

# UNDERGRADUATE PROGRAM



2016-2017 STUDENT HANDBOOK

## Contents

<b>Preparing for Wharton</b> .....	<b>1</b>
Advanced Placement, IB, A-Level, and Other Exams .....	1
Credit for Pre-College Courses .....	2
Placement in Economics, Math, and Foreign Language Courses .....	2
Foreign Language Placement .....	3
<b>The Curriculum: Overview</b> .....	<b>4</b>
<b>The Curriculum: Understanding the Basics</b> .....	<b>4</b>
Economics Requirement (2 CUs) .....	4
Economics (ECON) 010 .....	4
Business Economics and Public Policy (BEPP) 250 .....	4
Math Requirement (1 CU) .....	4
Math 104 .....	5
Math 110 .....	5
Leadership, Teamwork, and Communication (1 CU) .....	5
Management (MGMT) 100 .....	5
PennSTART .....	5
<b>The Curriculum: Setting the Foundation</b> .....	<b>6</b>
Business Fundamentals Requirement (9 CUs) .....	6
Accounting (ACCT) 101 and 102 .....	6
Finance (FNCE) 100 & 101 .....	6
Management (MGMT) 101 .....	6
Marketing (MKTG) 101 .....	6
Operations, Information and Decisions (OIDD) 101 .....	6
Statistics (STAT) 101 and 102 .....	6
Societal Environment Requirement (2 CUs) .....	7
Business Economics and Public Policy (BEPP) 203 .....	7
Legal Studies (LGST) 101 .....	7
Legal Studies (LGST) 210 .....	7
Organizational Environment Requirement (1 CU) .....	7
Business Economics and Public Policy (BEPP) 305 .....	7
Management (MGMT) 104 .....	7
<b>The Curriculum: Achieving Breadth and Depth</b> .....	<b>8</b>
Business Breadth Requirement (3 CUs) .....	8
Concentration Requirement (4 CUs) .....	8
Individualized Concentration .....	8
Second Concentration .....	9
<b>The Curriculum: Liberal Arts and Beyond</b> .....	<b>10</b>
Critical Writing Requirement (1 CU) .....	10
Foreign Language Competency .....	10
General Education Distribution Requirement (7 Cus) .....	11
Social Structures (At least 2 CUs) .....	11
Language, Arts & Culture (At least 2 CUs) .....	11
Science & Technology (At least 2 CUs) .....	11
Global Environment Requirement (3 CUs) .....	12
Other Electives (5 CUs) .....	13
Non-Business (2 CUs) .....	13
Unrestricted (3 CUs) .....	13
<b>Academic Planning Worksheet</b> .....	<b>14</b>
<b>Registering for Classes</b> .....	<b>15</b>
Penn InTouch .....	15

Academic Calendar .....	15
<b>Academic Opportunities .....</b>	<b>15</b>
Coordinated Dual-Degree Programs .....	15
Dual Degrees .....	15
Independent Study .....	16
MBA, JD, and PhD Submatriculation .....	16
Minors .....	16
Research & Scholars Programs .....	16
Study Abroad and International Experiences .....	17
Semester-Long Programs .....	17
Summer Abroad Programs .....	17
Wharton Global Modular Courses (GMCs) .....	17
Wharton International Program (WIP) .....	18
<b>Academic Policies .....</b>	<b>18</b>
Wharton Academic Policies .....	18
Academic Requirements .....	18
Academic Progression .....	18
Academic Standing .....	18
Class Attendance .....	19
Examinations .....	19
Course Policies .....	19
Grade-Related Policies .....	20
Internal Transfer .....	22
Leave of Absence .....	22
Transfer of Credits after Matriculation .....	22
Code of Academic Integrity of the University of Pennsylvania .....	23
Policy on Secular & Religious Holidays .....	24
<b>Additional Policies .....</b>	<b>25</b>
Code of Student Conduct of the University of Pennsylvania .....	25
Guidelines on Open Expression .....	26
Financial Policies and Procedures .....	26
Tuition, Fees and Other Charges .....	26
Leave of Absence/Withdrawal—Reduction of Tuition and Fees .....	26
Course Load Effect on Billing and Financial Aid .....	27
Part-Time Status for Seniors .....	27
Financial Aid .....	27
Safety and Security .....	27
Use of the Wharton Name and Logo .....	28
Wharton Computing System Accounts and Policies .....	28
Email and Web Usage .....	28
<b>Academic Advising .....</b>	<b>29</b>
Academic Advising .....	29
Concentration Advising .....	29
Coordinated Dual-Degree Advising .....	29
<b>Resources .....</b>	<b>30</b>
Academic and Professional Resources .....	30
Co-Curricular Resources .....	30
Additional Resources .....	30

# PREPARING FOR WHARTON

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## ADVANCED PLACEMENT, IB, A-LEVEL, AND OTHER EXAMS

The Office of the University Registrar coordinates the posting of all AP credits for incoming freshmen. For help regarding AP and pre-college coursework credits, visit the office in Room 221, Franklin Building.

