



University of Pennsylvania
School of Design

Student Handbook
2014-2015

The University of Pennsylvania values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The University does not discriminate on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or status as a Vietnam Era Veteran or disabled veteran in the administration of its educational policies, programs, or activities; admissions policies; scholarship and loan awards, athletic, or other University administered programs or employment. Questions or concerns regarding the University's equal opportunity and affirmative action programs and activities or accommodations or people with disabilities should be directed to the Executive Director, Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6021 or 215-898-6993 (Voice) or 215-898-7803 (TDD).

Welcome to PennDesign and the University of Pennsylvania. The PennDesign Student Handbook provides information to assist in planning your academic program and serves as a guide to facilities and resources within PennDesign and across the University.

This handbook is intended to be used with other references such as individual department brochure(s) and handbook(s). In addition, all graduate students are responsible for the regulations listed in the University of Pennsylvania Pennbook: <http://provost.upenn.edu/policies/pennbook>

The PennDesign Student Handbook 2014-15 is a publication of the Office of Student Services. It is designed for the use of all PennDesign students. If you have questions regarding the contents of this handbook, please contact the Office of Student Services at registrar@design.upenn.edu, by phone at 215-898-6210 or in person in 110 Meyerson Hall.

On behalf of the PennDesign community, best of luck for a successful year! We look forward to working with you.

Sincerely,

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PennDesign students are responsible for the policies and calendar notifications contained in the Handbook, including supplements or modifications to them and all supplemental information distributed via print and e-mail. PennDesign must reserve the right to make changes affecting policies, fees, curriculum, or any other matters announced in this publication.

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PennDesign Academic Calendar

Fall	2014 Fall Term
PennDesign New Student Orientation International Students 9am-12noon All Incoming Students 12noon-7pm Orientation events continue on August 26 th and 27 th ; see full schedule for details.	Monday, August 25 th
Fall Studio & Elective Presentations	Tuesday, August 26 th
First day of classes	Wednesday, August 27 th
Labor Day (<i>University Closed/No Classes</i>)	Monday, September 1 st
Course Add/Drop Period Ends Last day for 100% tuition/fee refund for dropped coursework Last day to declare part-time status for tuition/fee adjustment	Monday, September 15 th
PennDesign Mid-Review Period	Wednesday, October 1 st to Monday, November 10 th
PennDesign Studio Travel Week	Thursday, October 6 th to Sunday, October 12 th
Fall Break (<i>University Open/No Classes</i>)	Thursday, October 9 th to Sunday, October 12 th
Advance Registration Spring 2015	Monday, October 27 th to Sunday, November 9 th
PennDesign Open House	Monday, November 3 rd
Fall Term Course Schedule Adjustment <i>Courses normally scheduled for Tuesday will not meet. Classes normally scheduled for Thursdays will meet at their normally scheduled time and classroom on Tuesday, November 25th.</i>	Tuesday, November 25 th (Thursday courses)
Fall Term Course Schedule Adjustment <i>Courses normally scheduled for Wednesday will not meet. Classes normally scheduled for Fridays will meet at their normally scheduled time and classroom on Wednesday, November 26th.</i>	Wednesday, November 26 th (Friday courses)
Thanksgiving Break (<i>University Closed/No Classes</i>)	Thursday, November 27 th & Friday, November 28 th
Fall Term Classes End	Tuesday, December 9 th
Final Reviews and Examinations	Wednesday, December 10 th to Friday, December 19 th
Fall Term Ends	Friday, December 19 th
Fall Term Grades Due	Monday, January 5 th

Spring	2015 Spring Term
Spring Studio & Elective Presentations	Tuesday, January 13 th
First day of classes <i>Courses normally scheduled for Wednesday, January 14th, will NOT meet. Courses normally scheduled for Mondays will meet at their normally scheduled time and classroom on Wednesday, January 14th. The first meeting of Wednesday courses will occur on Wednesday, January 21st.</i>	Wednesday, January 14 th (Monday courses)
Martin Luther King, Jr. Day Observed (<i>University Closed/No Classes</i>)	Monday, January 19 th
Course Add/Drop Period Ends Last day for 100% tuition/fee refund for dropped coursework Last day to declare part-time status for tuition/fee adjustment	Monday, January 26 th
PennDesign Studio Travel Week	Saturday, February 14 th to Saturday, February 21 st
PennDesign Mid-Review Period	Monday, February 23 rd to Thursday, March 26 th
Spring Break (<i>University Open/No Classes</i>) <i>Studio courses that choose to not travel during the studio travel week may utilize spring break for travel.</i>	Saturday, March 7 th to Sunday, March 15 th
Advance Registration Summer and Fall 2015	Monday, March 23 rd to Sunday, April 5 th
PennDesign Career Fair	Friday, March 27 th
PennDesign Open House	Monday, March 30 th
Spring Term Classes End	Wednesday, April 29 th
Final Reviews and Examinations	Thursday, April 30 th to Tuesday, May 12 th
Spring Term Ends	Tuesday, May 12 th
Spring Term Grades Due	12 noon – Friday, May 15 th
Year End Show and Alumni Barbeque	Friday, May 15 th
Alumni Day	Saturday, May 16 th
PennDesign Awards Ceremony	Sunday, May 17 th
Commencement	Monday, May 18 th

PennDesign Programs and Requirements

Architecture

Master of Architecture: Professional Degree

The Master of Architecture is a comprehensive and rigorous program, preparing graduates for the full range of activities in the profession. An intensive sequence in Design Studios constitutes the focus of the program. Thorough training is also provided in history, theory, technology, ecology, society, and professional practice. Studios and course are supported by a rigorous program in visual studies that develops skills in digital and new media. At the upper levels of the program students establish individual trajectories by selecting from a range of elective studios and courses with leading figures in design, technology and theory. The final year culminates in advanced design studios that include research directed by leading designers as well as the option of an independent thesis. Summer programs abroad and studios based in other countries provide opportunities for international studies. The program aims to develop critical, creative and independent thinking that realizes potentials within an ever-changing world.

To attain the degree, a student entering into the three-year program must complete a total of 28 course units as follows: 12 course units in design studio, 5.5 in technology, 3 in history and theory, 1.5 in visual studies, and 2 in professional practice. In addition to required courses, students must take 4 electives. Students are permitted to take an additional 2 course units in optional electives for a maximum total of 30 course units.

Students accepted with one year of Advanced Placement are required to complete 18 course units.

The Master of Architecture Program may be combined with certificate programs offered in the School of Design.

The 3-year M.Arch degree is a professional degree accredited by the National Architectural Accrediting Board (NAAB).

Master of Architecture: Professional Degree Curriculum

Year 1

	Course Units
Fall	
ARCH 501 Design Studio I	2
ARCH 511 History and Theory I	1
ARCH 521 Visual Studies I	0.5
ARCH 531 Construction I	0.5
ARCH 533 Environmental Systems I	0.5
ARCH 535 Structures I	0.5
Spring	
ARCH 502 Design Studio II	2
ARCH 512 History and Theory II	1
ARCH 522 Visual Studies II	0.5
ARCH 532 Construction II	0.5
ARCH 534 Environmental Systems II	0.5
ARCH 536 Structures II	0.5

Year 2

Fall	
ARCH 601 Design Studio III	2
ARCH 611 History and Theory III	1
ARCH 621 Visual Studies III	0.5
ARCH 631 Technology Case Studies	1
ARCH 671 Professional Practice I	0.5
Spring	
ARCH 602 Design Studio IV	2
ARCH 632 Technology Designated Elective	1
ARCH 638 Technology Special Topics	0.5
ARCH 672 Professional Practice II	0.5
Elective I	1

Year 3

Fall	
ARCH 701 Design Studio V	2
Elective II	1
Elective III	1
Elective (Optional)	
Spring	
ARCH 70X Advanced Design Studio	2
ARCH 772 Professional Practice III	1
Elective IV	1
Elective (Optional)	

Total Course Units 28

Master of Architecture: Post-Professional Degree

The Master of Architecture: Post-Professional degree is a three-semester (fall, spring and fall) program intended for individuals who hold a five-year Bachelor of Architecture professional degree and seek to supplement, extend, or focus their previous education in architecture. This design-based program allows students to pursue an individually directed course of study by choosing from a wide range of options in advanced design studios and elective courses offered within the Master of Architecture program.

Master of Architecture: Post-Professional Degree Curriculum

Summer Institute

ARCH 795 Post-Professional Digital Workshop

Year 1 - Fall

	Course Units
ARCH 703 Post-Professional Design Studio I	2
ARCH 717 Philosophy of Urban History I	1
ARCH-742 Form and Algorithm I	1
Elective I	1

Year 2 - Spring

ARCH 702 Design Studio IV or ARCH-704 Advanced Design Research Studio	2
Elective II	1
Elective III	1
Elective IV	1

Year 2 - Fall

ARCH 705 Research Studio	2
Elective V	1
Elective VI	1
Elective VII	1

Total Course Units **15**

Master in Environmental Building Design

The Master in Environmental Building Design (MEBD) is a specialized, post-professional degree developed to train architects in the new skills and knowledge required for environmental design and especially in the design techniques with which those skills must be integrated into the practice of architecture. The one-year course of study includes coursework on building performance simulation, integrated building design, building envelopes and systems, lighting, daylighting, and the theory and practice of environmental design.

The MEBD program has four required courses, a selection of designated electives, some optional, open electives, and a design laboratory. The sequence of required courses develops from broad principles and simulation skills in the Fall semester to integration of those skills in the Spring semester, culminating in the design laboratory in the Summer session. Designated electives support the required sequence with more detailed explorations of environmental technologies at different scales, from building components to urban development.

Master in Environmental Building Design: Degree Curriculum

Fall	Course Units
ARCH 751 Ecology, Technology and Design	1
ARCH 753 Building Performance Simulation	1
ARCH xxx Designated Elective	1
ARCH xxx Designated Elective	1
ARCH xxx Elective (optional)	
Spring	
ARCH 752 Integrated Building Design	1
ARCH 754 Performance Design Workshop	1
ARCH xxx Designated Elective	1
ARCH xxx Designated Elective	1
ARCH xxx Elective (optional)	
Summer	
ARCH 708 Environmental Design Laboratory	2
Total Course Units	10

Master of Science in Architecture Degree

The Master of Science (M.S.) degree represents the successful completion of at least one full year of graduate work. The program of study is academic and typically involves study in lecture and seminar courses, as well as independent study towards the development of a research report. Graduates of the program pursue careers in teaching and scholarship. Candidates for the M.S. in Architecture degree must hold a Bachelor of Architecture professional degree or its equivalent. A minimum of ten course units and a general examination by the Graduate Group is required for the M.S. degree. To fulfill the course requirements students take eight courses and two course units of Research Report. Of the eight courses, six are selected from a list of electives designated as appropriate for the subject of study; the remaining two are required courses in architectural theory and history. The two Research Report course units allow students to develop and write their research report. Students must complete at least four course units in a chosen subject of study, and an advisor in that field, who is a member of the Graduate Group, shall direct the entire program of study. In Architecture there are five subjects of study in the M.S. degree program: theory and history, technology, digital media, urbanism, and landscape studies. The Graduate Group in Architecture does not allow transfer credit for the M.S. degree. The eight units of course work must be completed within two consecutive years. An additional year will be allowed for the completion of the research report.

Master of Science in Architecture: Degree Curriculum

Fall	Course Units
ARCH 811 Architectural Research	1
Elective I	1
Elective II	1
Elective III	1
Spring	
ARCH 812 Field Research	1
Elective IV	1
Elective V	1
Elective VI	1
Summer	
ARCH 815 Research Report	2
Total Course Units	10

Ph.D. Program in Architecture

The Ph.D. Program in Architecture, created in 1964, is the oldest in the country and is widely regarded as preeminent in the fields of theory, technology and representation. Its goal is to produce a body of graduates who will act as a reflective leaven to the architectural profession, providing an historical and/or theoretical context for current practice. The Doctor of Philosophy in Architecture is for the person who wishes to make a significant scholarly contribution to the discipline of architecture. Requirements for the degree include twenty approved courses, the passing of two language exams, a qualifications examination, a candidacy exam, a dissertation and a final defense. Course work from previous Master's degrees is taken into consideration when deciding the number of courses required for the Ph.D. degree. Students with a Master's degree from Penn may be granted up to 12 course units transfer credit, those with a Master's degree from another institution may be granted up to 8 towards their Ph.D. requirement. The program is administered by a Graduate Group, consisting of faculty in the Department of Architecture, Landscape Architecture and History of Art and Architecture.

The [Architecture PhD Handbook](#) outlines the requirements and policies specific to students pursuing a PhD in the Architecture graduate group.

[PhD Dissertation Resources](#): this webpage includes resources, such as the Dissertation Manual, for PhD students who are in the dissertation portion of their PhD program.

Doctor of Philosophy Degree in Architecture: Degree Curriculum

	Course Units
Year 1	
Fall	
ARCH 811 Architectural Research	1
Elective	1
Elective	1
Elective	1
Spring	
ARCH 812 Field Research	1
ARCH 813 Qualifying Research	1
Elective	1
Elective	1
Year 2	
Fall	
ARCH 851 Field Bibliography	1
Elective	1
Elective	1
Elective	1
Spring	
ARCH 852 Dissertation Proposal	1
Elective	1
Elective	1
Elective	1
Year 3	
Fall	
Elective	1
Elective	1
Elective	1
Elective	1
Spring	
ARCH 995 Dissertation	0
Total Course Units	20

City and Regional Planning

Master of City Planning Degree

The Department aims to be a national leader in the training of exemplary city planning practitioners. To this end, the Master of City Planning (MCP) degree requires completion of 19 course units. Students take 10 units of core courses (*some may be waived through prior coursework - see the department*), 4-5 course units in an area of concentration, and the remaining course units in electives. Of the 19 course units, 4 may be taken outside the department. Finally, one internship is required, usually completed between the first and second year. The Department of City and Regional Planning mandates a 3.0 minimum grade point average for receipt of the Master of City Planning degree. Areas of concentration within the degree include Community and Economic Development (CED); Land Use and Environmental Planning (LEP); Smart Cities (SMT); Sustainable Transportation and Infrastructure Planning (STP); Public & Private Development (PPD); and Urban Design (UDE).

Internship: because a planning education extends beyond the classroom, all MCP students are required to complete a planning internship, usually between their first and second years. Internships may be paid or unpaid, for at least six weeks. Internships can be completed at any government agency or commission, private consulting firm, or non-profit or advocacy organization involved in planning practice or research.

Master of City Planning Curriculum

	Course Units
Core Requirements	
CPLN 500 Introduction City Planning: Past, Present and Future	1
CPLN 501 Quantitative Planning Analysis Methods	1
CPLN 502 Urban Redevelopment and Infrastructure Finance or CPLN 509 Law of Planning and Urban Development	1
CPLN 510 Urban & Planning Theory	1
CPLN 600 Planning Workshop	2
CPLN 7XX Planning Studio	2
Spatial Analysis Requirement (choose one)	
CPLN 503 Modeling Geographical Objects	1
CPLN 632 Modeling Geographic Space	1
ENVS 541 Modeling Geographical Objects	1
Breadth Methods Requirement (choose one)	
CPLN 504 Site Planning	1
CPLN 505 Planning by Numbers	1
CPLN 506 Negotiation and Conflict Resolution	1
Concentration Requirements	4-5
General Electives	4-5
Required internship (summer)	0
Total Course Units	19

Master of City Planning – Concentration Requirements

Community and Economic Development (CED) – 4 course units

Required Courses

CPLN 520 Introduction to Community and Economic Development
CPLN 620 Techniques of Urban Economic Development
CPLN 720 Community and Economic Development Practicum

Elective Courses (choose one)

CPLN 621 Metropolitan Food Systems
CPLN 622 Community Development and Public Health
CPLN 624 Metro Labor Markets
CPLN 625 Housing and Community Development Policy
CPLN 626 Global Urban Poverty / International Urban Development

Land Use and Environmental Planning (LEP) – 5 course units

Required Courses

CPLN 509 Law of Planning and Urban Development*
CPLN 530 Introduction to Land Use Planning
CPLN 531 Introduction to Environmental Planning and Policy

Elective Courses (choose two)

CPLN 504 Site Planning**
CPLN 630 Innovations in Growth Management
CPLN 631 Planning for Land Conservation
CPLN 633 Ecological Principles for Planners
CPLN 675 Land Use and Environmental Modeling
CPLN 730 Sustainable Cities
ENVS 643 The Historical, Scientific, and Policy Dimensions of “Brownfields”

*Students must take CPLN 509 to meet their concentration requirement. Therefore, LEP students must take CPLN 502 as their core requirement.

