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INTRODUCTION

THE LPS BFA STUDENT 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. Students are required to read the handbook; it 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 opportunities available to you. Students are responsible for adhering to all University policies and procedures, to abide by LPS academic calendar deadlines, and for consulting with advisors on a regular basis in order to optimize the undergraduate experience. Please check the LPS website periodically for updates, and read emails you receive from University offices. Note that throughout the handbook you will find underlined text hyperlinks that will automatically link to other information both within the document as well as to external web links where you can find additional important information. If you find any discrepancy in the document, please alert your LPS advisor to seek clarification.
LPS OFFICE HOURS AND CONTACT INFORMATION

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

LPS Main Office General Telephone 215-898-7326
Fax: 215-573-2053
Email: LPS@sas.upenn.edu
LPS Website: www.pennlps.org
Penn Website: www.upenn.edu
Penn Book https://provost.upenn.edu/policies/pennbook

LPS Student Records and Billing 215-746-7040

LPS Administration To Schedule Appointments: 215-746-7040
Each student is assigned an LPS Advisor to assist them in navigating their undergraduate career from the transition into Penn through to graduation. The name of the assigned advisor is listed to the Penn In Touch student record. The program director is also listed as an alternative contact. To consult with an LPS Advisor, schedule an in-person or telephone appointment by calling 215-746-7040. Students may also consult with LPS Advisors via email. Please note that appointments cannot be arranged via email.

BFA Program Administrators

Kathy Urban: Director of Undergraduate Programs kathyu@sas.upenn.edu
Jen Kollar: Advisor and Associate Director, Undergraduate Degree Programs jkollar@sas.upenn.edu
Susan Hassett: Advisor, Undergraduate Degree Programs hassett@sas.upenn.edu

Office Hours
Monday, Tuesday, Thursday, Friday 9:00 a.m.-5:00 p.m.
Wednesday 9:00 a.m.-6:00 p.m.
Saturday and Sunday 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.
NEW STUDENTS GETTING STARTED GUIDE

TO DO CHECKLIST

1. Set up your Penn Key
   You will receive a Penn Key Set-Up Code in the mail or e-mail. Register your PennKey as soon as you receive the set-up code. This step will allow you to complete most of remaining tasks on this checklist.

2. Set up your Penn SAS Email
   Students are required to set up a Penn SAS email. This address is entered for you in the Penn directory and is the address that your professors, advisors and others at Penn will use to communicate with you.

3. Set up your Penn Directory
   Update your contact information listing to the Penn Directory.

4. Update your contact information and privacy settings in PENN IN TOUCH.

5. CANVAS
   LPS students can easily navigate all the necessary steps in getting started at Penn via our LPS Undergraduate Degree Community. You can access this using your Pennkey and password at https://canvas.upenn.edu/. For more information on how to navigate our canvas community, please go to http://www.sas.upenn.edu/lps/students/newly-admitted and click on the BA/BFA getting starting materials.

6. Apply for financial aid online through Student Financial Services
   • Complete the SFS Must-Do List
   • Submit all Financial Aid Forms and Applications for LPS

7. (International Students) Penn Global / International Student and Scholar Services (ISSS)
   • Complete the International Students & Scholars Prearrival Checklist
   • Check in with ISSS at 3701 Chestnut Street, Suite 1W, as soon as you arrive at Penn.

8. Visit the website to meet and document compliance with Student Health Services
   • Enroll or document Student Health Insurance Requirements
   • Obtain and document Immunization Compliance Requirements

9. Review the LPS BFA Student Handbook
Read your program handbook before consulting with the LPS advisor.

10. Consult with LPS Advisor
After reviewing program handbook, call the LPS Office at 215-746-7040 to schedule a telephone or in-person academic advising session. Verify your course selections with your LPS advisor.

11. Submit Official Transcripts (if applicable).
If you submitted unofficial transcripts when applying to Penn, your admission was conditional upon receipt of official documents. New students may not register for courses until LPS has received sealed or secured official transcripts from all previous schools.

12. Once LPS has received official transcripts from all previous institutions attended, students may register. Register for courses PENN IN TOUCH after verifying your course selections with your LPS Advisor. Review the LPS Guide to Registering for Courses, Overview, Course Search, Course Selection and Advanced Registration Guidelines on the LPS website Registration section.

13. Obtain your Penn Card after registering for courses.

14. Look for an email invitation to New Student Orientation and RSVP to attend.

15. Check your course schedule in PENN IN TOUCH the day of your first class meetings to find the most updated building and room assignments. Use the live blue links to view building locations on the Campus Map.

FINANCIAL RESOURCES AND SERVICES

INTERNAL RESOURCES

STUDENT FINANCIAL SERVICES
The office of Student Financial Services (SFS) is available to help admitted and current students navigate the financial aid process. For more information on financing your undergraduate studies, visit the SFS website for College of Liberal and Professional Studies Undergraduate Students.

LPS SCHOLARSHIPS
Several competitive merit scholarship opportunities are available for matriculated, part-time students who have financial need and are working toward completion of their undergraduate degree. Scholarships are awarded on the basis of academic merit, commitment and financial need. Bachelor of Fine Arts students may compete for scholarships only after they have met all criteria for full admission. All applicants must complete the scholarship application form (PDF) and an online FAFSA (Free Application for Federal Student Aid) as part of their application.
Please note that scholarships are competitive and limited in number; not all scholarships become newly available every year.

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

**CAREER SERVICES** has a **JOBS AND INTERNSHIPS SEARCH** page with extensive resources and listings.

**CENTER FOR UNDERGRADUATE RESEARCH AND FELLOWSHIPS (CURF)**
CURF maintains a directory of fellowships, scholarships, and grants.

**EXTERNAL RESOURCES**

**BIG FUTURE**
Find scholarships, other financial aid and internships from more than 2,200 programs, totaling nearly $6 billion.

**FinAid – THE SMART STUDENT GUIDE TO FINANCIAL AID**
FinAid was established in the fall of 1994 as a public service. This award-winning site has grown into the most comprehensive source of student financial aid information, advice and tools -- on or off the web. Access to FinAid is free for all users and there is no charge to link to the site.

**FAST WEB**
Once you complete your profile you'll have access to our database of more than 1.5 million scholarships. That's $3.4 billion dollars in funding - all available to students like you!

**MALDEF**
Since MALDEF's founding, the civil rights organization has supported the next generation of civil rights advocates for the Latino community. MALDEF currently offers: a Scholarship Resource Guide for high school, college, and graduate students; a Law School Scholarship Program for law students; and a DREAM Act Student Activist Scholarship Program for college and graduate students.
UNIVERSITY WEBSITE
The university website provides students with information about campus-wide resources, offices, opportunities, policies and procedures pertaining students throughout Penn. Please note, however, that LPS students must follow LPS Academic Calendar deadlines, which may differ from others.

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

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

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

CAMPUS EXPRESS
A one-stop shop for many essential student services, such as ordering text books, buying a new computer, purchasing a semester-based discounted transit pass, learning about banking options, registering property, renters insurance, dining, and other options.

PENN IN TOUCH
Penn In Touch is the electronic student file, where students may search for, register, or drop courses, view financial aid and billing information, update personal contact information and privacy settings, register for the UPennAlert Emergency Notification System, view their academic requirements worksheet, grades, and LPS and Major Advisor listings. It is accessed through the top tab in the Penn Portal and by using the PennKey and PassWord to sign in.

LPS REGISTRATION GUIDES
The LPS website provides several step-by-step visual tools for navigating Penn In Touch registration.

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

COURSE SELECTION TOOLS

PENN IN TOUCH: Penn InTouch is the on-line information system for Penn students and can be accessed through the tab on the Penn Portal. Students can search for courses, map out possible scheduling configurations, and register through the Registration and Planning tool in Penn InTouch. It provides the course description, prerequisites and co-requisites if applicable, a syllabus if posted, room number, and the mapped street address, name and image of the building in which the course is offered. In Fall and Spring semesters, courses offered through LPS may be located by selecting LPS under the Division drop-down menu in Search Options. In summer, term, they may be identified by confirming the course section number as per instructions the following section of this handbook.

LPS REGISTRATION GUIDE: LPS provides visual aids for navigating the Penn In Touch registration process.

LPS COURSE GUIDE: This resource is available on the LPS website.

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 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.

REGISTRATION

Registration at Penn occurs at two distinct times: Advance Registration and the Course Selection Period. Each period functions differently.

ADVANCED REGISTRATION REQUEST PERIOD
Students request courses for the upcoming semester during the Advance Registration period. For incoming freshmen, Advance Registration takes place over a four-week period in the summer before they arrive. During Advance Registration, students submit their preferred courses, as well as alternative courses, using Penn InTouch, the online registration system. Students can submit their course requests at any time during this period. All processed at the conclusion of the Advance Registration period, regardless of when the request was submitted. There is no advantage to registering early 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
Students may seek to add a class until the end of the Course Selection Period, approximately two and half weeks into the semester. Language classes under the 200 level and writing seminars may be added only until the end of the first full week of classes. 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. During this period, some instructors have their departments impose restrictions on their courses and authorize entry 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 will know immediately if they are enrolled.

IMPORTANT NOTES ON COURSES AND TUITION COSTS
IDENTIFYING LPS UNDERGRADUATE COURSES

The University of Pennsylvania is home to approximately 25,000 students enrolled throughout 12 different schools. There are a variety of degree programs at the undergraduate and graduate levels, and each is governed by its own admissions criteria, curriculum requirements, policies, course offerings, and tuition rates. Acceptance to one program does not qualify a student for participation in another.

The School of Arts and Sciences (SAS) has 3 separate divisions: the College of Arts and Sciences (CAS), Graduate Arts and Sciences (GAS), and the College of Liberal and Professional Studies (LPS). Accepted PAFA students are admitted into the BFA program, which is an undergraduate degree program through the College of Liberal and Professional Studies division of SAS.

