



Wharton
UNIVERSITY of PENNSYLVANIA

UNDERGRADUATE PROGRAM
Student Handbook 2011-2012



To the Class of 2015:

Welcome to Penn and 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 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 foreign language, economics, math, and writing in addition to your Wharton classes of Management 100, OPIM 101 (Introduction to the Computer as an Analysis Tool), and BPUB 250 (Managerial Economics). This should send a strong signal about the interdisciplinary nature of the educational experience you have chosen.



In your sophomore year you will immerse yourself in the Wharton Business Fundamentals (“the core”) before choosing your concentration. The core not only builds your foundational business knowledge, but 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. Alumni have often told me that the class they most remember from college was the class they signed up for “just for fun.”

While reviewing this handbook, don’t overlook the co-curricular and extra-curricular possibilities you will have available to you. From Leadership Ventures 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. We really mean it when we say we are here to help—no question is too big or too small. Review the information on advising and registration and feel free to come visit us!

A handwritten signature in black ink that reads "Georgette Chapman Phillips". The signature is written in a cursive, flowing style.

Georgette Chapman Phillips
Vice Dean and Director, Wharton Undergraduate Division
David B. Ford Professor of Real Estate

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The information in this handbook is subject to change without notice. Refer to <http://spike.wharton.upenn.edu/ugrprogram> or contact an academic advisor in the Wharton Undergraduate Division for the most up-to-date information.

**Undergraduate
Division Directory**

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



Preparing for Wharton

- Do my AP/IB scores count for Wharton credit?
- How do I transfer credit for pre-college coursework?
- How will I know which level courses to take?
- How do I register for classes?
- What important dates should I know?

**Advanced Placement,
IB Exams, A-Levels, and
Other Exams**

The Office of Transfer Credit and Advanced Placement coordinates the posting of all AP credits for incoming freshmen. For help regarding AP and pre-college coursework credits, contact the office at 215.898.6080.

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.

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

The following chart provides guidance on how AP/IB credit can be applied to requirements within the Wharton undergraduate curriculum. Please note that only 1 course unit (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 Environ.
French Language	Language, Arts & Culture
French Literature	Language, Arts & Culture AND Global Environ.
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 AND Global Environ.
Statistics	STAT 101 (appears as STAT 111 on transcript)
US History	Social Structures
World History	Social Structures AND Global Environ.

Credit for Pre-College Courses

Some students take courses at other universities before they enroll at Penn. Wharton allows up to 4 CUs to be transferred in from these “pre-college” courses as long as they are in **non-business subjects** and meet the criteria below.

Pre-college courses will be evaluated for Penn credit if the student received a grade of C or better and the course was:

- Taught at a fully accredited four-year college or university
- Taught on that college’s campus by a member of the regular faculty
- Open to enrollment by, and graded in direct competition with, regularly matriculated undergraduates at the college
- Part of the normal curriculum published in the college’s catalog
- Taken for a grade (not pass/fail or audit)
- Not used to fulfill any high school graduation requirement

Students seeking credit for pre-college courses must:

- Have the college or university where the course was taken send an official transcript along with a letter verifying that the above criteria were met to Penn’s Office of Transfer Credit and Advanced Placement, housed within the Office of Undergraduate Admissions (215.898.7507 or info@admissions.upenn.edu).
- Log in to the External Course Approval Tool (XCAT) at <http://www.sas.upenn.edu/computing/xcat> and follow the instructions to receive approval from the appropriate academic department at the University of Pennsylvania. Students should make sure to check “pre-college course” when submitting their request.

When the coursework is approved, students will see the message “Dept approved, in college queue” in the status of the course request.

Please note:

- Acceptance of pre-college credit is at the discretion of the individual Penn department or program. Instead of awarding pre-college credit, some departments may provide an assessment exam that may result in Penn credit.
- Grades received in pre-college coursework will not be factored into the student’s Penn grade point average (GPA).

Economics Placement

Waivers for economics courses are granted by the Economics Department. ECON 010 may be waived ONLY in the case of students who receive waivers for BOTH ECON 001 (Introductory Microeconomics) and ECON 002 (Introductory Macroeconomics). Students who are waived from only ECON 001 may take either ECON 002 or 010. Students who are waived from only ECON 002 may take either ECON 001 or 010.

Math Placement

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. 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.

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. Students can also take the internal placement exams administered by the Department of Mathematics during the first week of the fall and spring semesters to determine their math placement. Please refer to <http://www.math.upenn.edu> for more information about the placement exams and when they are offered.

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). Please note that STAT 430 requires MATH 114 as a prerequisite.

Students in the Huntsman, Management and Technology, Nursing and Health Care Management, or Life Sciences and Management programs should consult their respective program advisors for the requirements of their programs. Joseph Wharton Scholars are encouraged, but not required, to take MATH 114.

Please note that **Wharton students are not permitted to take MATH 115.**

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

**Foreign Language
Placement**

Students who took a foreign language SAT II exam may automatically enroll in the appropriate level without taking the departmental placement exam. See table below.

Students who did not take a foreign language SAT II exam or who did not earn the required foreign language AP, IB, or A-Level score must take a language placement exam to determine the appropriate placement level. During New Student Orientation, students will have the opportunity to take a departmental placement exam. 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 website for more information on language placement exams: <http://www.upenn.edu/nso>.

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
French	Under 380	110
	380 – 440	121
	450 – 540	130
	550 – 640	140
	650+	Exempt
German	Under 350	101
	350 – 440	102
	450 – 540	103
	550 – 640	104
	650+	Exempt
Hebrew	700+	Exempt
Italian	Under 380	110
	380 – 440	120
	450 – 540	130
	550 – 640	140
	650+	Exempt
Japanese	Students who score 650+ may satisfy the language requirement upon demonstration of oral proficiency.	
Latin	Under 450	101
	450 – 540	102
	550 – 590	203
	600 – 640	204
	650+	Exempt
Russian	Under 350	001
	350 – 440	002
	450 – 540	003
	550 – 640	004
	650+	Exempt
Spanish	Under 380	110
	380 – 440	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 in the beginning of the semester. Contact the respective 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 language requirement. Contact the department directly for more information.

Penn InTouch

All students register for courses via Penn InTouch, Penn's online registration system, at the following site:

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

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 worksheet to assist with course planning.

Students should familiarize themselves with Penn InTouch. Because Penn InTouch contains students' personal information, 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

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 website 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 other planning resources.

Advance Registration

Students are strongly encouraged to request the courses and sections they wish to enroll in for the upcoming semester during a period called “advance registration.”

