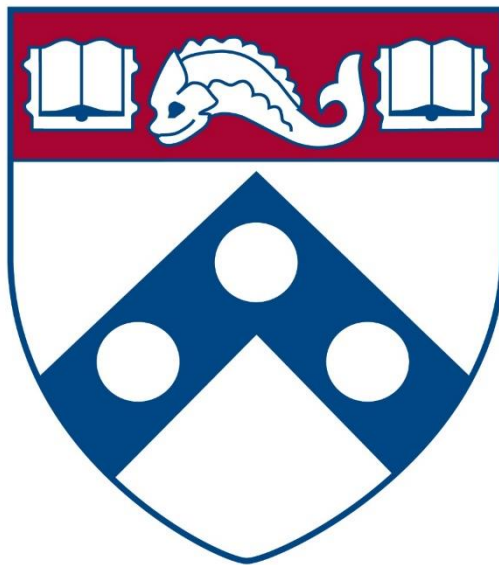


Penn LPS Online
Bachelor of Applied Arts and Sciences
Student Handbook



Academic Year: 2023-2024

Contents

<u>GENERAL INFORMATION</u>	3
<u>PENN LPS ONLINE OFFICE AND CONTACT INFORMATION</u>	3
<u>ACADEMIC ADVISING APPOINTMENTS</u>	4
<u>PURPOSE OF THE HANDBOOK</u>	4
Advising.....	4
BAAS degree Curriculum requirements.....	4
Gateway program.....	7
<u>PENN LPS ONLINE ACADEMIC CALENDAR AND DEADLINES</u>	9
Penn LPS online Tools	
<u>COURSE SELECTION AND REGISTRATION</u>	10
<u>PATH@PENN</u>	10
<u>COURSE SELECTION</u>	10
<u>ADDING A COURSE</u>	10
<u>DROPPING A COURSE</u>	11
<u>VERIFICATION OF REGISTRATION CHANGES</u>	11
<u>WITHDRAWING FROM A COURSE</u>	11
<u>FINANCIAL POLICIES, TUITION, FEES AND BILLING AND RESOURCES</u>	12
<u>STUDENT REGISTRATION AND FINANCIAL SERVICES</u>	<u>12</u>
<u>SCHOLARSHIPS THROUGH PENN LPS ONLINE</u>	<u>12</u>
<u>VETERANS AND MILITARY AFFILIATED STUDENTS</u>	<u>12</u>
<u>TUITION</u>	13
<u>ONLINE STUDENT SERVICES FEE</u>	13
<u>PAYMENT PROCESS AND BILLING SCHEDULE</u>	13
<u>RECEIVING YOUR BILL</u>	13
<u>PAYING YOUR BILL</u>	13
<u>LATE PAYMENT</u>	13
<u>TUITION REFUND POLICY</u>	13
<u>PENN FACULTY/STAFF TUITION BENEFITS</u>	14
<u>University System</u>	14
<u>Health System</u>	14
<u>ACADEMIC POLICIES AND PROCEDURES</u>	15
<u>POLICIES REGARDING PROGRAM ENROLLMENT STATUS</u>	15
<u>Enrollment Status</u>	15
<u>Course Load</u>	15
<u>Deferred Enrollment</u>	15
<u>Inactive Status</u>	15
<u>Transfer Credit</u>	15
<u>BAAS graduation requirements</u>	<u>17</u>
<u>System Requirements</u>	17
<u>POLICIES GOVERNING GRADES</u>	17
<u>Credit System</u>	17
<u>Grading System</u>	18

<u>Pass/Fall</u>	
<u>Incomplete Grades</u>	18
<u>Review of a Grade and Academic Grievance</u>	18
<u>Petitions</u>	19
<u>Grade Point Average</u>	19
<u>Maintaining Academic Standing</u>	19
<u>Requirements to receive degree embedded certificate</u>	20
<u>Transcripts</u>	20
<u>POLICIES GOVERNING ACADEMIC DIFFICULTY</u>	20
<u>Course Problem Notices</u>	20
<u>Failures</u>	20
<u>Repeating a Course</u>	20
<u>Failure to Maintain Academic Standing</u>	20
<u>GENERAL UNIVERSITY POLICIES AND PROCEDURES</u>	21
<u>The Penn Book</u>	21
<u>Academic Integrity</u>	21
<u>STUDENT SERVICES</u>	22

General Information

Penn LPS Online Office and Contact Information

College of Liberal and Professional Studies
University of Pennsylvania
3440 Market Street, Suite 100
Philadelphia, PA 19104

Telephone: 215-898-7326

Fax: 215-573-2053

lpsonline@sas.upenn.edu

<https://lpsonline.sas.upenn.edu/>

Student Records and Billing: 215-746-7040

Academic Advising: lpsonline@sas.upenn.edu

Office Hours

Monday, Tuesday, Thursday, Friday 9:00 a.m.-5:00 p.m.

Wednesday 9:00 a.m.-6:00 p.m.

Saturday and Sunday CLOSED

The office is closed in observance of the following holidays: Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving and the day after, and Christmas Day through New Year's Day.

Purpose of the handbook

Penn LPS Online has produced this handbook to provide a useful source of information to orient you to the University of Pennsylvania and assist in planning your program of study. Students are required to read the handbook; it contains rules and regulations, procedures, options, curriculum requirements, resources at Penn, and other pertinent information. Read the entire handbook before you begin classes. Continue to reference the handbook frequently during your career at Penn to remain aware of your obligations as well as to investigate the many support services and academic opportunities available to you. Students are responsible for adhering to all Penn LPS Online policies, procedures, and academic deadlines, and for consulting with advisors on a regular basis in order to optimize their academic experience. Please check the Penn LPS Online website periodically for updates.