The Office of Undergraduate Admissions reviews and awards advanced placement credit on a case-by-case basis for:

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

For a list of credit given for AP and IB exams, please go to: [www.admissions.upenn.edu/apply/freshman-admission/ap-ib-and-pre-college-credit](http://www.admissions.upenn.edu/apply/freshman-admission/ap-ib-and-pre-college-credit).

For help regarding advanced standing (A Levels, IB, etc.), please contact the Office of Undergraduate Admissions Transfer Credit Coordinator, at 215.898.7507.

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
Computer Science A	Science & Technology
Economics Micro	ECON 10 if student also has a waiver or credit for ECON 002
Economics Macro	ECON 10 if student also has a waiver or credit for ECON 001
Computer Science AB	Science & Technology
French Language	Language, Arts & Culture
French Literature	Language, Arts & Culture AND Global Environment
German Language	Language, Arts & Culture
Italian Language & Culture	Language, Arts & Culture
Latin	Language, Arts & Culture
Math BC	MATH 104 or 110
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 Environment
Statistics	STAT 101 (appears as STAT 111 waiver on transcript)

## 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 (no distance-learning courses)
- 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 the Transfer Credit Coordinator in Penn’s Office of Undergraduate Admissions (215.898.7507 or [info@admissions.upenn.edu](mailto:info@admissions.upenn.edu)).
- Log in to the External Course Approval Tool (XCAT) at [www.sas.upenn.edu/computing/xcat](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).

## PLACEMENT IN ECONOMICS, MATH, AND FOREIGN LANGUAGE COURSES

### 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 and Math 110 assume 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 without this background should consider taking MATH 103. MATH 104 or 110 can then be taken in a subsequent semester.

## 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: [secure.www.upenn.edu/nso/](http://secure.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
<b>French</b>	Under 380	110
	380 – 440	121
	450 – 540	130
	550 – 640	140
	650+	Exempt
<b>German</b>	Under 350	101
	350 – 440	102
	450 – 540	103
	550 – 640	104
	650+	Exempt
<b>Hebrew</b>	700+	Exempt
<b>Italian</b>	Under 380	110
	380 – 440	120
	450 – 540	130
	550 – 640	140
	650+	Exempt
<b>Japanese</b>	Students who score 650+ may satisfy the language requirement upon demonstration of oral proficiency.	
<b>Latin</b>	Under 450	101
	450 – 540	102
	550 – 590	203
	600 – 640	204
	650+	Exempt
<b>Russian</b>	Under 350	001
	350 – 440	002
	450 – 540	003
	550 – 640	004
	650+	Exempt
<b>Spanish</b>	Under 380	120
	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. Contact the department directly for more information.



## THE CURRICULUM: OVERVIEW

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At Wharton, undergraduate students are required to gain both *breadth* and *depth* of knowledge through their academic coursework. With 60 percent of their classes taken at Wharton and 40 percent taken elsewhere within the University of Pennsylvania, students are given the flexibility to pursue varied academic interests and expected to achieve a firm grasp of both business and liberal arts.

Detailed information about all of the requirements is included the following sections of the handbook. While the course descriptions include information about recommended or typical course timing, 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 coordinated dual-degree or dual-degree program will also affect a student's schedule.

It is important to meet with an academic advisor each semester to discuss your interests and academic plans.

## THE CURRICULUM: UNDERSTANDING THE BASICS

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Freshman year is dedicated to understanding economics and leadership while studying liberal arts to create a well-rounded student experience. In addition to completing PennSTART and taking Management 100, students typically complete their Economics & Math and [Critical Writing](#) requirements while taking coursework in the liberal arts and sciences that count toward the [General Education](#), [Global Environment](#), and/or [Foreign Language Competency](#) requirements.

### ECONOMICS REQUIREMENT (2 CUs)\*

#### Economics (ECON) 010

ECON 010: Introduction to Economics for Business covers introductory microeconomics and macroeconomics and should be taken in the fall of freshman year. Please refer to [page 2](#) for information on advanced placement credit in economics.

#### Business Economics and Public Policy (BEPP) 250

BEPP 250: Managerial Economics introduces students to managerial economics, the application of microeconomic theory to management problems.

