

# Wharton Undergraduate Division

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## Emergency Contact Numbers

Penn Police Emergency (from campus phone)	511
Penn Police Emergency (from off-campus phone)	573-3333
JMHH Security Desk	898-2300
SH-DH Security Desk	573-0627
Philadelphia Police, Fire and Rescue Emergency (can be contacted directly by Penn Police)	911

*All telephone numbers are in the 215 area code (exchanges are either 898 or 573).*

*All email addresses are suffixed by “.upenn.edu”*

*On the Cover: Cohort Mentors – James Calderwood (Dinar), Samantha Small (Dollar), Alexandra House (Euro), Prateek Bhide (Peso), Sam Edelson (Rand), Jessica Idiculla (Rupee), Malcolm Evans (Shekel), Sang-ho Lee (Yen), Heather Meads (Yuan)*

# Welcome from the Vice Dean

To the Class of 2012:

Welcome to Penn. Welcome to Wharton.

You are beginning a journey that will be both exhilarating and daunting – often at the same time! The most important thing to remember is that you do not have to do it all by yourself. The faculty, your fellow students, University administrators and those of us here in “G95” stand ready to help guide you. The information in this handbook should get you familiar with the opportunities that are available to you as a Wharton undergraduate.



I would suggest you begin by reviewing the requirements for your degree. You will discover that your course load will be comprised of classes in Wharton, the College of Arts and Sciences and perhaps even Nursing or Engineering. In fact, your freshman year will be a foundational year involving language, economics, math and writing in addition to your Wharton classes of Management 100, OPIM 101 (computer skills) and B PUB 250 (intermediate microeconomics). This should send a strong signal of the interdisciplinary nature of the educational experience you have chosen.

In your sophomore year you will immerse yourself in the Wharton core before choosing your business concentration. The core not only builds your foundational business knowledge, it also serves as an introduction to the varied business disciplines available for your study here at Wharton. Allow yourself the luxury of inquiry into all available paths of knowledge that will unfold before you. Remember that even when you choose a concentration you are free to modify or add as your interests grow and change. Pay particular attention to the academic opportunities open to you outside of Wharton, such as dual degrees and minors.

While reviewing this handbook, don't overlook the co-curricular and extra-curricular possibilities you will have available to you. From study abroad, to research, to clubs, your undergraduate experience will be enhanced by involvement outside the traditional classroom setting. Being in college gives you a chance to learn while having fun – take full advantage of this opportunity. However, please be sure to read the academic regulations and policies outlined in this handbook as well. It is better to know the rules and plan accordingly than to be surprised!

I know that this is a very exciting time for you. I also know that the choices are sometimes overwhelming. That's where our office comes in. Review the information on advising and registration and feel free to come visit us!

Georgette Chapman Phillips

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**The information in this handbook is subject to change without notice. Refer to <http://undergrad.wharton.upenn.edu/> or contact an advisor in the Wharton Undergraduate Division for the most updated information.**

# How to Use this Handbook

## Incoming First-Year Students

This handbook is designed primarily for incoming first-year students and is meant to be used in conjunction with the freshman mailing and the Wharton Undergraduate Division web site. It will provide helpful information on many areas of interest to first-year students, including but not limited to:

- Academic requirements
- Registration for fall courses
- Advanced Placement credit and how this credit can be applied to curricular requirements
- Advising resources
- Introduction to student life

First-year students are expected to read the relevant sections thoroughly over the summer to prepare for advance registration for the fall semester and are strongly encouraged to consult with an advisor in the Wharton Undergraduate Division for additional advice and guidance. First-year students are assigned to a summer advisor and are provided with their advisor's contact information in the freshman mailing; however, students are also free to consult with any advisor in the Wharton Undergraduate Division (215-898-7608, [advising@wharton.upenn.edu](mailto:advising@wharton.upenn.edu)).

## Throughout the First Year and Beyond

Once students have successfully registered for courses and have settled into their first semester at Penn, this handbook is best used as a reference and should be kept handy throughout the undergraduate career. The handbook can be used as a resource for understanding and obtaining additional information on:

- Academic opportunities (e.g., dual degree programs, minors, research, study abroad, etc).
- Academic policies and procedures (e.g., which requirements can be taken pass/fail?)
- Curricular requirements (use the curriculum planning worksheet on page 4 to keep track of your progress)
- Concentration options
- Resources for academic and personal support

Get to know your handbook! It is a valuable source of information relevant to your undergraduate career in Wharton. As the information in this handbook is subject to change, be sure to also consult with an advisor in the Wharton Undergraduate Division or refer to the Division web site for the most updated information:

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

# Freshman Handbook Highlights

The following is a list of questions frequently asked by first-year students as well as guidance on where to find answers and additional information throughout this handbook.

## **How do I register for classes?**

Students register for classes online using the Penn InTouch system: <https://sentry.isc.upenn.edu/intouch/>. Detailed information on the registration process is available in the freshman mailing and on page 16 of this handbook.

## **Which classes do first-year students in Wharton typically take in the fall semester?**

Refer to the materials provided in the freshman mailing as well as the First-Year Students section of this handbook (pages 12-14) for information on the types of courses first-year students typically take in their first semester at Wharton. Your course selections may differ based on advance placement credit awarded, specific interests, or academic program (e.g., coordinated dual degree program, such as Management & Technology).

## **How do I get transfer credit for college courses taken prior to matriculation at Penn?**

Read the section on Transfer Credit for Pre-College Course Work on page 12 of this handbook.

## **Which requirements will my AP/IB credits fulfill?**

Refer to the Advanced Placement and International Baccalaureate charts, available on the admissions web site (<http://www.admissionsug.upenn.edu/>), to determine Penn's criteria for awarding AP/IB credit for specific subjects. If you have earned the necessary scores to receive credit or waivers based on these charts, refer to pages 12-14 of this handbook to determine which requirements these credits can fulfill in the Wharton undergraduate curriculum.

## **What types of courses fulfill the General Education and Global Environment requirements?**

Refer to pages 7-8 of this handbook for a description of these requirements and a list of departments offering courses that typically fulfill each General Education category.

## **Who can I talk to about academic questions or problems?**

Each first-year student is assigned to a summer advisor, and this information is provided in the freshman mailing. Students should contact their summer advisor with any questions or concerns they may have as they prepare to register for fall courses and make the transition to Penn. Once students arrive on campus, they can continue working with their assigned advisor or they may see ANY advisor in the Wharton Undergraduate Division in G95 Jon M. Huntsman Hall (JMHH). Students will also be contacted over the summer by their Management 100 Team Advisor (TA) and their Cohort Mentor in a peer advising capacity. Refer to page 15 of this handbook for additional advising resources.

## **Do I need to take any placement exams once I arrive on campus in the fall?**

Students who do not place out of the language requirement (see page 8) or did not take a foreign language SAT II exam must take a language placement exam to determine their current level of competency in a foreign language. This determines the most appropriate language course placement. Additional information on the foreign language requirement and language placement exams is available on pages 13-14 of this handbook.

Students can also refer to the New Student Orientation web site for information on other placement exams offered (e.g., math): [www.upenn.edu/nso/](http://www.upenn.edu/nso/).

## **How can I get involved on campus?**

Refer to the Student Life section of this handbook on page 21.

## **Do I need a computer?**

Penn and Wharton have numerous computer labs available for student use, many of which are open 24 hours. Therefore, purchasing a computer is not necessary, although students may find having their own computer more convenient. Additional information on computing is available in the freshman mailing and on page 30 of this handbook.

## **When do classes start (and what are other important dates and deadlines I should know)?**

Refer to the Academic Calendar on the inside back cover of this handbook.

## **I am interested in pursuing a minor/dual degree/study abroad/other opportunity. When should I start planning?**

It is not necessary to know exactly which options you want to pursue when planning courses for your first semester. First-year students have plenty of time to explore their interests and research the academic opportunities available. For those students who know that they wish to pursue a specific minor or dual degree program, talk with an advisor in the Wharton Undergraduate Division about your interests. Refer to pages 17-20 of this handbook for additional information about study abroad, research, and other academic opportunities.

# Wharton Undergraduate Division Curriculum Worksheet

37 Course Units (cus)\* Total

**Economics/Math Requirements (3)**

- ECON 010
- BPUB 250
- MATH 104

**Leadership (1)**

- MGMT 100

**Writing Requirement (1)**

- \_\_\_\_\_

**Business Fundamentals (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 Concentration (4)**

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

**General Education Distribution (7)\*\***

*Social Structures*

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

*Lang, Arts & Culture*

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

*Science & Technology*

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

**Global Env (3)**

*2 may double-count with Gen Ed Dist courses*

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

**Unrestricted Electives (3)**

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

**Non-Business Electives (2)**

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

**Additional Requirements**

- Language Competency**

**Extra Courses (not required)**

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

**Recommended (but not required)**

- Academic Research
- Experiential Learning
- International Experience
- Minor

\* While many colleges and universities list the weight of their courses in credits, Penn uses a course unit (cu) system. Most courses at Penn are worth 1 cu (with the exception of lab courses, which are typically worth 1.5 cus, and mini-courses, which are worth 0.5 cu).

\*\* Students may use no more than 1 cu of AP/IB credit within each General Education Distribution category: Social Structures; Language, Arts and Culture; and Science and Technology.

Consult the Course Search & Schedule Planning Tool, available online at <http://www.upenn.edu/registrar/>, for course selection information. Consult Penn InTouch at <https://sentry.isc.upenn.edu/intouch> for scheduling information and an automated curriculum planning worksheet.

## ECONOMICS/MATH REQUIREMENTS

### 3 courses

The economics and math requirements include three courses designed as the foundation for the study of business. The following courses should be completed by the end of the first year in preparation for sophomore year core business courses.

#### **Economics 010: Intro to Economics for Business**

All students are required to complete Economics 010, a course that covers introductory microeconomics and macroeconomics. This course should be completed in the first semester of the freshman year. Please refer to page 13 for information on Advanced Placement credit in economics.

#### **Business and Public Policy (BPUB) 250: Managerial Economics**

This required course, taken in the second semester of the freshman year, introduces students to "managerial economics," the application of microeconomic theory to management problems. Microeconomic theory is a useful body of ideas for understanding and analyzing human behavior in a variety of contexts.

#### **Math 104: Calculus I**

Math 104 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. Calculus provides students with the background for other quantitative work in business courses. See page 13 for more information on the math requirement and Advanced Placement credit in math.

## LEADERSHIP, TEAMWORK, AND COMMUNICATION

### 1 course

#### **Management 100:**

##### **Leadership and Communication in Groups**

All first-year students participate in the Undergraduate Leadership Program, which has its foundation in Management 100 and aims to strengthen students' leadership and communication skills through innovative teaching, developmental programs, and service learning.

First-year students complete Management 100 in the fall semester of the first year. Transfer and dual degree students take it in the spring of their first year as a Wharton student.

The course is interactive and experiential, with opportunities for learning in large and small groups, participation in field projects and simulations, engagement in written reflection, and presentation of project findings to classmates, faculty, alumni, and clients. Students are automatically enrolled in both a

lecture section and a small-group recitation section. The recitation section to which students are assigned will determine their project teams. Each recitation section or project team is guided by a Team Advisor (TA), an upperclass student mentor who contacts the students in his/her group over the summer to assist with their transition to the Wharton School.

## WRITING REQUIREMENT

### 1 course

The writing requirement is another avenue for developing communication skills. All students must take a Critical Writing Seminar to fulfill this requirement. Critical Writing Seminars are available in a variety of disciplines, such as English, Philosophy, and History, to name a few. Freshmen will receive a Critical Writing Seminar booklet listing course offerings. Students can also consult [www.writing.upenn.edu/critical](http://www.writing.upenn.edu/critical) for a list of Critical Writing Seminars.

English 011, English for International Students, may be used to fulfill the requirement for students whose first language is not English.

## BUSINESS FUNDAMENTALS

### 9 courses

In the sophomore year, students begin taking the business fundamentals, also known as the business core.

#### **Accounting 101 and 102: Principles of Accounting**

These introductory courses in financial and managerial accounting provide 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."

#### **Statistics 101 and 102: Introductory Business Statistics**

Two semesters of Statistics are required, following completion of calculus (Math 104). These courses are focused on statistical methods used in many upper-level courses, especially Finance.

