



Penn
UNIVERSITY *of* PENNSYLVANIA

Young Scholars Student Handbook Summer 2019

College of Liberal and Professional Studies
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Program Overview

Penn's Young Scholars Program permits high school students to enroll in one or two undergraduate courses per semester for academic credit. Young Scholars will attend and participate in courses alongside Penn undergraduates, and all students will be assessed and evaluated as traditional undergraduate students. Upon successful completion of the program and all undergraduate coursework included therein, Young Scholars may request official copies of their University of Pennsylvania transcript outlining courses completed, grades earned, and credit received. When applying for full-time undergraduate study, either at Penn or another institution, you will be required to submit all secondary and post-secondary academic transcripts, which includes the transcript you will receive after completing the Young Scholars Program. As such, it is imperative all Young Scholars take all coursework seriously and relay any and all concerns to an academic advisor immediately.

Academic Calendar

Young Scholars are subject to the same academic calendar, deadlines, and policies as other College of Liberal and Professional Studies students. Below is the summer term calendar.

	Summer Session I	Summer Session II
Classes Begin	May 28	July 5
Last Day to Add a Course	June 4	July 12
Last Day to Drop a Course With No Financial Obligation and No Notation on the Transcript	June 4	July 12
Last Day to Drop a Course with 50% Financial Obligation and No Notation on Transcript (<i>Students must complete a late drop form</i>)	June 14	July 20
Last Day to Change Grade Status in a Course	June 14	July 20
Last Day to Withdraw from a Course. Full Financial Obligation Applies. (<i>Students must complete a withdrawal form</i>)	June 26	August 2
Classes End*	July 3	August 9

*Summer Sessions do not have a set schedule for final exams. All exam dates are at the discretion of the course instructor.

Course Selection and Registration

Young Scholars are eligible to register for 2 course units per semester. Courses must be chosen from the provided list of approved Young Scholar courses offered through the College of Liberal and Professional Studies. Students interested in courses not on this list must contact their advisor. The pre-approved list of Young Scholars courses may be found on the College of Liberal and Professional Studies website: <http://www.sas.upenn.edu/summer/courses/schools/sas/young-scholars>

Young Scholars are not eligible to register themselves for courses. Rather, they are required to schedule an advising session with their academic advisor in order to complete course registration. Students not available to meet in person prior to the start of the semester may schedule a phone advising session. *Please note: Enrollment in a specific course is not guaranteed.* Course enrollment may be verified through Penn-in-Touch (see instructions on page 6.)

Academic Policies

Academic Standing

All Young Scholars must maintain a 3.0 GPA in their Penn courses in order to remain a member of the Young Scholars Program. Any Young Scholar who does not maintain a B average will not be allowed to register for the following semester. Any student who does not meet the academic criteria will be dismissed from the program and will need to reapply for a future term.

Academic Integrity

All students are required to abide by all College of Liberal and Professional Studies and University policies, including the Code of Academic Integrity. The code may be found here: <https://provost.upenn.edu/policies/pennbook/2013/02/13/code-of-academic-integrity>

Grading System

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

A+	= 4.0 Distinguished	F	= 0.0 Failure
A	= 4.0 Excellent	GR	= No Grade reported for student
A-	= 3.7	NR	= No Grades reported for course
B+	= 3.3	I	= Incomplete (see below)
B	= 3.0 Good	II	= Extended Incomplete (see below)
B-	= 2.7	P	= Pass, A+ TO D
C+	= 2.3	S	= Satisfactory progress
C	= 2.0 Average	U	= Unsatisfactory
C-	= 1.7	W	= Withdrew
D+	= 1.3	AUD	= Audit
D	= 1.0 Below Average	X	= Academic Violation

Pass/Fail Option

Pass/Fail is an option to encourage students to take courses in subjects that they might avoid if they were required to enroll on a standard, graded basis. Regulations concerning this Pass/Fail option are listed below:

1. In courses taken Pass/Fail, the standard letter grades A-D are converted to P (Pass) by the Registrar. A failure is posted as an F.
2. Grades of P are not computed when determining students' grade point averages; grades of F are computed.
3. The Pass/Fail option stipulates that the instructor is not to be informed of those students who have enrolled Pass/Fail.

