Penn Summer
Visiting Student Handbook
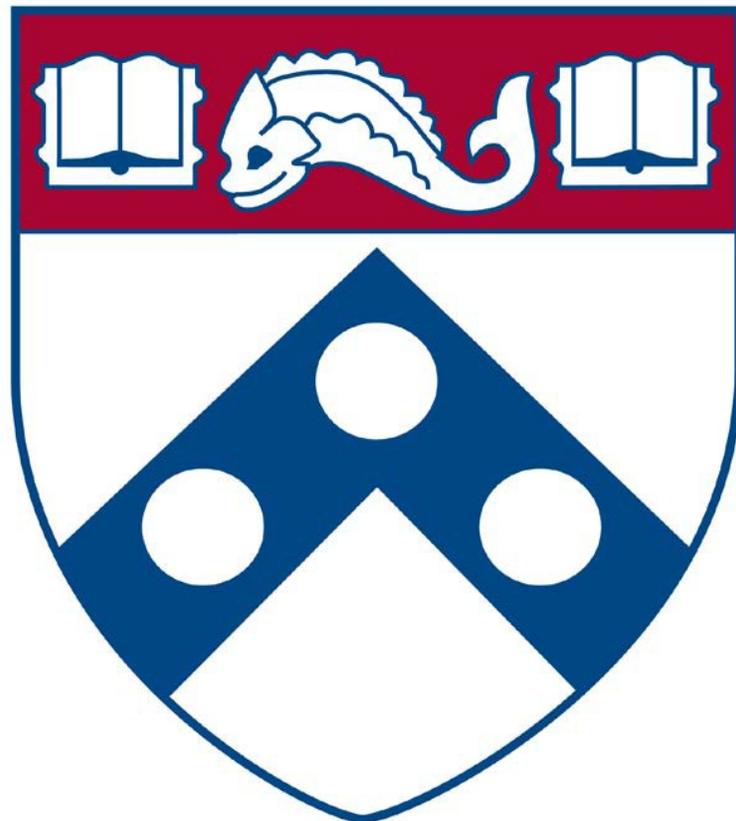# 2021

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Introduction

Penn Summer has produced this handbook 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. Students are responsible for adhering to all Penn Summer and LPS policies, procedures, and academic deadlines, and for consulting with advisors in order to optimize their undergraduate experience. Please check the Penn Summer and LPS websites periodically for updates.

Penn Summer Office and Contact Information

College of Liberal and Professional Studies
University of Pennsylvania
3440 Market Street, Suite 100
Philadelphia, PA 19104
summer@sas.upenn.edu

Main Office:	215-898-7326
Student Services, Records and Billing	215-746-7040

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

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:

Amy Mulhern	(Students A - M)	mulherna@sas.upenn.edu
Lauren Fiori	(Students N – Z)	lfiori@sas.upenn.edu

Getting Started Checklist

PennKey and Password

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. If you have not received a PennKey setup code within one week 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 support to obtain additional information and instructions for obtaining a setup code.

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

Email

All students need to have an e-mail address registered in the Penn Directory and many Penn systems will only use the e-mail address that is listed in the directory to contact you. If you already have an active e-mail address at Penn (anything ending in upenn.edu), then continue to use that; you don't need to create a new e-mail account.

If you do not already have an active Penn e-mail address, then you must create one. Visit the Penn Computing site to get started. Please note that you need to create your PennKey before you can setup an e-mail address, as your address is based on your PennKey. For example, if your PennKey is "bfranklin," your e-mail address will be bfranklin@sas.upenn.edu..

Penn Directory

You should check your entry in the Penn Directory to verify that the information is correctly listed. Please allow two days for a newly created e-mail address to show up in the Penn Directory. Visit the Penn Directory to check your listing. Click the "Login" button in the upper right corner, then click "My Profile" to see your listing. Use the "Help" link to learn how to manage your information in the directory.

Penn InTouch

Penn InTouch allows students to view their student record and register for courses. Penn InTouch provides secure access to course search and registration, billing information, course schedules and academic records.

Penn Summer Academic Calendar

Summer 2021 Academic Calendar and Deadlines

	11-Week Summer Session	Summer Session I	Summer Session II
Course Registration Begins	March 22	March 22	March 22
Open Enrollment Form Deadline	May 10	May 10	June 17
Classes Begin	**May 24**	**May 24**	**July 1**
No classes, university holiday	July 5	May 31	July 5
Last Day to Add a Course/Drop a Course with No Financial Obligation	June 8	June 1	July 8
Last Day to Drop a course with 50% Financial Obligation. Please see contacts for home school for more information below.	June 22	June 9	July 16
Last Day to Change Grade Status. Please see contacts for home school for more information below.	June 22	June 9	July 16
Last Day to Withdraw from a course. Full financial obligation will apply. Transcript to Read "W." Please see contacts for home school for more information below.	July 26	June 23	July 30
Classes End	**August 6**	**June 30**	**August 6**

Policies Governing Registration

Courses Open to Visiting Students
Penn Summer students are eligible to register for classes with a course number up to 499 in the School of Arts and Sciences, the Wharton School of Business, the School of Engineering and Applied Science, Penn Law, and the School for Design. Penn LPS Online courses and independent studies are not open to Summer Session students.