First-year students who have already completed Math 104 may enroll in Statistics 101. Statistics 430 and 431 or ESE 301 and 302 (offered through the School of Engineering and Applied Science) may also be used to fulfill the statistics requirement and are usually taken by those students who:

- have completed Mathematics 114,
- have a strong interest in mathematics,
- are concentrating in Actuarial Science,
- are enrolled in a degree program with the School of Engineering and Applied Science (M&T or dual degree students).

Students who earn AP credit for Stat 111 may enroll in Stat 102 upon completion of Math 104.

**Finance 100: Corporate Finance and  
Finance 101: Monetary Economics and the  
Global Economy**

Finance 100 provides an introduction to the theory and methods that are relevant for financial decisions made by firms. Finance 101 is an intermediate-level course about macroeconomics and the global economy in which firms operate. The courses have the following prerequisites:

- Finance 100: Completion of Economics 010 (or Economics 001 and 002) and Math 104. Accounting 101 and Statistics 101 may be taken concurrently.
- Finance 101: Completion of Economics 010 (or Economics 001 and 002) and Math 104.

Please note: Students cannot obtain credit for both Finance 101 and Economics 102. Students who have already taken Economics 102 must take a higher-level finance elective to count toward the Finance 101 requirement. For students concentrating in finance, this higher-level elective may not count as one of the four courses required for the finance concentration.

**Management 101: Introduction to Management**

This course addresses contemporary management challenges stemming from changing organizational structures, complex environmental conditions, new technological developments and increasingly diverse workforces. It highlights critical management issues involving planning, organizing, controlling and leading an organization. This course will help students understand some of the issues involved in managing and being managed and equip students to become effective contributors to organizations.

**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 students how to think systematically about this challenge and how organizations can address their needs in this area.

**Operations and Information Management 101:  
Introduction to the Computer as an Analysis Tool**

This course is generally taken in the second semester of the freshman year because it provides important tools for use in other courses. This course introduces students to Microsoft Excel and other technology that will be useful for both academic and professional purposes.

**SOCIETAL ENVIRONMENT AND  
ORGANIZATIONAL ENVIRONMENT**

**3 courses**

In addition to understanding the internal functions of an organization, students must also understand the context in which all organizations 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 provide knowledge about contextual issues arising from relations with these constituencies. Societal Environment courses address 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.

*Students must complete two of the following three courses to fulfill the Societal Environment requirement:*

**Legal Studies 101:**

**Introduction to Law and Legal Process**

This course considers basic concepts of law and legal process in the U.S. and other legal systems and introduces the fundamentals of rigorous legal analysis.

**Legal Studies 210:**

**Corporate Responsibility and Ethics**

This course provides a structure for thinking through problems and developing appropriate responses when ethical challenges arise.

**Business and Public Policy 203:**

**Business in the Global Political Environment**

Organizations around the world must interact not only with their clients, customers and shareholders, but also with the communities in which they are located and with governments. This course discusses how firms respond to regulatory and political forces in the external environment.

*Students must complete one of the following two courses to fulfill the Organizational Environment requirement:*

**Management 104:**

**Industrial Relations & 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 negative effects.





## **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. Any upper-level non-core Wharton course meets the requirement. However, students may not take:

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

Students may not double-count a business breadth course with any other part of the curriculum except for one course in each concentration beyond the primary 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 junior year. The concentration consists of four courses above the introductory level, which provide the opportunity to explore one area of business more thoroughly. For more detailed information on concentrations, please refer to pages 9-11 in this handbook.

## **GENERAL EDUCATION DISTRIBUTION**

### **7 courses**

One of the main objectives of the Wharton undergraduate curriculum 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: (1) Social Structures; (2) Language, Arts and Culture; and (3) Science and Technology. A total of seven courses are necessary to fulfill this requirement, with at least two in each category and three in one category.

*Please note: These courses may be taken pass/fail if they do not apply to a minor or are not used to fulfill the global environment requirement. Please refer to page 24 for more information on the pass/fail policy.*

The column to the right includes a general outline of departments or Schools offering courses that typically satisfy the General Education Distribution requirement. Please note that not all courses in these departments are guaranteed to satisfy the specified General Education Distribution requirement. Students who are unsure which requirement a course will fulfill should consult with an advisor in the Undergraduate Division.

## **Social Structures**

Criminology  
Economics  
Health and Societies  
History  
International Relations  
Political Science  
Science, Technology and Society  
Sociology  
Urban Studies

## **Language, Arts and Culture**

Cinema Studies  
Comparative Literature and Literary Theory  
English  
Fine Arts  
History of Art  
Linguistics  
Music  
Philosophy  
Theater Arts  
All language and literature courses

## **Courses from the following departments typically satisfy the Social Structures or Language, Arts & Culture requirements depending on the specific course content:**

African Studies  
Africana Studies  
Anthropology  
Asian American Studies  
Classical Studies  
East Asian Languages and Civilizations  
Folklore  
French Studies  
Gender, Culture and Society  
Hispanic Studies  
Italian Studies  
Jewish Studies  
Latin American and Latino Studies  
Near East Languages and Civilizations  
Philosophy, Politics and Economics  
Religious Studies  
South Asia Studies

## **Science and Technology**

Biological Basis of Behavior  
Biochemistry  
Biology  
Biophysics  
Chemistry  
Cognitive Science  
Earth and Environmental Studies  
Logic, Information and Computation  
Mathematics  
Physics and Astronomy  
Psychology  
School of Engineering (all courses)  
School of Nursing (all courses)

## GLOBAL ENVIRONMENT

### 3 courses

Wharton undergraduates are required to take a total of three courses to fulfill the Global Environment requirement. The requirement is fulfilled by selecting three courses taught with substantial international content. Two of these courses may double-count with the General Education Distribution courses.

Courses that fulfill the requirement must deal predominantly with material concerning regions outside of the United States.

Examples of the kind of courses that fulfill the requirement include:

- 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.
- Humanities courses about non-American cultures, including courses in history, music, art, literature, and religious studies.
- Upper-level language courses designated as commercial or business.
- Business courses on international topics such as multinational management or international public policy (*for free standing global only*).

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

- Language courses that are not titled “commercial” or “business.”
- 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.

There are a number of courses that will fit individual interests and talents and fulfill the Global Environment requirement. An advisor in the Wharton Undergraduate Division can confirm that a course fulfills the global requirement. In some instances, students may be asked to submit a course syllabus to the Petitions Committee so that a decision can be made regarding the appropriateness of the course for the requirement. For more information on the petitions process, refer to page 22 in this handbook (under the heading Exceptions to Academic Regulations).

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

*Global Environment courses may not be taken pass/fail.*

*A maximum of one business course may be applied to the Global Environment requirement as a free standing Global course. This business course cannot double-count with any other requirement in the Wharton curriculum.*

## UNRESTRICTED ELECTIVES

### 3 courses

Any three course units fulfill the unrestricted elective requirements. Students pursuing a second concentration apply three of the concentration courses here. Unrestricted electives may be taken pass/fail unless they are being counted toward a second concentration or a minor.

## NON-BUSINESS ELECTIVES

### 2 courses

The non-business elective category requires two courses that are not from a Wharton department. These courses may be taken pass/fail if they do not apply to a minor.

## FOREIGN LANGUAGE COMPETENCY

Wharton students must demonstrate competency in a language other than English. Students who plan to continue with their high school language are urged to do so beginning in the fall semester of the first year. Refer to pages 13-14 for information on foreign language placement.

Courses taken toward language competency may be applied to the Language, Arts and Culture requirement or to Unrestricted or Non-Business Electives. They do not satisfy the Global Environment requirement.

Some study abroad programs require knowledge of a language beyond the minimum competency requirements. Consult with an advisor about language requirements for specific programs.



## **CHOOSING A CONCENTRATION**

<http://undergrad.wharton.upenn.edu/concentrations/>

All students in the Wharton undergraduate program major in business but select an area of concentration designed to provide an in-depth focus in one specialty area. Students usually begin their business concentration in the junior year. The concentration consists of four courses above the introductory level.

Concentrations should be declared by the end of the sophomore year in order to have a better chance of getting into upper-level courses during advance registration; however, concentrations can still be declared after the sophomore year for students who are still exploring their interests. To declare a concentration, students can complete a Concentration Declaration Form or speak to an advisor in the Undergraduate Division. Students may change their concentration at any time.

Current concentration offerings are listed on pages 9-11 of this handbook. Concentration rules and requirements are governed by individual academic departments. For more detailed information on specific requirements for each concentration, please refer to the departmental web sites listed below or consult with an advisor in the Wharton Undergraduate Division or the respective academic department.

### **Accounting**

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

The Accounting Department 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.

### **Actuarial Science**

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

Actuarial science stands at the intersection of risk and money. Actuaries are experts in evaluating the likelihood and financial consequences of future events, designing creative ways to reduce the cost of undesirable events, and decreasing the impact of tragic events that do occur.

### **Business and Public Policy**

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

The Business and Public Policy (BPUB) 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). The concentration also provides a firm base for graduate study in law, economics, public policy and political science.

### **Entrepreneurship and Innovation**

#### **(Second Concentration only)**

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

A concentration in entrepreneurship and innovation is intended to complement course work completed in a student's first concentration and provides a diverse set of options for students to hone their entrepreneurial skills. The second concentration in entrepreneurship and innovation cannot be a student's only concentration in Wharton.

### **Environmental Policy and Management**

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

The concentration in environmental policy and management examines the relationship between business and the natural environment, including human health and safety, and addresses a range of policy issues. This concentration provides an in-depth foundation for those interested in the growing environmental sector of the economy.

### **Finance**

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

The concentration in finance provides students with a broad introduction to financial markets and to the tools financial managers use. Many of the courses offered by the Finance Department form clusters, and students who wish to develop a specialized understanding in one area may select an area with the advice of the department advisor in corporate finance, investment management, banking and financial institutions, or international finance.

### **Global Analysis (Second Concentration only)**

<http://undergrad.wharton.upenn.edu/concentrations/global.cfm>

Wharton students may extend their understanding of the global economy by selecting a second concentration in global analysis. One semester of study abroad is required as part of this program. The second concentration in global analysis cannot be a student's only concentration in Wharton.

### **Health Care Management and Policy**

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

The concentration in health care management and policy focuses on the management, financing and economics of the health services sector. Students learn about the 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 to analyze significant policy and management issues in this complex, socially important industry.

### **Insurance and Risk Management**

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

The insurance and risk management concentration examines the techniques useful to corporations, organizations and individuals in minimizing the potential financial losses arising from their exposure to risk. These techniques range from traditional insurance products to current advances in corporate and insurer risk management. 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.

### **Legal Studies and Business Ethics (Second Concentration only)**

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

Law is an essential part of the domestic and international business environment. Wharton's legal studies and business ethics curriculum allows students 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 procedures; and helps hone reasoning skills, useful in many diverse, problem-solving contexts. The second concentration in legal studies and business ethics cannot be a student's only concentration in Wharton.

### **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.

### **Managing Electronic Commerce (Second Concentration only)**

[http://undergrad.wharton.upenn.edu/concentrations/e\\_commerce.cfm](http://undergrad.wharton.upenn.edu/concentrations/e_commerce.cfm)

The secondary concentration in managing 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. The second concentration in electronic commerce cannot be a student's only concentration in Wharton.

### **Marketing**

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

Students pursuing a concentration in marketing acquire a solid grounding in applying basic disciplines (such as psychology, economics, and statistics) that are 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, including topics such as new product development, advertising, and retailing.

### **Marketing and Communication (Dual Concentration)**

<http://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 the conduct of market research, marketing professionals must understand the communication process and the most effective methods of conveying information.

Students who wish to pursue a second concentration in communication must declare a primary concentration in marketing. The concentration in communication may not be used as a primary or sole concentration for Wharton undergraduates and cannot be paired with a primary concentration other than marketing. Students are strongly encouraged 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 eight courses to complete the program.

### **Marketing and Operations & Information Management (OPIM) - Joint Concentration**

The joint concentration emphasizes the importance of partnership between marketing and operations for new product development (NPD) in light of the fact that NPD is a critical company effort highly dependent on internal innovation processes. Given the complexity of these processes, the insights provided by cross-disciplinary collaboration can be particularly beneficial in many efforts including: creativity-based new product development, innovation in service manufacturing and new service development, customer response to next-generation products, the use of conjoint analysis in engineering designs, platform-owner market entry, and design-intensive innovation.

