



# UNDERGRADUATE PROGRAM 2021-2022 STUDENT HANDBOOK



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# PREPARING FOR WHARTON

## EXTERNAL EXAM CREDIT AND WAIVERS

These policies are in effect for students entering in fall 2021. They remain under ongoing review by the faculty of the University and are subject to change without notice.

The University of Pennsylvania may award credit or waivers (advanced course standing) to students who have taken Advanced Placement, International Baccalaureate, or other internationally recognized examinations. Scores warranting University credit vary by department.

- Matriculating students seeking credit for **Advanced Placement (AP)** exams must have official score reports sent directly to the [Office of the University Registrar](#) by The College Board.
- Matriculating students seeking credit for **International Baccalaureate (IB)** exams must have official score reports sent directly to the [Penn Admissions](#) by the International Baccalaureate Organization.
- Matriculating students seeking credit for **GCE A-Level** exams must bring their original A-Level certificates to the [Penn Admissions](#) in order to have their scores evaluated for credit.
- Matriculating students seeking [foreign language placement](#) or fulfillment with **SAT Subject exams** must have official score reports sent to the [Penn Admissions](#) by The College Board. Scores included in your application to Penn do not need to be resent.

The charts below provide guidance on how external exam scores, credits, and waivers can be applied to *Wharton requirements*. A full list of AP, IB, and GCE A-Level exam credits and waivers can be found on the [Penn Admissions website](#). Note that credits from language and other exams or that do not count toward a specified Wharton requirement or only fulfill the language requirement can be used to satisfy the unrestricted-elective requirement.

AP EXAM/SUBJECT	SCORE	AWARD	WHARTON REQUIREMENT
AP Economics – Micro	5	ECON 001 waiver	ECON 010 (if student also has a waiver or credit for ECON 002)
AP Economics – Macro	5	ECON 002 waiver	ECON 010 (if student also has a waiver or credit for ECON 001)
AP French Language	5	French 202 (1 CU)	Fulfills language requirement
AP French Language	3, 4	No credit	Fulfills language requirement
AP French Literature	5	French 212 (1 CU)	Fulfills language requirement
AP French Literature	4	No credit	Fulfills language requirement
AP German Language	5	German 104 (1 CU)	Fulfills language requirement
AP Italian Language & Culture	5	ITAL 201 (1 CU)	Fulfills language requirement
AP Italian Language & Culture	3, 4	No credit	Fulfills language requirement
AP Latin/Latin- Literature/Latin-Vergil	5	Latin 204 (1 CU)	Fulfills language requirement
AP Latin/Latin- Literature/Latin-Vergil	4	No credit	Fulfills language requirement
AP Math BC	5	MATH 104 (1 CU)	MATH 104/110
AP Spanish Language	5	Spanish 202 (1 CU)	Fulfills language requirement
AP Spanish Language	3, 4	No credit	Fulfills language requirement
AP Spanish Literature	5	Spanish 212 (1 CU)	Fulfills language requirement
AP Spanish Literature	3, 4	No credit	Fulfills language requirement
AP Statistics	5	STAT 101/111 waiver	STAT 101

IB EXAM/SUBJECT	SCORE	AWARD	REQUIREMENT
IB Economics	7, 6	ECON 001 and 002 waiver	ECON 010
IB French A	7, 6, 5	French 212 or 202 (1 CU)	Fulfills language requirement
IB French B	7, 6	French 202 (1 CU)	Fulfills language requirement
IB German A	7, 6, 5, 4	German 203 (1 CU)	Fulfills language requirement
IB German B	7, 6	German 203 (1 CU)	Fulfills language requirement
IB German B	5, 4	German 104 (1 CU)	Fulfills language requirement
IB Latin	7	Latin 204 (1 CU)	Fulfills language requirement
IB Latin	6	No credit	Fulfills language requirement
IB Spanish A	7, 6, 5	Spanish 212 or 202 (1 CU)	Fulfills language requirement
IB Spanish B	7, 6	Spanish 202 (1 CU)	Fulfills language requirement

GCE EXAM/SUBJECT	SCORE	AWARD	REQUIREMENT
GCE Advanced (A) Level Economics	A* or A	ECON 001 and 002 waiver	ECON 010
GCE Advanced (A) Level Greek	A* or A	Greek 204 (1 CU)	Fulfills language requirement
GCE Advanced (A) Level Greek	B	No credit	Fulfills language requirement
GCE Advanced (A) Level Latin	A* or A	Latin 204 (1 CU)	Fulfills language requirement
GCE Advanced (A) Level Latin	B	No credit	Fulfills language requirement

SAT Subject	Score	Register for
<b>French</b>	Under 380 380 – 440 450 or above	FREN 110 FREN 121 Fulfills Requirement
<b>German</b>	Under 350 350 – 440 450 or above	GRMN 101 GRMN 102 Fulfills Requirement
<b>Hebrew</b>	Under 700 700 or above	Take the department placement exam Fulfills Requirement
<b>Italian</b>	Under 380 380 – 440 450 or above	ITAL 110 ITAL 120 Fulfills Requirement
<b>Japanese</b>	Students who score 450 or above may fulfill the language requirement	
<b>Latin</b>	Under 450 450 – 540 550 or above	LATN 101 LATN 102 Fulfills Requirement
<b>Russian</b>	Under 350 350 – 440 450 or above	RUSS 001 RUSS 002 Fulfills Requirement
<b>Spanish</b>	Under 380 380 – 440 450 or above	SPAN 110 SPAN 121 Fulfills Requirement

## **PRE-COLLEGE COURSES**

College-level coursework undertaken while enrolled at the secondary level or in the summer prior to matriculation at the University is considered a part of a student's preparation for a Penn education. Such coursework is used by the student's academic advisor to guide placement into appropriate courses and Penn credit is not granted for this coursework. The only exception applies to students who enroll in regular undergraduate courses at Penn prior to their matriculation into an undergraduate degree program at the University during the academic year or in the summer sessions. Students may elect to have that coursework merged with their undergraduate transcript, in which case it will count toward their undergraduate degree requirements and the grades will be included in their grade point average.

## **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 ECON 010. Students who are waived from only ECON 002 may take either ECON 001 or ECON 010.

