



**Wharton**  
UNIVERSITY of PENNSYLVANIA

**GLOBAL YOUTH PROGRAM**

**Wharton  
Pre-Baccalaureate Program  
Student Handbook  
Fall 2021**

Questions? Contact us at [wgyp-prebacc@wharton.upenn.edu](mailto:wgyp-prebacc@wharton.upenn.edu)

## Program Overview

Wharton's Pre-Baccalaureate Program permits exceptional high school students to enroll in one or two courses per session for college credit. Pre-Bacc students will be assessed and evaluated as traditional undergraduate students. Upon successful completion of the program and all coursework included therein, Pre-Bacc students may request official copies of their Wharton/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 within the Wharton Pre-Baccalaureate Program. As such, it is imperative all students take coursework seriously, take advantage of university resources available to them, and relay any concerns to an academic advisor immediately.

*Note: Participation in Wharton's Pre-Baccalaureate Program does not guarantee admission into the University of Pennsylvania.*

## Academic Calendar

Wharton Pre-Baccalaureate students are subject to the same academic calendar, deadlines, and policies as Wharton and University of Pennsylvania undergraduate students. Penn's Fall 2 term spans one session: Fall Session 2: October 25 – December 10, 2021.

	<b>Fall Session II</b>
<b>Classes Begin</b>	October 25
<b>Last Day to Add a Course</b>	November 1
<b>Last Day to Drop a Course With No Financial Obligation and No Notation on the Transcript</b>	November 1
<b>Last Day to Change Grade Status in a Course (Pass/ Fail)</b>	November 9
<b>Last Day to Withdraw from a Course. Full Financial Obligation Applies. Transcript to read "W."</b>	November 16
<b>No classes, university holiday (observed)</b>	<b>November 25 - November 28</b>
<b>Classes End</b>	December 10
<b>Final exam period*</b>	December 11 – December 22

\*All exam dates are at the discretion of the course instructor.

## **Course Information**

All Pre-Baccalaureate Program courses are offered in a fully-online format. Courses include live, synchronous class meetings as well as asynchronous lectures and content. For live class meetings, students must log in during published class meeting times for lectures, discussions, and assignments. Published class meeting times are set to Eastern Standard/Daylight Time. Attendance for all live class meetings is mandatory and students are advised to keep cameras on throughout class to ensure active participation and engagement.

Beyond live class meetings, additional coursework will be required. Students may be assigned readings, video lectures, group projects, or independent assignments designed to meet course learning objectives. We estimate an additional 5-10 hours of work will be required outside of live class meetings. All assignments and applicable deadlines will be clearly outlined in the course syllabus, to be provided by the instructor at the start of term. Once received, review the syllabus carefully to familiarize yourself with course content topics, objectives, policies, and timelines.

### ***Technology Requirements***

In order to fully participate in courses, you will need a computer that meets the minimum system requirements for Canvas LMS and Zoom Videoconferencing. A webcam with microphone is also required. While some components of coursework may be accessible with a mobile device, it is not recommended. Refer to the following links for specific requirements:

- [Canvas LMS Support Resources](#)
- [Zoom Requirements and Support](#)

### ***Selection and Registration***

Pre-Bacc students are eligible to register for 2 courses per session. Courses must be chosen from the list of approved [Pre-Baccalaureate courses](#).

To initiate course registration, students must complete and submit the final page of this Student Handbook to [wgypprebacc@wharton.upenn.edu](mailto:wgypprebacc@wharton.upenn.edu) for processing. Due to course quotas and academic prerequisites, enrollment in a specific course is not guaranteed; we strongly encourage students to select an alternate course. Registration confirmations will be sent via email in advance of the term. Students may elect to change their course registration at any time before the start of classes.

## **Academic Policies**

All students are required to abide by all Wharton and University of Pennsylvania policies, including the Code of Academic Integrity and the Acceptable Technology Use Policy.

