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INTRODUCTION

Penn Summer has produced this handbook to provide a useful source of information to orient you to Penn and assist in planning your program of study. Penn Summer is administered by the College of Liberal and Professional Studies (LPS) in the School of Arts and Sciences. This handbook contains rules and regulations, procedures, options, curriculum requirements, resources at Penn, and other pertinent information. Read the entire handbook before you begin classes. Continue to reference the handbook frequently during your summer at Penn to remain aware of your obligations as well as to investigate the many support services and academic opportunities available to you. Students are responsible for adhering to all Penn Summer and LPS policies, procedures, and academic deadlines, and for consulting with advisors on a regular basis in order to optimize their undergraduate experience. Please check the Penn Summer and LPS websites periodically for updates.

PENN SUMMER AND LPS

Penn Summer is administered by the College of Liberal and Professional Studies (LPS) in the School of Arts and Sciences (SAS). All Penn Summer courses are offered by the academic departments of SAS, and are taught by faculty and instructors chosen by those departments. All courses are offered for credit which may be applicable towards a degree at the University of Pennsylvania or transferred to other institutions pending approval of that institution.

VISITING STUDENTS IN PENN SUMMER

Penn Summer welcomes hundreds of students from around the country to campus each summer through our open enrollment Visiting Student program. To enroll in this program a student must have completed an Open Enrollment form on the Penn Summer CollegeNet system. Once completed, the student must accept admission to confirm enrollment. Once these steps are completed the student is registered in the Penn student records system as a visiting summer session student for the duration of the summer.

Summer Visiting students are considered non-degree undergraduate students in the School of Arts and Sciences, and have all the rights and privileges of students of that status.
Campus Mailing Address

Penn Summer
College of Liberal and Professional Studies
University of Pennsylvania
3440 Market Street, Suite 100
Philadelphia, PA 19104

Telephone

Main Office: 215-898-7326
Student Services / LPS Records and Billing 215-746-7040
Eli Lesser, Director, Summer Sessions
Jaclyn Aldworth, Penn Summer Academic Advisor
Jaime Kelly, Penn Summer Academic Advisor
Chris Veitz, LPS Registrar
Leigh Anne Scarborough, Student Records Coordinator
Cassie McDonald, Student Records Coordinator

Fax: 215-573-2053
Email: summer@sas.upenn.edu
LPS Website: www.pennlps.org
Penn Summer Website: www.upenn.edu/summer
Penn Website: www.upenn.edu

Office Hours
Monday, Tuesday, Thursday, Friday 9:00 a.m.-5:00 p.m.
Wednesday 9:00 a.m.-6:00 p.m.
Saturday and Sunday CLOSED

The LPS Office is closed in observance of the following holidays: Memorial Day, Independence Day, and Labor Day

Appointments

Students wishing to consult with an advisor may do so via email, or schedule an in-person or telephone appointment by calling 215-746-7040. Based on your last name you have been assigned the following advisor:

Jaime Kelly (Students A – L) jaimewe@sas.upenn.edu
Jaclyn Aldworth (Students M – Z) aldworth@sas.upenn.edu
PennKey and Password
www.upenn.edu/computing/pennkey/  pennkey@isc.upenn.edu

A PennKey is required to access Penn’s networked computer systems and services. Authorized users need a PennKey and Password to access Penn’s wireless network (AirPennNet), Penn InTouch, Canvas, and certain library resources. A PennKey is also required to obtain a Penn email address.

If you are new to Penn, you will receive your PennKey Setup Code via e-mail or US mail. If you have not received a PennKey setup code within 10 business days of accepting admission, check any email spam or junk folders to ensure the Setup Code email was not mistakenly filtered. If it is not there, contact pennkey@isc.upenn.edu to obtain additional information and instructions for obtaining a Setup Code.

NOTE: Penn employees will utilize their current PennKey and Password for student access.

SAS Email
http://www.sas.upenn.edu/computing/help/students/email

All Penn Summer Students are required to obtain and use a Penn School of Arts and Sciences (SAS) email address, which is available free of charge. Instructions on how to create and use a Penn email address are available through SAS Computing. A PennKey is needed in order to create a Penn email address.

**NOTE: You may set-up your new Penn email address to auto-forward to an existing email account. Penn Summer students who have a home, work, or home-school email address should consider this option to ensure that Penn email is received in a timely fashion.

Penn Directory
www.upenn.edu/directories

Students must update contact information in the Penn Directory by logging into the above link and clicking on Update Directory Listing.

Penn InTouch
https://medley.isc-seo.upenn.edu/penn_portal/intouch/splash.html

Penn InTouch allows students to view their student records and register for courses. Penn InTouch provides secure access to the following:

- Course Search and Mock Schedule functions
- Billing information
- Online course registration
- Course schedules and academic records
- Updating selected address information
- Student Health Information
- Privacy settings for release of academic and financial information to parents or partners.

Penn InTouch undergoes daily system maintenance between 4:00a.m. and 6:00a.m. Tuesday through
Sunday, and between 3:00a.m. and 6:00a.m. on Mondays. In addition, some functions within Penn InTouch may be unavailable for brief periods during nightly processing.