### **Math Placement**

The Department of Mathematics offers the online math diagnostic exam to help incoming first-year students choose the math course most suited to their current abilities and academic ambitions.

### **Foreign Language Placement**

Students who took a foreign language SAT subject exam may automatically enroll in the appropriate level without taking the departmental placement exam. See table above under [External Exam Credit and Waivers](#).

Students who did not take a foreign language SAT subject exam or who did not earn the required foreign language AP, IB, or A-Level score must take a departmental exam at the beginning of the semester to determine the appropriate placement level. 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. Students who have never studied the language do not need to take a placement exam. For more information on language placement go to [undergrad-inside.wharton.upenn.edu/language-placement](http://undergrad-inside.wharton.upenn.edu/language-placement).

## THE CURRICULUM: OVERVIEW

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At Wharton, undergraduate students gain both *breadth* and *depth* of knowledge through their academic coursework. With 22 courses taken at Wharton, 10 courses taken elsewhere within the University of Pennsylvania, and five Unrestricted Electives, students are given the flexibility to pursue varied academic interests while achieving a firm foundation in business.

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 and waivers, transfer credits, study abroad courses, enrollment in a coordinated dual-degree program, or participation in [Joseph Wharton Scholars](#).

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

## THE CURRICULUM: FIRST-YEAR FOUNDATIONS

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In addition to taking Wharton 101, students typically complete their Economics, Math, and Writing requirements while taking coursework in the liberal arts and sciences that count toward the [General Education](#), [Cross-Cultural Perspectives](#), and/or Foreign Language requirements.

### ECONOMICS REQUIREMENT (1 CU) \*

#### Economics (ECON) 010

*ECON 010: Introduction to Economics for Business* covers introductory microeconomics and macroeconomics and should be taken in the fall of the first year. Please refer to [Economics Placement](#) above for information on advanced placement waivers in economics.

Note: ECON 010 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 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 a statistics concentration or quantitative minors such as math, or any student who plans to take MATH 114.

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\* Most courses at Penn are worth 1 Credit Unit or CU (with the exception of lab courses, which are typically worth 1.5 CUs, and mini-courses, which are worth 0.5 CU).

## 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 [Math Placement](#) above 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.

## WRITING REQUIREMENT (1 CU)

All Penn undergraduates are required to complete the writing requirement. To do so, a student must receive a minimum grade of a C- in a critical writing seminar. Students are strongly encouraged to enroll in a writing seminar in their first or second semester at Penn. There are several different types of seminar, and students should review this [guidance on choosing the right seminar](#) before enrolling. For example, *WRIT 011: Global English*, is recommended for students whose first language is not English.

Note: AP English does not satisfy the writing requirement, and critical writing seminars must be taken for a grade, not pass/fail.

## THE CURRICULUM: BUSINESS

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As early as their first 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.”

Students also take courses that examine the varied ways in which the global nature of the business landscape affects business practices and how technological advances change business practices. These courses fall into the [Global Economy, Business, and Society](#) and [Technology, Innovation, and Analytics](#) requirements.

## LEADERSHIP JOURNEY (2 CUs)

The Leadership Journey is a set of four modules that prepares students for leadership roles by providing experiential learning as well as evidence-based content on leadership, communication, teamwork, and diversity.

### Wharton 101: Business and You (0.5 CU)

*WH101: Business and You: Exploring Business Pathways and Developing Your Potential* is the gateway course of the Leadership Journey and features professors and alumni in conversations about critical problems, research, and leadership in a series of sessions spanning the School's curricular areas.

The course objectives are to:

- Introduce students to the wide range of curricular opportunities available at Wharton
- Make students more aware of their strengths and leadership potential
- Orient students to the Wharton experience and empower them to become engaged members of the scholarly and co-curricular community



This course is graded on a pass/fail basis.

### **Wharton 201: Business Communication for Impact (0.5 CU)**

*WH201: Business Communication for Impact* prepares students to communicate confidently, effectively, and persuasively in all types of business communication (spoken and written, formal and informal, prepared and spontaneous). Wharton 201 must be taken for a grade, not pass/fail.

### **Wharton 301/Management 301: Teamwork and Interpersonal Influence (0.5 CU)**

This course focuses on teamwork and interpersonal dynamics, developing students' abilities to work productively in diverse teams and includes discussion and application of research-based best practices for maximizing team performance. Wharton 301 must be taken for a grade, not pass/fail.

### **Senior Capstone Course (0.5 CU)**

A range of integrative capstone course options that involve work on group projects and draw on prior coursework can fulfill this requirement. Courses that will satisfy the senior capstone requirement will require students to:

- Apply knowledge to practice for actual or simulated clients, with a focus on the synthesis of knowledge acquired during four years.
- Practice analytical thinking skills (analyzing and framing business problems and problem-solving techniques), including consideration of ethical issues.
- Practice written and oral communication skills.
- Practice working in an assigned team environment by leveraging the experience developed in earlier modules of the Leadership Journey.
- Produce a group report and a presentation on their project.
- Produce individual reports reflecting on the problem-solving experience as well as the team dynamics.

Visit Undergrad Inside to see a [list of approved courses](#). Capstone courses must be taken for a grade, not pass/fail.

## **BUSINESS FUNDAMENTALS REQUIREMENT (11 CUs)**

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

### **Accounting (ACCT) 101**

*ACCT 101: Accounting and Financial Reporting* introduces the basic concepts and standards underlying financial accounting systems and covers revenue recognition, inventory, long-lived assets, present value, and long term liabilities. The course emphasizes the construction of the basic financial accounting statements – the income statement, balance sheet, and cash flow statement – as well as their interpretation. Accounting courses are open to students beginning in the sophomore year.

### **Accounting (ACCT) 102**

*ACCT 101: Strategic Cost Analysis* presents alternative methods of preparing managerial accounting information and examines how these methods are used by companies. Managerial accounting is a company's internal language, and is used for decision-making, production management, product design and pricing, and for motivating and evaluating employees. Accounting courses are open to students beginning in the sophomore year.

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

*BEPP 250: Managerial Economics* introduces students to managerial economics, the application of microeconomic theory to management problems. BEPP 250 is open to students starting in the spring semester of the first year.

