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I. Introduction and Program Contact Information

The purpose of this handbook is to provide students in the Medical Physics Programs with the information they need to complete the program. In this handbook you will find information on academic requirements, program and University policies and procedures, and program and University resources. This handbook is designed to provide general information and does not supplant official publications or University web pages. Should you have questions that are not answered here or problems that you cannot resolve, you should consult the MPP Program Director.

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II. Program Overview

Master of Medical Physics (MMP)

The CAMPEP-accredited Master of Medical Physics (MMP) program at the University of Pennsylvania meets the academic and career interests of technically prepared college graduates who seek to combine their interests in graduate physics with career opportunities in the field of medical physics.

The MMP degree provides students with rigorous education in essential graduate-level physics courses as well as CAMPEP-mandated coursework in medical physics, anatomy, and radiation biology. The traditional problem-solving techniques emphasized in physics graduate education give students a unique perspective and enable them to address a wide variety of problems encountered in the modern medical environment. Such a fundamental education also allows them to evolve with the field of medical physics as it continues to embrace the most advanced technologies. The program offers an exceptionally well-balanced education, combining classroom, laboratory, and clinical training. The program also stresses communication, ethics, and responsibility (in both clinical and research settings), promoting the highest standards in patient care. 15 course unit (CUs) are required to complete the degree. Full-time students will complete the program in two years. In the second year, students will spend a significant amount of their time completing appropriate clinical rotations, primarily in the University of Pennsylvania Health System (UPHS). A capstone research project is also required and usually completed during the second year of study after approval from the MPP Program Director and project advisor.

Graduates of the medical physics programs are qualified and eligible to apply for residency positions in medical physics, the next step on the path toward certification by the American Board of Radiology. The medical physics programs also include a professional development seminar series to help students secure residency positions and gain professional skills such as networking and interviewing, which will be useful beyond residency.

Post-Graduate Certificate

The University of Pennsylvania’s CAMPEP-accredited Medical Physics Post-Graduate Certificate Program offers participants a curriculum based on the recommendations of AAPM report #197S. Coursework includes radiological physics, radiation protection, medical imaging, medical ethics/government regulation, anatomy and physiology, radiobiology, and the physics of radiation therapy. Students will complete a total of 6 CUs (18 semester hours) over the course of two semesters.

Relationship within the University

The Medical Physics Programs (Master of Medical Physics degree and Post-Graduate Certificate) are administered through the College of Liberal and Professional Studies (LPS) in conjunction with the Departments of Physics and Astronomy in the School of Arts and Sciences, and Radiology and Radiation Oncology in the School of Medicine. LPS is
III. Program Curriculum

Master of Medical Physics (MMP) Curriculum

Fifteen CUs (the equivalent of 45 credit hours) at the graduate level are required for the MMP degree. With the exception of submatriculants admitted from the University of Pennsylvania, students may not apply any graduate-level courses taken as undergraduates toward the 15 course unit requirement. In addition to the 15 required CUs, MMP students are required to satisfactorily participate in the non-credit MMP seminar series during each semester in the program and also in the non-credit two-semester Introductory Practicum courses in their first year. The 15 course units should be completed in four semesters, or a maximum of eight semesters for part-time students; exceptions may be granted by the MPP Program Director.

Core Medical Physics Courses: The following courses constitute the core educational requirements for both the Masters and Certificate programs. All students are required to complete these courses.

- MMP 501: Introduction to Radiation Protection (0.5 CU): Introduction to applied nuclear and atomic physics; radioactive decay; radiation interactions; biological effects and safety guidelines; radiation detection, instrumentation, and protection.

- MMP 502: Medical Ethics and Governmental Regulation (0.5 CU): Fundamentals of professional ethics for medical physicists through exploration of Code of Ethics (published by the American Association of Physicists in Medicine), case studies, and surveys of governmental regulations pertinent to medical physics are covered.

- MMP 506: Physics of Radiation Therapy: Clinical radiation oncology physics; principles of radiation producing equipment; photon and electron beams; ionization chambers and calibration protocols; brachytherapy, dose modeling and calculations; treatment planning.

- MMP 511: Image-Based Anatomy: Taught by a radiation oncologist, this course focuses on major organ systems and disease areas and is presented from a radiologic or imaging (including cross-sectional) viewpoint in addition to a standard anatomy and physiology presentation. This course is required by the ABR.

MMP 525 and MMP 526: Introductory Practicum: First year students are required to complete these two non-credit courses. Students are introduced to the various specialties of medical physics including radiation oncology, diagnostic imaging, nuclear medicine and medical health physics.

MMP 507: Physics of Medical Imaging: Physical principles of diagnostic radiology, fluoroscopy, computed tomography; principles of ultrasound and magnetic resonance imaging; radioisotope production, gamma cameras, SPECT systems, PET systems; diagnostic and nuclear medicine facilities and regulations.

MPP 512: Radiation Biology: Fundamental knowledge of mechanisms and biological responses of human beings to ionizing and non-ionizing radiation through the study of effects of radiation on molecules, cells and humans; radiation lesions and repair; mechanisms of cell death; cell cycle effect, radiation sensitizers and protectors; tumor radiobiology; relative sensitivities of human tissue and radiation carcinogenesis. This course is required by the ABR.

Core Math and Physics Courses and Research: The following courses are required for the Master’s Degree in Medical Physics. These courses are designed to provide students with a solid foundation in basic physics, and to provide research experience. (Certificate students, having gained equivalent experience during their prior graduate work, are not required to take these courses.)

BE 537: Biomedical Image Analysis: This course covers the fundamentals of advanced quantitative image analysis that apply to all of the major and emerging modalities in biological/biomaterials imaging and in vivo biomedical imaging; traditional image processing techniques; and cutting edge aspects of all areas of image analysis including registration, segmentation, and high-dimensional statistical analysis.

PHYS 521: Advanced Laboratory: Directed experiments in classical, modern, and medical physics introducing the student to modern laboratory instrumentation and techniques.

Core Physics courses fall into one of two tracks. Students must select one track, and the selection must be approved by the MPP Program Director:

Basic Physics Track:
- PHYS 561: Electromagnetism I: Intermediate course covering electrostatic fields and potentials, dielectrics, and direct currents.
- PHYS 562: Electromagnetism II: A continuation of PHYS 561 covering magnetic fields and potentials, electromagnetic induction, Maxwell’s equations, electromagnetic waves, and radiation.