**Penn Card**

[www.upenn.edu/penncard/](http://www.upenn.edu/penncard/) penncard@exchange.upenn.edu

2nd Floor, Penn Bookstore, 3601 Walnut Street 215-417-CARD

In addition to being the required identification for members of the University community, the PennCard provides access to University facilities and services. This official photo identification provides the Penn ID number, and allows eligible students access to Penn buildings where their classes are held, PennCash, library services, Penn Transit services, dining plans, Student Financial Services account charge privileges, ATM and bank debit card privileges, and gyms and recreational facilities.

Students who have registered for courses may obtain a PennCard by bringing a valid form of photo ID (driver's license, passport, etc.) to the PennCard Center. The PennCard should be carried at all times.

**Penn Employees:** Penn employees registered as students at Penn are required to update their employee identification card with a PennCard that reflects both their staff and student status; doing so will provide both categories of access to University resources and facilities.

**Student Health Insurance**

[www.vpul.upenn.edu/shs/insurance.php](http://www.vpul.upenn.edu/shs/insurance.php)

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. All full-time students (students taking 4 courses in 11 week sessions or 2 in Summer Session I or II) must either enroll in PSIP or submit a waiver indicating alternative coverage. Students who fail to provide information about coverage will be enrolled and billed for PSIP.

Part-time students may enroll voluntarily in PSIP, but they are not subject to the insurance requirement, and will not be enrolled by default in PSIP. Coverage for the Student Health Service (either through the Clinical Fee or through enrollment in PSIP) is optional for part-time students.

For more information students may use the above website for complete information.

**Immunization Compliance Office**

[www.vpul.upenn.edu/shs/immunization.php](http://www.vpul.upenn.edu/shs/immunization.php) 215-746-3535 option #4

Students enrolled in the Penn Summer are part of the University community and benefit from the University’s efforts to provide a safe and healthy environment. All LPS/Penn Summer students are required to comply with immunization requirements upon first enrolling in credit courses. To comply, students must complete an online Pre-Matriculation Health Record at the link above.

Student Health Services can provide missing immunizations at a fee that covers costs. In the event of an outbreak of a communicable disease in any Penn class, all students in that class would be required to comply immediately with the University’s immunization requirements.
Summer 2016 Academic Calendar and Deadlines

Some LPS deadlines differ from those of other schools or colleges at Penn.

<table>
<thead>
<tr>
<th>Event</th>
<th>11-Week Summer Session</th>
<th>Summer Session I</th>
<th>Summer Session II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Registration Begins</td>
<td>March 21</td>
<td>March 21</td>
<td>March 21</td>
</tr>
<tr>
<td>Open Enrollment Form Deadline</td>
<td>May 12</td>
<td>May 12</td>
<td>June 23</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>May 23</td>
<td>May 23</td>
<td>June 30</td>
</tr>
<tr>
<td>No classes, university holiday</td>
<td>July 4</td>
<td>n/a</td>
<td>July 4</td>
</tr>
<tr>
<td>Last Day to Add a Course/Drop a Course</td>
<td>June 6</td>
<td>May 31</td>
<td>July 8</td>
</tr>
<tr>
<td>Last Day to Drop a course with 50%</td>
<td>June 20</td>
<td>June 9</td>
<td>July 15</td>
</tr>
<tr>
<td>Last Day to Change Grade Status</td>
<td>June 20</td>
<td>June 9</td>
<td>July 15</td>
</tr>
<tr>
<td>Last Day to Withdraw from a course</td>
<td>July 25</td>
<td>June 21</td>
<td>July 29</td>
</tr>
<tr>
<td>Classes End</td>
<td>August 5</td>
<td>July 29</td>
<td>August 5</td>
</tr>
</tbody>
</table>

STUDENT RESPONSIBILITIES

Policies and Procedures

It is the student’s responsibility to be aware of and comply with University policies and procedures. Many of these policies are outlined in this handbook. Additional information on specific policies may be found on the LPS, Penn Summer, and Penn websites. Students are strongly urged to consult with an academic advisor if they have any questions. It is the responsibility of the student to consult with the LPS/Penn Summer advisor to seek clarification of any ambiguities; ignorance and/or misinterpretation of policies and procedures is not an acceptable excuse.

Office of Student Conduct

http://www.upenn.edu/osc/index.html

The Office of Student Conduct (OSC) is responsible for acting on behalf of the University in matters of student discipline. OSC deals with alleged instances of academic dishonesty and other student misconduct in order to determine how best to resolve allegations consistent with the goals and mission of the University.

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, including the formal disciplinary process as outlined in the Charter of the Student Disciplinary System, referral to the University Mediation Program, and referral to other University resource offices.

Penn students are expected to adhere to the provisions of the following codes. Details on these codes are published on the OSC website.
• Code of Student Conduct
• Code of Academic Integrity
• Policy on Acceptable Use of Electronic Resources
• Guidelines on Open Expression
• Acquaintance Rape and Sexual Violence Policy
• Sexual Harassment Policy
• Anti-hazing Policy
• Alcohol and Drug Policy
• Bicycle Policy

**Code of Academic Integrity**

The fundamental purpose of the University as an academic community is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Values and beliefs about academic integrity have been adopted by scholars so that others may trace our honorable footsteps, verify what we have learned, and build upon our work. Every member of the University community is responsible for upholding the highest standards of honesty at all times.

As members of the University community, students are also responsible for adhering to the principles of the Code of Academic Integrity. Penn believes strongly in the importance of academic integrity. Students who violate its precepts are subject to punishment through the judicial system. Ignorance of the rules is no excuse. If a student is unsure whether his or her action(s) constitute a violation of the Code of Academic Integrity, it is that student’s responsibility to consult with the instructor to clarify any ambiguity.