* BFA students may choose to complete all of their curriculum requirements by enrolling in undergraduate courses offered through LPS, which are billed at significantly lower tuition rates than those offered through other divisions of SAS and the wider University. LPS undergraduate courses can be identified by their section number (the last three digits of a course number).

LPS undergraduate course section numbers can be identified as follows:
Courses with section numbers outside of The above range are not LPS courses, will be billed at significantly higher tuition rates, and in many cases may not be eligible to use as credit toward the BFA degree. Students must consult with their advisor each semester, prior to the start of classes, to determine whether their selected courses can be counted toward the BFA requirements, and with LPS Billing to determine tuition rates.

**BFA students may be allowed to enroll in undergraduate courses rostered through the CAS, but should note that tuition rates are significantly higher than those offered through LPS. While students might be given permission to enroll in some graduate level courses in GAS or LPS, they should note that division graduate tuition rates will apply. Students should consult online TUITION TABLES or with LPS Billing to determine tuition rates prior to the start of classes.**

*More information on TUITION, FEES AND BILLING is available in the POLICIES, PROCEDURES AND PUBLICATIONS section of this handbook.*

THE BACHELOR OF FINE ARTS PROGRAM

THE BFA DEGREE CURRICULUM

This undergraduate degree program is offered through Penn’s College of Liberal and Professional Studies (LPS) in conjunction with the Pennsylvania Academy of Fine Arts (PAFA). Since 1929, these two prestigious institutions have collaborated to offer a world class education in the arts. Students admitted to PAFA may also apply for admission to Penn’s LPS BFA program. Students admitted to the LPS BFA Program must successfully complete a full year of studies at PAFA prior to enrolling in courses at Penn.

COURSE REQUIREMENTS

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

- Complete the 90 credit three-year program at PAFA
- Complete a minimum of 16 eligible academic course units through Penn’s Liberal and Professional Studies (LPS)* or College of Arts and Sciences (CAS)** department offerings, as follows:
- Complete 4 cu selected from Penn’s History of Art department for a normal letter grade.

- Complete 12 cu of free elective classes selected from liberal arts and sciences departments throughout LPS or SAS. Students may not use studio-based practice courses—such as FNAR, ARCH, CINE Video, etc.—as credit toward the BFA degree.

- Consult with the LPS Advisor each term to have selected courses approved to the Penn In Touch worksheet prior to the start of classes.

- Maintain satisfactory academic standing and earn a minimum cumulative grade point average of 2.0.

- Submit an online BFA graduation application one semester prior to the start of the intended final semester.

- Note that Penn courses outside of the School or Arts and Sciences are not eligible to be used as credit toward the degree.

- Note that courses taken at another institution—prior to or after a student has matriculated at Penn—will not transfer for credit toward the BFA.

**ACADEMIC RESOURCES AND SUPPORT SERVICES**

**ACADEMIC ADVISING**

You will make countless academic decisions during your time at Penn. You will choose courses 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.

BFA students will have access to an LPS advisor. The name of the undergraduate program director and the student’s assigned academic advisor will appear in Penn InTouch 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 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.
BFA 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 must set up their PennKey, PassWord, and set up their SAS email prior to scheduling with an advisor. Continuing students are strongly encouraged to consult with advisors on a regular basis regarding course selection, to update the academic planning worksheet in Penn InTouch, and to confirm academic progress.

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

- Be active and informed participants in the advising process and learn to take responsibility for the shape of their education and definition of their life goals.
- Read the BFA Student Handbook, letters, emails, and publications sent from Penn, the LPS Office, faculty and advisors.
- Use the information available on the Penn and LPS websites throughout their educational careers.
- Be aware of the 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.**
- Register for courses in a timely manner, and confirm the accuracy of registration changes by signing out of and back into Penn InTouch; the transcript and schedule will refresh to reflect the most updated adjustments.
- Schedule and honor appointments with advisors, and call or email in advance to cancel or reschedule. Students who are significantly late may be required to schedule for another day, as advisors often have other student or administrative meetings to honor.
- Prepare for advising sessions by having a list of questions and issues to discuss. Make written notes of the information provided in advising meetings.
- Seek advising well in advance of peak volume periods such as the start of classes, important academic deadlines and exams. Students may email advisors with their inquiries, or, they may schedule telephone or in-person consultations by calling 215-746-7040.

**ACADEMIC SUPPORT CENTERS**

**PENN LIBRARIES**
Since 1750, the Penn Libraries have served the teaching, research and learning needs of scholars. The collection, founded by Franklin, is housed in 18 libraries.

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

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

**STUDENT DISABILITIES SERVICES**
The University of Pennsylvania welcomes students with disabilities and is committed to providing the same exceptional opportunities to all Penn students. Policies and procedures have been developed to provide students with as much independence as possible and to promote self-advocacy. At Student Disabilities Services (SDS) we work closely with students who self-identify in order to ensure equal access to all University programs activities and services.

**TUTORING CENTER**
The Tutoring Center offers matriculating undergraduate Penn students a variety of options to supplement their academic experience. All Tutoring Center services are free, accessible, and convenient.

**MARKS FAMILY WRITING CENTER**
The Marks Family Writing Center was established in 2003 to provide writing support to Penn students and faculty across the disciplines. The Center is open to Penn students 6 days a week. In addition to providing individual writing guidance and feedback to our students, they also present writing workshops across campus, consult with faculty and assist them with designing and responding to writing assignments, and engages in community outreach.

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

**PENNCAP**
PENNCAP (University of Pennsylvania College Achievement Program) works closely with a diverse group of academically-talented students, many from low-income and/or first-generation backgrounds, to support their success at Penn. Staff provide coaching, counseling, academic assistance, and cultural enrichment so that students can more confidently move towards their personal and academic goals.

**INFORMATION SYSTEMS AND COMPUTING**
Penn students depend on ISC-facilitated solutions for the networks they utilize in University buildings to the learning tools deployed by their professors.
The CRC provides computer support and other services to students who reside off-campus or in Sansom Place East and Sansom Place West. Support is available by telephone, email, as well as in-person by appointment and during walk-in hours.

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

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

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

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

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

**BOOKS AND COURSE PACKS**

**PENN LIBRARIES**
The collections of Penn’s 15 libraries comprise over seven million volumes, one million of which are in electronic form; over 33,000 videos and four million microfilms; more than 100,000 e-journals and over 1300 online databases and indexes. Penn’s major disciplines are supported by subject specialist librarians who can help identify, evaluate and locate resources appropriate for research.

**PENN BOOK STORE**
The Penn Bookstore offers a range of options for purchasing course materials, including new, used, digital and rental versions, depending on the textbook. They also carry merchandise, school supplies, regular books and magazines. It also houses a café and hosts frequent readings by authors.
Penn Book Center
Penn Book Center has been serving the academic community in University City for more than fifty years. The knowledgeable staff will help you find the book you want. If they don't have it in stock, they will order it for you.

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

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

Academic Options and Opportunities

Writing

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

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

**PENN LANGUAGE CENTER**
The University of Pennsylvania offers instruction in well over 50 languages. In addition to the language courses that are offered as part of the degree programs in various majors, the unique institution of the Penn Language Center allows the University to offer a wide variety of less commonly taught languages, as well as other language courses for special purposes.

**PUBLIC SPEAKING**

**COMMUNICATION WITHIN THE CURRICULUM (CWIC)**
The ability to speak clearly and compellingly is an essential element in achieving educational and career goals. CWIC has a staff of trained speaking advisors, undergraduate students who teach workshops and provide coaching sessions for individual and group presentations.

**MINOR**
Students may choose to complete a minor 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. Many, but not all departments offer a minor, and the number of requirements usually varies between 6 and 8 course units.

- Minors must be chosen from participating departments within SAS; students may not choose minors offered through other schools at Penn.
- Students choosing to complete a minor may incur additional tuition costs if requirements include courses not offered through LPS.
- In some cases, students choosing to complete a minor may be required to exceed the 16cu minimum if the minor allows or requires courses outside of SAS that cannot be counted toward BFA requirements.
- Minor courses must be taken for a normal letter grade, not pass/fail.
- BFA students interested in pursuing a minor should first discuss it with the LPS advisor, and follow up by consulting with the department of interest. Students will be assigned a minor advisor who will assist with minor requirements, course selection, and updating the minor worksheet.

**STUDY OFF CAMPUS**
Penn Summer Abroad
Penn Summer Abroad programs are faculty-led and offer undergraduate courses that are taught abroad during the summer for Penn credit. BFA students may apply to participate. Tuition and related expenses vary and should be carefully considered in advance.

Penn Abroad
Each year Penn Abroad sends approximately 600 students abroad to earn academic credit in nearly 50 countries. This site provides detailed information about semester and academic year study abroad opportunities for undergraduate students. Explore this website to find out how to plan for semester and academic year study abroad, what programs are approved for academic credit, how to apply for admission, how to finance the cost, and what Penn expects of you as a participant.

Penn, in concert with Penn Abroad, closely monitors the academic quality of the programs in which Penn students enroll. Students are required to meet with an LPS Advisor to discuss their choice of program and the courses they wish to take abroad to ensure that the program is academically appropriate and that they will receive credit upon their return.

All academic policies apply to students while away including add, drop, withdraw and grade type change. Students who are interested in applying to study abroad should refer to the Study Abroad Step-by-Step for more information on the application process. BFA students should note that Penn Abroad is governed through the College of Arts and Sciences, and although BFA students may be eligible to participate, tuition is billed at full CAS rates and other related expenses may apply.

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

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

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

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

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 2016." 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.

POLICIES, PROCEDURES, AND PUBLICATIONS

POLICIES GOVERNING 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.
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.

VOLUNTARY TIME OFF
LPS Students may take voluntary time off from registering for courses. Students may take up to, but no more than, three consecutive semesters away, including summer. Students must enroll in the fourth consecutive term or they will be automatically withdrawn from the program for Inactive Status. Students who are not registered for courses are not considered enrolled, but may be eligible to some access university resources with a temporary identification card for which a semester fee is charged. To investigate eligibility, students must consult with the LPS Registrar before the start of the term in which they wish to request this status. Students who have fallen inactive but who wish to resume their studies are required to reapply for admission and pay a new application fee. Before doing so, students are strongly advised to consult with the to discuss their intentions.