**Students choosing to take CPLN 504 to meet their concentration elective requirement must take CPLN 505 or CPLN 506 to meet their Breadth Methods requirement.

Public Private Development (PPD) – 5 course units*

Required Courses

CPLN 502 Urban Redevelopment and Infrastructure and Finance**
CPLN 540 Introduction to Property Development

Elective Courses (choose three)

CPLN 504 Site Planning***
CPLN 641 Progressive Development
CPLN 642 Downtown Development
CPLN 643 Design and Development
ARCH 765 Project Management
REAL 721 Real Estate Investment (Pre-requisite course: FNCE 601 Corporate Finance)

*Students enrolled in the Smart Cities concentration take one less elective course (4 rather than 5 cus) to fulfill their degree requirements.

**Students must take CPLN 502 to meet their concentration requirement. Therefore, PPD students must take CPLN 509 as their core requirement.

***Students choosing to take CPLN 504 to meet their concentration elective requirement must take CPLN 505 or CPLN 506 to meet their Breadth Methods requirement.

Smart Cities (SMT) – 5 course units*

Required Courses

MUSA 507 Spatial Analysis for Urban and Environmental Planning
CPLN 505 Planning by Numbers**

Plus at least one of the following courses:

CPLN 670 Geospatial Software Design
MUSA 505 There's An App for That

Plus at least one of the following courses:

CPLN 650 Transportation Planning Methods
CPLN 675 Land Use and Environmental Modeling
MUSA 506 Business and Crime Geographics

Plus one foundational course from another concentration:

CPLN 520 Introduction to Community and Economic Development
CPLN 530 Introduction to Land Use Planning
CPLN 540 Introduction to Property Development
CPLN 550 Introduction to Transportation Planning
CPLN 660 Fundamentals of Urban Design

*Students enrolled in the Smart Cities concentration take one less elective course (4 rather than 5 cus) to fulfill their degree requirements.

**Students in the Smart Cities concentration cannot use CPLN 505 to fulfill their Breadth Methods requirement.

Sustainable Transportation and Infrastructure Planning (STP) – 4 course units

Required Courses

CPLN 550 Introduction to Transportation Planning
CPLN 650 Transportation Planning Methods

Elective Courses (choose two)

CPLN 652 Regional Infrastructure Seminar
CPLN 654 Urban Transit Systems and Technology
CPLN 655 Comparative International Topics and Case Studies in Multimodal Transportation
CPLN 750 Advance Transportation Seminar, Air Transportation Systems Planning

Urban Design (UDE) – 5 course units*

Required Courses

CPLN 504 Site Planning**
CPLN 560 Introduction to Graphics for Urban Design***
CPLN 660 Fundamentals of Urban Design
CPLN 760 Public Realm Studio (2 cus)

*Students enrolled in the Urban Design concentration take one less elective course (4 rather than 5 cus) to fulfill their degree requirements.

**Students in the Urban Design concentration cannot take CPLN 504 to meet their Breadth Methods requirement.

***Students who have experience using computer based design/representation programs, may, with the permission of the instructor, waive CPLN 560. Students who waive CPLN 560 must take one of the two Urban Design electives: CPLN 507 Urban Research Methods OR CPLN 673/LARP 673 Topics in Theory and Design.

Ph.D. Program in City and Regional Planning

A candidate for the Ph.D. in City and Regional Planning must complete 20 courses (no more than 4 course units per semester) including four Doctoral Seminars; pass a preliminary examination; satisfy the writing requirement; other requirements listed in the Graduate Group Regulations, and write a dissertation. Some of the courses will be required, as set forth in the Graduate Group Regulations, or as determined by the Chair as necessary to insure that the student is prepared for the dissertation research. All candidates must fulfill six semesters of teaching and research assistantship requirements which include one teaching assistantship and two research assistantships with the remainder selected in consultation with the Graduate Group Chair. Credit may be transferred toward the Ph.D. from a master's degree or other work completed in a post-baccalaureate degree program, upon recommendation by the graduate chair and approval of the graduate dean. The time required to complete the degree is usually four to five years. The principal areas of study match those of our faculty expertise as well as those enumerated in the description of the MCP degree.

The [City Planning PhD Handbook](#) outlines the requirements and policies specific to students pursuing a PhD in the City Planning graduate group.

[PhD Dissertation Resources](#): this webpage includes resources, such as the Dissertation Manuel, for PhD students who are in the dissertation portion of their PhD program.

Doctor of Philosophy Degree in City and Regional Planning: Degree Curriculum

Year 1

	Course Units
Fall	
Doctoral Seminar	1
Research Methods Course	1
Elective	1
Elective	1

Spring

Doctoral Seminar	1
Research Methods Course	1
Elective	1
Elective	1

Year 2

Fall	
Doctoral Seminar	1
Elective	1
Elective	1
Elective	1

Spring

Doctoral Seminar	1
Elective	1
Elective	1
Elective	1

Year 3

Fall	
Doctoral Seminar	1
Elective	1
Elective	1
Elective	1

Spring

CPLN 995 Dissertation	0
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Total Course Units **20**

Fine Arts

Master of Fine Arts Degree

The Master of Fine Arts degree requires a total of 19 course units. This requirement includes 11 course units in Studio, 2 Graduate Seminars, 4 Fine Arts electives and 2 electives outside of the Fine Arts department. An interdisciplinary studio offered through the School of Design may be taken in place of 1 course unit of Graduate Studio in either the first or second year of the MFA program.

The selection of your academic courses should be made in consultation with faculty advisors during the orientation session and throughout the year.

Each semester the requirement for studio typically includes mandatory participation in individual critiques with visiting artists, faculty, and critics, attendance at visiting artist lectures and faculty workshops, student-led evening critiques, as well as attendance and participation in the mid-term and final reviews. Additional requirements for the Studio course may be determined on a semester-by-semester basis by the faculty.

Students are encouraged to participate in exhibitions throughout the year. Additional requirements for the MFA degree include the presentation of a short artist's lecture, a thesis exhibition, and the submission of a thesis statement and visual documentation of the thesis portfolio.

Master of Fine Arts Curriculum

Year 1	
Fall	Course Units
Graduate Studio I	3
Graduate Seminar	1
Fine Arts Elective	1
Spring	
Graduate Studio II	2
Graduate Seminar*	1
Fine Arts Elective	1
Outside Elective	1
Year 2	
Fall	
Graduate Studio III	3
Fine Arts Elective	1
Outside Elective	1
Spring	
Graduate Studio IV	3
Fine Arts Elective	1
Total Course Units	19

*With permission of the Department Chair, a student may substitute the seminar requirement with an additional course unit in the studio concentration or Fine Arts elective.

Historic Preservation

Master of Science in Historic Preservation Degree

The Master of Science in Historic Preservation degree requires two years of full-time study, offering four focus areas in technical conservation, site interpretation and management, preservation planning, and preservation design. A total of 19 course units are required for the degree. Required core courses include HSPV 600 Documentation, HSPV 660 Theories of Historic Preservation, HSPV 601 Recording and Site Analysis, HSPV 521 American Architecture, HSPV 624 Digital Media for Historic Preservation, HSPV 701 Studio (2 course units), HSPV 710 or 711 Thesis (1 course unit), and Summer Praxis course HSPV 750 Heritage Conservation Praxis (1 course unit) or HSPV 760 Preservation Planning Praxis (1 course unit). Five preservation electives and four general electives will complete the 19 course units of study. All courses must be pre-approved by the student's advisor prior to registration each semester. In addition, students are expected to complete a summer orientation before their first year, and an internship and summer praxis course between their first and second years of study.

Master of Science in Historic Preservation Curriculum

Year 1

Summer

	Course Units
HSPV 790 First-Year Workshop	0

Fall

HSPV 521 American Architecture	1
HSPV 600 Documentation, Research, Recording I	1
HSPV 624 Digital Media for Historic Preservation	1
HSPV 660 Theories of Historic Preservation	1
HSPV Elective	1

Spring

HSPV 601 Documentation, Research Recording II	1
HSPV Elective	1
HSPV Elective	1
HSPV Elective	1
General Elective	1

Summer

Internship	0
HSPV 750 or 760 Praxis Course	1

Year 2

Fall

HSPV 701 Preservation Studio	2
HSPV Elective	1
General Elective	1
General Elective	1

Spring

HSPV 703 Advanced Studio	1
HSPV 711 Thesis	1
General Elective	1

Total Course Units	19
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Landscape Architecture

Master of Landscape Architecture First Professional Degree

The three-year Master of Landscape Architecture (MLA) First Professional Degree Program is for students with a Bachelor of Arts or Bachelor of Science degree. A total of 28 course units are required for the MLA First Professional Degree. The plan of study includes 12 course units of design studios (the first 4 studios are considered “core” while the last 2 are to be chosen from elective studios), 2 co-requisite courses to correspond to the two 600-level studios, 4 course units of technical workshop courses, 2 of theory courses, 4 of digital media courses, and 4 of elective courses. Students with adequate prior experience may substituted LARP elective courses for required courses with permission of the instructor and with approval of the department chair. Students who waive required courses must earn at least 24 LARP credits plus the 4 elective credits needed to graduate with the first professional MLA degree.

Master of Landscape Architecture First Professional Degree Curriculum

Summer Institutes

LARP 790 Drawing and Measure
LARP 791 Landscape Operations
LARP 792 Natural Systems

Year 1

Fall	Course Units
LARP 501 Studio I	2
LARP 511 Workshop I: Ecology and Materials	1
LARP 533 Media I: Drawing and Visualization	1
LARP 535 Theory I: The Culture of Nature	1

Spring

LARP 502 Studio II	2
LARP 512 Workshop II: Landform and Planting Design	1
LARP 540 Theory II: History of Ideas and Forms in Landscape Architecture	1
LARP 542 Media II: Digital Visualization	1

Year 2

Fall	Course Units
LARP 601 Studio III	2
LARP 543 Media III: Flows: Linear/Non-Linear	1
LARP 611 Workshop III: Site Engineering and Water Management	1
LARP 761 Urban Ecology	1

Spring

LARP 602 Studio IV	2
LARP 544 Media IV	1
LARP 781 Contemporary Urbanism	1
Elective I	1

Year 3

Fall	Course Units
LARP 701 Studio V	2
LARP 612: Workshop IV: Advanced Landscape Construction – Module 1	.5
LARP 612: Workshop IV: Advanced Landscape Construction – Module 2	.5
Elective II	1

Spring

LARP 702 Studio VI	2
Elective III	1
Elective IV	1

Total Course Units 28

Master of Landscape Architecture Second Professional Degree

The two-year Master of Landscape Architecture (MLA) Second Professional Degree Program graduate program is for students with a five-year Bachelor of Architecture degree or Bachelor of Landscape Architecture degree from professionally accredited programs. A total of 19 course units are required for the MLA Second Professional Degree. The plan of study includes 8 course units in design studios (the first 2 studios are “core” and the remaining 2 being elective studios), 2 co-requisite courses to correspond to the two 600-level studios, 2 course units in workshop courses, 2 in theory courses, 2 in digital media courses and 3 in elective courses. Students with adequate prior experience may substitute LARP elective courses for required courses with permission of the instructor and with approval of the Chair. Students who waive required courses must earn at least 16 LARP credits plus the 3 elective courses needed to graduate with the second professional MLA degree.

Master of Landscape Architecture Second Professional Degree Curriculum

Summer Institutes

LARP 793 Computing: Intro to PennDesign
LARP 794 Natural Systems
LARP 795 Landform and Grading Workshop

Year 1

Fall	Course Units
LARP 601 Studio III	2
LARP 543 Media III: Flows Linear / Non-Linear	1
LARP 611 Workshop III: Site Engineering and Water Management	1
LARP 761 Urban Ecology	1
LARP 512 Workshop II: Landform and Planting Design, Module 2 (<i>B.Arch. holders only</i>) Audit*	

Spring

LARP 602 Studio IV	2
LARP 540 Theory II: History of Ideas and Forms in Landscape Architecture	1
LARP 544 Media IV: Futures: Trends and Trajectories	1
LARP 781 Contemporary Urbanism	1

Year 2

Fall	
LARP 701 Studio V	2
LARP 535: Theory I: The Culture of Nature	1
LARP 612: Workshop IV: Advanced Landscape Construction – Module 1	.5
LARP 612: Workshop IV: Advanced Landscape Construction – Module 2	.5
Elective I	1

Spring

LARP 702 Studio VI	2
Elective II	1
Elective III	1

Total Course Units **19**

*All students entering with a Bachelor of Architecture degree are required to attend the Natural Systems / Ecology Week of the Summer Institute; to audit LARP 512: Workshop II, Module 2 – Planting Design (the schedule of classes is arranged to allow for this session to be offered during the first half of the fall term); and have the option to attend the Workshop II Spring Field Ecology week of field trips following final reviews in early May. With their advisor's approval and the chair's consent, students that can show sufficient previous experience with these materials, may apply for a waiver.

Urban Spatial Analytics

Master of Urban Spatial Analytics

The Master of Urban Spatial Analytics (MUSA) degree is a nine-to-twelve month master's program coupling spatial analysis skills—most notably the use of Geographic Information Systems (GIS)—with substantive knowledge in an urban content area of the student's choosing. These include, for example: criminology, design, community and economic development, education, local and state government, public health, real estate, urban land use planning, social welfare, transportation, and urban demography. While there are many university and college programs offering certificates in GIS, Penn is only U.S. university to integrate spatial analysis with multiple disciplines.

Students come into the MUSA program from diverse backgrounds and interests, some having recently completed a bachelor's degree, others with a professional background. The MUSA program pulls together coursework and advisors from across the Penn campus, including faculty in City and Regional Planning, Landscape Architecture, Engineering, the Wharton Business School, Public Health, Social Policy, Environmental Studies, and Criminology. Students who complete the MUSA program go to work in industry, government, consulting, and the non-profit sector. Some also go on for advanced degrees.

MUSA students typically take six graduate courses in GIS and spatial analysis, including their capstone project course; two courses in a designated urban content area; and one unrestricted elective. Full-time MUSA students can complete their degree in nine months; part-time students can take up to two years.

MUSA Curriculum – 9 course units*

Required Courses	Course Units
• LARP 743 Cartographic Modeling	1
• MUSA 501 Introduction to Applied Statistics	1
• MUSA 507 Applications of Urban Spatial Analytics	1
MUSA Electives (choose two)	2
• CPLN 675 Land Use and Environmental Modeling	
• ESE 502 Introduction to Spatial Analysis	
• LARP 741 Modeling Geographic Space	
• MUSA 504 Business and Crime Geographics	
• MUSA 505 There's An App for That	
Urban Content Requirement	2
• At least two approved courses or course units in a designated urban content area. A list of approved courses is available in the City Planning Department.	
General Elective	1
MUSA Capstone	1
• Capstone requirement is fulfilled by completing <ul style="list-style-type: none">○ LARP 745 Advanced Topics in GIS <u>or</u>○ MUSA 800 Capstone Project	

*Pre-requisites: students enrolling in the MUSA program are expected to have a basic familiarity with GIS (including ESRI's ArcGIS or ArcView programs) and descriptive/inferential statistics. For those who lack such a background, MUSA and PennDesign offer introductory GIS courses during the summer, two weeks prior to the start of the fall term.