The best strategy for maintaining academic integrity is to avoid situations where academic dishonesty might occur.

• When in doubt, cite. There are many publications, such as the Chicago Manual of Style or the MLA Handbook for Writers of Research Papers (which has been placed in Rosengarten Reserve by the Honor Council), that provide information about methods of proper citation. Failure to acknowledge sources is plagiarism, regardless of intention. The [Penn Online Research Tutorial](https://www.library.upenn.edu/research/online-research-tutorial) also has a section on proper citation of sources.

• Consult with instructors about assignments.

• Plan ahead to leave sufficient time to complete work.

• Contact the [Weingarten Learning Resources Center](https://www.library.upenn.edu/learning-center) for help with time management and study strategies.

**Student Responsibility with Advisor**

Penn Summer students are provided access to LPS advising services. An advisor can provide information about courses, campus academic resources, and may serve as academic support. It is the student’s responsibility in the relationship with the advisor to:

• Be active and informed participants in the advising process and learn to take responsibility for the shape of their education and definition of their life goals.

• Read the letters and publications sent to them from Penn, Penn Summer, and the LPS Office, especially the Student Handbook. Read emails from the Penn Summer and LPS Office and advisors and use the information available on the Penn and LPS websites throughout their
undergraduate years.

- Be aware of the Penn Summer Academic Calendar, especially registration-related deadlines which in many cases differ from those in other Penn divisions and have important financial and academic implications. Penn Summer students must adhere to Summer Academic Calendar deadlines regardless of the division offering the courses in which they may be enrolled.

- Use Penn InTouch to make course selections and grade type status changes. Confirm the accuracy of registration changes by signing back into Penn InTouch; the transcript and schedule will reflect the most updated adjustments.

- Schedule and keep appointments with their advisors and prepare for advising sessions by having a list of questions and issues to discuss.

Confidentiality

Penn's policy regarding student information is that students are adults, and the University generally will not share their academic and other records (apart from directory information) with third parties without their explicit consent. This is in accordance with the federal Family Educational Rights and Privacy Act. Though there are situations in which the University can choose to divulge information without a student’s consent (for example, if they are listed as dependents on their parents' tax returns), for the most part, students must decide who has access to their academic record. They can indicate whether or not they wish their parents or partners to see their educational records using the Privacy Settings screen on Penn InTouch.

As students begin their careers at Penn, it is very important for them to think carefully about their own responsibilities and to have a discussion with their parents and partners about these confidentiality rules. Penn Summer expects students to be aware of their grades, course registration and all other aspects of their academic career. The Penn InTouch system provides 24-hour access to this information. The advisor is there to help students make the most of their academic career, and the University provides a wide range of support services for both academic and non-academic concerns. Students are expected to familiarize themselves with these services and make use of them when appropriate. While there are many people at Penn who can help, ultimately it is the student who must take responsibility for the decisions he or she makes.

Course Selection Period

The Course Selection Period begins as specified in the Summer Academic Calendar and extends into the semester, through the Add/Drop period. During this period, students can make immediate changes to their course roster. The Course Selection Period allows students to visit classes before finalizing their schedules, but students are expected to attend all classes they may wish to add in order to keep up with assignments and material. Even during this period, instructors may choose to grant admission only to students who have been attending regularly. During the Course Selection Period courses are filled as students register for them, so timing is important and students know immediately if they are enrolled.

**POLICIES GOVERNING REGISTRATION**

**Types of Courses Open to Visiting Students**

Penn Summer students are eligible to register for any course with a course number below 499 in the School of Arts and Sciences, the Wharton School, and the School for Design. Students wishing to take courses in
the School of Engineering and Applied Sciences or the School of Nursing should contact the instructor and request a permit for admission to the course.

Visiting students are permitted to register for courses with stated pre-requisites, but are strongly encouraged to contact the course instructor prior to enrollment to verify that prior course work satisfies stated requirements.

**Adding a Course**

All students must be registered officially in order to take a course for credit or to audit a course.

Students may add a new course via Penn InTouch through the dates specified in the Summer Academic Calendar except for foreign language courses and writing courses, which may only be added through the first week. Students should consult the current Penn Summer Academic Calendar for specific deadlines.

Students on an academic, financial, or disciplinary hold must have their hold cleared and must register by the end of the add period in order to take a course for credit or to audit a course.

**Dropping a Course**

Students may drop a course with no financial obligation until the published deadline in the current Penn Summer Academic Calendar (approximately one to two weeks into the term, depending on session). Students should consult the Penn Summer Academic Calendar on the Penn Summer website for term-specific deadlines. Students can officially drop a course through Penn InTouch until the Drop deadline.

Absence from class does not constitute a drop, nor does notifying the instructor or a university office. Students are responsible for using Penn InTouch to drop courses. Students who fail to drop a course officially within published deadlines may receive a grade of F and are financially responsible for the tuition.

**Verification of Registration Changes**

When making registration changes via Penn InTouch, prior to logging out students are responsible for verifying their schedule to make sure changes have taken effect.

**Late Drop**

Students may also drop a course following the full Drop dates but within the range of the 50% Drop dates as specified on the Penn Summer Academic Dates, but in so doing they will incur a 50 percent financial obligation for the tuition and fee for the dropped course.