ACADEMIC ADVISING

Academic Advising Appointments

Bachelor of Applied Arts and Sciences (BAAS) and Gateway students will be assigned an academic advisor. The Primary advisor will be listed under “academic advisor” in Path@Penn under “view my profile” and is also accessible through the Penn Portal. Students are strongly encouraged to avail themselves of the advice and counsel of academic advisors for clarification of the degree requirements, policies and procedures; for assistance in the selection and registration of courses; for aid in identifying program resources and support services; and for assistance with academic questions and problems. Penn LPS online advisors offer consultation via email correspondence, and scheduled telephone or Zoom appointments.

All advising questions and requests for an advising appointment should be directed to lpsonline@sas.upenn.edu. If no advisor name appears in Path@Penn, students should contact the Penn LPS Records office by emailing lpsonline@sas.upenn.edu and asking for their advisor name to be updated in their student profile.

Students are required to have a functioning PC or Mac desktop or laptop with camera, microphone, and speakers. Periodically students will be required to schedule synchronous camera on/microphone on zoom sessions with their advisor and other staff members as part of fulfilling academic requirements for their degree or program. Failure to comply will impact your enrollment status. In addition to appearing in Path@Penn, advisor (and faculty and staff) contact information (by name) can be found in the [Penn directory](#)

All Penn LPS online staff may not be located in the campus office. Students may email their questions, or, request an appointment at lpsonline@sas.upenn.edu, and list “BAAS Advising” or “Gateway advising” in the subject line. Students can call the office directly at 215-898-7326 to be transferred to a Penn LPS online staff member. E-mail is the most efficient method to reach a member of the team.

Students are responsible for the following in their relationship with academic advisors:

- Be active and informed participants in the advising process and take responsibility for the shape of their education and definition of their life goals.

- Read the letters, emails, and publications sent from Penn, the LPS Office, faculty and advisors. Use the information available on the Penn LPS online website and the [Student information Canvas site](#) throughout their educational careers.
- Be aware they should consult only the Penn LPS Online Academic Calendar for registration and deadline dates.
- Use [Path@Penn](#) to make course selections, program declaration and registration. Confirm the accuracy of registration changes by signing out of and back into [Path@Penn](#) to verify that the changes appear.
- Schedule and honor appointments with advisors, and call or email in advance to cancel or reschedule. Students who are late may be required to schedule for another day.
- Prepare for advising sessions by having a list of questions and issues to discuss. Make written notes of the information provided in advising meetings.
- Seek advising well in advance of peak volume periods such as the start of classes, important academic deadlines and exams.
- Alert the advisor as soon as possible of any circumstances disrupting attendance and performances, whether due to academic struggle, illness, absences, or other problems and obligations. The advisor can assist with appropriate resources and best strategies toward short- and long-term success.

Overview of the Bachelor of Applied Arts and Sciences degree (BAAS)degree Requirements

The Bachelor of Applied Arts and Sciences degree requires 30 course units (c.u.) distributed as follows.

Foundational requirements	8 c.u.
Concentration	12 c.u.
Electives	10 c.u.
Degree total	30 c.u.

**Academic credit is defined by the University of Pennsylvania as a course unit (c.u.). A course unit (c.u.) is a general measure of academic work over a period of time, typically a term (semester or summer). A c.u. (or a fraction of a c.u.) represents different types of academic work across different types of academic programs and is the basic unit of progress toward a degree. One c.u. is usually converted to a four-semester-hour course.*

Foundational Requirements (8 c.u.)

The foundational requirements of the BAAS degree reflect the core competencies and values of Penn LPS Online: the skills and knowledge needed to understand and solve complex problems, the ability to communicate effectively with a wide variety of audiences and an appreciation for diverse cultures and traditions. Students can transfer a maximum of four c.u.'s of foundational courses.

The foundational requirements are:

- Ethical Reasoning (1 c.u.)
- Qualitative Analysis (2 c.u.)

- Quantitative Analysis (2 c.u.)
- Scientific Process (1 c.u.)
- Writing (1 c.u., must be taken at Penn)
- Cross-Cultural Interactions & Diversity (1 c.u.)

Course options for completing the [foundational requirements](#) are available on the [Penn LPS Online website](#).

Concentrations (12 c.u.)

Just as a college major serves to focus your studies during a four-year degree, the BAAS concentrations enable students to tailor their undergraduate education to specific personal and professional goals. Students can transfer a maximum of three c.u.'s (12 credits) to their concentration. Not all concentrations accept 3 transfer courses. Students are limited to declaring one concentration but can be strategic in earning multiple degree embedded certificates. Discuss your concentration selection with your advisor and strategy for earning degree embedded certificates.

Double Counting of courses

Students can double count 1 course toward a concentration and foundation requirement however the double count does not reduce the total number of CU's required for the degree. Students should work with their advisor in identifying a double count and understanding the impact on degree completion and how they will complete the 20 CU's required for degree completion.

Declaring a concentration

Students wishing to declare or change their concentration should review the information about their concentration on the Penn LPS online webpage to determine whether there are pre requisite courses or processes required prior to submitting the program declaration form found in Path@Penn. Two concentrations, [Individualized Studies](#) and [Leadership and Communication](#), require a two-step process to declare the concentration. Questions can be directed to your Penn LPS online advisor.

Students are encouraged to declare their concentration using the program declaration form found in Path@Penn as soon as they decide so they can monitor their progress on their degree audit also found in Path@Penn. Program declaration is required prior to completion of 23 CU's. Students who reach 23 CU's without declaring will be placed on registration hold until the program is declared.

Individualized Studies declaration

Students wanting to declare the individualized studies concentration will need to work with their advisor and submit a proposed program of study to lpsonline@sas.upenn.edu and have it approved prior to receiving approval for the Individualized Studies concentration. Declaration is required prior to completion of 23 CU's.