Dual Degree Programs

PennDesign places great emphasis on interdisciplinary study and offers a series of dual degree options and certificates to enable students to take their creative and intellectual study and research across conventional departmental or program boundaries.

Students may pursue two Master's Degrees concurrently by participating in a dual degree program. Dual degree options exist between programs within PennDesign as well as between PennDesign and other schools in the University. Dual degree applicants must apply and be accepted to each program. Students who have been admitted to one program may apply for admission to a second program within the first year of beginning their studies. These policies also apply for admission into certificate programs. Students can only be admitted to one degree plus one certificate program, unless additional time is spent in residence. If admitted, students must work with the Chairs of the respective programs to agree upon the sequence and timing of courses to be taken. Each department/program designates an advisor for its dual degree and certificate programs. The dual degree and degree plus certificate programs may involve joint courses, studios or independent studies in which the student can be expected to address issues that emerge from and engage both areas of study. Some of these cross-disciplinary opportunities are built into the dual degree programs. However, others will be determined on an individual basis or according to the changing annual schedules of course and studio offerings.

All dual degree students in programs offered within PennDesign are required to complete an electronic advising worksheet accessible via Penn In Touch and have it approved by each department's chairperson. Dual degree students in programs in coordination with other schools must file an approved study plan with the Office of Student Services, 110 Meyerson Hall, within the first term of matriculation into the dual degree program.

Interdisciplinary requirement: In cases where dual degree students are not required to complete a joint interdisciplinary thesis or final project, each student will be required to submit one upper level course or studio project, taken in either department (or program), to advisors in both departments as evidence of an investigation simultaneously broaching topics in both disciplines.

Credit earned in a course taken jointly may apply towards both degrees, or degree and certificate. A course cannot be used to fulfill more than two requirements.

For dual degree programs offered within PennDesign, the amount of aid, both need-and merit-based, offered by one Department will be maintained by the second Department participating in a given dual degree program.

PennDesign dual degree students complete both degrees in the same term and must submit a graduation application for each degree. PennDesign dual degree students may not receive their degrees in separate term. PennDesign students enrolled in a dual degree program at another school at the University must comply with both schools' policies and procedures regarding applying for graduation, degree eligibility and commencement participation.

Dual Degrees Offered Within the School of Design

- Master of Architecture and Master of City Planning
- Master of Architecture and Master of Landscape Architecture
- Master of Architecture and Master of Science in Historic Preservation
- Master of Architecture Post-Professional Degree Program and Master of Landscape Architecture
- Master of City Planning and Master of Landscape Architecture
- Master of City Planning and Master of Science in Historic Preservation
- Master of City Planning and Master of Urban Spatial Analytics
- Master of Environmental Building Design and Master of Science in Historic Preservation
- Master of Fine Arts and Master of Landscape Architecture
- Master of Science in Historic Preservation and Master of Landscape Architecture

Dual Degree Programs with Other Schools/Programs

Master of City Planning/Master of Social Work

A joint degree is offered by the City Planning program in PennDesign and the School of Social Policy and Practice. The blended curriculum covers three years and may include one intervening summer. Students must take the required courses in each curriculum. Upon successful completion of the joint program, the student is awarded the degrees of Master of City Planning (M.C.P.) and Master of Social Work (M.S.W.).

Master of City Planning/Juris Doctor

The MCP/JD is a joint degree program sponsored by PennDesign and the Law School. The aim of the joint degree program is to train leaders who can blend the professional concerns of law and city and regional planning. This is a four-year program, plus one summer of office practice in the planning field. Students apply to each school independently through each program's specified admission process.

In order for a student to receive both degrees, he or she must complete the independent degree requirements of each program.

Law students must complete a minimum of 89 credits, 55 hours of which must be advanced credit completed in the second and third years of Law study. Students in the joint program may apply twelve semester hours (four courses) taken in the MCP program or elsewhere in the University while in their 2L and 3L years of the Law program toward that requirement, reducing their upper level credit requirement to 43 credits. These four courses are the total number of non-Law courses that a Law student can take in other departments of the University. Students must also satisfy the Law School's *pro bono* requirement via the Public Service Program and fulfill senior writing and professional responsibility requirements (more on these requirements can be found in the Law Student Guide to Policy and Procedures).

Students must complete 19 course units for the Masters of City Planning (MCP) degree. Of these, 10 course units are core requirements and must be taken in the MCP Program and 4-6 course units are courses taken in their area of concentration, selected from a list designated by the Department. Students are also required to complete four course units in the Law School selected in consultation with their Law School and MCP program advisors. Students may satisfy the elective requirements via City Planning related courses offered in the Law School. Electives must be approved in advance by the MCP Program Advisor.

Combining non-course requirements from both programs: MCP students must complete a non-credit bearing internship, usually undertaken in the summer. The Law School requirement for a Public Service placement may qualify for fulfillment of this requirement.

Master of City Planning/Master of Government Administration

The MCP/MGA is a two and one half year program aimed at training leaders who blend city planning and government administration skills. It requires completion of 23 course units distributed as follows: 15 in city planning (10 course units in core courses and 4-6 in the area of concentration) and 8 in the government administration core requirements. Students also must complete an internship in the summer between the first and second years.

Master of Architecture, Master of City Planning, Master of Science in Historic Preservation or Master of Landscape Architecture/Master of Business Administration

PennDesign students in the masters programs in Architecture, Landscape Architecture, City and Regional Planning, and Historic Preservation have the option of simultaneously completing a Master of Business Administration (MBA) at the Wharton School. Applicants to the dual-degree program apply separately to the relevant department/program of PennDesign and to the MBA program of the Wharton School. Admission decisions are made independently by each department/program, and students may pursue a dual degree program only if admitted to both the School of Design and the Wharton School. Students already enrolled in PennDesign may apply to the Wharton School in the fall semester of their first year.

To satisfy the PennDesign portion of the dual-degree program, students must take at least 25 course units in the architecture or landscape architecture departments or at least 15 course units in city planning or historic preservation. To satisfy the MBA portion of the dual-degree program, students must take at least 15 course units at the Wharton School. It is Wharton policy that courses taken at Wharton prior to admission may not be applied toward the degree requirements of the MBA program.

Dual degree students do one entire year at PennDesign, followed by one entire year at the Wharton School. In the case of Architecture and Landscape Architecture, this would be followed by two years of a combination of Design and Wharton courses. In the case of City Planning and Historic Preservation, this would be followed by one year of a combination of Design and Wharton courses.

Master of Architecture or Landscape Architecture /MBA (4 years, 40 CUs)

Year I: Architecture or Landscape Architecture (10 CUs)

Year II: Wharton School MBA core (10 CUs)

Years III & IV: Architecture or Landscape Architecture (15 CUs) + Wharton School MBA major (5 CUs)

Master of City Planning or Master of Science in Historic Preservation /MBA (3 years, 30 CUs)

Year I: City Planning or Historic Preservation (10 CUs)

Year II: Wharton School MBA core (10 CUs)

Year III: City Planning or Historic Preservation (5 CUs) + Wharton School MBA major (5 CUs)

Certificate Programs

PennDesign offers a number of certificate programs which can be pursued simultaneously with a PennDesign masters degree or as stand-alone course of study. Applicants can apply to a certificate program at the same time they apply for their masters degree program or they can apply after they matriculate.

Certificate applications are available [online](#) and in the Office of Admission and Financial Aid in 110 Meyerson Hall. The deadline for spring certificate applications is October 31st. The deadline for fall certificate applications is January 13th. All certificates except the Real Estate Design and Development certificate and the Advanced Certificate in Architecture Conservation and Site Management can be taken as a stand-alone courses of study. This allows professionals to enhance and expand their knowledge of their fields. The Real Estate Design and Development certificate is available to students enrolled in PennDesign degree programs in Architecture, City Planning, Historic Preservation and Landscape Architecture only. Students outside of PennDesign are not eligible for this certificate.

The Advance Certificate in Architecture Conservation and Site Management is available to graduates of the Master of Science in Historic Preservation degree program only. Students outside of PennDesign are not eligible for this certificate.

PennDesign offers eleven certificate programs:

- Ecological Architecture certificate
 - Director: William Braham (brahamw@design.upenn.edu)
- Emerging Design and Research certificate
 - Director: Orkan Telhan (otelhan@design.upenn.edu)
- Geographical and Information Systems and Spatial Analysis certificate
 - Director: Amy Hillier (ahillier@design.upenn.edu)
- Historic Preservation certificate
 - Director: Randall Mason (rfmason@design.upenn.edu)
- Land Preservation certificate
 - Director: Tom Daniels (thomasld@design.upenn.edu)
- Landscape Studies certificate
 - Director: Richard Weller (rjweller@design.upenn.edu)
- Real Estate Design and Development certificate
 - Director: John Landis (ilan@design.upenn.edu)
- Time-Based and Interactive Media certificate
 - Director: Joshua Mosely (jmosley@design.upenn.edu)
- Urban Design certificate
 - Director: Richard Weller (rjweller@design.upenn.edu)
- Urban Redevelopment certificate
 - Director: Eugenie Birch (elbirch@design.upenn.edu)
- Advanced Certificate in Architecture Conservation and Site Management
 - Director: Randall Mason (rfmason@design.upenn.edu)

Certificate in Ecological Architecture

The goal of the certificate in ecological architecture is to further enable students to critically engage in performance-based design, using innovative techniques and exploring new possibilities. It introduces students to the range of approaches in the required courses of the certificate, and then allows them to pursue different emphases through a selection of elective courses. The use of design to achieve environmental health and well-being involves the acquisition of basic analytical skills and tools, a broad understanding of the dynamic interaction among the natural, technological, and cultural environments, and the study of techniques of immediate use to designers. The certificate is an extension of the basic offerings in environmental concepts and systems required for the master of architecture degree and complements general environmental offerings in other departments and schools. The certificate serves to organize the curriculum of students already in the Architecture program, and is also designed for students in other programs, departments, and schools who wish to acquire an understanding in the use of design to achieve environmental health and well-being. The certificate in Ecological Architecture involves 2.0 course units of required courses and a selection of elective courses making a total of 5.0 course units. Students must take at least one of the elective courses outside of their home department.

Curriculum

Course Number	Title	CU
Required – 2 course units		
ARCH 734	Architecture & Ecology	1.0
ARCH 751	Ecology, Technology, and Design	1.0
Electives – 3 course units		
ARCH 632	Technology Designated Elective: Daylighting	1.0
ARCH 632	Technology Designated Elective: Performance and Design	1.0
ARCH 632	Technology Designated Elective: Matter and Energy	1.0
ARCH 638	Technology Special Topics: Six Facts, Six Scales	0.5
ARCH-638	Technology Special Topics: Building Envelopes	0.5
ARCH 712	Topics in Architecture Theory II: Cultural Ecology	1.0
ARCH 752	Integrated Building Design	1.0
ARCH 753	Building Performance Simulation	1.0
ARCH 754	Performance Design Workshop	1.0
ARCH 756	Policy and Design: Next Generations Codes	1.0
ARCH 757	Buildings and Behavior: Bringing the IGCC to the Philadelphia Navy Yard	1.0
CPLN 531	Introduction to Environmental Planning	1.0
CPLN 633	Ecological Principles for Planners	1.0
CPLN 641	Progressive Development	1.0
CPLN 730	Sustainable Cities	1.0
EAS 501	Energy and Its Impacts	1.0
EAS 502	Renewable Energy and Its Impacts	1.0
EAS 503	Energy Systems and Policy	1.0
EAS 505	Climate Policy and Technology	1.0
ENVS 494	Sustainable Initiatives in Higher Education	1.0
ENVS 665	Industrial Ecology	1.0
HSPV 516	Building Diagnostics	1.0
HSPV 551	Building Pathology	1.0
LARP 760	Topics in Ecological Design	1.0
LGST 815	Environmental Management Law and Policy	1.0

1. ARCH 632, 638, & 732 courses have ARCH 533 & 534 (or equivalent) as a pre-requisite.
2. LARP workshop 612, module II, has limited enrollment for non-LARP majors
3. ARCH 632, 638, & LARP 760 can involve a variety of courses, offered on a rotating and occasional basis. The director will identify suitable electives for each school year.
4. Courses required for a student's main degree may not be counted toward the certificate.

All substitutions of required courses must be approved in writing by the director of the certificate program and submitted to the Office of Student Services, 110 Meyerson Hall.

Director: William W. Braham
 Email: brahamw@design.upenn.edu

Certificate in Emerging Design and Research

Today's design problems require crossing disciplines. They continuously challenge us to think new skills, methods, tools, and techniques that often cannot be addressed with the expertise of a single discipline. As designers develop new intuitions to respond emerging problems, they often need to extend their vocabulary to work on a wide variety of media—ranging from print and screen-based interfaces, mobile applications, responsive materials, urban-scale installations to programming the behavior of organic matter. With such literacy, it also becomes increasingly important to understand how design interacts with the society at large and resonates with the cultural, political economical and environmental realities of 21st Century.

The “Emerging Design Certificate” certifies an area of concentration to address the needs for such design culture. It facilitates the teaching of the theories, techniques and technology for a new breed of artists, designers and researchers who can be equally versed in visual communication, physical prototyping, software, hardware, and interaction design. For today's cultural producers, “Emerging Design Practices” will foster a pedagogy in which individuals can design their creative expressions, resistances, responsibilities, and critical attitude as a response to the society they are living in.

In addition to taking classes, students are expected to propose and realize a research project under the guidance of the certificate director and follow a study plan where they take the necessary courses to realize their project. In the certificate, students will still be able study visual communication and take graphic design classes but also have the chance to expand their studies by taking other types of design classes offered across PennDesign.

Students must formally apply and be admitted to the certificate program. The certificate can be completed in conjunction with another graduate program at Penn or completed as a stand-alone certificate program.

The certificate requires completion of five course units which consists of two required courses and three elective courses. The required courses can be completed out of sequence. Students enrolled in the Master of Fine Arts program at PennDesign may double count these courses towards their graduate degree. Students enrolled in other program at PennDesign or at Penn must receive permission from their graduate degree program director to apply these courses to their primary degree. All substitutions of certificate courses must be approved in writing by the director of the certificate and submitted to the PennDesign Registrar for processing.

Curriculum

Required (2 course units)

- FNAR-638 Creative Research
- FNAR-999 Independent Study: Research Thesis and Project
 - One cu independent study course that evaluates a course of study, students develop and document and report on the project.

Electives (3 course units) ~ choose three courses from list

- ARCH-728/IPD-528 Design of Contemporary Products
- ARCH-744/IPD-544 Digital Fabrication
- FNAR-538 Open Book
- FNAR-553 Advanced Projects in Printmaking
- FNAR-568/IPD-568 Integrated Design Studio
- FNAR-634 Web Design
- FNAR-636 Art, Design and Digital Culture
- FNAR-637 Information Design and Visualization
- FNAR-670 Advanced Graphic Design and Typography
- FNAR-712 Visual Epistemologies for Creative Practices

All substitutions of required courses must be approved in writing by the director of the certificate program and submitted to the Office of Student Services, 110 Meyerson Hall.

Director: Orkan Telhan

Email: otelhan@design.upenn.edu

Certificate in Geographical Information Systems and Spatial Analysis

The Certificate in Geographical Information Systems (GIS) and Spatial Analysis is aimed at graduate students desiring knowledge of how to apply advanced techniques of GIS and spatial analysis to issues of design, planning, urban policy, the environment, and other related fields.

