

# Welcome from the Vice Dean

June 2002

Dear Wharton Student,

Welcome to the Wharton Undergraduate Division. This Undergraduate Student Handbook is designed to help you learn about your opportunities and make the most out of your experience here at Penn. It provides information on the services the Undergraduate Division offers, a detailed explanation of the curriculum, an overview of various policies and procedures, a snapshot of Wharton facilities, and a glimpse of some of the activities available to you.

I encourage you to explore each of the sections in this handbook thoroughly. To learn more about any of the topics discussed, please consult with a professional advisor in the Undergraduate Division (Suite **G-95** JMHH) or visit the appropriate web page. Undergraduate web sites <http://undergrad.wharton.upenn.edu> and <http://inside.wharton.upenn.edu> are useful places to begin your search. Our goal is to provide the guidance you need to make the best use of your time at Penn.

If you are a first-year student, you will find **pages 21 through 24** especially useful. They explain the courses that you should plan to take this **Fall** as well as how to receive credit for work that you completed before coming to Penn. You might also find **page 25** interesting; it describes Management 100, *Leadership and Communication in Groups*, a required course for all Wharton freshmen.

The undergraduate curriculum is designed to provide you with an understanding of the arts and sciences, the foundation areas of business, the environment in which business operates, and a specialized field. In the spirit of the curriculum, I encourage you to exercise your intellectual curiosity and take full advantage of the many opportunities Penn offers.

With best wishes for your success,



Thomas W. Dunfee  
Vice Dean and Director

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## **Wharton Undergraduate Division**

<http://undergrad.wharton.upenn.edu>  
*advising@wharton.upenn.edu*

Administrative forms may be obtained in the Undergraduate Division or online for easy access.

# Wharton School and Undergraduate Division Staff

## **Patrick T. Harker**

*Dean, Professor of Operations and Information Management, and Reliance Professor of Management and Private Enterprise*

Dean Harker was named dean of the Wharton School in February 2000, after serving as deputy dean and chairperson of the Operations and Information Management Department at Wharton. He was also chairperson of the Systems Engineering Department at Penn's School of Engineering and Applied Science. He holds a BSE and MSE in Civil Engineering, an MA in Economics and a PhD in Transportation Planning and Economics, all from the University of Pennsylvania. He is a former White House Fellow and Special Assistant to the Director of the F.B.I., and has published five books and more than 80 professional articles on service operations and technology management. He received the Hauck Award for excellence in undergraduate teaching in 1998.

## **David C. Schmittlein**

*Deputy Dean, Ira A. Lipman Professor and Professor of Marketing*

Deputy Dean Schmittlein was appointed deputy dean in April 2000. He was the vice dean and director of the Wharton School Doctoral Division (1993-95) and chair of the Marketing Department (1995-2000). He earned his BA in Mathematics from Brown University, and his PhD and MPhil in business from Columbia. In addition to extensively publishing in scholarly journals, Deputy Dean Schmittlein's research has been featured in *The Wall Street Journal*, *The New York Times*, *USNews & World Report*, *USA Today* and *The ABC Evening News with Peter Jennings*.

## **Thomas W. Dunfee**

*Vice Dean and Director*

Vice Dean Thomas W. Dunfee is the Kolodny Professor of Social Responsibility at Wharton. He chaired the Legal Studies Department from 1979-85, 1987-91, and chaired the precursor of the Business and Public Policy Department. He has taught courses in legal studies and business ethics and introduced the two courses on business ethics into the Wharton undergraduate curriculum. Vice Dean Dunfee was president of the Academy of Legal Studies in Business (1989-90), served as Editor-In-Chief of the *American Business Law Journal* (1975-77), and served as President of the Society for Business Ethics (1995-96). His current research interests focus on combating corruption, how social contract theory can enhance ethical business practice, and global business ethics. Vice Dean Dunfee has been a visiting professor at five universities and is the author or co-author of many books, most recently *TIES THAT BIND*, Harvard Business School Press (1999, with Thomas Donaldson). He is on the editorial board of several journals and has been a judge for national business ethics awards.

# Undergraduate Division Staff

## **Anne M. Greenhalgh**

### *Director of Academic and Leadership Programs*

Anne Greenhalgh received her doctorate from the University of Pennsylvania in 1982 and began working full time at Wharton in 1984. As Director of Academic and Leadership Programs, she works with the Vice Dean and his senior management team to provide overall leadership for the Wharton Undergraduate Division. The scope of her responsibilities includes the management of the Undergraduate Leadership Program, high school summer business institutes (LEAD and Leadership in the Business World), and the Wharton Evening School. As Adjunct Associate Professor of Management, Dr. Greenhalgh has designed and taught several undergraduate courses: Management 100, *Leadership and Communication in Groups*; Management 243, *Communication in the Workplace*; and Management 250, *The Language of Leadership*. She is also the recipient of the William G. Whitney Teaching Award for Affiliated Faculty. In addition to fulfilling a wide range of curricular, school, and university-wide responsibilities, Dr. Greenhalgh has advised a number of academic and business institutions, including Haverford College and Marsh & McLennan. Her current research interests are management and leadership education.

## **Anita Henderson**

### *Director of Academic Affairs and Advising*

Anita Henderson has a BA in English from Adelphi University, MA in Linguistics from the University of Kansas, and PhD in Linguistics from the University of Pennsylvania. She joined the Undergraduate Division in January 2000. As an administrator at Penn, she has worked at the School of Dental Medicine and the Institute for Research on Higher Education. In addition, Dr. Henderson has taught undergraduate linguistics through Penn's College of General Studies. She also continues her research in sociolinguistics and language attitudes. Her business experience includes human resources management and co-ownership of a franchise of a nationally known restaurant chain.

## **Suzanne Kauffman DePuyt**

### *Director of Student Services and Administration*

Sue Kauffman DePuyt joined the Undergraduate Division in 1997 after serving seven years in the MBA Division as Coordinator of Graduate Student and International Programs and Assistant to the Vice Dean on the division's senior management team. Ms. Kauffman DePuyt provides leadership in the areas of admissions, academic support, fiscal management, student leadership development, technology and operations. Her professional interests include the development of technology to enhance learning and academic support services. She also serves as the school's athletic eligibility officer. Ms. Kauffman DePuyt earned her MBA from Rider University and has over ten years of experience working in higher education.

# Undergraduate Division Staff

## **Martin A. Asher**

*Director of the Joseph Wharton Scholars Program and Adjunct Associate Professor of Finance*

Martin Asher received an MA and PhD in Economics from the University of Pennsylvania and a BA in Economics from Stanford University. In addition to his role as Director of the Joseph Wharton Scholars Program, Dr. Asher is Adjunct Associate Professor of Finance and teaches courses in Economics to Wharton undergraduate and graduate students. He has served simultaneously as Associate Director of the Institute for Law and Economics at the Law School, Lecturer in Penn's Economics Department, and Vice President and Principal of Econsult Corporation. Dr. Asher also has held teaching positions in the Economics Departments at Swarthmore College, Bryn Mawr College, and Villanova University, where he received tenure in 1991. His previous experience includes positions at Joel Popkin and Company, the Brookings Institution, the United States Senate Committee on the Budget, and the President's Council of Economic Advisers. Dr. Asher received the 2000 and 2002 William G. Whitney Award for Distinguished Undergraduate Teaching in the Associated Faculty and the 2000 Kravis Prize for Outstanding Undergraduate Teaching in Economics in the Department of Economics. His research interests have been primarily in the areas of income distribution and gender and race wage differentials, and he has served as an expert economic witness in federal and state court antitrust and discrimination cases.

## **Dave Cather**

*Director of the Wharton Evening School and Adjunct Associate Professor of Insurance and Risk Management*

Dave Cather received his PhD and MBA from the University of Georgia and BSBA from Bowling Green State University. He is Director of the Wharton Evening School, which includes the Wharton Management Program, Bachelor of Business Administration program, and Graduate School Preparation Certificate program. Dr. Cather is an Adjunct Associate Professor of Insurance and Risk Management, teaching classes for undergraduate and MBA students since joining the Wharton faculty in 1987. He also has taught in the Wharton Evening School for over ten years. Dr. Cather is a Senior Fellow in the Wharton Financial Institutions Center and has participated in a variety of Wharton Executive Education programs. His research interests focus primarily on strategic management issues relevant to insurance and financial institutions, and he has served as a consultant and expert witness to firms in the financial services industries.

## **Beth Hagovsky**

*Senior Associate Director*

Beth Hagovsky has a BA from Rosemont College and a MEd in Higher Education Administration from the Graduate School of Education at Penn. She previously worked in the Office of Student Life at the University as Assistant Director. Her primary responsibilities included advising the Student Activities Council, the Junior and Senior Class Boards, in addition to coordinating University-wide events and traditions such as Hey Day, Ivy Day and Homecoming. In the Undergraduate Division, in addition to her role as an academic advisor, she is responsible not only for planning and implementing the division's co-curricular programs but also for working with the Wharton and other Council student clubs and organizations. Beth is a Senior Fellow and resident in Stouffer College House.

# Undergraduate Division Staff

## **Angie Corbo**

*Associate Director*

Angie Corbo serves as a liaison with the Office of Academic Support in the areas of tutoring, learning difficulties, and the Pre-Freshman Program while working in conjunction with Counseling and Psychological Services on leave of absence and personal issues. She is also responsible for the Musser-Schoemaker Lectures Series, transfer credits, and joint degree programs. Prior to her time at Penn, Ms. Corbo worked in higher education for ten years in Student Life and Leadership Development. She holds a part-time adjunct teaching appointment with Arcadia University and has taught at Penn and Penn State Abington. In addition, she has consulted with groups and individuals on leadership, diversity, conflict management, gender dynamics, and communication. Ms. Corbo earned her BA in English/Communications and Modern Languages from Cabrini College and her MSEd from Penn's Graduate School of Education, where she is currently a doctoral candidate. Her research area focuses on group dynamics, gender issues, and power dynamics.

## **Helene Elting**

*Adjunct Assistant Professor of Management*

Helene Elting is an Associate Director of the Undergraduate Leadership Program and an Adjunct Assistant Professor of Management. Her field of expertise is workplace diversity, and her scholarly research focuses on gender, power, and leadership; race matters in corporate culture; and work/life balance. Dr. Elting has published and lectured on the impact of personal difference on pedagogic style. Her most recent publication is a chapter in the 2002 text, *WORKPLACE DIVERSITY AND ITS IMPACT UPON PERFORMANCE*. She teaches Management 100, *Leadership and Communication in Groups*, as well as undergraduate and MBA courses on *Diversity in the Workplace*. She is also an academic fellow in the Philadelphia Association for Psychoanalysis. Dr. Elting received her doctorate from the University of Pennsylvania. Before coming to Wharton in 1998, she had a joint appointment at Haverford College and Bryn Mawr College where she taught American Studies, Culture Studies, and Communication. Concurrently, she lectured at the Center for Women's Studies of the Philadelphia Association for Psychoanalysis.

## **Michael B. London**

*Adjunct Assistant Professor of Management*

Michael London joined the Wharton Undergraduate Division in 1993 as a Director of the Undergraduate Leadership Program. He earned his PhD in Organizational Behavior from Case Western Reserve University. He previously served as Assistant Professor at the University of Bridgeport and was affiliated with Robert H. Schaffer and Associates, a Connecticut-based consulting firm. Dr. London's background includes serving as Executive Director of the S.O.S. Community Crisis Center and Director of Training for "Drug Help," both non-profit organizations in Michigan. As an Adjunct Assistant Professor of Management, Dr. London teaches Management 100, *Leadership and Communication in Groups*. He also teaches in the Evening Division and in the Wharton Management Program. He was voted the 1996 Professor of the Year in the Wharton Evening Division.

## Undergraduate Division Staff

### **Christopher I. Maxwell**

*Adjunct Assistant Professor of Management*

Chris Maxwell is Associate Director, Undergraduate Leadership Program; Curriculum Director, LEAD; and Adjunct Assistant Professor of Management. He joined the Wharton Undergraduate Division in 2000. He earned a PhD in Public Administration from Penn State and a Master of Government Administration from the Fels Center of Government at the University of Pennsylvania. Before coming to Wharton, he taught in the Schools of Public Affairs and Business Administration at Penn State Harrisburg. Dr. Maxwell has also served as Executive Vice President of a community teaching hospital, Vice President of a healthcare information and research services firm, and as a consultant to mental health organizations. Dr. Maxwell teaches Management 100, *Leadership and Communication in Groups*, and BPUB 203, *Business in the Global Political Environment*.

## Undergraduate Division Administrative Staff

(Seated from left) Charles Price, Administrative Assistant; Annette Lawson, Receptionist; Kevin Rounsley, Administrative Coordinator; (standing from left) Ellen Mueller, Office Manager; Susan Donnelly, Evening School Coordinator; Laretta Tomasco, Program Coordinator; Cadence Anderson, Information Systems Specialist; Kiesha Bond, Receptionist; Anna Bond, Business Administrator; Sharon Mulholland, Program Coordinator; (not pictured) Shanesha Revell, Receptionist.

# Wharton Undergraduate Division Curriculum Worksheet

## 37 Credit Units Total

### General Educ Requirements (3)

- ECON 001
- ECON 002
- MATH 114/115

### Leadership (1)

- MGMT 100

### Writing About Requirement (1)

- \_\_\_\_\_

### Business Fund (9)

- ACCT 101
- ACCT 102
- FNCE 100
- FNCE 101
- STAT 101
- STAT 102
- MGMT 101
- MKTG 101
- OPIM 101

### Societal Environment (2)

- LGST 101
- LGST 210
- BPUB 203

### Organizational Environment (1)

- INSR 205
- MGMT 104

### Business Breadth (3)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Business Conc (4)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### General Educ Distribution (7)

#### *Social Structures*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### *Lang, Arts & Culture*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### *Science & Technology*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Global Env (3)

*2 may double-count with Social Structures & Lang/Arts/Culture*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Unrestricted Electives (3)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Non-business Electives (2)

- \_\_\_\_\_
- \_\_\_\_\_

### Extra Courses (not required)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Language Prof

- \_\_\_\_\_

You may not use more than one course from any department to count towards the Business Breadth requirement. No course from your first concentration, and only one course from a second concentration, may be counted for the requirement. The remaining three courses in a second concentration must be counted as Unrestricted Electives.

Consult the College Course Scanner at [http://www.college.upenn.edu/courses\\_reg/scanner/ccs.html](http://www.college.upenn.edu/courses_reg/scanner/ccs.html) for course selection information and Penn InTouch at <https://sentry.isc.upenn.edu/intouch> for scheduling information and an automated worksheet.



# Requirements

## Outline of the Curriculum

The faculty of the Wharton School have designed the undergraduate curriculum to accomplish three objectives:

- 1. combining the study of business with the study of the liberal arts and sciences,**
- 2. giving students an international perspective, and**
- 3. improving students' leadership and communication skills.**

I. Students come to the undergraduate program at Wharton to learn about business, usually so they can pursue careers as leaders within organizations. They are also at Penn to gain a college education that provides them with a broad perspective on life and prepares them to be citizens of the world. For this reason, about half of the courses you take to complete your degree are inside Wharton, and about half are outside Wharton. If you look at the worksheet that is on the previous page, you can see this represented visually: the two left-hand columns list your business-related courses, while the two right-hand columns represent non-Wharton courses. We urge you to use the opportunity to take non-Wharton courses to explore your interests and test your abilities in fields of study besides business.

II. There is no industry in the modern economy not touched by the trend towards globalization, driven by the rapid technological advances in telecommunications and transportation. For this reason, the faculty at Wharton wants to ensure that you gain an international perspective as part of your undergraduate education. The foreign language proficiency requirement and the Global Environment requirement are two mechanisms for you to accomplish this objective.

III. Wharton alumni have been leaders in every sector of society. Our graduates have been CEOs, ambassadors, lawyers – even a symphony conductor and a Supreme Court justice. Leadership involves natural talent, but that talent must be nurtured and shaped to attain its full potential. A central objective of Wharton's program is to give you the opportunity to take courses and have experiences that allow you to refine and develop your leadership skills. Because communication skills are a central facet of leadership ability, one way to grow as a leader is to work on your ability to communicate well with other people in speech and in writing. For this reason, several of your courses place a premium on developing writing and presentation skills.

What follows is a detailed description of the curriculum for the Bachelor of Science in Economics degree you are pursuing. We recommend that you follow along with the worksheet as you read about the various requirements, so that you understand how everything fits together.

# Requirements

## General Education Requirement

### 3 courses

The General Education requirement includes three arts and sciences courses designed to give you the basic tools you will need to do well in your business classes. These classes should be finished by the end of the first year, so you will have those tools in hand as you proceed.

Economics 001 and 002: Introductory Economics. All students are required to take a semester of microeconomics and a semester of macroeconomics. Economics is the foundation for everything you will learn in the following three years about business because it provides a basis for understanding what markets are and how they function.

Math 114 or 115: Calculus, Part II. All students are required to take the second semester of Calculus. If you have not placed out of the first semester of Calculus (Math 104) through an Advanced Placement exam, then you must take that first, and it may be counted as a Non-business or Unrestricted Elective. Math, like economics, is an important tool in approaching business courses. Many of the courses you will take in your sophomore year and thereafter are very quantitative, and Calculus will provide you with the facility with numbers you will need to do well in these courses. Please see page 21 for more information on the math requirement.

## Leadership, Teamwork, and Communication

### 1 course

Management 100: Leadership and Communication in Groups. Because the development of leadership and communication skills is one of the central objectives of the Wharton undergraduate curriculum, this required course provides a very important forum for understanding your current abilities in these areas and how to improve them.

