



Weitzman

SCHOOL OF DESIGN

UNIVERSITY *of* PENNSYLVANIA

Student Handbook 2020-2021

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

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:

<https://catalog.upenn.edu/pennbook/>

Weitzman School Student Handbook 2020-21 is a publication of the Office of Student Services. It is designed for the use of all Weitzman students. If you have questions regarding the contents of this handbook, please contact the Office of Student Services at des-studentservices@design.upenn.edu or phone at 215-898-6210/6224.

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

Sincerely,

Emily McCully
Director of Student Services

Kali Meeks
Associate Director for Professional Development & Leadership

Dana
McElroy
Registrar

Jenilyn Reyes
Associate
Registrar

This handbook was last updated on January 29, 2021 for the start of the Spring Semester.

University of Pennsylvania Stuart Weitzman School of
Design 210 South 34th Street, Meyerson Hall
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Weitzman 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. Weitzman School must reserve the right to make changes affecting policies, fees, curriculum, or any other matters announced in this publication.

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Campus Resources

Safety		
University Police Department	(215) 573-3333 511 (on campus)	www.publicsafety.upenn.edu
Penn Shuttle	(215) 898-RIDE (7433)	http://cms.business-services.upenn.edu/transportation/schedules-and-stops/shuttles.html
Penn Walking Escort Service	(215) 898-WALK (9255)	https://www.publicsafety.upenn.edu/about/security-services/walking-escort/
Mental & Physical Wellness (215) 898-HELP (4357)		
Counseling and Psychological Services (CAPS)	(215) 898-7021	https://caps.wellness.upenn.edu/
Student Disabilities Services	(215) 573-9235	https://wlrc.vpul.upenn.edu/sds/
Student Health Services	(215) 746-3535	https://shs.wellness.upenn.edu/
Academic Resources		
Marks Family Writing Center	(215) 573-2729	http://writing.upenn.edu/critical/
Office of Learning Resources	(215) 573-9235	https://wlrc.vpul.upenn.edu/
Additional Community Resources		
African American Resource Center	(215) 898-0104	http://www.upenn.edu/aarc/
Family Center		https://familycenter.upenn.edu/
Financial Wellness @ Penn		https://srfs.upenn.edu/financial-wellness
Graduate Student Center	(215) 746-6868	http://www.gsc.upenn.edu/
Greenfield Intercultural Center	(215) 898-3358	http://www.vpul.upenn.edu/gic/
La Casa Latina		https://lacasa.vpul.upenn.edu/
Lesbian, Gay, Bisexual, and Transgender Center	(215) 898-5044	http://www.vpul.upenn.edu/lgbtc/
Pan-Asian American Community House		https://paach.vpul.upenn.edu/
Penn Women's Center	(215) 898-8611	http://www.vpul.upenn.edu/pwc/
Student Financial Services	(215) 898-1988	www.sfs.upenn.edu/
University Chaplain	(215) 898-8456	http://www.upenn.edu/chaplain/