LEAVE OF ABSENCE
Students take time away from their studies for a wide variety of reasons including:

- manage a medical concern
- fulfill a family obligation
- pursue career-related opportunities
- complete military service
- work on a political campaign

While interrupting your studies to take time away may seem intimidating, a leave is a means to the successful completion of a degree, not a barrier to graduating. More than three quarters of students who take a leave return to complete their degree within two years.

If you are considering a leave, take time to think carefully about your goals for your time away and for when you return. Speaking with an LPS Undergraduate Programs Director is an important first step. Depending on your circumstances you should get advice from other sources as well. Students taking time away in order to manage a medical condition should discuss the leave with their healthcare provider. Your LPS Undergraduate Programs Director will help you connect with other campus resources as you prepare to take a leave of absence, such as Student Financial Services, Housing, and International Student and Scholar Services.

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

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.

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**CHECKLIST: LEAVE OF ABSENCE, DROP OR WITHDRAWAL FROM THE UNIVERSITY**
Once a leave of absence or withdrawal has been approved, or you have been dropped, that action will be posted to your transcript. Your PennCard will be deactivated as soon as the leave, drop, or withdrawal has been processed.

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

- **Student Registration and Financial Services**
  Be sure to review the Student Financial Services “leave of absence checklist” to understand your obligations when going on leave or drop. You should also meet with a financial aid counselor to discuss how taking time off may impact your finances. Schedule a student loan exit interview so you can obtain important information about the effect of the leave on your loans. Depending on how long you are not enrolled, you may have to begin making payments on your loans.
STUDENT LOANS: It is critically important that you avoid becoming delinquent on your loans while you are out of school. Delinquency may result in ineligibility for further aid and may make it impossible for you to return at a later date.

- **Residential Services**
  If you are taking a leave after the semester has started, advise your House Dean of your departure. If you are dropped from the rolls, the LPS office will notify your House Dean. In both instances, go to the Housing Office to get the early termination form so that the appropriate staff member can sign it. Upon receipt of that form and your keys, the contract will be canceled. Please note that a cancellation fee may be charged. If the semester has not yet begun, you should still contact Housing to be sure that your contract is cancelled.

- **Dining Services**
  Visit the Dining Services office to complete a cancellation form for the meal contract. A cancellation fee may be charged. Contact the Dining Services office if you have questions about the policy on the release forms.

- **International Student and Scholar Services (ISSS)**
  If you are an international student, please contact ISSS concerning your visa status. Be sure to update your student visa while you are away from Penn.

- **Student Telephone Services**
  Contact Student Telephone Services to complete a disconnection form and provide them with the date that you are vacating your residence. Upon receipt of the form, your phone will be disconnected and you will be billed for the time up until the disconnection occurred.

- **Student Health Service**
  Please check with the Insurance Coordinator at the Student Health Service if you have questions regarding your coverage, policies and procedures during your time away. Students on leave of absence are covered by the general fee through the academic year of the leave. Please check with your private insurance carrier regarding your health coverage during your leave of absence. Some insurance providers discontinue coverage if a student is not enrolled full time at a college or university.

- **Office of Student Conduct**
  Clear any pending student conduct issues if applicable. Failure to do so will result in your being placed on a disciplinary hold. This will prevent you from registering for classes when you return or from getting copies of your transcript should you choose to transfer to another institution.

**While Out**
During the term of your leave or drop, you may contact the Undergraduate Programs Director if you have any questions. Please be aware of the conditions for return outlined in your leave or drop letter, since you will be required to fulfill
them before you may re-enroll. Students are encouraged to use the Career Services office to help find productive things to do with their time off.

**Applying to Return**
You must apply to return from leave or drop by the relevant deadline (for the fall semester, July 15; for the spring semester, November 15; for the summer, April 15). At that time you must fill out a request to return from leave or drop form and show that you have fulfilled all of the conditions for return as outlined in your original letter from LPS. To begin this process, contact the Undergraduate Program Director.

**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. Courses through Penn Summer Abroad and Penn Abroad are considered Penn coursework. Credit for courses completed at other institutions is not transferrable toward the BFA degree.

**WITHDRAWL 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**
Students who wish to apply for an internal transfer to any of the four undergraduate schools should meet with an advisor in their home school as well as an advisor of the school they wish to enter. Students must indicate what course of study they plan to pursue in the new school. A transfer request must be filed through the student's home school advising office; the request is sent to the other school for consideration.

- Students are not eligible for transfer until they have completed 8 c.u. (or two semesters, whichever comes later) at Penn.
- Applications for internal transfer will not normally be considered after the end of the sophomore year.
- Students applying for internal transfer must be in good academic standing in their home school and should have no NR's, GR's or I's on their record.
- Internal transfers to any of Penn's undergraduate schools or divisions are not eligible to transfer again within the University.
- External transfers admitted to any of Penn's undergraduate schools or divisions are not eligible to transfer again within the University.
TRANSFER INTO OTHER LPS PROGRAMS
LPS students apply to and are admitted into specific programs, such as Bachelor of Arts or Bachelor of Fine Arts. A student who has been admitted to one LPS program but subsequently wishes to pursue another must apply and be admitted to the program of interest. For example, students initially admitted to LPS through the Non-Degree Undergraduate Studies Program may apply to the Bachelor of Arts program upon completion of four courses at Penn. All four courses must be taken for a letter grade (except foreign languages, which may be taken Pass/Fail).

Students may apply to a degree program 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.

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 TUITION, FEES AND BILLING

TUITION TABLES AND PROCEDURES

TUITION
Tuition is the cost of instruction. LPS undergraduate courses, College courses, and graduate courses each carry different tuition rates. Refer to Tuition and Fees tables on the LPS website for current rates.

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 lps@sas.upenn.edu.

Paper bills will be mailed only to incoming freshman and transfer students in July and August. Thereafter, all bills will be sent electronically through PennPay, http://www.sfs.upenn.edu/pennpay/how-to-use.htm

LPS BFA degree candidates who take courses outside of LPS, or graduate courses, must pay the higher tuition rates of the division or program offering the courses in which they have enrolled.
**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.

**TECHNOLOGY FEE**
The technology fee covers all the public computing labs, networking access and a host of other computing services and local support.

**RECREATION FEE**
Full-time LPS students (enrolled in 4 or more course units) are charged a Recreation Fee each semester, which includes membership to the Pottruck Center and the University fitness center. The basketball and squash courts and pool in Hutchinson Gymnasium are available to those who have a valid PennCard but do not hold a Pottruck membership.

**CLINICAL FEE**
The clinical fee is required for full-time LPS students enrolled in 4 or more CUs and allows them unlimited access to the Penn Student Health Service. The fee is charged each semester that a student is enrolled in 4 or more CUs.

**SPECIAL COURSE FEES**
Some non-credit courses may be offered at special fees. Online courses may also incur additional fees. Students should consult LPS Student Services at 215-746-7040 for details.

**BILLING AND PAYMENT**
Consult the Billing Schedule for the current academic year on the Student Financial Services website. Paper bills will be mailed only to incoming students in July and August. Thereafter, all bills will be sent electronically through Penn.Pay.

**RECEIVING YOUR BILL**
Penn.Pay is Penn’s electronic billing service through which students receive their account bill. You can also review new activity on a daily basis and opt to pay your bills online, securely and efficiently. In order for parents or other third parties to access Penn.Pay, the student must invite them to be ‘other payers’. Students will receive an email notification each month when a new billing statement is available on Penn.Pay.

**PAYING YOUR BILL**
Penn encourages students to make payments online using Penn.Pay. 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 2.0% convenience fee will be assessed on your American Express® statement. Penn does not receive any portion of the convenience fee.) 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 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 TO YOUR BILL**
Financial aid credits will not appear on the bill until after the drop/add period. This is contingent upon the following: tuition has been posted to your account, you have received your financial aid award, you have signed and submitted loan notes, and you have completed 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 Penn 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 Faculty/Staff Tuition Benefits**
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. Payments are not automatically made, or continued for future terms based upon registration; the employee must apply online for tuition benefits each term.

**Penn Health System Tuition Assistance Program**
Eligible employees of the University of Pennsylvania Health System should visit the above link and consult with their supervisor to determine benefits eligibility, policy and procedures.

**TUITION REFUND POLICIES**
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: Semester-specific academic calendar deadlines are published on the LPS website Calendar as well within this handbook. If a student drops a course by the LPS drop period deadline (typically within the first two weeks of the start of the semester), there is no financial obligation; full tuition, general fee, technology fee, and associated lab fees (if applicable) will be refunded by credit to the student’s University account. A student must drop the course(s) through Penn inTouch until the drop deadline.

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, general fee, and technology fee will be refunded; 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.

POLICIES GOVERNING REGISTRATION

ADDING, DROPPING AND WITHDRAWING FROM COURSES

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 In Touch until the Drop deadline.

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, prior to logging out 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 fees for the dropped course, but no notation will be made to the transcript. During this period, students must complete and submit a Late Drop Form to the LPS Office of to lps@sas.upenn.edu by close of business on the deadlines published on the LPS Academic Calendar. LPS must receive confirmation that the instructor has been notified of a student’s intention to Late Drop a course; the form may be signed by the instructor, or, the instructor may email confirmation of notification to lps@sas.upenn.edu. No exceptions can be made to this deadline.

**WITHDRAWING FROM A COURSE**

Students may withdraw from a course after the late drop period has ended until the withdrawal deadline. Withdrawing from a course entails full financial obligation for discontinued courses and related fees, and a notation of W is made to the transcript. To withdraw from a course, students must complete and submit a Withdrawal Form to the LPS Office of to lps@sas.upenn.edu by close of business on the deadline published on the LPS Academic Calendar. LPS must receive confirmation that the instructor has been notified of a student’s intention to withdraw from a course; the form may be signed by the instructor, or, the instructor may email confirmation of notification to lps@sas.upenn.edu. No exceptions can be made to this deadline.