Advance registration dates are listed on the Academic Calendar, available online at <http://www.upenn.edu/almanac/3yearcal.html>. 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 first-come, first-served*. Therefore, it does not matter when students make their requests during the advance registration period. Students should also keep in mind the following recommendations:

- Access the **Worksheet on Penn InTouch** to review outstanding degree requirements. Use the **Course Schedule** and **Mock Schedule** planning tools on Penn InTouch to search for courses and plan a schedule.
- Access the **Course Register** to find out additional information about courses. The Course Register 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** (request the credit-bearing section of the course first). Failure to do so results in being dropped from that course.
- 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. However, **students may schedule courses back-to-back, as there is a ten-minute break between classes**.
- The system considers a student’s requests in the order in which they are made. Students should request their courses in prioritized order, with top choices listed first.

A few weeks after advance registration closes, students will receive notification from the Office of the University Registrar listing the courses in which they have been enrolled.

Listed below is the academic calendar for the fall term. For complete calendar information, including important dates for the spring and summer terms, please visit: <http://www.upenn.edu/almanac/3yearcal.html>.

Fall 2011	
Move-in and Registration for Transfer Students	Wednesday, August 31
Move-in for First-Year Students	Thursday, September 1
New Student Orientation	Thursday, September 1 to Tuesday, September 6
Labor Day (no classes)	Monday, September 5
Freshman Convocation and Opening Exercises	Tuesday, September 6
First Day of Classes	Wednesday, September 7
Course Selection Period Ends	Friday, September 23
Drop Period Ends	Friday, October 14
Fall Break	Saturday, October 8 to Tuesday, October 11
Family Weekend	Friday, October 28 to Sunday, October 30
Homecoming	Saturday, November 5 (Princeton)
Advance Registration, Spring Term	Monday, October 31 to Sunday, November 13
Last Day to Withdraw from a Course	Friday, November 18
Thanksgiving Break	Thursday, November 24 to Sunday, November 27
Classes Resume	Monday, November 28
Fall Term Classes End	Friday, December 9
Reading Days	Saturday, December 10 to Tuesday, December 13
Final Examinations	Wednesday, December 14 to Wednesday, December 21
Fall Semester Ends	Wednesday, December 21



Curriculum and Requirements

- What will my schedule look like over the next four years?
- What courses do I need to take?
- What is a concentration?
- What are my concentration options?

Undergraduates are given flexibility in their schedules to allow them to pursue academic interests within Wharton and beyond. It is important to remember that there is no standard sequence of classes. Students will have differing schedules depending on a variety of factors, including AP/IB/A-Level credits, transfer credits, and study abroad courses. Enrollment in a dual-degree program will also affect student schedules.

Below is a sample of a typical undergraduate course sequence. Detailed information about all of the requirements is included in this section of the handbook. Please remember that this is only an example, and should not necessarily be your own course plan. It is important to meet with an academic advisor each semester to discuss your interests and academic plans.

Freshman Year*

Fall	ECON 010 MATH 103 or MATH 104 or STAT 101 Writing Seminar MGMT 100 Foreign Language or General Education requirement
Spring	BPUB 250 MATH 104 or STAT 101 or STAT 102 OPIM 101 Foreign Language or General Education requirement General Education or Global Environment requirement

Sophomore Year

Fall	2-3 Business Fundamentals 1-2 Other Courses (including Societal and Organizational Environment courses)
Spring	2-3 Business Fundamentals 1-2 Other Courses (including Societal and Organizational Environment courses)

Junior and Senior Years

During the third and fourth years of study, students will be finalizing their concentration choice, considering a possible minor, studying abroad, and fulfilling any remaining curricular requirements.

* While not required, **Freshman Seminars** are an excellent introduction to academic life at Penn, and are highly recommended for first- or second-semester students. The primary goal of the Freshman Seminar program is to provide every freshman with the opportunity for direct personal interaction with a faculty member in a small-class setting devoted to a significant intellectual endeavor. Visit the Freshman Seminars webpage to learn more: <http://www.college.upenn.edu/courses/seminars/freshman.php>

Requirements for the BS in Economics

37 Course Units (CUs)* Required

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)

- _____
- _____
- _____

Concentration (4)

- _____
- _____
- _____
- _____

General Education Distribution (7)**

- Social Structures (2)*
- _____
 - _____

Lang., Arts, & Culture (2)

- _____
- _____

Science & Technology (2)

- _____
- _____

Course in Social Structures, Lang., Arts, & Culture, OR Science & Technology (1)

- _____

Global Environment (3)

2 can double-count with Gen. Ed. Distribution 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

Note: Students should log in to Penn InTouch at https://medley.isc-seo.upenn.edu/penn_portal/intouch/splash.html to create their own personalized academic planning worksheets.

* 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 & Culture; and Science & Technology.

Economics and Math Requirements

3 CUs

Economics (ECON) 010: Introduction to Economics for Business

ECON 010 covers introductory microeconomics and macroeconomics. The course should be taken in the fall of the freshman year. Please refer to page 6 for information on advanced placement credit in economics.

Business and Public Policy (BPUB) 250: Managerial Economics

BPUB 250 is taken in the second semester of the freshman year with your cohort and introduces students to "managerial economics," the application of microeconomic theory to management problems.

Note: Students cannot obtain credit for both BPUB 250 and ECON 101.

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. See page 6 for more information on the math requirement and advanced placement credit in math.

Note: Economics and Math Requirement courses must be taken for a grade, not pass/fail.

Leadership, Teamwork, and Communication

1 CU

Management (MGMT) 100: Leadership and Communication in Groups

MGMT 100 is designed to increase students' understanding of leadership and communication in teams and help build skills that are necessary for professional success. Almost all students complete MGMT 100 in the fall semester of their freshman year. Transfer and dual-degree students take the course 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 according to their cohorts. The recitation section to which students are assigned will determine their project teams.

Note: MGMT 100 must be taken for a grade, not pass/fail.

Writing Requirement

1 CU

Critical Writing Seminars are available in a variety of disciplines, such as English, philosophy, and history. Students can consult www.writing.upenn.edu/critical for a list of Critical Writing Seminars.

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

Note: Writing Requirement courses must be taken for a grade, not pass/fail.

Business Fundamentals
9 CUs**Accounting (ACCT) 101 and 102: Principles of Accounting**

These courses in financial and managerial accounting provide a broad understanding of how an organization reports on its financial position, and the decisions leaders must make when creating financial reports. Accounting courses are open to students beginning in the sophomore year.

Statistics (STAT) 101 and 102: Introductory Business Statistics

Two semesters of statistics are required after completion of MATH 104. First-year students who have completed MATH 104 may enroll in STAT 101. Students who have AP credit for STAT 111 may enroll in STAT 102 upon completion of MATH 104.

STAT 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 students who:

- Have completed MATH 114,
- Are concentrating in actuarial science, and/or
- Are enrolled in a dual-degree program with the School of Engineering and Applied Science.