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

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

### MATH REQUIREMENT (1 CU)

Any 1 of these 2 CUs will fulfill the requirement

Both MATH 104 and Math 110 assume that students have had the equivalent of AB calculus in high school and are

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\* 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).

familiar with concepts through applications of differentiation and basic integration techniques.

### **Math 104**

MATH 104: Calculus I starts with a brief review of AB calculus and then covers applications of integrals, transcendental functions, methods of integration, infinite series, Taylor's theorem, and the use of symbolic manipulation and graphics software in calculus.

MATH 104 is recommended for Engineering dual-degree students, students who are interested in pursuing Statistics or Actuarial Science concentrations or quantitative minors such as math, or any student who plans to take MATH 114.

### **Math 110**

MATH 110: Calculus for Wharton Students is designed to provide the tools for application of mathematics to business and other areas outside of the science and engineering fields. As such it covers a selection of topics from AB calculus (Math 103), BC calculus (Math 104) and multivariate calculus (Math 114).

Math 110 excludes topics such as geometric integrals (normally taught in Math 104) while including multivariate optimization (normally taught in Math 114) and an in-depth coverage of some topics from Math 103 that are often not well understood by students who have taken AB calculus.

MATH 110 is recommended for Wharton students who are interested in pursuing more qualitative concentrations.

See [pages 1 and 2](#) for more information on the math requirement and advanced placement credit in math.

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

## **LEADERSHIP, TEAMWORK, AND COMMUNICATION (1 CU)**

### **Management (MGMT) 100**

MGMT 100: Leadership and Communication in Groups is designed to increase students' understanding of leadership and communication in teams and help build skills that are necessary for professional success. 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.

## **PENNSTART**

PennSTART is a simulation of your first semester at Wharton. You will encounter tasks and challenges that students typically face as they transition to college. As you manage these decisions, you can monitor their impact on your academic performance, interpersonal relationships, and health and wellness. Anticipating challenges, adjusting to strategies that don't work, and persisting with approaches that do work are the keys to success in both the game and in college.

All students must complete PennStart by June 30 or will have a registration hold put on their account.



# THE CURRICULUM: SETTING THE FOUNDATION

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As early as freshman year, students begin to acquire a solid foundation of business knowledge by taking a comprehensive set of courses in business fundamentals, often referred to as “the core.”

Through all four years, students take courses that examine business from external (e.g., legal and public policy) and internal (e.g., human resources and risk management) perspectives in order to develop a comprehensive understanding of business in context. These courses fall into the [Organizational Environment](#) and [Societal Environment](#) requirements.

## **BUSINESS FUNDAMENTALS REQUIREMENT (9 CUs)**

### **Accounting (ACCT) 101 and 102**

ACCT 101 and 102: Principles of Accounting focus on financial and managerial accounting and 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.

### **Finance (FNCE) 100 & 101**

FNCE 100: Corporate Finance introduces the theory and methods that are relevant for financial decisions made by firms. FNCE 101: Monetary Economics and the Global Economy is an intermediate-level course about macroeconomics and the global economy. Both courses have prerequisites 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**

MGMT 101: Introduction to Management 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**

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

### **Operations, Information and Decisions (OIDD) 101**

OIDD 101: Introduction to Operations, Information and Decisions explores a variety of common quantitative modeling problems that arise frequently in business settings, and discusses how they can be formally modeled and solved with a combination of business insight and computer-based tools. Many students take OIDD 101 in the spring semester of their freshman year.

### **Statistics (STAT) 101 and 102**

Two semesters of Introductory Business Statistics are required after completion of MATH 104 or 110. First-year students who have completed MATH 104 or 110 may enroll in STAT 101. Students who have an AP credit or a waiver for STAT 111 may enroll in STAT 102 upon completion of MATH 104 or 110.

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,

- Have a strong interest in mathematics,
- Are concentrating in actuarial science or statistics, and/or
- Are enrolled in a dual-degree program with the School of Engineering and Applied Science.

Please note that dual-degree students majoring in SSE (Systems Science Engineering) and EE (Electrical Engineering) must take ESE 301 and ESE 302.

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

## **SOCIETAL ENVIRONMENT REQUIREMENT (2 CUs)**

Any 2 of these 3 CUs will fulfill the requirement

### **Business Economics and Public Policy (BEPP) 203**

BEPP 203: Business in the Global Political Environment 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. Prerequisites: ECON 1 or equivalent

### **Legal Studies (LGST) 101**

LGST 101: Introduction to Law and Legal Process considers basic concepts of law and legal process in the United States and other legal systems and introduces the fundamentals of rigorous legal analysis.