Credits and Credit System

Penn academic credit is measured in "course units" (CU). Most courses earn one CU, which is equivalent to four semester hours at other institutions. If planning to transfer your Penn credits to your future undergraduate institution, please maintain a course syllabus and transcript for your records, as these will aid in the transfer.

If planning to apply to one of Penn's undergraduate schools, you may learn about Penn's Pre-College Dual Enrollment Work policy, here: <https://admissions.upenn.edu/admissions-and-financial-aid/preparing-for-admission/freshman-admission/external-exam-credit>

Incompletes

An incomplete grade indicates that a student has not completed all the work in a course and has done so with the instructor's permission. 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. In either case, if the Incomplete is not made up by the deadline it will become an F. An Incomplete is made up only when the official grade is received by the LPS office. Once an Incomplete grade is converted to an F the instructor may change the grade after the student has completed all required work.

Failures

A grade of F remains on the student record and cannot be erased, even if the student repeats the course and earns a passing grade. A grade of F is always calculated into the cumulative grade point average.

Academic Grievances

The instructor who gives an evaluation, exam, or course grade has sole authority for changing such evaluation, exam, or course grade, provided the instructor remains on the faculty (or the emeritus faculty) of the University of Pennsylvania. In cases in which faculty appointments have terminated, or faculty have resigned or are deceased, sole authority for changing an evaluation rests with the Undergraduate Chair of the relevant department. LPS students who wish to have an evaluation, exam, or course grade reviewed must first discuss the matter with the instructor. Should this meeting not yield a satisfactory resolution the student may ask the Undergraduate Chair of the department for assistance. Should the matter not be resolved with the aid of the undergraduate chair or program director, then the student may seek the assistance of the Vice-Dean of LPS.

Petition Procedure

Students who are requesting an exception to an existing policy or requirement must first meet with the Young Scholars staff to discuss the request and to receive a petition form, if that is the best course of action. Petitions and supporting documents are submitted to the LPS Student Services office and will be reviewed by the LPS Petitions Committee.

Final Examinations

No students shall be excused from a final examination in a course where such an examination is required. In exceptional instances, such as serious illness or injury, students may be allowed to postpone the examination with the approval of the instructor.

Transcripts

An official transcript of a student's academic record is available from the University Registrar. To request a transcript, follow instructions outlined on the Registrar's web site (<http://www.upenn.edu/registrar/transcripts/1988-or-later.html>) and in [Penn-In-Touch](#).

FERPA Policy

As stated by Federal law, the Family Education Rights and Privacy Act (FERPA), protects the privacy of student educational records. Students in the Young Scholars Program are protected under FERPA policies, meaning information regarding a student's performance in the classroom or any identifying academic information may not be released to anyone but the student. Should a student wish to release their records to a parent or guardian, they must provide a written (email) notification stating such which includes the full name of the parent or guardian.

Academic Resources

Instructor Office Hours

All instructors are required to hold weekly office hours in which students may drop in with questions or concerns. Should stated office hours not fall within your range of availability, please email your instructor for alternate meeting times or to schedule an appointment.

Writing Center

The Marks Family Writing Center, located at 3808 Walnut Street, provides writing support, guidance, and feedback to students at any stage of the writing process. The center is staffed by well-qualified peer and faculty writing specialists and is open six days a week by appointment and five days a week for drop-in hours. To schedule an appointment visit their website: http://writing.upenn.edu/critical/wc/hours_and_locations.php

Canvas

Canvas is a learning support system utilized by many courses which provides additional readings, discussion boards, videos, or resources applicable to coursework. If your course uses the Canvas system you may log in using your PennKey via the Library's website: <https://canvas.upenn.edu>

Calculus help

The Mathematics Department offers Calculus help on a drop-in basis Monday through Thursday evenings throughout the semester. Times and locations vary by semester. Please refer to the Math Department website for specifics: <http://www.math.upenn.edu/ugrad/calc/help/help.html>

The Weingarten Learning Resources Center

The Weingarten Learning Resources Center, located at 3702 Spruce Street, Suite 300, provides professional consultation services in skills such as academic reading, writing, study strategies, and time management. For more information about the Weingarten Learning Resources Center visit their web site at <http://www.vpul.upenn.edu/lrc/> or call 215.573.9235.