Finance (FNCE) 100: Corporate Finance & FNCE 101: Monetary Economics and the Global Economy

FNCE 100 introduces the theory and methods that are relevant for financial decisions made by firms. FNCE 101 is an intermediate-level course about macroeconomics and the global economy. Both courses have pre-requisites and are only open to students beginning in the sophomore year.

Note: Students cannot obtain credit for both FNCE 101 and ECON 102. Students who have already taken ECON 102 must take a higher-level finance elective to count toward the FNCE 101 requirement. For students concentrating in finance, this higher-level elective may not count towards the finance concentration.

Management (MGMT) 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. The course examines the issues involved in managing and being managed.

Marketing (MKTG) 101: Introduction to Marketing

MKTG 101 introduces students to the concepts, analysis, and activities that comprise marketing management and provides practice in assessing and solving marketing problems.

Operations and Information Management (OPIM) 101: Introduction to the Computer as an Analysis Tool

This course introduces students to Microsoft Excel and other technology that will be useful for both academic and professional purposes.

Note: All Business Fundamental courses must be taken for a grade, not pass/fail.

Societal Environment

Any 2 of these 3 CUs will fulfill the requirement

Legal Studies (LGST) 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 (LGST) 210: Corporate Responsibility and Ethics

This course explores business responsibility from rival theoretical and managerial perspectives. Its focus includes theories of ethics and their application to case studies in business.

Business and Public Policy (BPUB) 203: Business in the Global Political Environment

This course focuses on business issues that are mediated through the public sector. The course applies theoretical principles of strategic thinking, industrial organization, and political science to studying the interactions between multinational firms and political institutions.

Note: All Societal Environment courses must be taken for a grade, not pass/fail.

Organizational Environment

Any 1 of these 2 CUs will fulfill the requirement

Management (MGMT) 104: Industrial Relations and Human Resource Management

MGMT 104 focuses on the economic and institutional constraints on organizations in the formulation and implementation of human resources management policies and strategies in the United States and internationally. Labor markets, labor laws, and labor unions are discussed, with particular attention paid to their relationship to the competitiveness of American enterprise in the global economy.

Insurance (INSR) 205: Risk Management

This course describes the concepts and techniques available to corporations, non-profit organizations, and other organizations in their efforts to manage pure risks, such as product liability, environmental impairments, property losses, work-related injuries, and employee benefits (e.g., pensions, health insurance).

Note: All Organizational Environment courses must be taken for a grade, not pass/fail.

Business Breadth

3 CUs

This requirement is designed to provide a broad sampling of business fields beyond a student's primary area of concentration. Business Breadth courses must be:

- Upper-level, non-fundamental Wharton courses (with the exception of HCMG 101)
- From three different Wharton departments
- From outside of the student's department of concentration

Business Breadth courses may not be counted toward any other requirements except for one course in each concentration beyond the primary concentration.

Note: All Business Breadth courses must be taken for a grade, not pass/fail.

Concentration
4 CUs

The concentration requirement is designed to provide in-depth focus in one area of business. The concentration consists of 4 CUs above the introductory level.

The timeline to declare a concentration is flexible; however, most students declare their concentration by the end of the sophomore year so that they can pre-register for upper-level courses during advance registration. If students are still exploring their interests, they can select a concentration after the sophomore year.

Students usually begin their business concentration in the junior year, and can change their concentration at any time. To declare or change a concentration, students should speak to an academic advisor in the Undergraduate Division.

To research concentrations, students should visit:

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

Concentration rules and requirements are governed by individual academic departments. For more detailed information on specific requirements for each concentration, please refer to the website listed above, consult with an academic advisor in the Wharton Undergraduate Division, or speak with the academic department's concentration advisor.

Note: All concentration courses must be taken for a grade, not pass/fail.

Second Concentration

Students can complete more than one concentration. In most cases, students use their three Unrestricted Electives to take courses towards their second concentration. One course in the second concentration can double-count as a Business Breadth. Students cannot count courses toward more than one concentration.

Some concentrations are restricted as secondary concentrations only. In these cases, students must complete a primary concentration in addition to the secondary concentration.

Note: All secondary concentration courses must be taken for a grade, not pass/fail.

Individualized Concentration

Students have the option to design an individualized concentration if they cannot find a standard concentration that aligns with their interests. An individualized concentration consists of 4 CUs that are united by a common theme.

An established concentration may also be tailored, with approval from the concentration advisor, to specific student interests by replacing a required course with one not on the list of courses that traditionally defines the concentration.

For more information about individualized concentrations, please see:

<http://spike.wharton.upenn.edu/ugrprogram/advising/concentrations/individualized.cfm>

The Wharton undergraduate curriculum is structured to combine the study of business with the study of the arts and sciences. The curriculum is designed this way to ensure that students:

- Are exposed to the intellectual activities and diverse perspectives of scholars from a wide array of disciplines
- Develop critical thinking skills
- Are prepared to be actively engaged as informed global citizens

A total of 7 CUs are necessary to fulfill the General Education Distribution requirement, which is the arts and sciences component of the curriculum. Any course in this requirement may be taken pass/fail if it is not used to fulfill the Global Environment requirement and does not apply to a minor. Please refer to page 38 for more information on the pass/fail policy.

NOTE: Students in the Management and Technology and Nursing and Healthcare Management coordinated dual-degree programs can only fulfill the General Education Distribution requirement through courses in the Social Structures or Language, Arts & Culture categories. Courses that are considered to be Science and Technology are not permitted for the General Education Distribution requirement.

Social Structures

At least 2 CUs

Social Structures courses focus on the relationship between individuals and institutions, methods of social observation and analysis, tools for historical analysis and inquiry, and issues of civic life and public policy.

Departments with courses that *generally* fall within Social Structures are: ANCH (Ancient History), CRIM (Criminology), ECON (Economics), HIST (History), INTR (International Relations), PHIL (Philosophy), PPE (Philosophy, Politics, & Economics), PSCI (Political Science), RELS (Religious Studies), SOCI (Sociology), URBS (Urban Studies)*

Language, Arts & Culture

At least 2 CUs

Courses within the category of Language, Arts & Culture focus on works of creativity. These courses may include, but are not limited to, those which analyze art, cinema, literature, music, and theater. These courses also include those focused on language acquisition and analysis.

Departments with courses that *generally* fall within Language, Arts, and Culture are: ALAN (Asian Languages), ANEL (Ancient Near East Languages), ARAB (Arabic), ARCH (Architecture), ARTH (Art History), CHIN (Chinese), CINE (Cinema Studies), COML (Comparative Literature & Literary Theory), COMM (Communications), DTCH (Dutch), ENGL (English), FNAR (Fine Arts), FOLK (Folklore), GREK (Greek), GRMN (Germanic Languages), HEBR (Hebrew), JPAN (Japanese), KORN (Korean), LING (Linguistics), MUSC (Music), PERS (Persian), PRTG (Portuguese), ROML (Romance Languages), RUSS (Russian), SCND (Scandinavian Languages), SLAV (Slavic Languages), THAR (Theater Arts), TURK (Turkish), VLST (Visual Studies), YDSH (Yiddish)*

Science & Technology
At least 2 CUs

Courses within the category of Science and Technology focus on scientific methods of inquiry and interpretation.