**RISK OF REGISTRATION CHANGES**

Any changes in registration and course load may impact students’ enrollment status, academic standing or financial aid eligibility. Students are encouraged to consult the LPS advisor to discuss their circumstances and overall academic progress. Students are responsible for investigating how changes in registration may impact their eligibility with any other offices external to LPS. International students must consult with International Student and Scholar Services (ISSS). Students living on campus must consult with the Office of Student Housing. Any students receiving aid should contact Student Financial Services to discuss any impact registration changes may have on their financial aid.
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. Many, but not all courses, are open to auditors on a space-available basis. To audit a course, choose AUD in the grade type status drop down menu in Penn In Touch when registering.

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. 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, contact the department offering the course.

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 LPS 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 LPS advisor to discuss the implications of their academic standing.
- A student who has registered through the auditor program.
- A student who has an unpaid bursar bill should contact Student Financial Services directly.
- A student has not submitted up-to-date insurance and immunization records to Student Health.
- Admissions Hold: Admitted student must submit official transcripts; contact
LPS Admissions.

• Collections/Financial Hold: contact Student Financial Services.
• Departmental Hold: Some departments require minors to meet with a minor advisor at points throughout their academic careers. The hold is removed by the department after the student has met with his or her minor 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.

POLICIES GOVERNING COURSES

ACADEMIC INTEGRITY
All Penn students are required to avail themselves of and adhere to all Student Codes of Conduct, including the Code of Academic Integrity.

CLASS ATTENDANCE and THE COURSE ABSENCE REPORT SYSTEM (CARS)
Some professors and departments are very strict about class attendance; others do not consider it part of the grading system. If the instructor determines 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 five consecutive days or less of class at any point during the semester, he or she should notify the instructor as soon as possible using the Course Absence Report function of Penn InTouch.

• If a student misses or anticipates missing more than five days of classes, she or he should contact the LPS Advisor as soon as possible.

• Students should check Penn InTouch before the end of the Course Selection Period and before the end of the Drop period each semester to verify their schedule. Failure to attend a class for which one is registered does not result in being automatically dropped from the class; full tuition responsibility will apply, and, a failing grade may be posted to the transcript.

• LPS will no longer collect documentation or provide instructor notification for absences of five days or less. If a student misses or anticipates missing more than five days of classes, she or he should contact the LPS Advisor as soon as possible.

• Course Absence Reports are designed to provide a way for students to communicate with their instructors when medical issues, family emergencies, or other concerns necessitate missing class.
• Students can log in to the CAR system from Penn InTouch and send a report to one or more instructors, indicating the number of days missed (up to a maximum of five days) and the general reason for the absence.

• Instructors may opt to receive these notices by email, to view a digest of all submitted reports, or not to use the system at all. Each instructor will have a policy on class attendance (and on whether Course Absence Reports are required for their course) that will be communicated to students. Students who submit Course Absence Reports are still responsible for following up with the instructor about any missed work. Course Absence Reports do not constitute “excuses.”

**FINAL EXAMINATIONS**

• No instructor may hold a final examination nor require the submission of a take-home final exam except during the period in which final examinations are scheduled; when necessary, exceptions to this policy may be granted for postponed examinations.

• No final examinations may be scheduled during the last week of classes or on reading days.

• No student may be required to take more than two final examinations on any calendar day during the period in which final examinations are scheduled. If more than two are scheduled, the student may postpone the middle exam. If a take-home final exam is due on a day when two final examinations are scheduled, the take-home exam shall be postponed by one day.

• Examinations that are postponed because of conflicts with other examinations, or because more than two examinations are scheduled in the same day, may be taken at another time during the final examinations period if the faculty member and student can agree on that time. Otherwise, they must be taken during the official period for postponed examinations.

• Examinations that are postponed because of illness, a death in the family, for religious observance or some other unusual event, may be taken only during the official periods: the first week of the spring and fall semesters. Students who have such an issue should call the College Office at 215.898.6341 immediately. Instructors in all courses must be willing to offer a make-up examination to all students who are excused from the final examination.

• No classes or required class activities may be held during the reading period.

• Final exams for College of Liberal and Professional Studies (LPS) courses must be given on the regular class meeting night during the week of final examinations. No change in scheduling is permitted without unanimous consent of all students in the class and the director of LPS. An LPS final exam may not be administered during the last week of class or on a reading day.

• For the full policy on final exams, refer to the PennBook.

**GRADUATE COURSES**

While primarily intended for graduate students, courses numbered 500-599 are also open to undergraduate students. Registration for courses numbered 600 and above requires permission of the instructor, a letter from the chair of the department in which the course is offered, and the endorsement of the Undergraduate Program Director. LPS students should note that graduate courses may bill at higher tuition rates, and are urged to consult with LPS Billing and Records at 215-746-7040 or lps@sas.upenn.edu to determine the cost of courses of interest.

**NON-SAS / NON-COLLEGE COURSES**
College or SAS courses refer to any course offered by a department or program in the School of Arts and Sciences or the Communications Department.

The following are considered college courses:
- AP credits given by College departments
- Transfer credits given by College departments
- Students who are unclear as to whether a given course is in the College, LPS, or another school of division of Penn should consult with the LPS Advisor.

Courses from departments and programs in the following schools are Non-SAS or Non-College:
- School of Dental Medicine
- School of Design
- Graduate School of Education
- School of Nursing
- School of Veterinary Medicine
- School of Engineering and Applied Science
- Law School
- School of Medicine
- School of Social Policy and Practice
- The Wharton School
- In addition, transfer credits given by non-College departments are considered non-College courses.

LPS does not give any credit for ROTC or Preceptorial courses.

**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, contact the department offering the course.

**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; a registration form is available at www.sas.upenn.edu/lps/auditor.

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/.

**RETAILING A COURSE**
Students who receive an F in a course may retake the course for credit. Both the new grade and the original F will be tabulated into the final g.p.a.; a credit unit will be awarded if the student receives a passing grade.
If a student fails a course that is required for a minor, he or she should think carefully before taking the course again, since poor performance in an introductory course may indicate a need to consider another minor.

Some students opt to repeat a course in order to demonstrate their ability to achieve a better grade. If a student retakes a course for which he or she has received a passing grade (including a P in a pass/fail course), the second grade will be recorded on the transcript, but it will not be counted in the student's cumulative average, and no additional credit will be awarded for it.

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

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

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

See the section on Duplicate Credit for more information.

**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 In Touch until the Drop deadline.

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.

**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 to 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 may affect their eligibility with any other offices outside of LPS. International students must consult with International Student and Scholar Services (ISSS). 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.

**POLICIES GOVERNING CREDIT**

**CLASS STANDING**

A student's class standing is determined by the number of credit units the student has accumulated. In addition to course work taken at Penn, this includes AP credit, transfer credit from other institutions and credit issued for departmental examinations. Course work in progress is taken into consideration in determining a student's classification for Advance Registration for a future term.

For students in LPS, the classification is as follows:

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

**DUPLICATE CREDIT**

LPS will periodically adjust student records to eliminate any instance of duplicate credit. This is done to help students make a more accurate count of how many credits they have earned toward graduation.

Students may end up with duplicate credit in any of three ways:

- By enrolling in and completing a course for which they have already been awarded external credit (via transfer, away, departmental, or advanced placement credit).
- By enrolling in and completing a course that they have previously completed for credit (i.e. any grade from A+ through D, including P). See Retaking a course.
- By enrolling in and completing both courses of a pair designated as equivalent by the department (e.g. MATH114 and MATH115).

Duplicate credits are resolved in the following ways:

- For the first type in the above list, the external credit will be deleted.
- For the second and third types of duplicate credit, the second instance of the course will be adjusted so that it does not contribute to the g.p.a. or to the student's total number of credits. It will, however, remain visible on the transcript.

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

**POLICIES GOVERNING GRADES**

**GRADING SYSTEM**
The policies below apply only to LPS students. Students taking courses in other schools within the University will be graded according to the policy of those schools. Letter grades ranging from A+ to F (with no D-) are used to report the standing of a student upon the completion of each course.

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

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

**Additional Grade Types**

- **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**

**P (Pass):** The pass awarded in a pass/fail course is not used in the computation of the grade point average, but does confer credit.

**W:** This notation indicates an approved withdrawal from a course.

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

- **S, U:** (Satisfactory and Unsatisfactory Performance): S and U are used to indicate the level of performance after the first semester in a two-semester course for which the grade is given after the second semester. They are replaced by a final course grade after the second semester is completed.
GR: This notation indicates that a student never attended class or never formally dropped the class, but his or her name still appears on the official class list. Students with a GR must clarify their status with the instructor and the College Office. A student may not graduate with a GR on the transcript.

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

I: (Incomplete): A report of "I" or "II" indicates that a student's work in a course is incomplete with the instructor's permission. Students with an "I" or "II" must clarify their status with the instructor and the College Office. A student may not graduate with an "I" or "II" on the transcript.

GRADE POINT AVERAGE
Grade point averages (g.p.a.'s) are computed at the end of each semester and on a cumulative basis. The numerical values of letter grades are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

There is no D-

The g.p.a. is calculated by multiplying the credit units for each course (usually 1 c.u.) 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.

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

INCOMPLETES AND MANDATORY LEAVE
- Students should request Incompletes rarely if at all. It is far better to plan ahead and use advising and academic support resources to ensure finishing the coursework on time.

- Students with one Incomplete must finish the work by the fifth week of the next semester. Students who accumulate two or more Incompletes (i.e., multiple Incompletes) will become eligible for a Mandatory Leave of Absence.

- The decision to grant an Incomplete or not is solely that of the instructor teaching the course.

- Unfinished coursework may result in an F grade.
If the work for a course is incomplete as a result of the student's unexplained failure to hand in assigned work or to take the final examination at the regularly scheduled time, the instructor will issue a grade of F for the course. If an Incomplete is not made up by the deadline below, it will become an F.