### **Legal Studies (LGST) 210**

LGST 210: Corporate Responsibility and Ethics explores business responsibility from rival theoretical and managerial perspectives. Its focus includes theories of ethics and their application to case studies in business.

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

## **ORGANIZATIONAL ENVIRONMENT REQUIREMENT (1 CU)**

Any 1 of these 2 CUs will fulfill the requirement

### **Business Economics and Public Policy (BEPP) 305**

BEPP 305: Risk Management 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).

### **Management (MGMT) 104**

MGMT 104: Industrial Relations and Human Resource Management 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. Prerequisites: MGMT 100 and MGMT 101

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

## THE CURRICULUM: ACHIEVING BREADTH AND DEPTH

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All students graduate from Wharton with a bachelor of science in economics. However, each student is required to choose a concentration, which consists of four upper-level courses that explore a particular area of business more thoroughly, and complete three “business breadth” courses, which are upper-level Wharton courses that are outside the student’s primary area of concentration.

Concentration and business breadth requirements are typically fulfilled during the third and fourth years of study. Students also spend this time taking classes toward minors, studying abroad, and fulfilling any remaining curricular requirements.

### **BUSINESS BREADTH REQUIREMENT (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 REQUIREMENT (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.

Students can declare a concentration from the end of the sophomore year to the beginning of senior 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: [undergrad-inside.wharton.upenn.edu/concentrations](http://undergrad-inside.wharton.upenn.edu/concentrations)

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: Concentration courses must be taken at the University of Pennsylvania and may *not* be taken pass/fail. Students must earn at least a 2.5 GPA in the four courses counted toward their concentration(s).

### **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:  
[undergrad-inside.wharton.upenn.edu/concentrations/individualized](http://undergrad-inside.wharton.upenn.edu/concentrations/individualized)

### **Second Concentration**

Students can complete more than one concentration. In most cases, students use their three Unrestricted Electives to take courses toward 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.

# THE CURRICULUM: LIBERAL ARTS AND BEYOND

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## CRITICAL WRITING REQUIREMENT (1 CU)

Critical Writing Seminars are available in a variety of disciplines, such as English, philosophy, and history. Students can consult [writing.upenn.edu/critical](http://writing.upenn.edu/critical) for a list of Critical Writing Seminars. Students are strongly encouraged to take a Critical Writing Seminar freshman year.

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.

## FOREIGN LANGUAGE COMPETENCY

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 3](#) 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 the Undergraduate Division has a record of the fulfillment of the language requirement. Students cannot graduate without satisfying the foreign language competency requirement.

Wharton students are permitted to take language courses pass/fail, but students should be sure to review the pass/fail policy on [page 22](#) for certain restrictions.

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\* Most competency sequences consist of four semesters of language courses. Please refer to the respective language department's website for competency sequences.

## GENERAL EDUCATION DISTRIBUTION REQUIREMENT (7 CUs)

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 is 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 22](#) for more information on the pass/fail policy.

NOTE: Students in the Management and Technology, Nursing and Healthcare Management, and Life Sciences and 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)\*

## GLOBAL ENVIRONMENT REQUIREMENT (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
- Internationally focused Freshman Seminars, which provide an excellent introduction to academic life at Penn. For more information about Freshman Seminars, please see: [www.college.upenn.edu/freshman-seminars](http://www.college.upenn.edu/freshman-seminars)

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:

[undergrad-inside.wharton.upenn.edu/course-search](http://undergrad-inside.wharton.upenn.edu/course-search)

NOTE: Students in the Management and Technology, Nursing and Healthcare Management, and Life Sciences and Management coordinated dual-degree programs may only take Social Structures or Language, Arts & Culture courses to fulfill the Global Environment requirement.

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

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)

## **OTHER ELECTIVES (5 CUs)**

### **Non-Business (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 or concentration.

### **Unrestricted (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.

# ACADEMIC PLANNING WORKSHEET

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## Requirements for the BS in Economics