All incoming students are required to take this course. First-year students should take it in the fall of the first year. In general, transfer and dual degree students take it in the spring of their first year as a Wharton student.

## Writing Requirement

### 1 course

Another avenue for developing your communication skills is the writing requirement. All students must take a Writing About course to fulfill this requirement. These courses generally are numbered as English 001 – 009. English 011, English for International Students, may also

be used to fulfill the requirement if you are a student whose first language is not English. In addition, other departments, such as Philosophy and Women’s Studies, offer Writing About courses, usually numbered 009. We urge you to take Writing About class on a topic of interest, so that you can learn about something you like while improving your communication abilities. AP credit in English cannot be used to fulfill this requirement.

## Business Fundamentals

### 9 courses

You should have completed the five courses listed above by the end of your first year, as they will provide you with the tools you need to succeed in subsequent courses. Starting in the fall of your sophomore year (or earlier if you have fulfilled the prerequisites), you will begin to take business courses. The nine courses that comprise the Business Core will provide you with the foundation you need for understanding how organizations function.

Accounting 101 and 102: Principles of Accounting. Usually taken in the sophomore year, these introductory courses in financial and managerial accounting will give you a broad-based understanding of how an organization reports on its financial position and the decisions leaders must make when creating financial reports. Accounting has been described as the “language of business.” A thorough knowledge of its principles is necessary for all business people, so you will have a close familiarity with this central function of all organizations.

Statistics 101 and 102: Introductory Business Statistics. Following completion of your Calculus requirement, you must take two semesters of Statistics. These courses will provide you with another important tool for understanding information about business organizations. You will use statistical methods in many of your upper-level courses, especially Finance.

First-year students who have already completed Math 114 or 115 may take these two courses. Statistics 430 and 431, a more theoretical approach to business statistics (or Systems 301 and 302, offered through the School of Engineering and Applied Science) may replace Statistics 101 and 102 and are usually taken by those students who:

- have a strong interest in mathematics,
- have completed Mathematics 240,
- are concentrating in Actuarial Science, or
- are pursuing the Management and Technology (M&T) program.

# Requirements

Finance 100: Corporate Finance and Finance 101: Monetary Economics. Usually taken in the sophomore year, these two courses provide a basis for understanding the financial aspects of organizations. Finance 100 concentrates on the internal financial decisions made within corporations and other firms, while Finance 101 is an intermediate macroeconomics course. The courses may be taken in either order, but please note the prerequisites:

- You must complete both semesters of Economics and Calculus and take Accounting 101 and Statistics 101 concurrently (or have completed them) to take Finance 100.
- You must complete both semesters of Economics to take Finance 101.

Management 101: Introduction to Management. This course provides an introduction to the concepts of management critical to the exercise of effective leadership in any organization. In addition, the course refines your business writing skills. It should be taken by the end of the sophomore year, so you will have a basic understanding of management concepts as you move into your upper-level course work.

Marketing 101: Introduction to Marketing. Every organization is faced with the challenge of how to communicate with the world at large about its mission, products and services. An introduction to the methods of marketing teaches you how to think systematically about this challenge and how your organization can best meet it. Marketing 101 should be taken by the end of the sophomore year.

Operations and Information Management 101: Introduction to the Computer as an Analysis Tool. This course is generally taken in the second semester of the first year because it provides important tools that you can use in other courses. With the explosion of technology use in business, it is essential that you are able to use computer programs to help you solve business problems. This course will introduce you to Excel and other programs that will be very useful to you for this purpose.

## **Societal and Organizational Environment**

### **3 courses**

In addition to understanding the internal functions of an organization, which the nine courses in the Business Fundamentals area will allow you to do, you must also understand the context in which all organizations must exist. No organization is an island; it must interact with customers, suppliers, regulatory agencies, and its own employees. The Societal and Organizational

Environment categories are designed to expose you to contextual issues arising from relations with these constituencies. Societal Environment courses deal with the external environment, including the government and the legal system, while Organizational Environment courses address the internal environment, including relations with employees and methods of dealing with risk.

To fulfill the Societal Environment requirement, you will take two of the following three courses:

Legal Studies 101: Introduction to Law and Legal Process. This course provides an overall introduction to the American legal system. Any leader of an organization that does business in the United States must understand this legal environment to conduct business successfully.

Legal Studies 210: Corporate Responsibility and Ethics. Every member of a business organization is faced with making ethical decisions. This course provides a structure for thinking through problems and figuring out how best to respond when ethical challenges arise.

Business and Public Policy 203: Business in the Global Political Environment. Organizations around the world must deal not only with their clients, customers and shareholders, but also with the communities in which they are located and with the governments of the entities in which they are housed. This course discusses how firms respond to various regulatory and political forces in the external environment.

To fulfill the Organizational Environment requirement, you will take one of the following two courses:

Management 104: Industrial Relations and Human Resource Management. One of the most important managerial tasks is developing rewarding and productive relationships with co-workers and employees. This course teaches students how to approach issues in the management of human resources at all levels of an organization.

Insurance 205: Risk Management. All firms must cope with risks: financial risks, risks associated with destruction of property, and risks associated with variability in human behavior. This course discusses the risks companies face and how they can best plan to minimize the negative effects of various kinds of risks.

# Requirements

## Business Breadth

*3 courses*

This three-course requirement is designed to give Wharton students a broad sampling of various business fields beyond the fundamental core and business depth courses. You may take any non-core Wharton course to meet the requirement. However, you may not take:

- more than one course from any department,
- any course from the department in which you are taking your first or only concentration, or
- more than one course from the department in which you are taking a second concentration.

You may not double-count a business breadth course with any other part of the curriculum except for one course in a second concentration.

## Business Depth (Concentration)

*4 courses*

All students in the Wharton undergraduate program major in business, but each selects an area of concentration. Students usually begin their business concentration in the first or second semester of the junior year. The Wharton concentration consists of four courses above the introductory level, which provide the opportunity to explore one area of business more thoroughly. For details on the specific requirements for each concentration, see below. You are also advised to consult with an academic advisor in the Undergraduate Division and with the faculty advisor in the department of your choice. To declare a concentration, fill out the appropriate form and turn it into the Undergraduate Division so that your choice can be entered into the Student Records System.

## General Education Distribution

*7 courses*

One of the main objectives of the Wharton undergraduate program is to combine the study of business with the study of the arts and sciences. To ensure that students gain broad exposure to liberal arts courses, these subject areas have been divided into three general categories: Social Structures; Language, Arts and Culture; and Science and Technology. You must take a total of seven courses to fulfill this requirement, with at least two in each category but three in one.

Any course offered by the following departments or Schools may be taken to satisfy the General Education Distribution requirement.

## Social Structures

American Civilization  
Ancient History  
Economics  
History  
History and Sociology of Science  
International Relations  
Political Science  
Sociology  
Urban Studies

## Language, Arts, and Culture

Classical Archaeology  
Comparative Literature  
Design of the Environment  
English  
Fine Arts  
Folklore  
Germanic Languages  
History of Art  
Linguistics  
Music  
Philosophy  
Romance Languages  
Slavic Languages  
Theater Arts

## Courses from these departments may satisfy the Social Structures or the Language, Arts, and Culture requirements depending on the specific course content.

African Studies  
Afro-American Studies  
Anthropology  
Asian American Studies  
Asian and Middle Eastern Studies  
Classical Studies  
Religious Studies  
South Asia Regional Studies  
Women's Studies

## Science and Technology

Astronomy and Astrophysics  
Biology  
Chemistry  
Environmental Studies  
Geology  
Mathematics (200 level and above)  
Physics  
Psychology  
School of Engineering (all courses)  
School of Nursing (all courses)

# Requirements

## Global Environment

### *3 courses*

In recognition of the fact that both markets and individual firms are becoming increasingly global, all Wharton undergraduates are required to take a total of three courses to fulfill the Global Environment requirement. The Global Environment requirement links Wharton's training in managerial decision making with the international context in which business operates. You meet the requirement by selecting three courses taught from an international perspective. Two of these courses may double-count with the Social Structures or Language, Arts, and Culture sectors of the General Education Distribution.

Courses that fulfill the requirement must deal predominantly with material concerning:

- Regions outside of the United States.

Courses that fulfill the requirement draw from any of the following categories:

- Social science courses, such as History, Anthropology, Economics, or International Relations, which deal with international issues or with the nature of other cultures. This includes area studies courses about particular regions of the world.
- Business courses on international topics such as multinational management or international public policy.
- Humanities courses dealing with the artistic or cultural heritage or particular cultures, including courses in music, art, literature, and religious studies.
- Advanced language courses in commercial vocabulary.

Courses that may NOT be used to fulfill the requirement include the following:

- Language courses that deal only with grammar or conversation.
- Methodology courses, such as demography and ethnography.
- Courses about the experience of immigrant populations in the United States.
- Courses taken abroad that do not otherwise fit into the categories given above.

We encourage you to seek courses fitting your individual interests and talents for the Global Environment requirement. Once you have found an interesting course that you believe meets the spirit of the requirement, you should meet with an advisor in the Wharton Undergraduate Division to confirm that the course fulfills

the requirement. In some instances, you may be asked to submit a syllabus for the course to the Petitions Committee so that a decision can be made regarding the course's suitability.

International students are not permitted to fulfill this requirement with courses about the United States.

## Unrestricted Electives

### *3 courses*

You may take any three courses as your unrestricted electives. Students pursuing a second concentration must apply three of those courses here. Unrestricted electives may be taken pass/fail unless you are using them towards a second concentration.

## Non-business Electives

### *2 courses*

For the non-business elective category, you must take two courses that are not from a Wharton department. This requirement has been included in the curriculum to ensure that you take the opportunity to explore non-business courses over and above the seven required to fulfill the General Education Distribution requirement. You may take these courses pass/fail if you like.

## Foreign Language Competency

Wharton students must demonstrate competency in a language other than English. You may continue with the same language you studied in high school or explore other languages. If you are planning to continue with your high school language, we suggest that you do so beginning in the fall semester of your first year, while your memory of the language is still fresh.

Courses you take toward language competency may be applied to the Language, Arts, and Culture portion of the General Education Distribution or towards the Unrestricted or Non-business Electives sections. They do not satisfy the Global Environment requirement.

If you have an interest in studying abroad, we strongly urge you to continue studying a language even if you have already satisfied your competency requirement. Some study abroad programs require knowledge of a language beyond the minimum competency requirements.

# Concentrations

## Choosing a Concentration

In your Wharton academic career, you must choose a concentration from at least twenty different areas. These concentrations are intended to give you an in-depth focus in one business area. You will not have a traditional "major" because all Wharton students take a common bachelor's degree program in Economics. Instead, you will acquire academic depth through this four-course concentration. Course requirements for each concentration are detailed below; course listings and descriptions are available from each department and in the Undergraduate Division. The Wharton School's undergraduate concentrations are:

**Accounting**  
**Actuarial Science**  
**Business and Public Policy (formerly Public Policy and Management)**  
**Decision Processes**  
**Entrepreneurship (second concentration only)**  
**Environmental Policy and Management**  
**Finance**  
**Global Analysis (second concentration only)**  
**Health Care Management and Policy**  
**Individualized**  
**Information Systems**  
**Insurance and Risk Management**  
**Legal Studies (second concentration only)**  
**Management**  
**Managing Electronic Commerce (second concentration only)**  
**Marketing**  
**Marketing and Communication (dual concentration)**  
**Operations and Information Management**  
**Operations Management/Management Science**  
**Real Estate**  
**Statistics (individualized)**  
**Transportation (individualized)**

The Undergraduate Division recommends that you declare your concentration by the end of your sophomore year because students with a declared concentration have a better chance of getting the advance registration courses they request in the respective departments. To declare a concentration, come to the Undergraduate Division. A staff person can assist you with completing a Concentration Declaration form and entering your concentration into the Student Records System. Individualized concentrations must first be approved via petition to the Petitions Committee. You may change your concentration if necessary at a later time. There is no deadline (except graduation) for declaring a Wharton concentration.

## Accounting

<http://accounting.wharton.upenn.edu>

The Accounting Department at Wharton offers courses in financial, managerial and cost accounting, tax planning, auditing, international accounting, accounting for decision-making and control and accounting for mergers and acquisitions. Although strong quantitative skills and attention to detail are important qualities for an accounting concentration, students need to acquire other skills as well. Many students find the accounting concentration to be useful preparation for careers in consulting, investment banking, general management, public accounting, and securities analysis.

*Required* ACCT 201 Intermediate Financial Accounting  
ACCT 202 Intermediate Financial Accounting for Equities  
ACCT 203 Cost Accounting

*One of* ACCT 205 Tax Planning and Administration  
ACCT 208 Auditing  
ACCT 230 International Accounting  
ACCT 243 Accounting for Mergers, Acquisitions, & Complex Financial Structures  
FNCE 207 Security Analysis

## Actuarial Science

<http://irm.wharton.upenn.edu>

Actuarial science is the mathematical modeling of all pure-risk phenomena. It is concerned with such issues as determining annuity and insurance benefits, premiums, reserves and expenses. Insurance companies, private corporations, and the government must also determine the best ways to develop pension funds and manage their risks. A student with strong mathematical aptitude graduating with an actuarial science concentration will be prepared to pass the six professional examinations given by the Society of Actuaries.

*Required* INSR 251 Fundamentals of Actuarial Science  
INSR 252 Actuarial Science and Insurance Problems  
INSR 260 Applied Stat. Methods & Operations Research

*One of* INSR 210 Financial Strategies and Analysis: Insurance  
INSR 221 Employee Benefit Plan Design and Financing  
INSR 230 Property and Liability Insurance Company Management & Policy  
INSR 253 Actuarial Statistics

# Concentrations

A student concentrating in Actuarial Science should take MATH 104 and 114 in his or her freshman year and MATH 240 in his or her sophomore year. STAT 430-431 is recommended in place of STAT 101-102.

## Business and Public Policy

<http://bpp.wharton.upenn.edu>

The Business and Public Policy (BPUB), formerly Public Policy and Management (PPMT), concentration provides skills and insights that are useful to future private and public managers, lawyers, economists and political scientists as well as policy analysts. The concentration combines elements of economic and political analysis in order to understand the interactions between market and political processes (political economy) and the positive and normative aspects of government activity (public policy and management). Students concentrating in BPUB go on to positions in government, in private firms (particularly consulting and investment banking) and in the not-for-profit sector. The concentration also provides a firm base for graduate study in law, economics, public policy and political science.

The concentration in Business and Public Policy consists of 2 policy analysis core courses and 2 applied public policy courses:

### *Policy Analysis Core (two courses)*

BPUB 201 The Political Economy of Government  
BPUB 204 Cost Benefit Analysis  
BPUB 250 Managerial Economics

### *Applied Public Policy (two courses)*

BPUB 202 The Principles of Transportation  
BPUB 203 Business in the Global Political Environment  
BPUB 206 Urban Public Management and Private Sector Economic Development  
BPUB 230 Urban Fiscal Policy  
BPUB 236 International Housing Comparisons  
BPUB 261 Risk Analysis and Environmental Management  
BPUB 288 International Industrial Development Strategies  
BPUB 289 Nations, Politics and Markets  
BPUB 290 Technology in Global Markets  
BPUB 298 Privatization: An International Perspective

## Decision Processes

<http://opim-web.wharton.upenn.edu/index.php>

The Decision Processes concentration establishes rigorous scientific foundations for prescribing, predicting and improving the processes through which individuals and groups form judgments and make decisions. First, this concentration investigates normative theories including probability theory, expected utility theory and the theory of games. Second, the program examines descriptive theories and results from empirical research on human behavior that identifies ways in which individuals and

groups deviate substantially from the normative theories. Third, the concentration provides grounding in a portfolio of methods for improving the processes of judgment and decision. The Operations and Information Management Department administers this concentration.

*Required* OPIM 102 Decision Processes

*Three of*

OPIM 220	Production & Operations Management
OPIM 291	Negotiations
OPIM 319	Seminar in Decision Systems
OPIM 401	Game Theoretic Analysis
OPIM 402	Aesthetic Applications to Decision Making
OPIM 410	Decision Support Systems

## Entrepreneurship (Second Concentration)

<http://www-management.wharton.upenn.edu>

A secondary concentration in Entrepreneurship is intended to complement course work completed in a primary concentration and provide a diverse set of options for students to hone their entrepreneurial skills. Entrepreneurship cannot be a student's only concentration at Wharton; students must have declared a primary concentration. A total of 4 c.u.s are required for the secondary concentration.

*One of*

MGMT 230	Entrepreneurship
MGMT 235	Technological Innovation

*Three c.u.s of*

FNCE 238	Funding Investments
FNCE 250	Venture Capital & Private Equity
MGMT 211	Competitive Strategy
MGMT 231	Entrepreneurship & Venture Initiation
MGMT 233x	Strategies and Practices of Family Controlled Corporations
MGMT 238	Organizational Behavior
MGMT 244	Human Resources Management
MGMT 245	Managing Innovation
MGMT 248	Executive Leadership
MGMT 251	Consulting to Growth Companies
MGMT 254	Wharton Entrepreneurial Internship (.5 cu)
MGMT 291	Negotiations
MKTG 227	Marketing & Electronic Commerce (.5 cu)

# Concentrations

MKTG 281	Entrepreneurship Marketing (.5 cu)
OPIM 392	Business Application Development

One independent study in a related topic may count towards the secondary concentration. The offering department and the Management Department must approve this. MGMT 235 and MGMT254 are for M&T students only.

Only one of these courses is permitted for this secondary concentration: MGMT 211, MGMT 238, MGMT 244, MGMT 248 and MGMT 291.

One c.u. may simultaneously count toward the Business Breadth requirement and the Entrepreneurship secondary concentration. However, no other double counting is allowed with any other concentration or program.

