



# Penn Arts & Sciences High School Programs

## **Young Scholars Student Handbook Spring 2022**

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## Program Overview

Penn's Young Scholars Program permits high school students to enroll in one or two undergraduate courses per semester for academic credit. Young Scholars will attend and participate in courses alongside Penn undergraduates, and all students will be assessed and evaluated as traditional undergraduate students. Upon successful completion of the program and all coursework included therein, Young Scholars may request official copies of their University of Pennsylvania transcript outlining courses completed and grades earned. When applying for full-time undergraduate study, either at Penn or another institution, you will be required to submit all secondary and post-secondary academic transcripts, which includes the transcript you will receive upon completing the Young Scholars Program. As such, it is imperative all Young Scholars take coursework seriously and relay concerns to an academic advisor immediately.

## Academic Calendar

Young Scholars are subject to the same academic calendar, deadlines, and policies as other College of Liberal and Professional Studies students. Below is the spring term calendar and it is also available [here](#) on our website.

<b>Classes begin (Monday classes on a Wednesday)</b>	Wednesday, January 12
<b>Martin Luther King, Jr. Day (observed)</b>	Monday, January 17 (no classes)
<b>Last day to add writing or language course</b>	Friday, January 21
<b>Last day to add a course</b>	Tuesday, January 25
<b>Last day to drop a course with no financial obligation and no notation on transcript</b>	Tuesday, January 25
<b>Last day to drop a course with 50% financial obligation and no notation on transcript. (LPS students must submit a <u>Late Drop Form (PDF)</u>)</b>	Monday, February 21
<b>Spring recess begins at close of classes on Friday, March 4</b>	Saturday, March 5 - Sunday, March 13
<b>Spring recess ends; classes resume</b>	Monday, March 14
<b>Last day to change grade type status in a course (LPS students must complete a <a href="#">Grade Type Change Webform</a>)</b>	Friday, March 18
<b>Last day to withdraw from a course. Full financial obligation applies. (LPS students must submit a <a href="#">Withdrawal Webform</a>)</b>	Monday, March 28
<b>Spring term classes end</b>	Wednesday, April 27
<b>Reading days</b>	Thursday, April 28 – Sunday, May 1
<b>Final examinations</b>	Monday, May 2 – Tuesday, May 10
<b>Spring term ends</b>	Tuesday, May 10

## **Course Selection and Registration**

Young Scholars are eligible to register for 2 course units per semester. Courses **must** be chosen from the list of approved Young Scholar courses offered through the College of Liberal and Professional Studies. The pre-approved list of Young Scholars courses may be found on the College of Liberal and Professional Studies website: <https://www.lps.upenn.edu/non-degree-programs/hs-young-scholars/courses>

Young Scholars are not eligible to register themselves for courses. *Please note: Enrollment in a specific course is not guaranteed.* Course enrollment may be verified through Penn-in-Touch (see instructions on page 6.) **Penn in touch will be replaced by a new system in March 2022, please stay tuned to your Penn email throughout the semester on more updated information about the new system.**

## **Academic Policies**

### ***Academic Standing***

All Young Scholars must maintain a 3.0 GPA in their Penn courses in order to remain a member of the Young Scholars Program. Any Young Scholar who does not maintain a B average will not be allowed to register for the following semester. Any student who does not meet the academic criteria will be dismissed from the program and will need to reapply for a future term.

### ***Academic Integrity***

All students are required to abide by all College of Liberal and Professional Studies and University policies, including the Code of Academic Integrity. The code may be found here: <https://catalog.upenn.edu/pennbook/code-of-academic-integrity/>

### ***Grading System***

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

A+	= 4.0 Distinguished	F	= 0.0 Failure
A	= 4.0 Excellent	GR	= No Grade reported for student
A-	= 3.7	NR	= No Grades reported for course
B+	= 3.3	I	= Incomplete (see below)
B	= 3.0 Good	II	= Extended Incomplete (see below)
B-	= 2.7	P	= Pass, A+ TO D
C+	= 2.3	S	= Satisfactory progress
C	= 2.0 Average	U	= Unsatisfactory
C-	= 1.7	W	= Withdrew
D+	= 1.3	AUD	= Audit
D	= 1.0 Below Average	X	= Academic Violation

