>

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

The Registration, Add/Drop period opens approximately three weeks after the Advance Registration request period has closed and students have been notified of their schedules. During this period, students who participated in Advanced Registration who wish to make changes to their schedules may Add/Drop as they wish through their Penn InTouch accounts. Students will know immediately what changes have been processed.

Permits and Authorizations

The courses that require special permission from the instructor are indicated in the *Course Timetable*. The permits are authorized by the instructor and entered by the department offering the course. A permit is not a registration. Students must "claim" the permit by actually enrolling in the course through Penn InTouch. A permit reserves a seat in the course; an authorization allows you to enroll if a seat is available. After both Advance Registration and Registration Drop/Request periods have ended, the Registrar's Office removes unclaimed permits from students' records.

Graduate Courses

LPS Post-Baccalaureate students wishing to enroll in graduate level courses (courses numbered 600 or higher) are required to present the following to the College of Liberal and Professional Studies office at

the time of each term's registration: either (a) a graduate permission form (available at the LPS registration counter) signed by both the instructor of the course(s) and the graduate group chairperson of the appropriate department, or (b) individual letters from both the course instructor and the graduate group chairperson granting permission to enroll in the course(s). Some departments also require permits to enroll in graduate courses. After obtaining written permission to enroll in the course, contact the departmental office to have the permit entered into the registration system.

Course Change Deadlines (Dropping, Adding, Withdrawing)

LPS deadlines differ from those of other colleges and schools at Penn; adherence to LPS deadlines is strictly observed. Students should consult the current LPS Course Guide or the LPS web site for term-specific deadlines for making registration changes. LPS calendars also indicate any corresponding financial obligations.

Adding a Course

Students may add a new course via Penn InTouch through 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 Course Guide* on the LPS web site for term-specific deadlines.

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

Dropping a Course

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

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

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

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 http://www.sas.upenn.edu/LPS/resources/student_forms.php, must be submitted to the LPS office by the end of the day on the last day of Late Drop. Students should consult the current *LPS Course Guide* on the LPS web site for term-specific deadlines.

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

Withdrawing from a Course

Students wanting to discontinue a course after the late drop period has ended would need to withdraw from the course (until the published withdraw period deadline). Students should consult the current *LPS Course Guide* on the LPS web site for term-specific deadlines.

To withdraw, students must go the LPS website to print a Withdrawal Form (found at http://www.sas.upenn.edu/LPS/resources/student_forms.php). Students must complete the form and submit it to LPS by the end of the day on the last day of the Withdraw period.

Students are encouraged to discuss their withdrawal and overall academic progress with a pre-health adviser within the Post-Baccalaureate Pre-Health Core and Specialized Studies Program.

Students who withdraw from a course have full financial obligation and a “W” notation on their transcript.

Changing Grade or Credit Status of a Course

Students may change their status in a course from credit to audit, from a letter grade to Pass/Fail or from Pass/Fail to a letter grade until the published deadline in the current *LPS Course Guide* (approximately four weeks into the term). No change is permissible after the published deadline. Students should consult the current *LPS Course Guide* or the LPS web site for term-specific deadlines.

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.

Deferred Enrollment

Students who are admitted to LPS may defer their matriculation for up to one year **ONLY**. Students who wish to do so should notify LPS of their intentions as early as possible. It is not necessary for 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.

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 below under “Maintaining Academic Standing” and “Failure to Maintain Academic Standing.”)

LPS ACADEMIC POLICIES

Grading System

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

A+	= 4.0 Distinguished
A	= 4.0 Excellent
A–	= 3.7
B+	= 3.3
B	= 3.0 Good
B–	= 2.7
C+	= 2.3
C	= 2.0 Average
C–	= 1.7
D+	= 1.3
D	= 1.0 Below Average
F	= 0.0 Failure

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

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 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. 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 a LPS Student Services specialist to explain the circumstances of the Incompletes and develop a plan to resolve them.

Failures

The grade of F remains on the record and is not erased even if students have repeated the course with a passing grade. 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.

Academic Grievances

The instructor who gives an evaluation, exam, or course grade has sole authority for changing such evaluation, exam, or course grade provided the instructor remains on the faculty (or the emeritus faculty) of the University of Pennsylvania. In cases in which faculty appointments have terminated, or faculty have resigned or are deceased, sole authority for changing an evaluation rests with the Undergraduate Chair of the relevant department. LPS students who wish to have an evaluation, exam, or course grade reviewed must first discuss the matter with the instructor who gave the evaluation unless the instructor is no longer a member of the University of Pennsylvania faculty or emeritus faculty. Should this meeting not yield a resolution that is satisfactory to both the student and the instructor, or not be possible, the student may ask the Undergraduate Chair of the relevant department for assistance in the matter.