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

## **Finance (FNCE) 100**

*FNCE 100: Corporate Finance* introduces the theory and methods that are relevant for financial decisions made by firms. This course has prerequisites and is only open to students beginning in the sophomore year.

## **Finance (FNCE) 101**

*FNCE 101: Monetary Economics and the Global Economy* is an intermediate-level course about macroeconomics and the global economy. This course has prerequisites and is 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 toward the finance concentration.

## **Legal Studies and Business Ethics (LGST) 100 or 101**

Either one of these two courses will fulfill the requirement:

- *Legal Studies (LGST) 100: Ethics and Social Responsibility* explores business responsibility from rival theoretical and managerial perspectives. Its focus includes theories of ethics and their application to case studies in business.
- *Legal Studies (LGST) 101: Law and Social Values* considers basic concepts of law and legal process in the U.S. and other legal systems. It introduces the fundamentals of rigorous legal analysis.

## **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.

Students should plan to take MGMT 101 after the first semester as seats are very limited in the fall.

## **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.

Students should plan to take MKTG 101 after the first semester as seats are very limited in the fall.

## **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. This course is open to first-years starting in the spring semester of the first 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 101 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.

Students cannot obtain credit for both STAT 101 and STAT 111. Transfer students who have already taken STAT 111 must take a higher-level statistics elective to count toward the STAT 101 requirement

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

### **GLOBAL ECONOMY, BUSINESS, AND SOCIETY REQUIREMENT (1 CU)**

Courses in this category reflect the varied ways in which the global nature of the business landscape affects business practices. These courses have a strong international focus, with an emphasis on analyzing and understanding the impact of national and international organizations, economic policies, politics, and culture on business practices, societal concerns, and stakeholder relationships across countries. Through these courses, students gain insight into the interconnectedness of the world as well as its local and regional variation. Visit Undergrad Inside to see a [list of approved courses](#).

Global Economy, Business, and Society courses may not be counted toward any other requirement and must be taken for a letter grade, not pass/fail. Students should wait until sophomore year or later to take these courses.

### **TECHNOLOGY, INNOVATION, AND ANALYTICS REQUIREMENT (1 CU)**

Courses in this category reflect the varied ways in which technological advances have changed business practices. These courses focus on one or more of the following activities associated with technology:

- Innovation in products and services
- Innovation in processes or mechanisms to deliver products and services
- Management of the market and policy environments of new products and technologies
- Applications and implications of new techniques for collecting, analyzing, and using data

Visit Undergrad Inside to see a [list of approved courses](#).

Technology, Innovation, and Analytics courses may not be counted toward any other requirement and must be taken for a letter grade, not pass/fail. Students should wait until sophomore year or later to take these courses.

### **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 the second concentration.

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

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\* No more than 1 CU from any department (with the exception of WH courses) may count toward Business Breadth

## **CONCENTRATION REQUIREMENT (4 CUs)**

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.

The timeline is flexible, but students may first [declare a concentration](#) at the end of sophomore year after they have completed the majority of the Business Fundamental courses. Students can change their concentration at any time.

Concentration requirements are governed by individual academic departments. For information on concentration options and requirements, students should visit: [undergrad-inside.wharton.upenn.edu/concentrations](http://undergrad-inside.wharton.upenn.edu/concentrations).

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 a second concentration. In most cases, students use 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 second concentrations only. In these cases, students must complete a primary concentration in addition to the secondary concentration.

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

## **THE CURRICULUM: LIBERAL ARTS AND SCIENCES**

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### **FOREIGN LANGUAGE**

Foreign language study allows students to deepen their understanding of other cultures, to engage in an important form of critical thinking, and to experience small, discussion-based classes.

A range of business language courses are offered beyond proficiency level and provide specific perspectives on other markets and business cultures. Intermediate- and advanced-language courses fulfill the Cross-Cultural Perspectives requirement and may double-count with the General Education requirement.

Students must complete two semesters or the equivalent in a language other than English in order to graduate. 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 the [foreign language placement](#) section for more information.

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
- By receiving a required score on one of the approved SAT foreign language subject tests
- By receiving a required score on one of the approved Cambridge A-Level Examinations
- Successful completion of a test given by a language department or by the [Penn Language Center](#)
- Completion of two semesters at the beginner level in a Penn foreign language\*

Please note the following:

- Courses taken toward the language requirement may be applied to the General Education (Humanities) or Unrestricted Electives requirements.
- American Sign Language does not fulfill Wharton's foreign language requirement; however, ASL courses may count toward the Unrestricted Electives and General Education (Humanities) requirements.
- 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.
- Wharton students are permitted to take language courses pass/fail, but students should be sure to review the [pass/fail policy](#) for certain restrictions.
- It is each student's responsibility to make sure that the Undergraduate Division has a record of the fulfillment of their language requirement.

## **GENERAL EDUCATION DISTRIBUTION REQUIREMENT (6 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 6 CUs is necessary to fulfill the General Education Distribution requirement, which is the primary arts and sciences component of the curriculum. Please also note the following:

- Any course in this requirement may be taken pass/fail if it is not used to fulfill the Cross-Cultural Perspectives requirement and does not apply to a minor. Please refer to the [pass/fail policy](#) for more information.
- A maximum of 2 CUs of credit transferred from outside Penn or a Penn-approved study-abroad program may be applied to the following categories: Humanities (H); Natural Sciences, Math, and Engineering (NSME); and Social Structures (SS).
- Students in the Management and Technology coordinated dual-degree program must take courses categorized as Social Science (SS) and/or Humanities (H) to fulfill their General Education Distribution requirements (i.e., no Natural Sciences, Math, and Engineering (NSME) or uncategorized/FGE courses).
- Students in the Nursing and Health Care Management coordinated dual-degree program must take 1 CU of Social Science and 1 CU of Humanities courses to fulfill their General Education Distribution requirements.

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\* Please refer to the respective language department's website for courses.

### **Humanities (At least 1 CU)**

The Humanities category includes introductory courses that 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.

### **Natural Sciences, Math, and Engineering (At least 1 CU)**

The Natural Sciences, Math, and Engineering category includes introductory courses that focus on scientific methods of inquiry and interpretation.