Advanced Physics Track:
• **PHYS 500: Mathematical Methods**: Concepts and techniques of classical analysis employed in physics theories. Topics include complex analysis, Fourier series and transforms, ordinary and partial equations, and Hilbert spaces

• **PHYS 516: Electromagnetic Phenomena**: Electrostatics and magnetostatics, Maxwell’s equations, electromagnetic waves, and radiation.

**Clinical Concentration**: Masters students beginning their second year will be required to select an area of clinical concentration. Based on this area of clinical concentration, along with the guidance of their academic advisor or MPP Program Director, students will select the following:

- **Two elective courses**: These courses should support the student’s area of clinical concentration. The MPP Program Director will suggest relevant courses available each semester. Courses outside of these recommendations can be taken with approval of the MPP Program Director.

- **MMP 531: Clinical Practicum** (1 CU): Clinical observation and training working alongside clinical physicists at the University of Pennsylvania Health System or affiliate organizations. Students will be assigned to Practicum sites based on availability and clinical concentration.

- **MMP 699/799: Capstone Project** (2 CUs): A year-long, supervised research project conducted under the guidance of a faculty member in Radiation Oncology, Radiology, Physics and Astronomy, or a related field. The topic of the Capstone project should be related to the student’s area of clinical concentration.

**Typical MMP Program of Study (Radiation Oncology concentration; 15 CUs)**

**First year, Fall semester**
- MMP 501-695: Introduction to Radiation Protection (.5 CU)
- MMP 511-695: Image-Based Anatomy (1 CU) *(registration due by August 1st)*
- MMP 525-695: Introductory Practicum I (0 CU) *(required course with no tuition charge)*
- PHYS 561-401: Electromagnetism I (1 CU) or PHYS 500-401 Mathematical Methods (1 CU) *(the program will determine and communicate your eligibility for these courses)*
- PHYS 582-401: Medical Radiation Engineering (1 CU)

**Total: 3.5 CUs**

**First year, Spring semester**
- MMP 502-695: Medical Ethics/Governmental Regulation (.5 CU)
- MMP 506-695: Physics of Radiation Therapy (1 CU)
- MMP 526-695: Introductory Practicum II (0 CU) *(required course with no tuition charge)*
- PHYS 562: Electromagnetism II (1 CU) or PHYS 516-001 Electromagnetic Phenomena (1 CU) *(the program will determine and communicate your eligibility for these courses)*
- MMP 512: Radiation Biology (1 CU)

**Total: 3.5 CUs**

**First year, Summer semester**
- MMP 531: Clinical Practicum (1 CU)
Total: 1 CU

Second year, Fall semester
- Elective (1 CU)
- MMP 507: Physics of Medical Imaging (1 CU)
- BE 537: Biomedical Image Analysis (1 CU)
- MMP 699: Capstone I (1 CU)

Total: 4 CUs

Second year, Spring semester
- Elective (1 CU)
- MMP 799: Capstone II (1 CU)
- PHYS 521: Advanced Laboratory (1 CU)

Total: 3 CUs

Grand Total: 15 course units (CUs)

Typical Post-Graduate Certificate Program of Study (6 CUs)

Fall Semester
- MMP 501: Introduction to Radiation Protection (0.5 CU)
- MMP 507: Physics of Medical Imaging (1 CU)
- MMP 511: Image Based Anatomy (1 CU)
- PHYS 582: Medical Radiation Engineering (1 CU)
- MMP 525: Introductory Practicum I (0 CU)

Total: 3.5 CUs

Spring Semester
- MMP 502: Medical Ethics and Governmental Regulation (0.5 CU)
- MMP 506: Physics of Radiation Therapy (1 CU)
- MMP 512-695: Radiation Biology (1 CU)
- MMP 526: Introductory Practicum II (0 CU)

Total: 2.5 CUs

IV. Program Resources

Student Resources

The Medical Physics Programs offices are located in Suite 1N1 of the David Rittenhouse Laboratory (DRL) building at 209 S. 33rd Street (basement level, north side of building). Either a punch code or key is necessary to enter DRL.

Lockers are available for students to store personal items while they are on campus. Individual powered study carrels are available specifically for students as well as small conference tables and whiteboards for group work or projects. There is also a room with a larger conference table and another area for less formal gatherings. A kitchenette is also available for student use.
Two desktop computers, a large-screen monitor, and a printer are available for students to use as well as access to basic office supplies. Contact the Administrative Director with questions about these resources.

The IP address for our printer is 128.91.43.173. Instructions on how to connect to a printer are located at http://www.sas.upenn.edu/computing/physics/printers.

MATLAB

Computers with MATLAB installed are available for use at these locations:

- Multi-Media Services (MMS) located in the basement of the David Rittenhouse Laboratory. You can enter from the left most set of double doors that face 33rd St. A large sign is posted above the set of doors that reads “Multi-Media Services.” For further descriptions of MMS and to check computer availability, go to http://www.sas.upenn.edu/computing/mms.

- Math/Physics/Astronomy Library located on the 3rd floor (room 3N1) of the David Rittenhouse Laboratory, on the corner of Walnut and 33rd Streets.

- Undergraduate Data Analysis Lab (UDAL) in rooms 104/108 of the McNeil Building (3718 Locust Walk). For further descriptions of UDAL and to check computer availability, visit https://www.sas.upenn.edu/computing/rds/labs/udal.

AAPM Membership

The website of the American Association of Physicists in Medicine (http://www.aapm.org) is a good resource for general information about the field of medical physics. All students are encouraged to join the AAPM and the Delaware Valley Chapter. Membership benefits with the AAPM include access and subscriptions to journals, salary surveys, medical physics position listings, and membership directories. Students are responsible for paying the application fee and dues, both of which are discounted for student members. In accordance with AAPM rules, Certificate students must join as junior members. AAPM Student Membership information and application can be found at http://www.aapm.org/memb/. The MPP Program Director will provide annual attestation to the AAPM that students are currently eligible for Student Membership.