### **Operations and Information Management**

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

The Operations and Information Management curriculum prepares students to meet the challenges of managing modern information and technology-intensive organizations by providing rigorous foundations in the complementary disciplines of decision processes, management information systems, management science and operations management.

## Real Estate

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

The real estate concentration combines and develops the business, analytical, and communication skills students need to understand the larger issues involved in creating and maintaining working and living environments. Required course offerings focus on real estate finance and law, and electives are offered in areas such as real estate development, the legal aspects of real estate investment and financing, and the relationship between government policy and real estate development.

## Retailing (Second Concentration only)

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

The second concentration in retailing provides an interdisciplinary overview of the retailing industry, combining courses in core retailing skills with relevant electives from Wharton and the College of Arts & Sciences. The framework of the concentration consists of four required components: Retailing Core, Marketing, Operations, and Design. The second concentration in retailing cannot be a student's only concentration in Wharton.

## Statistics

<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.

## Transportation

<http://undergrad.wharton.upenn.edu/concentrations/transportation.cfm>

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.

## SECOND CONCENTRATIONS

To complete a second concentration, the requirements of two Wharton concentrations must be satisfied (one of

which must be one of the primary concentrations offered). In most cases, students use their unrestricted electives to pursue this option. Because this reduces the number of arts and sciences courses, students should consider carefully before deciding to complete more than one concentration. *Students may not double-count courses between concentrations.*

## INDIVIDUALIZED CONCENTRATIONS

Some students find, after thoroughly examining options currently available, that the standard concentrations do not satisfy their interests or goals. These students should explore the possibility of designing an individualized concentration, consisting of at least four courses that are united by a common theme.

Students who wish to pursue this option should complete the following steps:

1. Consult with an academic advisor in the Undergraduate Division.
2. Draft a proposal listing the four courses to be included in the concentration and presenting a reasoned argument for the individualized concentration.
3. Submit the proposal to a faculty member in the department of a related field to provide guidance and to ultimately endorse the proposal in writing.
4. Submit the proposal and proof of faculty endorsement to the Petitions Committee in the Undergraduate Division for approval.

An established concentration can also be tailored to specific student interests by substituting a required course with one not on the list of courses that traditionally defines the concentration. Students must obtain approval from the relevant Wharton concentration advisor and then submit a petition to the Petitions Committee in the Undergraduate Division for final approval.

I'd advise students trying to choose a concentration to:

Listen to what your heart tells you and don't let popularity be a factor in your decision — practically every discipline taught at Wharton is well-reputed, so you can't go wrong.

Try to take an upper-level course in your concentration area of interest in order to get a better feel for the discipline before you choose your concentration.

Keep in mind that just because you concentrate in something it does not mean that your first job post-graduation has to be in that business field — one of the key advantages of a Wharton education is that you get exposure to the entire spectrum of business areas, and prospective employers take into account the breadth of the program when evaluating what Wharton candidates bring to the table.

Pick something in which you excel academically (remember you can change your concentration at any time...).

~ Shimika, Wharton alumna, Class of 2004

## TRANSFER CREDIT FOR PRE-COLLEGE COURSE WORK

Up to 4 cus may be transferred in from pre-matriculation coursework. Transfer credit for pre-college course work will be evaluated for Penn credit 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.
- The course was taken for a grade (not pass/fail or audit).

To receive credit *during the first year at Penn*, students must send the following to the Office of Transfer Credit and Advanced Placement, housed within Undergraduate Admissions:

- 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
- Approval from the corresponding Penn department

Once the transcript and letter have been approved, credit will be granted for courses with grades of C or better. Grades do not transfer, only course credit.

## ADVANCED PLACEMENT

Students who took one or more Advanced Placement (AP) Examinations offered by the Educational Testing Service in Princeton should have the scores sent to the University of Pennsylvania, code #2926.

The Office of Transfer Credit and Advanced Placement also reviews and awards advanced placement credit on a case-by-case basis for:

- International Baccalaureate
- C.G.E. "A" Level examinations
- Other national exams, including the French Baccalaureate, German Abitur, Swiss Maturite and Canadian CEGEP program.

The Office of Transfer Credit and Advanced Placement handles the review and posting of all AP and transfer credits for incoming first-year students. For help regarding AP and pre-matriculation course work credits, contact the office at 1 College Hall, (215) 898-6080.

A list of credit given for AP and International Baccalaureate (IB) exams is available on the Undergraduate Admissions Office web site: <http://www.admissionsug.upenn.edu/>.

The Office of Transfer Credit and Advanced Placement does not post course waivers. AP score sheets must be brought to an advisor in the Wharton Undergraduate Division to update student records with course waivers.

Penn's foreign languages, mathematics and natural science departments offer exams for placement into higher-level courses. The academic department administering the exam makes the determination on granting credit.

For students who are receiving AP credit based on Undergraduate Admissions Office guidelines, the following chart provides guidance on how this credit can be applied to requirements within the Wharton undergraduate curriculum.

*Note: only one cu in each of the General Education Distribution categories (Social Structures; Language, Arts & Culture; Science & Technology) can be fulfilled by using AP/IB credit. Any additional AP/IB credit can be used to fulfill Unrestricted and Non-Business Elective requirements (up to 10 cus of credit maximum).*

Subject	Requirement
Biology	Science & Technology
Chemistry	Science & Technology
Classical Studies – Latin	Language Arts & Culture
Computer Science A	Science & Technology
Computer Science AB	Science & Technology
English Language	Language Arts & Culture
English Literature	Language Arts & Culture
Environmental Science	Science & Technology
European History	Social Structures AND Global Environment
French Language	Language Arts & Culture
French Literature	Language Arts & Culture
German Language	Language Arts & Culture
Math BC	Math 104
Physics B	Science & Technology
Physics C (Mechanics)	Science & Technology
Physics C (Electricity & Magnetism)	Science & Technology
Spanish Language	Language Arts & Culture
Spanish Literature	Language Arts & Culture
Statistics	Stat 111 (will fulfill Stat 101 requirement upon successful completion of Stat 102)
US History	Social Structures
World History	Social Structures AND Global Environment

## ECONOMICS PLACEMENT

Waivers for economics courses are granted per the standards set by the Economics Department for advanced placement.

Economics 010 may be waived ONLY in the case of students who receive waivers for BOTH Economics 001 and Economics 002.

Students who are waived from only Economics 001 may take either Economics 002 or 010. Students who are waived from only Economics 002 may take either Economics 001 or 010.

## MATH PLACEMENT

### *Advanced Placement (AP) Credit*

Credit for Math 104 is granted per the standards set by the Math Department for advanced placement. No credit is given for the AB exam.

All students are eligible to take the internal placement exams administered by the Math Department during the first week of the fall and spring semesters. Please refer to <http://www.math.upenn.edu/> for details about these internal exams and when they are offered.

Most freshmen will register before they know the results of their AP exams. Students should register for the math course they think they will take based on their experience in the subject. Necessary adjustments can be made during the course selection period.

### *Choosing the Appropriate Math Course*

Math 104, Calculus Part I, 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. Students who did not take AB calculus in high school should start with Math 103, which provides an introduction to calculus. Math 104 can then be taken in a subsequent semester.

Math 104 satisfies the calculus requirement for most Wharton students. Students in the Huntsman, Management and Technology, Nursing and Health Care Management, or Life Sciences and Management programs should consult their respective advisors for the requirements of their programs. Joseph Wharton Scholars are encouraged, but not required, to take Math 114.

### *Wharton students are not permitted to take Math 115.*

Students who have credit for Math 104 may register for the first semester of statistics (STAT 101 or 430) or continue with calculus (MATH 114).

For more information about choosing the proper math course, please consult <http://www.math.upenn.edu/> or contact the Math Department directly.

## FOREIGN LANGUAGE PLACEMENT

### *Satisfying the Foreign Language Requirement*

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

1. A required score on a foreign language AP exam
2. A required score on a SAT II foreign language exam
3. For bilingual students, successful completion of a special test given by a department or by the Penn Language Center.
4. Successful completion of course requirements in a language (usually through the fourth semester-level course)

*It is each student's responsibility to make sure that the Undergraduate Division has a record of the fulfillment of their language requirement. Students cannot graduate without satisfying the foreign language competency requirement.*

### *Registering for the Appropriate Level*

Students who took a foreign language SAT II exam may automatically enroll in the appropriate level without taking the departmental placement exam. Please refer to the SAT II Language Placement Chart on the next page, which provides a list of scores and the corresponding level of the language to be taken.

Students who did not take a foreign language SAT II exam or who did not earn the appropriate AP language score to exempt them from the foreign language requirement must take a language placement exam to determine the most appropriate level of the language in which to begin.

During New Student Orientation, students will have the opportunity to take a departmental placement exam. *Note: Spanish and French placement exams are offered online and can be taken at any time.* If the level of placement is different from the level of the language for which students have registered, they must alter their course registration accordingly during the first week of classes. Please view the following web site for more information on language placement exams: <http://www.upenn.edu/nso/>.

Students who enter with language competency are urged to continue with a language or to learn a new language. Some study abroad programs require language levels beyond basic competency.

The chart on the following page provides a list of commonly taught languages at Penn and the departments in which they are housed.

### Contacting Individual Departments

<b>African Studies</b> <b>898-6610</b> <a href="http://www.africa.upenn.edu/AS.html">http://www.africa.upenn.edu/AS.html</a>	Amharic Igbo Kiswahili Kinyarwanda Shona	Twi Wolof Yoruba Zulu
<b>Classical Studies</b> <b>898-7425</b> <a href="http://ccat.sas.upenn.edu/clst/index.html">http://ccat.sas.upenn.edu/clst/index.html</a>	Greek (Classical) Greek (Modern)	Latin
<b>East Asian Languages &amp; Civilizations</b> <b>898-7466</b> <a href="http://www.sas.upenn.edu/ealc/">http://www.sas.upenn.edu/ealc/</a>	Chinese Japanese	Korean
<b>Germanic Languages &amp; Literatures</b> <b>898-8608</b> <a href="http://ccat.sas.upenn.edu/german/">http://ccat.sas.upenn.edu/german/</a>	Dutch German	Swedish Yiddish
<b>Near East Languages &amp; Civilizations</b> <b>898-7467</b> <a href="http://www.sas.upenn.edu/nelc/">http://www.sas.upenn.edu/nelc/</a>	Akkadian Arabic Egyptian Hebrew	Persian Sumerian Turkish
<b>Romance Languages</b> <b>898-7429</b> <a href="http://ccat.sas.upenn.edu/roml/">http://ccat.sas.upenn.edu/roml/</a>	Catalan French Italian	Portuguese Spanish
<b>Slavic Languages &amp; Literatures</b> <b>898-8704</b> <a href="http://ccat.sas.upenn.edu/slavic/">http://ccat.sas.upenn.edu/slavic/</a>	Czech Polish	Russian Ukrainian
<b>South Asia Studies</b> <b>898-7475</b> <a href="http://www.southasia.upenn.edu/">http://www.southasia.upenn.edu/</a>	Bengali Gujarati Hindi Kannada Malayalam Marathi	Panjabi Pashto Sanskrit Tamil Urdu
<b>Penn Language Center</b> <b>898-6039</b> <a href="http://ccat.sas.upenn.edu/plc/">http://ccat.sas.upenn.edu/plc/</a>	Provides courses in less commonly taught languages; evaluates proficiency in these languages.	

### SAT II Language Placement Chart

The following table lists SAT II language scores and the corresponding level of the language for which students should register.

Language	SAT II Score	Level
<b>French</b>	Under 380	110
	380 – 440	121
	450 – 540	130
	550 – 640	140
	650+	Exempt
<b>German</b>	Under 350	101
	350 – 440	102
	450 – 540	103
	550 – 640	104
	650+	Exempt
<b>Hebrew</b>	700+	Exempt
<b>Italian</b>	Under 380	110
	380 – 440	120
	450 – 540	130
	550 – 640	140
	650+	Exempt
<b>Japanese</b>	Students who score 650+ may satisfy the language requirement upon demonstration of oral proficiency in an interview.	
<b>Latin</b>	Under 450	101
	450 – 540	102
	550 – 590	203
	600 – 640	204
	650+	Exempt
<b>Russian</b>	Under 350	001
	350 – 440	002
	450 – 540	003
	550 – 640	004
	650+	Exempt
<b>Spanish</b>	Under 380	110
	380 – 440	120 or 121
	450 – 540	130
	550 – 640	140
	650+	Exempt

Students who score between 600 and 640 on the French, German, Italian, and Spanish SAT II can be exempt from the language requirement if they pass an oral exam administered during the first week of classes. Contact the respective academic department to sign up for the exam.