## Environmental Policy and Management

<http://lgst.wharton.upenn.edu/environment>

The concentration in environmental policy and management examines business' impact on the environment and human health and safety as well as addressing a range of policy issues. This concentration provides an in-depth foundation for those interested in pursuing careers in the growing environmental sector of the economy, whether in private business, government or environmental consulting. It takes an interdisciplinary approach, drawing on faculty and courses from several Wharton departments. Students may pursue additional course work on environmental and technological risks in parallel with the Wharton program through the School of Arts and Sciences and the School of Engineering and Applied Science. The Director of the Environmental Management Program administers this concentration.

<i>Four of</i>	INSR 205	Risk Management
	LGST 215	Environmental Law and Business
	OPIM 102	Decision Processes
	OPIM/ BPUB 261	Risk Analysis and Environmental Mgmt
<i>Strongly encouraged</i>	BPUB 204	Cost Benefit Analysis
	BPUB 291	The Environment: The Role of Government and the Corporation
	ENVS 200	Intro to Environmental Analysis
	ENVS 300	Environmental Case Studies

## Finance

<http://finance.wharton.upenn.edu/inside>

The concentration in Finance gives students a broad introduction to financial markets and to the tools financial managers use. Students who take this concentration often pursue careers in commercial or investment banking or become internal financial managers for corporations.

Many of the courses offered by the Finance Department form clusters, and students who wish to develop a specialized understanding of one area of finance should select their four courses accordingly. The following groupings are suggested but not required. Please note that some courses are appropriate in more than one group and that the groupings themselves may interconnect.

### Corporate Finance

FNCE 203 Advanced Corporate Finance  
 FNCE 208 Multinational Corporate Finance  
 FNCE 238 Funding Investments  
 FNCE 250 Venture Capital and Private Equity

### Investment Management

FNCE 205 Investment Management  
 FNCE 206 Speculative Markets  
 FNCE 207 Security Analysis  
 FNCE 218 Theory and Structure of Financial Markets  
 FNCE 235 Fixed Income Securities  
 FNCE 238 Funding Investments  
 FNCE 250 Venture Capital and Private Equity

### Banking and Financial Institutions

FNCE 204 Commercial Banking  
 FNCE 218 Theory and Structure of Financial Markets  
 FNCE 220 International Banking  
 FNCE 235 Fixed Income Securities  
 FNCE 238 Funding Investments

### International Finance

FNCE 208 Multinational Corporate Finance  
 FNCE 219 International Finance  
 FNCE 220 International Banking  
 FNCE 248 International/Multinational Corporate Finance  
 FNCE 249 International Corporate Finance (.5 c.u.)

### Real Estate and Urban Public Finance

FNCE 209 Real Estate Investment: Analysis & Financing  
 FNCE 215 Urban Real Estate Economics  
 FNCE 230 Urban Fiscal Policy  
 FNCE 236 International Housing Comparisons

Only one Finance 399, Supervised Study, may be applied to the concentration. Students cannot receive credit for both FNCE 219 and FNCE 248 and can receive credit for only one of these courses: FNCE 208, FNCE 248, and FNCE 249.

Students cannot get credit for both FNCE 101 and ECON 4; ECON 4 does not count towards the FNCE 101 requirement. Students who have already taken ECON 4



# Concentrations

must take a higher level FNCE elective to count towards the FNCE 101 requirement. For students concentrating in FNCE, however, this higher level elective used for the FNCE 101 requirement will not count as one of the four courses required for the FNCE concentration.

## Global Analysis (Second Concentration)

Wharton students may extend their understanding of the global economy by selecting a second concentration in Global Analysis. This option may be pursued only as a second concentration.

To fulfill the concentration in Global Analysis, students must meet the following requirements:

- 1) Take at least one upper-level language course in the area of proficiency, such as French 211 (French for the Professions) and Spanish 208 (Business Spanish).
- 2) Study abroad for at least one semester at a Penn-approved site. Normally this will be in a country where the target language is used, but exceptions may be granted on a case-by-case basis.
- 3) Take three additional upper-level Wharton courses that focus primarily on international aspects of business. None of these three courses may double-count towards the Global Environment requirement.

The GLAN concentration requires four courses, as do all concentrations. One course is a language course, and the other three are Wharton classes. Generally a second concentration course can only double-count in Business Breadth. The unique aspect of this concentration is that one of the three Wharton classes can double-count in the Business Breadth, or the upper-level language class can double-count towards the Global Environment requirement (if it would normally meet that requirement). You can double-count only one of the four courses required for the concentration.

A partial list of acceptable courses for the Global Analysis second concentration is available in the Wharton Undergraduate Division.

## Health Care Management and Policy

[http://www.wharton.upenn.edu/faculty/acad\\_dept/hcmgdept.html](http://www.wharton.upenn.edu/faculty/acad_dept/hcmgdept.html)

The concentration in health care systems focuses on the management, financing and economics of the health services sector. Students learn about those factors that significantly influence a health care system, including government regulation and the changing role of health professionals. Students are provided with a variety of tools and perspectives to understand and analyze significant policy and management issues in this complex, socially important industry. Students planning a career in health care management or policy, clinical medicine,

nursing or dentistry have found the concentration to be very useful preparation.

*Required* HCMG 101 Health Care Systems

*Three of*

- HCMG 202 Economics and Financing of Health Care
- HCMG 203 Clinical Issues in Health Care Management
- HCMG 204 Comparative Health Care Systems
- HCMG 211 The Law of Health Care in America
- HCMG 212 Health Care Quality & Outcomes: Measurement & Management
- HCMG 215 Management & Economics of Pharmaceutical & Biotechnology Industry
- HCMG 850 Health Care Policy (with permission)
- INSR 220 Life and Health Insurance Management & Policy
- INSR 221 Employee Benefit Plan Design and Financing

## Information Systems

<http://opim-web.wharton.upenn.edu/index.php>

The information systems concentration prepares students to conceive, develop and deliver leading edge, innovative information systems applications. Students develop a sound understanding of the functions of information systems in the context of organizations as well as a detailed knowledge of the design, implementation, operation and management of computer-based systems. This concentration is designed for students planning careers in consulting, software development, data processing or management information systems.

*Required* OPIM 210 Management Info Systems

*Three of*

- OPIM 102 Decision Processes
- OPIM 311 Business Computer Languages
- OPIM 314 Enabling Technologies
- OPIM 315 Data Base Management Systems
- OPIM 316 Systems Analysis, Design and Implementation
- OPIM 319 Seminar in Decision Systems
- OPIM 325 Computer Simulation Models
- OPIM 410 Decision Support Systems
- OPIM 469x Advanced Topics in Information, Strategy and Economics

## Insurance and Risk Management

<http://irm.wharton.upenn.edu>

The insurance and risk management concentration examines the techniques useful to corporations,

# Concentrations

organizations and individuals in minimizing the potential financial losses arising from their exposure to risk. These techniques range from traditional insurance products (e.g., property-liability insurance, life-health insurance, pensions and employee benefits) to current advances in corporate and insurer risk management (e.g., risk financing and retention, non-insurance risk transfer, catastrophe derivatives). The concentration also encompasses such topics as risk and insurance regulation, global risk management estate planning, insurer financial management, insurer strategic management and related public policy issues. Students graduating with this concentration have taken positions with investment banks, re-insurers, accounting firms, insurance brokerage firms, consulting firms, insurance companies and corporate risk management departments.

*Four of*

INSR 210	Financial Strategies & Analysis: Insurance
INSR 221	Employee Benefit Plan Design and Financing
INSR 222	Bus. Insurance & Estate Planning
INSR 230	Property and Liability Insurance Company Management & Policy
INSR 232	Risk Management and Treatment

Students may also include either INSR 251 or INSR 260, but not both, among the four courses required.

## Legal Studies (Second Concentration)

<http://wh-lgst.wharton.upenn.edu>

Law is an essential part of the domestic and international business environment. Wharton's legal studies curriculum allows you to explore one or more relevant legal areas in depth, providing valuable insight into the business-government interface and the development of public policy. The curriculum also enhances knowledge and skills in practical areas directly relevant to business transactions; provides familiarity with the law and legal terminology and procedure; and helps hone reasoning skills, an intellectual discipline useful in many diverse, problem-solving contexts.

The Legal Studies Department offers an undergraduate concentration, but a Legal Studies concentration cannot ordinarily count as a student's only concentration in Wharton. The addition of a concentration in Legal Studies requires a four-credit unit program of upper-level courses offered in the Legal Studies Department. Neither LGST 101 (Introduction to Law and Legal Process) nor LGST 210 (Corporate Responsibility and Ethics) may count toward these four-credits. [Exception: If a student takes BPUB 203 (Business in the Global Political Environment) in addition to both LGST 101 and LGST 210, then either LGST 101 or 210 may count as one credit only toward the Legal Studies concentration.] If a student has strong independent reasons for taking Legal Studies as their only concentration, then an individualized

concentration may be requested, but only with the Legal Studies faculty advisor's consent and the approval of the Undergraduate Petitions Committee.

In addition, the Legal Studies Department offers, in conjunction with the History Department of Penn's School of Arts and Science, a University Minor in Legal Studies and History. Students interested in pursuing either this University Minor or a Legal Studies concentration may contact the Undergraduate Faculty Advisor in the Legal Studies Department or the Wharton Undergraduate Division.

Students considering going to law school should think twice before pursuing a Legal Studies concentration for at least two reasons. First, an undergraduate concentration in Legal Studies may not help a student's chances of getting admitted to law school. Second, law school in the United States consists of three years of mostly legal study. The Department therefore advises students interested in a professional legal career to take a broader range of courses during their undergraduate years at Wharton. Students who are thinking about law school are strongly advised to discuss their career plans with the Legal Studies faculty advisor or the pre-law advisor in the Wharton Undergraduate Division.

## Management

<http://www-management.wharton.upenn.edu>

Managers in a global economy must simultaneously understand the total enterprise and comprehend the forces shaping the organization's direction, policies and goals, while at the same time exercising personal leadership in managing the firm's human resources. Wharton's Management Department offers a flexible and balanced interdisciplinary program that applies basic social science disciplines and research methods to management and leadership problems in the public and private sectors.

Suggested groupings of courses in Entrepreneurial Management, Multinational Management, Human Resource/Organizational Management, and/or Strategic Management are given below. Students, however, are encouraged to consider the wide range of courses available, as any four management courses beyond MGMT 100 and 101 comprise a concentration in Management.

### Entrepreneurial Management

- MGMT 199 Independent Study (Permission required)
- MGMT 223 Business Policy
- MGMT 230 Entrepreneurial Decision Making (M&T students may substitute MGMT 235)
- MGMT 231 Entrepreneurship & Venture Initiation
- MGMT 233xStrategies and Practices of Family-controlled Companies
- MGMT 238 Organizational Behavior
- MGMT 239 Organization Design

# Concentrations

MGMT 247 Employment Law (LGST 208)  
 MGMT 249 Mergers and Acquisitions  
 MGMT 251 Field Experiences in Business Consulting

## Human Resource/Organizational Management

MGMT 104 Industrial Relations and Human Resource Management  
 MGMT 238 Organizational Behavior  
 MGMT 239 Organization Design  
 MGMT 240 Group Dynamics  
 MGMT 243 Communications in the Workplace  
 MGMT 244 Human Resources Management  
 MGMT 248xExecutive Leadership  
 MGMT 250xThe Language of Leadership  
 MGMT 291 Negotiations

## Multinational Management

MGMT 111 Multinational Management  
 MGMT 205 Multinational Corporate Strategies  
 MGMT 209xThe Politics of the Multinational Firm

## Strategic Management

MGMT 211xCompetitive Strategy  
 MGMT 213 Strategic Management in a Sustainable Society  
 MGMT 223 Business Policy  
 MGMT 230 Entrepreneurial Decision Making  
 MGMT 234 Comparative Management  
 MGMT 237 Management of Technology  
 MGMT 249 Corporate Development: Mergers & Acquisitions  
 MGMT 253xCreating, Managing, and Presenting the Arts

## Managing Electronic Commerce (Second Concentration)

The secondary concentration in electronic commerce is intended to complement existing concentrations by providing students with an additional capability to understand, analyze and participate in electronic commerce and electronic business activities in new and established firms.

Students must have declared a primary concentration. The secondary concentration in Electronic Commerce cannot be a student's only concentration in Wharton. The secondary concentration requires a four-credit unit program as follows:

<i>Required</i>	OPIM 311	Business Computer Languages or suitable higher level technology course (by approval)
	OPIM 469x	Advanced Topics in Information Strategy
<i>One of</i>	MGMT 223	Business Strategy
	MGMT 231	Entrepreneurship & Venture Initiation

<i>Electives</i>	FNCE 250	Venture Capital and Private Equities
	LGST 222x	Law of E-commerce
	MGMT 223	Business Strategy
	MGMT 231	Entrepreneurship & Venture Initiation
	MGMT 237	Management of Technology
	MKTG 227	Marketing Electronic Commerce (.5 cu)
	OPIM 314x	Enabling Technologies
	OPIM 316	Systems Analysis and Design
	BPUB 290x	Technology in Global Markets (.5 cu)

One c.u. may simultaneously count toward the Business Breath requirement and the Managing Electronic Commerce secondary concentration. However, no other double counting is allowed with any other concentration or program.

The primary contact for student advising will be Lorin Hitt in the OPIM Department, but students also may seek advising from Nicolaj Siggelkow (Management) and Christophe Van den Bulte (Marketing).

## Marketing

<http://www-marketing.wharton.upenn.edu>

Students pursuing a concentration in marketing acquire a solid grounding in applying the basic disciplines (e.g., psychology, economics, statistics) essential for understanding consumer and organizational buying patterns and for developing successful marketing strategies. They also acquire practical experience in the application of these concepts and methods, via half-semester mini courses (e.g., new product development, advertising, retailing) and a capstone course. Many students with a concentration in marketing have gone on to work in brand management, advertising sales, marketing research, consulting, and entrepreneurial ventures.

<i>Required</i>	MKTG 211	Consumer Behavior
	MKTG 212	Marketing Research
<i>One of</i>	MKTG 277	Marketing Strategy
	MKTG 341	Senior Seminar
	MKTG 399	Independent Study
<i>One c.u. of</i>	MKTG 221	New Product Mgmt (.5 cu)
	MKTG 222	Pricing Policy (.5 cu)
	MKTG 223	Channel Mgmt (.5 cu)
	MKTG 224	Advertising Mgmt (.5 cu)
	MKTG 225	Principles of Retailing (.5 cu)
	MKTG 226	Sales Force Mgmt (.5 cu)
	MKTG 227	Marketing and Electronic Commerce (.5 cu)
	MKTG 235	Advertising
	MKTG 236	Law of Mktg and Antitrust

# Concentrations

MKTG 271	Models for Mktg Strategy
MKTG 277	Marketing Strategy
MKTG 281	Entrepreneurial Mktg (.5 cu)
MKTG 282	Multinational Mktg (.5 cu)
MKTG 286	Business to Business Marketing (.5 cu)
MKTG 289	Marketing Methods & Applications for Business Consulting (.5 cu)
MKTG 396	Special Topics
MKTG 399	Independent Study

## Marketing and Communication (Dual Concentration)

<http://www-marketing.wharton.upenn.edu>

The connections between Marketing and Communication as fields of study are many. Whether in advertising, the development of web-based initiatives, or in the conduct of market research, marketing professionals must understand the communication process and the most effective methods of conveying information. Students who take a second concentration in Communication will augment their understanding of the core concepts taught in their Marketing courses and will be better prepared for employment or graduate study.

The dual concentration in Marketing and Communication allows Wharton students who are concentrating in Marketing to take four courses in the Annenberg School of Communication and to have this cluster of courses recognized on their transcript as a second concentration. Students who wish to pursue a second concentration in Communication must first declare a primary concentration in Marketing. The concentration in Communication may not be used as a primary or sole concentration for Wharton undergraduates. Students are strongly recommended to declare the dual concentration no later than the first semester of their junior year to ensure that they will be able to enroll in the necessary courses to complete the program. Students who have declared a concentration in Marketing and wish to complete a secondary concentration in Communication must take the following courses:

<i>Required</i>	COMM 125	Introduction to Communication Behavior
	COMM 130	Mass Media and Society
<i>Two of</i>	COMM 175	Argument and Public Advocacy
	COMM 237	Health Communication
	COMM 262	Visual Communication
	COMM 275	Communication and Persuasion
	COMM 299	Communication Internship
	COMM 330	Structure and Function of Advertising
	COMM 339	Critical Perspectives in Journalism
	COMM 350	Non-Verbal Communication

## Operations and Information Management

[opim-web.wharton.upenn.edu/index.php](http://opim-web.wharton.upenn.edu/index.php)

In addition to Decision Processes, Information Systems, and Operations Management/Management Science, students can pursue a more broadly based concentration in Operations and Information Management, choosing courses from more than one of the above three areas. Students should see the undergraduate concentration advisor in the OPIM Department to get approval for their course plan.

## Operations Management/Management Science

<http://opim-web.wharton.upenn.edu/index.php>

The attainment of world-class quality and productivity in the production and delivery of goods and services to customers has become a critical challenge for modern management. The operations management and management science concentration provides students with a solid understanding of how value adding processes work and how they can be improved through state-of-the-art analytic approaches and computer-based management systems. Operations management specialists typically begin their careers in areas such as quality management, production control, service delivery management and logistics. Such specialists have opportunities to work in cross-functional teams involved in process reengineering, strategy development, product design, and technology planning. Management science specialists begin their careers as analysts in consulting firms and staff support organizations.