Penn Summer 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
Students may add a new course via Penn InTouch through the dates specified in the Penn 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.

Dropping a Course
Students may drop a course with no financial obligation until the published deadline in the current Penn Summer Academic Calendar. Students can drop a course through Penn InTouch. 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 and fees.

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 after the full drop dates but within the range of the 50% drop dates as specified on the Penn Summer Academic Calendar, but in so doing they will incur a 50 percent financial obligation for the tuition and fees for the dropped course.

During this period, students must go to the LPS website to print a Late Drop form. The form 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. 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.

To withdraw, students must go the LPS website to fill out a Withdrawal Form. Students must complete the form, have it signed by the professor and academic advisor 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.

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 are open to auditors on a space-available basis. Students can register for a course as an auditor through Penn InTouch.

Changing Grade Type

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. Not all courses are eligible for grade changes. No change is permissible after the published deadline.

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.

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.

A+ = 4.0 Distinguished	A = 4.0 Excellent	A– = 3.7
B+ = 3.3	B = 3.0 Good	B– = 2.7
C+ = 2.3	C = 2.0 Average	C– = 1.7
D+ = 1.3	D = 1.0 Below Average	
F = 0.0 Failure		

GR = No Grade reported for student
NR = No Grades reported for course   I = Incomplete (see below)
II = Extended Incomplete (see below)   P = Pass (A+ to D)
S = Satisfactory progress   U = Unsatisfactory
W = Withdrew   AUD = Audit
X = Academic Violation

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. 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.

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. 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 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.

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 Assistant Vice Dean of LPS. The role of the Assistant Vice Dean is limited to ensuring that the department or program has arranged for a proper review of the matter.

Failures
The grade of F remains on the record and is not erased even if students repeat the course with a passing grade. A grade of F is always calculated in the cumulative grade point average.

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.

Absence Due to Illness or Death in the Family
If a student is sick and will miss class, they should contact the professor as soon as possible. If the student provides proper documentation of the illness to their advisor, the professor will be notified by the LPS Office at the student's request.

Maintaining Academic Standing
Penn Summer students must maintain academic standing each summer. This requires all visiting students to meet the following requirements:
- Maintain a term GPA of 2.0 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 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 may be eligible to resume taking summer classes.

Tuition and Fees

Tuition for all Penn Summer courses are charged based on the total course units (CU) of the course. Course tuition also varies by school offering the course (School of Arts and Sciences, Wharton, SEAS, Design, Law, or Nursing). Course tuition information can be found on 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. General fees vary and are determined by the school or division offering the course.

Online Course Fee

The general fee constitutes a partial contribution to the support of such essential services as a large library system and student services.

Payment Process and Billing Schedule

Consult the Billing Schedule for the current academic year on the Student Financial Services website. On that website you will find detailed information about paying your bill.

Penn 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.

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.

Tuition benefits information for University employees.
Tuition benefits information for Health System employees.

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 Penn website. 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 their 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

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 as an educational and intellectual community.

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

Sexual Violence Investigative Officer

The Office of the Sexual Violence Investigative Officer is responsible for managing and investigating complaints against Penn faculty and enrolled Penn students alleging violations of the University's Sexual Violence Relationship and Stalking policy.

Code of Academic Integrity

Since the University is an academic community, its fundamental purpose is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Every member of the University community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the following Code of Academic Integrity.

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

- When in doubt, cite. There are many publications, such as the Chicago Manual of Style or the MLA Handbook for Writers of Research Papers (which has been placed in Rosengarten Reserve by the Honor Council), that provide information about methods of proper citation. Failure to acknowledge sources is plagiarism, regardless of intention.
- Consult with instructors about assignments.
- Plan ahead to leave sufficient time to complete work.
- Contact the Weingarten Learning Resources Center for help with time management and study strategies.

Academic Resources and Support Services

Penn Libraries

Of the 18 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.

Weingarten Learning Resources Center

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 a list of current workshops, click on "events and programs."

Student Disability Services

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.

The Tutoring Center
The Tutoring Center offers eligible students individual peer tutoring in specific courses based on an appointment system with a private tutor. 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
The Penn Writing Center offers expert writing help to Penn students. Writing tutors are trained to help students at any stage of the writing process, from brainstorming topics to proofreading final drafts.

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 Bookstore
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.

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.

Counseling and Psychological Services
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.