### **Social Science (At least 1 CU)**

The Social Science category includes introductory courses that 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.

Students who are unsure which Gen Ed requirement a course will fulfill should search the [course list](#) on Undergrad Inside and consult with an [academic advisor](#) in the Undergraduate Division if necessary.

### **CROSS-CULTURAL PERSPECTIVES REQUIREMENT (3 CUs)**

Given today's global business environment, a cross-cultural perspective is an essential part of a student's undergraduate education. To that end, Wharton students are required to take three courses that have substantial cross-cultural content.

The following policies apply to Cross-Cultural Perspectives courses:

- Courses may not be taken pass/fail.
- Two of these courses may double-count with General Education courses.
- Up to one course may be on U.S. cultural diversity.
- International students are not permitted to fulfill this requirement with courses about the United States with the exception of courses on U.S. cultural diversity.

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
- Courses on U.S. cultural diversity (see policy above)
- Intermediate and advanced-level language courses
- Certain [First-Year Seminars](#) (depending on the course content)

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

- Methodology courses, such as demography and ethnography
- Courses taken abroad that do not fit into the categories in the section above

Students can search the [course list](#) on Undergrad Inside to find courses that satisfy the Cross-Cultural Perspectives requirement and may consult with an [academic advisor](#) in the Undergraduate Division if needed.

### **UNRESTRICTED ELECTIVES (5 CUs)**

Any five CUs fulfill the Unrestricted Electives requirement. Students pursuing a second concentration may 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

37 Course Units (CUs)\* required for the BS in Economics

## First-Year Foundations

- |  |   |
|--|---|
| <input type="checkbox"/> ECON 010: Economics for Business (1 CU) | <input type="checkbox"/> MATH 104 or 110: Calculus (1 CU) |
| <input type="checkbox"/> Critical Writing Seminar (1 CU)         |   |

Business	Liberal Arts & Sciences
<p><b>Leadership Journey (2 CUs)</b></p> <p><input type="checkbox"/> WH 101 (0.5 CU): Business &amp; You</p> <p><input type="checkbox"/> WH 201 (0.5 CU) Business Communication</p> <p><input type="checkbox"/> WH 301 (0.5 CU) Teamwork/ Interpersonal Influence</p> <p><input type="checkbox"/> Senior Capstone (0.5+ CU)</p> <p><b>Fundamentals (11 CUs)</b></p> <p><input type="checkbox"/> ACCT 101: Accounting &amp; Financial Reporting</p> <p><input type="checkbox"/> ACCT 102: Strategic Cost Analysis</p> <p><input type="checkbox"/> BEPP 250: Managerial Economics</p> <p><input type="checkbox"/> FNCE 100: Corporate Finance</p> <p><input type="checkbox"/> FNCE 101: Monetary Economics and the Global Economy</p> <p><input type="checkbox"/> LGST 100: Ethics and Social Responsibility OR LGST 101: Law and Social Values</p> <p><input type="checkbox"/> MGMT 101: Intro to Management</p> <p><input type="checkbox"/> MKTG 101: Intro to Marketing</p> <p><input type="checkbox"/> OIDD 101: Intro to Operations, Information, and Decisions</p> <p><input type="checkbox"/> STAT 101: Business Stat 1</p> <p><input type="checkbox"/> STAT 102: Business Stat 2</p>	<p><b>Global Economy, Business &amp; Society (1 CU)</b></p> <p><input type="checkbox"/> _____</p> <p><b>Technology, Innovation &amp; Analytics (1 CU)</b></p> <p><input type="checkbox"/> _____</p> <p><b>Business Breadth (3 CUs)</b></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><b>Concentration (4 CUs)</b></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><b>Concentration (4 CUs)</b></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
	<p><b>General Education Distribution (6 CUs)</b></p> <p><i>Humanities (1 CU)</i></p> <p><input type="checkbox"/> _____</p> <p><i>Natural Science, Math &amp; Engineering (1 CU)</i></p> <p><input type="checkbox"/> _____</p> <p><i>Social Science (1 CU)</i></p> <p><input type="checkbox"/> _____</p> <p><i>Flexible: Humanities/ Natural Science, Math &amp; Engineering/ Social Science/Uncategorized (3 CUs)</i></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><b>Cross-Cultural Perspectives (3 CUs)</b></p> <p>2 can double-count as Gen Ed Distribution courses</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
	<p><b>Language Requirement</b></p> <p><input type="checkbox"/> 2<sup>nd</sup> Semester-Level Foreign Language</p> <p><b>Extra Courses (not required)</b></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><b>Recommended (not required)</b></p> <p><input type="checkbox"/> Academic Research</p> <p><input type="checkbox"/> Coding</p> <p><input type="checkbox"/> Intermediate (4<sup>th</sup>-Level) Language Competency</p> <p><input type="checkbox"/> International Experience</p> <p><input type="checkbox"/> Minor</p> <p><input type="checkbox"/> Service Learning</p> <p><input type="checkbox"/> Social Impact Project</p>

## Unrestricted Electives (5 CUs)

- |                                |                                |                                |
|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |                                |

Note: Students can create personalized academic planning worksheets on [Penn InTouch](#).

\* Penn uses a course unit (CU) system to weight courses. Most courses at Penn are worth 1 CU.

## 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: [pennintouch.apps.upenn.edu](http://pennintouch.apps.upenn.edu).

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), [Undergraduate Catalog](#) (course descriptions), grading information, transcript request information, academic calendar, and other planning resources can be found at [sfs.upenn.edu/registrar](http://sfs.upenn.edu/registrar).

### PENN COURSE REVIEW

The student-run Penn Course Review has served as a valuable guide for course selection since the 1960s. The site allows students to search by course name, number, or professor and view professor and course ratings. The Penn Course Review can be accessed here: [penncoursereview.com](http://penncoursereview.com)

### ACADEMIC CALENDAR

The Penn academic calendar can be found at: [almanac.upenn.edu/penn-academic-calendar](http://almanac.upenn.edu/penn-academic-calendar).