<i>Required</i>	OPIM 220	Operations Management
<i>Three of</i>	OPIM 221	Process Management in Manufacturing
	OPIM 222	Operations Technology
	OPIM 223	Service Process Management
	OPIM 321	Management Science
	OPIM 325	Computer Simulation Models

Other courses within OPIM or Systems Engineering that fit with the student's program of study may be used in the concentration with permission of the department.

<i>Alternatives</i>	OPIM 102	Decision Processes
	OPIM 210	Management Info Systems
	SYS 200	Dynamic Systems Analysis
	SYS 304	Optimization Techniques
	SYS 501	Multicriteria Decision Making

# Concentrations

## Real Estate

<http://rider.wharton.upenn.edu/~wred>

The real estate concentration consists of two required courses and two electives. The required courses focus on real estate finance and law; the electives allow students to explore a variety of issues related to real estate, including real estate development, the legal aspects of real estate investment and financing, the relationship between government policy and real estate development, architectural design and city and regional planning. A real estate concentration offers a well-balanced, cross-disciplinary and cross-functional course of study in areas such as finance, management, marketing and legal studies.

*Required* REAL 204 Real Estate Law, Financing, and Development  
REAL 209 Real Estate Finance: Investment and Analysis

*Two of* REAL 206 Urban Pub. Policy & Private Development  
REAL 210 Housing Finance and Public Policy  
REAL 215 Urban Real Estate Economics  
REAL 230 Urban Fiscal Policy  
REAL 236 International Housing Comparisons  
REAL 240 Advanced Real Estate Investments  
REAL 399 Independent Study/Student Research Seminar (no more than one)  
REAL 821 Real Estate Development  
REAL 890 International Real Estate Comparisons (.5 cu)  
REAL 891 Entrepreneurial Real Estate (.5 cu)  
ARCH 762 Design & Development

ARCH 762 is offered as a supplementary course by Penn's Architecture Department. It counts towards the 37 c.u.s needed to graduate but not towards the four courses necessary for the concentration. Approval for inclusion in the concentration is given by the real estate undergraduate advisor, conditional upon outstanding performance in the course.

## Statistics (Individualized)

<http://www-stat.wharton.upenn.edu>

A key challenge now facing managers is the interpretation of the vast amount of data generated by computing systems. As these data do not directly answer important business questions, data analysis and statistics must be used to interpret them. Statistics courses develop the skills and insights required to make effective use of quantitative methods. They provide the knowledge needed to select and apply techniques and to communicate statistical results. Interpretation in realistic applications offers guiding examples; theory is used to generate and compare alternative schemes. All courses provide skills that augment substantive managerial abilities, along with

exposure to computer software that implements key techniques. All concentrations are individualized and require four courses.

## Transportation (Individualized)

The transportation concentration acquaints students with the total distribution process of goods: location of source materials, production and distribution facilities, and inventory of raw materials and final products. Courses also address issues related to passenger transportation. The concentration examines the different modes of transportation and methods of forecasting transportation needs. Students with this background have been offered positions with transportation agencies, shippers and receivers of goods, and public organizations.

# For First-Year Students

## Advanced Placement and Transfer Credits Prior to Matriculation

If you are an incoming first-year student and if, while you were in high school, you took one or more Advanced Placement Examinations offered by the Educational Testing Service in Princeton, have the scores sent to the University of Pennsylvania, code #2926. The Office of Transfer Credit and Advanced Placement also awards advanced placement credit for the International Baccalaureate, C.G.E. "A" Level examinations and other national exams, including the French Baccalaureate, German Abitur, Swiss Maturite and Canadian CEGEP program, all on a case-by-case basis.

Please note that the Admissions Office's Transfer Credit and Advanced Placement Office handles the review and posting of all AP and transfer credits for incoming first-year students. You should seek their help regarding AP and pre-matriculation course work credits. Their office is located in 1 College Hall, (215) 898-6080. The foreign languages, mathematics and natural science departments offer exams for placement into higher-level courses. The academic department offering the exam determines whether credit is given.

The Admissions Office's web site lists the credits given for AP exams and International Baccalaureate exams: <http://www.upenn.edu/admissions/undergrad/applying/advanced.html> and <http://www.upenn.edu/admissions/undergrad/applying/baccalaureate.html>

## Transfer Credit for Pre-College Course Work

You may be eligible for transfer credit for completing other pre-college course work if:

- The course was taught at an accredited college or university by a regular faculty member
- The course was open to enrollment by, and graded in direct competition with, regularly matriculated undergraduates at the college
- The course was part of the normal curriculum published in the college's catalog
- The course was not used to fulfill any high school graduation requirement
- You took the class for a grade (not pass/fail or audit)

To receive credit *during your first year at Penn*, you should send to the Admissions Office's Transfer Credit and Advanced Placement Office:

- An official transcript and a letter from the registrar of the college where the courses were taken, verifying that the above criteria were met
- A description of the course work completed

Once the transcript and letter have been approved, credit will be granted for courses with grades of C or better. Courses must correspond to the curriculum offered at Penn.

## Math Placement

### *Advanced Placement (AP) Credit*

A score of 5 on the Advanced Placement BC exam gives credit for Math 104. Lower scores on the BC exam receive no course credit. No credit is given for the AB exam.

Regardless of whether you took an AP exam, you are eligible to take the Internal Advanced Placement Exams administered during the first week of the fall and spring semesters by the Math Department. If you have studied calculus, you should consider taking these exams. These exams are open to all without charge.

Advanced placement credit is just as good as credit for a course taken at Penn. That is, you receive regular course credit, not just placement in an advanced section.

See <http://www.math.upenn.edu/ugrad/> for details about these internal exams and when they are offered.

Most freshmen must register before they know how many AP credits they will receive. You should register for the course you think you will take. If you subsequently need to switch, the Math Department will assist you.

### *First-year Courses*

Math 104, the first calculus course, assumes that students have had the equivalent of AB calculus in high school and are familiar with concepts through applications of differentiation and basic integration techniques.

There are two second semester calculus courses. Math 114 generally is taken by students in the natural sciences and engineering. Math 114 prepares student for the more advanced calculus courses Math 240 and 241.

Math 115 is for students who do not plan to take more calculus courses and who want an introduction to probability and matrices.

Wharton students may take either Math 114 or 115, although Math 114 is required for Joseph Wharton Scholars. Students cannot receive credit for both Math 114 and 115. For more information about choosing the proper math course, please consult <http://www.math.upenn.edu/ugrad/advising0203.html>.

# For First-Year Students

## Foreign Language Placement

<http://www.college.upenn.edu/curriculum/requirements/language.html>

### Satisfying Your Foreign Language Requirement

Wharton students may satisfy the foreign language requirement in any of the following ways:

- Achieving the required score on a standardized test while in high school:
  - A minimum score of 4 or 5 on a foreign language AP test, depending on the language.
  - A minimum score of 650 on some, but not all, foreign language achievement tests (SAT II).
- Scoring sufficiently high on a departmental competency exam. If your native language is not English, you must have your competency certified by the appropriate department or by the Penn Language Center.
- Taking the required foreign language course(s) at Penn and passing the competency exam requirements of those courses.

Each language department at Penn has a different means of measuring competency. In some departments, the competency exam is the final exam for the fourth-semester course; you cannot pass the course without passing the competency exam. In other departments, you may be required simply to take a certain number of course units in a given language (e.g., Latin).

Departments routinely report to the Undergraduate Division the names of students who have demonstrated competency. No matter what avenue you take to demonstrate competency, *it is your responsibility to make sure that the Undergraduate Division has a record of it.* You cannot graduate without written documentation that your foreign language competency requirement has been satisfied.

### Registering for the Appropriate Level

If you took a foreign language SAT II exam in high school, you may automatically enroll in the appropriate level without taking the departmental placement exam.

If you score between 600 and 640 on the French, German, Italian, or Spanish SAT II, you can be exempt from the language requirement if you pass an oral examination. Sign up for the exam in 515 Williams Hall before the end of the first week of classes. If you score below 650 in Hebrew, you must take the department placement exam.

If you did not take a foreign language SAT II exam, register for the level that you think is correct. For guidance, see the language placement test web site at [http://www.college.upenn.edu/curriculum/language\\_exams.html](http://www.college.upenn.edu/curriculum/language_exams.html).

In September you must take the departmental placement exam to determine the actual level in which you belong. If the actual level is different from what you registered for, you may drop/request after you receive the results of your exam.

### Contacting Individual Departments

African Studies 898-4299	Swahili Amharic	Yordi
Classical Studies 898-7425	Greek (Ancient) Latin	Greek (Modern)
Germanic Languages & Literature 898-7332	Dutch -- (Netherlandic) German	Swedish -- (Scandinavian) Yiddish
Asian and Middle Eastern Studies 898-7466	Akkadian Cantonese Egyptian Japanese Persian Sanskrit Turkish	Arabic Chinese -- (Mandarin) Hebrew Korean Prakrit Sumerian
Romance Languages 898-7429	French Spanish	Italian
Slavic Languages 898-8704	Russian	
South Asia Regional Studies 898-7475	Bengali Hindi Malayalam Tamil	Gujarati Panjabi Marathi Urdu
The Penn Language Center 898-6039	Provides courses in less commonly taught languages, and assists in competency evaluations of students in these languages.	

Language	SAT II Score	Level
French	Under 380	110
Italian	380 – 440	120 or 121*
Spanish	450 – 540	130
	550 – 640	140
	650 +	Exempt
German	Under 350	001
	350 – 440	002
	450 – 540	003
	550 – 640	004
	650 +	Exempt
Latin	Under 450	001
	450 – 540	002
	550 – 590	003
	600 – 640	004
	650 +	Exempt
Hebrew	650 +	Exempt

\*French 121, Italian 120, Spanish 120 or 121

# For First-Year Students

## Fall 2002 Registration

We recommend that first-year students register for five courses in the fall term. At least one of these should be an Arts & Sciences course. Below is information about the courses you will be taking as a first-year student. You will find a complete discussion of the Wharton requirements on pages 8-12. Use the Curriculum Worksheet on page 7 as a guide for completing your requirements.

**June 24 - Aug 2** First-year Advance Registration Period  
**August 12** Drop/Request Period Begins

## First-Year Requirements

### **Economics: ECON 001 and 002**

If you have received AP credit for Micro (ECON 001) and/or Macro (ECON 002), you will be waived from the requirements.

### **Mathematics: Math 104 and 114/115**

For information on advanced placement credit and registering for the appropriate math course, refer to <http://www.math.upenn.edu/ugrad/advising0203.html> or the University's Math Department. Students who did not take AB calculus in high school should take Math 103, which provides an introduction to calculus.

If you have taken the AP exam and do not know your results, register according to what you expect will be your results. You can make any necessary adjustments during the drop/request period.

If you earn credit for both Math 104 and 114, then register for your first semester of statistics (STAT 101 or 430) or continue on with calculus (MATH 240) if you wish. Statistics is a requirement in the regular Wharton undergraduate curriculum. Please consult <http://www.math.upenn.edu> for more information.

### **Leadership: MGMT 100, Leadership and Communication in Groups**

All first-year students participate in the Undergraduate Leadership Program. For more information on this course, please refer to page 25 of this handbook.

### **Writing Requirement: One "Writing About" Course**

All Wharton students must take a "Writing About" course at Penn to ensure competency in writing. You are encouraged to take this course in your first year. Effective communication skills are critical in today's business environment. Besides working on your writing skills, you will also have an opportunity to explore a liberal arts subject area of your choice. AP credit in English cannot be used to satisfy the writing requirement. Please consult <http://www.college.upenn.edu/curriculum/requirements/writing.html> for more information.

There are many writing courses being offered by the College. These courses span numerous departments and subjects. To find out more about the courses being offered this fall, please refer to the writing booklet distributed by the College of Arts and Sciences. (*The Fiction Writing Workshop and the Creative Writing Workshop do not satisfy the Wharton writing requirement.*) The College will also offer writing courses in the spring semester, but the number of courses and the subject choices will be fewer.

### **Foreign Language: Proficiency at Intermediate Level**

You automatically place out of the foreign language requirement by having:

- A score of 650 or above on some, but not all, foreign language achievement tests (SAT II) OR
- A score of 4 or 5 on a foreign language AP test, depending on the language

Register at your estimated level of achievement; then drop and add, if necessary, after you take the departmental placement exam when you arrive on campus. The departmental placement exam may also place you out of the requirement if you score high enough.

For those students who enter with language proficiency, we strongly urge you to continue with your language, especially if you plan to study abroad.

For more information, see the previous page or the foreign language requirement web site at <http://www.college.upenn.edu/curriculum/requirements/language.html>

### **General Education Distribution: College of Arts and Sciences Courses**

In addition to the required course work, you are recommended to take advantage of the University's broad offerings in the Arts and Sciences. Freshman Seminars provide the opportunity to explore an area of particular interest to you in a small-group setting. They are taught by full faculty members of the College of Arts and Sciences, and are intended to provide students with an intellectually stimulating small-class experience; these seminar classes are usually no larger than 18 persons. There are many Freshman Seminars being offered this fall. Please refer to the Freshman Seminars booklet distributed by the College of Arts and Sciences.

### **Other Required Wharton Courses**

If you have placed out of some of the usual freshman courses listed on the previous page and would like to take Wharton courses that will apply towards your graduation requirements, we recommend that you register for one or more of the following:

- LGST 101: Introduction to Law and Legal Process
- LGST 210: Corporate Responsibility and Ethics



# For First-Year Students

## Looking Ahead to the Spring Term

- Complete economics and math requirements
- Start statistics if you have completed your math requirement
- Take a “Writing About” course if you did not take one in the fall
- Continue (or complete) foreign language requirement
- Take OPIM 101
- Take an Arts and Sciences course and/or other required Wharton courses (see above)

## Using PARIS and Penn InTouch

<https://sentry.isc.upenn.edu/intouch>

All Penn students can register via our automated telephone registration system, called PARIS (Penn Automated Registration Information System), by dialing (215) 573-PENN. If you live outside the United States or have a rotary telephone, you will need to use a “tone generator” to access PARIS. This is a device that simulates the tones made by an American push button phone. In some countries, the tones are the same as they are here. Students may also register via Penn InTouch, Penn’s online registration system, at the web site listed above. The systems are very user-friendly. Information on PARIS and Penn InTouch can be found on the first few pages of the Course Timetable.

Your personal access code (PAC) on PARIS and Penn InTouch is your six-digit birth date the first time you access the system. The system will prompt you to change your PAC, or you may change your PAC by going to the Office of the University Registrar. For security reasons, we urge you to change your PAC to a more private number.

If you are unable to register for courses via PARIS or Penn InTouch, you may send your registration by airmail or fax (215-573-2076) to the Registrar’s Office. The Registrar’s Office must receive your faxed or mailed requests within the telephone registration period to participate in the advance registration period. Otherwise, you must wait until drop/request begins on August 12 to enroll in your courses.

## Registration Advice

Registration for incoming first-year students begins on June 24 and ends on August 2. Advance registration provides an opportunity to select courses and times from all available courses in the Course Timetable. It does not, however, guarantee admission into a course nor into the requested time for a course with multiple sections.

It does not matter when during the advance registration period you make your requests, but you should do so within that period. Not registering in advance can result in courses being closed and unavailable during the drop/request period, which begins after the advance registration period ends. After freshman year, advance registration is in early November for the spring and late March for the fall term.

Please also keep in mind the following recommendations:

- Make sure you prepare for registration by reviewing the instructions and important tips in the **Fall 2002 Course Timetable**.
- Complete the course selection worksheet included in Course Timetable prior to registration.
- Do not drop the Management 100 for which you have already been registered.
- Do not request any courses in time conflict (your schedule cannot contain courses that meet at overlapping times). You may, however, schedule courses back to back because there is a ten-minute break between classes.
- Request all parts of lecture/recitation or lecture/lab courses. You must request the graded part of the course first.
- Remember that the system considers your requests in the order in which you make them.

You are simply requesting courses during the advance registration period, but you will receive notification from the Registrar’s Office listing the courses that you actually received a few weeks after advance registration. From August 12 until the end of the second week of classes, you may add courses to your schedule by calling PARIS or accessing Penn InTouch. You will be told immediately upon registering if your request was filled.

In addition to registration, PARIS and Penn InTouch can be used to change your schedule, confirm your registration, and check your grades. Always double-check your registration over PARIS or Penn InTouch. If you are unsure of your schedule or the grade type for a particular course, check with an advisor in the Wharton Undergraduate Division.

Please refer to the College Course Scanner at [http://www.college.upenn.edu/courses\\_reg/scanner/ccs.html](http://www.college.upenn.edu/courses_reg/scanner/ccs.html), Penn InTouch at <https://sentry.isc.upenn.edu/intouch>, and the University Registrar’s homepage at <http://www.upenn.edu/registrar/> for more information on course scheduling and registration.

## Questions?

Professional advisors in the Wharton Undergraduate Division are available to answer your questions concerning the Wharton undergraduate academic program. You may call an advisor in the Undergraduate Division from 9 a.m. to 4:30 p.m., Monday through Friday at (215) 898-7608. You also may send an e-mail to [advising@wharton.upenn.edu](mailto:advising@wharton.upenn.edu). Students in the Huntsman Program in International Studies and Business should seek advising from Virginia Mace, (215) 898-2426, [mace@wharton.upenn.edu](mailto:mace@wharton.upenn.edu). Students in the Nursing and Health Care Management Program should seek advising from Christina Clark, (215) 898-8285, [costanzo@nursing.upenn.edu](mailto:costanzo@nursing.upenn.edu). Students in the Fisher Program in Management and Technology should seek advising from Scott Reynolds, (215) 898-4145, [scottrey@seas.upenn.edu](mailto:scottrey@seas.upenn.edu).