Incompletes can be extremely problematic

Incompletes affect the number of credits earned in the short term and can have an impact on financial aid, athletic eligibility or visa status for international students.

Students who receive an Incomplete are rendered ineligible for the Dean's List and possibly Phi Beta Kappa, even if their academic qualifications would have otherwise been sufficient.

Students with two or more Incompletes will be eligible for a Mandatory Leave of Absence. (See more on multiple Incompletes and Mandatory Leave of Absence below.

Students often find that incomplete coursework from previous terms is very difficult to finish while carrying a full schedule in the current term.

**Change of Grade from an Incomplete**

The Incomplete is made up only when the official grade is received by the College Office. If a grade is converted to an F, the instructor may choose to change it up to two full semesters (excluding summer) after the term in which the course was taken. The instructor who gives an evaluation, exam or course grade has sole authority for changing such evaluation, exam or course grade, provided the instructor remains on the faculty (or the emeritus faculty) of the University of Pennsylvania.

In cases in which faculty appointments have terminated, or faculty have resigned or are deceased, sole authority for changing an evaluation rests with the undergraduate chair of the relevant department.

**Resolution of One Incomplete**

- If an instructor chooses to grant an Incomplete, he or she may grant a short Incomplete or a long Incomplete.
- A short Incomplete (I) must be made up within the first four weeks of the next regular term in which the student is enrolled (summer sessions excluded).
- A long Incomplete (II) must be made up by the end of the next regular term in which the student is enrolled (summer sessions excluded).
- Note: These deadlines are for students with a single Incomplete. See also Resolution of multiple Incompletes.

**Resolution of Multiple Incompletes**

- The deadline for students to resolve all coursework connected to multiple Incompletes is earlier than the deadline for single Incompletes and falls between the end of the make-up exam period and the end of the Course Selection Period. The exact date is
listed in the Academic Support Plan (see below). Students should be aware that instructors are not obligated to adjust to this shorter timeframe.

- To successfully resolve multiple Incompletes, students may:
- Take a voluntary Leave of Absence to complete the coursework.
- Use the Academic Support Plan to frame a conversation with each instructor about how the coursework will be resolved within the multiple Incomplete deadline. When all coursework is completed, the student must ask the instructors to email the Undergraduate Program Director in the LPS Office to confirm that the work is completed and the student is expected to receive a passing grade.

**Mandatory Leave of Absence**

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

**The Academic Support Plan**

Again, the deadline for the resolution of multiple Incompletes is earlier than the deadline for single Incompletes and is listed in the Incomplete Course Support Plan. Be sure to download the appropriate Support Plan listed above on the left under Related Links.

**PASS / FAIL GRADES**

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

- In courses taken on a pass/fail basis, a passing letter grade (any grade above an F, including a D) assigned by the instructor is converted to P by the Registrar’s Office and entered on the student’s transcript. P is not calculated into the cumulative average, but an F is entered as a 0.0 and does affect the grade point average. Instructors are not informed by the Registrar as to who is enrolled on a pass/fail basis.
- Courses taken to fulfill any Art History requirement, or to satisfy a minor requirement, cannot be taken pass/fail.
- College students may take no more than 3 c.u. of coursework pass/fail, and may discuss the pros and cons of doing so with their advisor.
- Students may change the grading status of a course from normal to pass/fail (or vice versa) through the end of the fifth full week of classes.
- Freshmen are strongly advised not to take courses on a pass/fail basis.

**PASS / FAIL GRADES AT GRADUATION**

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

**REVIEW OF A GRADE**
The instructor who gives an evaluation, exam or course grade has sole authority for changing such evaluation, exam or course grade, provided the instructor remains on the faculty (or the emeritus faculty) of the University of Pennsylvania.

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

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

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

**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.

**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 an Art History or for a minor requirement 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. Such changes are granted only under extraordinary circumstances.

**REVIEW OF A GRADE**

Evaluation of a student's performance in a course is the responsibility of the course instructor. Should a final grade in a course be disputed, the student must submit a written appeal to the instructor within the first two weeks of the academic semester immediately following the semester in which the grade was received. The instructor must respond in writing to the student within two weeks of receiving the written appeal. If, after receiving the written response from the instructor, the student still believes that the grade has been unfairly assigned, the student must submit a written appeal to the [Program] Faculty Committee. If the Committee believes the appeal demonstrates evidence of negligence or discriminatory behavior, a sub-committee will be formed to review the student's appeal and make a recommendation to the full Academic Committee. The decision of the [Program] Faculty Committee is final. Please also consult the Penn Provost's information on Academic Grievances. (http://provost.upenn.edu/policies/pennbook/2013/02/13/student-grievance-procedures) SAS policy for graduate students' grievances: https://www.sas.upenn.edu/graduate-division/resources/academic-grievance-procedure

**POLICIES GOVERNING ACADEMIC STANDING**

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

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

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

See the University’s complete policy on holidays.

**FINAL EXAMINATIONS**

- No instructor may hold a final examination nor require the submission of a take-home final exam except during the period in which final examinations are scheduled; when necessary, exceptions to this policy may be granted for postponed examinations.
- No final examinations may be scheduled during the last week of classes or on reading days.
- No student may be required to take more than two final examinations on any calendar day during the period in which final examinations are scheduled. If more than two are scheduled, the student may postpone the middle exam. If a take-home final exam is due on a day when two final examinations are scheduled, the take-home exam shall be postponed by one day.
- Examinations that are postponed because of conflicts with other examinations, or because more than two examinations are scheduled in the same day, may be taken at another time during the final examinations period if the faculty member and student can agree on that time. Otherwise, they must be taken during the official period for postponed examinations.
- Examinations that are postponed because of illness, a death in the family, for religious observance or some other unusual event, may be taken only during the official periods: the first week of the spring and fall semesters. Students who have such an issue should call the College Office at 215.898.6341 immediately. Instructors in all courses must be willing to offer a make-up examination to all students who are excused from the final examination.
- No classes or required class activities may be held during the reading period.
- Final exams for College of Liberal and Professional Studies (LPS) courses must be given on the regular class meeting night during the week of final examinations. No change in scheduling is permitted without unanimous consent of all students in the class and the director of LPS. An LPS final exam may not be administered during the last week of class or on a reading day.
- For the full policy on final exams, refer to the PennBook.

**CLASS STANDING**

A student’s class standing is determined by the number of credit units the student has accumulated. In addition to course work taken at Penn, this includes AP credit, transfer credit from other institutions and credit issued for departmental examinations. Course work in progress is taken into consideration in determining a student’s classification for Advance Registration for a future term.

For students in LPS, the classification is as follows:

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

**COURSE LOAD**
First semester students beginning in fall or spring are limited to 4.5 CU; students beginning during summer are limited to 4 CU. Students are there after limited to 5.5 CU per semester in the Fall and Spring semesters. 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. Students on probation are limited to 4.5 course units.

ALL students enrolling in coursework during the Penn Summer semester are limited to 4 CU total for the overall term. Students meeting the above criteria who wish to enroll in more than 4 CU during the Penn Summer semester must submit a petition to the LPS Executive Committee no later than four weeks prior to first day of summer classes and must receive approval in writing before registering for more than 4 CU. Students registering for summer term should note that the LPS 12-week course offerings are similar in pace to those during fall and spring terms. College of Arts and Sciences courses offered during the two 6-week Summer Session terms are equal to those in hours and workload as those in a regularly formatted semester, but the turnaround time in which to accomplish that work is very condensed; a student taking 2cu during Summer I and 2cu during Summer II is managing the equivalent of a full-time course load during the entirety of summer and must consider their ability to do so. Enrolling for more than 2cu during either of the Summer Sessions must be very carefully considered.

Students should consult with appropriate offices outside of LPS before any action is taken that would cause the student to earn less than 4 CU in a given term. 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.

**PROVISIONAL ADMISSION**

The LPS Admissions Committee accepts some students on a provisional basis. Provisionally admitted student are given an opportunity to strengthen their record by successfully completing four undergraduate courses before being reassessed for full admission. Students accepting this opportunity must achieve a minimum cumulative grade point average of 2.7 in their first four courses in order to be fully admitted and continue their studies at Penn. Students unable to meet the criteria will be dropped from the program, and will not be eligible to resume undergraduate degree study through LPS.

The following policies apply to provisionally admitted students:

1. Provisionally admitted students must consult with an LPS advisor before the start of classes to discuss their goals, and to seek counsel on course selection as well as a strategy toward success at Penn.
2. Provisionally admitted students may choose to complete their four provisional courses on a full- or part-time basis. Students are strongly urged to seriously consider a realistic balance among course load, university life, and other life events and responsibilities. These considerations vary widely among students but may include employment, family, financial, and health issues, among others.
3. Provisionally admitted students must select their first four courses from within the School of Arts and Sciences undergraduate level offerings (001 through 499); students may not enroll in courses offered by other schools at Penn while their status remains provisional.

4. Students must enroll in their first four courses for a normal letter grade.

5. Students who choose to complete more than four courses during their provisional status must be prepared to have ALL grades calculated into the cumulative grade point average evaluated for full admission. In other words, a provisionally admitted student who completes two courses in their first semester and four courses in a later semester may not hand pick their four best grades; the total cumulative grade point average for ALL courses must meet the minimum 2.7 in order to continue studying at Penn.

6. Provisional admission status has no bearing on federal and university financial aid eligibility; students are encouraged to apply for assistance and seek counsel through Student Financial Services just like all students.

7. LPS offers a limited number of scholarships for competitive part-time students only; provisionally admitted students are not eligible to receive these scholarships until they have been successfully met criteria for full admission.

8. The University of Pennsylvania reserves the right to rescind admission to a student in violation of its codes of conduct and/or personal responsibilities policies. All students are expected to have read and understood these codes and policies—which are published at the PENN BOOK—before coming to campus.

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.