Curriculum

Introductory Courses* (choose one)

- CPLN 503 Modeling Geographic Objects
- CPLN 632/LARP 741 Modeling Geographic Space

Applications and Advanced Courses** (3 course units) ~ choose three courses from list

- CPLN 632/LARP 741/ENVS 681 Modeling Geographic Space***
- CPLN 670/LARP 743 Geospatial Software Design
- CPLN 675 Land Use and Environmental Modeling
- ENVS 502 Introduction to Spatial Analysis

GIS Capstone Project (1 course unit)

- CPLN 680/LARP 745 Advanced Topics in GIS

*Students who have previously taken an introductory GIS course in another department (e.g., URBS530, SWRK730, or HSPV 741) may use it to meet this requirement subject to the permission of the certificate director.

**Other courses offered under the MUSA Program may be added at a later date.

***Students who have completed CPLN 503 may take CPLN 632/LARP 741/ENVS 681 as an advanced course.

All substitutions of required courses must be approved in writing by the director of the certificate program and submitted to the Office of Student Services, 110 Meyerson Hall.

Director: Amy Hillier

Email: ahillier@design.upenn.edu

Certificate in Historic Preservation

The Certificate in Historic Preservation provides an opportunity for students enrolled in Architecture, Landscape Architecture, or City Planning to gain expertise in historic preservation while completing requirements for their professional degree. The certificate program also offers practicing professionals the opportunity to pursue specialized training in historic preservation within one year. A total of 5 course units, including Theories of Historic Preservation (HSPV 660), are required for the certificate.

All substitutions of required courses must be approved in writing by the director of the certificate program and submitted to the Office of Student Services, 110 Meyerson Hall.

Director: Randall Mason

Email: fmason@design.upenn.edu

Certificate in Land Preservation

This certificate is aimed at two types of students: working practitioners needing basic training in land preservation or updating current practices; graduate students in Penn's schools interested in adding knowledge about land preservation practices to their professional qualifications. (These include students in PennDesign, Arts and Sciences (especially Environmental Studies), Fels, Law and Wharton.)

The certificate requires completion of five course units which consist of two foundation courses, two methods courses and one tools course. PennDesign students may complete this certificate within the time-span of their chosen degrees in the same manner as the existing school-wide certificates. All others complete the five course unit program.

Curriculum

Foundation Courses (2 course units)

- CPLN 509 Law of Planning and Urban Development
- CPLN 631 Planning for Land Conservation

Methods Courses (2 course units)

- CPLN 503 Modeling Geographic Objects or CPLN 632 Modeling Geographic Space
- CPLN 999 Independent Study course with Prof. Daniels

Tools Course (1 course unit) ~ choose one course from the list

- ENVS 507 Wetlands
- ENVS 604 Conservation and Land Management
- ENVS 628 Environmental Policy
- LARP 760 Topics in Ecological Design

All substitutions of required courses must be approved in writing by the director of the certificate program and submitted to the Office of Student Services, 110 Meyerson Hall.

Director: Tom Daniels

Email: thomasld@design.upenn.edu

Certificate in Landscape Studies

In response to the increased and broad interest in landscape topics, the Department of Landscape Architecture offers a 5 course unit Certificate in Landscape Studies. This is targeted toward students enrolled in other programs in both PennDesign and the University more broadly, as well as to mid-career professionals and scholars who wish to enhance their education. Potential candidates must apply for admission in accordance with school procedures and be reviewed and admitted upon the recommendation of the department faculty. Candidates must then propose their course of study for approval by the faculty, selecting 5 course units from the Department of Landscape Architecture. Typically, these course units will be selected from the many seminars, workshops and courses offered in the department, although design studios may also be taken with the approval of the chair and the studio critics involved. The certificate program may be taken either full or part time, but must be completed within 4 semesters (two years).

Director: Richard Weller

Email: rjweller@design.upenn.edu

Certificate in Real Estate Design and Development (REDD)

The Certificate in Real Estate Design and Development is open only to master's degree students already enrolled at PennDesign in Architecture, City Planning, Historic Preservation or Landscape Architecture. Students wishing to reserve places in Wharton classes must apply and be accepted (*the deadline for applications is November 1*). The number of places in the program is limited. Application materials and instructions are available in the PennDesign Office of Admission and Financial Aid, 110 Meyerson Hall.

Certificate students must complete five course units from the following list of courses; with at least one course each from Architecture, City Planning and Wharton.

Curriculum

- ARCH 762 Design & Development
- ARCH 765 Project Management
- CPLN 540 Property Development
- CPLN 641 Progressive Development*
- REAL 721 Real Estate Investments, Analysis, & Finance*
- REAL 804 Real Estate Law
- REAL 821/ARCH 768 Real Estate Development*

**Prerequisites*

- CPLN 540 or REAL 821 is a prerequisite for CPLN 641
- FNCE 601 is a prerequisite for REAL 721
- REAL 721 is a prerequisite for REAL 821

REDD PROGRAM (CPLN-PPD)

For students in the MCP program with a PPD concentration, in addition to the four courses taken to meet the PPD Concentration requirements, take any three additional courses from the above list. Courses may not double-count for the PPD concentration and REDD Certificate.

All substitutions of required courses must be approved in writing by the director of the certificate program and submitted to the Office of Student Services, 110 Meyerson Hall.

Director: John Landis

Email: jlans@design.upenn.edu

Certificate in Time-Based and Interactive Media

The Time-Based and Interactive Media certificate is suited for graduate students and professionals who wish to develop skills with the moving image, digital technology and interactivity. The curriculum will enable applicants to engage in new technologies and skills that could be incorporated into their practice, or extend their knowledge to improve their career opportunities. The program track requires 5 course units, including a required course and electives, to be completed within six semesters to earn the certificate.

Curriculum

Required Course

- FNAR 669 Graduate Video Studio

Elective Courses ~ choose four courses from the list

- ARCH 741 Architectural Design Innovation
- ARCH 743 Form and Algorithm
- ARCH 744 Digital Fabrication
- ARCH 745 Nonlinear Systems Biology and Design
- FNAR 535 Web Design II
- FNAR 536 Digital Figure Modeling
- FNAR 541 Hand-Drawn Computer Animation
- FNAR 567 Computer Animation
- FNAR 589 Mixed Media Animation
- FNAR 594 Graduate Photography Seminar
- FNAR 634 Web Design
- FNAR 635 3-D Computer Modeling
- FNAR 636 Art, Design and Digital Culture
- FNAR 640 Digital Photography
- FNAR 653 Advanced Projects: Animation
- FNAR 661 Video I
- FNAR 662 Video II
- FNAR 663 Documentary Video
- FNAR 664 Interactive Video
- FNAR 667 Advanced Video Projects
- FNAR 668 Cinematography
- FNAR 671 Film Sounds
- FNAR 675 Image and Sound Editing
- FNAR 678 Interfacing Cultures

All substitutions of required courses must be approved in writing by the director of the certificate program and submitted to the Office of Student Services, 110 Meyerson Hall.

Director: Joshua Mosley

Email: jmosley@design.upenn.edu

Certificate in Urban Design

The Certificate in Urban Design is open to students already enrolled at PennDesign in Architecture, City Planning, Historic Preservation, Fine Arts or Landscape Architecture. The pedagogy of Urban Design education at PennDesign is interdisciplinary and based on an appreciation of the city as an irreducibly complex socio-political and ecological system. This manifests in the diversity of faculty teaching in the certificate and the course content. The curriculum for the Certificate in Urban Design includes courses in the fundamental principles of urban design, how urban design is produced and implemented, the history and theory of urban design and an interdisciplinary studio emphasizing design as research. The Studio investigates important current urban issues either in the U.S. or in an international setting and approaches urbanism through a range of contemporary theoretical and methodological lenses. The studio is considered a capstone educational experience for the students coming from different disciplines in PennDesign and students are expected to work collaboratively in the exploratory pursuit of innovation. Students receive a Certificate in Urban Design by completing the required 5 course units. Currently enrolled students should apply for the Certificate in Urban Design as early as possible so that they can complete the Certificate at the same time as their degree requirements. Required core courses include:

Curriculum ~ 5 total course units required

- Year 1 Fall: LARP 660 Fundamentals of Urban Design (1 cu)
 - Cross-listed with CPLN 660
- Year 1 or Year 2 Spring: LARP 781 Contemporary Urbanism (1 cu)
 - Cross-listed with CPLN 673
- Year 2 Spring: LARP 710 Implementation of Urban Design (1 cu)
- Year 2 Spring: LARP 704 Urban Design Research Studio (2 cus)

Courses should be taken in the order listed: LARP 660, LARP 781, LARP 710 and LARP 704.

All substitutions of required courses must be approved in writing by the director of the certificate program and submitted to the Office of Student Services, 110 Meyerson Hall.

Director: Richard Weller

Email: rjweller@design.upenn.edu

Certificate in Urban Redevelopment

The Urban Redevelopment certificate is for graduate students who want to expand their knowledge of and expertise in the physical, economic and neighborhood redevelopment of central cities and older suburban communities. Certificate students must complete five course units from the following list of courses; with at least one course unit from Fels (GAFL) and one course unit from Wharton (REAL). City Planning students in the PPD or CED concentrations may apply no more than one course from their concentration area to the certificate.

Curriculum ~ choose five courses from the list

- CPLN 540 Introduction to Property Development
- CPLN 642 Downtown Development
- CPLN 625 / GAFL 569 Housing and Community Development Policy
- CPLN 520 Introduction to Community and Economic Development
- GAFL 729 Financial Management of Non-Profit Institutions
- GALF 749 Leading Non-Profit Organizations
- GAFL 724 Infrastructure and Economic Growth
- HSPV 572 Preservation Through Public Policy
- HSPV 625 Preservation Economics
- REAL 730 Urban Fiscal Policy*
- REAL 772 Urban Public Policy and Private Economic Development*

*REAL 730 and REAL 772 have pre-requisites requirements. Students enrolled in the Urban Redevelopment certificate must follow Wharton's policies and procedures regarding pre-requisites requirements and course registration. Urban Redevelopment students are not guaranteed seats in these courses and must work directly with Wharton to enroll.

All substitutions of required courses must be approved in writing by the director of the certificate program and submitted to the Office of Student Services, 110 Meyerson Hall.

Director: Eugenie Birch

Email: elbirch@design.upenn.edu

Advanced Certificate in Architectural Conservation and Site Management

The department offers a one-semester Advanced Certificate in Architectural Conservation and Site Management which provides post-graduate training focused on research or praxis for those who have completed the Master of Science in Historic Preservation degree. The Advanced Certificate allows graduates the unique experience of directed research and fieldwork at home or abroad under direct professional mentorship.

Accepted candidates must enroll for 2 course units of Architectural Conservation Advanced Praxis (HSPV 780-001). Students whose research and field work extends beyond the semester must register for Advanced Certificate Project (HSPV-997) not to exceed two semesters.

A written proposal including completion schedule must be submitted by the candidate for faculty approval prior to registration for the Certificate. A final written submittal of the project must be made after its completion. Certificates will be awarded for August, May, or December graduation depending on submittal and acceptance of the written work.

Applications should be directed by letter to the program chair. Identification and procurement of the projects and research grants will be the responsibility of all interested students who qualify. University projects will be made available to interested students competitively through PennDesign only when such projects are established.

Director: Randall Mason

Email: rfmason@design.upenn.edu

PennDesign Academic Policies

REGISTRATION PROCEDURES

Academic Advising

Each student is assigned an academic advisor by their department. Dual degree students may have two academic advisors, one for each of their programs. Advisor assignments are accessible to students via their academic worksheet through PennInTouch. Advisors are the principal source of assistance to students in planning their academic program, seeking advice and dealing with challenges, as they arise. Students should plan to meet with their advisor at least once per term and are strongly encouraged to maintain consistent communication with their advisor throughout their degree program.

Continuous Registration

All PennDesign students must register during the fall and spring terms until all degree requirements have been met unless a leave of absence has been granted. To satisfy the continuous registration requirement students must be registered for coursework, master's thesis or dissertation supervision for the fall and spring terms. Students are not required to register for summer term(s) unless their program of study requires summer coursework (for example, the Master of Environmental Building Design program). A degree student who has not maintained active status by registering each fall and spring term and who has not been granted an official leave of absence will be withdrawn. Students who are withdrawn from PennDesign for inactivity are not eligible for readmission.

Registration Procedures

Students are responsible for their own registration. Continuing students receive registration materials via e-mail one week prior to the start of Advance Registration. New students receive registration materials via e-mail in July.

Students whose programs require enrollment in or choose to enroll in summer courses can do so during the advance registration period (the same time at which students register for fall courses). Unlike fall and spring registration, summer registration is on a first-come, first-served basis.

Students are strongly encouraged to meet with their academic advisor in person prior to registering for the next term. This is an opportunity for students and their advisor to ensure that their plan of study and planned course registration meets their degree requirements. Students with the questions regarding the registration process may contact the PennDesign Office of Student Services: registrar@design.upenn.edu, (215) 898-6210, 110 Meyerson Hall.

Using PennInTouch

All Penn students must register for courses through Penn's online registration system, PennInTouch, which is accessed via the PennPortal at: https://portal.apps.upenn.edu/penn_portal/portal.php. Under "Registration and Academic Info," students can click on the "Register for courses" link. Students can also use the Course Search Tool by clicking on the "Course search and schedule planning" link. Detailed information on utilizing PennInTouch can be found on the PennDesign website at: <http://www.design.upenn.edu/current-students/courses-and-registration>

A PennKey and password is required to access PennInTouch. For PennKey assistance, please refer to <http://www.upenn.edu/computing/pennkey>.

Course Selection: Adding and Dropping Courses

Students utilize PennInTouch to add, drop or change a course or section. Changes in a student's course registration are permitted only during the established registration add/drop periods (reference the [PennDesign Academic Calendar](#) for specific add/drop deadlines).

Students must register for all parts of any "multi-part" course, including labs, recitations and studio. If a student does not sign up for all parts of a multi-part course, the registration system will drop the student from the entire course.

Students that receive a permit from a department to register for a course are NOT registered. The permit must be claimed by the student in PennInTouch to officially register for the course.

Only in special circumstances will a student be allowed to make changes to their registration after the add/drop period has ended. To do so, the student must submit a completed and approved Late Add/Drop Request form. Forms are available online and in 110 Meyerson Hall. All requests will be reviewed by the PennDesign Office of Student Services. If approved, the request will be processed and the student's bill will be adjusted, if applicable. The student will receive confirmation by e-mail.

Students wishing to drop a course after the end of the course selection and drop period must request to withdraw from the course. After the 5th week of classes, courses may not be dropped. Students may petition to withdraw from the course up until the final week of the semester by completing a course withdrawal form. The course withdrawal form is available online and in 110 Meyerson Hall. The form must be completed by the student and approved by the course instructor and the student's academic advisor. If approved, the registration for the course remains on the record and the notation of "W" is placed as a permanent entry in the grade section of the student's transcript. The "W" does not affect the student's grade point average. There is no refund for course withdraws.

After the final week of the semester, withdrawals are not permitted. Students who have a serious and compelling extenuating circumstance may submit a written petition to the PennDesign Office of Student Services to grant a late withdrawal for a course. Students petitioning for an exception must obtain support from the course instructor and their academic advisor.

Changes in a student's registration may affect financial aid, billing and academic standing. Students are strongly encouraged to review the tuition refund policies, meet with Student Financial Services and consult their academic advisor before withdrawing from a course.

Waiving and Substitution of Courses

In some instances, students with a specialized background in a subject will be given permission to waive a required course. A course waiver waives the course requirement **NOT** the total credit needed to complete the degree. The credit must be completed by registering for a substitute course. To substitute a course a request to waive degree requirement form is completed by the student, approved by the instructor (*if required by department*) and approved by the Department Chair. The request to waive degree requirement form is [online](#) and in 110 Meyerson Hall. The approved form is submitted for review and processing to the PennDesign Office of Student Services. If approved, the waiver will be applied to the student's academic worksheet. The student will receive confirmation by e-mail.