# Management 100

## Undergraduate Leadership Program

The Leadership Program is dedicated to strengthening students' skills through innovative teaching, developmental programs and service learning. As organizations change, effective management becomes a matter of influence more than control. As future business leaders, you will need to negotiate from positions of ambiguous authority and form cooperative relationships through informal channels of communication. You will also need to become skilled at "reading" organizations and influencing the ways in which people, situations and events are seen and understood. Through Management 100, you will deepen your understanding of leadership, teamwork, and communication and develop these skills.

### *Management 100: Leadership and Communication in Groups*

**Description:** Management 100 will enrich your Wharton experience by providing many opportunities for interaction with peers, upper-level students, faculty, alumni, and the community. You will study leadership, communication, and group dynamics. You also will complete a community service project that provides the context in which you will develop as a leader, practice communication skills, work in groups, and strengthen your sense of community. The top project team presentations will be honored during an end-of-year event, attended by the freshman class, faculty, community members, alumni, and distinguished guests.

**Objectives:** The main objectives of the course are to

- Deepen your understanding of leadership, communication and group dynamics
- Enhance your ability to work effectively in groups
- Build your oral and written communication skills
- Heighten your appreciation of individual and cultural differences
- Develop a sense of community at the Wharton School and the University of Pennsylvania

**Team Advisors:** Each section of Management 100 is divided into four recitations or project teams. Recitations are supervised by advanced undergraduates who

- Facilitate the successful completion of your project
- Coach you on the process of drafting papers and rehearsing presentations
- Help you make the transition to the Wharton School and life at the University

### *Writing and Speaking Proficiency Requirements*

Management 100 builds written and oral communication skills by providing instruction on traditional business genres, time to revise papers and rehearse presentations, and an assessment of individual writing and speaking skills. Your papers and presentations will be reviewed by professional consultants for the purpose of coaching you and assessing your communication skills. The main

objective of the assessment is to give you a portrait of your communicative competencies. The results of the assessment will reinforce student strengths, identify areas that need attention, and direct students toward addressing their weaknesses. Students in greatest need of instruction will be required to receive additional coaching within the context of Management 100 itself. If you require coaching that goes beyond the services provided by the course, you will be required to take a follow-up communication workshop in the subsequent semester. You will also receive an S for Management 100. "S" stands for "satisfactory" and serves as a "placeholder" grade that will not affect your cumulative grade point average. A passing grade in the follow-up workshop, either WH 191 or WH 192 (see descriptions below), fulfills the competency requirement. Upon satisfying the requirement, you will receive your final grade for Management 100.

### *WH 191: Presentation Skills Workshop*

Offered in half semester, non-credit units, the presentation skills workshop gives you the opportunity to practice your skills over the course of six weeks, ninety minutes each week. Enrollment is limited to ten, offering the opportunity for videotape playback and review. Instructors cover topics such as extemporaneous and impromptu presentations, persuasion, stage fright, organization, and delivery. The workshop will help you build rapport, present information in an organized way, support claims, and speak with confidence. Earning an S (Satisfactory) grade in the workshop requires attendance, full participation, and the demonstration of progress.

### *WH 192: Writing Seminar*

Like the oral workshop, the writing seminar is non-credit and runs for six weeks, ninety minutes each week. Enrollment is limited to ten, offering the opportunity for peer review and individualized attention from your instructor. Although course content varies according to the needs of each class, all of the instructors discuss issues of audience, structure, evidence, and control of language. The workshop will identify weaknesses in your writing and help you begin to address them. To earn a "satisfactory," you must attend all classes, complete assignments, and show progress.

### *Other Opportunities*

You will have additional opportunities to hone your skills throughout your Wharton career. Sections of Public Policy and Management 203, Legal Studies 210, and an honors section of Finance 101 are writing and speaking intensive. Management 243, *Communication in the Workplace*, and Management 250, *The Language of Leadership*, focus on oral and written communication, respectively. Management 250 fulfills the University-wide writing requirement.

## Advising

The primary purpose of Wharton's academic advising program is to assist the student in developing meaningful educational plans that are compatible with his or her life goals. To this end, we provide undergraduates three types of advisors: professional academic advisors, departmental faculty advisors, and Team Advisors (TAs) via Management 100.

### *Professional Academic Advising*

The Undergraduate Division's Directors and Associate Directors provide professional academic advising and often serve as mentor, advocate, and guide to Wharton's undergraduate students. In addition to advising, they perform numerous other duties that support the undergraduate program. Wharton's professional undergraduate advising program seeks to help undergraduates:

- clarify intellectual, professional and personal interests
- develop suitable educational plans
- select appropriate courses and other educational experiences
- understand institutional requirements
- understand available resources for assistance
- develop personal and educational goals and evaluate their progress.

The Division's academic advisors are here to help you; however, please remember that the ultimate responsibility for making decisions about life goals and educational plans and for knowing about the rules and regulations of the undergraduate program rests with you, the student. The Undergraduate Division in Suite 1100 can help with any of the following:

- Academic advising appointments
- Change of address/phone
- College and University minors
- Curriculum worksheets
- Dean's letters of recommendation
- Dean's list requirements
- Drop/request, pass/fail, withdrawal procedures
- Dual degree and transfer applications
- Exam conflicts
- Independent study
- Information about final exams and make-up periods
- Information about graduation
- Information about submatriculation programs
- Leaves of absence
- Penn InTouch automated worksheets
- Petitions
- Registration
- Student clubs, organization, and activities
- Student lockers

- Student mail folders
- Student records
- Summer sessions
- Tuition billing problems

Freshmen are assigned an advisor based on Management 100 lectures. Page 43 of this handbook provides the contact information for each of the Undergraduate Division's advisors. A complete listing is also available at: <http://undergrad.wharton.upenn.edu> under Advising.

### *Departmental Faculty Advising*

Each department and concentration has a designated faculty member who serves as the undergraduate advisor for that department or concentration. You will find the departmental undergraduate advisor helpful in answering questions about the department, concentration or particular field of specialization in business. The full list of departmental faculty undergraduate advisors can be found on page 44 of this handbook.

### *Wharton Peer Advising: Management 100 Team Advisors (TAs)*

Experience is often the best teacher, so students who have completed a year or more at Wharton offer valuable insight from their own experiences. Team Advisors from Management 100 serve as peer advisors for incoming freshmen. Each TA is responsible for about 12 freshmen. Their goal is to make your transition to the Wharton School and the University as smooth as possible. Your TA will contact you during the summer before your freshmen year and will contribute to New Student Orientation. He or she will orient you to life on campus, acquaint you with University resources—academic, social, and co-curricular—and answer any questions you may have before matriculation, during your first year and afterwards.

Your TA is most suited to helping you with matters ranging from relationships and student life to stress and homesickness. If your TA is unable to help in certain situations, he or she will find someone who can. The TAs work closely with each other, with the Management 100 teaching staff and with professional advisors to make sure that you get help when you need it.

# Special Options

## Departmental and University Minors

<http://www.college.upenn.edu/curriculum/minors>

Wharton undergraduates are encouraged to pursue a minor in addition to their concentration. Departmental and university (interschool) minors are available in colleges and schools across the Penn campus, including Arts and Sciences, Education, Engineering and Applied Science, Fine Arts, and Nursing. Departmental minors usually require six to eight courses in a particular field of study and are governed by individual academic programs and departments.

University minors combine six to eight courses from more than one college or school, offering a cross-disciplinary academic experience. The participating academic departments jointly govern these interschool programs. Wharton-related university minors include Actuarial Mathematics, American Public Policy, Biological Basis of Behavior and Health Services Management, Legal Studies and History, Nursing and Health Services Management, Organizations and Environmental Management, and Urban Real Estate and Development. Information about these unique opportunities is available in the Wharton Undergraduate Division and on the College minor link provided above.

You may overlap courses for a minor with any part of the Wharton undergraduate curriculum. A carefully planned program of study allows a Wharton student to complete a minor without going beyond the required 37 courses of the Wharton curriculum. Plan as early as you can if you think you might be interested in pursuing a minor.

After you decide upon the most appropriate minor based on your strengths and interests, the process for declaring a minor is simple. Complete a Minor Declaration form, available in the Undergraduate Division and at <http://undergrad.wharton.upenn.edu>, and have the form signed by the appropriate department representative. Once the minor is approved, return the completed and signed form to the Wharton Undergraduate Division.

Please remember that all courses applied toward a minor must be taken for a letter grade and cannot be taken on a pass/fail basis. For additional information, speak with the undergraduate advisor in the appropriate department or with an advisor in the Wharton Undergraduate Division.

## Dual Degree

Wharton students also are encouraged to consider a dual degree with the College of Arts and Sciences, the School of Engineering and Applied Science, or the School of Nursing. If you plan to seek a dual degree, you should

make plans early in your college career. To graduate with two degrees, you must meet all of the curricular requirements of both schools. This may mean taking courses in the summer or staying an additional semester at the University.

To apply for dual-degree status, you must complete an application at the Undergraduate Division. You may apply for dual-degree status at the end of your second, third, and/or fourth semesters of full-time study.

## Dual Concentrations

To complete a dual concentration, you must satisfy the requirements of two Wharton concentrations. In most cases, students use their unrestricted electives to pursue this option. Because this reduces the total number of arts and sciences courses that you can take, students should consider carefully before deciding to take more than one concentration.

## Individualized Concentrations

You may find, after thoroughly examining options currently available, that the standard concentrations do not satisfy your interests or goals. You may then explore the possibility of designing an individualized concentration, consisting of at least four Wharton courses that are united by a common theme.

If you wish to pursue this option, first consult with an academic advisor in the Undergraduate Division. Then draft a proposal, not only listing the four courses you would like to include in the concentration, but also presenting a reasoned and consistent argument for your individualized concentration. You must then submit the proposal to a faculty member in the department of a related field who will provide guidance and ultimately endorse your proposal in writing. Finally, both the proposal and the endorsement must be submitted to the Petitions Committee for approval.

You may also tailor an established concentration more specifically to your interests by substituting a required course with one not on the list of courses that traditionally defines the concentration. You must petition for approval to make such a course substitution.

## Independent Study

Independent study can be a valuable enhancement to the Wharton curriculum, allowing you to pursue a specific topic of interest not available in regularly offered courses. If you are interested in taking an independent study class, the first task is to formulate an idea for a project. Then, find a professor in a related field who thinks it is a

# Special Options

worthwhile project and agrees to supervise it. The professor will provide guidance and take ultimate responsibility for your grade. If it is a Wharton department, you must submit a written description of the project to the Petitions Committee in the Undergraduate Division for final approval.

Independent study usually is limited to juniors and seniors, as worthwhile research projects presuppose some formal academic background in the area of study; however, underclassmen may petition the Petitions Committee for approval to undertake an independent study. Independent study courses may not be taken pass/fail. You are limited to a total of two independent study projects within Wharton, two in non-Wharton departments and only one per semester. You must have a 3.4 overall GPA to pursue an independent study.

## Quaker Consortium

University of Pennsylvania students have the unique opportunity to study at Bryn Mawr, Haverford, or Swarthmore Colleges during the fall and spring terms of the academic year. The four schools comprise the Quaker Consortium and have a reciprocal agreement for tuition and the granting of grades and credits for work completed at any one of the participating institutions. Penn students wishing to sign up for courses at Bryn Mawr, Haverford, or Swarthmore must be concurrently enrolled in Penn classes, notify their home school office, request a letter of permission to the dean of the host institution, clear their course choice through the appropriate Penn department, and request that a transcript be forwarded to their home school office upon completion of the semester. Students are allowed to take only courses not currently offered at Penn. Upon receipt of the transcript and the proper transfer credit forms, the home school enters the course(s) and the grade(s) onto the body of the Penn transcript. Grades are calculated into the Penn GPA. Consortium agreements do not apply to summer school (which is treated as credit away) or to full-time study at Quaker Consortium schools (which must be done on a leave of absence from Penn; therefore, the courses would not be transferable and tuition would be paid to the consortium school).

## Submatriculation Programs

Selected Wharton undergraduates have the option of getting an advanced degree in conjunction with their bachelor's degree. This option is called submatriculation, and it is available for Wharton undergraduates in cooperation with Wharton's MBA and PhD programs and with the Penn Law School. A student may obtain a Bachelor of Science in Economics and an MBA in a total of five years, or a Bachelor of Science in Economics and

a JD in a total of six years. Students interested in the submatriculation option apply during their junior year. If accepted, a submatriculating student, during the fourth year of college, takes a different series of courses from regular students. Students who submatriculate into the Law School take all of their first-year law courses during the fourth year of college and then complete their Wharton requirements during the second and third years of law school. Students who submatriculate into the MBA program take a series of courses combining both undergraduate and graduate study, so that the senior year of college also functions as the first year of graduate school. Students who submatriculate into the PhD programs begin taking doctoral-level seminars in their last year of college.

To qualify for submatriculation, students must achieve an outstanding grade point average during the first three years of college, give evidence of unusual maturity, and score well on the appropriate qualifying examination (the GMAT for the MBA program, the GRE for the PhD program and the LSAT for the Law School). The admissions offices of the graduate schools involved make admissions decisions for these programs.

Students interested in any of the submatriculation programs should see an academic advisor during the sophomore year to design the appropriate program of study

## ROTC

Leadership and management training through ROTC is offered on an elective basis to all first-year students. Completion of the Penn ROTC program enables a student to earn a commission in the U.S. Army or Navy. Students should consult with the Army or Navy ROTC offices when they arrive on campus if they wish to enroll for these courses.

# Study Abroad

## Study Abroad Options

<http://www.upenn.edu/oip/sa/index.html>

International interaction within the business community is increasing rapidly, and the ability to work and communicate across cultures has become a pivotal factor in business transactions. Beyond the foreign language proficiency, Wharton encourages its students to experience a different culture. There are eleven programs specially designed to fit the requirements of the Wharton undergraduate curriculum. Business courses taken at any of these eight sites may be used to fulfill Unrestricted Electives and the Business Breadth requirement. Non-business courses may count toward the General Education Distribution, Global Environment, and/or electives. In addition to the eight Wharton-approved sites, there are many other sites for Penn Study Abroad. Courses taken at any of these sites will fulfill the General Education Distribution, Global Environment, and/or electives.

Wharton students should be aware of the policy regarding credit for business courses taken abroad: **Credit for business courses will ONLY be given if the course has been taken at one of the eight Wharton-approved study abroad sites (listed below). Students will NOT receive credit for business courses taken through any other study abroad program.**

Students interested in studying abroad should begin planning at least one year in advance. Each student considering studying abroad should complete the following first three steps (in order): Attend a Penn Abroad 101 session (dates and times can be found at <http://www.upenn.edu/oip>). Meet with the appropriate advisor at the Office of International Programs (OIP) at 133 Bennett Hall. Meet with an academic advisor in the Wharton Undergraduate Division.

In addition to completing the preceding steps, students must maintain a minimum 3.0 cumulative GPA and achieve a minimum 3.0 term GPA for the two semesters (excluding summer) prior to the abroad semester.

## Wharton Study Abroad Sites

**Buenos Aires:** Students may attend the Universidad de San Andres in Buenos Aires, Argentina. Students may attend in either the fall or spring semester and must have completed a minimum of six semesters of Spanish. Housing is provided with homestays. Students may take both business and liberal arts courses alongside Argentine students.

**Frankfurt:** Students may attend the Johann Wolfgang Goethe University (Faculty of Economics and Business

Administration) in Frankfurt, Germany via an exchange agreement. This is a spring semester program only, and internships may be available from mid-January to mid-April, prior to the beginning of the term that starts in April. Students will be assisted in obtaining housing via homestays or in private apartments.

### **Hong Kong University of Science and Technology:**

Studying at the Hong Kong University of Science and Technology (HKUST) is an especially attractive option for Management & Technology students, dual-degree students and students with an interest in East Asia. Classes are conducted in English, and students select courses from the HKUST course register. This semester-long exchange program is available in both spring and fall. Housing is provided in residence halls.

**Chinese University of Hong Kong:** Wharton students may attend Chinese University of Hong Kong in either the fall or spring semester as exchange students. Students will be offered on-campus student housing. Students will be able to take both business and liberal arts classes.

### **Leuven:** The Wharton-Katholieke Universiteit (KU)

Leuven exchange is a unique opportunity for students to study business and a variety of academic disciplines alongside European students in the largest university in Belgium. Situated in the heart of Western Europe, KU-Leuven has been a center of intellectual life for almost six centuries. Students may study in the fall or spring and should demonstrate an interest in Western Europe through coursework at Penn prior to their abroad experience. Courses at KU-Leuven are conducted in English, but students are required to take an elementary Dutch course. Students live in group housing that is shared with American, Belgian, and other European students.

**Lyon:** The semester-long program in Lyon, France is available in both the spring and fall and is geared toward those interested in European business or politics. One course beyond French proficiency is a prerequisite for participation. Students attend classes exclusively designed for them at the Université de Lyon II and the École Supérieure de Commerce (ESC) de Lyon, taught by their respective faculties. Two Wharton courses, Marketing Management in Europe (MKTG 333) and Human Resource Management in Europe (MGMT334) are offered at the ESC. As part of the living-learning experience, students live with French families.

**Madrid:** The one-semester program with the Universidad Pontificia Comillas/ICADE in Madrid, Spain is available in both spring and fall. One course beyond Spanish proficiency is a prerequisite for participation. The program offers two course units of intensive language

# Study Abroad

study, supplemented by courses in Spanish history, literature, art history and political economy. The management course, The Internationalization of the Spanish Company (MGMT 333), is also offered. Students live in Spanish households.

**Milan:** Students may take advanced courses in finance and management through an exchange agreement with Università Luigi Bocconi, Italy's premier business school. Priority is given to Wharton juniors with at least two years of college-level Italian or the equivalent. Before starting business courses, students participate in an intensive Italian language workshop. Once the Italian semester commences, Penn students take classes alongside Italian students. Housing is provided in residence halls.