Weitzman School Administrative Offices

Name/Office	Phone	Email
<i>Dean's Office</i> Frederick Steiner, Dean Kait Ellis, Executive Assistant to the Dean Leslie Hurtig, Associate Dean	215-898-3425 215-898-3425 215-898-6213	pd-dean@design.upenn.edu cathiee@design.upenn.edu lhurtig@design.upenn.edu
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<i>Finance</i> Christopher Cataldo, Director Christine Williams, Business Administrator Nadine Beauharnois, Financial Coordinator Stephanie Whaley, Payroll Coordinator	215-573-3677 215-573-3679 215-573-3456 215-898-4510	cataldo@design.upenn.edu creid@design.upenn.edu nadinebe@design.upenn.edu steplynn@design.upenn.edu
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<i>Operations and Planning</i> Karl Wellman, Director Sandra Mosgo, Building Administrator Facilities Help	215-898-8322 215-898-8322 215-898-8322	kwellman@design.upenn.edu smosgo@design.upenn.edu pdfac@design.upenn.edu
<i>Student Services</i> Emily McCully, Director of Student Services Kali Meeks, Associate Director of Professional Development and Leadership Dana McElroy, Registrar Jenilyn Reyes, Associate Registrar	215-746-2263 215-573-9168 215-898-6224 215-898-6210	emccully@design.upenn.edu kmeeks@design.upenn.edu mcelroyd@design.upenn.edu reyesjen@design.upenn.edu
Academic Departments		
<i>Architecture</i> Winka Dubbeldam, Chair Scott Loeffler, Coordinator Dana Fedeli, Financial Coordinator Ivy Gray-Klein, Events & Publications Coordinator Sarah Lam, Graduate Student Records Coordinator Sean Limlaw, Administrative Assistant	215-898-5728 215-898-6212 215-898-7114 215-898-5728 215-898-5728 215-898-5728	winka@design.upenn.edu scotl@design.upenn.edu fedeli@design.upenn.edu ivyg@design.upenn.edu sarahlam@design.upenn.edu slimlaw@design.upenn.edu
<i>City and Regional Planning</i> Lisa Servon, Chair Kate Daniel, Coordinator Roslynne Carter, Administrative Assistant	215-573-8965 215-898-8124 215-898-8329	servon@design.upenn.edu katf@design.upenn.edu roslynne@design.upenn.edu
<i>Fine Arts</i> Ken Lum, Chair LeighAnn Bogner, Coordinator Megan Kelly, Administrative Assistant	215-898-8374 215-898-8373 215-898-8374	kenlum@design.upenn.edu lbogner@design.upenn.edu kellyme@design.upenn.edu
<i>Historic Preservation</i> Frank Matero, Chair Micah Dornfeld, Administrative Assistant	215-573-2697 215-898-3169	fgmatero@design.upenn.edu micahdor@design.upenn.edu
<i>Landscape Architecture</i> Richard Weller, Chair Kristy Crocetto, Assistant Director Alanna Wittet, Administrative Assistant	215-898-6591 215-898-7087 215-898-6591	rjweller@design.upenn.edu crocetto@design.upenn.edu awittet@design.upenn.edu
Graduate Group Chairs and Program Directors		
Daniel Barber, Graduate Group Chair, Architecture Eugenie Birch, Graduate Group Chair, City Planning Bill Braham, Program Dir. Environmental Building Design Ali Rahim, Program Dir. Advanced Architectural Design Ken Steif, Program Dir. Urban Spatial Analytics	215-573-3160 215-898-8330 215-573-7083 215-898-5728 215-898-8124	barberda@design.upenn.edu ebirch@design.upenn.edu brahamw@design.upenn.edu alir@design.upenn.edu ksteif@design.upenn.edu

Weitzman School Academic Calendar

Fall	2020 Fall Term
Virtual Weitzman School New Student Orientation	Friday, August 28
Fall Convocations	Monday, August 31
First day of classes	Tuesday, September 1
Labor Day (<i>University Closed/No Classes</i>)	Monday, September 7
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	Tuesday, September 15
Advance Registration Spring 2020	Monday November 2 - Sunday, November 15
Virtual Weitzman School Open House	Monday, November 2
Last day for in-person instruction	Friday, November 20
All courses continue online	Monday, November 23
Fall Term Course Schedule Adjustment <i>Courses normally scheduled for Tuesday will not meet. Courses normally scheduled for Thursdays will meet at their normally scheduled time and classroom on Tuesday, November 24.</i>	Tuesday, November 24 (Thursday courses)
Fall Term Course Schedule Adjustment <i>Courses normally scheduled for Wednesday will not meet. Courses normally scheduled for Fridays will meet at their normally scheduled time and classroom on Wednesday, November 25.</i>	Wednesday, November 25 (Friday courses)
Thanksgiving Break (<i>University Closed/No Classes</i>)	Thursday, November 26 & Friday, November 27
Fall Term Classes End <i>Courses normally scheduled for Thursday will not meet. Courses normally scheduled for Mondays will meet at their normally scheduled time and classroom on Thursday, December 10.</i>	Thursday, December 10
Final Reviews and Examinations	Tuesday, December 15 to Tuesday, December 22
Fall Term Ends	Tuesday, December 22
Fall Term Grades Due	Tuesday, January 5