## 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 & Management: [ism.upenn.edu](http://ism.upenn.edu)
- Jerome Fisher Program in Management & Technology: [www.upenn.edu/fisher](http://www.upenn.edu/fisher)
- Nursing and Health Care Management Program: [www.nursing.upenn.edu/nhcm](http://www.nursing.upenn.edu/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 one resident semester 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.

Dual-degree students who wish to pursue an independent study with a professor in their other school should follow that school's policies and procedures.

Students interested in pursuing an independent study should review the policies and procedures on this page: [undergrad-inside.wharton.upenn.edu/independent-study](http://undergrad-inside.wharton.upenn.edu/independent-study).

## **SUBMATRICULATION PROGRAMS**

Students have the option to 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](http://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](http://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](http://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.

All 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 or waived ECON 010 and MATH 104
- Have completed most of the Business Fundamentals required courses (specific fundamental courses depend upon program)
- Meet any additional criteria outlined by Penn Abroad

Students applying to study abroad in the spring of their sophomore year must have completed at least five Business Fundamentals, which must include the following:

- MKTG 101 or MGMT 101
- FNCE 100 or FNCE 101
- STAT 101 (unless waived)

Students applying to study abroad in the fall or spring of their junior or senior year must have completed all or most of the Business Fundamentals, depending on the program.

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 classes to satisfy the Business Breadth requirement. They can also take classes to satisfy their General Education, Cross-Cultural Perspectives, and/or Unrestricted Elective requirements. To learn more about Wharton-approved programs, please go to: [undergrad-inside.wharton.upenn.edu/study-abroad](https://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, Cross-Cultural Perspectives, 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](https://global.upenn.edu/pennabroad).

#### *Penn Global Seminars*

Each Global Seminar is a full semester-long course at Penn with a travel component that occurs either at the end of the semester or over a break. During the on-campus part of the course, students will take an in-depth look into a particular topic, and will spend the travel component of the course deepening and contextualizing the course content. To learn more, visit: [global.upenn.edu/pennabroad/pgs](https://global.upenn.edu/pennabroad/pgs).

### **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: [sas.upenn.edu/summer/programs/abroad](https://sas.upenn.edu/summer/programs/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](#). 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, or 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: [undergrad-inside.wharton.upenn.edu/gmcs](http://undergrad-inside.wharton.upenn.edu/gmcs).

## **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 toward 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).

### **Concentration Declaration**

Students may declare a concentration beginning with Advance Registration in the spring semester of their sophomore year. It is recommended that students declare a concentration by no later than the end of their junior year. Students may add or change concentrations at any time prior to graduation.

Students must meet with an advisor to discuss their concentration choice and officially declare their concentration(s). While not mandatory, students may also meet with a [concentration advisor](#) to discuss specific courses and their academic interests in that particular field of study.

### **Course-Related Policies**

#### *Auditing Courses*

Undergraduate students may not 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.

#### *Class Attendance*

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, 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).

### 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 in Economics 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 the [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. 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. Requests for course load increases will *not* be considered until a week after student's course schedule for the relevant semester has been released.

### Course Selection and Drop Period

Unless otherwise noted in Penn InTouch, the add, drop, and withdrawal deadlines for full-semester courses and Wharton half-semester courses are as listed in the tables below. Please also note the following:

- After the first two weeks of the fall or spring semester, students may request additional courses only with the permission of the instructors and with approval from the Undergraduate Petitions Committee.
- Some courses and academic departments have different rules governing their course selection, drop and withdrawal policies. Consult the department websites and individual faculty for more information.
- Students who are receiving financial aid should check with [Student Registration & Financial Services](#) before dropping a course, since some 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.
- Students who want to drop a half-CU course that meets in the second half of the semester will need to do this through their home school.
- Students who wish to withdraw from a course, should review the [withdrawal policies](#).
- Summer courses have different deadlines. Consult the [Penn LPS calendar](#) for more information.

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

<b>Fall and Spring Semester Courses</b> (see the <a href="#">Penn Academic Calendar</a> for specific dates)	
<b>If you wish to...</b>	<b>You must do so by the...</b>
Add a course	End of the 2 <sup>nd</sup> full week of classes
Drop a course	End of the 5 <sup>th</sup> week of classes
Withdraw from a course	End of the 10 <sup>th</sup> week of classes

<b>Fall and Spring Half-Semester Courses</b>	
<b>If you wish to...</b>	<b>You must do so by the...</b>
Add a course	End of the 1 <sup>st</sup> full week of the class
Drop a course	End of the 3 <sup>rd</sup> week of the class
Withdraw from a course	End of the 5 <sup>th</sup> week of the class

## *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 [catalog.upenn.edu/pennbook/common-midterm-examinations](http://catalog.upenn.edu/pennbook/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: [sfs.upenn.edu/registrar](http://sfs.upenn.edu/registrar). Students may not take final exams at times other than those specified. For rules governing final exams, please refer to: [catalog.upenn.edu/pennbook/final-examinations](http://catalog.upenn.edu/pennbook/final-examinations).

## *Incompatible Courses*

Certain courses within the Wharton curriculum feature content that is significantly similar or overlapping. Such courses are considered "incompatible," and only one such course can be taken. Course syllabi and concentration course listings will typically indicate incompatible courses. The following courses in the Wharton requirements are incompatible:

- BEPP 250 and ECON 101
- ECON 010 and ECON 001 or ECON 002
- FNCE 101 and ECON 102
- MATH 104 and MATH 110
- MATH 114/116 and MATH 115
- STAT 101 and STAT 111
- STAT 102 and STAT 112
- STAT 102 and STAT 431

If you complete two courses that are incompatible, only the first course that was taken will count toward degree requirements. The subsequent incompatible course will be dropped from the transcript and neither the grade nor the credit from the second courses will be counted.

It is the student's responsibility to ensure they are not enrolling in incompatible courses.

## *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.

Students who fail a course or withdraw from a course must retake that same course if it is a required course. Students who fail or withdraw from writing seminars, Business Breadths, concentration courses or General Education requirements may elect to take a different course to fulfill the requirement under certain circumstances.

## *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 (see the [Withdrawal Form](#)).

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.

## **Degree 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.

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 toward graduation.
- All NR, GR, and I designations must be changed to a letter grade or cleared from the record.

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.