- [Code of Academic Integrity](#)
- [Acceptable Technology Use Policy](#)

### ***Grading System***

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

<b>A+</b>	=	<b>4.0 Distinguished</b>	<b>F</b>	=	<b>0.0 Failure</b>
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 continue with courses in subjects that may prove challenging. Regulations concerning the Pass/Fail option are:

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" (CUs). Pre-Baccalaureate courses award a half course unit, 0.5CUs, which is equivalent to two semester hours or college credit hours at most other institutions. If planning to transfer your Penn credits to your future undergraduate institution, please maintain a course syllabus and transcript, as these will aid in the transfer.

If applying to one of Penn's undergraduate schools, you may learn about Penn's [Pre-College/Dual Enrollment Work policy here](#). At this time, credits accrued through Wharton's Pre-Baccalaureate Program are accepted within the Wharton School for undergraduate credit.

## ***Incompletes***

An incomplete grade indicates 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.

## ***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.

## ***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.

## ***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 Wharton Pre-Baccalaureate 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. Should a student wish to release their records to a parent or guardian, they may complete a [FERPA Waiver](#) and return to [wgyp-prebacc@wharton.upenn.edu](mailto:wgyp-prebacc@wharton.upenn.edu).

## **End of Term**

### ***Transcripts***

An official transcript of a student's academic record is available from the University Registrar. To request a transcript, follow instructions outlined below, or on the [Registrar's website](#).

1. Log into [Penn InTouch](#) with your PennKey and password
2. Access the 'Academic Records' link from the left-hand menu
3. Three dropdown box options will appear:
  - a. View Grades – view current and previous semester grades
  - b. Transcript and GPA – view an unofficial copy of your transcript and GPA
  - c. Order Transcripts – request hard or soft copy transcripts after completing a few prompts; transcript copies are \$10 a piece

### ***Program Continuation***

All students who are age eligible and remain in good academic standing are invited to continue with the Pre-Baccalaureate Program for future terms – no additional application necessary. Good academic standing is measured as a cumulative 3.0 GPA (B) or higher in Wharton coursework. Shortly before the start of each term, the Wharton Global Youth team will invite eligible students to return, if interested. It is not a requirement to continue with the program; it is simply an opportunity to continue your students should you be interested. Students who do not meet the 3.0 GPA are asked to reapply for the program should they wish to continue.

## **Academic Resources**

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

All instructors will hold periodic office hours in which students may virtually ‘drop in’ with questions or concerns. Should published office hours not fall within your range of availability, please email your instructor for alternate meeting times or to schedule an appointment.

### ***Penn Libraries***

[The University of Pennsylvania library system](#) includes 15 different libraries. Your PennKey and email account give you access to all of the library’s electronic resources, digitized materials, workshops, and virtual support systems.

### ***Canvas***

Canvas is a learning support system utilized by instructors to house course details, including: Zoom links for live class sessions, course syllabi, assignments, contact information, discussion boards, videos, or resources applicable to coursework. Once registered for courses, you may log in to Canvas using your PennKey: <https://canvas.upenn.edu>

Refer to the [Canvas Student Guide](#) for detailed instructions and FAQs for utilizing the Canvas system.

### ***Textbooks & Course Materials***

Some courses may require the purchase of textbooks or additional course materials. These are typically available in digital format and may be acquired from the [Penn Bookstore](#) or other online retailers. Your course instructor will outline requisite course materials in the syllabus.

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

The [Weingarten Learning Resources Center](#) provides academic workshops and consultation services for academic success, including: academic reading, writing, study strategies, and time management. A schedule of available workshops and services may be found on their website.

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

[Student Disabilities Services \(SDS\)](#) provides comprehensive professional services and academic accommodations for students with disabilities to ensure equal academic opportunities. Reasonable accommodation to a qualified student’s known disability may be provided to assure equal access. Penn invites students with disabilities to self-identify via their website. 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://wlrp.vpul.upenn.edu/sds/>, by phone at 215.573.9235, and by TDD at 215.746.6320.