Independent Study Courses

Students interested in pursuing an individual study project should obtain a Request for Independent Study form [online](#) or in 110 Meyerson Hall. The student should then approach a faculty member and obtain agreement from them to direct their project. It is the responsibility of the student to define the individualized project. Student must obtain the appropriate signatures from their advisor and Department Chair. Independent Study courses may not duplicate other courses offered during the same semester. Students should bear in mind that faculty members are not required to supervise an Independent Study course. If approved, the student submits the completed and approved form to the PennDesign Office of Student Services for processing. The student will receive confirmation by e-mail.

Registering and Receiving Credit for Undergraduate Courses

Courses with a course number lower than 500 are considered undergraduate courses. PennDesign students can register for undergraduate level courses however credit will not be granted towards their graduate degree. If an undergraduate level course is deemed essential to attaining specific skills or knowledge in order for a student to meet their academic goals, then credit may be granted. In order to receive credit for an undergraduate course, a student must submit a written request to his/her Department Chair outlining why the undergraduate course is necessary to his/her studies. After reviewing the petition, the Department Chair must notify both the student and the PennDesign Office of Student Services of his/her decision. Credit for an undergraduate course will only be granted upon written approval from the student's Department Chair. If the student is enrolled in a dual degree program, the student must receive permission from both Department Chairs to receive credit for an undergraduate course. Upon receipt of approval, the PennDesign Office of Student Services will make the appropriate adjustment to the student's academic record and worksheet. The student will receive confirmation by e-mail.

Auditing Courses

Students who wish to attend the class sessions for a course without completing the assignments or taking examinations may audit the course. Auditing a course requires permission of the instructor. To audit a course, the student should contact the PennDesign Office of Student Services for assistance. If approved, the student will not receive credit for the course, but it will appear on the official transcript with "aud" in the grade column. Please review the Student Status section of the handbook for information on tuition/fees for audit courses. Audited courses do NOT count towards degree requirements. Audited courses do NOT count towards full-time status for international students.

ACADEMIC PERFORMANCE

Course Attendance

PennDesign reserves the right to withdraw students from courses for failure to attend the first class meeting. Policies regarding absence from classes are determined by the instructor(s) responsible for the course. A course instructor may choose to base part of the course grade on attendance and participation, or may present material in class that cannot be found in the readings. If it is necessary to miss a class, the student should seek permission from the course instructor in advance. Upon request of the instructor, written documentation must be submitted for an excused absence. Attendance policies do not apply to recognized religious holidays.

Grading

PennDesign instructors, with the exception of the Department of Fine Arts, apply a grading system of letter grades:

A+	=	4.0	
A	=	4.0	
A-	=	3.7	
B+	=	3.3	
B	=	3.0	
B-	=	2.7	
C+	=	2.3	
C	=	2.0	
C-	=	1.7	
F	=	0.0	Failure
I	=	0.0	Incomplete

Students enrolled in the Master of Fine Arts program are graded on a Pass/Fail system for required studio and seminar courses.

When a course is taken as Pass/Fail, the grade of P (pass) is NOT calculated into the grade point average. However, if an F (fail) is received in a Pass/Fail course, it is calculated into the GPA.

PennDesign students, who receive a grade of F (fail) in a required course, must repeat the course for credit. If a student receives a grade of F (fail) in an elective course, the course must be repeated or a course of equivalent course units meeting the degree requirements must be taken. However, the F (fail) remains on the student's official transcript even if the student has repeated the course and obtained a satisfactory grade. The F (fail) is still calculated in the cumulative GPA. Any courses for which the failed course is a prerequisite may not be taken until a satisfactory grade in the prerequisite course has been achieved.

The Grade Point Average (GPA) is tabulated at the end of each semester. The GPA is calculated by multiplying the course unit for each course (usually 1 C.U.) by the numerical equivalent for the grade received in the course, adding the total number and dividing by the total number of credits taken. Averages are tabulated for each semester on a cumulative basis.

The notations of NR and GR indicate that the grade has not been received by the Registrar. All NRs (instructor did not submit grades for the course) and GRs (instructor did not enter a grade for the student in question) must be cleared from the student's transcript before graduation. The notation "W" indicates an approved withdrawal from a course.

Grade Reports and Transcripts

At the end of each term, students can access their grades via PennInTouch. Through PennInTouch, students can request to receive their grade report by mail from the University Office of the Registrar. Official transcripts are maintained by the University Office of the Registrar NOT by PennDesign. The University's definition of an official transcript is completed (graded) coursework. In progress coursework will not appear on a student's official transcript. Students can request official transcript electronically, by US mail and in person. For details on how to request an official transcript please consult the University Registrar's website:

<http://www.upenn.edu/registrar/student-services/transcripts.html>

Incomplete Course Work

A grade of "I" (incomplete) shall be given only in cases of illness or family emergencies. No faculty member is required to give a grade of incomplete. If a permanent grade is not submitted by the end of the second semester, a permanent "F" (fail) grade will be issued. It is the student's responsibility to find out how much time the faculty member requires to review course work and submit a grade. Students must give the faculty member at least three weeks to read late assignments and submit a grade. More time may be required by individual faculty members, particularly at the end of the semester. Faculty are not required to review student work during the summer unless a prior agreement has been reached between the student and the faculty member.

In rare instances where the faculty member believes there are important educational purposes to be served by having the student do further work, and where this will not compromise further studies, a provisional grade of "S" may be given. If a permanent grade is not submitted by the end of the following semester, a permanent "F" (fail) grade will be issued. Department chairs may decide in which, if any, courses "S" grades may be given. The departments of Architecture and Landscape Architecture do NOT permit the assignment of "S" grades. For an "S" to be recorded in other department, (1) the student's work should be substantially complete by the end of the semester, (2) the faculty member must submit in writing to the student and the PennDesign Registrar what work must be done, and (3) the faculty member must agree to work with the student to help ensure its completion, regardless of their location or status during the following semester.

Grade Appeals

Evaluation of a student's performance is the responsibility of the instructor. Should a final grade in a course be disputed, the student must submit a written appeal to the instructor within the first two weeks of the semester immediately following the semester in which the grade was received. The instructor must respond in writing to the student within two weeks of receiving the written appeal from the student. If, after receiving the written response to the appeal from the instructor, the student still believes that the grade has been unfairly assigned, the student must submit a written appeal to the Chair of the student's Department. If the Chair believes the appeal demonstrates evidence of negligence or discriminatory behavior, an advisory committee will be formed to review the student's appeal and make a recommendation to the Chair. The decision of the Chair is final.

Academic Probation

A student who receives a grade of "F" (fail) in a course or a grade of "C" or lower in any two courses in any term will be placed on academic probation for the following semester. The student's record will be reviewed at the end of the semester of probation to evaluate if satisfactory academic performance has been maintained. If a student has not maintained a 3.0 grade point average in any semester, the student may be asked to withdraw. PennDesign reserves the right to withdraw any student whose GPA is below a 2.0 in any semester. Students who are withdrawn for unsatisfactory academic performance are NOT eligible for readmission.

Dismissal

Receipt of a second “F” or failure to maintain a satisfactory level of academic performance while on academic probation may result in the student’s dismissal from PennDesign. Students who are dismissed from the school for unsatisfactory academic performance are NOT eligible for readmission.

STUDENT STATUS and CHANGE OF STATUS

Full-Time Student

Course load at PennDesign is measured in course units. PennDesign is a full tuition school. All active master’s degree students are charged full tuition and fees by term regardless of the number of classes they enrolled in for the term. A full-time course load is at least 4 course units per semester. Students may enroll for a maximum of 5 course units for credit per semester. Students who are interested in taking more than 5 course units for a grade or audit in any term must have permission from their department chair to enroll in an overload. Permission should be forwarded by e-mail to the PennDesign Registrar (registrar@design.upenn.edu). Upon receipt the Registrar will make the appropriate adjustments to the student’s record and send confirmation by e-mail.

Please note that students who enroll in more than 10 course units for a grade over the fall and spring term will be charged tuition for the additional course unit(s) after the drop/add period for the spring 2015 term (Tuesday, February 3rd). For example, a student who enrolls in 5 course units in the fall and 5.5 course units in the spring for grades (not audit) will be charged .5 course units in additional tuition. Students enrolled in an overload for an audit grade will not be charged additional tuition. For example, a student who enrolls in 5 course units in the fall and 6 course units in the spring and the 6th course unit is for an audit grade will not be charged additional tuition.

Students enrolled in programs governed by Graduate Arts and Sciences (PhD Architecture, PhD City Planning and M.S. in Architecture) are NOT permitted to take more than 4 course units per semester to be applied to their degree requirements. Doctoral students should reference “*PhD Tuition and Fees*” on page 55 for additional information.

Part-Time Student

Students who are taking less than 4 course units for the fall or spring term (for a grade or an audit) must self-identify as a part-time student for billing by course unit. Part-time students are required to pay for audit classes. To self-identify as part-time, students must a) have permission from their department chair on file with the PennDesign Office of Student Services for part-time enrollment and b) email the Registrar at registrar@design.upenn.edu and request part-time status coding for the term. It is critical that students self-identify early in the registration process to ensure that their record is coded for part-time billing before bills are generated. Please note that any late fees students incur due to a delay in requesting part-time enrollment are their responsibility and cannot be waived by the PennDesign Office of Student Services.

Non-Degree Student

A student may be admitted to PennDesign on the recommendation of a Department Chair as a “non-degree student” for a period not to exceed one academic year. Under this status a student is allowed to take a maximum of 5 course units per semester. If the student is later admitted into a degree program, the Department Chair will evaluate course units earned as a non-degree student to determine whether they will be accepted for the degree. No more than 5 course units or 25% of the total number of credits required for the degree, whichever is less, will be accepted.

Voluntary Withdrawal

A student may voluntarily withdraw from PennDesign at any time. Students who withdraw from PennDesign must submit a completed and approved withdrawal form to the PennDesign Office of Student Services. The withdrawal form can be found online or in 110 Meyerson Hall. If the student is enrolled in a dual degree program, the student must receive permission from both Department Chairs to withdraw. Upon receipt of approval, the PennDesign Office of Student Services will make the appropriate adjustment to the student's academic record. The student will receive confirmation by e-mail. Non-attendance does not constitute official withdraw. Tuition and fees will be refunded based on the following schedule:

<u>Separation Occurring Within</u>	<u>Percentage Refund of Tuition and Fees</u>
First two weeks of classes	100%
3-4 weeks	75%
5-6 weeks	50%
Weeks thereafter	0%

A student who is required to withdraw because of violation of University regulations shall receive no refund by reason of such withdrawal.

Lab fees are nonrefundable after the second week of classes.

Readmission

Students who voluntarily withdraw may pursue re-admission within three years of withdrawing. Students who wish to be readmitted after having withdrawn must submit a written request for reinstatement to the PennDesign Office of Student Services. Students who are withdrawn for non-attendance or dismissed for unsatisfactory academic performance are NOT eligible for readmission. The reinstatement request must include a detailed plan to rectify deficient grades, if applicable. The department chair must endorse readmission prior to any registration process. If the student is enrolled in a dual degree program, the student must receive endorsement from both Department Chairs. Credit for courses taken prior to readmission will be reevaluated in conjunction with the degree programs currently offered. Departments may choose not to accept courses regardless of when they were completed for credit toward the degree. As a result, reinstatement may include additional coursework. Students must clear all holds, including financial, that may be on their record prior to being approved for reinstatement. Deadline for submitting materials for readmission are as follows:

Fall readmission

- M.S. in Architecture, Ph.D. Architecture, and Ph.D. City Planning: December 13th
- Master of Architecture: January 2nd
- All other PennDesign programs: January 14th

Spring readmission

- All PennDesign programs: November 1st

Military Service

A student who has not received full academic credit for the term and who is called to service through enrollment in a military reserve unit, or through enlistment in the military service, shall be refunded full tuition and general fee, provided a written request, substantiated by the proper evidence, is filed with the PennDesign Office of Student Services.

Leave of Absence

Students wishing to take a leave of absence must complete the [Request for Leave of Absence form](#). The form is available online or in 110 Meyerson Hall. The request should include the reason for the leave and planned date of return. The form must be approved by the student's department chair. Dual degree students need approval from both departments to request a leave of absence. Students are strongly encouraged to meet with their department chair to discuss their leave request prior to submitting paperwork. The completed and approved form is submitted to the PennDesign Office of Student Services for processing. If applicable, the student's bill will be adjusted. Students will receive confirmation that their approved leave request has been processed by e-mail.

Discontinuance of study without permission from the University does not constitute a leave of absence. If students request a leave after the beginning of the semester, normal drop and withdrawal deadlines apply. Students who are requesting a leave of absence for medical reasons will be required to provide documentation from their treating clinician. Leave of absences may be granted for up to one year. Requests for extension of the leave are handled on a case-by-case basis by the Department Chair and the Registrar. There are two categories of leaves:

Personal – students deciding to leave the University for employment or internship opportunities, military service or to pursue other personal goals.

Medical – students with a medical situation that will temporarily interfere with their studies. Students requesting a leave of absence for medical reasons must provide documentation by their treating clinician at the time of the leave request. Students on an approved medical leave of absence cannot be required to work on deficient coursework during their leave period.

Students who are granted a leave of absence cannot earn credit for courses given by another institution while on leave.

Any student on a leave of absence who wishes to retain access to Penn's facilities (in particular, the library) must pay a fee per term of absence. This fee is added to the Student Financial Services bill by the PennDesign Registrar. Students who are interested in this option should contact the PennDesign Office of Student Services (registrar@design.upenn.edu). Please note that students may NOT maintain studio space while on leave.

Students with health insurance plans through the University are strongly encouraged to consult with Student Health Services (<http://www.vpul.upenn.edu/shs/>) prior to requesting a leave to answer questions regarding coverage, policies and procedures during your leave. If the student has a private insurance plan, please check with your provider regarding health coverage during your leave. Some insurance providers discontinue coverage if a student is not enrolled full-time at a college or university.

International students should consult with International Student and Scholar Services (<http://global.upenn.edu/iss>) prior to submitting leave of absence paperwork.

Students are strongly encouraged to review the Leave of Absence/Withdrawal checklist available through the Student Financial Services web page. To access the checklist, please follow the links provided at www.sfs.upenn.edu. Click on "Special Policies" in the right hand frame of the SFS web site and then on "Leave of Absence/Withdrawal Policy."

To return from a leave of absence, the student must submit their return request to the PennDesign Office of Student Services (registrar@design.upenn.edu). The Registrar will activate the student's record and provide the student with the relevant details regarding returning to PennDesign. When the student returns, they will hold the same academic standing (for example, probation) as prior to their leave.

Students who have been granted a **medical** leave of absence must also provide evidence from their treating clinician that they are ready to resume their studies and rejoin the campus community.

Failure to return from a leave of absence or apply for an extension will result in the student's withdraw from PennDesign for inactivity. Students who are withdrawn from PennDesign for inactivity are not eligible for readmission.

GRADUATION

Applying to Graduate

All PennDesign students must apply to graduate:

- The graduation application is available on the PennDesign website at: <http://www.design.upenn.edu/current-students/graduation-application>.
- PennDesign degree plus certificate students must submit a graduation application for EACH degree. For example, a student who is enrolled in the Master of Architecture (M.Arch.) program and the Time-Based and Interactive Media (TBIM) certificate program must submit a graduation application for M.Arch and TBIM separately.
- PennDesign dual degree students complete both degrees in the same term and must submit a graduation application for each degree. For example, a student who is enrolled in the Master of Architecture (M.Arch.) and the Master of Landscape Architecture (M.L.A.) dual degree program must submit a graduation application for M.Arch. and M.L.A. separately.
 - PennDesign dual degree students may NOT receive their degrees in separate terms.
- PennDesign students who are enrolled in a dual degree program at another school at the University must comply with both schools' policies and procedures regarding applying for graduation, degree eligibility and commencement participation.
- Students enrolled in the Ph.D. in Architecture, Ph.D. in City Planning, or the M.S. in Architecture degree programs must also apply to graduate with the School of Graduate Arts and Sciences (GAS). The GAS application is available online at: <https://fission.sas.upenn.edu/gas/degree/index.php>.
- Graduation application deadlines are posted on the [PennDesign Academic Calendar](#).