HPS Membership

The website of the Health Physics Society (http://www.hps.org) is a good resource for information regarding the radiation safety aspects of medical physics. Students are strongly encouraged to join the HPS national and Delaware Valley chapters. Membership benefits include access and subscriptions to journals and handbooks, invitations to local and national meetings, medical physics position listings and membership directories. Travel scholarships to attend HPS meetings are also available. Students are responsible for paying the application fee and dues, which are discounted for students. Applications for HPS are online at https://hps.org/join/, and for the Delaware Valley Chapter at http://hpschapters.org/dvsrs/History.htm.
V. Program Policies and Procedures

Academic Standards

Students in the MPP are expected to maintain academic performance commensurate with the demands of rigorous didactic and clinical training in the field. To ensure that students are making satisfactory progress toward their degree or certificate, student performance is reviewed every semester. The MPP Faculty Advisory Committee has adopted the following standards:

Students are considered in good academic standing if they have:
- Taken all required courses counting toward their MPP degree for a letter grade. Pass/Fail courses may not be counted toward the degree.
- Maintained a 3.0 cumulative grade point average (GPA) in all courses, including electives.
- Received grades of B or higher in all courses, including electives.
- When the same course is taken again to meet the academic requirements of the program, both courses and grades appear in the transcript, but only the first course’s CU contributes to the total number of CUs and only the grade for the first course is included in the cumulative GPA.

Academic Warning: Students will be given an academic warning, delivered via e-mail, if they fail to meet the requirements of Good Academic Standing. Specifically, if they have:
- Received one grade of B- or lower in any course. One course with a grade of B- may be counted toward graduation requirements.
- Received a GPA lower than 3.0 for one semester.

Students given an Academic Warning may continue in the program without formal review; however it is recommended that they meet with the Program Director to discuss strategies to improve their academic performance.

Academic Probation: Students who fail the requirements for Good Academic Standing for multiple semesters or by significant margins as defined below will be placed on Academic Probation; specifically if they have received:
- More than one grade of B- or lower in any course. One course with a grade of B- may be counted toward graduation requirements; others may have to be replaced or taken again.
- A grade below B- in any course.
- A cumulative GPA below 3.0.
- A GPA lower than 3.0 for more than one semester.

Students placed on Academic Probation must work with the Program Director to develop an Academic Plan. The Academic Plan must detail the courses the student will take to fulfill the requirements of the program and the strategies to be followed to ensure successful completion of those requirements. Courses with grades of B- or lower may be taken again or replaced with other relevant courses. Additional courses may be taken to increase the cumulative GPA. The Academic Plan must be approved by the Faculty Advisory
Committee. Students will not be allowed to register for courses during their probation without an approved plan in place.

**Program Dismissal:** Students placed on Academic Probation will be reviewed at the start of Probation and once per semester thereafter by the MPP Faculty Advisory Committee. If, after a minimum of one semester on Academic Probation, the Committee decides that the student is unlikely to successfully complete their degree program, the student will be sent an academic dismissal letter via email and U.S. postal mail.

**Inactive Status:** Students who do not enroll in courses for four consecutive terms, including Summer Term, will be considered inactive and will be automatically withdrawn from the program during the fourth term. Students who are withdrawn from the program will be required to apply for readmission to the program. Standard application fees will apply.

**Incomplete Grades:** An incomplete grade indicates that a student has not completed all the work in a course and has done so with the instructor’s permission. An instructor who chooses to grant an extension to a student who has not completed a course by the end of the term may grant either an Incomplete (I) or an Extended Incomplete (II). An Incomplete must be made up within the first four weeks of the start of the next term, and an Extended Incomplete must be made up by the end of the next term (including the summer term). In either case, if the Incomplete is not made up by the deadline, it will become an F. An Incomplete is made up only when the official grade is received by the LPS Office and recorded by the Registrar’s office on the student’s official transcript. Once an Incomplete grade is converted to an F, the instructor may change the grade after the student has completed all required work.

Students with two or more Incomplete grades are subject to registration hold and are required to meet with the Program Director to explain the circumstances of the Incompletes and develop a plan to resolve them. Students with two or more outstanding grades of Incomplete will not be allowed to register for courses; students with two or more outstanding grades of Incomplete who have already registered will be dropped from courses.

**Academic Grievances**

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 Director for consideration by the MPP Faculty Advisory 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 School of Arts & Sciences and the Provost’s Office have policies governing academic grievances. Students should consult these for additional information about the grievance procedure.
SAS policy for graduate students' grievances: [https://www.sas.upenn.edu/graduate-division/resources/academic-grievance-procedure](https://www.sas.upenn.edu/graduate-division/resources/academic-grievance-procedure)
Penn Provost’s information on academic grievances: [http://provost.upenn.edu/policies/pennbook/2013/02/13/student-grievance-procedures](http://provost.upenn.edu/policies/pennbook/2013/02/13/student-grievance-procedures)

**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 the MPP 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 MPP 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 MPP 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 MPP Director to develop a plan that includes connection with appropriate resources.

**Requesting a Leave of Absence:**
- Students must meet with a program advisor to discuss a leave request.
- The student must submit a written request for leave of absence, detailing the reasons for the desired leave.
- The leave request will be evaluated by the Program. If the request is approved, the Program will stipulate conditions that must be met by the student before returning from leave.
- The student will be notified with the result of the leave request. The Program may deny any request for leave. In granting leaves, the decision of the Program is final.
- A student on leave may not be enrolled in Penn classes and will not receive credit for classes taken elsewhere during the leave unless special approval by the Program is given. Students on leave may not live in University-owned housing during the term of
their leave. In addition, a student may not participate in and/or hold a leadership position in a registered University organization.

- Discontinuance of study without permission from the University does not constitute a leave of absence. Students who have requested a leave of absence for a given semester may still be dropped from the University rolls if their previous term's grades qualify them for this action.

**Leave of Absence, Drop or Withdrawal:**
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. These offices may include the following, if applicable:

- Student Registration and Financial Services
- Housing and Conference Services
- International Student and Scholar Services (ISSS)
- Student Telephone Services
- Student Health Service
- Office of Student Conduct

**While Out:**
During the term of your leave or drop, you may call your program office 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.

**Applying to Return:**
You must apply to return from leave or drop by the relevant deadline (July 15 for the fall semester, November 15 for the spring semester and April 15 for the summer). 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 your program. To begin this process, contact the MPP Program Director. Any return request submitted to the MPP Program Director later than the above-indicated deadlines may be denied. Timely submission of requests and documentation is a condition of all leaves.

**Submatriculation**

Undergraduate students in their junior year or before the end of their 7th semester at the University of Pennsylvania may apply for sub-matriculation into the MMP Program. The deadline to apply for submatriculation is November 1st of the senior year. Second semester seniors are NOT eligible for this option. Submatriculation is an academic option for University of Pennsylvania undergraduate students to take graduate-level courses toward the MMP Program, enabling completion of the undergraduate and graduate degrees within five and a half years. Applicants must have the equivalent of a Physics minor to be considered for submatriculation. Students interested in submatriculation should contact both their undergraduate advisor and the MPP Director for academic advisement.
All students must apply via the online application for the MMP Program: http://www.sas.upenn.edu/lps/graduate/mmp/application.