**Rotterdam:** The Rotterdam School of Management/Faculteit Bedrijfskunde (RSM/FB) is part of Erasmus University and ranks among the top business schools in Europe. Rotterdam's history is closely tied to its importance as a port. The Pilgrims set sail from the Delfshaven area of Rotterdam in 1620. During World War II, the port played a central role. As a result of that devastation, the city center was redesigned and rebuilt. In this reenergized city, Wharton students participate in an international business project with students from around the world along with an elementary Dutch course and a business elective. Courses are conducted in English, and the Rotterdam program is available in both fall and spring semesters. Visiting students to RSM/FB are assigned a Dutch buddy who acculturates them to life in Rotterdam. There are several options for housing ranging from student housing to private homes.

**Singapore:** Singapore Management University (SMU) holds the unique position of being Singapore's first private university funded by the government of Singapore. Singapore is a thriving city-state that has become one of the most successful economies of Asia. Modeled after the Wharton curriculum, SMU offers students a unique opportunity to study in a cultural mecca that reflects Eastern roots, colonial past, and Western technology. Instruction is in English. The program is available in the fall and spring.

**Tokyo:** Three years of college-level Japanese is required to study abroad in the exchange program at Tokyo's Hitotsubashi University. This program must be taken for the entire academic year. Students enroll in a seminar course on a major-related subject and other courses are chosen in consultation with the seminar professor. Students will also continue with the study of Japanese language and culture. Penn students are fully integrated with Japanese students and live in either residence halls or apartments.

**Other Cities:** Penn offers many other programs that may be considered appropriate study abroad opportunities. Some of the places Wharton undergraduates have studied include Oaxaca (Mexico), London, Berlin, Rome, Beijing, Seoul, Jerusalem and Sydney. Information about these programs is available at the OIP and the Wharton Undergraduate Division.

## Summer Study Abroad

Penn-approved summer study abroad is administered by the College of General Studies in Suite 100, 3440 Market Street. Programs may vary but have included study in Argentina, the Czech Republic, England, France, Germany, India, Italy, Korea, Poland, and Spain. For summer study abroad only, students may elect to study at a program that is not formally affiliated with the University of Pennsylvania. The policy regarding transfer credit for these courses is the same as other study away (see *Transfer Credit After Matriculation* on page 35). Students do not receive credit for business courses taken during summer study abroad, and grades earned are not calculated into the grade point average.

## Frequently Asked Questions

*Q: With whom can I further discuss study abroad options?*

A: You should maintain contact with both a Wharton undergraduate advisor (who guides your academic planning) and an OIP advisor (who assists with the logistics of the application process). The OIP maintains a library on international opportunities for students and provides detailed brochures on Penn-sponsored programs. The Undergraduate Division also maintains a collection of study abroad materials. Finally, peers who have studied abroad are available to speak with any student considering study abroad.

*Q: When is the best time to study abroad?*

A: Most students elect to go during the fall or spring of the junior year. Students who matriculate with AP credits, however, may go as early as the spring of the sophomore year. Students attending Wharton-approved programs should complete the Business Fundamentals before studying abroad. It is not necessary to begin a concentration before studying abroad.

*Q: How do I finance my study abroad experience?*

A: Under Penn-approved programs, tuition is kept the same as though you were still on campus. Daily expenses vary depending on the country and the prevailing exchange rates. If additional financing is necessary, you may apply for a loan from Student Financial Services. The aid package will be calculated based on the total estimated cost of the program.

# Honors

## Joseph Wharton Scholars (JWS) Program

<http://www.wharton.upenn.edu/jws>

Founded in 1988, the JWS Program is a community of outstanding Wharton undergraduates who have agreed to be part of a program that emphasizes the importance of scholarly research and the liberal arts and sciences within the framework of a business education. Joseph Wharton Scholars take at least 8 honors courses during their four years at Penn (6 courses for rising sophomores), at least three of which are from the College of Arts and Sciences.

Joseph Wharton Scholars also must graduate with at least a 3.4 cumulative GPA (maintaining a 3.1, 3.2, 3.3, and 3.4 GPA in the four respective years) and participate in the JWS Senior Research Seminar in both semesters of the senior year. This seminar involves producing and presenting a significant research project during the spring semester. Joseph Wharton Scholars are also expected to either take or receive credit for Math 104 and Math 114.

A limited number of rising Wharton sophomores will be admitted to the JWS Program based on their freshman year academic performance and essay question responses. To apply, students must have attained at least a 3.4 GPA in their first semester and submit two letters of recommendation from Penn faculty. Applications are due in April, and selections are made in June.

## Dean's List

When you earn a cumulative GPA of 3.70 or better over the two consecutive semesters during one academic year (excluding summer), have no grade lower than a C, complete six or more courses for letter grades, and have no incompletes and no disciplinary action taken against you, you will be placed on the Dean's List. This will be noted on your transcript, and you will receive a certificate noting your achievement.

## Graduation Honors

Summa Cum Laude	3.80+	GPA
Magna Cum Laude	3.60 – 3.79	GPA
Cum Laude	3.40 – 3.59	GPA

## Prizes and Awards

A number of prizes and awards are available to Wharton undergraduates each year. Some are specific to particular academics areas such as accounting and finance; others are open to all students. Selections for the Wharton-specific awards are made by committees comprised of faculty and administrators in the School.

## Center for Undergraduate Research and Fellowships (CURF)

<http://www.upenn.edu/curf>

The Center for Undergraduate Research and Fellowships seeks to provide information, advice, resources, and encouragement for all undergraduates at Penn seeking more than just a superior classroom education. Penn fosters students' individual research initiatives and encourages all undergraduates to seek prestigious fellowships to continue their scholarship at the graduate level. CURF includes within it the Benjamin Franklin Scholars program, for academically creative students working at a high level of excellence; the University Scholars program, for students pursuing a high level of independent research and course work; and the General Honors program, which provides innovative and scholarly courses to the entire undergraduate community (<http://www.upenn.edu/curf/bfs/courses.html>). Non-honors students can enroll in most General Honors courses with the permission of the instructor.

### *Benjamin Franklin Scholars*

The Benjamin Franklin Scholars (BFS) program exists to encourage the highest level of scholarship from its students. Benjamin Franklin Scholars are asked to experiment and take charge of the totality of their education. The BFS program offers three main avenues to support this active learning: advising, research, and General Honors seminars. Benjamin Franklin Scholars are strongly encouraged to continue their studies after their undergraduate careers come to a close. After graduation, many BFS obtain prestigious grants for independent research and scholarships for graduate study.

### *University Scholars*

The University Scholars program promotes the ideal of a community of scholars: a working relationship and exchange of ideas among faculty and students. With a commitment to independence and research, students learn the links between questioning, research, and knowledge, and are thus better prepared to delineate and solve problems. University Scholars are unique in that they want to learn beyond the boundaries of formal course work. The primary concern of the program is to encourage independent intellectual initiative, whether it be undertaken in musty archives or with test tubes, stock market series or microscopes. University Scholars take responsibility for their own higher level of questioning and learning; working closely with their faculty mentors, they not only find the answers to their own intellectual queries, but they also help shape the ongoing research at the University.



# Tutoring & Support

## Wharton On-site Tutoring Program

Each fall and spring semester, beginning around the second week of classes, the Wharton On-site Tutoring Program offers free tutoring to students enrolled in certain core courses. Tutoring for these core courses is provided in cooperation with the Tutoring Center. This service is offered on a walk-in basis. The tutors are familiar with the course content as taught by individual instructors within each department. Consult the Wharton undergraduate web site at <http://undergrad.wharton.upenn.edu> for dates and times.

## Penn Student Resources

### *Academic Support Programs*

3820 Locust Walk, Suite 209 Harnwell House, 898-0809  
<http://dolphin.upenn.edu/~dasp>

A variety of academic support services are offered under the auspices of this office.

### *PennCap*

3820 Locust Walk, Suite 209 Harnwell House, 898-0809

PennCap provides support to academically talented, financially disadvantaged, first-generation college students and to students with disabilities. They provide counseling, advising and referrals; tutoring; workshops; cultural and social activities; outreach and advocacy services; and a network of peer advisors.

### *Tutoring Center*

3820 Locust Walk, Suite 110 Harnwell House, 573-9235

The Tutoring Center provides individual and small-group tutoring; weekly review workshops and emergency help during midterms and finals. The center also provides crisis advising and referral for academic, financial or personal problems.

### *University Learning Resource Center*

3820 Locust Walk, Suite 110 Harnwell House, 573-9235

The ULRC can show you how to avoid panic with instruction and consultation on subjects such as taking and using notes in class; studying and preparing for exams; reading with versatility and efficiency; time management; and procrastination. Staff members affiliated with the Graduate School of Education provide assistance in tutoring sessions, in reading and study improvement courses and in various workshops.

### *Student Disabilities Services*

3820 Locust Walk, Suite 110 Harnwell House, 573-9235

The Disabilities Office in Learning Resources assists students with learning and physical disabilities. For more information, e-mail [sds@mail@pobox.upenn.edu](mailto:sds@mail@pobox.upenn.edu).

### *Counseling and Psychological Services (CAPS)*

133 S. 36th Street, 2nd Floor  
898-7021 during office hours  
349-5490 for emergencies during non-office hours

Free and confidential services are available from professional staff at CAPS. Students can meet individually with a counselor for a series of sessions or can attend one of the many support groups.

### *Student Health Services*

Penn Tower, 662-2853

The student Health Service has adopted an appointment system to serve you more efficiently and to avoid the long wait times associated with a walk-in system. In most instances, you will be able to schedule an appointment for the same day. If you have an urgent problem and need special arrangements for care, a nurse will help to arrange for an appointment.

### *Security and Safety Services - Emergencies*

Immediately report all emergencies to the University of Pennsylvania Police Department (UPPD), and then to Wharton School Security at (215) 898-2300. Refer general security policy issues to Classroom Support Services at (215) 898-5844. The Wharton School has contracted with a security firm to provide security monitoring. All University students, faculty, and staff are required to have current University I.D. cards. Wharton's information desk, located in the main lobby on the first floor of JMHH, is staffed 24 hours daily.

The blue light emergency telephones all over campus are a direct link to the campus police. There are more than 250 of these phones. For your own safety, memorize the location of the phones on your route home at night. For students interested in getting involved and improving safety and security within the Wharton community, please contact the Safety Task Force: [safety@wharton.upenn.edu](mailto:safety@wharton.upenn.edu) or refer to <http://undergrad.wharton.upenn.edu/safety>.

### *Emergency Contact Numbers*

511 Penn Police (campus phones)  
898-7333 Penn Police Emergency  
898- 2300 Wharton Security Desk at SH-DH  
911 Philadelphia Emergency (Police, Fire and Rescue)

The Penn Police Department can directly contact the Philadelphia Fire and Rescue squads.

# Student Life

## Wharton Undergraduate Student Organizations

Attending classes is only part of your education as a Wharton undergraduate student. Getting involved in a club can broaden your experience and provide a forum in which to interact with people of similar interests. We have a diverse range of clubs that represents the different interests of the student body. You can learn valuable skills needed for your professional career by planning a conference, bringing in distinguished speakers, conducting community service projects, chairing a committee, or serving as a board member of a club. Clubs are also a great way to socialize with other Wharton students.

There are over 40 student organizations within the Wharton community. Three key organizations, the Wharton Council (WC) <http://equity.wharton.upenn.edu/~wcouncil>, Management 100 Team Advisors (TAs), and the Wharton Dean's Advisory Board (WAB) <http://dolphin.upenn.edu/~wduab>, have recently combined efforts to create new community initiatives within Wharton.

For more information on student organizations or to start a new one, contact Beth Hagovsky, Associate Director for Student Affairs in the Wharton Undergraduate Division at (215) 898-7613, [hagovsb@wharton.upenn.edu](mailto:hagovsb@wharton.upenn.edu), or the Wharton Council, G-84 JMHH, (215) 898-4976, <http://equity.wharton.upenn.edu/~wcouncil>.

Information about the use of the Wharton name and logo can be found at <http://rider.wharton.upenn.edu/~publicnt/identity/identity.htm>.

## Additional Resources for Wharton Student Clubs and Organizations

### Office of Student Life Activities

<http://dolphin.upenn.edu/~oslaf>

The University has over 300 student organizations registered each year with OSL. This office, a department of the University Life Division, provides administrative support for all student organizations and advises the six branches of undergraduate student government. All student organizations must register each year with OSL by filling out the online registration form at <http://www.upenn.edu/osl/register.html> and must provide up-to-date contact information for the office. Any questions regarding student organization e-mail accounts or homepages should be directed to the Office of Student Life. In addition, University-funded student organizations must coordinate their accounts through OSL.

### Civic House

<http://www.upenn.edu/civichouse>

Community service can be a valuable part of your college education. Whether helping to improve the environment, tutoring a peer, or being a mentor, you can achieve a sense of fulfillment not easily found elsewhere. The single best source for community service activities is Civic House. At this office, you can learn not only about activities happening on campus but also about citywide programs. Civic House encourages you to explore and try different methods of community service. Although there are countless avenues to do community service, Civic House is a good first step. In addition, the Wharton Council can assist you in finding projects for community service.

## Musser-Schoemaker Undergraduate Leadership Lecture Series

In 1991 Wharton initiated a lecture series to bring business and government leaders to the School to address and interact with students. This program reflects Wharton's commitment to bring role models from the real world to speak to students and share their ideas, opinions, and "secrets of success." Warren V. Musser, Chairman and CEO of Safeguard Scientifics Inc., and Hubert J.P. Schoemaker, Chairman of the Board and CEO of Centocor Incorporated, sponsor the series. A student committee, along with input from the Undergraduate Division, plans the series throughout the academic year. Besides the public lecture, the invited speakers usually dine with a group of undergraduates who are selected through a random lottery. For more information, contact Angie Corbo at (215) 898-0885 or [acorbo@wharton.upenn.edu](mailto:acorbo@wharton.upenn.edu).

Past speakers have included Warren Lieberfarb, President of Warner Home Video; Ambassador Dane Smith, President of the National Peace Corps Association; Robert Hurst, Vice Chair of Goldman Sachs; Rakesh Gangwal, CEO & President of USAirways; Ronald Brown, former US Secretary of Commerce; Allen Wheat, President and CEO of Credit Suisse First Boston; Philippe deMontebello, Director of the Metropolitan Museum of Art; and Ken Dryden, President of the Toronto Maple Leafs.

# Regulations & Procedures

## Exceptions to Academic Regulations

Exceptions to the Wharton undergraduate regulations outlined below can only be granted by approval of the Undergraduate Petitions Committee. Students who wish to petition the Committee should obtain a petition form in the Undergraduate Division. See an academic advisor to help you with the petition process.

Students in single degree programs should address their petitions to their home schools. Dual and joint degree students should address their petitions for degree requirement exceptions to the school(s) whose degree requirements are affected; in some cases, a petition to both schools will be required. IS&B students should address their petitions for degree requirement exceptions to the IS&B program office. All other petitions for exceptions (for example, late drop, late add, late withdrawal, late change of grade type) should be submitted to the home school.

## Requirements for the Degree

To be eligible to receive the degree of Bachelor of Science in Economics, you must satisfactorily complete the 37 course units of the Wharton curriculum and meet the curricular requirements described in this handbook. Students must have a cumulative GPA of at least 2.0 in the 37 courses that are being counted towards the graduation requirements. Students must earn a 2.5 GPA in the four courses counted towards the concentration. If you have declared more than one concentration, you must achieve a 2.5 in each concentration.

No more than eight courses in any one department may be taken for credit towards graduation. All NRs, GRs, and IS must be changed to a letter grade or be otherwise cleared from your record in order to graduate.

Please note that once a student has graduated from the University, no further changes to the transcript are permitted. It is the student's responsibility to ensure that the transcript is correct at the time of graduation. You may check your unofficial transcript by accessing Penn InTouch at <https://sentry.isc.upenn.edu/intouch>.

## Academic Policies and Procedures

### *Academic Progress*

To maintain satisfactory progress at Wharton, students are expected to do the following:

- Maintain a minimum semester GPA of 2.0,
- Maintain a minimum cumulative GPA of 2.0, and
- Have no more than two I, NR, or GR grades for the academic term.

Wharton classifies its students based on the number of semesters spent at Penn (for external transfer students, semesters spent at other higher education institutions are counted). The Registrar of the University of Pennsylvania, however, determines class status or standing by the number of course units earned. This may cause problems in registration for courses that are limited to certain class years. First-year students may not take more than five courses (including Mgmt 100) during the first semester. Students may take up to six courses in subsequent semesters provided they have maintained at least a 3.0 cumulative GPA and have received no incomplete or no-credit grades (i.e., I, GR, or NR).

### *Academic Standing*

Wharton's Academic Standing Committee monitors the academic performance of all undergraduates. At the end of every semester, the committee reviews the performance of all students and assesses their academic standing. The following sanctions may be rendered against a student whose performance falls below the school's standard for making satisfactory progress.

**Probation:** If your semester GPA is below 2.0, the Academic Standing Committee will place you on probation. Once you are placed on probation, you may take only four courses in the following semester and may lose the ability to participate in School-based co-curricular activities. You must attain satisfactory academic standing within a stated period of time, as specified by the Committee. If you are on probation, it is important for you to meet regularly with an academic advisor in the Undergraduate Division.

**Drop Warning:** You may be placed on Drop Warning if you fall significantly below the level of academic performance required to make progress toward graduation or you have two consecutive semesters with a GPA below 2.0. This action is intended to provide you with an opportunity to show improvement in your academic course work.