37 Course Units (CUs)\* Required

### Economics & Math Requirements (3 CUs)

- ECON 010
- BEPP 250
- MATH 104 or MATH 110

### Leadership (1 CU)

- MGMT 100

### Critical Writing Requirement (1 CU)

- \_\_\_\_\_

### Business Fundamentals (9 CUs)

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

### Societal Environment (2 CUs)

- BEPP 203
- LGST 101
- LGST 210

### Organizational Environment (1 CU)

- BEPP 305
- MGMT 104

### Business Breadth (3 CUs)

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

### Concentration (4 CUs)

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

### General Education Distribution (7 CUs)<sup>†</sup>

- Social Structures (2 CUs)*
- \_\_\_\_\_
  - \_\_\_\_\_

### Lang., Arts, & Culture (2 CUs)

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

### Science & Technology (2 CUs)

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

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

- \_\_\_\_\_

### Global Environment (3 CUs)

2 can double-count with Gen. Ed. Distribution courses

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

### Unrestricted Electives (3 CUs)

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

### Non-Business Electives (2 CUs)

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

### Additional Requirements

- Foreign Language Competency
- PennSTART (class of 2014 and on)

### Extra Courses (not required)

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

### Recommended (not required)

- Academic Research
- Capstone
- International Experience
- Minor
- Social Impact Project

Note: To create personalized academic planning worksheets, students should log in to Penn InTouch at [medley.isc-seo.upenn.edu/penn\\_portal/intouch/splash.html](http://medley.isc-seo.upenn.edu/penn_portal/intouch/splash.html).

\* 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.

# REGISTERING FOR CLASSES

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## PENN INTOUCH

All students register for courses via Penn InTouch, Penn's online registration system, at the following site: [medley.isc-seo.upenn.edu/penn\\_portal/intouch/splash.html](http://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.

Links to the current Course Timetable (day and time schedule of courses), Course Register (course descriptions), grading information, transcript request information, academic calendar, Penn Course Review, and other planning resources can be found at [www.upenn.edu/registrar](http://www.upenn.edu/registrar).

## ACADEMIC CALENDAR

The academic calendar can be found at: [www.upenn.edu/almanac/3yearcal.html](http://www.upenn.edu/almanac/3yearcal.html).

# ACADEMIC OPPORTUNITIES

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## 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. If the following coordinated dual-degree programs have space, however, interested students can apply after their first year of study at Penn:

- Roy and Diana Vagelos Program in Life Sciences and Management  
[www.upenn.edu/lsm](http://www.upenn.edu/lsm)
- Jerome Fisher Program in Management & Technology  
[www.upenn.edu/fisher](http://www.upenn.edu/fisher)
- Nursing & Health Care Management Program  
[www.nursing.upenn.edu/students/advising/DualDegrees/NHCM/](http://www.nursing.upenn.edu/students/advising/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.

## 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. Exceptions are considered via petition on a case-by-case basis.
- 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:

[undergrad-inside.wharton.upenn.edu/independent-study](https://undergrad-inside.wharton.upenn.edu/independent-study)

## 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: [undergrad-inside.wharton.upenn.edu/submatriculation](https://undergrad-inside.wharton.upenn.edu/submatriculation)

## 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: [undergrad-inside.wharton.upenn.edu/minors](https://undergrad-inside.wharton.upenn.edu/minors)

## RESEARCH & SCHOLARS PROGRAMS

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. To learn more, please go to: [undergrad-inside.wharton.upenn.edu/research](https://undergrad-inside.wharton.upenn.edu/research).

## STUDY ABROAD AND INTERNATIONAL EXPERIENCES

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 most of the Business Fundamentals required courses (specific fundamental courses depend upon 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 primary opportunities for Wharton students to participate in international study.

### Semester-Long Programs

#### *Wharton-Approved Study Abroad Programs*

On 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 go to: [undergrad-inside.wharton.upenn.edu/study-abroad](http://undergrad-inside.wharton.upenn.edu/study-abroad)

#### *College-Approved Study Abroad Programs*

On 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, please go to: [global.upenn.edu/pennabroad](http://global.upenn.edu/pennabroad).

### Summer Abroad Programs

#### *Penn Summer Abroad Programs*

During the summer, students are eligible to go on a variety of Penn programs. For more information about these programs, please go to: [www.sas.upenn.edu/summer/locations/abroad](http://www.sas.upenn.edu/summer/locations/abroad).

#### *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 22](#)). No credit will be granted for business courses taken during summer study abroad.