A submatriculation application to the MMP Program must contain all of the following in order to be considered complete:

- Completed application form
- Three letters of recommendation
- Non-refundable application fee
- Application essays

Students may double count up to four CUs of graduate level courses toward their undergraduate and graduate (MMP) degrees with prior approval from both the undergraduate advisor and the MPP Director. More than 4 CUs of graduate level courses for the MMP degree taken by submatriculants will not be accepted. Courses taken at the University prior to submatriculation must be approved by the MPP Director to count toward completion of MMP degree requirements.

Additional information on sub-matriculation can be found on the College of Arts & Sciences website at http://www.college.upenn.edu/submatriculation. Questions about submatriculation should be directed to the MPP Administrative Director.

**Provisional Status**

Some students seeking admission to the MMP Program may be returning to school after a long absence or have undergraduate records that do not accurately reflect their academic ability. Some of those applicants may be accepted into the MMP Program provisionally. Applicants accepted as provisional admits should adhere to the following procedure:

- Students must complete two required graduate-level courses at Penn in the MMP Program.
- Students must receive a grade of “B” or better in both courses.
- If a student takes more than two courses in their first semester, they must receive a “B” or better grade in all of the courses.
- Students may not receive an Incomplete (I, NR, GR) in any of these courses.
- Students must receive favorable recommendations from the instructors in both courses.

Students who meet the above requirements will have their status changed to full admit status. If after two courses, students do not meet the requirements outlined above, they will not be allowed to continue in the MMP Program.

**Deferred Enrollment**

Students who are admitted to the MMP Program may defer their matriculation for up to one year. Students who wish to defer should notify the MPP Director in writing of their intentions as early as possible. It is not necessary for deferred students to reapply. However, students must inform the MPP Director if they enroll at any other institution prior to their matriculation at the University of Pennsylvania, and they must submit final official transcripts of any coursework completed prior to their first semester in the MMP Program.
Transfer Credit

Students who enter the MMP Program from the University’s Post-Baccalaureate Undergraduate Studies program may count up to four graduate level courses toward their MMP degree. These courses must be submitted to the MPP Director for approval during the first semester of matriculation in the MMP Program. Only courses appropriate to the MMP degree will be considered for approval.

Courses from other graduate programs or completed degrees are not eligible for transfer; however, students may request to waive a core MMP course if a graduate-level course of equivalent content has been taken at Penn. To request a waiver, a student must submit a request form, course description, and syllabus before the first semester of matriculation. The waiver request will be reviewed by the MPP Director. If approved, the student must take an elective to replace the core course. Completion of 15 CUs at Penn are still required to complete the degree.

Courses taken outside of the University of Pennsylvania during a student’s matriculation in the MPP are not eligible for a waiver or transfer.

Financial Aid

There are several funding opportunities available to MMP Program students at the University of Pennsylvania, including:

- Partial stipends for select first-year students serving as Research Assistants
- Employment opportunities for second-year students working in the Roberts Proton Therapy Center by performing quality assurance measurements
- Partial stipends for select second-year students serving as Teaching Assistants for certain first-year courses
- Part-time employment opportunities (non-work study positions)

Research and teaching assistantships are limited in number and awarded selectively.

United States citizens and permanent residents are eligible to apply for loans through the University of Pennsylvania’s Office of Student Financial Services (http://www.sfs.upenn.edu/). Full-time students (students taking three or more courses in a semester) are eligible for full loan support. Part-time students (students taking one or two courses in a semester) are eligible for partial loan support. International students are not eligible for loans through the University. Students are encouraged to seek out scholarship support.

VI. Student Advising and Course Registration Procedures

Student Advising

The MPP Director is the primary academic advisor for all students in the program. The Program Director reviews academic performance of the students and advises on course, career, and research options. The Program Director advises students who are not meeting...
academic standards and provides guidance for successful completion of the program. At any
time, students may request an advising appointment with the Program Director by contacting
him directly or by scheduling an appointment through the Administrative Director.

Students should use the student plan of study worksheet available on Penn InTouch through the
Penn Portal at https://portal.apps.upenn.edu/penn_portal/portal.php to help plan their
courses and monitor degree progress. Students with questions about course logistics should contact the Administrative Director.

Course Selection

The University’s Course Register (http://www.upenn.edu/registrar/register/index.html)
provides course descriptions for many courses offered at the University of Pennsylvania.
Departmental webpages often include course descriptions as well. In addition, the Course
Timetable may be found online at http://www.upenn.edu/registrar/timetable.

Advance Registration

The course registration process involves two registration periods. The first is Advance
Registration during which students enter their requests for courses they wish to take. Students
are encouraged to register during this period so that they have the best chance of getting into
the courses they prefer. At the end of Advance Registration, a scheduling program processes
all registration requests at the same time to determine who gets enrolled in the courses that
have been requested. Students may advance register during a two-week period starting in
late March for the following Summer and Fall terms and during a two-week period in late
October or early November for the following Spring term. Check the LPS website
(http://www.sas.upenn.edu/lps/calendar) and/or the Registrar’s website for the exact dates for
Advance Registration. The MPP Administrative Director will contact all incoming students
with information about specific courses in which they will need to enroll.

Registration

The Regular Registration Add/Drop period opens approximately 3 weeks after the Advance
Registration request period has closed and students have been notified of their schedules.
During the Regular Registration period, students know immediately whether or not they will
be able to enroll in the course they are requesting. Students may register for courses through
the Penn InTouch on-line registration system or with the assistance of the MPP
Administrative Director. Registering through Penn InTouch requires the use of a computer
and access to the internet.

In order to access the system, students must have a PennKey. To establish a PennKey, go to
http://www.upenn.edu/computing/pennkey. A PennKey setup code will be mailed to each
new student’s home address. The Penn InTouch web address is https://medley.isc-seo.upenn.edu/penn_portal/intouch/splash.html.

Some important information to remember when registering for courses:
- Courses must be taken for a normal letter grade in order to count toward the MPP
  degree.
• Only courses numbered 400 and above may count toward the degree; for example, PHYS 531 counts, but PHYS 240 does not. The first set of three digits after the course subject is the course number.
• As a master’s student, permission may be needed from the instructor to register for some graduate courses in other departments or schools.
• Full-time MPP students should enroll in three or four courses. Students are not permitted to enroll in more than four courses per semester.
• Part-time MPP students may enroll in one or two courses per semester.