## ***Pass/Fail Option***

Pass/Fail is an option to encourage students to take courses in subjects that they might avoid if they were required to enroll on a standard, graded basis. Regulations concerning this Pass/Fail option are listed below:

1. In courses taken Pass/Fail, the standard letter grades A-D are converted to P (Pass) by the Registrar. A failure is posted as an F.
2. Grades of P are not computed when determining students' grade point averages; grades of F are computed.
3. The Pass/Fail option stipulates that the instructor is not to be informed of those students who have enrolled Pass/Fail.

## ***Credits and Credit System***

Penn academic credit is measured in "course units" (CU). Most courses earn one CU, which is equivalent to four semester hours at other institutions. If planning to transfer your Penn credits to your future undergraduate institution, please maintain a course syllabus and transcript for your records, as these will aid in the transfer.

## ***Incompletes***

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. 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 either an Incomplete (I) or an Extended Incomplete (II). An Incomplete must be made up within the first four weeks of the start of the next term, and an Extended Incomplete must be made up by the end of the next term. In either case, 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. Once an Incomplete grade is converted to an F the instructor may change the grade after the student has completed all required work.

## ***Failures***

A grade of F remains on the student record and cannot be erased, even if the student repeats the course and earns a passing grade. A grade of F is always calculated into the cumulative grade point average.

## ***Academic Grievances***

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 faculty (or the emeritus faculty) of the University of Pennsylvania. In cases in which faculty appointments have terminated, or faculty have resigned or are deceased, sole authority for changing an evaluation rests with the Undergraduate Chair of the relevant department. LPS students who wish to have an evaluation, exam, or course grade reviewed must first discuss the matter with the instructor. Should this meeting not yield a satisfactory resolution the student may ask the Undergraduate Chair of the department for assistance. Should the matter not be resolved with the aid of the undergraduate chair or program director, then the student may seek the assistance of the Vice-Dean of LPS.

## ***Petition Procedure***

Students who are requesting an exception to an existing policy or requirement must first meet with the Young Scholars staff to discuss the request and to receive a petition form, if that is the best course of action. Petitions and supporting documents are submitted to the LPS Student Services office and will be reviewed by the LPS Petitions Committee.

## ***Final Examinations***

No students shall be excused from a final examination in a course where such an examination is required. In exceptional instances, such as serious illness or injury, students may be allowed to postpone the examination with the approval of the instructor.

## ***Transcripts***

An official transcript of a student's academic record is available from the University Registrar. To request a transcript, follow instructions outlined on the Registrar's web site (<https://srfp.upenn.edu/student-records/transcripts/current-students-1988-present> ) and in [Penn-In-Touch](#).

## ***FERPA Policy***

As stated by Federal law, the Family Education Rights and Privacy Act (FERPA), protects the privacy of student educational records. Students in the Young Scholars Program are protected under FERPA policies, meaning information regarding a student's performance in the classroom or any identifying academic information may not be released to anyone but the student. The University generally cannot, by federal student privacy law (FERPA), discuss your academic or financial records with a third party, including parents. To authorize Penn to share your information with a parent, guardian, sponsor, or another party, you must designate them explicitly.

From [Penn InTouch](#), select Profile, privacy & emergency, then Share Academic/Financial Information.

## **Academic Resources**

### ***Instructor Office Hours***

All instructors are required to hold weekly office hours in which students may drop in with questions or concerns. Should the stated office hours not fall within your range of availability, please email your instructor for alternate meeting times or to schedule an appointment.

### ***Writing Center***

The Marks Family Writing Center, located at 3718 Locust Walk (The McNeil Building – Suite 110), provides writing support, guidance, and feedback to students at any stage of the writing process. The center is staffed by well-qualified peer and faculty writing specialists and is open six days a week by appointment and five days a week. To schedule an appointment, [visit their website](#).