Electives (10 c.u.) Electives are courses that do not apply toward your foundational or concentration requirements. You may choose to deepen your field of study by taking additional classes within your concentration, develop a new skill by completing all of the courses within a course block or certificate outside of your degree concentration, or discover new interests and abilities by taking individual courses that appeal to your interests. Students choose ten electives

from any Penn LPS online courses. Transfer students can apply a maximum of eight c.u.'s from another institution toward this requirement. Up to four CU's can be from disciplines outside of arts and sciences (including, but not limited to business, allied health, technical, engineering). Students can choose the grade type of Pass/Fail for up to 2 courses that will be applying in their elective area. Pass/Fail grade type change courses will not count toward concentration or foundation requirements. Students interested in submitting a pass/fail grade type must submit it by petition on or before the 50% drop deadline published on the Penn LPS online academic calendar. No change is permissible after the published deadline.

Senior Portfolio, BAAS 4000, The Art of Work

Students graduating in Fall 23 will complete the non course requirement Senior Portfolio rather than BAAS 4000. Spring 24 and Summer 24 graduates will have the option to take the BAAS4000 course offered in Spring 24 (1 CU tuition and fees) or to complete the non-course (no tuition and fees and no credit) requirement Senior Portfolio. Contact your advisor to determine the best strategy for your situation

BAAS 4000, The Art of Work is a course taken near the end of their program that provides students with the reflective and analytical skills space to communicate how they will apply the knowledge gained from their coursework to maximize professional impact following graduation.

The course will be offered twice annually, Spring 1 and Fall 1. It will not be available in the Summer so students should plan when they will complete it as they near the end of their program. Students will need to satisfy their senior portfolio/BAAS4000 requirement as part of their graduation requirements. Refer questions about the BAAS 4000 content to the instructor via lpsonline@sas.upenn.edu.

Overview Gateway: Prove your way in program

The Gateway program gives students an opportunity to demonstrate current academic capabilities and also provides a strong foundation for continued academic success in the Bachelor of Applied Arts and Sciences (BAAS) program. "Proving your way in" through the Gateway Program enrolls you in the same courses as students admitted through the standard admission process. Individuals that have already earned a bachelor's degree are not eligible for the Gateway Program. Gateway courses will apply to foundation degree requirements.

Gateway students can choose the pace they complete the gateway requirements and are encouraged to choose a pace that will position them for success.

Financial Aid and Scholarship eligibility

Gateway students are not eligible for scholarship or Federal aid consideration until they have been admitted to degree status.

Gateway course options

Qualitative Analysis

Choose **one**:

[CLSC 1000: Greek and Roman Mythology](#)

[CRWR 1600: Modern and Contemporary US Poetry](#)

[DIGC 1600: A History of Digital Culture](#)

[RELC 2000: Gods, Ghosts, and Monsters](#)

Quantitative Analysis

Choose **one**:

[MTHS 1000: Mathematical Foundations for Data Analytics](#)

[MTHS 2000: Mathematics All Around You](#)

Scientific Process

Choose **one**:

[CLCH 1600: Oceanography](#)

[PHYL 1200: Foundations of Life Sciences](#)

[PHYL 1600: Foundations of Physical and Chemical Sciences](#)

Writing

Choose one:

[PROW 1000: Fundamentals of Professional Writing](#)

[PROW 1030: Introduction to Academic Reading, Writing, and Research](#)

Gateway program success

Matriculation into the BAAS program requires:

- Successful completion of 1 Gateway course from each of 4 areas (Qualitative, Quantitative, Scientific reasoning, Writing) with cumulative GPA of 2.7 or higher with no grade lower than a C.
- Submission of a complete **Gateway requirements fulfilled** application.
No additional application fee is required
- Demonstration of the motivation and ability to be a contributing member of the Penn community
- Good conduct and academic standing
- Admission into the BAAS degree program

Steps to submit the Gateway Requirements fulfilled application

- Select "BAAS: Gateway Requirements Fulfilled" to begin the expedited application process (most of the application will be pre-populated with the information you previously submitted in your Gateway Program application)
- In the academic background section, upload unofficial copies with **final grades** of your four completed Penn LPS Online Gateway courses
- Confirm with admissions receipt of **all official transcripts** of previous college coursework taken prior to matriculation at Penn
- In the supporting documents section, upload an updated resume
- Submit the complete application.

Students who receive a C- in one of the courses can take an additional gateway course in the same category. Students will be charged for the additional course and will have 5 Gateway courses that will apply to degree requirements if they meet all other Gateway requirements and are successfully admitted to degree candidacy.

Those receiving D or F grades in a Gateway course will immediately be removed from the Gateway program. If their circumstances allow, the student can submit an enrollment form to continue as

a general coursetaker in the next semester or Summer Term. Academic probation status, if applicable, would follow the student to their coursetaker program. Continuation as a course taker in subsequent semesters would be governed by the academic standing policy. Coursetaker, Gateway and Certificate students should be aware there may be a limitation on the number of non degree courses that will apply toward BAAS degree requirements.

Gateway requirements completed	BAAS start term and eligibility for federal aid consideration begins
Fall 1 or Fall 2	Spring
Spring 1 or Spring 2	Summer
Summer	Fall

The University of Pennsylvania reserves the right to deny or rescind admission to a student in violation of its [Code of Academic Integrity](#) or [Code of Student Conduct](#).

Penn LPS online Tools guide

PENN LPS ONLINE WEBSITE

This LPS website provides information that pertains to online programs, courses, certificates, and the associated academic calendar and deadlines.

PENN PORTAL

The Penn Portal serves as a student's dashboard to access online university resources, announcements, action items, financial information, registration and academic information, and campus life resources.