Students who score below 700 on the Hebrew SAT II must take the placement exam administered through the Department of Near East Languages and Civilizations. A score of 700 or above on Part 2 of the Jerusalem Examination also exempts students from the Hebrew language requirement. Contact the department directly for more information.



## ADVISING

Incoming first-year students will be assigned to a summer advisor to help answer questions about course selection, registration, and general transition to the Wharton School and the University of Pennsylvania. Summer advisor assignment information is enclosed in the freshman mailing, and students are expected to connect with their advisor for advice and guidance. While specific summer advisor assignments are made, students are free to speak with any advisor in the Wharton Undergraduate Division. Once the fall semester begins, students may choose to continue to work with their summer advisor or they may see any advisor in G95 JMHH.

### **Professional Academic Advising**

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

Suite G95, Jon M. Huntsman Hall (JMHH)  
(215) 898-7608  
advising@wharton.upenn.edu

Professional advisors in the Wharton Undergraduate Division are available to help students:

- Clarify their intellectual, professional and/or personal interests and goals
- Select appropriate courses and educational experiences
- Understand institutional requirements
- Understand and access campus services and resources

Whether students are interested in finding out more about academic opportunities (such as study abroad, minors, dual degree programs, etc.) or whether they are seeking guidance on how to get involved on campus or structure their schedule, advisors in the Undergraduate Division are available to help.

The Wharton Undergraduate Division advising office is open between 9 AM and 5 PM Monday through Friday, and students can schedule appointments with an individual advisor or can drop by during walk-in hours, which are posted on the Undergraduate Division web site. The Undergraduate Division also facilitates group advising and information sessions on various academic opportunities.

Contact information for each of the Undergraduate Division advisors is available on the inside front cover of this handbook. A complete listing is also available at [http://undergrad.wharton.upenn.edu/advising/contact\\_us.cfm](http://undergrad.wharton.upenn.edu/advising/contact_us.cfm).

### **Departmental Faculty Advising**

Each concentration has a designated faculty member who serves as the undergraduate advisor for that department or concentration. Students find the departmental

undergraduate advisor helpful in answering questions about the department, concentration, courses offered, or particular field of specialization in business. A list of concentration advisors can be found by viewing individual concentrations on the following web site:

<http://undergrad.wharton.upenn.edu/concentrations/concentrations.cfm>

### **Peer Advising: Management 100 Team Advisors (TAs) and Cohort Mentors**

Management 100 TAs and Cohort Mentors are upperclass students who have been selected to serve as peer advisors to first-year students and to help them make a smooth transition to Penn and Wharton. TAs and Cohort Mentors will help orient students to life on campus, acquaint them with the University's academic, social, and co-curricular resources, provide a current student's perspective, and answer questions that arise prior to matriculation, during the first year, and beyond.

### **Advising for Joint Program Students**

Due to the specialized nature of their academic experience, joint program students have additional advising resources related to their particular program.

Students in the **Huntsman Program in International Studies and Business** should seek advising from Ms. Inge Herman, (215) 573-2345, [inge@wharton.upenn.edu](mailto:inge@wharton.upenn.edu).

Students in the **Nursing and Health Care Management Program** should seek advising from Ms. Emily Ford, (215) 898-6687, [epapir@nursing.upenn.edu](mailto:epapir@nursing.upenn.edu) (School of Nursing) and Ms. Marianne Lipa, (215) 898-7608, [mlipa@wharton.upenn.edu](mailto:mlipa@wharton.upenn.edu) (Wharton).

Students in the **Jerome Fisher Program in Management and Technology** should seek advising from Ms. Lea Engle in the M&T Program Office, (215) 898-4145, [mgtech@seas.upenn.edu](mailto:mgtech@seas.upenn.edu).

Students in the **Vagelos Program in Life Sciences and Management** should seek advising from Dr. Andrew Coopersmith, (215) 898-2739, [ascooper@pobox.upenn.edu](mailto:ascooper@pobox.upenn.edu).



## ADVANCE REGISTRATION

During advance registration, students request the courses and sections they wish to enroll in for the upcoming semester. Advance registration dates are listed on the Academic Calendar, available online at:

<http://www.upenn.edu/almanac/3yearcal.html>, and students are strongly encouraged to request courses during this time period. A few weeks after advance registration closes, students will receive notification from the Registrar's Office listing the courses in which they have actually been enrolled. Failure to request courses during advance registration can result in courses being closed and unavailable during the course selection period, which begins after the advance registration period ends.

Advance registration *is not time-sensitive*. Therefore, it does not matter when students make their requests during the advanced registration period. Students should also keep in mind the following recommendations:

- Prepare for registration by reviewing the instructions and important tips in the **Course Timetable**, available online at [www.upenn.edu/registrar/](http://www.upenn.edu/registrar/).
- Complete the course selection worksheet included in the Course Timetable prior to registration.
- Do not request any courses that are in time conflict with each other. Schedules cannot contain courses that meet at overlapping times, and the registration system will automatically drop students from one of the courses contributing to the time conflict.  
**Students may, however, schedule courses back-to-back, as there is a ten-minute break between classes.**
- The Course Timetable will list when a course has multiple parts (such as a lecture and recitation or a lecture and lab). Students must request ALL parts of a course. Failure to do so results in students being dropped from that course. **Students must request the credit-bearing section of the course first.**
- The system considers requests in the order in which they are made. Students should request their courses in prioritized order, with top choices listed first.

Incoming first-year students should refer to the detailed information provided in the freshman mailing for further guidance on selecting and registering for classes for their first semester at Penn.

## PENN INTOUCH

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

All students register for courses via Penn InTouch, Penn's online registration system, at the web site listed above. In addition to registration, Penn InTouch can be used to make schedule changes, confirm registration, check grades, update address and contact information, update privacy settings, and create an online curriculum worksheet to assist with course planning. Students are strongly encouraged to double-check registration information on Penn InTouch. Students who are unsure

of their schedule or the grade type for a particular course should check with an advisor in the Wharton Undergraduate Division. Because Penn InTouch contains students' personal information, such as address, grades, etc., students should take the necessary steps to safeguard their password. Tips for information security can be found online at <http://www.upenn.edu/computing/security/>.

## ADDITIONAL RESOURCES FOR COURSE SELECTION & REGISTRATION

### Course Search & Schedule Planning Tool

Link available at <http://www.upenn.edu/registrar/>

The Course Search & Schedule Planning Tool allows students to search through course offerings at Penn and to create a mock schedule for planning purposes.

### Course Register

<http://www.upenn.edu/registrar/register/index.html>

The Course Register provides course descriptions for all course offerings at Penn, sorted by department/subject.

### University Registrar's Homepage

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

This web site provides links to the current Course Timetable (day and time schedule of courses), Course Register, grading information, transcript request information, the academic calendar, Penn Course Review, and the Course Search & Schedule Planning Tool.

## PERMITS

Some courses require special permission from the course instructor or the academic department in order to register for the course. Typically, the Course Timetable will list when special permission is required, but this is not always the case. Students who are seeking permission to enroll in a course with restricted enrollment should contact the academic department that offers the course. If a permit is issued, students must then go into Penn InTouch and officially add the course to their schedule. Only academic departments can determine student eligibility for permit-only courses.

### College of General Studies Courses

The College of General Studies (CGS) offers evening and weekend courses and reserves spaces in these courses for its own students. Non-CGS students may require a permit to register for these courses, and permits may not be issued until courses begin. Students are strongly encouraged to register for an alternate course in the meantime (in case they are not allowed to enroll in the CGS course once classes begin).

## WAITLISTS

Due to high demand, some departments may maintain waitlists for courses that are closed (i.e., have reached the set enrollment limit). Waitlist policies and procedures are governed by individual academic departments.

## COORDINATED DUAL DEGREE PROGRAMS

Coordinated dual degree programs are academic opportunities through which students complete a specialized curriculum and earn degrees from two of the undergraduate schools at the University of Pennsylvania.

In most cases, students must apply for admission to a coordinated dual degree program during the application process to Penn. Once students matriculate at Penn in their freshman year, it is not possible to apply for admission to the Huntsman Program in International Studies and Business or the Vagelos Program in Life Sciences and Management. Interested students do have the opportunity, however, to apply to the following coordinated dual degree programs after their first year of study at Penn:

### **Jerome Fisher Program in Management & Technology**

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

The Fisher Program in Management and Technology (M&T) is an innovative, coordinated dual degree program where students pursue degrees from the Wharton School and Penn Engineering concurrently. The common goal for all M&T students is the mastery of the technical and managerial skills necessary to define and solve problems in today's complex technological society. Particular attention is directed to the importance and processes of innovation in technology-based industries.

A limited number of students can apply for transfer into the M&T Program at the conclusion of their freshmen year. Interested students should consult with the program advisor, Ms. Lea Engle, (215) 898-4145, [mgtech@seas.upenn.edu](mailto:mgtech@seas.upenn.edu).

### **Nursing & Health Care Management Program**

This coordinated dual degree program combines a Bachelor of Science in Nursing with a Bachelor of Science in Economics from the Wharton School. Through this highly specialized program, students gain experience in patient care as well as in business and managerial areas. Graduates are fully prepared to assume roles in clinical practice or administrative positions within health care organizations; to enter into business, especially in the fields of health care management and health care consulting; or to continue for graduate study in any field of health or business.

Current students have the opportunity to apply to the program at the end of their freshman year. Interested students should consult with an advisor in both schools for more information: Ms. Emily Ford, (215) 898-6687, [epapir@nursing.upenn.edu](mailto:epapir@nursing.upenn.edu) (School of Nursing), Ms. Marianne Lipa, (215) 898-0885, [mlipa@wharton.upenn.edu](mailto:mlipa@wharton.upenn.edu) (Wharton).

## DEPARTMENTAL AND UNIVERSITY MINORS

<http://www.college.upenn.edu/minors/index.php>

Wharton undergraduates have the opportunity to pursue a minor in addition to their concentration. Departmental and

University (interschool) Minors are available in schools across Penn, 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 an interdisciplinary 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, Consumer Psychology, 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 at the beginning of this section.

Courses for a Departmental Minor may overlap with the Wharton undergraduate curriculum, particularly general education requirements and unrestricted or non-business electives. A carefully planned program of study allows a Wharton student to complete a minor within the Wharton curriculum. Students should plan as early as possible to ensure that the minor can be completed in a timely manner and without taking extra courses.

Courses for a University Minor may overlap with the Wharton Undergraduate Curriculum in many cases; however, students may not fully overlap requirements for a University minor and the corresponding departmental minor and business concentration (e.g., students who are completing the Legal Studies & History minor cannot also complete the History minor and a second concentration in Legal Studies without requiring additional course work). In addition, the governing departments of each University minor may cite specific rules regarding the extent to which the University Minor is or is not appropriate for students who are otherwise fulfilling requirements for a major, minor, or concentration in the same subject area. Students should consult the department web site(s) for the respective minor as well as an academic advisor in the Wharton Undergraduate Division for more information.

All courses applied toward a minor must be taken for a letter grade. For additional information or to declare a minor, speak with the undergraduate advisor in the appropriate academic department or with an advisor in the Wharton Undergraduate Division.

## DUAL DEGREE

Wharton students may also want to consider a dual degree with the College of Arts and Sciences, the School of Engineering and Applied Science, or the School of Nursing. Early planning is essential in preparing for a dual degree. To graduate with two degrees, students 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.

Students interested in a dual degree must consult an academic advisor in the appropriate school to discuss eligibility requirements.

### **INDEPENDENT STUDY**

Independent study is a valuable enhancement to the Wharton curriculum, allowing the pursuit of a specific topic of interest not available in regularly offered courses. Students interested in pursuing an independent study must first formulate an idea for a project and then find a professor in a related field who endorses the project and agrees to supervise it. The professor will provide guidance and grade the independent study work. Independent study usually is limited to juniors and seniors, as research projects presuppose some formal academic background in the area of study.