Departments with courses that *generally* fall within Science and Technology are: ASTR (Astronomy), BCHE (Biochemistry), BE (Bioengineering), BIBB (Biological Basis of Behavior), BIOL (Biology), CBE (Chemical & Biomolecular Engineering), CHEM (Chemistry), CIS (Computer & Information Science), ESE (Electrical & Systems Engineering), EAS (Engineering & Applied Science), ENM (Engineering Mathematics), ENVS (Environmental Studies), GEOL (Geology), LGIC (Logic, Information, & Computation), MSE (Materials Science & Engineering), MATH (Mathematics), MEAM (Mechanical Engineering & Applied Mechanics), NURS (Nursing), PHYS (Physics), PSYC (Psychology)*

* Not all courses in these departments are guaranteed to satisfy the General Education requirement under which they are noted. Students who are unsure which requirement a course will fulfill should consult with an academic advisor in the Undergraduate Division.

Students should also note that the following departments offer courses that can satisfy different General Education Distribution requirements depending on course content: AFST (African Studies), AFRC (Africana Studies), ANTH (Anthropology), ASAM (Asian American Studies), CLST (Classical Studies), COMM (Communications), EALC (East Asian Languages & Civilizations), FREN (French), GSOC (Gender, Culture, & Society), GSWS (Gender, Sexuality, & Women's Studies), HSOC (Health & Societies), HSSC (History & Sociology of Science), ITAL (Italian), JWST (Jewish Studies), LALS (Latin American & Latino Studies), NELC (Near Eastern Languages & Civilizations), SAST (South Asia Studies), SPAN (Spanish), STSC (Science, Technology, & Society)

Unrestricted Electives
3 CUs

Any three CUs fulfill the Unrestricted Elective requirement. Students pursuing a second concentration apply three of the concentration courses here. Unrestricted Electives may be taken pass/fail unless they are counted toward a second concentration or a minor.

Non-Business Electives
2 CUs

Non-Business Electives require two CUs that are not from a Wharton department. These courses may be taken pass/fail if they do not apply to a minor.

Global Environment
3 CUs

Given today's global business environment, an international perspective is an essential part of a student's undergraduate education. To that end, Wharton students are required to take 3 CUs that have substantial international content.

The following policies apply to Global Environment courses:

- Global Environment courses may not be taken pass/fail.
- Two of these courses may double-count with General Education courses.
- A maximum of one business course may be used to satisfy a Global Environment requirement. This business course may not double count with any other requirement.
- International students are not permitted to fulfill this requirement with courses about the United States.

Courses that may be used to fulfill the requirement include:

- Courses that discuss international issues, including courses focusing on particular regions of the world
- Courses about non-American cultures, including courses in art, history, literature, music, and religious studies
- Upper-level language courses designated as "business," "commercial," or "professional"
- Business courses on international topics, such as multinational management or international public policy. These courses may not double count with any other requirement
- Freshman Seminars, which provide an excellent introduction to academic life at Penn. For more information about Freshman Seminars, please see: <http://www.college.upenn.edu/courses/seminars/freshman.php>

Courses that may not be used to fulfill the requirement include:

- Language courses that are not titled "business," "commercial," or "professional"
- Methodology courses, such as demography and ethnography
- Courses about immigrant populations in the United States
- Courses taken abroad that do not fit into the categories in the section above

To view a list of approved Global courses, please visit the online database:

<http://spike.wharton.upenn.edu/ugrprogram/advising/curriculum/globals.cfm>

NOTE: Students in the Management and Technology, and Nursing and Healthcare Management coordinated dual-degree programs may only take liberal arts (non-business) courses to fulfill the Global Environment requirement.

Foreign Language Requirement

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 page 7 for information on foreign language placement.

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

- By receiving a required score on one of the AP or IB exams for which the college gives credit
- By receiving a required score, normally 650 or better, on one of the approved SAT II foreign language tests
- By completing the appropriate Cambridge A-Level Examination at a grade deemed satisfactory by the language group
- Successful completion of a test given by a language department or by the Penn Language Center
- Completion of the final course in a Penn foreign language competency sequence*

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

American Sign Language does not fulfill Wharton's foreign language requirement; however, ASL courses may count toward the Language, Arts & Culture requirement or to Unrestricted or Non-Business Electives.

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

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

*Most competency sequences consist of four semesters of language courses. Wharton students are permitted to take language courses pass/fail, but students should be sure to review the pass/fail policy on page 38 for certain restrictions.

To see a list of the final courses in the language competency sequences go to <http://www.college.upenn.edu/curriculum/policies/language.php> and click on the related link to the left.

PennSTART

PennSTART (WH 101) is an online, virtual classroom where students learn critical skills for assessing and solving problems, which will prepare them for the challenges of college and beyond. Incoming first-year students are automatically enrolled in WH 101, and should begin the program during the summer and complete it in the fall. PennSTART bears no course units but will earn students a satisfactory grade (“S”) on their transcripts when completed.



Opportunities at Wharton

- What academic opportunities are available?
- What study abroad opportunities are available?
- What research programs are available?
- How do I get involved in student life?

**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.

Students must apply for admission to the Huntsman Program in International Studies and Business during their application process to Penn. Interested students do have the opportunity to apply to the following coordinated dual-degree programs after their first year of study at Penn:

Roy and Diana Vagelos Program in Life Sciences and Management

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

Jerome Fisher Program in Management & Technology

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

Nursing & Health Care Management Program

<http://www.nursing.upenn.edu/STUDENTS/DUALDEGREES/NHCM/>

Dual Degrees

Wharton students can complete a dual degree with the College of Arts and Sciences, the School of Engineering and Applied Science, or the School of Nursing. Unlike coordinated dual-degree programs, a traditional dual degree does not have a specialized curriculum. Instead, students complete the standard curriculum of two different programs to earn two different degrees. Students interested in a dual degree must consult with an academic advisor in the appropriate school to discuss requirements.

Students who transferred to Penn from another college or university (external transfers) can only apply for a dual degree after two resident semesters at Penn.

Minors

Students who wish to study a subject of interest in greater depth may choose to pursue a minor. Students can pursue minors in schools across Penn. Minors typically require 6 to 8 CUs in a particular field of study and are governed by individual academic programs and departments. With careful planning, students can complete a minor without taking extra courses beyond the required 37 CUs. All courses applied toward a minor must be taken for a grade, not pass/fail.