### ***Canvas***

Canvas is a learning support system utilized by many courses which provides additional readings, discussion boards, videos, or resources applicable to coursework. If your course uses the Canvas system you may log in using your PennKey via [the Library's website](#). Please review the [Canvas Student Quick Guide](#).

### ***Calculus help***

The Mathematics Department offers Calculus help on a drop-in basis Monday through Thursday evenings throughout the semester. Times and locations vary by semester. Please refer to the Math Department website for specifics: <http://www.math.upenn.edu/ugrad/calc/help/help.html>

### ***The Weingarten Learning Resources Center***

The Weingarten Learning Resources Center, located at 3702 Spruce Street, Suite 300, provides professional consultation services in skills such as academic reading, writing, study strategies, and time management. For more information about the Weingarten Learning Resources Center visit their web site at <https://wlrc.vpul.upenn.edu/> or call 215.573.9235.

### ***Student Disabilities Services***

The Weingarten Learning Resources Center includes Student Disabilities Services (SDS), which provides comprehensive professional services and programs for students with disabilities to ensure equal academic opportunities and participation in University-sponsored programs. Reasonable accommodation to a qualified student's known disability may be provided to assure equal access. Penn invites students with disabilities to self-identify at any time during their course of study as enrolled students. Although the self-identification process is

confidential and completely voluntary, it is required for those requesting accommodation. SDS may be contacted via the web at <https://wlr.vpul.upenn.edu/sds/> by phone at 215.573.9235, and by TDD at 215.746.6320.

## **Electronic Resources**

### ***Penn Key***

The [PennKey website](#) for FAQs and trouble shooting.

Couldn't find an answer in their [Help Guide](#) or [FAQs](#)? Ask for help from the Pennkey department via [this online form](#).

All Young Scholars Students are REQUIRED to set-up a PennKey, which is an access code for ALL University systems, including Penn-In-Touch, the online billing system, and Canvas.

New students should receive a set-up code necessary to create a PennKey shortly after enrolling (typically within 72 hours). This is sent via email from [pennkeysetupcode@lists.upenn.edu](mailto:pennkeysetupcode@lists.upenn.edu). **Please be sure to check your spam or junk folder for this automated email.** Newly admitted students who did not provide a U.S. Social Security Number with their application are also issued a Penn-assigned SSN to use during PennKey registration.

Once you receive your set-up letter please follow the instructions to properly set-up and test your PennKey. Also set up the Penn Key Recovery service here: <https://pennkeysupport.upenn.edu/recovery-service> in the event that you forget your password.

### ***Two-Step Verification***

See FAQ: "[How do I enroll in Two-Step?](#)"

Two-Step Verification provides an added layer of protection when accessing PennKey-protected web sites and applications. After you log in with your PennKey and password, you'll use a device in your possession to verify your identity. With Two-Step, your data is protected, even if your PennKey password is compromised. To enroll in Two-Step, visit: <https://twostep.apps.upenn.edu>. If you have any issues with two-step verification please email [techcenter@upenn.edu](mailto:techcenter@upenn.edu) or call (215)746-2222.

### ***Penn SAS Email***

All Young Scholars are REQUIRED to obtain and regularly check a Penn e-mail account while at Penn. This e-mail address is where all official correspondence from the University will be sent (including billing statements, course communication, etc.). After setting-up your PennKey, please go to the following site and follow the instructions on setting up a Penn e-mail account: <http://www.sas.upenn.edu/computing/help/students/email>. If you have any questions about your email please utilize this help form: <https://computing.sas.upenn.edu/help/students/forms/email>

### ***Penn Card***

The PennCard is the official university identification card. It is required in order to gain access to university buildings, including the library. All Young Scholars are REQUIRED to obtain a PennCard which can be picked up at the PennCard Center. The center is located on the second floor of the Penn Bookstore at 3601 Walnut Street. You must bring a photo ID with you to obtain a card. The cost of replacing a lost or stolen PennCard is \$25.