### Wharton Global Modular Courses (GMCs)

GMCs are designed to expose students to a combination of local immersion, course concepts and emerging business issues. The topics and locations of these courses are chosen to give students firsthand exposure to business challenges and opportunities in regions undergoing rapid change, e.g., energy and infrastructure in Brazil, global supply chain management in China. In addition, GMCs enable students to work across degree programs (undergraduate, full-time MBA and WEMBA) and schools (with students from host institutions). To learn more about GMCs, please go to: [global.wharton.upenn.edu/organization/global-modular-courses](http://global.wharton.upenn.edu/organization/global-modular-courses)



## 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 go to: [undergrad-inside.wharton.upenn.edu/wip](http://undergrad-inside.wharton.upenn.edu/wip)

# ACADEMIC POLICIES

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## WHARTON ACADEMIC POLICIES

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: [undergrad-inside.wharton.upenn.edu/academic-policies](http://undergrad-inside.wharton.upenn.edu/academic-policies)

### 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 29](#)).

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 cleared from the record.
- 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 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 any academic year

For information on academic progression, please see: [undergrad-inside.wharton.upenn.edu/academic-progression](http://undergrad-inside.wharton.upenn.edu/academic-progression)

### Academic Standing

At the end of every semester, the Academic Standing Committee reviews the performance of all Wharton undergraduates and assesses their academic standing.

Students who fall below the school's standards for satisfactory academic progression and standing will be subject to sanctions that may include: a reduced course load, a minimum GPA 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 standards for progress, please visit [undergrad-inside.wharton.upenn.edu/academic-policies](http://undergrad-inside.wharton.upenn.edu/academic-policies) and click on "Academic Standing."

### **Class Attendance**

Students are expected to attend all classes for all courses. Class should take precedence over all other engagements. Faculty will determine the number of absences permitted in each class, and non-attendance or frequent absences may result in a failing grade. Students should refer to their syllabi for course-specific absence policies.

Students who must miss class at any point during the semester should notify the course instructor as soon as possible via the Course Absence Report (CAR) system. It is the student's responsibility to find out what course work and content was missed and to catch up in a timely manner. For information on the CAR system, please see: [undergrad-inside.wharton.upenn.edu/attendance](http://undergrad-inside.wharton.upenn.edu/attendance)

### **Examinations**

*Midterm Examinations:* Students who miss a midterm examination may take a postponed exam only with the approval of the instructor in charge of the course. For the University's policy on common midterm examinations, please refer to [provost.upenn.edu/policies/pennbook/2013/02/13/policy-on-common-midterm-examinations](http://provost.upenn.edu/policies/pennbook/2013/02/13/policy-on-common-midterm-examinations).

*Final Examinations:* 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: [www.upenn.edu/registrar/](http://www.upenn.edu/registrar/). Students may not take final exams at times other than those specified. For rules governing exams, please refer to: [provost.upenn.edu/policies/pennbook/2013/02/13/rules-governing-final-examinations](http://provost.upenn.edu/policies/pennbook/2013/02/13/rules-governing-final-examinations)

### **Course Policies**

#### *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.

#### *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 and academic progression, among other areas. Please refer to [page 27](#) 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 or the Petitions Committee in the Undergraduate Division. Semester overloads are considered on a case-by-case basis. Eligibility is determined, in part, by evaluating a student's consistent academic progress, history of quality grades, and demonstrated rationale for achieving an approved academic plan.

### *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 below 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.

### *Retaking Courses*

Students cannot retake 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.

### *Withdrawing from a Course*

Students may drop a course with no notation on their transcript through 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.

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.

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.

## **Grade-Related Policies**

### *General*

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.

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-.

### *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](#) below for restrictions on the use of pass/fail courses in the curriculum.

### *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 3.70 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.

### *Failing*

An F in a course will permanently remain on the transcript and will be factored in when calculating a student's cumulative GPA. 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. If a 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.

### *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.

### *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 have received a sanction of probation or greater for a violation of the [Code of Academic Integrity](#), the [Code of Student Conduct](#), or the [Sexual Violence, Relationship Violence, and Stalking Policy](#) are not eligible for graduation honors. Notation of graduation honors will be removed from the transcript if the finding occurs after this honor has been posted.

### *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. For information on incomplete grades, please see: [undergrad-inside.wharton.upenn.edu/incomplete](http://undergrad-inside.wharton.upenn.edu/incomplete)

#### *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 count toward 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.
- Wharton students cannot take a course pass/fail in their first semester at Penn.
- Students may take no more than one course pass/fail in a given semester, with the exception of seniors in their final semester, 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 as 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.

#### **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.

#### **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 Penn transfer credit for courses given by another institution while on leave of absence. In addition, students must complete all baccalaureate 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: [undergrad-inside.wharton.upenn.edu/leave](http://undergrad-inside.wharton.upenn.edu/leave)

#### **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 on 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 on a Penn-approved study abroad program.
- Business courses can only be taken at Wharton or on 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 on 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: [undergrad-inside.wharton.upenn.edu/transfer-credits](https://undergrad-inside.wharton.upenn.edu/transfer-credits)

## CODE OF ACADEMIC INTEGRITY OF THE UNIVERSITY OF PENNSYLVANIA

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

### Academic Dishonesty Definitions

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

**A. Cheating:** using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids. *Example:* using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade, etc.