Spring	2021 Spring Term
Spring Studio & Elective Presentations	Tuesday, January 12
Martin Luther King, Jr. Day Observed (<i>University Closed/No Classes</i>)	Monday, January 18
First day of classes	Wednesday, January 20
Course Add/Drop Period Ends <ul style="list-style-type: none"> • <i>Last day for 100% tuition/fee refund for dropped coursework</i> • <i>Last day to declare part-time status for tuition/fee adjustment</i> 	Tuesday, February 2
Weitzman School Career Fair	Friday, February 19
Modified Spring Break (<i>University Open/No Classes</i>)*	Wednesday, March 10 and Thursday, March 11
Advance Registration Summer and Fall 2021	Monday, March 22 to Sunday, April 4
Weitzman School Open House	Monday, April 5
Spring Term Classes End	Thursday, April 29
Final Reviews and Examinations	Tuesday, May 4 to Tuesday, May 11
Spring Term Ends	Tuesday, May 11
Spring Term Grades Due	Friday, May 14 at 12:00 PM
Weitzman School Year End Show	(DETAILS TBA)
Weitzman School Alumni and Commencement Weekend	(DETAILS TBA)
University of Pennsylvania 265th Commencement Ceremony	Monday, May 17
*Departments may have additional days for Spring Break.	

Weitzman School 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 courses 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. The 3-year M.Arch degree is a professional degree accredited by the National Architectural Accrediting Board (NAAB). To attain the degree, a student entering into the three-year program must complete a total of 29 course units as follows: 12 course units in design studio, 6 in technology, 3 in history and theory, 1.5 in visual studies, and 1.5 in professional practice. In addition to required courses, students must take 5 electives. Students are permitted to take an additional 1 course unit in optional electives for a maximum total of 30 course units. Students accepted with one year of Advanced Placement are required to complete 19.5 course units. Advanced Placement students' program of study begins with the Year 2 requirements for the Master of Architecture Program. The Master of Architecture Program may be combined with certificate programs offered in the Weitzman School.

Course Sequence

- Fall Year 1 4.5 course units
- Spring Year 1 5 course units
- Fall Year 2 4.5 course units
- Spring Year 2 5 course units
- Fall Year 3 5 course units
- Spring Year 3 5 course units

Curriculum

	Course Units
Fall Year 1	
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 535 Structures I	0.5
Spring Year 1	
ARCH 502 Design Studio II	2
ARCH 512 History and Theory II	1
ARCH 522 Visual Studies II	0.5
ARCH 532 Construction II	1
ARCH 536 Structures II	0.5
Fall Year 2	
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	0.5
ARCH 633 Environmental Systems I	0.5
Spring Year 2	
ARCH 602 Design Studio IV	2
ARCH 671 Professional Practice I	0.5
ARCH 636 Material Formations	1
ARCH 634 Environmental Systems II	0.5
Elective I	1
Fall Year 3	
ARCH 701 Design Studio V	2
ARCH 771 Professional Practice II	1
Elective II	1
Elective III	1
Spring Year 3	
ARCH 704 Advanced Design: Research Studio 2	2
ARCH 732 or 736 Tech Designated Elective	1
Elective IV	1
Elective V	1
Total Course Units	29

Master of Science in Design: Advanced Architectural Design

For Students Admitted for 2019 and Earlier

The Master of Science in Design: Advanced Architectural Design (MSD-AAD) concentration degree program 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.

Course Sequence

Fall Year 1	5 course units
Spring Year 1	5 course units
Fall Year 2	5 course units

Curriculum

	Course Units
Fall Year 1	
ARCH 703 AAD Design Studio	2
ARCH 710 Contemporary Theory 1989-Present	1
ARCH 720 Visual Literacy and Its Culture	1
ARCH Elective I	1
Spring Year 1	
ARCH 704 Advanced Design Research Studio	2
ARCH Elective II	1
ARCH Elective III	1
ARCH Elective IV	1
Fall Year 2	
ARCH 701 Design Studio V	2
Elective V	1
Elective VI	1
Elective VII	1
Total Course Units	15

Master of Science in Design: Advanced Architectural Design

For Students Admitted for 2020 and After

The Master of Science in Design: Advanced Architectural Design concentration degree program is a three-semester (*fall, spring, summer*) 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 Architecture department.