PATH@PENN

[Path@Penn](#) is the main hub where students access their profile, academic information, financial aid, and registration.

THE PENN BOOK

The Penn Book is a collection of policies that relate to student life at the University of Pennsylvania. These policies govern academic activities. The University of Pennsylvania reserves the right to rescind admission to a student in violation of its codes of conduct and/or personal responsibilities policies. All students are expected to have read and understood these codes and policies.

Penn LPS Online Academic Calendar and Deadlines

You can view the Penn LPS Online Academic Calendar, complete with registration deadlines, on the [Penn LPS Online website](#). Please be advised that dates and deadlines differ from those on the LPS Academic Calendar, as well as in other Penn Schools and University Registrar's Three-Year Academic Calendar. Your program is governed by the Penn LPS online academic calendar and not your instructor's Canvas calendar or other academic calendars at Penn.

Course Selection and Registration

Students register for courses through [Path@Penn](#), the University's online registration system; LPS staff can provide assistance or answer questions. Complete registration instructions are available online. Registering through Path@Penn requires the use of a personal computer and access to the web. In order to access the system, students must have a [PennKey](#)—a username plus password and have an active student status.

Advance Registration

The course registration process involves two registration periods. The first is [Advance Registration](#), when students enter their requests for courses they wish to take. At the end of Advance Registration, a scheduling program processes all registration requests at the same time to determine who gets enrolled in the requested courses. Students may advance register during a two-week period starting in late March for the following fall term and during a two-week period in early November for the following spring term. There is no Advance Registration for summer, but students may register for summer courses at the same time that they advance register for the fall.

Registration add / drop

The Registration and Add/Drop period opens approximately three weeks after the Advance Registration request period has closed and students have been notified of their schedules. During this period, students who participated in Advanced Registration who wish to make changes to their schedules may Add/Drop as they wish through their Path@Penn accounts. Students will know immediately what changes have been processed. Please consult the [Penn LPS Online academic calendar](#) for a complete listing of dates for each term.

Adding a Course

Students may add a new course via Path@Penn.

When making registration changes via Path@Penn, students should always verify their schedule to make sure the changes have taken effect before logging out. Students can confirm their registration two ways:

- When you go to “Add/Drop/Swap classes” in [Path@Penn](#) and click on “Primary Cart” you will see your selected courses in the cart. Courses with a **black check mark** on the lower left-hand side are classes you are registered for.
- In addition, if you go to “My Profile” > “View my student profile” in Path@Penn you will be able to confirm your registration on the bottom right hand side of the page in the “Registered courses” section.

Permits

The courses that require special permission are indicated in Path@Penn (some DATA courses, for instance, require a permit). Students can request permits while in the registration system. A permit is not a registration. Students must “claim” the permit by registering for the course through Path@Penn. A permit reserves a seat in the course; an authorization allows you to enroll if a seat is available. After both Advance Registration and Registration Drop/Request periods have ended, the Registrar's Office removes unclaimed permits from students' records.

Dropping a Course

Students may drop a course with no financial obligation until the published deadline in the current Penn LPS Online Academic Calendar. Students can officially drop classes through Path@Penn.

Absence from class does not constitute a drop, nor does notifying the instructor or another university office. Students who fail to drop a course officially within published deadlines may receive a grade of F and are financially responsible for the tuition.

When making registration changes via Path@Penn, students should always verify their schedule to make sure the changes have taken effect before logging out.

Late Drop

The late drop period begins immediately after the 100% drop deadline but includes a 50% financial obligation. Students who missed the deadline to drop with 100% financial obligation can late drop a course in Path@Penn but in so doing they will incur a 50% financial obligation for the tuition and fees for the dropped course. Please check the academic calendar for the 50% drop deadlines.

Withdrawing from a Course

Students wanting to discontinue a course after the Late Drop period has ended will need to withdraw from the course (until the published withdraw period deadline listed in the Penn LPS online academic calendar). To withdraw, students must submit a [Withdrawal Form](#). Students must complete the form by the end of the day on the last day of the withdrawal period.

Withdrawals may affect students' academic standing. Students are encouraged to consult their advisor to discuss their withdrawal and overall academic progress. Students are responsible for investigating how a withdrawal may affect their eligibility with any other offices outside of Penn LPS Online (Student financial services, scholarships and VA benefits, third party pay, employer sponsored tuition benefits, Penn tuition benefits for example). Students who withdraw from a course have full financial obligation.

Registration Holds

A registration hold may be placed on a student's record that will prevent the student from registering until action has been taken to resolve the issue. If students are unable to register using Path@Penn, it is their responsibility to contact their advisor or other relevant office promptly to determine the cause of the problem and resolve it in a timely manner. Students may see what registration holds, if any, have been placed on their account by reading the messages on the front page of Path@Penn. Students on an academic, financial, or disciplinary hold must have their hold cleared and must register officially by the end of the add period in order to take a course for credit.

Financial resources, policies, tuition, fees and billing

Student Registration and Financial Services

The Office of Student Registration and Financial Services (SRFS) is available to help admitted and current students navigate the financial aid process. For more information on financing your undergraduate studies, visit the [SRFS website](#) to explore forms and deadlines and [contact them](#) with financial aid packaging related questions.