## **Grade- and GPA-Related Policies**

### *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 number of course units each year according to the following schedule:
  - 8 CUs by the end of the first academic year
  - 16 CUs by the end of the second academic year
  - 24 CUs by the end of the third academic year

The Academic Standing Committee will review the records of students who do not complete the required minimum number of course units per academic year and/or students who do not complete Wharton courses required for the degree in a timely manner.

Failure to enroll in at least 4 course units or dropping or withdrawing below 4 course units per semester may have an adverse effect on academic standing. The following student populations may face additional consequences:

- *Athletes*: The Ivy League requires that all student athletes complete an average at least 8 CUs per year; carrying less than 4 CUs may jeopardize athletic eligibility.
- *International students*: You must be enrolled for and complete a minimum of *four* course units (CUs) each semester. This does not include audits, withdrawals, or incompletes. Any student considering, for any reason, dropping a course that will cause his/her enrollment to drop below full-time (less than 4 CUs) must consult with an ISSS advisor before doing so. Dropping below full-time enrollment prior to obtaining written authorization from an ISSS advisor will jeopardize the student's legal ability to remain in the US.
- *Students with financial aid*: Many aid packages require that the student complete an average of 4 CUs per semester. Carrying less than this amount may cause the student to lose some or even all of his or her financial aid. Call the [Student Financial Services](#) office for more information.
- *Students taking a [Leave of Absence](#) or who are placed on [First Drop](#)*: Per the Sunset Policy, students must complete all baccalaureate degree requirements within eight (8) years of their original date of matriculation. Students who do not complete their degree requirements within this time frame will be withdrawn from the University.

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

### *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

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 the 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 Grades*

Please note the following:

- 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.

### *Grading System*

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+ or 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+ or 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-.

### *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*

The decision to grant an Incomplete is solely that of the instructor teaching the course. Students should request Incompletes rarely if at all. It is far better to plan ahead and use advising and academic support resources to ensure that coursework is finished on time.

### *Incomplete Policies*

- Students with one Incomplete must finish the work by the fourth week of the next semester.
- Students who accumulate two or more Incompletes will be required to complete an Incomplete Course Support Plan with their advisor and may be subject to further academic action.
- Unfinished coursework may result in an F grade. If the work for a course is incomplete as a result of the student's unexplained failure to hand in assigned work or to take the final examination at the regularly scheduled time, the instructor may issue a grade of F for the course. If an Incomplete is unresolved by the deadline below, it will automatically become an F.
- If a grade is converted to an F, the instructor may choose to change it up to two full semesters (excluding summer) after the term in which the course was taken. The instructor who gives an evaluation, exam or course grade has sole authority for changing the evaluation, exam or course grade, provided the instructor remains on the faculty (or emeritus faculty) of the University of Pennsylvania.

### *Consequences of Incompletes*

- Incompletes affect the number of credits earned in the short term and can have an impact on financial aid, athletic eligibility or visa status for international students.
- Students who receive an Incomplete are rendered ineligible for the Dean's List and possibly other honors, even if their academic qualifications would have otherwise been sufficient.
- Students with two or more Incompletes will not only be required to complete an Incomplete Course Support Plan, but also may be subject to further academic action, including probation or academic drop.



## Pass/Fail (P/F)

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

- Wharton students may not choose to take a course pass/fail in their first semester at Penn.
- Students may take a maximum of three courses on a pass/fail basis.
- 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.
- Courses taken pass/fail can only count toward the General Education Distribution or Unrestricted Electives categories.
- All three Cross-Cultural Perspectives courses and second-concentration courses counting as Unrestricted Electives **must** be taken for a grade.

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 designated deadline (see the [Penn Academic Calendar](#)).†

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 should 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) may not 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. To apply for a leave of absence, students must meet with an advisor in the Undergraduate Division. For more information about leave of absence policies, procedures, and deadlines, go to: [undergrad-inside.wharton.upenn.edu/leave](http://undergrad-inside.wharton.upenn.edu/leave)

## Part-Time Status for Seniors

Part-time status is defined as 2.5 CUs or fewer. Seniors in the final semester of their undergraduate program may be designated as part time if they need 2.5 CUs or fewer to fulfill their degree requirements. Academic advisors determine if a student is eligible for part-time status. For more information about policies, procedures, and deadlines, go to: [undergrad-inside.wharton.upenn.edu/part-time-status](http://undergrad-inside.wharton.upenn.edu/part-time-status)

## Sunset Policy (maximum time to complete the degree)

Students must complete all baccalaureate degree requirements within eight (8) years of their original date of matriculation at Penn. Students who do not complete their degree requirements within this time frame will be withdrawn from the University. Students may petition for an extension, which will be considered by the Academic Standing and Progressions Committee.

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\* These policies do not apply to courses, such as Wharton 101, that are graded on a pass/fail basis by default. Consult the course syllabus to confirm whether a course is graded on a pass/fail basis.

† The deadlines for half-credit Wharton courses can be found [here](#).

## 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 first-year students may take up to 4 CUs outside of the University toward their degree. This includes summer courses taken after 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 may 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.
- No transfer credits are accepted for online courses. 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.
- Courses transferred from outside Penn or a Penn-approved study abroad program can only count toward the [General Education Distribution](#), Cross Cultural Perspectives, and Unrestricted Elective requirements.
- A maximum of 2 CUs of transfer credit may be applied to the Humanities; Natural Sciences, Math, and Engineering; and Social Science Gen Ed categories and/or Cross Cultural Perspectives requirements.

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, Jr. 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 Saturdays or Sundays 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, Chinese New Year, the Muslim New Year, Diwali, Navaratri, Rama Navami, Paryushan, 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, August 29, 2017, Volume 64, No. 02)*

# 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)*

## **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: [catalog.upenn.edu/pennbook/financial-policies](http://catalog.upenn.edu/pennbook/financial-policies)

### **Leave of Absence or 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 [sfs.upenn.edu/student-records/withdrawals-leaves](http://sfs.upenn.edu/student-records/withdrawals-leaves) 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: [sfs.upenn.edu/student-records/withdrawals-leaves](http://sfs.upenn.edu/student-records/withdrawals-leaves).

### **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 in Economics 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.