Course Sequence

Fall	5 course units
Spring	5 course units
Summer	5 course units

Curriculum

	Course Units
Fall	
ARCH 703 AAD Design Studio	2
ARCH 710 Contemporary Theory 1989-Present	1
ARCH 741 Design Innovation	1
ARCH XXX Elective I	1
Spring	
ARCH 705 Design Studio VI	2
ARCH 720 Visual Literacy and Its Culture	1
ARCH 733 New Materials and Methods Research	1
ARCH XXX Elective II	1
Summer	
ARCH 707 AAD Fabrication Studio	2
ARCH 715 Contemporary Aesthetics Theory	1
ARCH 747 Robotic Fabrication	1
Total Course Units	14

Master of Science in Design: Environmental Building Design

For Students Admitted for Fall 2019

The Master of Science in Design: Environmental Building Design (MSD-EBD) 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 three semester (*fall, spring and fall*) 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 program has five required courses, a selection of electives, and two design studios. The sequence of required courses develops from broad principles and simulation skills to integration of those skills in the workshop and design studios. Designated electives support the required sequence with more detailed explorations of environmental technologies at different scales, from building components to urban development. A list of approved designated elective courses is available in the Architecture department.

Course Sequence

Fall Year 1	5 course units
Spring Year 1	5 course units
Fall Year 2	5 course units

Curriculum

Fall Year 1	Course Units
ARCH 751 Ecology, Technology and Design	1
ARCH 752 EBD Research Seminar	1
ARCH 753 Building Performance Simulation	1
ARCH Elective I	1
ARCH Elective II	1
Spring Year 1	
ARCH 708 Bioclimatic Design Studio	2
ARCH 718 History & Theory of Arch & Climate	1
ARCH Elective III	1
ARCH Elective IV	1
Fall Year 2	
ARCH 709 EBD Research Studio	2
ARCH 754 Performance Design Workshop	1
Elective I	1
Elective III	1
Total Course Units	15

Master of Science in Design: Environmental Building Design

For Students Admitted for Fall 2020 only: modifications due to COVID-19 Pandemic

The Master of Science in Design: Environmental Building Design (MSD-EBD) 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 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 program has five required courses, a selection of electives, and two design studios. The sequence of required courses develops from broad principles and simulation skills to integration of those skills in the workshop and design studios. Designated electives support the required sequence with more detailed explorations of environmental technologies at different scales, from building components to urban development. A list of approved designated elective courses is available in the Architecture department.

Course Sequence

Fall	1 course units
Spring	5 course units
Summer	4 course units
Fall	5 course units

Curriculum

	Course Units
Fall 2020	
ARCH 751 Ecology, Technology, and Design	1
Spring 2021	
ARCH 718 History & Theory of Architecture and Climate	1
ARCH 752 EBD Research Seminar	1
ARCH 753 Building Performance Simulation	1
XXX Designated Elective I	1
XXX Designated Elective II	1
Summer 2021	
ARCH 708 Bioclimatic Design Studio	2
XXX Elective I/ Designated Elective III*	1
XXX Elective II/ Designated Elective IV*	1
Fall 2021	
ARCH 709 EBD Research Studio	2
ARCH 754 Performance Design Workshop	1
XXX Elective I/ Designated Elective III*	1
XXX Elective II/ Designated Elective IV*	1
Total Course Units	15

There are a total of four designated electives and two open electives which can be taken in any order.

Master of Science in Design: Robotics and Autonomous Systems

The Master of Science in Design: Robotics and Autonomous Systems (MSD-RAS) explores avenues for re-situating the role of architectural design and the architect within present day autonomous technologies, where architecture can critically engage with novel forms of architectural design, manufacturing, construction, occupation, demolition and re-use. Students will develop skills in advanced forms of robotic manufacturing, artificial intelligence and vision technologies to develop methods for design that harness production as a creative opportunity. Operating predominantly through design studios, participants will critically assess the socio-political, ethical and philosophical dimensions of a recent societal shift towards algorithmic and autonomous technological dependence, and attempt to provoke alternative forms of dialogue with industry and culture that address our individual and collective engagement with the built environment. The work of the program will be both highly speculative and physically manufactured.