### ***Wharton Global Youth Additional Resources***

The Wharton Global Youth Program (WGYP) offers additional opportunities and resources to explore business and finance education, including an [annual investment competition](#) and online business journal. The [WGYP business journal](#) features articles, videos, podcasts, and glossary terms designed to provide insight and faculty analysis on topics like [Health Economics](#), [Data Science](#), and [more](#).

## **Electronic Access**

### ***PennKey***

All Pre-Bacc 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. Students will be issued instructions by email on creating a PennKey.

### ***Wharton Email Address***

All Pre-Bacc students are **REQUIRED** to create a Wharton e-mail account while attending courses. This e-mail address is set up as a forwarding address only. Students will activate their Wharton accounts and select their preferred personal forwarding address, which is where all official correspondence from the University will be sent (including billing statements, course communication, etc). 24 hours after setting-up your PennKey, please go to the Wharton Account Creator website and follow the instructions on setting up a Wharton e-mail account: <https://apps.wharton.upenn.edu/iam/accountcreator/>

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

Penn InTouch (PIT) provides secure access to online course schedules, academic records, billing, address corrections and updates, and transcript ordering. A PennKey is required to access [Penn InTouch](#).

### ***Tuition and Billing***

Course tuition and fees are calculated in the same manner as all other non-degree undergraduate students at the Wharton School. Tuition is charged per course and the online services fee is charged per session. All billing for the University is done on an electronic basis via [Penn.Pay](#). Billing statements are issued directly to the student's Wharton email.

- [Accepted Payment Methods](#)
- [Billing Schedule](#)

	<b>Tuition</b>	<b>Online Services Fee</b>	<b>Materials Fee</b>
Fall Session II	\$4,230/course	\$70/course	\$76/course*

\*For applicable courses only; fee covers exclusive content, simulations, or case studies utilized within the course.

In addition to tuition and fees, all students are financially responsible for any other fees associated with attending courses, which may include textbooks, software, course materials, etc. **Note:** The costs for tuition and fees for the Pre-Baccalaureate Program are NOT eligible for the Penn Payment Plan advertised on Penn.Pay. Please DO NOT enroll in the payment plan when attempting to submit your payment.

*Note: Students who attend a School District of Philadelphia public or charter high school may attend one course tuition-free per term. Tuition and fees are automatically waived; there is nothing further students need to do. If you attend a Philadelphia public/charter school and believe you have been billed erroneously, please contact us at [wqyp-prebacc@wharton.upenn.edu](mailto:wqyp-prebacc@wharton.upenn.edu) so we can triage.*

## **Course Registration**

Please indicate below your course preferences. Students may enroll in **two courses maximum per session**. If enrolling in more than one course, be sure to check course meeting times carefully to avoid schedule conflicts. Available courses are published on the [Pre-Baccalaureate Program Courses by Session page](#).

**In which Fall Session course(s) are you enrolling?**

**Session 2: October 25 – December 10, 2021**

Course 1		
List your first-choice course and an alternate, if applicable.		
Choice	Course Number:	Course Title:
1 <sup>st</sup>		
Alt.		

Course 2, if planning to enroll in 2 courses		
List your first-choice course and an alternate, if applicable.		
Choice		
1 <sup>st</sup>		
Alt.		

## **Student & Parent/Guardian Agreement**

By signing below we are acknowledging we have read the Wharton Baccalaureate Program Handbook and agree to adhere to the academic, financial, and electronic use policies set forth by the Wharton Pre-Baccalaureate Program and the Wharton School of the University of Pennsylvania.

Student name (print) \_\_\_\_\_

Student signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian name (print) \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date: \_\_\_\_\_

E-signature is acceptable. Please return a signed copy of your Handbook to the Wharton Pre-Baccalaureate Program at [wgyp-prebacc@wharton.upenn.edu](mailto:wgyp-prebacc@wharton.upenn.edu) in advance of summer coursework.