POLICIES GOVERNING ACADEMIC DIFFICULTY AND PROBATION

ACADEMIC STANDING
ACADEMIC PROBATION AND DROP
INCOMPLETES AND MANDATORY LEAVE

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

FAILURES

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

FAILURE TO MAINTAIN ACADEMIC STANDING

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

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

ACADEMIC PROBATION

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

Post-baccalaureate students in LPS who are enrolled in either undergraduate or graduate courses are not eligible.

PHI BETA KAPPA

The Delta Chapter of Phi Beta Kappa was founded at the University of Pennsylvania in 1892. The Electoral Board meets every spring to elect new students who have distinguished themselves through undergraduate research and by breadth of study in the liberal arts.

Selection Process

Students may not apply for Phi Beta Kappa. Those juniors with a 3.85 g.p.a. or higher and seniors with a 3.7 g.p.a. or higher by the end of the fall semester are automatically considered
and their transcripts are evaluated by the Board, which also solicits letters of recommendation for eligible students.

The records of students who graduated the previous year are reviewed, and a number of these students may be elected as well. Therefore, each student is granted at least two opportunities for review by the committee.

Students who have Incompletes on their transcripts may be denied membership. Students must have a minimum of 16 completed credits and not have been subject to a disciplinary action for an academic integrity violation in order to be eligible.

It is the practice of the Delta Chapter to elect no more than 8 percent of the graduating class each year. A small number of juniors is also selected at the spring meeting.

Eligibility

In addition to grades, the committee looks for independent research, participation in honors programs, advanced work in the major and in cognate disciplines, and evidence of intellectual rigor in an undergraduate program.

Notification

Students are notified of election by letter at the end of the spring term, prior to graduation.

**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.

POLICIES GOVERNING GRADUATION

APPLICATION FOR 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.

<table>
<thead>
<tr>
<th>Semester of Graduation</th>
<th>Application Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>July 1</td>
</tr>
<tr>
<td>May</td>
<td>November 1st</td>
</tr>
<tr>
<td>August</td>
<td>November 1st</td>
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</tbody>
</table>

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 advisor (and minor department advisor as needed) 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 a curriculum requirements audit email from the LPS advisor.
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.

At the end of junior year, students should confirm that their Academic Planning Worksheet on Penn InTouch is updated and accurate. This includes consulting with advisors to be sure that the worksheet has been updated with all relevant courses. The LPS advisor will update the student’s requirements upon request throughout the student’s career, and will provide a graduation audit of completed and outstanding general requirements after the student submits a graduation application; students pursuing a minor will need to consult with the department minor advisor to update and certify minor requirements.

**CREDITS FOR GRADUATION**

The total number of credit units (“c.u.,” or “credits”) needed for graduation varies between 32 and 36 depending on the number of credits required in the major. Each major specifies a certain number of credits that must be completed, but never less than 12. In addition to the major, students must normally complete 20 credits outside the major. No more than 36 credits will be required for graduation. Those whose majors require more than 16 credits may take correspondingly fewer than 20 outside the major.

The 20 credits taken outside the major will include courses taken to fulfill General Education requirements and Free Electives. Some of the general education courses will also count toward the major (see Policies for the particular requirement). In this case students will take additional Free Electives. Since LPS confers a bachelor of arts degree, 16 of the 20 credits outside the major must be Arts and Sciences courses. This means that most students may count as many as four courses from schools outside Arts and Sciences towards the degree. Students who wish to take more than the minimum number of credits for graduation may take even more than four courses from other schools. If a major requires more than 16 credits, correspondingly fewer than 4 courses from other schools may be counted toward the degree.

**GRADE POINT AVERAGE**

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

**GRADUATION APPLICATION**

An application for graduation must be submitted early in the semester prior to that in which the student expects to complete their final courses toward the degree. Seniors must adhere to the graduation schedule provided in the LPS BFA Student Handbook. A late fee may be charged for failure to apply for graduation by the date specified. Check the application timeline for May, August and December graduation. It is the student’s responsibility to be aware of upcoming deadlines, including the deadline for completion of the graduation application.
MAJOR AND MINOR CERTIFICATION
Each department, program or individualized major advisor will certify students as having met the requirements for the respective majors and minors. Seniors should consult with an advisor in the department in which they major or minor, to confirm completion and certification of the Academic Planning Worksheet and official posting to the student’s transcript.

RESIDENCY REQUIREMENT
Students must also be registered for their last 8 course units at the Penn, including registration through its approved programs for study abroad. Students with less than 3 c.u. to complete for graduation may petition for permission from the LPS Executive Committee to finish those credits elsewhere, though such permission will only be granted in cases with extenuating circumstances.

No student may graduate with a B.A. from the University of Pennsylvania unless he or she has completed at Penn at least one-half of the total number of required credit units. He or she must also complete at Penn at least one-half of the courses required for his or her major (though some major programs may require more than this number).

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

GENERAL POLICIES AND PROCEDURES

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

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.

- 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.
- For more information, consult the Office of Student Conduct.

**PRIVACY OF STUDENT INFORMATION**

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 others 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 families 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.

Student Registration and Financial Services (SRFS) recognizes the importance of protecting the privacy of student and applicant records under the University’s Policy on the Confidentiality of Student Records, personally identifiable information from a student or applicant’s record generally may not be disclosed except with the student’s written permission. SRFS also requires individuals to properly secure access to student data via desktop hardware/software and printed manual records.

Restrictions on Disclosing Student Information
In general, University faculty and staff may not disclose personally identifiable information from a student or applicant’s records except with the student’s written consent. Some of the most common exceptions to this rule are:

To school officials with a “legitimate educational interest”- in other words, where the information is required or would be helpful in the performance of his or her duties, or in the pursuit of an enterprise sanctioned by the University;
To parents, if the parent properly documents that the student is a dependent for tax purposes;
As required by other law. (If an office receives a subpoena, court order or other legal papers soliciting student records, please contact the Office of General Counsel).

University faculty and staff may disclose directory information, such as name, address, telephone number, and other designated demographic data, without the student’s consent, unless the student has chosen to object to such disclosure by “opting-out.” Students can exercise their right to opt-out by contacting the University Registrar’s Office. See also Penn Directory.

As a general rule, University faculty and staff must inform any recipient of student records that they may not redisclose that information unless they obtain the student’s written consent.

Summary of University Policy on the Privacy of Student Records

A summary of University policy on the privacy of student records, which includes rights under the Family Educational Rights and Privacy Act (“FERPA”), often referred to as the “Buckley Amendment”, is available at this link.

CLASS ATTENDANCE

PETITIONS

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

If the reviewing committee decides that the case does not warrant exception, the petition will be denied. Decisions are final. Students may appeal a decision only if they can present additional information or documentation.

The Petition Process

The student must first discuss the issue with the LPS Advisor to discuss options, responsibilities, resources and support services that may pertain to the student’s circumstances and serve to inform best strategy toward student success. The student may submit a petition, which will be evaluated by the Petitions Committee. Petitions for waivers of deadlines submitted during the semester in which the student is enrolled in the course are heard by Petitions Committee.

The Petitions Committee meets at regular intervals throughout the school year. The committee will consider the student’s petition statement and any supplementary materials (such as medical
documentation) that the student submits. The student will be notified of the committee’s decision, usually within a few days of the committee meeting. Petitions are submitted through lps@sa.upenn.edu; “Petitions Committee” should be inserted into the subject line. Hardcopy petitions may also be submitted to the LPS Office.

Petitions for Seniors
It is possible that students who are waiting for a decision from the Petitions Committee on a petition submitted regarding graduation requirements may not be cleared in time for graduation. It is, therefore, important to submit any necessary petitions as early as possible.

TRANSCRIPTS
All courses taken for credit at the University of Pennsylvania before a student receives an undergraduate degree are recorded on the student's undergraduate transcript. At the date of graduation, the transcript is closed, i.e., no changes may be made thereafter.

Students can view their undergraduate transcript on Penn InTouch and request official copies of their transcript from the Office of the Registrar.

POLICY ON COMMON MIDTERM EXAMINATIONS
Instructors teaching a course with multiple sections who plan to schedule a common midterm examination outside the class’s regular meeting time must notify students of this event during the first week of the semester and be prepared to offer one or more make-up examinations to accommodate any student who is enrolled in a course that meets at the time of the common examination. Students enrolled in a course that conflicts with the time of a common midterm examination must notify the instructor administering the common midterm examination of the conflict by the end of the course selection (add) period. Students may not be required to miss their regularly scheduled class.

RULES GOVERNING FINAL EXAMINATIONS
The University Rules Governing Final Examinations can be read in their entirety at the above link.

CONFIDENTIALITY OF STUDENT RECORDS
The purpose of this policy is to describe the rights and responsibilities of students, faculty and staff regarding the confidentiality of student records, including as specified under the Family Educational Rights and Privacy Act (“FERPA”). The policy can be read in the Penn Book in its entirety at the above link.

SEXUAL VIOLENCE, RELATIONSHIP VIOLENCE AND STALKING POLICY
This policy, which prohibits behaviors that are more generally addressed by the University’s Sexual Harassment Policy, applies to faculty, students, staff, and visitors to the University campus and facilities. All forms of sexual violence, relationship violence, domestic violence and stalking, and attempts to commit such acts, are considered to be serious misconduct and may result in disciplinary action up to and including expulsion or termination of employment. In addition, such acts violate federal, state and local laws, and perpetrators of such acts may be subject to criminal prosecution.

Specific guidance for students is provided in the "Student Guidelines for the University of Pennsylvania Sexual Violence Policy" created by the Penn Women’s Center.
The Sexual Relationship Violence and Stalking Policy can be read in its entirety in the Penn Book.

