



Penn
UNIVERSITY *of* PENNSYLVANIA

Pre-College Program Student Handbook

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Program Overview

Penn's Pre-College Program permits high school students to enroll in one or two undergraduate summer courses for academic credit. Pre-college students will attend and participate in courses alongside Penn undergraduates and visiting undergraduates from peer institutions. All students will be assessed and evaluated as traditional undergraduate students. Upon successful completion of the program and all undergraduate coursework included therein, Pre-College students will have access to 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 Pre-College Program. As such, it is imperative all Pre-college students take all coursework seriously and relay any and all concerns to an academic advisor immediately.

Academic Calendar

Pre College Students 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.

	11 Week Summer Session	Summer Session I	Summer Session II
Classes Begin	May 26	May 26	July 2
No classes, university holiday (observed)	July 3		July 3
Last Day to Add a Course	June 6	June 2	July 9
Last Day to Drop a Course With No Financial Obligation and No Notation on the Transcript	June 9	June 2	July 9
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 23	June 10	July 17
Last Day to Change Grade Status in a Course	June 23	June 10	July 17
Last Day to Withdraw from a Course. Full Financial Obligation Applies. (<i>Students must complete a withdrawal form</i>)	July 27	June 24	July 31
Classes End*	August 7	July 1	August 7

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

Registration and Advising

Pre-College Students are eligible to register for a maximum of two and a half course units. These courses must be chosen from the provided list of approved undergraduate courses offered through Penn's College of Liberal and Professional Studies, available on the Pre-College Program website: <https://www.sas.upenn.edu/summer/courses/schools/sas/pre-college>

Pre-College Students are not eligible to add or drop themselves from courses. Rather, they are required to consult an academic advisor in order to make any registration changes. Students contact advisors during open advising hours (listed below) to meet with an academic advisor, or they may contact our teams at hsprogs@sas.upenn.edu to schedule an advising session.

High School Program Staff will be scheduling remote advising and orientation sessions.

Open Advising Hours, Via Zoom:

Monday through Friday, 3pm – 5pm, by appointment.

Academic and Program Policies

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: http://www.upenn.edu/academicintegrity/ai_codeofacademicintegrity.html

Rules of Conduct/Program Dismissal

Students are expected to conduct themselves as mature, law abiding, responsible, and cooperative members of the Pre-College Program and the Penn community. Students must respect and obey the rules, regulations, property, academic standards, attendance requirements, and residential life policies as set forth by the University of Pennsylvania. These rules and regulations are strictly enforced during the entire program, both on line and in person.

Any student whose behavior is inconsistent with the policies and objectives of the program and/or the rules and regulations of the University of Pennsylvania, the laws of the city of Philadelphia, the commonwealth of Pennsylvania, and the United States of America may be subject to legal and disciplinary action and may be removed from the program.

In the event the academic staff determine a student should be dismissed from the program, the student will be ineligible to complete their Penn coursework. **Any student dismissed from the program prior to stated add/drop deadlines will be dropped from all courses, undergraduate and enrichment, accordingly. Any student dismissed from the program after stated academic deadlines will receive a failing grade in all Penn undergraduate courses.** Additionally, the student/parent(s) are not entitled to any refund whatsoever of the unused portion of tuition.

Beyond stated university policies, all students must understand and adhere to the following policies:

a) Inappropriate Behavior

- Unauthorized absence or dismissal from classes and other required events.
- Profane, lewd, or indecent behavior.
- Tardiness, rudeness, or other recurring manifestations of “negativity.”
- Violation of the Academic Code of Conduct.

b) Breaking the Law

Students will be dismissed from the program immediately, no exceptions, no warnings, and no second chances if they engage in any illegal activities. This includes, but is not limited to:

Alcohol

Use, possession, storage, or attempt to purchase any alcoholic beverage is prohibited. This also includes “non-alcohol beer”. The minimum state drinking age is 21 and strongly enforced on campus.

Drugs

Students personal use, attempt to purchase, possession of or being in the company of anyone using or possessing any illegal drugs in any quantity, or any unauthorized prescription drugs, or possession of any drug equipment or paraphernalia is prohibited.

Prescription Drugs Use/Abuse

The possession or use/misuse of any unauthorized prescription drugs or sharing/selling any prescription drugs is prohibited and is grounds for dismissal. Students may have over-the-counter medication but they must be used only as directed and intended. Misusing or abusing over-the-counter medications is also prohibited and grounds for dismissal.