Independent study courses may not be taken pass/fail. Students may not exceed more than two independent study projects within Wharton and two in non-Wharton departments. Only one independent study project can be completed in a given semester. A 3.4 cumulative GPA and completion of at least 24 cus are necessary to pursue an independent study. Students who do not meet these requirements must submit a written description of the project to the Petitions Committee in the Undergraduate Division for final approval.

### **QUAKER CONSORTIUM**

University of Pennsylvania students have a 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, obtain written permission of their course choice from 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).

College students wishing to enroll in courses at Bryn Mawr, Haverford, or Swarthmore should call (215) 898-6341 to make an appointment with Dr. Wally Pansing. Wharton students can seek additional support and advising from Ms. LaMoy Morgan Clarke by calling (215) 898-3541 or emailing [clarkem@wharton.upenn.edu](mailto:clarkem@wharton.upenn.edu).

Students may search course offerings at Bryn Mawr, Haverford, or Swarthmore Colleges using the TriCollege Course Guide: <http://www.trico.haverford.edu/>.

### **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 the third year of the undergraduate program. 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 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). Students must demonstrate the intellectual preparation and personal maturity necessary for successful graduate study. The admissions offices of the graduate schools involved make admissions decisions for these programs. Advanced students may also submatriculate in master's and PhD programs in other schools, including Arts and Sciences and the Fels Institute of Government. Students should consult individual programs for requirements.

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

### **WHARTON FIELD CHALLENGE**

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

The Wharton Field Challenge is a course that allows for teams of selected undergraduate juniors and seniors to work with corporate managers and Wharton faculty in solving organizational issues. Students meet one-on-one with their faculty head throughout the semester to present integrative and multi-functional solutions to their respective challenge, as well as work closely with their assigned organization. Enrollment in the class is via a competitive application process. Priority will be given to upperclassmen that have completed their business fundamentals and have a minimum 3.0 cumulative GPA.

## STUDY ABROAD

Beyond foreign language competency, Wharton encourages its students to experience a different culture through study abroad or other international experiences. Most students elect to go abroad during the fall or spring semester of the junior year. Students attending Wharton-approved programs should complete their Business Fundamentals prior to the semester abroad.

Students interested in studying abroad should begin planning at least one year in advance and meet with advisors in the Wharton Undergraduate Division and the Office of International Programs. Students applying for a study abroad program 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 semester abroad. Applicants must also be in good academic and disciplinary standing and meet any additional criteria (general or program-specific) outlined by the Office of International Programs.

All courses abroad must be taken for grades, which are subsequently calculated into the Penn cumulative GPA.

## OTHER PENN-APPROVED STUDY ABROAD PROGRAMS

In addition to the Wharton-approved programs listed on the right, there are many other sites offered as part of Penn Study Abroad (through the Office of International Programs) and Penn Summer Abroad (through the College of General Studies). More information is available on the OIP (<http://sa.oip.upenn.edu>) and Penn Summer Abroad (<http://www.sas.upenn.edu/CGS/summer/abroad/index.php>) web sites.

Courses taken through these programs may fulfill the General Education Distribution, Global Environment, and/or elective requirements. Students will **NOT** receive credit for business courses taken through these or any other non Wharton-approved programs.

## NON-PENN SUMMER STUDY ABROAD

For summer abroad only, students may elect to study in a program that is not formally affiliated with the University of Pennsylvania. The policy on transfer credit for courses taken through these programs is the same as other study away (see Transfer Credit after Matriculation on pages 25-26). Students do not receive credit for business courses taken during summer study abroad.

Studying abroad was one of the best decisions I have ever made. I joined my school's varsity soccer team, and I became completely immersed in the local culture and was able to learn the life of a college Spaniard after getting to know my teammates. The classes provided a refreshing perspective as I was able to learn history and economics from a European perspective. ~ Andrew, Class of 2007

## WHARTON-APPROVED STUDY ABROAD PROGRAMS

<http://undergrad.wharton.upenn.edu/studyabroad/index.cfm>

There are nineteen programs specially designed to fit the requirements of the Wharton undergraduate curriculum.

Business courses taken at any of these nineteen sites may be used to fulfill Unrestricted Electives (not being used for a second concentration), Business Breadth, and/or free-standing Global Environment requirements. Non-business courses may count toward the General Education Distribution, Global Environment, and/or electives.

**NOTE: Business courses taken abroad cannot count toward concentration requirements.**

### THE AMERICAS

ARGENTINA: Universidad de San Andrés, Buenos Aires

### ASIA

CHINA: Chinese University of Hong Kong  
CHINA: Hong Kong University of Science & Technology  
INDIA: Indian School of Business (ISB), Hyderabad  
JAPAN: Hitotsubashi University, Tokyo  
KOREA: Korea University Business School, Seoul  
SINGAPORE: Singapore Management University

### AUSTRALIA

University of Melbourne  
University of New South Wales, Sydney

### EUROPE

BELGIUM: Katholieke Universiteit, Leuven  
DENMARK: Copenhagen Business School  
ENGLAND: University of Warwick, Coventry  
FRANCE: Hautes Etudes Commerciales, Jouy-en-Josas  
FRANCE: Université Lumière Lyon II/École de Management, Lyon  
GERMANY: Johann Wolfgang Goethe Universität, Frankfurt  
ITALY: Università Commerciale Luigi Bocconi, Milan  
NETHERLANDS: Erasmus University/Rotterdam School of Management, Rotterdam  
SPAIN: Universidad Pontificia Comillas/ICADE, Madrid

### MIDDLE EAST

ISRAEL: Interdisciplinary Center (IDC), Herzliya

## WHY ENGAGE IN RESEARCH?

<http://undergrad.wharton.upenn.edu/research/>

Conducting research permits individualized, in-depth learning under the mentorship of a faculty expert. It is helpful to students who may apply for distinguished international fellowships or who are otherwise planning to pursue graduate studies in an analytical discipline. Research skills are useful for decision-making in the private and public sectors, and are required in academic positions.

## BENJAMIN FRANKLIN SCHOLARS AND JOSEPH WHARTON SCHOLARS (BFS/JWS)

BFS: [http://www.upenn.edu/curf/scholars/scholars\\_bfs.htm](http://www.upenn.edu/curf/scholars/scholars_bfs.htm)

JWS: <http://undergrad.wharton.upenn.edu/research/jws.cfm>

These programs emphasize the importance of scholarly research and the liberal arts & sciences. Jointly, they involve taking scholars seminars/courses both inside and outside of Wharton. JWS requires a significant senior research project, which is waived for those students conducting a significant project for a joint or dual degree. Otherwise, students take WH 399 (JWS Senior Research Seminar) in their final year, which involves hearing faculty research presentations in the Fall and performing and presenting their own projects in the Spring. Participation in the JWS Program requires membership and continued good academic standing in the BFS Program. A limited number of students may apply jointly to JWS and BFS at various times during their freshman year. Applications are due by February 1 and June 1. The BFS Program will continue to accept applications from sophomores.

## WHARTON RESEARCH SCHOLARS PROGRAM (WRS)

<http://undergrad.wharton.upenn.edu/research/scholars>

[http://repository.upenn.edu/wharton\\_research\\_scholars/](http://repository.upenn.edu/wharton_research_scholars/)

The Wharton Research Scholars Program provides juniors and seniors with the opportunity to conduct research under the supervision of some of Wharton's preeminent faculty members and within a community of scholars, who while pursuing their own projects, interact and share their research experiences. They also attend faculty research presentations and present their own proposals in January and final projects in late March. The scholars' final research papers are posted electronically on the WRS Program site within [ScholarlyCommons@Penn](mailto:ScholarlyCommons@Penn).

## UNIVERSITY SCHOLARS (US)

[http://www.upenn.edu/curf/scholars/scholars\\_us.htm](http://www.upenn.edu/curf/scholars/scholars_us.htm)

The University Scholars program is open to all students at the University. It is "an unusual environment for intellectually dynamic students who have already demonstrated their commitment and dedication to research." It involves in-depth research, making an early start in graduate and professional courses, mentoring, research funding and scholarly events, and meeting weekly for lunches at which UScholars present and discuss their research.

## SUMMER PROGRAM FOR UNDERGRADUATE RESEARCH (SPUR)

<http://undergrad.wharton.upenn.edu/research/spur.cfm>

Wharton SPUR provides a small group of highly motivated students an opportunity to design and perform in-depth research over a 10-week period in the summer under the guidance of some of Wharton's preeminent faculty members. It additionally provides a community of scholars in which students can hear research presentations by faculty members and doctoral students, learn about resources for research, and learn vicariously about other areas of inquiry through the sharing of research experiences. Student participants, primarily rising sophomores and juniors, receive University summer housing and a stipend.

## RESEARCH GRANTS

[http://www.upenn.edu/curf/research/research\\_grants.htm](http://www.upenn.edu/curf/research/research_grants.htm)

Grants for research are available through the University's Center for Undergraduate Research and Fellowships. Students may not receive both academic credit and grant funding for the same research project. A summer research grant may serve as an alternative to a summer internship. Other research grants are available for projects pursued during the academic year.

## RESEARCH ASSISTANTSHIPS

Wharton Research Centers and Faculty:

[http://www.wharton.upenn.edu/faculty/centers\\_and\\_initiatives/](http://www.wharton.upenn.edu/faculty/centers_and_initiatives/)

[http://www.wharton.upenn.edu/faculty/acad\\_depts/](http://www.wharton.upenn.edu/faculty/acad_depts/)

Penn Research Centers:

<http://www.upenn.edu/research/CandI.htm>

CURF Directory:

[http://www.upenn.edu/curf/research/research\\_directory.htm](http://www.upenn.edu/curf/research/research_directory.htm)

Many faculty members hire undergraduate students to assist in their research activities. Matching the breadth of interests among the faculty, projects and related research assistance may be of a quantitative or qualitative nature and could involve such activities as creating or using databases, engaging in statistical analysis, summarizing scholarly literature, and/or writing up research results.

## CENTER FOR UNDERGRADUATE RESEARCH AND FELLOWSHIPS (CURF)

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

The University of Pennsylvania's Center for Undergraduate Research and Fellowships provides information, advice, resources, and support for Penn students seeking to become involved in faculty research, to initiate research projects of their own, or to fund graduate study at home or abroad.

## WHARTON RESEARCH AND SCHOLARS PROGRAMS

<http://undergrad.wharton.upenn.edu/research/index.cfm>

Students may obtain additional advice and support from the Director of Research and Scholars Programs, Dr. Martin Asher (JMHH G95, 215-898-0285, [asher@wharton.upenn.edu](mailto:asher@wharton.upenn.edu)).



## WHARTON UNDERGRADUATE STUDENT ORGANIZATIONS

Attending classes is only part of an education as a Wharton undergraduate student. Getting involved in a student organization broadens students' experiences and provides an opportunity to interact with people of similar interests. Wharton offers a diverse range of student organizations that represent the different interests of the student body. Students learn valuable skills needed for their professional career by planning a conference or a distinguished speaker series, conducting community service projects, chairing a committee, or serving as a board member. Student organizations are also a great way to socialize with other Wharton students.

There are over 45 student organizations within the Wharton community. Two key organizations that work on community initiatives within Wharton are:

### **Wharton Council (WC)**

<http://www.whartoncouncil.org/>

The Wharton Council is dedicated to improving student life by fostering a more complete co-curricular experience for the Wharton undergraduate community. The Council achieves this goal by organizing community-building social traditions and initiatives for students and through their funding and support of over 45 different clubs in Wharton. Many WC events have become Wharton traditions that create shared experiences for Wharton undergraduates such as Clubbing Night, Winter Whartonland and Hostile Takeover. The Wharton Council seeks new members who have a passion for celebrating the Wharton community and who wish to develop their skills as student leaders.

For more information about student organizations, contact Lee Kramer, Director of Student Life in the Wharton Undergraduate Division at (215) 898-7613, [lkramer@wharton.upenn.edu](mailto:lkramer@wharton.upenn.edu). The Wharton Council can also provide information on student organization contacts, budget requests, and help in planning student organization conferences and events.

### **Wharton Dean's Advisory Board (WAB)**

<http://clubs.wharton.upenn.edu/wduab>

The mission of the Wharton Dean's Advisory Board is to proactively address concerns of the students and administration of the Wharton School by creating policy initiatives and facilitating communication. WAB works closely with the Dean, Vice Dean and the administration to further enhance the Wharton undergraduate experience while striking a balance between project implementation and policy advising, primarily related to academic issues.