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 the 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 LPS Student Services staff before registering for a course they have already taken.

Maintaining Academic Standing

Post-Baccalaureate Pre-Health Core and Specialized Studies students must maintain good academic standing. To be competitive, it is strongly recommended that Pre-health students strive to achieve and maintain a cumulative grade point average of 3.5 (B+) or higher. The minimum requirements for maintaining good academic standing include all of the following conditions:

- maintain a cumulative GPA of 2.0 or higher
- earn a term GPA of 2.0 or higher; and
- accumulate no more than two Incompletes, F's or Withdrawals in one term; and
- accumulate no more than five Incompletes, F's, or Withdrawals during the course of their academic career; and
- make adequate progress toward completing program requirements

Failure to Maintain Academic Standing

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 a LPS Student Services staff member 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 GPA is below 1.70. Students on deferred drop probation must achieve a minimum GPA 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 a LPS Student Services staff member and will be placed on registration hold until they meet with a 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 a LPS Student Services specialist 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.

Petition Procedure

Students who wish the College of Liberal and Professional Studies to waive any academic requirement or regulation must submit a petition to the College of Liberal and Professional Studies Student Services Committee or Executive Committee, as appropriate, and, if relevant, to the instructor involved. Students should meet with an academic advisor to determine the most appropriate course of action. Petitions may be obtained from an academic advisor.

Final Examinations

Final examinations for LPS courses must be given on the first regular class meeting night (at the regular meeting time) during the period of final examinations. No change in scheduling is permitted without unanimous consent of all students in the class and the 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 <http://www.vpul.upenn.edu/osl/exams.html>, applies to all LPS courses and makes clear that no classes covering new material may be held during the reading days, although review sessions may be scheduled. No students shall be excused from a final examination in a course where such an examination is required. In exceptional instances, such as serious illness or injury, students may be allowed to postpone the examination with the approval of the instructor.

Transcripts

An official transcript of a student's academic record in the College of Liberal and Professional Studies is available from the University Registrar. Procedures for requesting a transcript can be found on the Registrar's web site, <http://www.upenn.edu/registrar/>, and in Penn InTouch.

TUITION, FEES, FINANCIAL AID AND SCHOLARSHIPS

Tuition

Tuition is the cost of instruction. Evening courses, day courses, and graduate courses cost different amounts. The current tuition rates for LPS courses can be found in the *LPS Course Guide* and on the web at <http://www.sas.upenn.edu/LPS/resources/tuitioninfo.php>. LPS students who take day (or summer) courses must normally pay day (or summer) rates for tuition and general fee.

Tuition rates for undergraduate day 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.

Program Fee

The program fee is assessed each term and enables the College to maintain and provide for non-academic services such as the Workshops and Career Planning.

General Fee

The general fee enables the University to maintain such essential facilities as the library system, museums, institutes, and special laboratories [Special Course Fees](#)

Non-credit courses are offered at special fees announced in the *LPS Course Guide* each term. These are listed (as are laboratory and other course fees payable in addition to tuition) with the course description in the *LPS Course Guide*.

Technology Fee and Recreation Fee

Full-time LPS students are charged a Technology Fee and a Recreation Fee each semester.

Student Health Fee

Full-time LPS students will be charged a Clinical Fee except as indicated in Student Health Information section. See also the Student Health web site, <http://www.upenn.edu/shs/>.

Payment Process

Effective September 1, 2006, Student Financial Services discontinued paper billing and implemented Penn.Pay, a web-based electronic billing system for Student Accounts. With the electronic billing system, student account billing statements are accessible from any computer with Internet access. Students are notified by an e-mail sent to their University-assigned e-mail accounts when the new monthly statement is ready for viewing. Payment options are online via the Penn.Pay service (ACH), or mailing a check to a lockbox processing center; a printable .pdf file will be available on Penn.Pay to accompany check payments.

The Office of Student Financial Services post e-bills within four to six weeks after the registration has been processed. All tuition and fees are payable by the date indicated on the bill. Students are required to pay in full the amount listed. The University does not have a partial payment plan. Students with billing/payment questions or problems should contact Student Financial Services (215.898.1988). Students who have not received a bill within six weeks after registration should contact the LPS office.

Late Payment

Students will continue to be held liable for payment until such time as their indebtedness is removed. Exceptions may be granted by petition to the College of Liberal and Professional Studies Student Services Committee and only under extraordinary circumstances. The University reserves the right to withhold registration material, transcripts, and all other information regarding the record of any student who is in arrears in the payment of tuition, fees, or any other charges, including student loans. For continued delinquency in the payment of debts to the University, the student may be permanently dropped from the rolls. The enforcement of this penalty shall not relieve the student of the obligation to pay any outstanding fees and charges.