Academic advisors determine if a student is eligible for part-time status and part-time billing is not automatically implemented. For more information about policies, procedures, and deadlines, go to: [inside.wharton.upenn.edu/part-time-status](https://inside.wharton.upenn.edu/part-time-status).

### **Financial Aid**

Penn is a need-blind institution for students that are citizens or permanent residents of the United States, Canada, and Mexico. Our need-blind policy means that your ability to pay is not considered in your admission decision.

Penn's financial aid packages are awarded on the basis of financial need, not merit. Penn is committed to ensuring that all students, regardless of their financial background, are able to attend Penn. If admitted, Penn will meet a student's family's demonstrated need for four years or eight semesters.

The only way for students to know if they are eligible for aid is to apply. Visit the Student Financial Services website at [sfs.upenn.edu](https://sfs.upenn.edu) for application instructions and deadlines, payment plans and credit options, and more.

If students have further questions, they can contact the SFS office at 215.898.1988 or [sfsmail@pobox.upenn.edu](mailto:sfsmail@pobox.upenn.edu).

### **GUIDELINES ON OPEN EXPRESSION**

For information regarding the University of Pennsylvania's guidelines on open expression, please refer to: [catalog.upenn.edu/pennbook/open-expression](https://catalog.upenn.edu/pennbook/open-expression).

### **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.

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](https://www.publicsafety.upenn.edu).

# SEXUAL VIOLENCE, RELATIONSHIP VIOLENCE AND STALKING POLICY

## A. Introduction

This policy, which prohibits behaviors that are more generally addressed by the University's Sexual Harassment Policy, applies to faculty, students, staff and visitors to the University campus and facilities. All forms of sexual violence, relationship violence and stalking and attempts to commit such acts are considered to be serious misconduct and may result in disciplinary action up to and including expulsion or termination of employment. In addition, such acts may violate federal, state, and local laws and perpetrators of such acts may be subject to criminal prosecution.

## B. Definitions

Sexual violence, relationship violence, and stalking in any form, including sexual assault and rape, are prohibited by University policy. Important definitions appear below.

*Sexual violence* includes a range of behaviors in which an act of a sexual nature is taken against another individual without that person's consent or when the individual is unable to consent. There are various types of sexual violence, including but not limited to sexual assault and rape (defined below).

*Sexual assault* (including but not limited to rape) is defined as having committed any of the following acts:

- Any physical sexual contact that involves the use or threat of force or violence or any other form of coercion or intimidation;
- Any physical sexual contact with a person who is unable to consent due to incapacity or mental or physical impairment. "Incapacity" or "impairment" include but are not limited to being under the influence of alcohol or drugs or being too young to consent.

*Rape* is defined as sexual assault involving an act of penetration and includes acquaintance rape (assailant and victim know each other).

*Non-forcible sex acts* include unlawful sex acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent as defined by Pennsylvania law.

*Consent* is an affirmative decision to engage in mutually agreed upon sexual activity and is given by clear words or actions. Consent may not be inferred from silence, passivity or lack of resistance alone. Furthermore, consent to one form of sexual activity does not imply consent to other forms of sexual activity and the existence of a current or previous dating, marital or sexual relationship is not sufficient to constitute consent to additional sexual activity. Assent shall not constitute consent if it is given by a person who, because of youth, disability, intoxication or other condition, is unable to lawfully give his or her consent.

*Relationship violence*, also commonly known as dating violence, is defined as an act or a pattern of abuse committed by a person involved in a social, sexual or romantic relationship, past or present, with the victim. Relationship violence can encompass a broad range of behaviors that may include physical violence, sexual violence, emotional violence and economic violence.

*Domestic violence* is defined as abuse committed against an adult who is a spouse or former spouse, cohabitant or someone with whom the abuser has a child, has an existing dating or engagement relationship or has had a former dating or engagement relationship.

*Stalking* means engaging in a course of conduct directed at specific person(s) that would cause a reasonable person to fear for his or her safety the safety of others, or to suffer substantial emotional distress.

In determining whether the alleged conduct violates this policy, consideration will be given to the totality of the circumstances, including the nature of the conduct and the context in which the alleged incident occurred.

## C. Resources

### 1. Confidential Resources for Information, Counseling, and Support

Resource offices are available to assist members of the Penn community and visitors to the campus who have been, or know someone who has been, the victim of sexual violence, relationship violence or stalking. The staff of these offices are available to provide counseling and support, as well as information about and assistance with making a complaint.

The information shared with the resources listed below generally will be held in confidence, consistent with the University's obligation to address complaints of sexual violence, unless the person sharing the information gives his or her consent to the disclosure of that information. Non-identifying information regarding complaints should be provided to the AVP for purposes of assuring compliance with Title IX. Confidential resources are not obligated to share identifying information with the AVP when an incident of sexual violence is shared with that resource. However, the commitment to confidentiality does not preclude the sharing of information among University administrators as appropriate to keep members of the University community safe. In addition, confidential resources should submit non-identifying information about incidents of sexual violence to the Division of Public Safety for the purpose of crime statistics reporting under the Clery Act. (For additional information regarding requirements, see the Clery Act & Crime Reporting page at [www.publicsafety.upenn.edu/clery](http://www.publicsafety.upenn.edu/clery).)

- [African-American Resource Center](#) (resource for students, staff or faculty)
- [Counseling and Psychological Services](#), including its [Sexual Trauma Treatment Outreach and Prevention](#) team also known as STTOP (resource for students)
- [Employee Assistance Program](#) (resource for staff or faculty)
- [Lesbian Gay Bisexual Transgender Center](#) (resource for students, staff or faculty)
- [Office of the Chaplain](#) (resource for students, staff, faculty or visitors)
- [Office of the Ombuds](#) (resource for students, staff or faculty or visitors)
- [Penn Violence Prevention](#) (resource for students)
- [Penn Women's Center](#) (resource for students, staff or faculty)
- [Special Services Department](#), Division of Public Safety (resource for students, staff, faculty or visitors)
- [Student Health Service](#) (resource for students)

### 2. Informal and Formal Complaint Resolution Resources

If both parties agree and the AVP deems it to be an appropriate instance for an informal resolution of a complaint, the AVP (or designee) will meet with the parties individually, and others as appropriate, to attempt to resolve the complaint. When informal resolution is not chosen, or one of the parties is not satisfied with the results, or the proposed resolution is not appropriate, the formal mechanisms described below should be used.