### **WHARTON INTERNATIONAL PROGRAM (WIP)**

The Wharton International Program is a fully-escorted half-credit opportunity for undergraduates to explore a culture outside of the United States. Through this program, students are introduced to the country's business and cultural setting. They have the opportunity to explore the local business environment and gain a better understanding of themselves and their own culture. Students are selected to participate in this global adventure through a competitive application process. All undergraduates are eligible to apply, but preference is given to Wharton students in the freshman and sophomore year. The ten-day programs typically run from mid to late May. Previous sites have included Lyon, France; Beijing, China; Hong Kong; Hyderabad, India; Milan, Italy and Seoul, South Korea.

### **COHORTS**

With a class of over 500 students, feeling part of the Wharton community can be a challenge for new students. To address this challenge, Wharton has implemented a cohorting system through which freshmen are divided into nine cohorts of approximately 60 students each. The cohorts take two courses together (Management 100 and BPUB 250) and also participate in team-oriented, co-curricular activities to help foster community and create a sense of Wharton pride. Cohort programming continues throughout the entire undergraduate experience via events and activities that are designed to maintain cohort connections. The cohort program also provides unique leadership opportunities within each cohort including cohort representatives, cohort presidents and cohort council members.

Each cohort has a Cohort Mentor, an upperclass student who is committed to helping new students enhance their experience as a member of the Wharton community and who is available to provide support during the transition to Penn. First-year students will be contacted by their Cohort Mentor over the summer and will be able to chat with their Cohort Mentor and fellow cohort members via Studentalk: <http://undergrad.wharton.upenn.edu/studentalk>.

## EXCEPTIONS TO ACADEMIC REGULATIONS

Exceptions to the Wharton undergraduate regulations outlined in this handbook 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.

Coordinated dual degree students in the Huntsman or Nursing & Health Care Management programs may petition the Wharton Undergraduate Division for any academic issues related to Wharton courses. For M&T, Life Sciences & Management, and dual degree students, 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, single degree students 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 and must earn at least a 2.5 GPA in the four courses counted toward the concentration(s). Coordinated dual degree students and students in the Life Sciences & Management Program should consult their program advisors for degree completion policies and information.

No more than eight courses in any one department may be taken for credit towards graduation. All NR, GR, and I designations must be changed to a letter grade or be otherwise cleared from the record in order to graduate.

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. Students may check their unofficial transcript by accessing Penn InTouch at <https://sentry.isc.upenn.edu/intouch/>.

## ACADEMIC POLICIES AND PROCEDURES

### *Academic Progression*

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

- Maintain a minimum semester GPA of 2.0,
- Maintain a minimum cumulative GPA of 2.0,
- Have no more than two I, F, GR or NR grades for the academic term and
- Complete a minimum of 8 cu's in an academic year.

Students are responsible for successful completion of all degree requirements and are expected to work with an advisor to ensure that satisfactory progress is being made throughout their academic career. The Academic Progressions Committee will review students who do not

complete at least 8 course units per academic year and/or students who do not complete Wharton courses required for the degree in a timely manner. Students who do not meet these minimum academic standards may be placed on a one-year mandatory leave of absence.

### *Academic Standing*

The 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:** Students who have a semester GPA below 2.0 will be placed on probation by the Academic Standing Committee. Once on probation, students must take four courses in the following semester, must earn at least a 2.0 term GPA with no I, F, W, or GR grades, and may lose the ability to participate in school-based co-curricular activities. Students on probation must meet regularly with an academic advisor in the Undergraduate Division.

Students who have previously been placed on Probation and fall below the school's standard for satisfactory progress in any subsequent semester will be subject to more serious sanctions than students who are facing academic difficulties for the first time.

**Drop Warning:** Students may be placed on Drop Warning if they fall significantly below the level of academic performance required to make progress toward graduation, if they have two semesters with a GPA below 2.0, or if they have one semester with a GPA below 1.50. Once students have been placed on drop warning, they must take four courses in the following semester, must earn at least a 2.0 term GPA with no I, F, W, or GR grades, and may lose the ability to participate in school-based co-curricular activities. This action is intended to provide students with an opportunity to show improvement in their academic course work.

Students who have previously been placed on Drop Warning and fall below the school's standard for satisfactory progress in any subsequent semester will be subject to more serious sanctions than students who are facing academic difficulties for the first time.

**First Drop:** Students who continue to earn failing grades or otherwise perform very poorly, showing no significant improvement, 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, students may not enroll in another institution with the intent of transferring those credits to Penn. At the end of the one-year period, students may apply to the Academic Standing Committee for reinstatement. The committee may require medical or other documentation to assist in making its decision.



If re-admitted, students must maintain good academic standing through graduation or they will be dropped from the university without further warning, with no opportunity for readmission.

Students who feel that extenuating circumstances warrant continued enrollment may submit an appeal to the Academic Standing Committee to rescind its drop decision and permit them to continue their course of study without interruption.

At the discretion of the Academic Standing Committee, students may be immediately placed on Drop Warning or First Drop because of poor academic performance.

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

### ***Class Attendance***

Students are expected to attend all classes. A class for which a student is 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 or frequent absences in a course may result in a grade of F at the end of the term.

### ***College of General Studies Course Credits***

Wharton students may take courses in the College of General Studies (CGS), whether day or evening classes, for full credit and may count them toward the curriculum requirements. Refer to the Advising & Registration section of this handbook (page 16) for information on permits for CGS courses.

### ***Course Load***

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

Registration for a reduced course load of fewer than 4 cus per term may have implications for financial aid, among other areas. Please refer to pages 26-27 for financial policies and procedures related to course load.

First-year students may not take more than 5.5 course units during the first semester. Students must be approved for more than 5.5 course units in subsequent semesters by an advisor in the Undergraduate Division.

### ***Course Selection/Drop Period***

Students may request courses in Penn InTouch until the end of the second week of classes. After the first two weeks, students may request additional courses only with the permission of the instructors.

Students may drop courses in Penn InTouch until the end of the fifth week of classes. *Students who are receiving financial aid should check with Student Financial Services before dropping a course, since some aid*

*packages require a minimum number of credits per semester. International students have strict course load requirements and must consult with the Office of International Programs about maintaining a full course load.*

Students may not drop a course after the drop period ends. They may, however, withdraw until the end of the tenth week of class; see the section on course withdrawals on page 26 for more information.

*It is the student's responsibility to make sure that s/he is properly enrolled or not enrolled in courses. This may be done by accessing Penn InTouch or by checking with an advisor in the Undergraduate Division.*

Some academic departments have different rules governing their course selection, drop and withdrawal policies. Consult the department websites and individual faculty for more information.

### ***Examinations***

**Midterm Examinations:** Students who miss a stated midterm examination 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 the Pennbook online: <http://www.vpul.upenn.edu/osl/pennbook.html>.

### ***Grading***

Students may check posted grades at any time by accessing Penn InTouch.

**Term Grades:** Grades are reported for each course at the end of the term. Students 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+, 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-.

**Dean's List:** Students who achieve a grade point average of 3.70 or higher 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 them, are placed on the Dean's List – with a notation on their transcript.

**Graduation Honors:** Graduation Honors are based on cumulative GPA at the time of graduation.

Summa Cum Laude	3.80 - 4.00 GPA
Magna Cum Laude	3.60 - 3.79 GPA
Cum Laude	3.40 - 3.59 GPA

*Students who have been found responsible for violating the Code of Academic Integrity are not eligible for Graduation Honors.*

**Pass/Fail (P/F):** Wharton undergraduates may take up to a total of 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.* Students may take no more than one course pass/fail in a given semester, with the exception of second-semester seniors, who may take two courses pass/fail. First-semester freshmen cannot take a course pass/fail.

A grade of D or better in a course taken P/F will appear on the transcript with a P, denoting a pass. F will appear on the transcript for a failing grade. Ps do not figure into the GPA; Fs, however, are included in the GPA.

Instructors are not made aware of the grading type of a course. Therefore, it is the student's responsibility to confirm the grade type in PennInTouch. The grade type of a course may not be changed after the drop deadline.

**Changing Grade Type:** The registration system asks students to choose a grade type (grade or pass/fail) when they register for a course. *Students may change a course's grade type until the end of the drop period.* There are certain restrictions on the use of pass/fail courses in the curriculum; see the section on pass/fail above.

It is the student's responsibility to make sure that his/her enrollment accurately reflects the desired grade type for a course. Students may do so by checking Penn InTouch at <https://sentry.isc.upenn.edu/intouch/>.

**Incomplete Grades:** In extenuating circumstances, students may be granted an extension of time by an instructor to complete course requirements *including taking a make-up exam.* In this case, the grade of I (incomplete) is recorded; however, work must be completed for the course within the first four weeks of the next semester, or the I will automatically convert to an F for the course. The grade of F will remain on the transcript until the work has been completed and the instructor has submitted a change of grade for the course.

**Failing Grades:** An F in a course will permanently remain on the transcript and will be factored in when calculating a student's cumulative GPA. If the course is retaken, the new grade will not replace the original F; however, the new grade will be counted toward the cumulative GPA and the student will receive credit for the repeated course. If a student receives an F in a required

course, the course must be retaken. If a student receives an F in a non-required course, s/he may either repeat the course or substitute another.

**Repeating Courses:** A student may not repeat for credit any course in which a passing grade (D or better) was received.

**Auditing Courses:** Undergraduate 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. No formal record appears on the transcript for students who sit in on a course.

### ***Grade Grievance Process***

Students who wish to have a course grade reviewed must first attempt to resolve the issue with the course faculty. If the issue is not satisfactorily resolved after meeting with the course faculty, students can appeal to the Chair of the Department in which the course is offered. All grade grievances must be initiated before the end of the semester after the course was completed (e.g., the deadline for Spring 2007 courses is December 2007). Grievances brought forward after this time period will not be considered. This policy does not apply to study abroad courses.

### ***Internal Transfer***

Wharton students who are interested in applying for internal transfer to one of the other undergraduate schools at the University of Pennsylvania must meet with an advisor in the respective school to discuss the internal transfer process and eligibility criteria and to seek guidance on the school's academic requirements and potential majors. Internal transfer may not be initiated until the student has completed one academic year in Wharton.

Internal transfer is not automatic or guaranteed. Students must meet the requirements and gain formal acceptance to the school to which they are applying. Students who fail to successfully transfer and who are not making progress toward degree completion in the Wharton School may be reviewed by the Academic Progressions Committee for further action.

External transfer students cannot apply for internal transfer to another school at Penn. External transfer students are only permitted to apply for a dual degree program after two resident semesters at Penn and must complete the degree program in their home school.

My first year at Wharton was challenging and intense, but at the same time it enabled me to look at the world around me in an entirely different way. I'm coming out of this year with a new perspective and many new friendships that will last through my years at Wharton and beyond.

~ Brian, Class of 2010

## ***Leave of Absence***

Any currently enrolled student is eligible to take a leave of absence. Students who are not in good standing or who have a disciplinary action pending against them require special approval.

Wharton students cannot earn credit for courses given by another institution while on leave of absence. In addition, students must complete degree requirements within an eight-year period after matriculation. Failure to do so may result in the student being withdrawn from the University of Pennsylvania.

### **Requesting a Leave of Absence:**

To apply for a Leave of Absence, students must meet with an advisor in the Wharton Undergraduate Division and submit a *Wharton Leave of Absence Request* form with a written explanation of the nature of their leave. Dual and Coordinated Dual Degree students are held to the leave of absence policy governed by their home school and must submit requests to take and return from a leave of absence to both schools.

Medical and psychological leaves require documentation from the appropriate health professional. An advisor in the Wharton Undergraduate Division may require the student requesting the leave to consult with a Penn professional such as Student Health or Counseling and Psychological Services (CAPS) prior to granting approval.

Students are responsible for dropping their classes when a Request for Leave is submitted within the University drop period and should meet with their academic advisor to discuss academic planning issues. When a request for leave is submitted after the fifth week of the semester up until the end of the tenth week, students will be withdrawn from their classes. The deadline for leave of absence request for a given semester is the same as the University course withdrawal deadline (end of tenth week).

Students requesting a leave of absence should consult the Leave of Absence Checklist available on the Student Financial Services web site: <http://www.sfs.upenn.edu/special-policies/policies-leave-of-absence.html>. The checklist outlines other campus offices and services that students should contact prior to taking a leave.