**First Drop:** If you continue to do failing work or otherwise perform very poorly, showing no significant improvement, you will be dropped from the rolls of the University. The first drop action requires a minimum one-year mandatory leave from the University. During this period, you may not enroll in another institution with the intent of transferring those credits to Penn. At the end of the one-year period, you may apply to the Academic Standing Committee for reinstatement on probationary status. The committee may require medical or employment documentation to assist in making its decision.

Students who feel that extenuating circumstances warrant continued enrollment may submit an appeal to the Academic Standing Committee to rescind its drop

# Regulations & Procedures

decision and permit students to continue their course of study without interruption.

**Second Drop:** A second drop action is permanent and irrevocable.

## ***Class Attendance***

You are expected to attend all classes. A class for which you are registered is an appointment that takes precedence over all other engagements. In all courses, the faculty member in charge of the course will determine the number of absences permitted without incurring a penalty.

Non-attendance for a course may result in a grade of F at the end of the term.

If, in the opinion of the faculty member in charge of the course, you have been absent excessively, you may be given a grade of F. If you receive a grade of F for absences during the semester, you will be immediately excluded from the course.

## ***Changing Grade Type***

The registration system asks you to choose a grade type (grade or pass/fail) when you register for a course. You may change a course's grade type until the end of the drop period. Keep in mind there are certain restrictions on the use of pass/fail courses in the curriculum; see the section on pass/fail in this handbook. *It is your responsibility to make sure that your enrollment accurately reflects your grade type for a course.* You may do so by calling PARIS or by checking Penn InTouch at <https://sentry.isc.upenn.edu/intouch>.

## ***Choosing a Concentration***

We recommend that you declare your concentration by the end of your sophomore year because students with a declared concentration have a better chance of getting the advance registration courses they request in the respective departments. To declare a concentration, come to the Undergraduate Division. A staff person can assist you with completing a Concentration Declaration form and entering your concentration into the Student Records System. You may change your concentration if necessary at a later time. There is no deadline (except graduation) for declaring a Wharton concentration.

Individualized concentrations must first be approved via petition to the Petitions Committee.

## ***College of General Studies and Wharton Evening School Course Credits***

Wharton students may take courses in the College of General Studies, whether day or evening classes, for full credit and may count them toward the curriculum requirements. Wharton day students will not receive credit for Wharton Evening School courses.

## ***Transfer Credit after Matriculation***

Once you matriculate at the University, you must take all business courses at the University. However, in Wharton faculty-approved programs, you may receive business course credits from study abroad and student exchange programs.

If you entered Penn as a first-year student, you may take up to four courses outside the University. These courses must be taken during the summer and may only be taken in non-Wharton subjects. Please note that the four-course limit is a total, not a per-summer allowance. To receive credit, you must earn a grade of C or better and have departmental approval for each course. You may not transfer courses from outside Penn that were taken pass/fail.

Credit away is granted only on the basis of regular college classroom instruction. The institution where the course is taken must be a four-year, degree-granting institution, not a community or junior college. None of the grades from these courses will be included in your Penn grade point average. External transfer students may take no additional courses outside the University for transfer credit once they have matriculated at Penn, except for Penn-sponsored study abroad programs.

## ***Drop/Request Period***

You may request additional courses until the end of the second week of classes by calling PARIS or accessing Penn InTouch. After the first two weeks, you may request additional courses only with the permission of the instructors.

You may drop courses until the end of the fifth week of classes. However, PARIS may accept drop requests only until the end of the second week of classes. Therefore, it is recommended that you use Penn InTouch to drop a course after the second week and before the end of the fifth week of classes. *If you are receiving financial aid, check with your financial aid counselor before dropping a course, since some aid packages require a minimum number of credits per semester.*

Generally you may not drop a course after the drop period. After the drop deadline, you may submit a petition to the Petitions Committee to drop a course. You may, however, withdraw until the end of the 10<sup>th</sup> week of class; see the section on withdrawals below. The Petitions Committee will accept only extremely serious and compelling reasons, such as a medical or other emergency, to grant a request for a late drop. Without approval of your petition, you are responsible for the completion of all courses on your schedule. *Therefore, it is your responsibility to make sure that you are properly enrolled.* You may do so by calling PARIS or accessing Penn InTouch.

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NOTE: The Finance Department uses a computerized waitlist system instead of the University's Drop/Request system. Check with the department for how to add your name to the waitlist if you are closed out of a finance class during Advance Registration.

The deadline for dropping upper-level Finance courses is the end of the *second week of classes* instead of the fifth week. Students dropping an upper-level Finance course after the deadline will receive a Withdrawal rather than a Drop, and a W will be recorded on the transcript.

## Examinations

**Midterm Examinations:** If you missed a stated midterm examination, you may take a postponed exam only with the approval of the instructor in charge of the course.

**Final Examinations:** If final exams are given at the end of the term, they must be given at times published in the University Course Roster. Students may not take final exams at times other than those specified. For rules governing exams, refer to <http://www.upenn.edu/osl/exams.html> or the Office of Student Life.

## Grading

You may check your grades at any time by calling PARIS or accessing Penn InTouch.

**Term Grades:** Grades are reported for each of your courses at the end of the term. You must obtain a grade of D or better to receive credit in any course.

**Grading System:** All Wharton courses are graded on a plus/minus system, from A+ to F. All students taking Wharton courses will be graded in the same manner. Wharton students who take courses in any other school of the University are subject to that school's grading system for those courses.

The grade point average (GPA) is tabulated at the end of every semester based on the following: A+ (4.0); A- (3.7); B+ (3.3); B (3.0); B- (2.7); C+ (2.3); C (2.0); C- (1.7); D+ (1.3); D (1.0), and F (0.0). There is no grade of D-.

**Pass/Fail (P/F):** Wharton undergraduates may take up to three courses in the General Education Distribution and the elective areas on a pass/fail basis. *All three Global Environment courses and second concentration courses counting as Unrestricted Electives must be taken for a grade.* You may take no more than one course pass/fail in a given semester. First-semester freshmen cannot take a course pass/fail.

If you receive a D or better in a course taken P/F, the course will appear on your transcript with a P, denoting a pass. If you fail, the F will appear on your transcript. Ps do not figure into your GPA; Fs, however, are included in your transcript GPA. Courses taken P/F will not count toward any of the business requirements.

Instructors are not made aware of your grading status. Therefore, it is your responsibility to confirm grade type. You **may not** change the grade type of a course after the drop deadline.

**Incomplete Grades:** In extenuating circumstances, you may be granted an extension of time by your instructor to complete course requirements *including taking a make-up exam*. In this case, the grade of I (incomplete) is recorded; however, you must complete the work for the course within the first four weeks of the next semester, or your I will automatically convert to an F for the course.

**Failing Grades:** An F in a course will permanently remain on your transcript and will be factored in when calculating your transcript GPA. If you retake the course at a future time, the new grade will not replace the original F; however, the new grade will be counted toward your transcript GPA and you will receive credit for the repeated course. If you receive an F in a required course, you must retake the course. If you receive an F in a non-required course, you may either repeat the course or substitute another.

**Repeating Courses:** As stated above, a student may not repeat for credit any course in which a passing grade (D or better) was received. A student may, however, repeat a course in order to demonstrate his or her ability to achieve a better grade. The original course and grade will remain on the transcript as posted. The second grade will also remain on the transcript; however, it will not be counted in the student's cumulative average and no additional credit will be awarded.

**Auditing Courses:** Students cannot officially audit a course. Students who wish to attend a class but not take it for credit may do so only with the permission of the instructor. You do not register for the course, and no formal record appears on the transcript.

## Leave of Absence

**Requesting a Leave:** Students may request leaves of absences – a temporary interruption of their studies – for academic, personal, health, or financial reasons. Some students take time off to put their course work into perspective. Others go on leave to pursue a special job or career opportunity. A few students request a leave of absence for medical reasons.

Any currently enrolled student in good standing and with no disciplinary record is eligible to take a leave of absence. Students may request leaves for one semester, with longer extensions granted in special circumstances. To make such a request, you must speak with an academic advisor in the Undergraduate Division and complete a Leave of Absence Form. We recommend that you submit your request by the end of the last day of classes of the semester preceding the semester for which

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you are requesting a leave. *For tuition refund policies, see the section on Financial Regulations.*

Students in good standing who are granted a leave of absence cannot earn credit for courses given by another institution. In addition, they must complete the requirements for their degree within an eight-year period after matriculation. If they do not, they forfeit the right to complete their degree. This rule was implemented in September 2000 and applies to all current and future students. Students who have already left Wharton without completing their degree and who have already passed the eight-year rule will have two additional years to complete their degree, subject to the same review and evaluation of their course work and full record. If they do not complete the degree within the extended time period, they too forfeit the right to complete their degree.

Students who do not complete their degree within the allotted time period may petition for an extension. If granted, the students' course work and full record will be evaluated and additional or replacement course work may be required to complete their degree.

**Returning from Leave:** To return from an academic or personal leave of absence, you must submit your request in writing to an advisor in the Undergraduate Division. If you are planning to apply to return, contact an advisor by mid-October for the spring term or by mid-summer for the fall. (If you are a dual or joint degree student, contact both schools.) If you have been granted a medical leave of absence based on a recommendation from Counseling and Psychological Services (CAPS), you must both consult with CAPS and provide documentation from your treating physician indicating your readiness to return to school. This documentation must be sent to CAPS and must accompany the Return from Leave form that you provide to the Wharton Undergraduate Division. When you return, you will hold the same academic standing (for example, probation) as prior to your leave.

If you are considering taking time off some time during your career at Wharton, please speak with an academic advisor about how interrupting your studies may affect your course schedule and academic plans. If you decide to go on leave, be sure to review Wharton's Leave of Absence policy at <http://undergrad.wharton.upenn.edu>.

## **Part-time Status**

Wharton offers only a full-time program of study and the normal minimum course load is 4 c.u.s per term for the Bachelor of Science degree, although Wharton undergraduates typically complete 5 c.u.s per term.

Occasionally, a student may take a reduced course load of 3.5 or 3.0 c.u.s. Students nonetheless are billed at the full-time rate. Registration for a reduced course load of fewer

than 4 c.u.s per term may jeopardize both state and federal financial aid and may have an impact on such matters as visa status, athletic eligibility, or insurance coverage. Please check carefully to be certain that you know the enrollment requirements of relevant organizations or agencies to avoid jeopardizing your standing as a student.

Graduating seniors in their final semester may be part-time by carrying 2.5 or fewer c.u.s if at that time they need only 2.5 or fewer c.u.s to graduate. Part-time billing is not automatically implemented when you advance register for one or two courses. You must request approval in writing from the Wharton Undergraduate Division; without this approval, you will be billed at the full-time rate. No requests for part-time billing will be considered after the second week of classes (Add deadline).

## **Residency Requirement**

The work of your last two semesters must be completed at Penn. For external transfer students, at least one-half of your required course work must be completed at Penn.

## **Withdrawal from Courses**

You may drop a course with no notation on your transcript up until the end of the fifth week of the semester. (See the section on Drop/Request for more information.) From then until the end of the tenth week of the semester, you may withdraw from a course, but only with the written permission of your instructor.

Withdrawals appear on your transcript as a W and are not calculated into your grade point average. Withdrawal from courses is not permitted after the end of the tenth week of the semester. If you have a serious and compelling extenuating circumstance, you may petition the Petitions Committee to grant a late withdrawal for a course. You must first obtain written support from the instructor for the committee to consider your petition.

# Regulations & Procedures

## Financial Policies and Procedures

### *Tuition, Fees, and Other Charges*

The PennBook (<http://www.upenn.edu/osl/pennbook.html>) describes policies regarding payment of tuition, general fee, technology fees, dining arrangements, and other charges.

### *Withdrawal/Reduction of Tuition*

A student who withdraws from the University (or who is requested to withdraw for failure to maintain a satisfactory scholastic standing) or who is granted a leave of absence from a full-time division of the University during either term of the academic year will be eligible for a reduction in tuition and fees in accordance with the conditions set forth below.

The effective date of separation from the University is the date the student files a written request for withdrawal or leave of absence in the Undergraduate Division. The amount of reduction allowable is as follows:

- For students in their first semester at the University: that portion of tuition and fees equal to the portion of the semester remaining on the date of withdrawal, rounded downward to the nearest 10%, less a \$100 administrative fee, EXCEPT that no reduction will be made in cases where the withdrawal occurs after the 60% point in the semester.
- For all other students: semester charges will be adjusted as follows:

<b>If you left within the:</b>	<b>Percent Refund of Tuition and Fees</b>
First two weeks of class	75%
Third and fourth weeks of class	50%
Thereafter	0%

If you are a financial aid recipient at Penn, you should consult with a Student Financial Services counselor in Room 100 of the Franklin Building to determine the impact of tuition and fee refunds on your aid package. A student who is required to withdraw because of a violation of University regulations shall receive no tuition refund.

### *Financial Aid*

Penn's Office of Student Financial Services bases its financial aid decisions for U.S. citizens and/or permanent residents on demonstrated need, determined from information supplied on the CSS PROFILE, FAFSA (Free Application for Federal Student Aid), and other supporting documents. International students will find that funding is very limited: they are not eligible for U.S.-

government-subsidized loans, and as a rule U.S. banks do not make loans to international students unless co-signed by a credit-worthy U.S. citizen or permanent resident. For policies regarding financial aid, see the PennBook. Also, see the PennBook for a partial listing of scholarships, fellowships and grants. For more information, contact the Office of Student Financial Services, (215) 898-1988 or <http://www.upenn.edu/sfs>.

### *Part-time Employment*

Students who wish to supplement their income by working part-time are encouraged to view the Student Employment Office's web site at <http://www.upenn.edu/sfs/seo> or visit their office in Sansom Place West, Suite 215, 3650 Chestnut Street. This office maintains a comprehensive listing of student employment opportunities, both on campus and in Philadelphia. Students who are not U.S. citizens should check visa requirements with the Office of International Programs, 133 Bennett Hall, 34th & Walnut Streets, (215)898-4661, <http://www.upenn.edu/oip>.

## Use of the Wharton Name, Logo, and Alumni Network

The Wharton name and logo are registered trademarks of the School, and their use is restricted. Questions regarding the use of the name or logo should be directed to the Wharton Publications Office, Suite 1030 SH-DH, (215) 898-4853.

### *Stationery*

Wharton stationery is available for use by student organizations only. Specialized club stationery is ordered from Wharton Reprographics. A letter of approval from the Undergraduate Associate Director for Student Affairs, Beth Hagovsky, must accompany your orders. "Academic cards" for Wharton students enrolled in a degree-granting program may be purchased through Wharton Reprographics.

No unauthorized stationery or business cards may be printed using the Wharton School name or the Wharton logo in any of its forms.

### *Fund-raising Guidelines*

All student groups that would like to seek funding to support a project must first consult with the Undergraduate Associate Director for Student Affairs, Beth Hagovsky. The school must authorize any solicitation of corporate or alumni contacts.

# Regulations & Procedures

## E-mail and Web Usage

Use of the technology systems provided by the Wharton School and the University of Pennsylvania is a privilege granted to students with the understanding that they will use these tools responsibly. If students use these tools irresponsibly, e-mail privileges can be revoked. Please note the following policies concerning the appropriate use of technology:

- Student e-mail accounts may not be used for personal profit or gain, under any circumstances. This includes using a secondary commercial address, since the University or Wharton address often remains attached in headers and trailers, even if it is not visible to the sender.
- Chain letters through student e-mail are prohibited, either initiating or forwarding.
- On personal web pages, any commercial logos, photos, art, etc. must be selected from materials that are in the public domain. Students are prohibited from using proprietary materials such as University logos and photos; Wharton logos and photos; Disney characters, logos and photos; logos from other colleges and universities; or any specifically copyrighted corporate materials. If you wish to use a particular item and there is some question as to whether it is proprietary, you should check first before placing it on your web page.

For more information on the University's policies on the acceptable use of electronic resources, please refer to <http://www.upenn.edu/computing/policy/aup.html>. Additional questions about the appropriate use of technology may be directed to Wharton Computing and Instructional Technology or to Sharon Mulholland in the Undergraduate Division at (215) 898-9152, [mulholls@wharton.upenn.edu](mailto:mulholls@wharton.upenn.edu).

## Code of Student Conduct of the University of Pennsylvania

### I. Preamble

When Benjamin Franklin founded the Pennsylvania Academy, he defined its mission as "education for citizenship." In pursuit of this mission, the University of Pennsylvania is committed to achieving academic excellence, to creating an environment for inquiry and learning, and to cultivating responsible citizenship in the larger society. The University of Pennsylvania is a community in which intellectual growth, learning from others, mutual tolerance, and respect for freedom of thought and expression are principles of paramount importance. In an environment that promotes the free interchange of ideas, cultural and intellectual diversity, and a wealth of social opportunities, Penn students take advantage of the academic and non-academic opportunities available to them, deepening their

intellectual insights through formal instruction, and expanding their educational experience beyond their academic programs. Members of the Penn community participate actively in the greater Philadelphia, state, national, and international communities in which they reside. "Citizens" of the University community include students, faculty, staff and those otherwise affiliated with the University.

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

### II. Rights of Student Citizenship

Membership in the University of Pennsylvania community affords every student certain rights that are essential to the University's educational mission and its character as a community:

- (a) The right to have access to and participate in the academic and non-academic opportunities afforded by the University, subject to applicable standards or requirements.
- (b) The right to freedom of thought and expression.
- (c) The right to be free from discrimination on the basis of race, color, gender, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran.
- (d) The right to fair University judicial process in the determination of accountability for conduct.

### III. Responsibilities of Student Citizenship

Students are expected to exhibit responsible behavior regardless of time or place. Failure to do so may result in disciplinary action by the University.