For more information on minors, please see:

<http://spike.wharton.upenn.edu/ugrprogram/advising/acadopp/minors.cfm>

Internal Transfer

Wharton students who are interested in transferring into one of Penn's other undergraduate schools must meet with an advisor in the respective school to discuss the internal transfer process and eligibility criteria. Internal transfer may not be initiated until the student has completed one academic year in Wharton.

Please note that students who transferred to Penn from another college or university (external transfers) cannot apply for internal transfer to another school at Penn.

Independent Study

Independent study allows students to pursue academic interests not accommodated by regularly offered courses. The following rules apply to independent studies:

- A minimum 3.4 cumulative GPA and completion of at least 24 CUs are necessary to pursue an independent study.
- Independent study courses may not be taken pass/fail.
- Only one independent study project can be completed in a semester.
- Students can take no more than two independent study projects within Wharton and no more than two in non-Wharton departments.

Students interested in pursuing an independent study must first meet with an academic advisor. Then, the student should work with a professor in a related field to articulate the purpose, requirements, and syllabus of the study. The professor will ultimately provide guidance and grade the independent study work.

To learn more about how to pursue an independent study, please see:

<http://spike.wharton.upenn.edu/ugrprogram/advising/acadopp/independentstudy.cfm>

Wharton Field Challenge

Wharton Field Challenge (MGMT 353) is a course in which small teams of select juniors and seniors work with corporate managers and Wharton faculty to solve organizational issues. To learn more, please see: <http://fap.wharton.upenn.edu>.

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 course credit and tuition, i.e., grades will appear on the student's Penn transcript, and no additional tuition will be charged.

The TriCollege Course Guide lists course offerings at the three schools:

<http://www.trico.haverford.edu/cgi-bin/courseguide/cgi-bin/search.cgi>.

Students wishing to enroll in courses at the other schools should contact the Undergraduate Division at 215.898.7608 or advising@wharton.upenn.edu.

MBA, JD, and PhD Submatriculation

Students can pursue an advanced degree in conjunction with the 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 BS in economics and an MBA in a total of five years, or a BS in economics and a JD in a total of six years. Students interested in submatriculation should see an academic advisor during their sophomore year to design a program of study. Students apply during their junior year.

To learn more about submatriculation, please see:

<http://spike.wharton.upenn.edu/ugrprogram/advising/acadopp/submatriculationprogram.cfm>.

Wharton encourages students to experience different cultures through international travel. 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. Most students choose to go abroad as juniors.

Students applying for semester- or year-long study abroad programs 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
- Not have a grade notation of I, II, I* (incomplete), NR (no grade reported), or GR on their transcript
- Be in good academic and disciplinary standing
- Have completed all or most of the Business Fundamentals required courses, depending upon the program
- Meet any additional criteria outlined by the Office of International Programs

All courses abroad must be taken for grades, which will be calculated into the student's cumulative GPA at Penn. Listed below are the four main opportunities for Wharton students to participate in international study.

**Wharton-Approved
Study Abroad Programs**

At Wharton-approved programs, students are able to take Business Breadth classes to satisfy their requirements. They can also take classes to satisfy their General Education, Global, Non-Business Elective, and/or Unrestricted Elective requirements. Business courses taken abroad cannot count toward concentration requirements.

To learn more about Wharton-approved programs, please see:

<http://spike.wharton.upenn.edu/ugrprogram/advising/studyabroad/overview.cfm>

**College-Approved
Study Abroad Programs**

At College-approved programs, students can take classes that satisfy their General Education, Global, Non-Business Elective, and/or Unrestricted Elective requirements. No credit will be granted for business courses taken at College-approved programs.

To learn more about College-approved study abroad programs, including summer programs, please see: <http://sa.oip.upenn.edu>.

**Non-Penn Summer
Abroad Programs**

During the summer only, students may elect to study in a program that is not affiliated with the University of Pennsylvania. Students interested in non-Penn programs should review the policy on transferring credit (see page 40). No credit will be granted for business courses taken during summer study abroad.

**Wharton International
Program (WIP)**

WIP is a short-term international business course that features business-site visits, lectures at local universities, cultural excursions, and networking opportunities with undergraduate students and business contacts from the destination countries. Students earn 0.5 CU that can be used towards Business Breadth or Unrestricted Elective requirements.

To learn more about WIP, please see:

<http://spike.wharton.upenn.edu/ugrprogram/advising/studyabroad/whartoninternationalprogram.cfm>.

Conducting research permits individualized, in-depth learning under the mentorship of a faculty expert, and helps to develop students' ability to conceptualize and analyze problems. Research skills are useful for students interested in international fellowships or graduate studies in an analytical discipline. They are also helpful for decision-making in the private and public sectors and are required for academic positions. Many opportunities exist for Wharton students to pursue research. Interested students can access the links below for additional information or contact the Dr. Martin Asher, Director of Research and Scholars Programs at asherm@wharton.upenn.edu.

**Benjamin Franklin
Scholars (BFS)**

This program exists to encourage the highest level of scholarship from its students. Benjamin Franklin Scholars are asked to experiment and take charge of the totality of their education. The BFS program offers three main avenues to support this active learning: advising, research, and Benjamin Franklin Seminars. Students are invited to join before entering their freshman year or can apply as freshmen or sophomores.

For more information, please see: <http://www.upenn.edu/curf/bfs>.

**Joseph Wharton
Scholars (JWS)**

This program emphasizes the importance of scholarly research and the liberal arts and sciences. Participation in JWS requires membership and continued good academic standing in the Benjamin Franklin Scholars program. Participants take scholars seminars/courses both inside and outside of Wharton. Students are invited to join the JWS program before entering their freshman year or can apply as freshmen or sophomores.

For more information, please see:
<http://spike.wharton.upenn.edu/ugrprogram/research/jws.cfm>.

**Wharton Research
Scholars (WRS)**

Wharton Research Scholars is an intensive one-year research program for a select group of juniors and seniors who are interested in conducting research under the supervision of some of Wharton's preeminent faculty members. Students apply to work on a specific project proposed by a faculty member or submit their own project proposal with a faculty sponsor. While pursuing their projects, students meet regularly to share their research experiences.

The WRS program is listed as WH 299 (1 CU spread across two semesters) and can count as a Business Breadth, Unrestricted Elective, extra course, or, with permission from the faculty mentor's department, a concentration course.

For more information, please see:
<http://spike.wharton.upenn.edu/ugrprogram/research/wrs.cfm>.

**Wharton Social Impact
Research Experience (SIRE)**

The Wharton Undergraduate Division offers grants to support undergraduate research that promotes both economic and social value either domestically or abroad. Projects are carried out during the summer under the supervision of some of Wharton's distinguished faculty members. Participants, primarily rising juniors and seniors, receive a stipend and reimbursement for travel expenses.