### **Return from a Leave of Absence:**

Students on leave are required to notify the Wharton Undergraduate Division of their plans to return from or extend their leave according to the following timeline:

<b>Semester on Leave:</b>	<b>Notify WUG Division of Plans:</b>
Fall	Between October 15 <sup>th</sup> and January 1st
Spring	Between March 15 <sup>th</sup> and September 1st

Students planning to return from leave must complete a *Wharton Return from Leave of Absence Request* form and must consult with an academic advisor in the Undergraduate Division. Dual and coordinated dual degree students must contact both schools in which they are enrolled.

Students who are on a leave of absence for medical or psychological reasons will be required to submit documentation from a healthcare professional supporting their return to the University. An academic advisor can verify if documentation is required.

Students returning from leave of absence should consult the Returning to Penn checklist available on the Student Financial Services web site: <http://www.sfs.upenn.edu/special-policies/policies-leave-of-absence.html>. The checklist outlines other campus offices and services that students should contact in preparation for the return from leave. Permission to return from leave of absence is at the discretion of the Wharton Undergraduate Division.

### **Leave of Absence - Financial Credit:**

Financial reimbursement or credit may be issued when a leave is approved early in a semester. Consideration for tuition refund or credit is based on the number of weeks completed in the semester. Please refer to the Financial Policies and Procedures section of this handbook (pages 26-27) for more information.

A student who is required to withdraw because of a violation of University regulations will not receive a tuition refund.

For more information on refunds or credit for non-tuition charges, such as housing and dining, students should contact those campus offices directly. The Student Financial Services Leave of Absence checklist provides additional information and a list of contacts and is available at: <http://www.sfs.upenn.edu/special-policies/policies-leave-of-absence.html>.

### **Residency Requirement**

External transfer students must complete at least one-half (19 cus minimum) of their required course work and at least four semesters at Penn.

### **Transfer Credit after Matriculation**

Once students matriculate at the University of Pennsylvania, they must take all business courses at the University. However, in Wharton faculty-approved study abroad programs, students may receive business breadth course credits.

Students who enter Penn as freshmen may take up to four courses outside of the University toward their degree (this includes courses taken prior to matriculation at Penn). These courses must be taken during the summer and may only be taken in non-Wharton subjects. To receive credit, students must earn a grade of C or better and have individual departmental approval for each course.

Students 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. Courses must be approved by the appropriate academic department for credit. None of the grades from these courses will be included in the Penn grade point average.

External transfer students may take no additional courses outside the University for transfer credit once they have matriculated at Penn.

### ***Verification Letters***

#### **Enrollment and Academic Standing**

Students requiring a letter or completion of paperwork verifying their enrollment status or academic standing should complete a *Letter of Good Academic Standing Request* form, available in the Wharton Undergraduate Division, G95 Huntsman Hall. Students will be notified via email when their letter is ready for pick-up.

#### **Degree Conferral and Graduation**

Students who require verification of graduation and degree conferral can request a copy of their official transcript from the Office of the Registrar. More information on the transcript request process is available online at <http://www.upenn.edu/registrar/>.

International students sometimes require additional verification in the form of a letter. Letter requests should be made in writing by completing a request form available in the Undergraduate Division.

Graduating students will be able to obtain graduation verification letters according to the timeline below provided that all course work has been successfully completed, grades have been recorded, and all other degree requirements have been met, resulting in the posting of the degree conferral date on the transcript. Dual and coordinated dual degree students must be cleared for graduation by both schools in which they are enrolled and should contact their home school for verification.

<b>Graduation Term:</b>	<b>Verification Letter Available Beginning:</b>
December	January 31 <sup>st</sup>
May	June 1 <sup>st</sup>
August	August 31 <sup>st</sup>

The Wharton Undergraduate Division will not provide graduation verification letters prior to the respective deadline dates and prior to the above conditions being met.

Students who have questions about this policy should contact Melissa Hagan at (215) 898-6353 or [thomasm2@wharton.upenn.edu](mailto:thomasm2@wharton.upenn.edu).

For questions or concerns related to visa status, please visit the Office of International Programs at 3701 Chestnut Street, Suite 1W or contact them at 215-898-4661.

### ***Withdrawal from Courses***

Students may drop a course with no notation on their transcript up until the end of the fifth week of a fall or spring semester. Refer to the Course Selection/Drop section on page 23 of this handbook for more information on drop/add and to the Summer Course Guide online at <http://www.sas.upenn.edu/CGS/summer/sessions/index.php> for summer session drop and withdrawal dates.

Between the fifth and tenth week of a fall or spring semester, students may withdraw from a course, but only with the written permission of the course instructor. Withdrawals appear on the transcript as a W and are not calculated into the grade point average. After the tenth week of the semester, withdrawals are not normally permitted. Students who have a serious and compelling extenuating circumstance may petition the Petitions Committee to grant a late withdrawal for a course. Students petitioning for an exception must obtain written support from the instructor for the committee to consider the petition.

## **FINANCIAL POLICIES AND PROCEDURES**

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

The PennBook describes policies regarding payment of tuition, general fee, technology fees, dining arrangements, and other charges. For more information, refer to <http://www.vpul.upenn.edu/osl/pennbook.html>.

### ***Reduction of Tuition and Fees for Leave of Absence or Withdrawal from the University***

A student who chooses to withdraw from the University, who is required 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 the fall or spring term of the academic year will be eligible for a reduction in tuition and fees in accordance with the conditions set forth on the next two pages.

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. If the school representative determines that a financial adjustment is required, the school will post a manual adjustment to the students billing account.

Refer to the Leave of Absence/Withdrawal Checklist at <http://www.sfs.upenn.edu/special-policies/policies-leave-of-absence-tuition-fee-reduction.html> for additional information.

For all other students, semester charges will be adjusted as follows:

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

In the case of students receiving financial aid, eligibility for the term will be re-determined based on actual charges and prorated allowances for living expenses. Students should contact Student Financial Services for more information.

A student who is required to withdraw because of a violation of University regulations shall receive no tuition refund.

### ***Course Load: Effect on Billing and Financial Aid***

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

Students are automatically billed at the full-time rate every semester. Fewer than 4 cus per term may jeopardize both state and federal financial aid and may have an impact on such matters as visa status, athletic eligibility, and/or insurance coverage. Check carefully to be certain that you know the enrollment requirements of relevant organizations or funding agencies to avoid jeopardizing your standing as a student.

### **Part-Time Status for Seniors**

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

### ***Financial Aid***

Financial aid for U.S. citizens and permanent residents is based on financial need, as determined by Student Financial Services (SFS). Financial aid applications must be submitted annually. Financial assistance for international students is limited.

In addition to need-based financial aid, there are a number of payment and credit options available to parents and students to help manage the cost of education.

For further information on specific programs, application processes, payment and credit options, and links to outside scholarship searches, visit the SFS website at <http://www.sfs.upenn.edu>. Students may also contact SFS in person in the Franklin Building, First Floor, by phone at (215) 898-1988, or by e-mail at [sfsmail@sfs.upenn.edu](mailto:sfsmail@sfs.upenn.edu).

### **USE OF THE WHARTON NAME AND LOGO**

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 website at <http://publications.wharton.upenn.edu>.

### **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 students wish to use a particular item and there is some question as to whether it is proprietary, they should check first before placing it on their 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 Rudolph Broomes in the Undergraduate Division at (215) 573-9714, [rudolphb@wharton.upenn.edu](mailto:rudolphb@wharton.upenn.edu).

## CODE OF STUDENT CONDUCT OF THE UNIVERSITY OF PENNSYLVANIA

<http://www.vpul.upenn.edu/osl/conduct.html>

### 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 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

<http://www.vpul.upenn.edu/osl/acadint.html>

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.vpul.upenn.edu/osl/openexp.html>.

### **POLICY ON SECULAR & RELIGIOUS HOLIDAYS**

<http://www.vpul.upenn.edu/osl/holidays.html>

The University recognizes/observes the following secular holidays: Martin Luther King, Jr. Day, Memorial Day, July 4, Thanksgiving and the day after, Labor Day, and New Year's Day.

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

Faculty should realize that Jewish holidays begin at sundown on the evening before the published date of the holiday. Late afternoon exams should be avoided on these days. Also, no examinations may be held on Saturday or Sunday in the undergraduate schools unless they are also available on other days. Nor should seminars or other regular classes be scheduled on Saturdays or Sundays unless they are also available at other times.

The University recognizes that there are other holidays, both religious and secular, which are of importance to some individuals and groups on campus. Such occasions include, but are not limited to, Sukkot, the last two days of Passover, Shavuot, Shemini Atzerat and Simchat Torah, as well as Chinese New Year, the Muslim New Year, and the Islamic holidays Eid Al-Fitr and Eid Al-Adha. Students who wish to observe such holidays must inform their instructors within the first two weeks of each semester of their intent to observe the holiday even when the exact date of the holiday will not be known until later so that alternative arrangements convenient to both students and faculty can be made at the earliest opportunity. Students who make such arrangements will not be required to attend classes or take examinations on the designated days, and faculty must provide reasonable opportunities for such students to make up missed work and examinations. For this reason it is desirable that faculty inform students of all examination dates at the start of each semester. Exceptions to the requirement of a make-up examination must be approved in advance by the undergraduate dean of the school in which the course is offered.

(Source: *Office of the Provost, 2003*)

## WHARTON COMPUTING AND INFORMATION TECHNOLOGY

<http://spike.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.

### SPIKE (Student Portal)

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

SPIKE is a customizable student portal where Wharton students can find information on Wharton events and initiatives, view their course schedule, link to **webCafé**, reserve study space, check the weather, and link to other Wharton and University-wide services and resources, among other functions.

### Wharton Reprographics

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

Located in Suite 400 of SHDH, 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>. The Reprographics Customer Service number is (215) 898-1251 or (215) 898-9945.

#### 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, SHDH 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 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 ID and a Wharton User Account are required to use Wharton's computing labs and workstations. The Policy on Acceptable Use of Electronic Resources, which governs computing and networking at the University of Pennsylvania, is available online at <http://www.upenn.edu/computing/policy/aup.html>.

### Getting a Wharton Computing Account

To use e-mail and other computing resources, students must have a Wharton Computing Account. Accounts for incoming Wharton students are generated using the Early Account Program. Accounts will be available in the middle of June for incoming undergraduate students. Wharton transfer students and Non-Wharton students taking a Wharton class can create an account using the Account Creation program, available online at: <http://accounts.wharton.upenn.edu>. Non-Wharton students must have a current Penn ID card to obtain an account, which will be valid only for the duration of the Wharton class in which they are enrolled.

### Computer Consulting Help Desk

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

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 F35 or by phone at (215) 898-8600. Users can also send questions for Wharton's consultants via e-mail to [consultant@wharton.upenn.edu](mailto:consultant@wharton.upenn.edu).



## **AFRICAN AMERICAN RESOURCE CENTER**

<http://www.upenn.edu/aarc/index.html>

3537 Locust Walk, Suite 200  
(215) 898-0104, [aarc@pobox.upenn.edu](mailto:aarc@pobox.upenn.edu)

The mission of the African American Resource Center (AARC) is to enhance the quality of life for faculty, staff and students, with a particular focus on those of African descent. AARC services include advocacy, information and referrals, workshops, support groups, counseling, and other services and resources.

## **CAREER SERVICES**

<http://www.vpul.upenn.edu/careerservices/>

Suite 20, McNeil Building  
3718 Locust Walk  
(215) 898-7533

This office provides support and resources for career exploration and development, internships, job search, cover letter and resume development, interview skills, networking, and pre-professional school preparation, among other areas.

## **COLLEGE HOUSES AND ACADEMIC SERVICES**

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

3702 Spruce Street, Stouffer Commons  
(215) 898-5551, [collegehouses@pobox.upenn.edu](mailto:collegehouses@pobox.upenn.edu)

The College Houses at Penn are eleven unique undergraduate residences that bring together students, faculty and staff to form shared communities. Each House offers its own combination of architectural features, specialized programs, and distinctive staff and thrives on the interaction of students of different ages, varied experiences and diverse interests.

## **COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)**

<http://www.vpul.upenn.edu/caps/>

133 S. 36th Street, 2nd Floor  
(215) 898-7021 (during office hours)  
(215) 349-5490 (for emergencies during non-office hours; asks for CAPS clinician on-call), [caps@pobox.upenn.edu](mailto:caps@pobox.upenn.edu)

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.