During this period, students must go to the LPS website to print a Late Drop form. The form, found at http://www.sas.upenn.edu/lps/students/current/forms-handbooks must be signed by the professor and submitted to the LPS/Penn Summer office by the end of the business day on the last day of Late Drop as published in the Penn Summer Academic Calendar. Students should consult the current Penn Summer Academic Calendar website for term-specific deadlines. No exceptions can be made to this deadline.

**Withdrawing from a Course**

Students wanting to discontinue a course after the late drop period has ended may withdraw from the course until the published withdrawal period deadline. Students should consult the Penn Summer
Academic Calendar on the LPS website for term-specific deadlines.

To withdraw, students must go the LPS website to print a Withdrawal Form. Students must complete the form, have it signed by the professor, and submit it to LPS by the end of the business day on the last day of the Withdrawal deadline as published in the Penn Summer Academic Calendar. No exceptions can be made to this deadline.

Withdrawals may affect students’ academic standing or financial aid standing. Students are encouraged to consult their LPS advisor to discuss the implications of their withdrawal. Students are responsible for investigating how a drop in course load may affect their eligibility with any other offices outside of LPS. International students must consult with the Office of International Programs.

**Auditing a Course**

Auditors receive neither grades nor credit but can receive a transcript. Auditors are responsible for the full tuition, which is determined by and varies among the different schools and divisions offering courses at Penn. Most courses (except for Romance Languages) are open to auditors on a space-available basis. No application is required; auditors simply come in and register in the LPS office.

**Changing Grade Type or Credit Status in a Course**

Students may change their status in a course from credit to audit, from a letter grade to Pass/Fail or from Pass/Fail to a letter grade until the deadline published in the Penn Summer Academic Calendar available on the Penn Summer website. No change is permissible after the published deadline. Students should check with their advisor prior to changing grade or credit status on a course to determine the impact of making such a change.

**Permits and Authorizations**

Under certain circumstances special permission may be required to register for a course. Instructors or departments may enter such permits into the system, enabling the student to register for that course through Penn InTouch. If the student does not claim a permit (by adding the course through Penn InTouch), they will be dropped from the list and will have to start over. If a course in which you are interested requires a permit, contact the department offering the course.

**Registration Holds**

A registration hold may be placed on a student's record. The hold will prevent the student from registering until action has been taken to resolve the issue. If students are unable to register using Penn InTouch, it is their responsibility to contact the LPS Student Services and Records Office or other relevant office promptly to determine the cause of the problem and resolve it in a timely manner. Students may see what registration holds, if any, have been placed on their account by reading the messages on the front page of Penn InTouch.

Any of the following circumstances may prevent a student from accessing Penn InTouch and registering for courses:

- A student who was admitted provisionally may be required to speak with their general advisor regarding the terms of their admission and the criteria required for full admission to the program.
- A student on academic probation may be required to speak with a general advisor to discuss
the implications of their academic standing.

- A student who has an unpaid bursar bill should contact Student Financial Services directly.
- A student has not submitted up-to-date insurance and immunization records to Student Health.
- Collections/Financial Hold: contact Student Financial Services.

## TUITION, FEES AND BILLING

### Tuition

Tuition for all Penn Summer courses are charged based on session the course is offered (11 week or 5 1/2-week session) and the total Course Unit (CU) of the course. Course tuition also varies by school offering the course (School of Arts and Sciences, Wharton, SEAS, Design, or Nursing). Course tuition information can be found on the Penn Summer website [course listings] or the [Tuition page] of the Penn Summer site.

### General Fee

The general fee enables the University to maintain such essential facilities as the library system, museums, institutes, and special laboratories. It also provides for non-academic services such as the Career Planning and Placement Office. General fees vary and are determined by the school or division offering the course.

### Payment Process and Billing Schedule

Consult the [Billing Schedule] for the current academic year on the Student Financial Services website.

### Receiving Your Bill

[www.sfs.upenn.edu](http://www.sfs.upenn.edu)

Penn.Pay is Penn’s electronic billing system for student accounts. Penn.Pay enables the student, and other payers you authorize to receive your Penn student account billing statement online. The bill includes charges for tuition, fees, room, board, and other expenses from a variety of Penn offices. New students must complete the Student Financial Services “MUST DO LIST.” Find the list at the SFS website.

### Paying Your Bill


Penn encourages students to make payments online using Penn.Pay. Student can also mail a check, pay in person at the Franklin Building Lobby, or wire payment. Payment is also accepted online with an American Express® Card. (A 2% convenience fee will be assessed on your American Express® statement. Penn does not receive any portion of the convenience fee.) Details about all payment options are in the Billing and Payment section of the SFS website.

All tuition and fees are payable by the date indicated on the bill, and the full amount of the payment is due. Students who have not received a bill within six weeks after registration should contact the Student Financial Services.

Details about Paying Your Bill and Payment Options, including the Penn Monthly Budget Plan, can be found in the Billing and Payment section of the Student Financial Services website.
Late Payment

Penn must receive the amount due in full on, or before, the due date. If full payment is not received by this date, a late payment penalty of 1.5% of the past due amount per month will be assessed, and future registration and continuing enrollment will be jeopardized.