Penn LPS online scholarships

A limited number of scholarship opportunities are available for matriculated, part-time and full-time students who are high achievers with financial need, good academic and conduct standing and working toward completion of their first undergraduate degree. Penn LPS online BAAS scholarships are not stackable and are limited to 1 per student. All Penn LPS online scholarships award up to 6 CU's of tuition and fee credit annually. The requirements to maintain eligibility for the scholarship are indicated in the scholarship letter each recipient receives. Scholarship recipients who do not meet the eligibility requirements will be reviewed by the SAS faculty committee to determine ongoing eligibility and the requirements to return to good scholarship standing. Those who do not return to good scholarship standing are at risk of losing their scholarship. The scholarship application is part of the admissions application and requires a supplemental essay and submission of a FAFSA or alternative method for those not eligible to submit a FAFSA. To apply for a scholarship after begin admitted, send an inquiry to lpsonline@sas.upenn.edu

The Penn LPS online scholarship committee reviews scholarship applications for Fall and Spring awards. Available scholarships are awarded on the basis of proven academic merit, commitment, and demonstrated financial need. The Student Financial Services office evaluates the level of student financial need using the FAFSA and an alternative method for those not eligible to submit a FAFSA. Email lpsonline@sas.upenn.edu to inquire about the alternative method for financial need analysis.

Bachelor of Applied Arts and Sciences students may compete for scholarships only after they have met all criteria for full admission. Gateway students are not eligible for scholarship or Federal aid consideration until they have been admitted to degree status. Please note that the number of eligible applicants frequently exceeds the number of available scholarships. Students are strongly encouraged to also investigate other funding opportunities.

Penn certifying official VETERANS AND MILITARY-AFFILIATED STUDENTS

The University of Pennsylvania is committed to supporting our veteran and military-affiliated students. If you are an active duty servicemember, veteran, or a military-affiliated dependent, you may be eligible for education benefits offered through the Department of Veterans Affairs (VA). Please consult the SRFS webpage for [Veterans and Military-Affiliated Students](#) to learn more about utilizing military education benefits for which you may be eligible.

Tuition, fees and billing

Tuition

Tuition is the cost of instruction. The current tuition rates for Penn LPS Online courses can be found on the [Penn LPS Online website](#).

Online General Fee

The online student general fee supports the specific activities, services, and virtual spaces that Penn Online students can access from a distance.

Payment Process and Billing Schedule

The University of Pennsylvania bills students on a schedule. To view when upcoming bills will be sent, please visit the [Student Financial Services Billing Schedule page](#).

Receiving Your Bill

www.sfs.upenn.edu

[Penn.Pay](#) is Penn's electronic billing system for student accounts. Penn.Pay enables the student, and other payers you authorize, to receive your Penn student account billing statement online. The bill includes charges for tuition, fees, and other expenses from a variety of Penn offices. New students must complete the [Student Financial Services "MUST DO LIST"](#).

Paying Your Bill

www.sfs.upenn.edu

215-898-1988

Penn encourages students to make payments online using Penn.Pay. Students can also mail a check, pay in person at the Franklin Building Lobby, or wire payment. Payment is also accepted online with an American Express® Card. (A 2.0% convenience fee will be assessed on your American Express® statement. Penn does not receive any portion of the convenience fee.) All tuition and fees are payable by the date indicated on the bill and the full amount of the payment is due. Students who have not received a bill within six weeks after registration should contact Student Financial Services.

Details about Paying Your Bill and Payment Options, including the Penn Monthly Budget Plan, can be found in the ['Billing and Payment' section](#) of the Student Financial Services website.

Late Payment

Penn must receive the amount due in full on, or before, the due date. If full payment is not received by this date, a late payment penalty of 1.5% of the past due amount per month will be assessed, and future registration and continuing enrollment will be jeopardized.

Penn Faculty/Staff Tuition Benefits

Penn LPS Online and Student Financial Services do not administer tuition benefits for Penn employees, and will not be able to provide eligibility information. To determine eligibility, options and obligations that may pertain to your employment status, and to activate payment of tuition benefits, students must contact their Human Resources benefits office directly.

Penn employees should note that eligibility for tuition benefits does not automatically allow them to enroll in courses. All students must first apply to the BAAS or Gateway program. Once

accepted into the program, Penn employees using tuition benefits are afforded options and subject to academic and financial obligations identical to those of all Penn LPS online students.

All students are responsible for understanding the policies of their tuition benefits, knowing and abiding by all Penn LPS Online Academic Calendar deadlines, and for grades and bills incurred through registration in any course regardless of attendance, completion, or employee status.

University System

www.hr.upenn.edu/tuition/

Eligible employees of the University may request tuition benefits, view current and past requests for payment, and view pending payments by using the online tuition management system on the Human Resources website at the above link. Payments are not automatically made, or continued for future terms based upon registration; the employee must apply online for tuition benefits each term.

Health System

Eligible employees of the University of Pennsylvania Health System should consult with their supervisor to determine benefits eligibility, policy and procedures.

Tuition Refund Policy

Please see the [Penn LPS Online Academic Calendar](#) for dates pertaining to each academic term.

Under the following circumstances, all or part of tuition will be refunded:

Dropped Courses: Semester-specific academic calendar deadlines are published on the Penn LPS Online academic calendar. If a student drops a course by the 100% drop period deadline, there is no financial obligation; full tuition and fees will be refunded by credit to the student's University account. A student must drop the course(s) through [Path@Penn](#) before the 100% drop deadline for Fall 1, Spring 1, and Summer. The 50% drop deadline period follows the end of the 100% drop deadline up until the Withdrawal deadline. Students who drop a course during this period will have the course dropped from their transcript, however they will be financially responsible for 50% of the tuition and fees.

If a student withdraws from a course after the 50% drop deadline on the Penn [LPS Online Academic Calendar](#) by submitting the [withdraw form](#), a grade of W is recorded on the transcript, and the student is responsible for the entire tuition and associated fees for the course. A student who has not yet paid at the point of withdrawal will nevertheless remain indebted to the University until the tuition is paid.

Illness or personal difficulty: A student who is considering a drop or withdraw because of a medical or personal situation should immediately contact their advisor to discuss their options, responsibilities and services to determine their best path forward.