A formal complaint of sexual misconduct against any member of the Penn community should be initiated by contacting the AVP. Formal complaints will be handled in accordance with the applicable procedures as set forth below:

- A formal complaint against a University faculty member, instructor, post-doctoral fellow or other trainee, instructional staff, or teaching assistant should be initiated by contacting the AVP. The complaint will be handled consistent with the Procedures for Resolving Complaints of Sexual Misconduct Against Faculty.
- A formal complaint against any enrolled student at the University should be initiated by contacting the AVP. The complaint will be handled consistent with the *Student Disciplinary Procedures for Resolving Complaints of Sexual Misconduct*.



- A formal complaint against a University staff member should be initiated by contacting the AVP. The complaint will be handled consistent with the *Procedures for Resolving Complaints of Sexual Misconduct Against Staff* or the applicable collective bargaining agreement.

#### **D. Reporting and Monitoring**

The University is committed to ensuring that members of the University community who share information regarding incidents of sexual violence receive the information, counseling and support that they need and are aware of the process for making a formal complaint. The University is also committed to monitoring reports and complaints of sexual violence so that any patterns or systemic problems revealed by such reports and complaints can be addressed.

Consistent with these commitments, the University has determined that the AVP should be advised when incidents of sexual misconduct, including sexual violence, are reported to any of the University's resource offices (except those identified as confidential resources), Division of Human Resources (as well as Human Resources staff in the Schools and Centers), Office of Affirmative Action and Equal Opportunity Programs (OAA/EOP), and Division of Recreation and Intercollegiate Athletics (DRIA).

When an incident of sexual violence is reported to the AVP, appropriate steps will be taken to ensure that the individual who reported the incident has been advised of the resources available to him or her and the process for making a formal complaint.

Members of the University community who have crime statistics reporting obligations under the Clery Act are obligated to report the matter to the Division of Public Safety, in addition to the AVP. For additional information about Clery Act reporting or to make a report, refer to the Clery Act & Crime Reporting page at [www.publicsafety.upenn.edu/clery](http://www.publicsafety.upenn.edu/clery).

#### **E. Rights of Complainants and Respondents**

Persons who make a complaint and those who are responding to complaints have the following rights:

- The option to notify law enforcement;
- The option to have another member of the University community present during interviews that are part of a University initiated investigation;
- To be notified of counseling and support services available; and
- To be notified of options to change academic, living or work arrangements.

#### **F. Policy Against Retaliation**

University policy expressly prohibits retaliation against faculty, staff or students who in good faith make reports of violations of this policy. In addition, knowingly and intentionally making a false report of a violation of this policy is prohibited. Members of the Penn community who take adverse action against, intimidate, threaten or otherwise engage in retaliation against a person because they filed a complaint of sexual misconduct or served as a witness during an investigation are subject to disciplinary action, up to and including termination of their employment or expulsion from the University.

*(Source: Almanac, April 30, 2019, Supplement)*

#### **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 Marketing and 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: [catalog.upenn.edu/pennbook/policy-acceptable-use-electronic-resources](http://catalog.upenn.edu/pennbook/policy-acceptable-use-electronic-resources).

### 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: [catalog.upenn.edu/pennbook/policy-acceptable-use-electronic-resources](http://catalog.upenn.edu/pennbook/policy-acceptable-use-electronic-resources).

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 encouraged 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 [Undergrad Inside](#). Information sessions on various academic opportunities are also held during the academic year.

## 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**  
+1.215.898.2058, [huntsman.isb@wharton.upenn.edu](mailto:huntsman.isb@wharton.upenn.edu)
- **Jerome Fisher Program in Management & Technology**  
+1.215.898.4145, [mgtech@seas.upenn.edu](mailto:mgtech@seas.upenn.edu)
- **Roy and Diana Vagelos Program in Life Sciences and Management**  
+1.215.746.3035, [stokespm@upenn.edu](mailto:stokespm@upenn.edu)
- **Nursing and Health Care Management Program**  
+1.215.898.6687, [advisor@nursing.upenn.edu](mailto:advisor@nursing.upenn.edu) (for Nursing-related questions)  
+1.215.898.7608, [undergradinfo@wharton.upenn.edu](mailto:undergradinfo@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 program. You can find up-to-date information on Undergraduate Division programs, resources, policies, and events and links to other Wharton and University services and resources. Start your exploration at [undergrad-inside.wharton.upenn.edu](http://undergrad-inside.wharton.upenn.edu).

### ACADEMIC AND PROFESSIONAL RESOURCES

Academic Calendar	<a href="http://almanac.upenn.edu/penn-academic-calendar">almanac.upenn.edu/penn-academic-calendar</a>
Career Services	<a href="http://careerservices.upenn.edu">careerservices.upenn.edu</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://srf.s.upenn.edu/registrar">srf.s.upenn.edu/registrar</a>
Penn InTouch	<a href="http://pennintouch.apps.upenn.edu">pennintouch.apps.upenn.edu</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>
The Marks Family Writing Center	<a href="http://writing.upenn.edu/critical/wc">writing.upenn.edu/critical/wc</a>

### CO-CURRICULAR RESOURCES

African-American Resource Center	<a href="http://www.upenn.edu/aarc">www.upenn.edu/aarc</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>
Penn Violence Prevention	<a href="http://www.vpul.upenn.edu/pvp">www.vpul.upenn.edu/pvp</a>
Public Safety	<a href="http://www.publicsafety.upenn.edu">www.publicsafety.upenn.edu</a>
Student Employment	<a href="http://srfp.upenn.edu/student-employment">srfp.upenn.edu/student-employment</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://srfp.upenn.edu">srfp.upenn.edu</a>
Student Health Services	<a href="http://shs.wellness.upenn.edu">shs.wellness.upenn.edu</a>
Wellness at Penn	<a href="http://www.wellnessatpenn.com">www.wellnessatpenn.com</a>
Wharton Computing Support Center	<a href="http://computing.wharton.upenn.edu">computing.wharton.upenn.edu</a>