Penn Faculty/Staff Tuition Benefits

LPS and SFS do not administer tuition benefits for Penn employees, and will not be able to provide eligibility information. To determine eligibility, options and obligations that may pertain to your employment status, and to activate payment of tuition benefits, students must contact their Human Resources benefits office directly.

Penn employees should note that eligibility for tuition benefits does not imply eligibility for admission to LPS; application and acceptance to a program of study is required in order to register for courses. Once accepted into a program of study, Penn employees using tuition benefits are afforded options and subject to academic and financial obligations identical to those of all LPS students.

All students are responsible for understanding the policies of their tuition benefits, knowing and abiding by all LPS Academic Calendar deadlines, and for grades and bills incurred through registration in any course regardless of attendance, completion, or employee status.

University System

www.hr.upenn.edu/tuition

Eligible employees of the University may request tuition benefits, view current and past requests for payment, and view pending payments by using the online tuition management system on the Human Resources website at the above link. Payments are not automatically made, or continued for future terms based upon registration; the employee must apply online for tuition benefits each term.

Health System

Visit the UPHAS Online Tuition Benefit Assistance Application System.

Eligible employees of the University of Pennsylvania Health System should consult with their supervisor to determine benefits eligibility, policy and procedures.

Tuition Refund Policy

Please see the Penn Summer Academic Calendar for dates pertaining to each academic term.

Under the following circumstances, all or part of tuition will be refunded:

1. Dropped Courses: If a student drops a course within dates specified in the Summer Academic Calendar of the start of the semester, full tuition, the general fee, as well as associated lab fees (if any) will be refunded by credit to the student’s University account, provided forms are properly submitted by the deadline published in the LPS Academic Calendar.

Although students are permitted to drop without academic penalty between the end Add/Drop and the 50% Drop period, as specified on the Penn Summer Academic Calendar only 50% of tuition and the general fee will be refunded, associated lab fees (if any) will remain in full. If a student withdraws from a following the two drop periods as defined on the Penn Summer Academic
calendar, a grade of W is recorded on the transcript, and the student is responsible for the entire tuition and associated fees for the course. A student who has not yet paid at the point of withdrawal will nevertheless remain indebted to the University until the tuition is paid. Please see the Penn Summer Academic Calendar for session-specific drop dates.

2. **Illness**: A student who withdraws because of an acute illness may petition the LPS Petition Review Committee to request a partial refund of tuition. A petition, together with a doctor’s letter, must be submitted. The physician’s letter must state that the student has been disabled by illness or injury arising after the beginning of classes and is unable to continue class work.

3. **Canceled Courses**: The University reserves the right to cancel or change any course. If a College of Liberal and Professional Studies course is cancelled or rescheduled at a time during which the student is unable to attend, all tuition and fee charges will be refunded.

### PENN SUMMER ACADEMIC STANDING POLICIES

#### Holidays

The University observes the following summer holidays: Memorial Day and Independence Day.

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

#### Class Attendance

Some professors and departments are very strict about class attendance; others do not consider it part of the grading system. If the instructor thinks a student has an excessive number of absences, the student’s final grade may be lowered. Some departments, the foreign languages in particular, have very precise rules for attendance.

If a student must miss class at any point during the semester, he or she should notify the professor as soon as possible. Failure to attend a class for which one is registered does NOT result in being automatically dropped from the class. Students are responsible for checking Penn InTouch before the end of the Course Selection period and before the end of the Drop period each semester to verify their roster is correct. Students incur full financial obligation for all registered courses regardless of attendance.

**Absence Due to Illness or Death in the Family**

If a student is sick and will miss class, he or she should contact the LPS advisor and professor as soon as possible. If the student provides proper documentation of the illness to the LPS advisor, the professor will be notified by the LPS Office at the student’s request.

#### Final Examinations

Final examinations for Penn Summer courses must be given prior to the end of a summer session. Instructors are not permitted to add an additional meeting time or day to administer a final examination.
**POLICIES GOVERNING GRADES**

**Credit System**

Academic credit toward the Penn degree is figured in “course units” (CUs). Most courses earn one CU, with some lab courses earning one-half CU. A course unit is usually equivalent to a four-credit course at other institutions.

**Grading System**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0 Distinguished</td>
</tr>
<tr>
<td>A</td>
<td>4.0 Excellent</td>
</tr>
<tr>
<td>A−</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0 Good</td>
</tr>
<tr>
<td>B−</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0 Average</td>
</tr>
<tr>
<td>C−</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0 Below Average</td>
</tr>
<tr>
<td>F</td>
<td>0.0 Failure</td>
</tr>
</tbody>
</table>

- GR = No Grade reported for student
- NR = No Grades reported for course
- I = Incomplete (see below)
- P = Pass (A+ to D)
- U = Unsatisfactory
- AUD = Audit
- 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 by the Registrar. A failure is posted as an F.
2. Degree candidates or prospective degree candidates are not permitted to take more than 20 percent of their courses at Penn Pass/Fail.
3. Grades of P are not computed when determining students’ grade point averages; grades of F are computed.
4. The Pass/Fail option stipulates that the instructor is not to be informed of those students who have enrolled Pass/Fail.
5. Students who wish to change from Pass/Fail to a letter grade or a letter grade to Pass/Fail must do so by the published deadline (please refer to the LPS website Academic Calendar for term-specific dates). After this period, students must petition the LPS Petition Review Committee. Such changes are granted only under extraordinary circumstances.