Canceled Courses: The University reserves the right to cancel or change any course. If a course is cancelled all tuition and fee charges will be refunded for that course if the student is unable to find another course that meets their academic program requirements.

Academic Policies and Procedures

Policies regarding program enrollment status

Enrollment Status

To be considered enrolled at Penn, a student must maintain registration in a course or courses. Students who defer their enrollment or take limited time off may be considered to have an active program status (see the section in this handbook on maintaining academic standing) but are not considered currently enrolled. Students will have access to student services and resources only during semesters in which they register for courses.

Course Load

Penn LPS online students may enroll in a maximum of 2 course units in each 8-week session for a total of 4 CU's across a Fall or Spring semester. A semester includes both accelerated eight-week (e.g. Fall 1 and Fall 2) and classic (full semester) courses. (e.g. Fall 1 and Fall 2). Students wanting an increase in academic load should talk with their advisor about their options and processes.

Most working adults register for one course in each eight-week session and will thereby complete two C.U.'s across the semester which makes them a half-time student.

Deferred Enrollment

To maintain admission to their program students must take a course during their first semester of study. If a student prefers to wait to begin classes they can defer their matriculation for up to one year. Students who wish to do so must notify Penn LPS Online via email to lpsonline@sas.upenn.edu of their intentions by the first date of their application term, otherwise their enrollment will be cancelled and they will need to re-apply. It is not necessary for officially deferred students to reapply.

Inactive Status

Students who do not enroll in courses for four consecutive semesters, including summer, will be in inactive status and will be officially withdrawn from the University for inactivity. After being withdrawn, students wishing to resume their studies at Penn are required to re-apply and pay a new application fee.

Transfer Credit

Students may transfer in up to 50% of their degree requirements for the BAAS degree. Students will receive an official transfer credit evaluation after they have accepted an offer of admission to the BAAS program and all of their official transcripts have been received. Gateway students will receive their official transfer credit evaluation once they are admitted to degree status. Copies of previous course syllabi may be requested after an initial review of transfer credit if it is necessary for the transfer credit evaluation process.

Credits transferred from other institutions will become part of the student's official record, but former grades will not be placed on the transcript or used in determining the cumulative grade point average. Credits transferred from another institution can be distributed as described in the table below:

	CU's Required at Penn	Maximum Transfer CU's Allowed	Total Courses and Credits Required
Foundational Requirements	4 c.u.'s Writing requirement must be taken at Penn	4 c.u.'s	8 c.u.'s
Concentration Requirements	9-12 c.u.'s Dependent upon declared concentration	0-3 c.u.'s dependent upon declared concentration*	12 c.u.'s
Electives	2 c.u.'s	8 c.u.'s	10 c.u.'s
Total	15 c.u.'s	15 c.u.'s	30 c.u.'s

Students can transfer in up to 4 CU's to apply towards any [foundational requirements](#) with the exception of the Writing Requirement, which must be taken at Penn.

Students can transfer in up to 3 CU's toward the concentration requirements.

*Maximum transfer course units for all concentrations (foundation + concentration + elective areas)

Concentration	Max transfer CU's
Creative Studies	15
Data Analytics/Social Science	15
Data Analytics/Psychological Sciences	15
Individualized Studies	15
Leadership and Communication	12
Literature, Culture and Tradition	15
Organizational Studies	14
Physical and Life Sciences	15

Courses must have received a grade of C or higher and be completed at a regionally accredited institution.

Students may not transfer a course they have taken as part of a completed degree program, with the exception of an Associate's degree.

Courses taken outside of the University of Pennsylvania during or after a student's matriculation in an LPS degree program are not eligible for transfer credit. Graduate or professional courses are not eligible transfer credit for the BAAS degree.

Penn does not award credit for life experience, portfolio assessment, CLEP, AP, DANTES, ACE, Joint services transcript or DSST. Talk with your advisor if you have additional questions.

BAAS graduation requirements

To earn the BAAS degree students must successfully complete 30CU's and fulfill all degree requirements with a minimum cumulative gpa of 2.0. The Senior portfolio requirement is fulfilled by either completing the non-course Senior Portfolio requirement OR the BAAS4000, The Art of Work course, available Spring 1, 2024, but not available in Summer. December 23 graduates must complete the non-course Senior portfolio requirement as well as Summer 24 graduates who do not take the BAAS4000 course in Spring 1.

Requirements to Receive a Certificate at the point of BAAS graduation

To be awarded a degree-embedded certificate, students must complete the specific course requirements for the certificate available on the Penn LPS online website and earn a cumulative GPA of 2.5 or higher, except in the case of the Leadership and Communication certificate which requires a 3.0 GPA. Transfer credit is not eligible for use toward a certificate.

System Requirements

Students are strongly encouraged to have a PC or MAC desktop or laptop. Notebook computers like Chromebooks as well as mobile devices like tablets and smartphones **are NOT recommended** as a sole device as they do not support all course technologies. Please review the [technical requirements](#). In preparing for your online experience, a good rule of thumb is to *update everything* including your operating system, your preferred web browser(s), and Flash. You will need a strong internet connection; public WiFi is rarely adequate. See a more [detailed system requirements](#) for online courses. **Students are required to have a functioning PC or Mac desktop or laptop with camera, microphone, and speakers**

Policies governing grades

Credit System

Academic credit at the University of Pennsylvania is figured in course units (CUs). A course unit (CU) is a general measure of academic work over a period of time, typically a term (semester or summer). A CU (or a fraction of a CU) represents different types of academic work across different types of academic programs and is the basic unit of progress toward a degree. One CU is usually converted to a four-semester-hour course. The transferability of credits and assignment of credit hours is at the discretion of the receiving institution.

Grading System

The following grades are used to report the standing of a student upon completion of each course.

All courses must be taken for a grade. Courses cannot be taken pass / fail or as an auditor.