Stealing

The removal of public or private property online or in person, without payment and/or consent, and/or another student's property is a crime! Stealing from the University will result in direct disciplinary action from the University of Pennsylvania.

c) Additional Conduct That Constitutes Removal from the Program

Endangerment

Students may not place themselves or others in a situation that endangers any party involved. Students that jeopardize the safety, security and health of themselves or others are subject to dismissal from the program and the University's campus. This includes but is not limited to: physical/verbal threats or assault, fighting.

Sexual, Racial, Personal Harassment and Bullying

Tolerance of different people's religions, ethnicities, cultures, gender and sexual orientation is an integral part of the Pre-College Program experience. Verbal, physical, and/or cyber bullying, intolerance, intolerance and/or sexual, racial, or personal harassment of any kind is prohibited and can result in dismissal from the program.

Smoking and Use of Tobacco Products

The Pre-College Program strives for a smoke-free program. All university buildings are smoke-free as are all Pre-College Program events. Students are prohibited from smoking anywhere on campus or during any off campus activity.

Unauthorized Video and/or Audio Taping or Photography

Students are not permitted to video/audio tape or photograph any student, program administrator or teacher without the consent of that individual. Unauthorized video/audio taping, photographs or web postings are grounds for dismissal from the program.

Credit System

At Penn, academic credit is measured in "course units" (CU). Most courses earn one CU, with some lab courses, including BIOL 101: Introduction to Biology, earning one and a half course units. A course unit is equivalent to four semester hours 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 (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.

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

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. If the work for a course is incomplete as a result of the student's unexplained failure to hand in assignments or to take the final examination, the instructor should issue a grade of F for the course. An instructor who chooses to grant an extension to a student who has not completed a course by the end of the term may grant either an Incomplete (I) or an Extended Incomplete (II). An Incomplete must be made up within the first four weeks of the start of the next term, and an Extended Incomplete must be made up by the end of the next term. 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 who gave the evaluation unless the instructor is no longer a member of the University of Pennsylvania faculty or emeritus faculty. Should this meeting not yield a resolution that is satisfactory to both student and instructor, or not be possible, the student may ask the Undergraduate Chair of the relevant department for assistance. A student who has a concern about any other matter related to a course should first discuss the matter with the instructor of the course. Should 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. The role of the Vice-Dean is limited to insuring that the department or program has arranged for a proper review of the matter.

Petition Procedure

Students who are requesting an exception to a policy or requirement must first meet with the Pre-College program staff to discuss the request and to receive a petition, 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. A petition must be complete and contain all necessary signatures and supporting documentation before it can be reviewed by the 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. As students in the Young Scholars Program are deemed part-time, non-degree, undergraduate students, they are privy to FERPA. As such, information regarding a student's performance in the classroom or any identifying academic information may not be relayed to anyone save 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.

Electronic Resources (*Required)

Penn Key*

All Pre College Students 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. If you lose or forget your PennKey password please follow the instructions listed on the PennKey website to reset your password: <http://www.upenn.edu/computing/pennkey/forgot.html>

Two-Step Verification

Two-Step Verification provides an added layer of protection when accessing PennKey-protected web sites and applications. After you log in with your PennKey and password, you'll use a device in your possession to verify your identity. With Two-Step, your data is protected, even if your PennKey password is compromised.

To enroll in Two-Step, visit: <https://twostep.apps.upenn.edu>
(See FAQ: "[How do I enroll in Two-Step?](#)" and the [Two-Step Verification User Guide](#))

Penn SAS Email*

All Pre-College Students are REQUIRED to obtain and regularly check a Penn School of Arts and Sciences (SAS) 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: <https://www.sas.upenn.edu/computing/help/students/email/options>

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://portal.apps.upenn.edu/penn_portal/intouch/splash.html

Remote IT Support

[This guide](#) is intended to help all students with accessing and using virtual instruction. This guide covers PennKey support, remote learning tools, and [SAS-specific support](#).

Campus Safety

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.

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 PennKey and email account give you access to all of the library's resources.

Bookstores

Although the Penn bookstore is temporarily closed, they continue to process online course material and general merchandise orders for delivery. They have expanded their digital format availability of course materials which provides students access to course materials immediately after their orders are processed. More information is available on the [Penn Bookstore site](#).

University of Pennsylvania Undergraduate Admissions

The Office of Admissions handles all undergraduate admissions. While in-person tours are suspended, they are offering ways to engage with the Penn Community online, [including a student-led virtual tour](#). Check out their [contact us](#) page to view FAQs, submit a question, join their mailing list, or to connect with the admissions officer from your territory.