Responsible behavior is a standard of conduct which reflects higher expectations than may be prevalent outside the University community. Responsible behavior includes but is not limited to the following obligations:

- (a) To comply with all provisions of the University's Code of Academic Integrity and academic integrity codes adopted by the faculties of individual schools.
- (b) To respect the health and safety of others. This precludes acts or threats of physical violence against another person (including sexual violence) and disorderly conduct. This also precludes the possession of dangerous articles (such as firearms, explosive materials, etc.) on University property or at University events without University authorization.
- (c) To respect the right of fellow students to participate in university organizations and in relationships with other students without fear, threat, or act of hazing.
- (d) To refrain from conduct towards other students that infringes upon the Rights of Student Citizenship. The University condemns hate speech, epithets, and



# Regulations & Procedures

racial, ethnic, sexual and religious slurs. However, the content of student speech or expression is not by itself a basis for disciplinary action. Student speech may be subject to discipline when it violates applicable laws or University regulations or policies.

(e) To refrain from stealing, damaging, defacing, or misusing the property or facilities of the University or of others. This also precludes the disruption of University computing services or interference with the rights of others to use computer resources.

(f) To be honest and truthful in dealings with the University, about one's own identity (e.g., name or Social Security number), and in the use of University and other identification.

(g) To cooperate fully and honestly in the Student Judicial System of the University, including the obligation to comply with all judicial sanctions.

(h) To comply with all contracts made with the University, such as Residential Living Occupancy Agreements and Dining Services contracts.

(i) To comply with policies and regulations of the University and its departments (e.g., the University's Guidelines on Open Expression, Anti-Hazing Regulations, Drug and Alcohol Policies, Sexual Harassment Policy, etc.).

(j) To comply with federal, state and local laws.

(Source: Office of the President, 1994)

## Code of Academic Integrity of the University of Pennsylvania

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.

### *Academic Dishonesty Definitions*

Activities, that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include but are not limited to the following definitions:

A. Cheating: using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids. *Example:* using a cheat sheet in a quiz or

exam, altering a graded exam and resubmitting it for a better grade, etc.

B. Plagiarism: using the ideas, data, or language of another without specific or proper acknowledgment. *Example:* copying another person's paper, article, or computer work and submitting it for an assignment, attribution, failing to use quotation marks where appropriate, etc.

C. Fabrication: submitting contrived or altered information in any academic exercise. *Example:* making up data for an experiment, fudging data, citing nonexistent articles, contriving sources, etc.

D. Multiple submission: submitting, without prior permission, any work submitted to fulfill another academic requirement.

E. Misrepresentation of academic records: misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to the University of Pennsylvania. *Example:* forging a change of grade slip, tampering with computer records, falsifying academic information on one's resume, etc.

F. Facilitating academic dishonesty: knowingly helping or attempting to help another violate any provision of the Code. *Example:* working together on a take-home exam, etc.

G. Unfair advantage: attempting to gain unauthorized advantage over fellow students in an academic exercise. *Example:* gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use, etc.

NOTE: If a student is unsure whether his action(s) constitute a violation of the Code of Academic Integrity, then it is that student's responsibility to consult with the instructor to clarify any ambiguities.

(Source: Office of the Provost, 1996)

## Open Expression

For information regarding the University of Pennsylvania's guidelines on open expression, please refer to <http://www.upenn.edu/osl/openexp.html>.

# Services

## Wharton Computing and Information Technology

<http://inside.wharton.upenn.edu/consult>

Wharton Computing and Information Technology (WCIT) provides computing facilities and services for Wharton students, faculty and staff. Computing facilities include electronic mail and file storage systems and a variety of shared computing resources, including student computer labs, group workstations, e-mail bars, and printing facilities. WCIT's user services include consulting to help with supported software, e-mail and call-in troubleshooting, and a web site providing information on a variety of hardware and software topics.

### Wharton Reprographics

<http://inside.wharton.upenn.edu/repro>

Located in the basement at the west end of SH-DH, the Reprographics unit of Wharton Computing and Information Technology (WCIT) provides printing, duplicating, binding and publishing services for Wharton students, faculty and staff. Reprographics' Computer Publishing and Art Services department provides graphic design, typesetting and page layout for publications. These pre-press services, combined with Reprographics' full range of printing production facilities, can help students produce a wide range of publications including newsletters, brochures, resumes, invitations and posters. Reprographics also duplicates and distributes Wharton's coursepacks that are customized course readings selected by Wharton faculty to supplement the material in textbooks, or replace the use of a textbook. Wharton students can order their coursepacks online at <http://epacks.wharton.upenn.edu>. Reprographics' phone number is (215) 898-7600.

#### **Fall and Spring**

Monday – Thursday 8:15 a.m. - 7:00 p.m.

Friday 8:15 a.m. - 5:00 p.m.

#### **Summer**

Monday – Friday 8:15 a.m. – 5:00 p.m.

Reprographics is open for extended hours during the first few weeks of the semester; check your mail folder for announcements.

Wharton Reprographics' fax machines in Suite 400, SH-DH provide worldwide access for incoming and outgoing fax transmissions. The number for incoming faxes for students is (215) 898-2400. If the fax contains a cover sheet with the addressee's phone number, Reprographics will attempt to notify the recipient by phone. Otherwise, faxes are held for pick-up. Faxes are *not* distributed to

student mail folders. There is a one dollar per page charge for incoming faxes.

To send an outgoing fax, bring materials to the Student Sales counter.

### Wharton Computing System Accounts and Policies

The computing systems, software, and networks of the Wharton School provide a wide range of services to Wharton faculty, students, and staff. The use of these facilities involves certain risks and obligates users to certain responsibilities.

The Wharton School's computer systems and networks are the private property of the Wharton School and the University of Pennsylvania. Access to these systems is a privilege granted by the Wharton School and the University of Pennsylvania and may be revoked without prior notice.

A current Penn I.D. and a Wharton User Account are required to use Wharton's computing labs and workstations. The complete policy governing computing and networking at the University of Pennsylvania is stated in the Penn Computing document, *Policy on Acceptable Use of Electronic Resources*.

### Getting an Account

To apply for an account, bring your PennCard to Wharton's Accounts Coordinator in the computer consulting office in Jon M. Huntsman Hall Room F-35 (Forum Level North) or call (215) 898-8600. You must be either a current Wharton student or enrolled in a Wharton course during the semester of application for an account. *This does not apply to first-year students during the first month of the fall term.*

### Computer Consulting Help Desk

Wharton's computing help desk assists students, faculty and staff in using Wharton's computer systems, software and services. They can generally answer your questions about operating systems and software and work with you to find solutions to problems with documentation; if not, they will refer you to a specialist, to correct documentation or to an outside resource. If you are using software not installed at the School, you should provide the documentation and, if requested, evidence of a valid software license.

Computer consultants are available for walk-in service in Jon M. Huntsman Hall Room F-35 (Forum Level North) or by phone at (215) 898-8600. Users with accounts on Wharton's host systems can also send questions for Wharton's consultants via e-mail to [consultant@wharton.upenn.edu](mailto:consultant@wharton.upenn.edu).

## Wharton Facilities

All students, faculty, and staff must present a valid Penn I.D. upon entering a Wharton building after 7:00 p.m. Monday through Friday and all day Saturday and Sunday. Anyone in a Wharton building during these times must wear an I.D. badge containing a valid Penn I.D. Holders are available in Suite G-95 JMHH.

### **Building Hours**

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Jon M. Huntsman Hall (JMHH)

3730 Walnut Street

Fall and Spring Semesters: 24 Hours

Summer Hours: TBA

After 7 p.m. and on Weekends: Only entrance/exit is on Locust Walk

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Steinberg Hall - Dietrich Hall (SH-DH)

3620 Locust Walk

Fall, Spring, and Summer Hours: TBA

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Vance Hall (VH)

3733 Spruce Street

Fall and Spring Semesters: 7 a.m. - 12 a.m.

Summer Hours: 7 a.m. - 10 p.m.

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Colonial Penn Center (CPC)

3641 Locust Walk

Monday-Friday: 7 a.m. - 6 p.m.

Closed Weekends and Holidays

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Lauder-Fischer Hall (L-FH)

256 South 37th Street

Monday-Friday: 7 a.m. - 9 p.m.

Summer Hours: 7 a.m. - 6 p.m.

Closed Weekends and Holidays

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### **Wharton Information Desk**

The information desk, located on the first floor main lobby of JMHH, provides directions and general information on school facilities. It is staffed by Wharton personnel during working hours and by the School's contracted security service on nights and weekends.

### **Lockers**

There are lockers available for use by Wharton undergraduate students for each academic year and during the summer. These lockers are located on the main floor of JMHH next to the elevator lobby. Notices for the rental of lockers are posted to undergraduate e-mail toward the end of September. There is a rental fee for the use of the lockers during the academic year and a separate fee for summer usage. Academic year and summer rentals are not automatically extended. Students who have not vacated their lockers by the day after final exams of the spring term will find the contents removed and

combinations changed. Sharon Mulholland handles administration of rentals in the Wharton Undergraduate Division, Suite G-95 JMHH, (215) 898-9152, mulholls@wharton.upenn.edu.

### **Student Mail Folders**

Every Wharton student has an individual mail folder. The bins of undergraduate mail folders, arranged by academic years, are on the lower level of JMHH. Check your folder **at least** every few days for messages from the administration, student organizations, departments and others. If you cannot locate your mail folder, please come to the Wharton Undergraduate Division, Suite G-95 JMHH, for a replacement.

### **Faculty Mail**

All faculty members have open mailboxes in their department offices. If you turn in written work to a professor's mailbox, retain a photocopy for your records.

### **Outgoing Mail**

Wharton mail distribution points are located in VH (first floor), SH-DH (ground floor), and CPC (ground floor). Students may use the VH and SH-DH mail facilities for sending stamped U.S. mail. Outgoing U.S. mail is picked up by the University Mail Service Monday through Friday at approximately 8:45 a.m., 11 a.m., and 2 p.m. For full-service postal needs, call the Postal Service at (215) 895-9000.

### **Express Mail Service**

There is a Federal Express box on the ground floor of SH-DH; pick-up is 7 p.m. Monday through Friday. A United Parcel Service (UPS) Next-Day Air box is located on the ground floor of SH-DH; pick-up is 6:30 p.m. Monday through Friday.

### **Wharton School Emergency Information Line**

During emergency situations, information about building hours and conditions, special events, computer labs and student services (e.g., coursepack sales) is available by calling (215) 898-OPEN (6736). The general information line for the university is (215) 898-MELT (6358).

Anyone canceling an event should contact the special events coordinator at (215) 898-2575. If the coordinator is not available, leave a message on voicemail. Events that are canceled in anticipation of inclement weather are added to the emergency message as soon as notification is received. This serves to provide information to those traveling from out of town in advance of the University's decision to close for emergency reasons.

# Facilities

The emergency information line is for emergencies only; otherwise, there is a pre-recorded message that plays throughout the year. Classroom Support Services updates the emergency information line.

# Wharton Undergraduate Division

Suite G-95 Jon M. Huntsman Hall/6340

Phone: 8-7608 Fax: 3-2070

Vice Dean and Director	Prof. Thomas W. Dunfee	dunfeet@wharton	8-7691
Director, Academic and Leadership Programs	Dr. Anne M. Greenhalgh	hgreenhaa@wharton	8-6058
Director, Academic Affairs and Advising	Dr. Anita Henderson	henderso@wharton	8-0287
Director, Student Services and Administration	Ms. Sue Kauffman DePuyt	depuyts@wharton	8-9151
Business Administrator	Ms. Anna Bond	bondae@wharton	8-2892
Program Coordinators	Ms. Sharon Mulholland	mulholls@wharton	8-9152
	Ms. Laretta Tomasco	tomascol@wharton	8-1166
Evening School Coordinator	Ms. Susan Donnelly	donnelly@wharton	8-9499
Office Manager	Ms. Ellen Mueller	mueller@wharton	8-9563
Administrative Assistant	Mr. Charles Price	pricec@wharton	8-5284
Administrative Coordinator	Mr. Kevin Rounsley	rounslek@wharton	3-9715
Receptionists	Ms. Annette Lawson	lawson@wharton	8-7608
	Ms. Shanesha Revell	shanesha@wharton	8-7608
Information Systems Specialist	Ms. Cadence Anderson	andersc@wharton	3-9714

## Undergraduate Advising

Associate Directors	Dr. Dave Cather	cather@wharton	8-7612
	Ms. Angie Corbo	acorbo@wharton	8-0885
	Ms. Beth Hagovsky	hagovsb@wharton	8-7613

## Specific Concerns

Athletics Liaison	Ms. Sue Kauffman DePuyt	depuyts@wharton	8-9151
Graduation Information	Ms. Sharon Mulholland	mulholls@wharton	8-9152
Learning Disabilities	Ms. Angie Corbo	acorbo@wharton	8-0885
MBA Submatriculation	Dr. Anita Henderson	henderso@wharton	8-0287
Student Affairs	Ms. Beth Hagovsky	hagovsb@wharton	8-7613
Transfer Credits	Ms. Angie Corbo	acorbo@wharton	8-0885
Tuition Adjustments	Ms. Ellen Mueller	mueller@wharton	8-9563

## Undergraduate Leadership Program

Adjunct Faculty	Dr. Helene Elting	eltingh@wharton	3-4484
	Dr. Anne M. Greenhalgh	greenhaa@wharton	8-6058
	Dr. Michael London	londonm@wharton	8-2739
	Dr. Christopher Maxwell	maxwellc@wharton	8-0284

## Joseph Wharton Scholars Program

Director	Dr. Martin Asher	asherm@wharton	8-0285
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## Evening School

Director	Dr. Dave Cather	cather@wharton	8-7612
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*All telephone numbers are in the 215 area code (exchanges are either 898 or 573).*

*All e-mail addresses are: @wharton.upenn.edu*

# Wharton Department Chairs

<i>Department</i>	<i>Chair</i>	<i>Office</i>	<i>E-mail</i>	<i>Telephone</i>
Accounting	Dr. Stanley Baiman	2400 SH-DH	baiman@wharton	8-7772
Business & Public Policy	Dr. Elizabeth Bailey	3106 SH-DH	baileye@wharton	8-3014
Finance	Dr. Michael Gibbons	2300 SH-DH	gibbons@wharton	8-1118
Health Care Systems	Dr. Mark Pauly	208 CPC	pauly@wharton	8-6861
Insurance & Risk Mgmt.	Dr. Jean Lemaire	310 CPC	lemaire@wharton	8-7765
Legal Studies	Prof. Kenneth Shropshire	647 JMHH	shropshk@wharton	8-3017
Management	Dr. Daniel Levinthal	2000 SH-DH	levinthal@wharton	8-7722
Marketing	Dr. Stephen Hoch	769 JMHH	hochs@wharton	8-0233
Operations & Info. Mgmt.	Dr. Paul Kleindorfer	564 JMHH	kleindorfer@wharton	8-5830
Real Estate	Dr. Joseph Gyourko	313 L-FH	gyourko@wharton	8-9687
Statistics	Dr. Abba Krieger	442 JMHH	krieger@wharton	8-6805
Transportation	Dr. Elizabeth Bailey	3106 SH-DH	baileye@wharton	8-3014

# Wharton Concentration Advisors

<i>Concentration</i>	<i>Advisor</i>	<i>Office</i>	<i>E-mail</i>	<i>Telephone</i>
Accounting	Dr. John Core	2432 SH-DH	jcore@wharton	8-4821
Actuarial Science	Dr. Jean Lemaire	310 CPC	lemaire@wharton	8-7765
Business and Public Policy	Dr. Janet Rothenberg Pack	3107 SH-DH	packj@wharton	8-5851
Decision Processes	Dr. Lorin Hitt	571 JMHH	lhitt@wharton	8-7730
Entrepreneurship	Ms. Emily Cieri	405 VH	gohne@wharton	3-4076
Environ. Policy & Mgmt.	Dr. Howard Kunreuther	563 JMHH	kunreuther@wharton	8-4589
Finance	Dr. Isik Inselbag	2252 SH-DH	inselbag@wharton	8-4254
Global Analysis	Dr. Mauro Guillen	2016 SH-DH	guillen@wharton	3-6267
Health Care Mgmt. & Policy	Ms. June Kinney	204 CPC	kinneyj@wharton	8-6861
Information Systems	Dr. Lorin Hitt	571 JMHH	lhitt@wharton	8-7730
Insurance & Risk Mgmt.	Dr. Kent Smetters	302 CPC	smetters@wharton	8-9811
Legal Studies	Prof. Arnold Rosoff	673 JMHH	rosoffa@wharton	8-7610
Management	Dr. Edward Shils	2007 SH-DH	ed@dmanews.org	8-7722
Managing Electronic Commerce	Dr. Lorin Hitt	571 JMHH	lhitt@wharton	8-7730
Marketing	Dr. Americus Reed	764 JMHH	amreed@wharton	8-0651
Marketing & Communication	Dr. Americus Reed	764 JMHH	amreed@wharton	8-0651
Operations & Info. Mgmt.	Dr. Lorin Hitt	571 JMHH	lhitt@wharton	8-7730
Oper. Mgmt./Mgmt. Science	Dr. Lorin Hitt	571 JMHH	lhitt@wharton	8-7730
Real Estate	Dr. Peter Linneman	309 L-F Hall	linnemap@wharton	8-4794
Statistics	Dr. Mark Low	443 JMHH	lowm@wharton	8-8227
Transportation	Dr. Bruce Allen	3020 SH-DH	allen@wharton	8-7696

*All telephone numbers are in the 215 area code (exchanges are either 898 or 573).  
Unless otherwise specified, all e-mail addresses are: @wharton.upenn.edu*

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