Payment of Tuition, Fees, and Other Charges

All amounts billed are due on the due date indicated on the bill. The bill states the charges for tuition, fees, room, board, and other expenses from a variety of offices across Penn in a central billing statement. It may show both actual and temporary credits from a variety of sources.

Payment may be made by mail. Send the payment coupon (lower portion of the bill) and a check, made payable to the:

Trustees of the University of Pennsylvania
P.O. Box 41791, Philadelphia, PA 19162-0034

Payment also may be made in person by bringing the payment, along with the payment coupon (lower portion of your bill) to the University Cashier:

Franklin Building Lobby
3451 Walnut Street
Philadelphia, PA 19104

Balances remaining unpaid beyond the due date are subject to a late payment penalty of 1.5% per month on the unpaid balance which will appear on the next statement.

The current bill is always available online at Penn Portal:
http://medley.isc-seo.upenn.edu/penn_portal/view.php

No student shall be awarded a degree or certificate who has not paid in full all financial obligations to the University.

When a check for payment of a bill is not honored on presentation to the payer bank, the bill is

considered unpaid. As a result, late payment penalties will be assessed together with a \$25 returned-check charge.

Tuition Refund Policy

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 and the general fee will be refunded by credit to the student's University account. 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. 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 general fee 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.
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. **Cancelled 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.

Electronic Resources and Other Selected University-Wide Resources

Student Identification and University-Wide Electronic Resources

- Penn Card
- Penn Key
- Penn InTouch
- Penn E-mail

University-Wide Student Services

- The Weingarten Learning Resources Center
- Student Disabilities Services
- Career Services
- CAPS
- Office of the University Ombudsman
- Student Health Services
 - Student Health Insurance
 - Immunizations

University Policies (Selected)

- Code of Academic Integrity
- Confidentiality of Student Records
- Non-Discrimination Policy Statement

STUDENT IDENTIFICATION AND ELECTRONIC RESOURCES

Social Security Number

A valid Social Security number is required for registration. This number will be used as a student identification number. A student who does not have a Social Security number may obtain one by contacting the local Social Security Office. International students can obtain a student I.D. number to be used for all University transactions by submitting a request to the LPS office.

PennCard

All LPS students are **required** to obtain a PennCard, the official University of Pennsylvania identification for students, faculty, and staff. The PennCard provides access to University facilities, services, cash convenience, and more. To obtain a PennCard, bring a valid form of photo ID (driver's license, passport, etc.) to the PennCard Center, 150 Franklin Building, 3451 Walnut Street. Only enrolled students may receive a PennCard, which should be carried at all times. The PennCard web site is <http://www.upenn.edu/penncard/card/about.html>.

PennKey

All LPS students are **required** to obtain a PennKey. A PennKey is required to authenticate, or verify, an individual's identity and to access many of Penn's networked computer systems and services. Authorized users need a PennKey and password to access such resources as Penn InTouch, Blackboard, certain library resources, and public campus computers. A PennKey is also required to obtain a Penn email address. New students will receive a letter with information on how to create a PennKey within a few days of their admission to LPS. The following web site provides more information about PennKeys: <http://www.upenn.edu/computing/pennkey/>.

Penn InTouch

Penn InTouch (PIT) provides secure access via the Internet to online course registration, class schedules, academic records, future academic planning, billing, financial aid application status and awards, address corrections and updates, and student health information. A PennKey is required to access Penn InTouch at <https://sentry.isc.upenn.edu/intouch/>.

Penn Email

All students enrolled at the University of Pennsylvania are **required** to obtain and use a Penn email address, which is available free of charge. The School of Arts and Sciences (SAS) provides email accounts for LPS students. Instructions on how to create and use a Penn email address are available through the SAS Computing at <http://www.sas.upenn.edu/computing/help/Email/>.

Arts & Sciences Commons: Pre-Health Online Community

Pre-Health Core and Specialized Studies students are encouraged to subscribe to the Pre-Health Online Community, which the Pre-Health Programs Team uses to inform students about changes in course offerings, campus events, important dates, volunteer/research opportunities, and much more. Students can also post discussion and forum topics as well to the Pre-Health Online Community.

To explore the community, go to: <https://www.sas.upenn.edu/commons/> and use the "Login" box on the top right. Your PennKey username and password are your login credentials. If you have any questions, suggestions or encounter any problems, we have a full-time support team to assist you. Please use the following form: <https://www.sas.upenn.edu/commons/support>.

Please note that the Pre-Health Online Community will be the primary mode of mass communication from the Pre-Health Programs staff to students. It is advised that you log onto the community daily.