For more information, please see:
<http://spike.wharton.upenn.edu/ugrprogram/research/sire.cfm>.

**Wharton Summer Program
for Undergraduate
Research (SPUR)**

This 10-week program provides a small group of highly motivated students the opportunity to design and perform in-depth research under the guidance of some of Wharton's top faculty members. Students convene weekly to hear research presentations by faculty members, learn about resources for research, and share their own research experiences. Participants, primarily rising sophomores and juniors, receive University housing and a stipend.

For more information, please see:

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

University Scholars (US)

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 weekly lunch meetings at which participants present and discuss their research.

For more information, please see: <http://www.upenn.edu/curf/scholars/uscholars>.

Research Grants

Grants for research are available through the University's Center for Undergraduate Research and Fellowships (see below). 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.

For more information, please see: <http://www.upenn.edu/curf/research/grants>.

Research Assistantships

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.

For information about Wharton faculty research interests, please see:

<http://www.wharton.upenn.edu/faculty/faculty-profiles.cfm>.

For research assistantships at Penn, please go to:

<http://www.upenn.edu/curf/research/research-directory>.

**Center for Undergraduate
Research and
Fellowships (CURF)**

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, initiate research projects of their own, or fund graduate study at home or abroad.

For more information, please see: <http://www.upenn.edu/curf/research>.

The Undergraduate Student Life team's mission is to create an enriching and dynamic undergraduate community through cohorts, clubs, class events, and other co-curricular initiatives. Whether it involves being a leader within a club, organizing a conference, competing for the Cohort Cup, having fun with classmates at a Wharton tradition, or going to lunch with a favorite faculty member, there are numerous ways for students to get involved at Wharton.

For more information about Wharton student life, please see: <http://spike.wharton.upenn.edu/ugrprogram/>

Cohorts

The cohort system provides students with a strong network of friendship and support throughout their time at Wharton. In June, incoming first-year students are assigned to one of nine cohorts of approximately 60 students each. Freshmen take two classes with their cohort, MGMT 100 in the fall semester and BPUB 250 in the spring. Students also participate in a variety of activities that help to create a sense of community. Each cohort has a sophomore cohort director, who is committed to helping freshmen transition to life at Wharton and Penn.

Clubs

Wharton offers over 40 undergraduate student clubs, and Penn has over 300. Students learn valuable skills through planning club conferences and events, participating in or organizing community service projects, and serving as club leaders. Student organizations are also a great way to socialize with other students. In September, students have the opportunity to learn more about and sign up for any clubs that interest them at the Wharton Council's annual Clubbing Night.

To learn more about Wharton student clubs and organizations, please see: http://spike.wharton.upenn.edu/ugrprogram/student_life/clubs/clubs.cfm

Class Events

Students can participate in a wide range of class-specific events and activities each year at Wharton. Past class events have included New Student Orientation, Freshman Farewell, the Sophomore Career Exploration Series, sophomore and junior trips to Six Flags and Philadelphia sporting events, Senior Trivia Night, and the Senior Salute.

Co-Curricular

Facilitating quality interaction between students and faculty, alumni, and members of the business community helps expose students to different career paths and networking opportunities. Events like Wharton Alumni Colloquia, the Lunch and Learn Program, and internal and external case competitions help students make meaningful connections across the University and beyond.



Academic Policies

- What codes of conduct do I need to follow?
- What are the academic expectations at Wharton?
- What courses can I take pass/fail?
- How many course units should I take per semester?

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.

**III. Responsibilities
continued**

- (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)

Open Expression

For information regarding the University of Pennsylvania's guidelines on open expression, please refer to:
http://www.upenn.edu/provost/pennbook/guidelines_on_open_expression.

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, cloning someone else's ideas without 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 submissions: 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.

* 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: University Honor Council and Office of Student Conduct, 2008)

The following information is a summary of the policies most relevant to first-year students. Students are responsible for abiding by all Wharton and Penn policies, including but not limited to the ones listed here. For a complete listing of Wharton's policies, please see: http://spike.wharton.upenn.edu/ugrprogram/policies_forms/acadpolicies.cfm.

Under certain circumstances, exceptions to the Wharton undergraduate academic regulations outlined in this handbook may be granted. To learn more, students should see http://spike.wharton.upenn.edu/ugrprogram/policies_forms/acad/exceptions.cfm.

Academic Requirements

To be eligible to receive the bachelor of science in economics degree, single-degree students must satisfactorily complete the 37 course units of the Wharton curriculum and meet the curricular requirements described in this handbook and online. Coordinated dual-degree students should consult their program advisors for degree completion policies and information (see page 48).

Additional requirements for graduation include:

- 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 their concentration(s).
- 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 otherwise be cleared from the record in order to graduate.
- Students who transfer into Wharton from another institution must complete at least one-half (19 course units minimum) of their required course work at Penn and at least four semesters at Penn.

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.

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
- Complete a minimum of 8 CUs in an academic year

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.

Students who fall below the school standard for satisfactory academic progression and standing will be subject to sanctions that may include a reduced course load, a minimum grade requirement, participation in academic support programs, and/or possible dismissal from the University.

For information about the sanctions that may be rendered against a student whose performance falls below the school's standard for progress, please visit http://spike.wharton.upenn.edu/ugrprogram/policies_forms/acadpolicies.cfm and click on "Academic Standing."

Class Expectations

Students are expected to attend all classes. Class should take precedence over all other engagements. Faculty will determine the number of absences permitted in each class. Non-attendance or frequent absences may result in a failing grade. Students are subject to Wharton's grading system (see page 37).

Students are expected to take midterm and final examinations, when applicable. Students who miss a midterm examination may take a postponed exam only with the approval of the instructor in charge of the course. If final exams are given at the end of the term, they must be given at the times published on the Office of the University Registrar's website: <http://www.upenn.edu/registrar/>. Students may not take final exams at times other than those specified. For rules governing exams, please refer to the PennBook online: <http://www.vpul.upenn.edu/osl/pennbook.html>.

Course Load

Wharton offers only a full-time program of study. The minimum course load is 4 CUs per term for the bachelor of science degree. 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 43-44 for financial policies and procedures related to course load.

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

**Course Selection and
Drop Period**

In the fall and spring semesters, students may request courses in Penn InTouch until the end of the second full week of classes. After the first two weeks of the semester, students may request additional courses only with the permission of the instructors and with approval from the Undergraduate Petitions Committee.

In the fall and spring semesters, students may drop courses in Penn InTouch until the end of the fifth week of classes. Students may not drop a course after the drop period ends. They may, however, *withdraw* from a course until the end of the tenth week of class (see page 39 for more information on withdrawing). Some academic departments have different rules governing their course selection, drop, and withdrawal policies. Consult the department websites and individual faculty for more information.