A+ = 4.0 Distinguished
B+ = 3.3

A = 4.0 Excellent
B = 3.0 Good

A- = 3.7
B- = 2.7

C+ = 2.3
D+ = 1.3
F = 0.0 Failure

C = 2.0 Average
D = 1.0 Below Average

C- = 1.7
(No D-)

GR = No Grade reported for student
NR = No Grades reported for course
(see below)
W = Withdrew
X = Academic Violation

I = Incomplete (see below)
II = Extended Incomplete
S = Satisfactory progress
U = Unsatisfactory

Pass/Fail options

Students can choose the grade type of Pass/Fail for up to 2 courses that will be **applying in their elective area**. Pass/Fail grade type change courses **will not count toward concentration or foundation requirements**. Students interested in submitting a pass/fail grade type must submit it by petition in Path@Penn on or before the 50% drop deadline published on the Penn LPS online academic calendar. No change is permissible after the published deadline.

Incomplete Grades

An incomplete grade indicates that a student has not completed all the work in a course and has done so with the instructor's permission. If the work for a course is incomplete as a result of the student's unexplained failure to hand in assignments or to take the final examination at the regularly scheduled time, the instructor should issue a grade of F for the course.

An instructor who chooses to grant an extension to a student who has not completed a course by the end of the term may grant an Incomplete (I). An Incomplete must be made up within the first four weeks of the start of the next term (including the summer term). If the Incomplete is not made up by the deadline, it will become an F. An Incomplete is made up only when the official grade is received by the LPS office and recorded by the Registrar's office on the student's official transcript. Once an Incomplete grade is converted to an F, the instructor may change the grade after the student has completed all required work. Students with two or more incomplete grades are subject to registration hold and are required to meet with their advisor to explain the circumstances of the Incompletes and develop a plan to resolve them. Students with two or more outstanding grades of incomplete who have already registered for additional courses will be dropped from their courses. Students with one incomplete or unresolved grade will be limited to 1 CU in subsequent term until all unresolved grades are resolved (I, GR, NR) and may be placed on registration hold and dropped from pre-registered courses if the I grade remains incomplete beyond the initial subsequent semester.

Review of a Grade and Academic Grievance

The instructor who gives an evaluation, exam, or course grade has sole authority for changing such evaluation, exam, or course grade provided the instructor remains on the staff of the University of Pennsylvania. In cases in which instructor appointments have terminated, or instructors have resigned or are deceased, sole authority for changing an evaluation rests with the Deputy Vice Dean of the College of Liberal and Professional Studies.

Penn LPS Online students who wish to have a final grade reviewed must first discuss the matter with the instructor who gave the evaluation unless the instructor is no longer a member of the University of Pennsylvania staff. Should this meeting not yield a resolution that is satisfactory to both the student and the instructor, or not be possible, the student may ask the Deputy Vice Dean of LPS for assistance in the matter. The role of the Deputy Vice Dean is limited to ensuring that the

department or program has arranged for a proper review of the matter. Any concerns related to other academic grievances should follow the same procedure.

Petitions

Students at Penn LPS Online who believe that their circumstances might warrant an exception from a rule or requirement may submit a petition form found on Path@Penn. The student should first discuss the issue with their advisor to discuss options, responsibilities, resources and support services that may pertain to the student's circumstances and serve to inform best strategy toward student success. The student may submit a petition, which will be evaluated by the Petitions Committee that meets at regular intervals throughout the year. In this petition the student must demonstrate why the exception to the policy is warranted and support with appropriate documentation. The committee will consider the student's petition statement and any supplementary materials (such as medical documentation) the student submits. The student will be notified of the committee's decision, usually within a week of the committee meeting.

Grade Point Average

Grade point average (G.P.A.) is computed at the end of each semester and on a cumulative basis. The G.P.A. is calculated by multiplying the course units for each course by the numerical equivalent of the grade received. The total for all courses is then divided by the total number of course units taken.

Transcripts

An official transcript of a student's academic record in the College of Liberal and Professional Studies is available from the University Registrar. Procedures for requesting a transcript can be found on the [Registrar's web site](#), and in Path@Penn.

Maintaining Academic Standing

Penn LPS Online students must maintain academic standing. Maintaining academic standing requires Penn LPS Online students to meet all of the following conditions:

- Maintain a cumulative G.P.A. of 2.0 or higher
- Earn a term G.P.A. of 2.0 or higher
- Accumulate no more than one Incomplete, F, or Withdrawal in a term

Please see "Policies governing academic difficulty" below for the potential consequences of failing to maintain academic standing.

Graduation application

To earn the BAAS degree, students earn 30CU's and fulfill all degree requirements including successful completion of BAAS4000, The Art of Work with a minimum gpa of 2.0 or completion of the Senior Portfolio non course requirement. Student must submit a graduation application in Path@Penn at the beginning of the semester in which they will complete their final degree requirements. This may be different than the term in which they are eligible to participate in graduation ceremonies. Students who are December 23 graduates, and are pending Spring 24 and Summer 24 graduates are eligible to participate Spring 24 graduation activities. Pending graduates means the courses they will need to graduate are offered in a particular term and they are registered for them.

Requirements to Receive a Certificate at the point of BAAS graduation

To be awarded a degree-embedded certificate, a BAAS student must complete the specific course requirements for the certificate and earn a cumulative GPA of 2.5 or higher in the certificate courses, except in the case of the Leadership and Communication certificate which requires a 3.0 GPA. Transfer credit is not eligible for use toward a certificate. Students who fail a class in the certificate have an opportunity to retake it once. If a student retakes a course they previously failed and receives a passing grade both the F and the new grade are calculated in the GPA. Certificates will not be awarded to a degree student prior to them completing their BAAS degree.