STUDENT SERVICES

The Weingarten Learning Resources Center

The Weingarten Learning Resources Center, located at 3702 Spruce Street, Suite 300, provides professional consultation services in skills such as academic reading, writing, study strategies, and time management. This academic support is provided through a variety of services and programs including the very popular series of study skills workshops offered at the beginning of each Fall and Spring term for LPS students. For more information about the Weingarten Learning Resources Center visit their web site at <http://www.vpul.upenn.edu/lrc/> or call 215.573.9235.

Student Disabilities Services

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

Career Services

Pre Health Students are eligible to use Career Services for credentials, the career library, programs, and workshops. Career Services is located in room 20 of the McNeil Building. Their web site can be found at <http://www.vpul.upenn.edu/careerservices/>.

Counseling and Psychological Service

The Counseling and Psychological Service offers a wide range of services including: individual and group counseling and therapy, crisis intervention, structured workshops, psychological testing, medication reviews, and consultation. The staff of CAPS consists of psychologists, psychiatrists, and social workers. In addition, psychology doctoral interns, psychiatric residents, psychology practicum students, and social work field placement students supplement the professional staff. Services are without charge to Penn students. What a student discusses with CAPS will be treated as private and confidential and will be revealed only with the student's permission, or in a psychiatric emergency, such as when the need exists to prevent injury to oneself or others. For more information: <http://www.vpul.upenn.edu/caps/>.

Office of the University Ombudsman

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

STUDENT HEALTH INFORMATION

The University has a number of health-related requirements for students. These include completion and submission of health and immunization records, coverage for outpatient medical care through the Student Health Service (SHS), and maintenance of health insurance coverage for in-patient and catastrophic care. Students are advised to call SHS at 215.662.2850 or consult their web site at <http://www.upenn.edu/shs/> for the most accurate and up-to-date information on student health requirements.

Student Health Service

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.

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 (either through the clinical fee or through enrollment in PSIP) is *optional* for part-time students.

The Student Health Clinic is located on the lower level of Penn Tower at 34th Street and Civic Center Boulevard, directly across the street from the Hospital of the University of Pennsylvania (HUP). Students must bring their PennCard and insurance information whenever they go for medical care. For hours and other information refer to the Student Health web site <http://www.upenn.edu/shs/> or call 215.573.2523.

Student Health Insurance

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 PSIP. All full-time students must either enroll in PSIP or submit a waiver indicating alternative coverage. *Full-time 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.

Immunization

Students enrolled in the College of Liberal and Professional Studies are part of the University community and benefit from the University's efforts to provide a safe and healthy environment. The following LPS students must comply with University immunization requirements upon first enrolling in credit courses:

- students who enroll full time;
- students who are eligible for, and purchase, the Penn Student Insurance Plan;
- students who use the Student Health Service, whether part or full time;
- students enrolled in a LPS degree program (AA, BA, BFA, MLA, MES, MSAG, MAPP and MUSA), whether part-time or full-time.

To comply, LPS students should complete a Pre-Matriculation Health Record obtained from the Student Health Service. Please note: Students born on or before January 1, 1957 are exempt from the above requirements. The Student Health Service can provide missing immunizations at a fee that covers costs.

LPS students who are not in the above categories are strongly encouraged to update their immunizations and file them with the Student Health Service using the Health Record. 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 immunization requirements. Contact the Immunization Coordinator at 215.349.5047 for more information.

SELECTED UNIVERSITY POLICIES

**For Information concerning all Published Policies Relevant to Students see
The Penn Book: Resources, Policies and Procedures Handbook
Published by the Division of University Life
<http://www.vpul.upenn.edu/osl/pennbook.html>**

Code of Academic Integrity

In as much as the standing of an educational institution and the value of a degree from that institution are dependent upon the integrity of study and research carried on at that institution, the Code of Academic Integrity is drawn to make clear the policy of the University concerning academic honesty. Each student attending the University must abide by this code, the text of which is available on the web at <http://www.upenn.edu/osl/acadint.html>.

Confidentiality of Student Records

Pursuant to the Family Educational Rights and Privacy Act of 1974 ("FERPA"), as amended, in general, personally identifiable information can be disclosed to people outside the University only with the written consent of the student or alumnus/a involved. A statement setting forth specific University policy concerning the following (1) disclosure of information to people outside the University, (2) disclosure of information to people within the University, (3) permitting students to inspect and review records, and (4) providing students with the opportunity to seek the correction of their records is available. The complete confidentiality statement is available on the web at <http://www.vpul.upenn.edu/osl/confiden.html>.

Non-Discrimination Policy Statement

The University of Pennsylvania values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or status as a Vietnam Era Veteran or disabled veteran in the administration of educational policies, programs, or activities; admissions policies; scholarship and loan awards; athletic, or other University-administered programs or employment. Questions or complaints regarding this policy should be directed to: Executive Director, Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106 or 215.898.6993 (Voice) or 215.898.7803 (TDD). See also <http://www.vpul.upenn.edu/osl/affact.html>.