**B. Plagiarism:** using the ideas, data, or language of another without specific or proper acknowledgment. *Example:* copying another person's paper, article, or computer work and submitting it for an assignment, 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/her 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)*

## **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 Atzeret 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)*

# ADDITIONAL POLICIES

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## CODE OF STUDENT CONDUCT OF THE UNIVERSITY OF PENNSYLVANIA

### I. Preamble

When Benjamin Franklin founded the Pennsylvania Academy, he defined its mission as “education for citizenship.” In pursuit of this mission, the University of Pennsylvania is committed to achieving academic excellence, to creating an environment for inquiry and learning, and to cultivating responsible citizenship in the larger society. The University of Pennsylvania is a community in which intellectual growth, learning from others, mutual tolerance, and respect for freedom of thought and expression are principles of paramount importance. In an environment that promotes the free interchange of ideas, cultural and intellectual diversity, and a wealth of social opportunities, Penn students take advantage of the academic and non-academic opportunities available to them, deepening their intellectual insights through formal instruction, and expanding their educational experience beyond their academic programs. Members of the Penn community participate actively in the greater Philadelphia, state, national, and international communities in which they reside. "Citizens" of the University community include students, faculty, staff and those otherwise affiliated with the University.

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

### II. Rights of student citizenship

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

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

### III. Responsibilities of student citizenship

Students are expected to exhibit responsible behavior regardless of time or place. Failure to do so may result in disciplinary action by the University. Responsible behavior is a standard of conduct which reflects higher expectations than may be prevalent outside the University community. Responsible behavior includes but is not limited to the following obligations:

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

*(Source: Office of the President, 1994)*

## **GUIDELINES ON OPEN EXPRESSION**

For information regarding the University of Pennsylvania's guidelines on open expression, please refer to: [provost.upenn.edu/policies/pennbook/2013/02/15/guidelines-on-open-expression](http://provost.upenn.edu/policies/pennbook/2013/02/15/guidelines-on-open-expression)

## **FINANCIAL POLICIES AND PROCEDURES**

### **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: [provost.upenn.edu/policies/pennbook](http://provost.upenn.edu/policies/pennbook)

### **Leave of Absence/Withdrawal—Reduction of Tuition and Fees**

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 [www.sfs.upenn.edu/special-polices/policies-leave-of-absence.html](http://www.sfs.upenn.edu/special-polices/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:

<b>Withdrawal/leave within:</b>	<b>Percent reduction of tuition and fees:</b>
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. For more information students should contact Student Financial Services at: [www.sfs.upenn.edu/special-polices/policies-leave-of-absence.html](http://www.sfs.upenn.edu/special-polices/policies-leave-of-absence.html).

### **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.

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 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. Further instructions are provided as part of the graduation check-out process conducted during the fall semester of the senior year. 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 for students to know if they are eligible for aid is to apply. Visit the Student Financial Services website at [www.sfs.upenn.edu](http://www.sfs.upenn.edu) for 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.

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](mailto:sfsmail@sfs.upenn.edu).

## **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 card upon entering any 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 card.

The blue-light emergency telephones across 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: [www.publicsafety.upenn.edu](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:

[standards.wharton.upenn.edu/](http://standards.wharton.upenn.edu/)

## **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 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: [www.upenn.edu/computing/policy/aup.html](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:

[www.upenn.edu/computing/policy/aup.html](http://www.upenn.edu/computing/policy/aup.html)

Questions about the appropriate use of technology may be directed to [support@wharton.upenn.edu](mailto:support@wharton.upenn.edu).

# ACADEMIC ADVISING

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## ACADEMIC ADVISING

The goal of the Wharton Undergraduate Division academic advising team is to help students make informed decisions about their educational plans and professional/life goals that are consistent with their interests, abilities, and values. Advisors in the Wharton Undergraduate Division strive to:

- **Engage** you in the process of reflection and decision making;
- **Educate** you about what you need to know to grow and develop as a student;
- **Empower** you to take full responsibility for your academic decisions and plans, and get the most out of your university experience.

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 in this handbook on your own, but if you ever need any guidance, see your academic advisor for additional help.