Student disciplinary procedures for resolving complaints of sexual assault, sexual violence, relationship violence and stalking

The University of Pennsylvania is committed to providing a safe and healthy environment, free of gender-based misconduct, to all members of our community and visitors to our community. As such, sexual assault, sexual violence, relationship violence, and stalking will not be tolerated. In order to ensure the creation of a climate where students are able to thrive and achieve their full potential, the University has developed a wide range of policies, educational programs, broad-based resources, support, and reporting systems. This amendment to the Student Disciplinary Charter supplements these other policies and initiatives, addressing the process by which complaints against an enrolled University student for a violation of the Sexual Violence, Relationship Violence and Stalking Policy (“Sexual Violence Policy”) will be adjudicated and resolved. The University Disciplinary Procedures can be read in their entirety at: https://provost.upenn.edu/policies/pennbook/2015/02/18/student-disciplinary-procedures-for-resolving-complaints-of-sexual-assault-sexual-violence-relationship-violence-and-stalking

RELATED CAMPUS RESOURCES

Below is a quick reference list of the key offices that may be useful for a student affected by sexual violence, dating violence, or stalking.

Special Services Unit in the Division of Public Safety
4040 Chestnut Street  24 Hour Helpline: 215.898.6600

Special Services offers comprehensive victim support for any member of the University community who had been a victim of interpersonal violence. Special Services has advocates on call 24-hours a day that can provide options counseling, hospital and court accompaniment, and take formal police reports. Special Services is a confidential unit and can provide support for students who wish to remain anonymous.

Penn Women's Center
3643 Locust Walk  Tel: 215.898.6500, 215.898.8611
Staff Hours:  9:30am-5:30pm, Monday-Friday

The Penn Women's Center provides education, advocacy, and co-facilitates support groups for survivors of sexual violence. Staff at the Penn Women's Center can assist victims in navigating the different resources at both Penn and in the broader community. They are also available to provide support and guidance to friends and family of sexual assault victims. PWC supports all students regardless of gender identity or sexual orientation.

Counseling and Psychological Services (CAPS)
133 South 36th Street, 2nd Floor  Tel: 215.898.7021
CAPS offers a wide range of free and confidential services in a safe space to help students who have experienced violence of any kind and to help students who have been accused of committing violence. Initial consultation, individual and group counseling, crisis intervention, structured workshops, and medication reviews are available. CAPS also has the Sexual Trauma Treatment Outreach and Prevention (STTOP) Team, a multidisciplinary team of Counseling and Psychological Services (CAPS) clinicians dedicated to providing confidential care, support, and advocacy to students who have experienced sexual trauma during their academic career.

**Student Health Service**
3535 Market St, Suite 100  Tel: 215.746.3535 (on call provider available 24/7)
Hours: Mon-Weds 8:00am-7:30pm, Thurs 10:30am-5:30pm, Friday 8:00am-5:30pm, Saturday 11:00am-4:30pm; modified hours are in effect during Fall, Winter, and Spring Break, major holidays, and Summer Sessions.

The Student Health Service can provide evaluation and treatment to victims of sexual and dating violence regardless of whether they make a report or seek additional resources. Both male and female providers can perform examinations, discuss testing and treatment of sexually transmissible infections, provide emergency contraception if necessary and arrange for referrals and follow up. The Student Health Service does not perform forensic rape examinations. All services are confidential. Office visits are covered in full by the Clinical Fee and the Penn Student Insurance Plan (PSIP). Charges for lab tests related to a sexual assault are waived.

**Office of the Sexual Violence Investigative Officer**
227 Sansom Place East, 3600 Chestnut Street  Tel: 215.898.2887  Hours: 9:00am-5:00pm, Monday-Friday
The Office of the Sexual Violence Investigative Officer is responsible for managing and investigating complaints against enrolled Penn students alleging violations of the University's Sexual Violence, Relationship Violence and Stalking policy. The Sexual Violence Investigative Officer works with the Penn community to implement the Amendment to the Student Disciplinary Charter, which applies to all twelve schools. Any member of the Penn community or the general public who believes a Penn student has violated the University Sexual Violence, Relationship Violence and Stalking policy may bring a complaint to this office.

**Office of Student Conduct**
207 Duhring Wing, 236 S. 34th Street  Tel: 215.898.5651  Hours: 9:00am-5:00pm, Monday-Friday
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. OSC does not investigate complaints regarding violation of the Sexual Violence, Relationship Violence, and Stalking policy (see above resource). Any member of the University community or the general public who believes that a Penn student has violated Penn's rules may bring a complaint to OSC.
Student Intervention Services
3611 Locust Walk  Tel: 215.898.6081  Office Hours: 9 a.m. to 5 p.m. Monday-Friday
Student Intervention Services (SIS), which is centrally located in the Office of the Vice Provost for University Life, coordinates the University's response to reports of interpersonal violence against students. SIS provides support to student victims/survivors; coordinates with schools, housing administrators, and other relevant offices at students' request; and connects students to appropriate support services. SIS respects the sensitivity of violence cases and can discreetly advocate for students with schools and other offices in the University.

The Office of the Chaplain
240 Houston Hall  Tel: 215-898-8456
The Office of the Chaplain offers pastoral support, guidance, or informal advising and counseling to all members of the Penn community. The staff is trained to support survivors of interpersonal and sexual violence, or anyone struggling with related issues in a safe and confidential manner. They are also able to connect students to either campus resources or community religious support as needed.

Office of the Ombudsman
113 Duhring Wing, 236 S. 34th Street  Tel: 215.898.8261
The Ombudsman is available to listen and inquire into issues or complaints; to explore options for informal resolution of conflicts; to mediate specific disputes; to clarify and examine university policies and procedures; and to connect people with appropriate resources within the University.

Office of Affirmative Action and Equal Opportunity Programs
3600 Chestnut Street, Sansom Place East, Suite 228  Tel: 215.898.6993
Faculty, staff, and students who believe that they, or someone they know, has been sexually harassed or discriminated against may file a complaint with the Office of Affirmative Action and Equal Opportunity Programs. OAA/EOP can assist with informal resolution or may pursue formal action. Formal action is initiated by filing a written complaint with OAA/EOP. They will investigate the complaint and will take appropriate action. OAA/EOP also provides training for Penn faculty and staff on sexual harassment and other issues related to affirmative action, equal opportunity and diversity.

Lesbian Gay Bisexual Transgender (LGBT) Center
Carriage House, 3907 Spruce Street  215-898-5044
The LGBT Center provides advocacy, education, outreach, and support for and concerning Penn's lesbian, gay, bisexual, and transgender community.

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

HOUSING AND FOOD SERVICES

PENN RESIDENTIAL HOUSING
Full-time LPS students enrolled in degree-granting programs may apply for housing beginning April 1 using their Pennkey and Password.

PENN OFF-CAMPUS SERVICES
Visit the online listing database powered by Off Campus Partners to locate apartments, search for roommates, and find sublets.

PENN DINING SERVICES
As the University's foodservice professional, Penn Dining oversees numerous food operations and dining services, and consults on all food-related planning issues.

GETTING AROUND

PENN 24/7 WALKING ESCORT
Specially trained uniformed security officers from the Division of Public Safety are available 24 hours a day, 365 days a year, to walk students within defined boundaries within and around campus.

BICYCLING
Resources for cyclists such as bike safety, policies, maps, share programs, shops, and repair stations.

PENN TRANSIT SERVICES
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.

Pen Bus East and Penn Bus West
Penn Buses operate year round except for holidays observed by the University. Runs between designated Transit Stops on campus and at any intersection with a stop sign or light along its off-campus route.

Penn Shuttle Service
Shuttles provide free transportation to and from campus Transit Stops and West Philadelphia, Center City, and Powelton Village, within defined boundaries. Penn Shuttles run in the evenings seven days a week, year round.
**Penn Accessible Transit (PAT)**
Provides transportation within service boundaries for persons with disabilities. To obtain approval to use PAT or receive schedule information, contact the Office of Student Disabilities Services.

**LOOP through UNIVERSITY CITY (LUCY)**
A SEPTA-operated shuttle making multiple stops between Penn’s campus and 30th Street Station, Monday – Friday, excluding major holidays, from 6:10 a.m. to 7:00 p.m. Free to students with a valid PennCard.

**PENN PASS PROGRAM**
Full-time Penn students may purchase a PennPass for specific service zones for semester-long discounted travel on SEPTA, Philadelphia’s regional public transportation system.

**PUBLIC TRANSPORTATION**
Penn’s compact urban campus is well served by an extensive network of subway, bus, regional rail, national rail, car-sharing, and trolley lines that are located around the campus where public transit stops are never more than a five minute walk from any part of campus. The University provides a number of programs to encourage university community members and visitors to utilize public transportation.

**PARKING AT PENN**
The Department of Parking Services manages and operates 27 parking facilities on Penn’s campus, including garages and lots.

**RIDE SHARING**
For drivers who only need a car for occasional trips or who don’t mind commuting with others, Penn promotes a number of ride sharing alternatives including car sharing, van pooling and the Emergency Ride Home Program.

**SAFETY AND SECURITY**

**DIVISION OF PUBLIC SAFETY**
DPS is proud to maintain a positive and collaborative working relationship with many safety, security and law enforcement agencies, which in turn, dramatically benefit the overall safety of Penn and the University City community.

**Emergency Phone Number**
Please program **215-573-3333** into your cell phone speed dial as “Penn Public Safety”. Dial 511 from any campus phone. Use these numbers for all medical and emergency-related calls, including the reporting of suspicious behavior, or to reach Penn Police & Public Safety personnel.

**BLUE LIGHT PHONES**
More than 450 Bluelight phones are located across campus, and over 200 emergency phones are located in elevators. If you observe a potential safety hazard, require assistance, notice suspicious
activity, feel unsafe or need a walking escort, you can reach Public Safety directly through any emergency phone on campus. Just pick up the receiver or press the button. You will be instantly connected to an emergency operations center (PennComm) dispatcher who has direct contact with the Penn Police and other important public safety agencies. Many of our Bluelight phones are within sight of our many CCTV cameras, which will automatically focus on you when you use the emergency phone.

PENN GUARDIAN
Penn Guardian is a free 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.