**Incomplete Grades**

An incomplete grade indicates that a student has not completed all the work in a course and has done so
with the instructor’s permission. If the work for a course is incomplete as a result of the student’s unexplained failure to hand in assignments or to take the final examination at the regularly scheduled time, the instructor should issue a grade of F for the course.

An instructor who chooses to grant an extension to a student who has not completed a course by the end of the term may grant either an Incomplete (I) or an Extended Incomplete (II). An Incomplete must be made up within the first four weeks of the start of the next term, and an Extended Incomplete must be made up by the end of the next term (including 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 LPS advisor to explain the circumstances of the Incompletes and develop a plan to resolve them. Their registration hold will not be lifted until they have resolved their incompletes.

**Review of a Grade**

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

Penn Summer/LPS students who wish to have an evaluation, exam, or course grade reviewed must first discuss the matter with the instructor who gave the evaluation unless the instructor is no longer a member of the University of Pennsylvania faculty or emeritus faculty. Should this meeting not yield a resolution that is satisfactory to both the student and the instructor, or not be possible, the student may ask the Undergraduate Chair of the relevant department for assistance in the matter.

A student who has a concern about any other matter related to a course should first discuss the matter with the instructor of the course. Should this meeting not yield a resolution that is satisfactory to both the student and the instructor, or not be possible, the student may ask the relevant undergraduate chair or program director for assistance in the matter.

Should the matter not be resolved with the aid of the undergraduate chair or program director, then the student may seek the assistance of the Executive Director of LPS. The role of the Executive Director is limited to insuring that the department or program has arranged for a proper review of the matter.

**GRADE POINT AVERAGE**

Grade point average (g.p.a.) is computed at the end of each semester and on a cumulative basis. The numerical values of letter grades are:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
</tbody>
</table>

(There is no D-)

The g.p.a. is calculated by multiplying the credit units for each course (usually 1 CU) by the numerical equivalent of the grade received. The total for all courses is then divided by the total number of credit units.
taken. Students may calculate the g.p.a. for a selected group of courses (major or minor courses, for example), by using the “g.p.a. calculator” function of the Academic Planning Worksheet on Penn InTouch.

Course Problem Notices

When the work of a student in a given course becomes unsatisfactory for any reason, the instructor may send a Course Problem Notice email to the student. This notice will indicate the nature of the problem and suggest an appropriate person for the student to meet with, including the instructor, a teaching assistant, or an academic advisor. Students are expected to follow the recommendations made in these notices.

Failures

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

Maintaining Academic Standing

Penn Summer visiting students must maintain academic standing each summer. This requires all visiting students to meet the following requirements:

- Maintain an average of a 2.0 GPA or higher during the summer term
- Receive no Fs

Academic Probation

Penn Summer visiting students who only take one course and receive a grade below a C will be placed on summer academic probation. The student may return the following summer but must complete the summer with a total GPA (average of all summers attended) above 2.0 or face academic suspension.

Academic Summer Suspension

Penn Summer visiting students who take more than one course in a summer and receive a cumulative GPA below 2.0 will be unable to attend summer terms the following academic year. Following the one-year suspension students will be admitted to return as summer visiting student.

**ACADEMIC RESOURCES AND SUPPORT SERVICES**

**Penn Libraries**

[www.library.upenn.edu](http://www.library.upenn.edu)

Of the 15 University libraries, Van Pelt Library is the primary library for students in the arts and sciences, providing access to databases, full-text electronic journals, and reference sources not freely available through public search engines. For help navigating Van Pelt Library’s wealth of resources, students may take a tour of Van Pelt, drop in during walk-in hours, schedule a one-on-one appointment with a reference librarian in a particular subject area, or set up an IM chat with a librarian.
Information Commons
www.wic.library.upenn.edu

The David B. Weigle Information Commons, located on the ground floor of Van Pelt Library, supports study groups and collaborative learning and offers training, equipment and support for digital media. There are also services and support for students as they work to improve their effectiveness in writing, speaking and original inquiry.

Weingarten Learning Resources Center
www.vpul.upenn.edu/lrc/ 3702 Spruce Street, Suite 300 215-573-9235

The Weingarten Learning Resources Center provides professional consultation services in academic skills such as academic reading, writing, study strategies, exam preparation, and time management. This academic support is provided through a variety of services and programs, including individual appointments and walk-in hours. For more information about the Weingarten Learning Resources Center visit their website. For a list of current workshops, click on “events and programs.” To schedule an appointment, contact WLRC at the above telephone number.

Student Disabilities Services
www.vpul.upenn.edu/lrc (Click on Student Disabilities Services)
SDS may be contacted by phone at 215-573-9235, and by TDD at 215-746-6320.

The Weingarten Learning Resources Center houses the Office of 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. Additional information is available on their website.

The Tutoring Center
http://www.vpul.upenn.edu/tutoring/

The Tutoring Center offers eligible students individual peer tutoring in specific courses based on an appointment system with a private tutor. Please see website for complete details. The Old Exam File gives students access to faculty-approved online exams (without answers) for many courses. This service is intended for use by students as a study tool only, coupled with peer tutoring.

Marks Family Writing Center
http://writing.upenn.edu/critical/

The Penn Writing Center offers expert writing help to Penn undergraduate and graduate students. Writing tutors are trained to help students at any stage of the writing process, from brainstorming topics to proofreading final drafts.