Permits

Courses that require special permission from the instructor are indicated in the Course Timetable as “Permit Required.” Permits are obtained from the instructor and entered electronically into the Student Record System (SRS) by the department offering the course. A permit is not a registration. Students must “claim” the permit by actually enrolling in the course through Penn InTouch. After both Advance Registration and Regular Registration are complete, the Registrar’s Office removes unused permits from students’ records.

Independent Study Courses

Students interested in pursuing an individualized study project should obtain an Independent Study form from Canvas. The student should then approach a faculty member and obtain agreement from them to direct their project. It is the responsibility of the student to define the individualized project. Students should not approach a faculty member and request that they define a project for the student. Students must obtain the appropriate signatures from their advisor and the MPP Director. Independent Study courses may not duplicate other courses offered during the same semester. Students should bear in mind that faculty members are not required to supervise an Independent Study course. MPP students may register for up to two Independent Study courses during their career at Penn.

Independent study courses generally fall into one of two categories:

• Reading courses: to supplement a student’s education with coursework not available in other courses: The Independent Study should have a defined reading list of relevant textbook and literature. The student and advisor should meet regularly (at least twice per month), and the final grade should be based on a defined project or assignment, such as a research paper.
• Research projects: Independent study research projects should be undertaken sparingly. Large research projects are more appropriate for Capstone projects. A research Independent Study should have a clear project with defined goals that can be reasonably achieved in a single semester.

Auditing Courses

MPP students may audit courses. However, they will be charged tuition and fees at the MPP tuition level. Audited courses will appear on the student’s transcript, but no grade will be issued, and the course will not count toward the 15 courses needed to complete the program. Most courses are open to auditors on a space-available basis.
Registering for Non-MPP Courses

MPP students may register for graduate courses in other University departments and schools as electives, if those courses are appropriate to their program. Students should consult with the MPP Director to determine if the course is appropriate before registering. MPP students may need permission to register for courses outside the program. In such cases, students should contact the instructor of the course they wish to take. Students may also need the approval of the Graduate Group Chair of the Department in which the course is offered. Students wishing to take courses outside of MPP may not be able to register until all students in the home department or school have had a chance to register. Permits will then be issued on a first-come, first-served basis.

Course Changes

MPP students are subject to LPS registration and drop/add deadlines, which may be different than deadlines for other schools and departments. Students should consult the LPS website for deadlines regarding registration changes and for the corresponding financial obligations (http://www.sas.upenn.edu/lps/calendar). Adherence to LPS deadlines is strictly observed. Should students need to drop or withdraw from a course beyond the deadline, they should contact the MPP Director. It may be necessary to provide documentation of the situation that necessitates the drop or withdrawal, particularly if the student is requesting a refund of tuition.

Adding a Course

Students may add a new course through the second week of the term. After that, it is not possible to add a course. Students may add a course via Penn InTouch until the last day to add a course, which is posted in the LPS calendar (http://www.sas.upenn.edu/lps/calendar).

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 may also drop a course between the second and fourth weeks of the term, but in so doing they will incur a 50% financial obligation for the tuition and fees for the dropped course. Neither absence from class nor notifying the instructor constitutes a drop. Students can officially drop a course through Penn InTouch through the second week of the term. When making registration changes via Penn InTouch, it is always advisable to double check to ensure the changes have taken effect before logging out. Students who fail to drop a course officially may receive a grade of “F” and will be required to pay the full tuition rate. After the second week of the semester, students must complete a Late Drop form, which is posted on the LPS website (http://www.sas.upenn.edu/lps/students/current/forms-handbooks). A Late Drop requires the approval of the course instructor and MPP Director.

Changing Grade or Credit Status of a Course

All MPP courses must be taken for a letter grade. However, students may register for courses that they do not want to count for their program by taking the course on an audit or Pass/Fail
basis. Before doing so, they should discuss this with the MPP Director. Once they have done so, students may change their status in a course from credit to audit, from a letter grade to Pass/Fail, or from Pass/Fail to a letter grade until the published deadline in the current LPS academic calendar (approximately four weeks into the term). No change is permissible after the published deadline. Auditors pay full tuition and fees.

**Withdrawing from a Course**

Students may withdraw from a course after the deadline to drop a course has passed (approximately four weeks into the term). Students should discuss the reason with the MPP Director prior to completing an LPS withdrawal form. A “W” (withdrawal) will be recorded on the transcript.

After the published withdrawal deadline, students are permitted to withdraw only under extraordinary circumstances, which must be documented. To withdraw, students should discuss the reason with the MPP Director and complete an LPS withdrawal form. Additional documentation justifying the request may be required. LPS administration will review the request and communicate a decision to the student. If permission is granted, a “W” (withdrawal) will be recorded on the transcript.

Students who withdraw from a course have full financial obligation, except in documented cases of illness, military service, or other extraordinary circumstances, when they may petition for a 50% refund.

Note: Dropping a course is not identical to withdrawing from a course. Withdrawing from a course takes place after the fourth week of class and carries with it full financial obligation. A student’s transcript will read “W” (Withdrawal) next to the title of the course. However, if a student drops a course during the normal Add/Drop period, no record of that course will appear on the transcript.

**Enrollment Status**

MPP students who are enrolled for at least three courses per term are considered full-time students and will be billed the full general fee. This fee covers access to many of the services described below. MPP students enrolled in one or two courses per term are considered part-time students.