### ***Penn Portal***

The Penn Portal allows students to access a variety of electronic systems, as well as customized course information and the university academic calendar. [https://portal.apps.upenn.edu/penn\\_portal/portal.php](https://portal.apps.upenn.edu/penn_portal/portal.php)

### ***Penn-In-Touch***

Penn InTouch (PIT) provides secure access via the Internet to online course schedules, academic records, billing, address corrections and updates, and transcript ordering. A PennKey is required to access Penn-In-Touch, which may be found at [https://portal.apps.upenn.edu/penn\\_portal/intouch/splash.html](https://portal.apps.upenn.edu/penn_portal/intouch/splash.html)

## ***Remote IT Support***

[This guide](#) is intended to help all students with accessing and using virtual instruction. This guide covers PennKey support, remote learning tools, and [SAS-specific support](#).

## ***Participating in an Online Course***

Information about [preparing for your online course](#) and [course expectations](#) is available here.

Instead of meeting in a classroom for 3 hours per week, your time may be spread over an entire week that includes reading, watching videos, participating in discussions in Canvas, and participating in live Zoom meetings, plus any assignments and projects. Courses may meet synchronously (in real time) or asynchronously (at the student's pace) or a hybrid of both. This information is denoted on all course descriptions. Please be advised that *most* courses will meet synchronously *without* the option of prerecorded online lectures.

## ***Tuition and Billing***

Course tuition and fees are calculated in the same manner as all other non-degree undergraduate students at the College of Liberal and Professional Studies. The rate of tuition is based upon the number of course units taken and the division of the University in which they are taken. All billing for the University will be done on an electronic basis via Penn.Pay. Please refer to the following website for complete information: <https://srfs.upenn.edu/billing-payment/pennpay>

Any Young Scholar that attends a School District of Philadelphia public or charter high school will receive a full tuition waiver for **one** undergraduate LPS evening course, limited to the fall and spring semesters only. Summer course tuition is charged of all Young Scholars, regardless of school district.

All students (regardless of semester or school district) are responsible for any other fees associated with attending courses, which may include textbooks, laboratory fees, course materials, etc. You can more information about Young Scholars tuition here: <https://www.lps.upenn.edu/non-degree-programs/hs-young-scholars/tuition>

## **Campus Safety & Transportation**

The University City District provides a broad range of police and safety personnel who patrol the campus and neighborhood. Nonetheless, you must always exercise reasonable precautions. Students are expected to take advantage of the resources provided by the university (listed below). We want you to have a safe and happy experience at Penn.

Penn's Division of Public Safety is located at 4026-4040 Chestnut Street. Their phone number is 215-898-7297. In an emergency, dial 511 from any campus phone, 215-573-3333 from your cell phone, or pick up any "blue light" emergency telephone to reach the police while walking around campus and West Philadelphia. When off-campus, dial 911 in the event of an emergency.

## ***PennWalk***

Walking: Call 215-898-WALK for a two-person team who will walk with you any evening to and from campus buildings and transit stops seven days a week, 6 p.m.-3 a.m.

## ***Inclement Weather***

Penn's Weather Hotline: 215-898-MELT

In the event of inclement weather, call Penn's weather update hotline to determine whether the university will still be holding classes. University-wide emails will also be sent in the rare case courses are cancelled or delayed.

## **Useful University Resources**

### ***Library***

The University of Pennsylvania has 15 different libraries, including the largest open stack library in the nation. To find out more, visit <http://www.library.upenn.edu/>. Your PennCard, PennKey and email account give you access to all of the library's resources.

### ***Bookstores***

More information is available on the [Penn Bookstore site](#).

### ***University of Pennsylvania Undergraduate Admissions***

The Office of Admissions handles all undergraduate admissions. Check out their [contact us](#) page to view FAQs, submit a question, join their mailing list, or to connect with the admissions officer from your territory.