Language Direct
www.plc.sas.upenn.edu/language_direct/

Language Direct is a program of the Penn Language Center that offers peer tutoring for students who want to improve their language skills in French, German, Italian, Spanish, Russian, Chinese, and Japanese. The
program offers both online help and drop-in tutoring services.

**Penn Computer Connection**  
[http://cms.business-services.upenn.edu/computerstore/](http://cms.business-services.upenn.edu/computerstore/)  
215-898-3282

The Penn Computer Connection serves as an on-campus computer retail outlet offering educational discounts to the University of Pennsylvania community. Located in University Square, the Computer Connection's showroom is accessible through the University Bookstore.

**Penn Bookstore**  
penn-bookstore@pobox.upenn.edu  
3601 Walnut Street  
215-898-7585

Penn Bookstore’s on-line textbook purchasing system allows students the option of having their textbooks ready for pick up, or having them shipped directly to their doorstep. After registering for courses, log on to Campus Express Online and go to “My Textbooks.” Students may see the required and recommended textbooks for each course and can opt to purchase new or used versions when available. Textbooks can be charged to selected credit cards, or charged directly to the Student Financial Services account. In addition to more than 85,000 fiction and non-fiction titles, the Penn Bookstore carries a variety of periodicals and journals, Penn apparel and gifts, many basic household necessities, and houses a wireless internet café.

**University Mediation Program**  
mediate@upenn.edu  
215-898-9880

The University Mediation Program encourages Penn students involved in a personal dispute to contact the Program at 215-898-9880 to learn about mediation methods to resolve conflict. A staff member of the program specially trained in resolving disputes through mediation can provide information and advice. If your problem seems suitable for resolution by mediation, and both sides agree to mediation, the Program Coordinator will refer you to trained mediators (student, faculty and staff) who will work with both sides to help you research a mutually acceptable resolution of your differences.

**Office of the Ombudsman**

The Ombudsman's office welcomes any member of the Penn community who is experiencing difficulty, conflict, or confusion in his or her work, studies, or life at the University. They offer an accessible and safe place to resolve differences, explore matters of concern, get information, improve communication or generate and evaluate options.

Their mission is to ameliorate conditions that may impede community members finding satisfaction with their lives at Penn. Their door is open to students, staff, employees, and faculty, and they encourage people to contact them at the earliest stages of a problem so they can assist before it escalates.

Our office operates independently from the traditional organizational hierarchy, reporting only to an executive officer of the University in order to avoid any real or perceived conflicts of interest. They do not participate in any formal University proceedings, such as disciplinary hearings or professional reviews. They do not keep formal records or official notes. Meetings are relaxed with no set protocols or agendas.

The Ombudsman’s Office values the privacy of its visitors. They will not identify visitors nor discuss concerns with anyone unless given explicit permission. They cannot guarantee complete confidentiality, however, as there are certain circumstances requiring disclosure, such as sexual harassment, discrimination, criminal activity, and risk of imminent harm to the visitor, to others, or to the welfare of the University.
Health Services
www.upenn.edu/shs 215-573-2523

The University provides outpatient medical care to students through its Student Health Service. The SHS offers an array of clinical services, including initial and follow-up treatment of acute medical illness and injury, management of chronic health problems, health screening and preventive care. The Office of Health Promotion and Education in SHS provides on-site integrative wellness services for students eligible to use the health service. Services include individual sessions for smoking cessation and stress reduction.

The Student Health Clinic is located at 3535 Market St. (at the corner of 36th and Market), on the first floor. Be sure to bring your PennCard and insurance information whenever you go for medical care. For hours and other information refer to the Student Health web site.

Counseling and Psychological Services
www.vpul.upenn.edu/caps/ 215-898-7021

CAPS provides professional psychological and psychiatric services to all Penn students who need help in dealing with academic stress, social difficulties, situational crises, managing personal problems, developing greater self-awareness and skills for life-long learning. Students presenting with more serious concerns like depression, anxiety, and eating disorders, among others, are seen as well. Licensed psychologists, psychiatrists, and social workers provide confidential short term psychotherapy for individuals, group counseling, emergency crisis services, medication evaluations, workshops, career assessments/development counseling, and referrals free of charge.

Office of Alcohol and Other Drug Initiatives
www.vpul.upenn.edu/alcohol/

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.

CAMPUS LIVING

HOUSING FOR PENN SUMMER VISITING STUDENTS

http://www.destinationpenn.com/housing/summer_session.asp

Housing is available to all students via Conference Services. Please use the link above for complete information.

Penn Transit
transit@exchange.upenn.edu 215-898-RIDE

http://www.upenn.edu/services/transportation.php 3401 Walnut Street, Suite 447A
Penn Transit’s comprehensive system provides effective, efficient and safe integrated transit on and around campus within specific service boundaries. Transit services are free of charge to all Penn community members holding a valid PennCard. Service is available year-round except for holidays observed by the University. Penn Transit’s GPS website (pennrides.com) allows riders to get real time information from a computer, cell phone or PDA about locations and expected arrival times of Penn Transit vehicles.

**Parking at Penn**

parking@exchange.upenn.edu 215-898-8667

Students may purchase a parking permit through Penn Parking if they wish to have a vehicle on campus. New permits are assigned by the date of the application.