**VII. University Policies and Procedures**

**The PennBook**

The Pennbook is a collection of policies that relate to student life at the University of Pennsylvania (https://provost.upenn.edu/policies/pennbook). These policies govern academic activities such as grading and exams, provide guidance on the use of campus resources, and explain expectations for membership in the university community. Please read through the information carefully, as Penn students are expected to know and follow these policies.
Code of Academic Integrity

Inasmuch as the standing of an educational institution and the value of a degree from that institution are dependent upon the integrity of study and research carried on at that institution, the Code of Academic Integrity is drawn to make clear the policy of the University concerning academic honesty. Each student attending the University must abide by this code.

https://provost.upenn.edu/policies/pennbook/2013/02/13/code-of-academic-integrity

Student Resources for Academic Support:

https://www.osc.upenn.edu/resources-students-landing-page

Code of Student Conduct

Accepting membership into the University of Pennsylvania community as a student entails an obligation to promote its welfare by assuming the rights and responsibilities listed below. Each individual member of this community is responsible for his or her own actions and is expected to respect the rights of others.

https://provost.upenn.edu/policies/pennbook/2013/02/15/code-of-student-conduct

Additional Codes to Know

In addition to the Code of Academic Integrity and the Code of Student Conduct, Penn students are expected to adhere to the provisions of other codes as well. They are:

- Policy on Acceptable Use of Electronic Resources
- Guidelines on Open Expression
- Sexual Violence, Relationship Violence and Stalking Policy
- Sexual Harassment Policy
- Anti-hazing Policy
- Alcohol and Drug Policy
- Bicycle Policy
- Fire Safety and Regulations

*The Student Disciplinary System does not handle alleged violations of the University's parking regulations.

https://www.osc.upenn.edu/additional-codes-landing-page

P-2-P File Sharing/Copyright

The University owns and operates PennNet to provide internet access to the Penn Community. Students are given access to PennNet for school-related activities. All other activities are impermissible. Illegal activities of any kind will trigger the possibility of educational requirements and/or disciplinary sanctions.

https://www.osc.upenn.edu/p-2-p-file-sharing-landing-page

Confidentiality of Student Records

Medical Physics Programs Student Handbook 2017-2018
Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, in general, personally identifiable information can be disclosed to people outside the University only with the written consent of the student or alumnus/na involved. A statement setting forth specific University policy concerning (1) disclosure of information to people outside the University, (2) disclosure of information to people within the University, (3) permitting students to inspect and review records and (4) providing students with the opportunity to seek the correction of their records. 

https://provost.upenn.edu/policies/pennbook/2013/02/13/confidentiality-of-student-records

Nondiscrimination Statement

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University 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 employments practices. Questions or complaints regarding this policy should be directed to:

Executive Director of the Office of Affirmative Action and Equal Opportunity Programs
Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106
215.898.6993 (Voice)
215.898.7803 (TDD)
www.upenn.edu/affirm-action

Student Grievance Procedures

https://provost.upenn.edu/policies/pennbook/2013/02/13/student-grievance-procedures

Equal Opportunity and Affirmative Action Policy

https://provost.upenn.edu/policies/pennbook/2013/02/13/equal-opportunity-and-affirmative-action-policy

Rules Governing Final Examinations

https://provost.upenn.edu/policies/pennbook/2013/02/13/rules-governing-final-examinations

Policy on Common Midterm Examinations

https://provost.upenn.edu/policies/pennbook/2013/02/13/policy-on-common-midterm-examinations

Policy on Secular and Religious Holidays

https://provost.upenn.edu/policies/pennbook/2013/02/13/policy-on-secular-and-religious-holidays

Student Responsibility
While advisors, faculty, and staff will assist students in every aspect of their graduate study, it is the responsibility of the student to ensure that all steps and necessary paperwork have been completed and submitted to the MPP Director and or LPS as appropriate. Grant proposals, awards, accepted publications and other records of achievement should also be shared with the MPP Director.

**Office of Student Conduct**

The Office of Student Conduct (OSC) is responsible for acting on behalf of the University in matters of student discipline. The OSC deals with alleged instances of academic dishonesty and other student misconduct to determine how best to resolve these allegations in ways that are consistent with the goals and mission of the University. The OSC at Penn has twin goals: to help create a safe environment where academic life can flourish; and to promote the development of students.

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

Penn’s student disciplinary process is meant to set the standard for behavior on the Penn campus and to determine a student's standing in the community. It is not meant to replace or substitute for the criminal justice system or other legal avenues. However, the student disciplinary process provides an important additional forum to respond to the interests of the Penn community. The processes are designed to educate and, where appropriate, sanction those students who violate these rules. OSC seeks both to promote a student's sense of responsibility by enforcing accountability, and to protect our community by, where necessary, removing or restricting those who may pose a threat to others.

The OSC’s **Conflict Resolution Program** offers Conflict Coaching, Mediation, and Workshops on Communication and Conflict Resolution skills. These services are available for all members of the Penn community. Conflict Resolution provides a confidential space for members of the Penn community to discuss strategies for resolving conflict on their own and/or to work with a neutral third party to resolve conflict among participants.

For more information about the OSC, visit: [http://www.upenn.edu/osc/](http://www.upenn.edu/osc/) or call 215.898.5651 207 Duhring Wing, 236 S. 34th Street.

**VIII. University Systems Access**

**Student Identification**

Once a student is enrolled at Penn, a student ID number (Penn ID) will be issued. This ID is used for registration and other transactions throughout the University. Never give out your social security number via email or fax. Once matriculated, students should never give out
their entire social security number; the Penn ID number or the last four digits of the social security number are all that is necessary.

**PennCard**

The PennCard serves as the official University of Pennsylvania ID for students, faculty, and staff. The PennCard provides access to University facilities, services, cash convenience and more. To obtain a PennCard, currently enrolled students should bring a government photo ID (e.g., driver’s license, passport) to the PennCard Center, located on the 2nd floor of the Penn Bookstore, 36th and Walnut Streets. There is no charge for your initial PennCard. Only active students registered for courses in the current or upcoming term may receive a PennCard, which should be carried at all times.

[http://www.business-services.upenn.edu/penncard](http://www.business-services.upenn.edu/penncard)

**PennKey**

A PennKey is required to authenticate, or verify, an individual’s identity for many of the University’s networked computer systems and services. Authorized users need a PennKey and password to access such resources as Penn InTouch (course registration), Canvas (used in most classes), certain library resources, and public campus computers. A PennKey is also required to obtain a University of Pennsylvania email address. New students should receive information on how to create a PennKey and password within a few days of their admission to the MPP Program.

[http://www.upenn.edu/computing/pennkey](http://www.upenn.edu/computing/pennkey)

**Penn InTouch**

Penn InTouch provides secure access via the Internet to online course registration, class schedules, academic records, future academic planning, billing, financial aid application status and awards, address corrections and updates, and student health information. A PennKey is required to access Penn InTouch.

[https://medley.isc-seo.upenn.edu/penn_portal/intouch/splash.html](https://medley.isc-seo.upenn.edu/penn_portal/intouch/splash.html)

**Email**

All students enrolled at the University of Pennsylvania are eligible for a University email address free of charge. Even if the student plans to use a non-University email account, they should also establish a University of Pennsylvania email address. The MPP staff will send official communication from the program to a student’s Penn email address. Course instructors will be given this address as well and will expect to contact students in this way.