Degree Eligibility

Applying for graduation does not ensure that the degree will be conferred. Students are responsible for meeting all degree requirements and fulfilling all financial obligations prior to graduation. Students are responsible for ensuring that their academic record reflects all approved course substitutions and/or waivers prior to graduation. Deficient course grades must be submitted no later than two weeks after the grade submission deadline for the graduating term. Expected graduates who do not meet degree eligibility for any reason must reapply to graduate and if applicable, register for additional coursework in compliance with PennDesign's continuous registration policy.

NO GRADE CHANGES ARE ACCEPTED ONCE A STUDENT HAS GRADUATED.

Students enrolled in the Ph.D. in Architecture, Ph.D. in City Planning, and the M.S. in Architecture must follow Graduate Arts and Sciences [guidelines](#) for thesis/dissertation submission.

Commencement Participation

The University of Pennsylvania and PennDesign hold one commencement ceremony in May of each year. Graduates from the previous summer and fall terms and expected graduates for the spring term are invited to participate in the University and PennDesign ceremonies. Expected graduates for the spring term must have ALL deficient grades from previous terms rectified by May 1st in order to participate in commencement. Spring term grades are due the Friday prior to the commencement festivities. As a result, expected graduates for the spring term who receive a deficient grade in a spring term course will be eligible to participate in commencement.

Detailed information regarding the University commencement ceremony can be found online at: <http://www.upenn.edu/commencement/>. Information regarding the PennDesign commencement festivities will be sent to all eligible participants by e-mail in February.

Students who need a formal invitation letter for an overseas guest for commencement should request the letter in person at the front desk of the International Student and Scholar Services (ISSS), located at 3701 Chestnut Street, Suite 1W. Please bring your PennID with you for identification purposes.

Diploma Distribution

Diplomas are issued three times each year, in May, August and December. The diplomas of May graduates are mailed in July, the diplomas of August graduates are mailed in October and the diplomas of December graduates are mailed in February. Diplomas issued with errors will be replaced free of charge provided that the diploma office is notified within one year of conferral date. The original diploma must be returned before the reprinted one is sent out. For more information regarding diploma distribution please consult the following website: <https://secure.www.upenn.edu/secretary/diplomas/>.

Certificates are mailed by the PennDesign Office of Student Services via First Class mail following the same mailing schedule as diplomas.

Official Transcripts

Transcripts are maintained centrally by the University Registrar NOT PennDesign. Students can request official transcripts electronically, by US mail and in person. For details on how to request an official transcript please consult the University Registrar's website: <http://www.upenn.edu/registrar/student-services/transcripts.html>.

Graduation is posted to the student's academic record within two weeks of the completion of the term. Students seeking an official transcript to confirm their graduation status should check their unofficial transcript via PennInTouch to confirm that their graduation has been posted prior to requesting an official transcript. If the student determines that their graduation has NOT been posted, the student should contact the PennDesign Office of Student Services for assistance at registrar@design.upenn.edu.

PennDesign Rights and Responsibilities

Students, faculty, and staff are referred to the current edition of *The Pennbook: Resources, Policies & Procedures*, University of Pennsylvania, for University policies and procedures that govern the University as a whole. The Pennbook web site is: <https://provost.upenn.edu/policies/pennbook>.

Office of the Ombudsman

113 Duhring Wing
(215) 898-8261
ombuds@pobox.upenn.edu

The Office of the Ombudsman is staffed by the University Ombudsman, a tenured faculty member (part-time), and an Associate Ombudsman (full-time). Students, faculty, staff, and administrators come in with a variety of problems - academic disputes, access to resources, use of authority, compensations equity, and interpersonal tensions. 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 the existing rules and practices when necessary. The overarching mission of the Office of the Ombudsman is to resolve issues of equity and justice at the University of Pennsylvania before the tensions of polarization escalate.

Academic Grievance Policy

A PennDesign student who wishes to register a grievance regarding a matter related to the program the student should discuss the matter with the appropriate Department Chair. If the grievance is not addressed, the student may bring the issue to the PennDesign Associate Dean for Administration for review and consideration. Should the final grade in a course be disputed, students should follow the procedures outlined under 'Grade Appeals' (p. 40).

Harassment and Non-Discrimination Policies

Sexual Harassment

The University regards such behavior, whether verbal or physical, as a violation of the standards of conduct required of all persons associated with the institution. Accordingly, those inflicting such behavior on others are subject to the full range of internal institutional disciplinary actions, including separation from the University. Likewise, acts of retaliation will be subject to the same range of disciplinary actions.

As noted in the *Handbook for Faculty and Academic Administrators, Policies and Procedures*, the *Academic Bulletin*, and other University publications, persons engaged in such harassment within the University setting are subject to the full range of internal institutional disciplinary actions, including separation from the institution. (Source: *Almanac*, October 18, 2011, Volume 58, No.8: <http://www.upenn.edu/almanac/volumes/v58/n08/policy.html>)

The following University resources are available to members of the University community who seek information and counseling about University policies on sexual harassment, standards of behavior, informal and formal mechanisms for resolving complaints and resources for complainants and respondents:

- [Office of Affirmative Action and Equal Opportunity Programs](#)
- [African American Resource Center](#)
- [PBH Employee Assistance Program](#)
- [Lesbian Gay Bisexual Transgender Center](#)
- [Office of Staff and Labor Relations](#)
- [Office of the Ombudsman](#)
- [Division of Public Safety, Special Services](#)
- [Penn Women's Center](#)
- [Student Health Services](#)
- [Counseling and Psychological Services](#)
- [Office of the Vice Provost for University Life](#)

Non-Discrimination Policy Statement

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice) or (215) 898-7803 (TDD). (Source: *Affirmative Action Handbook*; <http://www.upenn.edu/affirm-action/policies-handbooks.html>)

Complaint Procedures

Informal Complaint Procedure

Students may bring grievances regarding harassment, discrimination, academic or administrative matters to his/her department chair or coordinator, or directly to the Dean's Office. PennDesign's practice is to try and resolve the complaint at the department level. Department chairs and coordinators consult with the Dean's Office for guidance and advice when needed. Sensitive cases or complaints may come directly to the Dean's Office for handling. If a matter remains unresolved, the Dean will appoint a fact finding body to review the case and make recommendations.

Formal Complaint

Harassment

When informal resolution is not chosen or is unsatisfactory, complainants are urged to use appropriate formal mechanisms as outlined in the University's harassment policies published in the [Almanac, Vol. 58, No. 8, October 18, 2011; subparagraph III.C](#)

Complaints by students of sexual harassment against a faculty or staff member may be made to the faculty member's department chair, a staff member's supervisor, or to [the Office of the Vice Provost for University Life](#). Grievances associated with sexual harassment in student employment may also fall within the purview of the Vice Provost for University Life.

A complaint of sexual harassment may be brought against a student by filing a complaint under the [Charter of the University of Pennsylvania Student Disciplinary System](#).

Discrimination

Any student in the University who feels that he or she has been discriminated against by an individual or office acting for the University or that the University is not complying with the requirements of Title VI, Title IX, or the Rehabilitation Act, has a right to register a complaint and seek redress of his or her grievance. The student may take his/her complaint to:

Office of Affirmative Action

228 Sansom Place East

3600 Chestnut Street

215-898 6993 (voice)

<http://www.upenn.edu/affirm-action/>

Code of Academic Integrity

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.

Options and procedures for dealing with breaches in academic integrity are specified in the Charter of the University of Pennsylvania Student Disciplinary System located at:

<http://provost.upenn.edu/policies/pennbook/2013/02/13/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. 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, design work 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 submission: submitting, without prior permission from the instructor, 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 when this is not allowed, 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 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.***

Student Health Insurance

Because it is absolutely necessary to have adequate medical insurance, the University has made it a requirement for all Penn students to carry health insurance. All full-time students, including students in dissertation status, and all students in full-tuition divisions must provide the University with evidence of their medical insurance coverage by the dates established by [Student Health Services](#). Failure to comply may prevent registration for the following semester until the insurance requirements are fulfilled.

The University makes available a group policy for eligible students without medical insurance. This policy is written on a 12-month basis (August 15-July 31). Spouses, domestic partners, and unmarried children under the age of 19 who are not self-supporting can be enrolled for an additional premium. Dependents and domestic partners must be enrolled when the student enrolls or within 31 days of marriage, birth, or establishment of a domestic partnership. Spouses and domestic partners may be seen in the Student Health Service on a fee-for-service basis. Children must go to a health care provider outside of Student Health.

The Student Health Insurance Office serves as a resource for insurance related problems. The staff provides information about enrollment, waiver and eligibility procedures, assistance in claims processing, hospital billing practices and general insurance information for students covered by other insurance carriers. For more information contact Student Health Services, 215-746-3535, or visit their web site at:

<http://www.vpul.upenn.edu/shs/>

Immunization Requirement

The University of Pennsylvania requires that all full time students are fully immunized. Any student not complying with these requirements will have a block placed on their registration. Detailed information about this requirement is available at <http://www.vpul.upenn.edu/shs/immunization.php>.

Student Property

Work produced in courses at PennDesign is the property of the student. By participating in a course each student grants PennDesign a non-exclusive right and license to use, copy, distribute, display and perform such work in any and all media for educational, programmatic, and/or promotional purposes. PennDesign will exercise care with respect to student-created materials submitted in conjunction with a course; however, the PennDesign does not assume liability for their loss or damage.

Students with Disabilities

The University of Pennsylvania is committed to providing equal educational opportunities to all students, including students with disabilities. Penn does not discriminate against students with disabilities and provides reasonable accommodation to a student's known disability in order to afford that student an equal opportunity to participate in University- sponsored programs. Services for students with disabilities are available in the Office of Student Disabilities Services in the Weingarten Learning Resource Center, located at 3702 Spruce Street, Suite 300 (Stouffer Commons). 215-573-9235 (Voice), 215-746-6320 (TDD), 215-746-6326 (Fax); Email: lrcmail@pobox.upenn.edu; <http://www.vpul.upenn.edu/lrc/>

Access to Student Records

PennDesign adheres to the University's guidelines pertaining to the confidentiality of student records. Access to student records is governed by the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment. Under the University's interpretation students have the right to inspect and review certain official records. Materials and records exempted by the Act are outlined in the University's confidentiality policy published in the PennBook:

<http://provost.upenn.edu/policies/pennbook/2013/02/13/confidentiality-of-student-records>

Official student records are available in the PennDesign Office of Student Services. Students desiring access to their record should make the request in writing to the PennDesign Registrar (registrar@design.upenn.edu). A student who has been granted permission to review his/her educational record and believes the information inaccurate or misleading may request to have the record amended. If after review the request is denied, the student is entitled to a hearing. If after the hearing the request is still denied the student has the right to add a statement to the file.

Student Directory

The Student Directory published by the University of Pennsylvania contains the following information for each student: name, local address, local phone, home address, school, expected year of degree, and (if applicable) code name of social fraternity.

Any student can withhold permission for the disclosure of directory information to the Penn community and public by updating their privacy settings via the PennDirectory under "Manage Public Profile"

<https://medley04.isc-seo.upenn.edu/directory/jsp/fast2.do?fastStart=profile>

Policy on Secular and Religious Holidays

1. The University recognizes/observes the following secular holidays: Martin Luther King Day, Memorial Day, July 4, Labor Day, Thanksgiving and the day after, and New Year's Day.
2. The University also recognizes that there are several religious holidays that affect large numbers of University community members, including Christmas, Rosh Hashanah, Yom Kippur, the first two days of Passover, and Good Friday. In consideration of their significance for many students, no examinations may be given and no assigned work may be required on these days.

Students who observe these holidays will be given an opportunity to make up missed work in both laboratories and lecture courses. If an examination is given on the first class day after one of these holidays, it must not cover material introduced in class on that holiday.

Faculty should realize that Jewish holidays begin at sundown on the evening before the published date of the holiday. Late afternoon exams should be avoided on these days. Also, no examinations may be held on Saturday or Sunday in the undergraduate schools unless they are also available on other days. Nor should seminars or other regular classes be scheduled on Saturdays or Sundays unless they are also available at other times.

3. The University recognizes that there are other holidays, both religious and secular, which are of importance to some individuals and groups on campus. Such occasions include, but are not limited to, Sukkot, the last two days of Passover, Shavuot, Shemini Atzerat and Simchat Torah, as well as Chinese New Year, the Muslim New Year, 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 dean of the school in which the course is offered.

Alcohol and Drug Policy

(The entire Alcohol and Drug Policy is available at:

<http://provost.upenn.edu/policies/pennbook/2013/02/13/alcohol-drug-policy>)

The University Alcohol and Drug Policy, like other standards of conduct applicable to the University community, is intended to further the educational mission of the University of Pennsylvania. The University is committed to fostering an environment that promotes the acquisition of knowledge and nurtures the growth of the individual. Each member of our intellectual community is responsible for his or her own actions and is expected to contribute to the Penn community and to respect the rights of others to participate in the academic and social life of the University.

Standards of Conduct

I. Drugs

The University of Pennsylvania prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of any drug by any of its students, employees in its workplace, on its premises or as part of any of its activities. This policy is intended to supplement and not limit the provisions of the University's Drug-Free Workplace policy.

II. Alcohol

A. General Rules Governing the Use of Alcohol

The University of Pennsylvania seeks to encourage and sustain an academic environment that respects individual freedom and promotes the health, safety and welfare of all members of its community. In keeping with these objectives, the University has established the following policy governing the possession, sale and consumption of alcoholic beverages by members of the University community, and conforming to the laws of the Commonwealth of Pennsylvania. Penn's alcohol policy and programs are intended to encourage its members to make responsible decisions about the use of alcoholic beverages, and to promote safe, legal, and healthy patterns of social interaction.

1. The University of Pennsylvania prohibits:

- The possession and/or consumption of alcoholic beverages by persons under the age of twenty-one on property owned or controlled by the University or as part of any University activity.
- The intentional and knowing selling, or intentional and knowing furnishing (as defined by Pennsylvania law) of alcoholic beverages to persons under the age of twenty-one or to persons obviously inebriated on property owned or controlled by the University or as part of any University activity. Pennsylvania law currently defines "furnish" as "to supply, give, or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged."
- The consumption of alcoholic beverages by all University students and employees so as to adversely affect academic or job performance and/or endanger the physical well-being of other persons and/or oneself, and/or which leads to damage of property.
- The possession, sale, distribution, promotion or consumption of an alcoholic beverage in a manner that constitutes a violation of federal, state or local law, including the sale, directly or indirectly, of any alcoholic beverages at a premise or by an entity not licensed for such sales on property owned or controlled by the University or as part of any University activity.

2. The University of Pennsylvania permits the lawful keeping and consumption, in moderation, of alcoholic beverages on its property or property under its control by persons of legal drinking age (21 years or older).

3. In cases of intoxication and/or alcohol poisoning, the primary concern is the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for medical assistance for themselves or for a friend/acquaintance who is dangerously intoxicated. No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to University discipline for the sole violation of using or possessing alcohol or drugs. This policy shall extend to another student seeking help for the intoxicated student

4. Vice Provosts, Vice Presidents, Deans, and heads of administrative and residential units have the authority and responsibility to govern the use of alcohol in areas they control, both indoors and out, and to approve or disapprove of plans designed to ensure that (at events where alcohol will be served in such areas) only legal age individuals will have access to such alcohol. Further, those hosting such events must take reasonable steps to ensure that the acquisition, distribution and consumption of alcohol otherwise complies with applicable law and University policy.

5. At any event at which alcohol will be served, sufficient quantities of non-alcoholic beverages and food must also be available to guests without cost.

6. Consistent with Pennsylvania law, advertisements of social events shall not promote nor describe the availability of alcoholic beverages nor promote the consumption of alcohol by minors.