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

For more information about advising and to schedule an appointment, please visit:

[undergrad-inside.wharton.upenn.edu/advising](http://undergrad-inside.wharton.upenn.edu/advising)

## 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:

[undergrad-inside.wharton.upenn.edu/concentration-advisors](http://undergrad-inside.wharton.upenn.edu/concentration-advisors)

## 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](mailto:huntsman.isb@wharton.upenn.edu)
- **Jerome Fisher Program in Management and Technology**  
215.898.4145, [mgtech@seas.upenn.edu](mailto:mgtech@seas.upenn.edu)
- **Roy and Diana Vagelos Program in Life Sciences and Management**  
215.746.3035, [lsm-info@pobox.upenn.edu](mailto:lsm-info@pobox.upenn.edu)
- **Nursing and Health Care Management Program**  
215.898.6687, [advisor@nursing.upenn.edu](mailto:advisor@nursing.upenn.edu) (for Nursing-related questions)  
215.898.7608, [advising@wharton.upenn.edu](mailto:advising@wharton.upenn.edu) (for Wharton-related questions)



## RESOURCES

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Have a question? Start with Undergrad Inside, your 24/7 portal to the Wharton undergraduate web world. You can find information on Wharton events and initiatives, reserve study space, and link to other Wharton and University services and resources, among other functions. You can also find up-to-date information on Undergraduate Division programs, resources, and policies. Start your exploration at [undergrad-inside.wharton.upenn.edu](http://undergrad-inside.wharton.upenn.edu).

### ACADEMIC AND PROFESSIONAL RESOURCES

Academic Calendar	<a href="http://www.upenn.edu/almanac/3yearcal.html">www.upenn.edu/almanac/3yearcal.html</a>
Career Services	<a href="http://www.vpul.upenn.edu/careerservices">www.vpul.upenn.edu/careerservices</a>
Penn Global (Penn Abroad, ISSS, etc.)	<a href="http://global.upenn.edu/">global.upenn.edu/</a>
Office of the University Registrar	<a href="http://www.upenn.edu/registrar/">www.upenn.edu/registrar/</a>
Penn InTouch	<a href="http://www.upenn.edu/pennintouch">www.upenn.edu/pennintouch</a>
Tutoring Center	<a href="http://www.vpul.upenn.edu/tutoring/">www.vpul.upenn.edu/tutoring/</a>
Weingarten Learning Resources Center	<a href="http://www.vpul.upenn.edu/lrc">www.vpul.upenn.edu/lrc</a>
Writing Center	<a href="http://writing.upenn.edu/critical/writing_center/">writing.upenn.edu/critical/writing_center/</a>

### CO-CURRICULAR RESOURCES

African-American Resource Center	<a href="http://www.upenn.edu/aarc/index.html">www.upenn.edu/aarc/index.html</a>
Campus Express	<a href="http://www.campusexpress.upenn.edu/">www.campusexpress.upenn.edu/</a>
Greenfield Intercultural Center (GIC)	<a href="http://www.vpul.upenn.edu/gic/">www.vpul.upenn.edu/gic/</a>
La Casa Latina	<a href="http://www.vpul.upenn.edu/lacasa">www.vpul.upenn.edu/lacasa</a>
Lesbian Gay Bisexual Transgender (LGBT) Center	<a href="http://www.vpul.upenn.edu/lgbtc">www.vpul.upenn.edu/lgbtc</a>
Makuu: Black Cultural Center	<a href="http://www.vpul.upenn.edu/makuu">www.vpul.upenn.edu/makuu</a>
Pan-Asian American Community House (PAACH)	<a href="http://www.vpul.upenn.edu/paach/">www.vpul.upenn.edu/paach/</a>
Wharton Student Life	<a href="http://undergrad-inside.wharton.upenn.edu/student-life">undergrad-inside.wharton.upenn.edu/student-life</a>
Women's Center	<a href="http://www.vpul.upenn.edu/pwc">www.vpul.upenn.edu/pwc</a>

### ADDITIONAL RESOURCES

College Houses and Academic Services	<a href="http://www.collegehouses.upenn.edu">www.collegehouses.upenn.edu</a>
Counseling and Psychological Services (CAPS)	<a href="http://www.vpul.upenn.edu/caps">www.vpul.upenn.edu/caps</a>
Public Safety	<a href="http://www.publicsafety.upenn.edu">www.publicsafety.upenn.edu</a>
Student Disabilities Services	<a href="http://www.vpul.upenn.edu/lrc/sds/">www.vpul.upenn.edu/lrc/sds/</a>
Student Financial Services	<a href="http://www.sfs.upenn.edu/">www.sfs.upenn.edu/</a>
Student Health Services	<a href="http://www.vpul.upenn.edu/shs">www.vpul.upenn.edu/shs</a>
Wharton Computing Support Center	<a href="http://spike.wharton.upenn.edu/support/">spike.wharton.upenn.edu/support/</a>

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