Students may forward email from their University address to another account through the University of Pennsylvania’s webmail site. Instructions on how to create and use a University email account are available through SAS Computing at [http://www.sas.upenn.edu/computing/help/students/email](http://www.sas.upenn.edu/computing/help/students/email). Students are expected to read and reply to emails from the MMP program in a timely way.
IX. University Student Services and Resources

The Graduate Student Center at the University of Pennsylvania offers an online *Moving to Philadelphia* guide and *Guide to Thriving at Penn* each year for all graduate and professional students at the University of Pennsylvania. These resource guides are available on the GSC website at [http://www.gsc.upenn.edu/resources/](http://www.gsc.upenn.edu/resources/). A comprehensive listing of all academic resources and university support services are contained in the *Thriving at Penn* guide, and should be considered a primary resource for graduate students.

**Academic Support Services**

*Weingarten Learning Resources Center*
[http://www.vpul.upenn.edu/lrc/](http://www.vpul.upenn.edu/lrc/)
3702 Spruce Street, Suite 300, 215.573.9235
The Weingarten Learning Resources Center provides professional instruction in skills such as academic reading, writing, study strategies, and time management free of charge to Penn students. This academic support is provided through a variety of services and programs including the very popular series of study skills workshops offered at the beginning of each fall and spring semester for students. Consult their website for specific dates and times for these workshops and additional information. Individual appointments and walk-in hours are also available.

*The Critical Writing Program*
[http://writing.upenn.edu/critical/graduate_students/help_with_your_writing.php](http://writing.upenn.edu/critical/graduate_students/help_with_your_writing.php)
The Marks Family Writing Center, part of the Critical Writing Program, provides graduate students in credit-bearing programs with free writing consultation. Sessions for graduate students are by appointment only and are held at the Weigle Information Commons at Van Pelt Library.

*Access & Achievement Programs*
[http://www.upenn.edu/programs/acadsupport.php](http://www.upenn.edu/programs/acadsupport.php)
215.898.0809
Located at 3820 Locust Walk, these programs offer individual and group tutoring, and mid-term and finals review sessions for all Penn students. The support services help students enhance learning in core academic subjects, manage their time, find financial aid and feel more confident about their abilities. Assistance and counseling are available on an individual basis.

**Bookstore**

The University of Pennsylvania Bookstore carries textbooks and trade books as well as apparel, stationery, gifts, dorm & school supplies, and other items.
[www.upenn.bncollege.com/](http://www.upenn.bncollege.com/)
3601 Walnut Street
The Computer Connection, located on the second floor of the Penn Bookstore, carries computers, software, and computer supplies at student rates. Call 215.898.3282 for additional information or visit http://cms.business-services.upenn.edu/computerstore.

Note that many faculty use the Penn Book Center to order their course texts. The Book Center is located at 130 S. 34th Street and can be reached at 215.222.7600 or online at http://www.pennbookcenter.com.

**Student Financial Services**

Student financial aid, including applications and disbursement of money, are handled through Student Financial Services (SFS).

http://www.sfs.upenn.edu
3451 Walnut Street, Suite 100 (the Franklin Building)
215.898.1988

**Computer Resources**

Visit this website for a current list of computer labs on campus, along with a list of software installed and eligibility for usage: http://www.upenn.edu/computing/view/labs/.

Penn provides students with supported and recommended computing software available for free download including AirPennNet Wireless Access, Spyware/Adware Protection, Virus Protection, and more at https://www.isc.upenn.edu/how-to/current-supported-computing-products.

Information on how to use wireless connections in DRL may be found in Section III of this handbook.

**Office of Student Affairs**

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

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

OSA provides information on student organizations categorized as follows.
- Academic and Educational
- Cultural and Support
- Environmental Organizations
- Governmental and Umbrella
- Hobbies and Recreation
- Honor Societies
- Performing Arts
- Political Issues
- Publications and Media
- Religious
- Service
- Social
- Graduate and Professional Organizations
- Registered Organizations

Career Services

The Office of Career Services provides an array of services to graduate and professional students including resume and cover letter reviews, practice interviews, workshops, self-assessment tests, and counseling. Appointments can be made by contacting the office at 215.898.7530 or scheduling a meeting online.  
http://www.vpul.upenn.edu/careerservices/
Located in the McNeil Building at 3718 Locust Walk, Suite 20

Counseling, Support and Crisis Intervention

Public Safety Special Services Unit Hotline
The Special Services Hotline at 215.898.6600 provides crisis intervention and support, escort to the hospital, assistance with police administration and/or court proceedings, transportation, temporary housing and other assistance to help you overcome a traumatic event. For general Special Services business, call 215.898.7297.

Counseling
Counseling and Psychological Services (CAPS) fosters personal growth to enable Penn students to take full advantage of academic and social opportunities at Penn. Students learn to manage personal challenges, psychological problems, and situational crises and develop strategies to cope with academic stress and skills for life-long learning. CAPS also provides professional psychological and psychiatric services to students who are having personal problems involving social, emotional, academic, and career issues. The most frequent concerns are poor academic performance, stress management, depression, anxiety, low self-esteem, eating problems, drug and alcohol abuse, racial/ethnic identity issues, relationship
conflicts, sexual identity concerns, career conflicts, and loss/grief. Services are free and confidential.

For additional information or to schedule an appointment, visit http://www.vpul.upenn.edu/caps/ or call 215.898.7021 during normal business hours. Clinicians are available for confidential counseling, consultation and psychotherapy on a walk-in basis or by appointment during office hours. After-hours calls are referred to the CAPS clinician on call.

Counseling Emergencies

Students experiencing a medical emergency should go to the nearest emergency room or call Penn Police at 215-573-3333.

Students with an urgent psychiatric need which cannot wait for the next business day can speak with a CAPS clinician by calling 215-898-7021 and pressing #1.