### SAFETY

**The Division of Public Safety**

http://www.publicsafety.upenn.edu/

The Mission Statement of the University of Pennsylvania’s Division of Public Safety is to enhance the quality of life, safety, and security of our community. The Division accomplishes its mission through the delivery of a comprehensive and integrated safety and security program, in partnership with the community that we serve.

The members of the Division of Public Safety reflect the diversity of our community. We pledge to deliver professional safety and security services that value and respect the rights and differences of all members of the Division, as well as those of the University of Pennsylvania and the University City communities that we all proudly serve.

We are committed to the professional and personal development of all members of the Division of Public Safety, and in turn we expect all of our employees to be models of excellence. Ultimately, we strive each and every day to earn the trust, confidence, and respect of our community.

**Penn Guardian**

http://www.publicsafety.upenn.edu/pennguardian/

Penn Guardian is a free and optional service that is available to anyone with a valid Penn ID number and PennKey. Penn Guardian is a new service that allows you to rapidly provide information about you to the Division of Public Safety during an emergency. By building a personal profile, information about you can be immediately accessed by PennComm dispatchers should you call Public Safety from a registered cell phone. Penn Guardian can also provide police with GPS coordinates from your phone, which can decrease response time and allow first responders to locate you should you not be able to give them your location. To find out more and create a profile, visit the above Division of Public Safety link.

**Bicycle Safety Tips**

http://www.publicsafety.upenn.edu/bicycle-safety-information/

Philadelphia has close to 400 miles of bicycle lanes within its city limits. Visit the above Division of Public Safety link for everyday bicycle safety tips.
Everyday Safety and Security

Use common sense. Try not to walk alone or appear distracted by wearing headphones or talking on your cell phone. Being aware of your surroundings is an important factor when protecting your own safety. The below safety resources are also available for you to use.

Blue Light Emergency Phones
http://www.publicsafety.upenn.edu/TEC/blue-light-ephones/

Trust your instincts. If something makes you uncomfortable or if you see a person displaying suspicious behavior, contact the Division of Public Safety from one of more than 200 blue light emergency phones on campus and in the surrounding community by picking up the receiver or pressing the button. Remember these emergency numbers:

* 511 (on campus)
* 215-573-3333 (off-campus)

Be aware of your surroundings and proactively contact the Division of Public Safety if you notice a safety hazard. You can call their non-emergency line at 215-898-9441 as well.

Walking Escort Service (898-WALK)
http://www.publicsafety.upenn.edu/security-services/walking-escort/

Walking escorts are available 24 hours a day, 365 days a year, between 43rd & 30th St. and Market St. to Baltimore Ave. Escorts are also available from 10:00am until 3:00am between 50th & 30th and Spring Garden St to Woodland Ave via the University’s partnership with the University District Ambassador Program.

How to request a Walking Escort:

* Ask any Public Safety Officer on patrol or inside a building
* Call 215-898-WALK(9255) or 511 (from campus phone)
* Use one of the many building and blue-light phones located on and off Penn's Campus.

Residence Registration & Special Checks
https://secure.www.upenn.edu/publicsafety/forms/propertycheck/

Register your residence for the Division of Public Safety’s Special Security Checks program if you plan to leave town for the holidays or semester break. Registering your residence enables the Penn Police and Penn Public Safety Officers to conduct daily checks on your residence during the length of the holiday or semester break.

Student Disciplinary Procedures for Resolving Complaints of Sexual Assault, Sexual Violence, Relationship Violence and Stalking

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


**Sexual Harassment Policy**

For many years the University has stressed that sexual harassment is not tolerated at Penn. As an employer and as an educational institution, the University is committed to eradicating sexual harassment. Sexual harassment in any context is reprehensible and is a matter of particular concern to an academic community in which students, faculty, and staff must rely on strong bonds of intellectual trust and dependence. The University has adopted the following policy concerning sexual harassment:

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

**Sexual Violence, Relationship Violence, and Stalking Policy**

This policy, which prohibits behaviors that are more generally addressed by the University’s Sexual Harassment Policy, applies to faculty, students, staff, and visitors to the University campus and facilities. All forms of sexual violence, relationship violence, domestic violence and stalking, and attempts to commit such acts, are considered to be serious misconduct and may result in disciplinary action up to and including expulsion or termination of employment. In addition, such acts violate federal, state and local laws, and perpetrators of such acts may be subject to criminal prosecution. Specific guidance for students is provided in the "Student Guidelines for the University of Pennsylvania Sexual Violence Policy" http://www.vpul.upenn.edu/pwc/files/Sexual_Violence_Policy_Guidelines.pdf created by the Penn Women’s Center. The policy can be read in its entirety at:

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

**Rape Aggression Defense (RAD)**

http://www.publicsafety.upenn.edu/special-services/rad/

The Department of Special Services within the Division of Public Safety offers free-of-charge RAD classes with the generous support of the Trustees' Council of Penn Women (TCPW), whose commitment and dedication to the safety and well-being of the Penn women’s community enhances the quality of life for ALL members of the Penn community.

**Property Registration**

http://campusexpress.upenn.edu

Penn students, faculty and staff can register their bicycles, as well as purchase a U-Lock online with the University of Pennsylvania Police Department. By registering your property, you will increase the chances of recovery should your property ever be lost or stolen. You will also receive a registration sticker which will help to serve as a visual deterrent. Penn students may register property by logging on to Campus Express Online at the above link and selecting “My Property Registration.”