7. Ordinarily, consumption of alcoholic beverages in outdoor public areas such as walkways, building steps and porches, unenclosed patios, green spaces, and the like is not permitted regardless of the age of the drinker. However, appropriate administrators may grant exceptions to this guideline on an event-by-event basis. Exceptions will be granted only for those events where an overwhelming majority of those reasonably expected to attend an event are of legal drinking age. Events for which exceptions have been granted must be limited to areas that are clearly demarcated and in which it is possible to exercise adequate control of access to and consumption of alcohol.

8. Kegs of any amount of beer are not allowed in any University-managed undergraduate residence.

Policy on Equal Opportunity and Affirmative Action

The University of Pennsylvania's special character is reflected in the diversity of the Penn community. Diversity is prized at Penn as a central component of its mission and helps create an educational and working environment that best supports the University's commitment to excellence in teaching, research, and scholarship. We seek talented faculty, students and staff who will constitute a vibrant community that draws on the strength that comes with a substantive institutional commitment to diversity along dimensions of race, ethnicity, gender, sexual orientation, age, religion, disability, veteran status, interests, perspectives, and socioeconomic status.

Grounded in equal opportunity, nondiscrimination, and affirmative action, Penn's robust commitment to diversity is fundamental to the University's mission of advancing knowledge, educating leaders for all sectors of society, and public service. The University of Pennsylvania prohibits unlawful discrimination based on race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class.

Penn is committed to ensuring that its academic, social, recreational programs and services as well as opportunities for admission and employment are available on an equitable and nondiscriminatory basis without regard to an individual's legally protected class status. Penn also has written affirmative action programs to address any underrepresentation of women, minorities, people with disabilities, and qualified covered veterans. The Office of Affirmative Action and Equal Opportunity Programs, in collaboration with the Division of Human Resources and the Office of the Provost, oversees the implementation and administration of the University's equal opportunity, affirmative action, and nondiscrimination policies and programs.

The University recognizes the right of members of the community to raise questions and pursue complaints of discrimination and adheres to a strict policy that prohibits retaliation for doing so. Questions, complaints of alleged discrimination, or concerns regarding these policies or their implementation may be directed to the Executive Director, Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, Suite 228, 3600 Chestnut Street, Philadelphia, PA 19104-6106, (215) 898-6993 (Voice) or (215) 898-7803 (TDD).
<http://www.upenn.edu/affirm-action/>

Notice of Availability of Crime Information

The federal Crime Awareness and Campus Security Act, as amended by the Higher Education Amendments of 1998, requires all institutions of higher education to provide to students and employees information on their security policies and procedures and statistics for specific criminal offenses that occur on campus, on certain non-campus properties and on certain public properties, and to make the information and statistics available to prospective students and employees upon request. The Pennsylvania College and University Security Information Act requires Penn to provide information about its security policies and procedures to students, employees and applicants; to provide crime statistics to students and employees; and to make those statistics available to applicants and new employees upon request. This information about Penn is contained in the University's annual security report, "Campus Safety and Security: A Shared Responsibility." This report can be found at the following web site address: <http://www.upenn.edu/almanac/crimes-index.html>. The University will provide a paper copy of the report upon request. You may request a copy by calling the Division of Public Safety at (215) 898-4482.

PennDesign Finances

Tuition and Fees

All continuing and new students in PennDesign, whether or not they advance register, are billed with the same due date for full tuition and general fees according to a set schedule. Tuition and general fees must be paid before the appointed date of registration for each semester.

All PennDesign students in professional degree programs are permitted to take up to five course units for the full-time tuition and fee. Students may register for 6 course units with the written permission of their Department Chair and the course instructor. If the student is auditing the course there will be no additional charge. Students who are taking a sixth course unit for credit will be charged for the additional course unit. Students registered for 3 or fewer course units, who wish to audit a course will be charged tuition and fees for the course. Students who are known to be part-time, or who are enrolled in a part-time program, are billed when they advance register or register at the per credit rate. These students are specially coded as “part-time” by the Registrar. If you know that you will be changing to part-time status, please see the Registrar. Upon completion of course requirements, a candidate for Master of Science degree must be continuously enrolled until graduation and pay a master’s thesis fee each semester. Please review “*Student Status*” on page 41 for additional information.

The tuition for full-time master’s degree students in the School of Design is \$44,148 for the 2014-2015 academic year. The tuition for full-time doctoral degree students in the School of Design is \$29,890 for the 2014-2015 academic year. The general fee for full-time PennDesign students is \$2,586. A portion of the general fee is allocated to the physical development of the University, support of Student Health Services, Career Placement Services, graduate student activities, recreational facilities, and other services not directly associated with specific courses. Tuition and general fee are payable on or before the appointed registration date for each term. As a guide, the school estimates the cost of the 2014-2015 academic year to be about \$74,160 for unmarried master’s students.

	Tuition	General Fee	Total
1 course unit	\$5,592	\$324	\$5,916
2 course units	\$11,184	\$648	\$11,832
3 course units	\$16,776	\$1,293	\$18,069
4 course units	\$22,074	\$1,293	\$23,367
5 course units	\$22,074	\$1,293	\$23,367

PhD Tuition and Fees

Full Tuition

Tuition for full-time PhD students will be charged at a flat rate (“Full Tuition”) for the first three years of full-time enrollment. Full-tuition applies whether the student takes three, four or five courses in a semester. (The fifth course can only be taken as an audit.) Full tuition for academic year 2014-2015 will be \$29,890 (\$14,945 per semester).

Reduced Tuition

Once the student has completed three years of full-time enrollment, required coursework and exams, and has an acceptable dissertation topic, he or she will be charged reduced tuition until the degree is awarded or for a maximum of 5 additional years from the semester the student goes on reduced tuition status. Reduced tuition for the academic year 2014-2015 will be \$3,736 (\$1,868 per semester).

General Fee

A general fee will be charged to all enrolled PhD students. In 2014-2015, the general fee for students charged full tuition will be \$2,586 (\$1,293 per semester). Students charged reduced tuition will pay a reduced general fee of \$648 (\$324 per semester).

Summer Rates

Tuition for Summer 2015 is based on the tuition and fee rates approved by the Trustees of the University of Pennsylvania for the 2015-2016 academic year. Tuition for summer courses is billed separately for each course at the per course unit rate of the School offering the course. PennDesign's per course unit rate applies to all students equally, regardless of the student's home School or level of study.

The Trustees of the University of Pennsylvania reserve the right to increase tuition and fees and otherwise to amend the regulations concerning tuition, fees, and method of payment at any time and to make such changes applicable to students in the University at that time as well as to new students.

Refund Policy

A student who is granted a leave of absence, voluntarily withdraws, or is dismissed for failure to meet the minimum level of academic standards during either semester of the academic year will be eligible for a refund of tuition and general fee as follows:

Separation Occurring Within:	Percent Refund of Tuition and Fees:
First two weeks of classes	100%
3-4 Weeks	75%
5-6 Weeks	50%
Weeks thereafter	0%

A student who is required to withdraw because of violation of University regulations shall receive no refund by reason of such withdrawal.

Lab fees are nonrefundable after the second week of classes.

Acceptance Deposit

When an applicant accepts admission to the University, she or he is required to pay a non-refundable deposit of \$500, which shall be credited toward the first semester's tuition charges. The University will furnish instructions concerning the date the deposit is due to the candidate with the notification of acceptance.

Financial Aid

Fellowships and scholarships are awarded by the Dean on the recommendation of the Chair of the student's Department. In order to receive scholarship or fellowship aid from PennDesign, students must be enrolled full time and maintain a fully paid balance at the University of Pennsylvania, including charges for tuition, general fee, student health, rent, and telephone. Offers of financial aid remain valid for one year and are generally carried into subsequent years provided the student maintains good academic performance (see pg. 40). Upon transfer to another Department within PennDesign, a student will receive the same need-based financial aid; however, merit awards do not automatically transfer with a student from one Department to another.

Changes in a student's registration may affect the PennDesign scholarship he is receiving. If a student registers for 3 cus, he will receive $\frac{3}{4}$ of his aid; if he registers for 2 cus, he will receive $\frac{1}{2}$ of his aid. If a student registers for 1 cu, he is considered part-time which makes him ineligible for need-based scholarship. A student's loan eligibility may also be impacted if he drops below 4 cus. If a student withdraws from a course or courses, his scholarship will be withdrawn as well. When a student takes a leave of absence, any PennDesign scholarship he may have been receiving will be reinstated when he returns from leave, assuming he left in good academic standing.

PennDesign Communications

PENNDISIGN LOGO AND NAME USAGE

When representing the School, use the "The University of Pennsylvania School of Design" or "School of Design, University of Pennsylvania" once in every communication. More familiarly, "PennDesign" is used for the School and its administrative units. Only authorized student organizations can use PennDesign in their name. Student organizations cannot use the PennDesign logo, or any separate parts, in logos or materials.

The PennDesign logo and name are two of the School's most important and visible brand assets, and we all share responsibility to ensure that they are used effectively. The PennDesign logo and university shield are graphic manifestations of our tradition and reputation. These symbols play an important role in promoting the Penn brand and as such, it is important that the logo not be physically altered.

To request the PennDesign logo, please contact PennDesign Office of Communications.

Student organizations should not be named in such a manner as to cause confusion with an official entity or activity of the School. Please make sure your use of the PennDesign name is approved by the relevant program office. Student clubs are granted the use of the PennDesign name for their club name only. Student organizations cannot use the PennDesign logo, or parts thereof, in their own logos.

The School retains the right to control use of the PennDesign name in any activity that affiliates itself with the PennDesign School.

The University or School name must not be used in any announcement, advertising matter, publication, correspondence, or report, in connection with personal or non-University/non-School activities. In some cases, a disclaimer of University or School endorsement may be required.

Special permission is needed to use the PennDesign logo for co-branded activity/event if it meets the mission of the School.

To receive permission for use of the PennDesign logo, please contact PennDesign Office of Communications. Be sure to select the proper student affiliation (Undergraduate, Master's Candidate, or Doctoral). This ensures that your request will be e-mailed to the relevant Program Office for review and/or approval. Please note:

Permission is granted for only one use.

All materials need to be approved by the respective Program Office.

EVENTS AND OUTREACH MATERIALS

Guidelines for Activities with PennDesign Name

1. Identify the Initiative as "Student-Led."

- On all materials, note the initiative as "a student-led initiative/event" in the main description of the event, preferably in the first line.
- Make sure to include the disclaimer information (below) to differentiate it from official School-run activities.

2. Talk About PennDesign.

- Refer to PennDesign as "The University of Pennsylvania School of Design" or "School of Design, University of Pennsylvania." On the web, please link this text to the PennDesign website.
- Include the "About PennDesign" text with the PennDesign logo. On the web, this is usually in the Contact Us or About Us section. If a letter from the Dean is used, the materials must prominently include "About PennDesign" text.

3. Provide Contact Information.

- All club activities must have clearly identified contact information for the student club and student(s) managing the event.
- All initiatives must carry contact information for the sponsoring academic office. All promotional material should include the name of the relevant office and contact information.

Design Guidelines for Approved PennDesign Logo Use

Student initiatives/events use a specially created PennDesign logo with the text "A Student Initiative" (to avoid confusion with official PennDesign initiatives/events).

When approval is given for use of the PennDesign logo in connection with a student event, that approval does not include use of the logo on merchandising associated with the event. Only an official division of the School can authorize use of the PennDesign logo on merchandise – in this case, the relevant PennDesign Program Office.

If a club or activity includes PennDesign as part of its name, the text "student-led" must be included in the introductory paragraph. In addition, the following disclaimer text must be included on a website's home page and on all communications for purposes of authentication:

This website/event is produced and administered by the [Name of Club], an independent student-led organization of the the University of Pennsylvania School of Design. All contents are the responsibility of the club.

or

The [Name of Club] is an independent student-led organization of the University of Pennsylvania School of Design. All content is the responsibility of the club.

Student organizations that receive sponsorship for their events can add sponsor logos to their materials. The use of sponsor logos on materials should in no way suggest endorsement by the PennDesign School. In addition, use of any sponsor/company logo on student organization materials should be accompanied by permission from the relevant entities.

The PennDesign logo does not share space with other logos, except when it is a sponsor.

STATIONERY AND ACADEMIC CARDS

PennDesign Official Stationery

Students and student organizations may not use PennDesign Official Stationery for their initiatives – it is only for official School use by a PennDesign office/division.

No unauthorized stationery may be printed using the PennDesign School name or logo in any of its forms.

Student E-mail and Correspondence

When corresponding with external constituencies as a PennDesign student, information provided on the student academic cards must be used.

For example:

Jane R. Doe
Masters of Architecture Candidate, Class of 2015 School of Design, University of Pennsylvania
email@design.upenn.edu | phone number

The PennDesign logo may not be embedded as a graphic in any correspondence.

For additional information, feedback, concerns, or support, please contact PennDesign Office of Communications.

PHOTO RIGHTS

By submitting a photo to PennDesign, the photographer releases all rights to the image, including the right to disseminate, reuse, reproduce, display, alter, and derive works from the image, to the University of Pennsylvania. The University of Pennsylvania will own any and all rights to photos submitted. In the case of publication, however, we will make an effort to credit the image to the photographer. Please submit the photographer's name, contact information (email and phone number), Penn affiliation (if applicable) and short description of the image. Participants assume full responsibility for permissions and clearance of all photo subjects.

POLICY FOR USE OF STUDENT LIKENESS

The University of Pennsylvania School of Design may photograph, videotape, and/or record the student's image or voice and to use or display the image or voice, without compensation, for the following purposes: class; website, student recruitment, fundraising, promotional activities and/or public relations; other. These images/video may be published in University publications including the PennDesign website and social media sites. If a student does not wish to have his/her likeness used for these purposes, he/she may A) refuse and/or move away from a shot ; B) file a written request through the Communications office. The School will communicate intentions when capturing student likeness (individual is the focus of the image).

PennDesign Facilities

The Office of Operations and Planning manages and troubleshoots the daily operations and activities of PennDesign facilities and space needs to ensure effective and efficient operations in compliance with applicable policies, procedures, and regulations. The Director is the project manager for design and construction at PennDesign. The office oversees the School's mail room, coordinates space use, and administers life and health safety policies.

Karl Wellman, Director of Operations and Planning, kwellman@design.upenn.edu

Sandra Mosgo, Building Administrator, smosgo@design.upenn.edu

Val Perry, Operations Assistant, vperry@design.upenn.edu

PennDesign Facilities, pdfac@design.upenn.edu

Phone: 215-898-8322

Studios

Studios and work spaces are provided to students as a privilege, for their convenience and to enhance the academic program. Individual departments may issue rules and regulations regarding studio use and will determine the allocation of designated studio spaces to their students. All students, faculty, staff, alumni, and visitors to PennDesign are expected to comply with any and all University of Pennsylvania policies governing conduct and use of University facilities.

Please make note of the following policies:

Doors must remain locked at all times. Do **NOT** prop doors. You will be provided a key and/or swipe card access from the Operations Office.

- For personal safety, health, and security reasons, students are not permitted to sleep in, or use for residential purposes, any PennDesign academic facilities, including Meyerson, Morgan, Furness, Duhring, Franklin Annex and Addams Halls.
- Wood, homasote panels, and other materials must not be used to cover or block studio openings, windows, or lighting. Studio alterations shall not be undertaken without the permission of the Director of Operations and Planning of PennDesign. Such changes may violate building codes and may jeopardize the program. Any approved alterations must be removed at the end of the academic year or term of use of the studio space.
- Casting and curing of resins, foam cutting, and heating of PVC are not permitted inside the building. Paraffin may not be heated or melted. Also, blow torches and open flames are prohibited within University buildings. Use of hot plates and space heaters is prohibited as well.
- Aisles and corridors may not be used for storage, particularly in the case of flammable materials. Packing materials from personal computers are not to be stored in the studio.
- Flammable solid waste must be properly disposed of in the "EHRS" waste containers provided in Morgan, Duhring Wing, Addams Hall, and Franklin Annex.
- All flammable items such as paint thinner and turpentine must be stored in the fireproof cabinets that are placed in or near the Fine Arts studios in Morgan, Duhring and Addams Hall.