Office of Alcohol and Other Drug Initiatives
This office seeks to identify methods to reduce substance abuse and violence, control and mitigate campus environments where potential abusive behavior exists, and foster a campus culture in which healthy living efforts are plentiful and successful.
www.vpul.upenn.edu/alcohol
215.573.3525

Penn Violence Prevention (PVP)

The University of Pennsylvania is committed to the safety of all students, and is at the forefront of handling cases involving sexual violence, relationship violence, and stalking. The Penn Violence Prevention (PVP) is a collaborative program that grew out of the Penn Women’s Center. 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.

https://secure.www.upenn.edu/vpul/pvp/

Sexual Violence, Relationship Violence, and Stalking Policy:

https://provost.upenn.edu/policies/pennbook/2013/02/15/sexual-violence-relationship-violence-and-stalking-policy

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

Sexual Harassment Policy:

https://provost.upenn.edu/policies/pennbook/2013/02/15/sexual-harassment-policy

Emergency Phone Numbers

Fire, Police and Medical Emergencies
Call 511 to reach University Police.

Tell the dispatcher that you need an ambulance and stay on the phone until you have given the location of the emergency. If you can, stay with the patient until University Police arrive. If the Philadelphia Police or Fire Department arrives before the University Police, inform the attendant or police officer that the patient is to be taken to the Hospital of the University of Pennsylvania emergency services unit. In cases of drug or alcohol overdose, the primary concern of the University Police is the safety of the individual, not prosecution and punishment.

Other Medical Emergencies
Student walk-in emergencies are handled at the Student Health Service located at 3535 Market Street, Suite 100. When Student Health is closed, students should go to the HUP emergency services unit in the Silverstein Pavilion, 3400 Spruce Street.

Off-campus
Call 215.573.3333 to reach University Police or 911 to reach Philadelphia Police. Call 911 to reach the Philadelphia Fire Department.

Graduate Student Resources

Graduate Student Center
The Graduate Student Center (GSC) is the only hub on campus specifically for graduate and professional students. It provides a common area for meeting other students, meeting and study group space, academic support, and personal enrichment and social programs. The GSC is located at 3615 Locust Walk and can be reached at 215.746.6868 or online at http://www.gsc.upenn.edu/.

Graduate and Professional Student Assembly
The Graduate and Professional Student Assembly (GAPSA) serves as the University-wide student government for all graduate and professional students, functioning as the advocate and political representative body for these constituents. GAPSA also sponsors activities, elects representatives for University-wide committees, provides funding for student organizations and for students attending conferences. Learn more at http://gapsa.upenn.edu/.

Housing

A wide range of housing options are available to graduate students at the University of Pennsylvania. On campus, graduate students can choose to live at Sansom Place, which accommodates graduate and undergraduate students. Alternatively, a limited number of graduate staff positions provide subsidized room and board in a College House or at Sansom
A variety of off-campus housing options are available as well. Penn’s Office of Off-Campus Services (OCS), located at 3702 Spruce Street, is designed to assist students at all stages of their off campus living experience. For more information contact OCS at 215.898.8500 or visit http://www.upenn.edu/offcampusservices.

Libraries

Van Pelt Library, the main University library, is located at 3420 Walnut Street (the entrance is on the College Green across from College Hall). Van Pelt has extensive holdings, computers, and the Weigle Information Commons. For information about holdings and hours for each of the University libraries, visit http://www.library.upenn.edu/ The Physics and Astronomy Library is located on the third floor of David Rittenhouse Laboratory (DRL) building at 209 S. 33rd Street, where most of your physics courses will be held. You will find helpful and current information on physics topics relevant to your coursework. For more information, contact the library at 215.746.0228 or visit their website at http://www.library.upenn.edu/scitech/mpa/.

Recreation Facilities

MPP students have access to all of the recreation facilities available to the University community including the Pottruck Health and Fitness Center, intramural leagues, group exercise, massage therapy and more. Effective Fall 2017, the recreation fee is incorporated into the general fee for full-time students. It includes automatic membership in the Pottruck Health and Fitness Center. http://www.upenn.edu/recreation/ 215.898.6100

Office of the University Ombudsman

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

Student Disabilities Services

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

http://www.vpul.upenn.edu/lrc/

215.573.9235 or TDD at 215.746.6320

Weather Emergencies

Severe weather, such as winter storms, may force the closing of non-essential offices and the cancellation of classes. To find out the operating status of the University in the event of severe weather, call the special information number: **215.898.MELT**. Class cancellations will also be announced via Canvas and posted on the LPS website.

X. University Student Health

Student Health Information

The University has a number of health-related requirements for students. These include completion and submission of health and immunization records, coverage for outpatient medical care through the Student Health Service (SHS) and maintenance of health insurance coverage for in-patient and catastrophic care. Students are advised to call SHS at 215.746.3535 or consult their web site at http://www.upenn.edu/shs for the most current information on student health requirements.

Student Health Insurance

The University requires all full-time students to maintain medical insurance with coverage for in-patient care and catastrophic illness and injury. Students may satisfy insurance requirements through private or employer-sponsored plans or through enrollment in Penn Student Insurance Plan (PSIP). All full-time students must carry coverage for care at the Student Health Service, either through payment of the Clinical Fee, through enrollment in the Penn Student Insurance Plan (PSIP), or submit a waiver indicating alternative coverage. **Students who fail to provide information about coverage will be enrolled in and billed for PSIP.** Part-time students may enroll voluntarily in PSIP, but they are not subject to the insurance requirement, and will not be enrolled by default in PSIP. Coverage for the Student Health Service (either through the Clinical Fee or through enrollment in PSIP) is optional for part-time students.

Student Health Service

The University provides outpatient medical care to students through its Student Health Service. SHS offers an array of clinical services, including initial and follow-up treatment of acute medical illness and injury, management of chronic health problems, health screening and preventive care. Full-time students who have private or employer-sponsored insurance do not have to purchase the student plan, but they must still pay the clinical fee for coverage
at the Student Health Service. Coverage for the Student Health Service (either through the clinical fee or through enrollment in PSIP) is optional for part-time students.

The Student Health Clinic is located at 3535 Market Street, Suite 100. Be sure to bring your PennCard and insurance information whenever you go for medical care. SHS can be reached at 215.746.3535 or online at http://www.vpul.upenn.edu/shs/.

**Immunization**

Students enrolled in the MPP program are part of the University community and benefit from the University’s efforts to provide a safe and healthy environment. All MPP students are required to comply with immunization requirements upon first enrolling in credit courses. Penn requires all incoming students to be immunized against certain diseases. Please visit [http://www.vpul.upenn.edu/shs/immreq.php](http://www.vpul.upenn.edu/shs/immreq.php) for additional information on fulfilling these important requirements.

In the event of an outbreak of a communicable disease in any University class, all students in that class would be required to comply immediately with the University’s immunization requirements. Contact the Immunization Coordinator at 215.349.5047 for more information.