Student Disabilities Services

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

Electronic Resources

Penn Key

All Young Scholars are REQUIRED to set-up a PennKey, which is an access code for ALL University systems, including Penn-In-Touch, the online billing system, and Blackboard. New students should receive a set-up code necessary to create a PennKey shortly after enrolling (typically within 72 hours.) This is sent via email from pennkeysetupcode@lists.upenn.edu. Once you receive your set-up letter please follow the instructions to properly set-up and test your PennKey. For returning students who have lost, forgotten, or never set-up a PennKey or new students who have not received a PennKey set-up email, the necessary info can be obtained at the PennCard Center, located on the second floor of the Penn Bookstore at 3601 Walnut Street.

Penn SAS Email

All Young Scholars are REQUIRED to obtain and regularly check a Penn e-mail account while at Penn. This e-mail address is where all official correspondence from the University will be sent (including billing statements, course communication, etc). After setting-up your PennKey, please go to the following site and follow the instructions on setting up a Penn e-mail account: <http://www.sas.upenn.edu/computing/help/students/email>

Penn Card

The PennCard is the official university identification card. It is required in order to gain access to university buildings, including the library. All Young Scholars are REQUIRED to obtain a PennCard which can be picked up at the PennCard Center. The center is located on the second floor of the Penn Bookstore at 3601 Walnut Street. You must bring a photo ID with you to obtain a card. The cost of replacing a lost or stolen PennCard is \$25

Penn Portal

The Penn Portal allows students to access a variety of electronic systems, as well as customized course information and the university academic calendar. https://portal.apps.upenn.edu/penn_portal/portal.php

Penn-In-Touch

Penn InTouch (PIT) provides secure access via the Internet to online course schedules, academic records, billing, address corrections and updates, and transcript ordering. A PennKey is required to access Penn-In-Touch, which may be found at https://medley.isc-seo.upenn.edu/penn_portal/intouch/splash.html.

Billing

Summer course tuition is charged of all Young Scholars in the same manner as all other non-degree undergraduate students at the College of Liberal and Professional Studies. The rate of tuition is based upon the number of course units taken and the division of the University in which they are taken. All billing for the University will be done on an electronic basis via Penn.Pay. Please refer to the following website for complete information: <http://www.sfs.upenn.edu/pennpay/how-to-use.htm#what>

All students (regardless of semester or school district) are responsible for any other fees associated with attending courses, which may include textbooks, laboratory fees, course materials, etc.

Note: Students who attend a School District of Philadelphia public or charter high school may attend one course tuition-free in the spring and/or fall semester ONLY.

Campus Safety & Transportation

The University City District provides a broad range of police and safety personnel who patrol the campus and neighborhood. Nonetheless, you must always exercise reasonable precautions. Students are expected to take advantage of the resources provided by the university (listed below). We want you to have a safe and happy experience at Penn.

Penn's Division of Public Safety is located at 4026-4040 Chestnut Street. Their phone number is 215-898-7297. In an emergency, dial 511 from any campus phone, 215-573-3333 from your cell phone, or pick up any "blue light" emergency telephone to reach the police while walking around campus and West Philadelphia. When off-campus, dial 911 in the event of an emergency.

PennWalk

- Walking: Call 215-898-WALK for a two-person team who will walk with you any evening to and from campus buildings and transit stops seven days a week, 6 p.m.-3 a.m.

Useful University Resources

Library

The University of Pennsylvania has 15 different libraries, including the largest open stack library in the nation. To find out more, visit www.library.upenn.edu/home.html. Your PennCard, PennKey and email account give you access to all of the library's resources.

Bookstores

The Penn Bookstore is located on the corner of 36th and Walnut. Most textbooks and course materials may be found there. It is open Monday through Friday, 8:30am-10:30pm, Saturday, 10:00am- 10:30pm, and Sunday, 11am-8pm. Some faculty may use other bookstores on campus, including House of Our Own on Spruce Street, between 39th and 40th, or the Penn Book Center on 34th and Sansom.

University of Pennsylvania Undergraduate Admissions

The Office of Admissions handles all campus tours and visits. Contact the Office of Admissions at least two weeks before visiting the campus to arrange visits at 1 College Hall, Philadelphia, PA 19104-6376, 215-898-7507 or visit their website <http://www.admissions.upenn.edu/> for more information.