UPENN ALERT EMERGENCY NOTIFICATION SYSTEM
This system enables fast and efficient dissemination of critical information to members of the University community during a major emergency via text messaging, e-mail, digital displays and the Penn Siren Outdoor System (Penn SOS). Update contact information in Penn In Touch to connect.

PROPERTY REGISTRATION
Penn students may register their property to increase the chances of recovery should it be lost or stolen. Log on to Campus Express Online, and select "My Property Registration."

RAD SELF DEFENSE COURSES
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. Special Services provides separate courses for women and men. They also now offer a special DPS Kids Safety Day to teach children important information about how to deal with strangers, how to call for help and how to stay out of dangerous situations, to name a few.

HEALTH, WELLNESS, AND PERSONAL SUPPORT

STUDENT HEALTH SERVICES
SHS provides information and services related to primary care, immunizations, sexual health, women’s health, men’s health, trans health, travel health, smoking cessation, allergies, acupuncture, massage, nutrition, stress reduction, sports medicine, podiatry and campus health.

STUDENT DISABILITIES SERVICES
Student Disabilities Services (SDS) works closely with students who self-identify and document temporary and permanent disabilities in order to ensure equal access to all University programs activities and services. Visit their website for details and contact information.

PENN DENTAL CARE PLAN FOR STUDENTS
For academic year 2015-2016, students may voluntary enroll themselves and their dependents in the Penn Faculty Practice Student Dental Plan.
COUNSELING AND PSYCHOLOGICAL SERVICES
CAPS offers confidential free professional mental health services to students at Penn, including individual therapy, couples or family therapy, group programs, crisis management, referral services, outreach and prevention, records requests, return from leave of absence, mindfulness-based stress reduction. Visit the above link for more information. If you are experiencing an emergency that cannot wait until our next day office hours, please call our main number (215-898-7021) and press # 1.

U LifeLINE
ULifeline is an anonymous, confidential, online resource center, where you can be comfortable searching for the information you need regarding emotional health. Visit the above link or, if you need help now, text START to 741-741 or call 1-800-273-TALK (8255).

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

STUDENT INTERVENTION SERVICES
Penn Student Intervention Services (SIS) assists the University community in handling emergencies or critical incidents involving the welfare and safety of students.

PENN VIOLENCE PREVENTION
PVP aims to engage the Penn community in the prevention of sexual violence, relationship violence, and stalking on campus. The goal is to not only ensure students have access to safe and effective resources, but to provide preventative education focused on building healthy relationships, understanding consent, reaching out to friends in need, and being an active bystander. The director works closely with a team of colleagues across campus to provide education and outreach. The Director also serves as a confidential resource for students affected by sexual violence, relationship violence, and stalking.

FAMILY CENTER AT PENN
The Family Center at Penn is a hub for information, resources, activities and advocacy for students with children, providing a forum for student parents to connect and develop supportive networks, and a welcoming environment.

STUDENT GROUPS, CENTERS, AND ORGANIZATIONS

OFFICE OF STUDENT AFFAIRS
The Office of Student Affairs serves as a primary source of information and advice about co-curricular opportunities and resources. Visit the link to learn more about student organizations and clubs, student government, leadership programs and resource modules.

LIBERAL AND PROFESSIONAL STUDIES STUDENT ASSOCIATION
Penn LPSSA is designed to better integrate College of Liberal & Professional Studies (LPS) students into the University of Pennsylvania community.

UNIVERSITY OF PENNSYLVANIA STUDENT VETERAN ASSOCIATION
University of Pennsylvania Student Veteran Association (UPSVA) is the student organization for current and former military members affiliated with University of Pennsylvania.

NAVAL ROTC
University of Pennsylvania's Naval Reserve Officer Training Corps prides itself on its rich history and training program. With over sixty five years of experience, the U of Penn Naval ROTC program seeks to train the most technically and tactically proficient officers to serve in the United States Navy and Marine Corps. Through hard work, perseverance, and the help of our highly trained officers, one can earn a commission into the World's strongest navy.

PENN WOMEN'S CENTER
One of the nation's oldest campus-based Women's Centers working with students, staff and faculty to promote gender justice at Penn and beyond.

LESBIAN GAY BISEXUAL TRANSGENDER CENTER (LGBT)
The LGBT Center is a home away from home for sexual and gender minorities and their allies at the University of Pennsylvania. They offer peer mentorships, space to study and socialize, a calendar of events, and a social and political hub for the queer community on campus, hosting over 25 undergraduate and graduate student groups. They are one of the oldest and most active LGBT centers in the country, serving the Penn queer community for over 30 years.

OFFICE OF THE CHAPLAIN AND THE SPIRITUAL AND RELIGIOUS LIFE CENTER
The Chaplain is responsible for the oversight and coordination of religious activities on campus. The Chaplain supports the academic mission of the University by facilitating and encouraging initiatives concerned with the moral, ethical, and spiritual dimensions of university life. Penn students pursue their faith and fellowship within a wide variety of student organizations. Visit the link to explore organizations listed by faith tradition.

GREENFIELD INTERCULTURAL CENTER
The Albert M. Greenfield Intercultural Center is Penn's resource for enhancing student's intercultural knowledge, competency, and leadership through our programs, advising, and advocacy.

LA CASA LATINA
The Center for Hispanic Excellence: La Casa Latina promotes greater awareness of Latin@ issues, culture, and identity at Penn. La Casa Latina works closely with the Penn community to offer a supportive environment where all students are welcomed and engaged in programs, events, and dialogues that address important issues affecting Latin@s/Hispanics locally, nationally, and internationally.

MAKUU: THE BLACK CULTURAL CENTER
Makuu: The Black Cultural Center is the University of Pennsylvania’s focal point for student activities, ideas, outreach, and support linked to Black culture and the African Diaspora. Makuu provides a comfortable and convenient space for students to gather. Professional and student staff work daily to
provide academic, cultural, and social support to students and groups, connecting them to additional resources and opportunities

**PAN-ASIAN AMERICAN COMMUNITY HOUSE**
The Pan-Asian American Community House opened in the fall of 2000 in response to students’ calls for a cultural resource center at the University of Pennsylvania where South Asian, East Asian, Southeast Asian, and Pacific Islander cultures could be celebrated. PAACH is a community center that develops and implements innovative programs for leadership development and community service in close collaboration with Asian American student and community groups.

**GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY (GAPSA)**
GAPSA members engage in an ongoing dialogue with the leaders of the university, sit on Board of Trustee and University Council meetings, and also meet regularly with Penn’s President and Provost to advocate for student interests.

**COMMUNITY SERVICE AND CIVIC ENGAGEMENT**

**CIVIC HOUSE**
Civic House is the hub for student-led community service and social advocacy work.

**NETTER CENTER FOR COMMUNITY PARTNERSHIPS**
Penn’s central administrative office for community partnership programs, including academically based community service, direct traditional service, and community development.

**PENN VOLUNTEERS FOR PUBLIC SERVICE (PENN VIPS)**
Penn VIPS has been established to provide a vehicle of staff, faculty, alumni and the West Philadelphia community to work together through community service activities and events. Further, Penn VIPS assists schools, community groups and non-profit organizations achieve their goals of providing service to their constituents.

**OFFICE OF GOVERNMENT AND COMMUNITY AFFAIRS**
OGCA advances Penn's mission by managing relationships with government and community leaders, advocating for policies and legislation consistent with the University's goals, and shaping local engagement initiatives.

**ACADEMICALLY BASED COMMUNITY SERVICE**
Courses, internships, and other academic programs that incorporate community service into the curriculum.

**ARTS, CULTURE AND RECREATION**

**ANNENBERG CENTER FOR PERFORMING ARTS**
Annual programming includes dramatic touring theatre, jazz, world music, culturally-specific roots programming (including African, Asian, Latin, and Irish work), dance and local Philadelphia artists. For 32
years, the Annenberg Center presented Dance Celebration, one of the nation’s top dance series, in partnership with Dance Affiliates. For younger audiences, the Annenberg Center presents school-time matinee programs and the annual Philadelphia International Children's Festival, established in 1985 as the first event of its kind in the nation, serving children and families in the region with a range of artistic and interactive experiences.

ARCHITECTURAL ARCHIVES
The Architectural Archives of the University of Pennsylvania preserves the works of more than 400 designers from the 17th century to the present.

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

INSTITUTE OF CONTEMPORARY ART
The Institute of Contemporary Art at the University of Pennsylvania believes in the power of art and artists to inform and inspire. The ICA is free for all to engage and connect with the art of our time.

BIOPOND
This green space which we call today the James G. Kaskey Memorial Garden, or BioPond, was created during the last decade of the nineteenth century, opening as a research garden in 1897.

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

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

DEPARTMENT OF MUSIC PERFORMANCE ENSEMBLES
Penn's Department of Music sponsors a wide range of professional and student performance activities in a variety of musical traditions that are open to all members of the university community. Attend a concert, participate in an ensemble, or take private lessons.

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

**WXPN 88.5 FM RADIO**
Listener-supported public radio from the University of Pennsylvania.

**WORLD CAFÉ LIVE**
World Café Live is dedicated to showcasing live music that attracts and inspires live musicians. The result is a three-tiered music hall designed to optimize the live performance experience, from sight lines, lighting and acoustics to green rooms, equipment access and concierge service.

**PLATT STUDENT PERFORMING ARTS HOUSE**
Platt Student Performing Arts House offers a supportive programmatic home for creative exploration and expression, and advises and trains students pursuing their extra-curricular passions for the performing arts and those preparing for a career in the arts.

**PENN RECREATION**
Visit the link to learn more about Penn’s extensive fitness facilities, programs, and membership services.

**CLASS OF 1923 ICE RINK**
Penn Ice Rink at the Class of 1923 Arena has hosts collegiate hockey events, as well as public skating, parties, and other fun and unique public activities.

**FAMILY CENTER AT PENN**
The Family Center at Penn is a hub for information, resources, activities and advocacy for students with children, providing a forum for student parents to connect and develop supportive networks, and a welcoming environment.