Policies governing academic difficulty

Course Action Notices

When the work of a student in a given course becomes unsatisfactory for any reason, the instructor may send a Course Action Notice email to the student. This notice will indicate the nature of the problem and suggest an appropriate person for the student to meet with, including the instructor, a teaching assistant, or an academic advisor. Students are expected to follow the recommendations made in these notices.

Failures

The grade of F remains on the record and is not erased even if students have repeated the course with a passing grade. Students who fail a certificate-related course requirement or concentration required course will be required to repeat the course if planning to earn the certificate as part of their degree. Students who do not meet the academic requirements of a certificate will not earn the certificate. Students who fail a course which is listed as a certificate course option may decide whether to repeat the course in consultation with their academic advisor. A grade of F is always calculated in the cumulative grade point average.

Repeating a Course

Students who receive an F in a course may retake the course for credit. Both the new grade and the original F will be tabulated into the final G.P.A. and appear on the transcript. Course credit will be awarded if the student receives a passing grade.

Failure to Maintain Academic Standing

Penn LPS Online students must maintain academic standing and make adequate progress toward the degree. Maintaining academic standing requires Penn LPS Online students to meet all of the following conditions:

- Maintain a cumulative G.P.A. of 2.0 or higher
- Earn a term G.P.A. of 2.0 or higher
- Accumulate no more than one Incomplete, F, or Withdrawal in a term

Academic probation Students who fail to meet one or more of the conditions listed above will be placed on academic probation. Students on academic probation will be required to meet with their academic advisor and may be placed on registration hold. Students will be expected to remedy the condition(s) that placed them on academic probation with the next three courses they take (no grades of W, F, I, GR, or NR). If students are on probation for any incomplete grades they will be placed on hold until they resolve their incomplete courses. If they are unable to meet the requirements of their probation, they may be subject to dismissal from the program, pending a decision of the SAS Continuing Education Committee.

Dismissal: After being placed on Academic Probation, students who do not meet all three of the conditions listed above will be reviewed by the SAS Continuing Education Committee. If the Committee decides that the student is unlikely to successfully complete their program, the student will be sent an academic dismissal letter. Penn LPS Online Gateway students who are not admitted to the BAAS degree for academic reasons and enroll in a certificate or course taker program will also be eligible for dismissal if they do not maintain academic standing.

Mandatory Leave of Absence: Students who accumulates two incomplete or unresolved grades in a given 16 week semester or accumulates 2 Incomplete grades across multiple semesters will be placed on a mandatory leave of absence until such work is finished. Students placed on a mandatory leave must complete all outstanding course work before they are allowed to re-enroll and continue with new work. Students have four semesters to complete this work or they will need to re-apply for admission to the program.

Conditions for readmission: Students who have been dropped for poor academic performance and who wish to be considered for readmission must contact their advisor for requirements and procedures for readmission. Students will not be considered for readmission for one full calendar year following dismissal. If a student is readmitted, the student must maintain good academic standing throughout the program. If the student fails to meet these conditions, the student may be dropped from the University without further warning, and with no opportunity for readmission.

General University Policies and Procedures

The Penn Book

The Penn Book is a collection of policies that relate to student life at the University of Pennsylvania. These policies govern academic activities such as grading and exams, provide guidance on the use of campus resources, and explain membership in the university community. The University of Pennsylvania reserves the right to rescind admission to a student in violation of its codes of conduct and/or personal responsibilities policies. All students are expected to have read and understood these codes and policies—which are published at the link below— before taking classes. <https://catalog.upenn.edu/pennbook/>

Office of the University Ombudsman

The Office of the Ombudsman assists individuals in finding solutions to problems that they may not be resolvable through other channels. The office is concerned with safeguarding individual rights and promoting better channels of communication throughout the University. It is independent of all administrative offices. The Ombudsman is not an advocate for any one individual or group. He or she is an advocate for fairness, adherence to University regulations, due process, and personal responsibility. The Office supplements, but does not replace, any existing grievance mechanisms or modes of redress. It can and does recommend changes in existing rules and practices when necessary. The Office of the Ombudsman may be reached at 215.898.8261 or <http://www.upenn.edu/ombudsman/>.

Academic Integrity

The fundamental purpose of the University as an academic community is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the

principles of academic integrity. Academic work represents not only what we have learned about a subject but also how we have learned it. Values and beliefs about academic integrity have been adopted by scholars so that others may trace our honorable footsteps, verify what we have learned, and build upon our work. Every member of the University community is responsible for upholding the highest standards of honesty at all times.

As members of the University community, students are also responsible for adhering to the principles and spirit of the [Code of Academic Integrity](#). Penn believes strongly in the importance of academic integrity. Students who violate its precepts are subject to punishment through the judicial system. Ignorance of the rules is no excuse. If a student is unsure whether his or her action(s) constitute a violation of the Code of Academic Integrity, it is that student's responsibility to consult with the instructor to clarify any ambiguity.

The best strategy for maintaining academic integrity is to avoid situations where academic dishonesty might occur. When in doubt, cite. There are many publications, such as the [Chicago Manual of Style](#) or the MLA Handbook for Writers of Research Papers (which has been placed in Rosengarten Reserve by the Honor Council), that provide information about methods of proper citation. Failure to acknowledge sources is plagiarism, regardless of intention.

- Consult with instructors about assignments
- Plan ahead to leave sufficient time to complete work
- Work with your academic advisor
- For more information, consult [The Center for Community Standards and Accountability](#)

Student Services

The Bachelor of Applied Arts and Sciences offers many of the resources you would expect from a traditional on-campus program however, they are delivered online. Learn more about the program resources on the [Student information Canvas](#) site available to all enrolled students in the BAAS and Gateway program and on the Penn LPS online website under [student resources](#).