## **GREENFIELD INTERCULTURAL CENTER (GIC)**

<http://www.vpul.upenn.edu/gic/index.php>

3708 Chestnut Street  
(215) 898-3357, [gic@dolphin.upenn.edu](mailto:gic@dolphin.upenn.edu)

As a site of learning through cross cultural activism, reflection, and dialogue, the GIC promotes co-curricular educational and cultural programs, provides support to the

United Minorities Council and its constituent groups, and offers workshops and training to promote cultural awareness.

## **INTERNATIONAL PROGRAMS, OFFICE OF**

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

3701 Chestnut Street, Suite 1W  
Penn Abroad: (215) 898-9073  
International Student & Scholar Services: (215) 898-4661, [oipac@pobox.upenn.edu](mailto:oipac@pobox.upenn.edu)

The Office of International Programs provides services for students planning to study abroad and for international students and scholars.

## **LA CASA LATINA**

<http://www.vpul.upenn.edu/lacasa/>

ARCH Building, 3601 Locust Walk  
(215) 746-6043, [lacasa@pobox.upenn.edu](mailto:lacasa@pobox.upenn.edu)

La Casa Latina is a Center devoted to developing greater awareness of Latino issues, culture and identity on Penn's campus. The Center supports students through resources and services that foster the integration of their academic, social, cultural, and community service activities to enrich their Penn experience.

## **LESBIAN GAY BISEXUAL TRANSGENDER (LGBT) CENTER**

<http://www.vpul.upenn.edu/lgbtc/>

Carriage House, 3907 Spruce Street  
(215) 898-5044, [center@dolphin.upenn.edu](mailto:center@dolphin.upenn.edu)

The Lesbian Gay Bisexual Transgender Center at Penn, one of the oldest and most active programs of its kind in the country, supports Penn lesbian, gay, bisexual, and transgender students, staff, alumni, and faculty and increases the general Penn community's understanding and acceptance of sexual and gender minority members.

## **MAKUU: BLACK CULTURAL RESOURCE CENTER**

<http://www.vpul.upenn.edu/makuu/>

ARCH Building, 3601 Locust Walk  
(215) 573-0823, [makuu@dolphin.upenn.edu](mailto:makuu@dolphin.upenn.edu)

Makuu, short for Makao Makuu, means "home" or "headquarters" in Kiswahili, an African language used in some East African countries. Makuu seeks to provide a cultural laboratory for Penn students and their allies to invent, organize, and collaborate with one another. Makuu also provides a space for the university community to learn about the African Diaspora, and engage in diverse interactions.

## **PAN ASIAN AMERICAN COMMUNITY HOUSE (PAACH)**

<http://www.vpul.upenn.edu/paach/Home/>

ARCH Building, 3601 Locust Walk  
(215) 746-6046  
paach@dolphin.upenn.edu

The Pan-Asian American Community House (PAACH) is the University of Pennsylvania's central resource for advising students and student organizations with a particular focus on students of Asian American and Pacific Islander heritage.

## **PUBLIC SAFETY**

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

Emergency, from on-campus phone: 511  
Emergency, from off-campus phone: (215) 573-3333  
Riding Escort: (215) 898-RIDE (7433)  
Walking Escort: (215) 898-WALK (9255)

The Division of Public Safety strives to enhance the quality of life, safety, and security of our community.

All emergencies must be immediately reported to Public Safety and also to Wharton School Security at (215) 898-2300. All University students, faculty, and staff are required to have current University ID 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. Students are urged to memorize the location of the phones in the campus areas they frequent in the evenings. In addition, the Division of Public Safety offers other services and resources to promote safety on campus. Refer to the web site above for more information.

## **STUDENT HEALTH SERVICES**

<http://www.vpul.upenn.edu/shs/>

3535 Market Street, First Floor  
(215) 662-2850

Student Health Service runs on an appointment system to serve students more efficiently and to avoid the long wait times associated with walk-ins. In most instances, same day appointments can be scheduled.

## **TUTORING CENTER**

[http://www.vpul.upenn.edu/aap/tutoringCenter\\_home.html](http://www.vpul.upenn.edu/aap/tutoringCenter_home.html)

220 South 40<sup>th</sup> Street, Suite 260  
(215) 898-8596  
tutoring@pobox.upenn.edu

The Tutoring Center provides individual and small-group tutoring, weekly review workshops, and late-night, last minute help during midterms and finals.

## **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 and takes place in Huntsman Hall on weekday evenings. This service is offered on a walk-in basis, although initial online registration is required. The tutors are familiar with the course content as taught by individual instructors within each department. Consult the Tutoring Center website for dates, times, and registration information.

## **WEINGARTEN LEARNING RESOURCES CENTER**

<http://www.vpul.upenn.edu/lrc/>

3702 Spruce Street, Suite 300, Stouffer Commons  
(215) 573-9235 (voice)  
(215) 746-6320 (TDD)  
lrcmail@pobox.upenn.edu

The Weingarten Learning Resources Center is comprised of the Office of Learning Resources and Student Disabilities Services.

## **Office of Learning Resources**

<http://www.vpul.upenn.edu/lrc/lr/>

(215) 573-9235 (voice)  
(215) 746-6320 (TDD)  
lrcmail@pobox.upenn.edu

Learning experts provide 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. Walk-in consultation and self-help pamphlets are available.

## **Student Disabilities Services**

<http://www.vpul.upenn.edu/lrc/sds/index.html>

(215) 573-9235 (voice)  
(215) 746-6320 (TDD)  
sds@mail@pobox.upenn.edu

The Office of Student Disabilities Services provides comprehensive, professional services and programs for students with disabilities to ensure equal academic opportunities and participation in University-sponsored programs.

## **WOMEN'S CENTER**

<http://www.vpul.upenn.edu/pwc>

3643 Locust Walk  
(215) 898-8611  
pwc@pobox.upenn.edu

The Penn Women's Center is a campus based resource for a variety of women's issues. Staff members possess a wide variety of expertise in the areas of educational equity, violence against women, personal and community safety, health and sexuality, diversity and human relations and community building .

## **WHARTON OPERATIONS (SCHEDULING & FACILITIES SERVICES)**

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

Customer Support Center  
F30 Jon M. Huntsman Hall  
(215) 898-2575, [repair-it@wharton.upenn.edu](mailto:repair-it@wharton.upenn.edu)

Wharton Operations, Scheduling and Facilities Services department (WSFS) supports the physical operation of Wharton's buildings and provides classroom facilities and services including room scheduling, maintenance, mailroom service, security monitoring, audio visual technology and special events coordination for academic needs. Wharton Scheduling and Facilities Services also serves as a liaison between Wharton departments and related University services.

### ***Building Hours***

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#### *Jon M. Huntsman Hall (JMHH)*

3730 Walnut Street  
Fall and Spring Semesters: 24 Hours / 7 days  
Summer Hours: 7 a.m. – 10 p.m. / 7 days  
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 and Spring Semesters:  
7 a.m. – 10 p.m. / M-F, 8 a.m. – 5 p.m. / Weekends  
Summer Hours:  
7 a.m. – 7 p.m. / M-F, 8 a.m. – 5 p.m. / Weekends

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#### *Vance Hall (VH)*

3733 Spruce Street  
Fall and Spring Semesters:  
7 a.m. – 9 p.m. / M-F, 8 a.m. – 5 p.m. / Weekends  
Summer Hours:  
7 a.m. – 7 p.m. / M-F, Closed Weekends/Holidays

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#### *Colonial Penn Center (CPC)*

3641 Locust Walk  
All Year: 8 a.m. – 6 p.m.  
Closed Weekends/Holidays

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#### *Lauder-Fischer Hall (L-FH)*

256 South 37th Street  
Fall and Spring Semesters:  
7 a.m. – 7 p.m. / M-F, Closed Weekends/Holidays  
Summer Hours:  
7 a.m. – 6 p.m. / M-F, Closed Weekends/Holidays

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### ***Emergency Closing***

When the University closes due to emergencies such as severe weather conditions, the University will communicate closing information via its special information number: (215) 898-MELT (6358). Wharton Operations will notify all classes and special events that are in progress and will post signs on the buildings. The emergency information line will be used for emergencies only. Otherwise there will be a prerecorded message that plays throughout the year.

### ***Information Desk***

Wharton's Information/Security desk, inside the Locust Walk Lobby of Huntsman Hall, provides directions and general information on school facilities.

### ***Lost and Found***

The Wharton Complex lost and found station is located at the main security desk located inside the Locust Walk lobby of Huntsman Hall.

### ***Lockers***

Lockers are 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. Students are notified by e-mail about the rental of lockers 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. Shanesha Revell handles administration of rentals in the Wharton Undergraduate Division, Suite G95 JMHH, (215) 898-7608, [shanesha@wharton.upenn.edu](mailto:shanesha@wharton.upenn.edu).

### ***Security and Safety***

All emergencies should be reported immediately to University Public Safety at 511, and then to Wharton School Security at (215) 898-2300. Wharton's Information/Security desk, located in the Locust Walk lobby of Jon M. Huntsman Hall, is staffed 24 hours per day.

All University students, faculty and staff are required to have a current University identification card and must present this upon entering a Wharton building after 7:00 p.m. Monday through Friday and all day Saturday and Sunday. University Public Safety policy advises that anyone in a University building between 10 p.m. and 7 a.m. must carry and display a valid Penn ID.

### ***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. Students should check their mail 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 G95 JMHH, for a replacement.

### ***Faculty Mail***

All faculty members have mailboxes in their department offices. Students who submit written work to a professor's mailbox should retain a photocopy for their records.

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***Non-discrimination Policy Statement:***

*The University of Pennsylvania values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The University does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national origin, age, disability, or status as a Vietnam-era veteran or disabled veteran in the administration of educational policies, programs or activities; admissions policies; scholarship and loan awards; athletic or other University-administered programs or employment.*

*Questions or concerns regarding the University's equal opportunity and affirmative action programs and activities should be directed to:*

***Executive Director, Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Phone: (215) 898-6993***

*The University of Pennsylvania reserves the right to make changes regarding any matters presented in this publication. Please refer to online sources whenever possible for the most recent and updated information.*

# University of Pennsylvania

## Academic Year Calendar 2008-2009

### Fall 2008

Move-in and registration for Transfer Students	Wednesday, August 27
Move-in for First-year Students	Thursday, August 28
New Student Orientation	Thursday-Tuesday, August 28-September 2
Labor Day	Monday, September 1
New Student Convocation and Opening Exercises	Tuesday, September 2
First Day of Classes	Wednesday, September 3
Course Selection Period Ends	Friday, September 19
Drop Period Ends	Friday, October 10
Fall Term Break	Saturday-Tuesday, October 11-14
Family Weekend	Friday-Sunday, October 24-26
Homecoming	Saturday, November 1
Advance Registration for Spring Term	Monday-Sunday, November 3-16
Thanksgiving Break begins at close of classes	Wednesday, November 26
Thanksgiving Break ends at 8am	Monday, December 1
Fall Term Classes End	Friday, December 5
Reading Days	Saturday-Tuesday, December 6-9
Final Examinations	Wednesday-Wednesday, December 10-17
Fall Semester Ends	Wednesday, December 17

### Spring 2009

Spring Semester Classes Begin	Wednesday, January 14
Martin Luther King, Jr. Day observed	Monday, January 19
Course Selection Period Ends	Monday, February 2
Drop Period Ends	Friday, February 20
Spring Break begins at close of classes	Friday, March 6
Classes Resume at 8 am	Monday, March 16
Advance Registration for Fall and Summer Sessions	Monday-Sunday, March 23-April 5
Spring Term Classes End	Tuesday, April 28
Reading Days	Wednesday-Friday, April 29-May 1
Finals Examinations	Monday-Tuesday, May 4-12
Alumni Day	Saturday, May 16
Wharton Graduation	Sunday, May 17
Commencement	Monday, May 18

### Summer 2009

12-Week Evening Session Classes Begin	Tuesday, May 26
First Session Classes Begin	Tuesday, May 26
Memorial Day observed	Monday, May 25
First Session Classes End	Thursday, July 2
Second Session Classes Begin	Monday, July 6
Independence Day observed	Friday, July 3
Second Session and 12-Week Evening Session Classes End	Friday, August 14