Summer courses and half-semester Wharton courses have different deadlines. Consult with an advisor in the Wharton Undergraduate Division for more information.

Students who are receiving financial aid should check with Student Registration & 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 their course load.

It is the student's responsibility to properly enroll in courses. Students should use Penn InTouch to ensure that their schedule is correct.

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 instructor's permission. No formal record appears on the transcript for students who sit in on a course.

Grading

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

All Wharton courses are graded on a plus/minus system, from A+ to F. 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-.

Pass/Fail (P/F)

Students should note the following policies regarding taking courses pass/fail:

- Students may take a maximum of three courses on a pass/fail basis.
- Courses taken pass/fail can only be in the General Education Distribution, Non-Business Electives, or Unrestricted Electives categories.
- All three Global Environment courses and second-concentration courses counting as Unrestricted Electives **must** be taken for a grade.
- First-semester freshmen cannot take a course pass/fail.
- 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 if they have only used one pass/fail option to date.

It is the student's responsibility to confirm the grade type on Penn InTouch. The grade type of a course may not be changed after the drop deadline.

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; however, Fs are included in the GPA. Instructors are not made aware of the grade type of a course.

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. See the section on pass/fail above for restrictions on the use of pass/fail courses in the curriculum.

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. 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 course.

Incomplete Grades

In extenuating circumstances, students may be granted an extension of time by an instructor to complete course requirements, including make-up exams. In this case, the grade of I (incomplete) is recorded. All 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. 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.

Grade Grievance Process

Students who wish to have a course grade reviewed must first attempt to resolve the issue with the course instructor. If the issue is not satisfactorily resolved after meeting with the course instructor, 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 following the one in which the course was completed. Grievances brought forward after this time period will not be considered. This process does not apply to study abroad courses.

**Withdrawing
from a Course**

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 may drop a course with no notation on their transcript up until the end of the fifth week of the fall or spring semester. Between the fifth and tenth week of the fall or spring semester, students may withdraw from a course, but only with the written permission of the course instructor.

Some courses have different deadlines (for example: summer courses, half-semester Wharton courses, and Finance courses). Consult with an advisor in the Wharton Undergraduate Division for more information.

Repeating a Course

Students cannot repeat for credit any course in which a passing grade (D or better) was received. Students who enroll in and repeat a course will be withdrawn from the second iteration of the course and a W will appear on the student transcript.

Dean's List

The Dean's List citation appears on the transcript and is awarded annually to any student who achieves a cumulative GPA of 3.7 or higher for the academic year (fall and spring semesters), provided that during that academic year the student has:

- Completed 6 or more course units for letter grades
- Received no grades lower than a C
- Completed all courses on time with no I, NR, or GR grade notations

A student who is found by the Office of Student Conduct to have violated the Code of Academic Integrity of the University of Pennsylvania, or who has received a sanction of suspension or greater for a violation of the Code of Student Conduct, is not eligible for Dean's List in the academic year in which the violation occurred. The Dean's List citation will be removed from the transcript if the finding occurs after this honor has been posted or if the violation occurs during the summer term following the academic year in which this honor was awarded.

Graduation Honors

Graduation honors are based on the 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 are found by the Office of Student Conduct to have violated the Code of Academic Integrity of the University of Pennsylvania, or who have received a sanction of suspension or greater for other violations of the Code of Student Conduct, are not eligible for Latin honors. Notation of graduation honors will be removed from the transcript if the finding occurs after this honor has been posted.

Leave of Absence

Any currently enrolled student is eligible to take a leave of absence with the approval of the Wharton Undergraduate Division. 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 their initial date of matriculation; failure to do so may result in the student being withdrawn from the University.

To apply for a leave of absence, students must meet with an advisor in the Wharton Undergraduate Division. For more information about leaves of absence, please go to: http://spike.wharton.upenn.edu/ugrprogram/policies_forms/acad/leave.cfm.

**Transfer of Credits
After Matriculation**

The policies below apply to transferring credit after matriculation, including for study abroad courses. Some of these policies do not apply to external transfer students seeking credit for coursework done at their previous institution.

- Students who entered Penn as freshmen may take up to 4 CUs outside of the University toward their degree. This includes summer courses and courses taken prior to matriculation at Penn. Courses from Penn-approved study abroad programs do not contribute to this 4 CU limit.
- Students who entered Penn as external transfers may not take any additional courses outside the University for credit unless the credit is completed at a Penn-approved study abroad program.
- Each course must be approved by the appropriate academic department for credit BEFORE the class is taken. Whether a course is deemed eligible for transfer credit is at the discretion of the respective academic department.
- Any courses taken after matriculation must be taken during the summer unless the credit is completed at a Penn-approved study abroad program.
- Business courses can only be taken at Wharton or at a Wharton-approved study abroad program.
- Students may not transfer courses from outside Penn that were taken pass/fail and must earn a grade of C or better to be considered for credit.
- No transfer credits are accepted from any community college or two-year institutions.
- Grades from courses taken at other institutions will not be calculated into a student's Penn grade point average unless the credit is completed at a Penn-approved study abroad program.

To learn about the process and policies for external transfer students seeking credit for classes taken at their previous institution, please see http://spike.wharton.upenn.edu/ugrprogram/policies_forms/acad/transfer.cfm.



Additional Policies

- What other policies do I need to know about?
- How do I find out about financial aid?
- What should I know about computing?
- What should I know about safety and security at Penn?

**Policy on Secular
& Religious Holidays**

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

2. 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.

3. 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, Diwali, 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: Almanac, March 30, 2001; Almanac, September 7, 2010)

**Tuition, Fees and
Other Charges**

The PennBook describes policies regarding the payment of tuition, general fees, technology fees, dining arrangements, and other charges. For more information, please see: <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 satisfactory academic 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 herein.

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 student's billing account. Refer to the Leave of Absence/ Withdrawal Checklist at <http://www.sfs.upenn.edu/special-policies/policies-leave-of-absence.html> for additional information.

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

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

Withdrawal/leave within:	Percent reduction of tuition and fees:
First two weeks of class	100%
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 at <http://www.sfs.upenn.edu> for more information.

**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 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; students must submit a written request for part-time status to an academic advisor in the Wharton Undergraduate Division. Without Undergraduate Division approval, students 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

Penn is committed to increasing access to all students, regardless of their family's financial situation. Therefore, Penn practices need-blind admissions, meets 100 percent of a student's financial need, as determined by Student Financial Services (SFS), and offers loan-free aid packages.

The only way to know for students to know if they are eligible for aid is to apply. Visit the Student Financial Services website for more application instructions and deadlines, payment plans and credit options, and outside scholarship searches. *You Can Afford Penn: Just the Facts* also contains valuable information. Students can access this booklet from the SFS website in the Publications section.