- Wood scraps, paper, sawdust, and other rubbish are fire hazards and are not allowed to accumulate.
- Studios and common areas, especially the Fabrication Laboratory, room 409, and adjoining spaces, should be kept clear of debris at all times. Students are expected to clean up after using any common area outside of the studio. It is also expected that individual studios will be kept clean and free of unnecessary debris by the approved occupant of each studio.
- Students are responsible for keeping studio areas clean and free of clutter. Housekeeping will provide basic cleaning and trash removal, but cannot distinguish between your work and material to be discarded. Therefore, please label all materials you wish to be removed as “TRASH”, and make use of the labeled trash receptacles.
- The school will replace bulbs in overhead fixtures.
- Students will replace bulbs on desk lamps.
- Students are expected to be considerate of their peers.
- The use of casting resins is strictly prohibited.
- The use of spray fixatives and paints is restricted to outdoors or the spray booth, located in 408 Meyerson Hall.

Gallery and Review Space Reservations

Gallery and Review spaces are reserved through the Office of Operations and Planning. Please make requests for space directly to your department coordinator.

Review Spaces and Common Areas

Review space and the common areas of PennDesign are essential to the vitality of our programs. As such, it is the responsibility of all members of the PennDesign community to keep these spaces clean. Materials must be removed when reviews are completed so that the next group can freely access the space. Any materials left behind have the potential to be damaged or discarded.

Keys

For keys to Meyerson Hall studios without swipe card readers, see the Office of Operations and Planning, located in G-29 Meyerson. For other keys, contact your department’s office.

Fabrication Lab

The PennDesign Fabrication Lab, located in Room 409 Meyerson Hall, serves as a practical laboratory extension of classroom theory. The lab is equipped for all phases of woodworking, metalworking, and machining, as well as digital fabrication with CNC routing, laser cutting, and 3D FDM printing. The lab is available to all PennDesign students and to all students enrolled in ancillary PennDesign courses. Staffed lab hours for the academic year are posted outside of 409 Meyerson Hall. Any student interested in using the lab must complete a Risk Management Department mandated safety course. Courses are held in the Lab at the beginning of each semester and last for two and a half hours. Scheduled times for this course are posted in Meyerson Hall at the start of each semester. Representations of previous experience will not be accepted in lieu of completion of this safety course. The lab is managed by Dennis Pierattini, who can be contacted in person at the lab. He and his staff welcome your design and fabrication related inquiries.

Spray Booth

The spray booth is located in 408 Meyerson Hall. Spray fixatives and paints are restricted to that area.

Security

PennDesign is committed to the safety of those who use our facilities. All students, faculty and staff are required to prominently display a PennCard ID between the hours of 10 PM and 7 AM, seven days a week. ID holders are available in G29 Meyerson Hall. It is imperative that all building users comply with this policy; security officers will escort you out of the building if you don't have a current PennCard ID.

In addition:

- All building users should notify security officers or Penn police officers immediately if they observe any individual inside the building acting suspiciously or without a Penn ID card.
- If a Penn police officer or security officer observes anyone in the building between 10 PM and 7 AM without their ID card, that person will be asked to leave the building and to return with the ID card. Officers will provide assistance with escort to shuttle services.
- No one is authorized to prop or otherwise cause any exterior building door to be held open. If this is observed, the door should be closed and/or the situation reported to a security officer or a Penn police officer as soon as possible. Everyone should be alert for anyone who attempts to enter the building through an exit door as someone is leaving. Such observations should be reported to Penn police or security immediately.
- All building users must exit through non-emergency exit doors only.
- If an emergency situation arises and no officers are in the immediate area, persons should immediately call 511 (the Penn police emergency number) from any campus phone, or 215-573-3333 to report the incident.

Security in studio/workspace

- Keep your belongings locked in cabinets provided
- Keep studio doors locked at all times

Access to PennDesign Buildings

- Addams: Entrance into the building is swipe card access 24/7, requiring a valid Penn ID card. Visitors without a valid Penn ID card can use the intercom system to speak with an administrator to gain entry into the building.
- Franklin Annex: 7 AM to 6 PM, Monday through Friday, doors are unlocked. Students in studio in the Franklin Annex will be provided with a key for after-hours access.
- Meyerson: Entrance into the building is swipe card access 24/7, requiring a valid Penn ID card. Visitors without a valid Penn ID card can use the intercom system to speak with an administrator to gain entry into the building.
- Morgan Building: Is locked at all times, the key code will be issued by the Fine Arts Department.
- Fisher Fine Arts Library: Access varies according to Library schedule; please check the library home page for latest scheduling information: <http://www.library.upenn.edu/finearts/>

- Duhring Wing: 8AM to 5PM Monday through Friday, doors are unlocked; after 5 PM, during weekends, and on University-observed holidays, card swipe at handicapped entrance with Penn ID card.

Important Phone Numbers

- Philadelphia Police - 911
- University Police - 511 (Off-Campus and cell phones, 215-573-3333)
- PennDesign Office of Operations and Planning - 215-898-8322

Bicycles

Register your bike with University Police, 215-898-4481, 9:30 AM to 4:30 PM, 206 S. 40th Street. Lock bikes in racks provided; **all bicycles must be kept outside the buildings**. Do not lock bikes to handrails, stairways, or ramps; bikes illegally parked will be removed.

Animal Policy

Animals are not to be permitted inside PennDesign facilities, including Meyerson, Morgan, Duhring, Franklin Annex, Addams, and the Fisher buildings. Some animals may pose potential health problems, can cause destruction of University and personal property and can be disruptive or potentially harmful to others. The only exception to this policy will be for guide and service dogs employed by a person to accommodate a disability. Service animals must be approved by [Student Disability Services](#).

Slide Projectors

Slide Projectors are available in some departmental offices for academic use.

Equipment Loans

PennDesign maintains equipment that may be reserved and borrowed by PennDesign students for academic purposes. This includes video cameras and photography equipment. Students who wish to borrow equipment must be currently pursuing a degree in PennDesign. The student must be enrolled in a Fine Arts (FNAR) Video, Photography, Animation, or Multimedia class at the University of Pennsylvania in order to sign out equipment. Qualified MFA students are also eligible to check out equipment. Any loss or damage to the equipment is the complete financial responsibility of the student. The cost of repairs and replacement due to negligence will be charged to the student's account. A late fee will be charged to the student's account for each day that equipment remains past due. Students who have failed to return any equipment as promised will not be permitted to sign equipment out in the future. Consumable components such as non-rechargeable batteries and videotape are not provided by the school.

Vending Machines

Vending machines are located on the 3rd floor of Meyerson Hall. Any problems with the machines should be reported to Vendlink, 1-800-291-6246.

Critique and Review Schedules & Bulletin Boards

For Critique and Review Schedules:

- Departmental notices are posted at department administrative offices

Bulletin Boards are located:

- Outside departmental offices
- On ground and 2nd floor hallways in Meyerson Hall
- Outside Computer Center, 3rd floor Meyerson Hall

PennDesign Computing

Computing Policies

- Implied Consent
- Computing Center-Sponsored Labs
- Network Printing in PennDesign Labs or Studios
- Priorities
- Networking (Wired & Wireless)
- Scheduling of Computer Projection Equipment
- Computer Purchasing and Support for Student-Owned Equipment in Electronic Studios
- E-Mail Support

PennDesign computing policies are designed to ensure that resources are used wisely in service to our educational and research programs. <http://www.design.upenn.edu/about/computing-policies>

PennDesign computing policies are extensions of Penn's computing policies. The University's policies on Computing and Networking Policies and Laws are outlined on the following Web page: <http://www.upenn.edu/computing/policy/>. The PennDesign computing center is required to comply with the University rules. Some of the University's policies are spelled out below.

The general policy of PennDesign emphasizes network resources, the sharing of software where site licenses are obtainable, and shared peripherals. Individuals must take responsibility for personally owned machines. Refer to the PennDesign Computing web page <http://www.design.upenn.edu/comp/> for more information on available equipment and software, computing announcements, lab schedules, and other information related to PennDesign Computing.

Policy on Unauthorized Copying of Copyrighted Media

Downloading and sharing copyrighted material of any kind is a violation of the University's Policy as well as a legal violation. <http://www.upenn.edu/computing/policy/copyright.html>

Implied Consent

Each person with access to the University's computing resources is responsible for their appropriate use and by their use agrees to comply with University, school and departmental policies, with applicable City, State and Federal laws and regulations, and with the acceptable use policies of affiliated networks and systems. This includes, among other things, prohibitions against use of the network for illegal or threatening purposes, restrictions on the copying and use of copyrighted software, respect for privacy of individual files stored on computers, etiquette towards other users and respect for equipment and facilities. Also, students are forbidden to install additional software programs on computers in the labs or in any other way reconfigure or modify the hard disks.

There will undoubtedly be many questions of interpretation of policies. The general rule is to attempt to resolve differences at the lowest possible level – preferably among users. If not possible, the computer resource staff will make interpretations. Issues of broad policy that arise will be referred to the dean, PennDesign's executive committee, and to the faculty during regular meetings.

Computing Center-Sponsored Labs

Computing labs are located in Meyerson and Addams Hall. Equipment in these labs is available for use only by PennDesign students, faculty and staff. All users are required to have a PennDesign account in order to have access to PennDesign computing resources. The Digital Video Editing Lab is available only to students currently enrolled in Digital Video courses. Staff assistance is available from 8:30 a.m. to 5:30 p.m.; lab assistants provide support during a limited number of evening and weekend hours. During the summer labs are open, but technical help is limited. Labs may close for occasional maintenance. Labs are often reserved during the semester for classroom instruction. Lab schedules are posted in the labs.

<http://www.design.upenn.edu/comp>

Local Data drives are available only on some lab machines. These drives are to be used for temporary storage. All data stored in this location is NOT backed up and can be deleted by any user at any time. Students can permanently store data on the School of Design Server called Juno in their network home area while their account is in an ACTIVE status. PennDesign will not provide any backups of data left on the local data drive on lab or other public machines. At times computers may be removed from the Lab for repair or maintenance. It is highly recommended that students make multiple backups of their work. Data stored in the network home folder on Juno is backed up daily. Loss of work on any computer is no excuse for failure to meet a presentation or course deadline. In addition, all students have access to Penn+Box which provides students with 50GB of Cloud Storage. <http://www.upenn.edu/computing/box/>

Students are prohibited from installing software on any public machine (lab and checkout machines, public use machines). This includes, but is not limited to, translation software, statistical software, and file sharing software. These programs are not PennDesign authorized or supported and are not to be installed onto the machines. If unauthorized programs are found on a hard drive, they will be immediately removed so that the integrity of the machine remains intact, and the person who installed the software will be warned. A second violation may result in suspension of your School of Design account.

NO food is allowed in any of the computer labs. Liquids must be in a spill proof container.

Network Printing in PennDesign Labs or Studios

A variety of printing devices are available throughout PennDesign buildings (Meyerson and Addams Halls, Morgan). Printers can ONLY BE USED by students with active PennDesign accounts. Students are charged for printing once a month (PennCash is not required for printing on the PennDesign network). Pricing and media types are posted above each printer/plotter, and on the PennDesign website. When you are finished with a public computer, remember to log out.

Priorities

When demand for computing resources exceeds available capacity, priorities for their use will be established and enforced.

The overall priorities for use of PennDesign computing resources are:

- Highest: Uses that directly support the educational, research and service missions of the School of Design. The following locations get staff support in order of priority: Computing Center Lab, all other School of Design studio machines.
- Medium: Other uses that indirectly benefit the education, research and service missions of the School of Design, including reasonable and limited personal communications.
- Lowest: Recreation web surfing and news reading.
- Forbidden: Activities that consume network bandwidth; such as, game playing, music services or peer-to-peer networking (file sharing) or installed unlicensed software on student machines.

Networking (Wired & Wireless)

All PennDesign buildings have wired and/or wireless networks. Wired studio desks are equipped with a high speed 100MB wired network port to provide access to the Internet and various PennDesign network resources such as printing and plotting.

Wireless Networking is perfect for reading e-mail, browsing the internet, and working on group projects. Wired connections are preferred when working with large files or printing over the network. For more information on Wireless at Penn, see the following web site:

www.upenn.edu/computing/wireless

Personal wireless access points will conflict with the primary router in the buildings. This will cause problems with all networking wired and wireless. As a result, these devices are prohibited on our network. Students found violating this policy will be subject to having his or her wireless device disconnected from the network, and suspension of their PennDesign account for 48 hours. This policy is designed to protect our network resources.

Scheduling of PennDesign Checkout Equipment

To avoid scheduling conflicts for courses and electronic reviews that need access to laptops and projection equipment, we ask that all faculty and students observe the following policies:

- Projector carts are only available for use for PennDesign courses in Meyerson Hall.
- Stand-alone portable projectors and laptops are available for presentation on campus outside of Meyerson.
- Pick up and return of equipment is the responsibility of the person reserving the equipment. Delay in returning the equipment may result in suspension of scheduling privileges.
- To reserve a projector or laptop, visit our online calendar at <http://www.design.upenn.edu/comp>.

Computer Purchasing

Computer ownership is a requirement for Architecture, Landscape Architecture, Historic Preservation, and City Planning students. Studios are networked to facilitate computer usage. Each student with studio space will have adequate electrical service and network outlets to allow connection to the University of Pennsylvania Network, which is connected to PennDesign servers. Student-purchased equipment and software must meet specifications set by the PennDesign IT Department if it is to be connected to the network. When given the choice to work wired or wireless, always choose wired; it is faster and more reliable.

For the latest configurations and pricing for PennDesign-recommended computers, please visit the PennDesign IT Department's website. <http://www.design.upenn.edu/comp>

Note: while PennDesign endeavors to provide a secure environment for student computers, the University of Pennsylvania and PennDesign assume no responsibility against theft or damage for equipment. Students must secure their machines and peripherals with lock-down devices. Students who wish to have insurance should seek personal policies or check for coverage under existing policies. Students are to take collective responsibility for being sure that all studio doors are closed and locked at all times and for excluding people who are not working in the studio. If for any reason students encounter a problem, they should refer such a problem to the Facilities Office (G29) or should contact the University Police at 511 (off-campus and cell phones, 215-573-3333).

Support for Student-Owned Equipment

The PennDesign Computing staff does not support student owned machines. Students need to acquire repair service from the manufacturer of the computer system. The on-campus computer service can be obtained by contacting the **Computer Resource Center** (215.573.4778 – <http://www.upenn.edu/computing/crc/>) as well as **Computer Fixer** (215.387.5900 – www.thecomputerfixer.com/).

E-Mail Accounts and Support

Each FULL TIME PennDesign student is eligible for a Penn e-mail account. Every student is expected to use their University e-mail regularly since the majority of communications from the University and PennDesign is sent to that account.

E-Mail accounts can be created at <https://www.campusexpress.upenn.edu/email.jsp> (You will need your PennKey ID and password to access this site). Information about everything from courses to Happy Hour is distributed via e-mail.

Links to University Policies and Useful Security Links

In addition to Design policies, students need to be aware of the University policies surrounding **Acceptable Use of University Resources** and policies regarding **Copyrighted material**. Reports of copyright abuse are reported immediately to the student's Departmental Office and the Office of Student Conduct. There is valuable information concerning security issues. Links below:

<http://www.upenn.edu/computing/policy/>

<http://www.upenn.edu/computing/home/menu/security.html>

<http://www.upenn.edu/computing/policy/copyright.html>

This handbook was updated as of August 2014. PennDesign reserves the right to revise any information herein at its discretion and without prior notice.