If students have further questions, they can use the self-service tool, *askBEN*, available 24/7 on the SFS site. For more personalized questions, contact the SFS office at 215.898.1988 or sfsmail@sfs.upenn.edu.

Wharton Computing and Information Technology (WCIT) provides computing facilities and services for Wharton students. Computing facilities include electronic mail and file storage systems and a variety of shared computing resources, including student computer labs, group workstations, and printing facilities. Wharton Computing's user services include help with supported software, email and call-in troubleshooting, and a support website. For more information, please visit: <http://spike.wharton.upenn.edu/consult>.

**Wharton Computing
System Accounts and
Policies**

The use of Wharton School computing systems, software, and networks 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>.

Email and Web Usage

Use of the technology systems provided by Wharton School and the University of Pennsylvania is a privilege granted to students with the understanding that they will use these tools responsibly. Irresponsible use can cause privileges to be revoked.

Please note the following policies concerning the appropriate use of technology:

- Student email 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.
- Forwarding or initiating chain letters through student email is prohibited.
- On personal or club webpages, 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 any question as to whether it is proprietary, they should check first before placing it on their webpage.

For more information on the University's policies on the acceptable use of electronic resources, refer to: <http://www.upenn.edu/computing/policy/aup.html>.

Questions about the appropriate use of technology may be directed to Wharton Computing and Information Technology at support@wharton.upenn.edu.

Lockers

Lockers are available for Wharton students for each academic year and during the summer. These lockers are located on the main floor of Huntsman Hall, next to the elevator lobby. Students are notified by email 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. The Wharton Undergraduate Division coordinates locker rentals. If you have any questions about lockers, please contact 215.898.7608.

Safety and Security

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 requires that anyone in a University building between 10:00 p.m. and 7:00 a.m. must carry and display a valid Penn ID.

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.

The Division of Public Safety offers other services and resources to promote safety on campus. For more information, please visit: <http://www.publicsafety.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. More information regarding the use of the name or logo can be found on the Wharton Communications website: <http://www.wharton.upenn.edu/standards/index.cfm>.



Advising and Other Resources

- Why should I see an advisor?
- How do I make an appointment with an advisor?
- What types of advising are available?
- Who provides coordinated dual-degree program advising?
- What other resources are available to support me?

Academic Advising

Advisors in the Wharton Undergraduate Division are available to help students:

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

Incoming freshmen are assigned to a summer academic advisor to help answer questions about course selection, registration, and transitioning to Penn. Information about summer advisor assignments is included in the packet sent to incoming students via regular mail. Students are free to speak with any academic advisor in the Undergraduate Division, but they are encouraged to consult with their assigned advisor first.

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

For more information about advising in the, please visit <http://spike.wharton.upenn.edu/ugrprogram>. To make an appointment with an advisor, please call 215.898.7608 or stop by the Undergraduate Division.

Concentration Advising

Each concentration has a faculty member who serves as the concentration advisor. Concentration advisors are available to answer questions about the concentration, courses offered, and careers that fit well with the concentration. A list of concentration advisors can be found here:

http://spike.wharton.upenn.edu/ugrprogram/advising/concentrations/concentration_advisors.cfm.

Peer Advising

Students who have completed a year or more at Wharton offer valuable insight from their own experiences. Cohort directors and mentors serve as peer advisors for incoming freshmen. Their goal is to make the transition to the Wharton School and the University as smooth as possible, and students will continue to find their insight and support helpful as they progress at Wharton.

Coordinated Dual-Degree Advising

Due to the specialized nature of their academic experience, coordinated dual-degree students are encouraged to contact their program directly for advising:

- **Huntsman Program in International Studies and Business**
215.898.2058, huntsman.isb@wharton.upenn.edu
- **Jerome Fisher Program in Management and Technology**
215.898.4145, mgtech@seas.upenn.edu
- **Roy and Diana Vagelos Program in Life Sciences and Management**
215.746.3035, lsm-info@pobox.upenn.edu

Students in the **Nursing and Health Care Management Program** should contact 215.898.6687, advisor@nursing.upenn.edu (for Nursing-related questions) or 215.898.7608, advising@wharton.upenn.edu (for Wharton-related questions).

All students are encouraged to meet with their academic advisors to learn about the resources that are available to them at Wharton. You are free to explore the resources listed below on your own, but if you ever need any guidance, see your academic advisor for additional help.

Academic and Professional Resources

Career Services	http://www.vpul.upenn.edu/careerservices
Office of International Programs	http://www.upenn.edu/oip
Tutoring Center	http://www.vpul.upenn.edu/aap/tutoringCenter_home.html
Weingarten Learning Resources Center	http://www.vpul.upenn.edu/lrc

Co-Curricular Resources

African-American Resource Center	http://www.upenn.edu/aarc/index.html
Greenfield Intercultural Center (GIC)	http://www.vpul.upenn.edu/gic/index.php
La Casa Latina	http://www.vpul.upenn.edu/lacasa
Lesbian Gay Bisexual Transgender (LGBT) Center	http://www.vpul.upenn.edu/lgbtc
Makuu: Black Cultural Center	http://www.vpul.upenn.edu/makuu
Pan-Asian American Community House (PAACH)	http://www.vpul.upenn.edu/#/paach
Women’s Center	http://www.vpul.upenn.edu/pwc

Additional University Resources

College Houses and Academic Services	http://www.collegehouses.upenn.edu
Counseling and Psychological Services (CAPS)	http://www.vpul.upenn.edu/caps
Public Safety	http://www.publicsafety.upenn.edu
Student Disabilities Services	http://www.vpul.upenn.edu/lrc/sds/index.html
Student Health Services	http://www.vpul.upenn.edu/shs

SPIKE (Student Portal)

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. Students can also find up-to-date information on Undergraduate Division programs, resources, and policies on SPIKE. Visit SPIKE: <http://spike.wharton.upenn.edu>.

Wharton Reprographics

Wharton Reprographics provides printing and publishing services for Wharton students. The Computer Publishing and Art Services department can help students produce a wide range of publications including newsletters, brochures, résumés, invitations and posters. Reprographics also provides Wharton coursepacks and offers fax services. For more information about Reprographic services, please see: <http://reprographics.wharton.upenn.edu>.

**Computer Consulting
Help Desk**

Wharton's computing help desk assists students, faculty and staff in using Wharton's computer systems, software, and services. They can generally answer your questions about operating systems and software and work with you to find solutions to problems with documentation; if not, they will refer you to a specialist, to correct documentation, or to an outside resource. If you are using software not installed at the School, you should provide the documentation and, if requested, evidence of a valid software license. Computer consultants are available for walk-in service in Jon M. Huntsman Hall Room F35 or by phone at 215.898.8600. Users can also send questions for Wharton's consultants via email to consultant@wharton.upenn.edu.

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