Course Sequence

Fall	5 course units
Spring	5 course units

Curriculum

Fall

	Course Units
ARCH 801 Material Agencies: Robotics & Design Lab I	2
ARCH 803 General Overview of Algorithmic Design and Robotic Fabrication	0.5
ARCH 805 Introduction to Micro-controllers, Sensor and Actuator Systems	0.5
ARCH 807 RAS Theory	1
Designated Elective (Within Architecture + Engineering)	1

Spring

ARCH 802 Material Agencies: Robotics & Design Lab II	2
ARCH 804 Advanced RAS Programming	1
ARCH 806 Experimental Matter	1
ARCH 808 Scientific Research and Writing	1

Total Course Units

10

Master of Science in Architecture

The Master of Science (M.S.) degree represents the successful completion of at least one full year of graduate work (*fall, spring, summer*). 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.

Course Sequence

- Fall Year 1 – 4 course units
- Spring Year 1 – 4 course units
- Summer Year 1 – 2 course units

Curriculum

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

PhD Program in Architecture

The PhD 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 PhD 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 PhD 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.

Doctoral students are charged full tuition and fees in their first three years of study regardless of course enrollment. In year 4, if coursework is completed the student is eligible for reduced tuition and fees.

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.

Curriculum

	Course Units
Fall Year 1	
ARCH 811 Architectural Research	1
Elective	1
Elective	1
Elective	1
Spring Year 1	
ARCH 812 Field Research	1
ARCH 813 Qualifying Research	1
Elective	1
Elective	1
Fall Year 2	
ARCH 851 Field Bibliography	1
ARCH 852 Dissertation Proposal	1
Elective	1
Elective	1
Spring Year 2	
Elective	1
Elective	1
Elective	1
Elective	1
Fall Year 3	
Elective	1
Elective	1
Elective	1
Elective	1
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 18 course units. Students take 9 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 18 course units, 3 may be taken outside the department. Finally, an internship is required, usually completed between the first and second year. Areas of concentration within the degree include Housing Community and Economic Development (HCE); 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.

Course Sequence

- Fall Year 1 – 4 course units
- Spring Year 1 – 5 course units
- Summer Year 1 – internship
- Fall Year 2 – 5 course units
- Spring Year 2 – 4 course units

Curriculum

	Course Units*
Core Requirements	
CPLN 500 City Planning History	1
CPLN 501 Quantitative Analysis	1
CPLN 502 Urban Development and Infrastructure Finance	
<u>OR</u> CPLN 509 Law of Planning	1
CPLN 600 Planning Workshop	2
CPLN 7XX Planning Studio	2
Spatial Analysis Requirement (<i>choose one</i>)	
CPLN 503/ENVS 541	
Modeling Geographical Objects	
CPLN 632 Modeling Geographic Space	1
Breadth Methods Requirement (<i>choose one</i>)	
CPLN 506 Negotiation & Conflict Res <u>OR</u>	
CPLN 505 Planning by Numbers*	
CPLN 504 Site Planning*	
CPLN 530 Intro to Land Use	
CPLN 540 Intro to Property Dev	
CPLN 560 Intro to Graphics	
CPLN 627 Social Impact Practice	
CPLN 675 Land Use & Env Plan	1
Concentration Requirements	4-5
General Electives	4-5
Required internship (<i>summer</i>)	0
Total Course Units	18

**Of the 18 required course units, 15 course units must be in City Planning (CPLN) courses.*

Master of City Planning – Concentration Requirements

Housing, Community and Economic Development (HCED) Concentration: 4 course units

Required Courses

CPLN 520 Introduction to Community and Economic Development (Fall)

CPLN 720 Community Development Practicum (Spring)

Theory/Methods (must take one)

Community Development Focus – CPLN 627: Social Impact in Practice

Economic Development Focus – CPLN 620: Economic Development Techniques

Housing Focus – CPLN 644: Housing Policy

Concentration Electives (take at least one)

CPLN 621 Metropolitan Food Systems

CPLN 624 Race, Place & Poverty

CPLN 628 Migration and Development

CPLN 642 Downtown Development

CPLN 687 Photography and the City

CPLN 582 Taste, Place, and Neighborhood

Related special topics courses (will need advisor approval)

Land Use - Environmental Planning (LUEP) Concentration: 4 course units

Required Courses

CPLN 530 Introduction to Land Use (Fall)

CPLN 531 Introduction to Environmental Planning (Spring)

Concentration Electives (take at least two)

CPLN 504 Site Planning¹

CPLN 630 Innovations in Growth Management

CPLN 631 Planning for Land Conservation

CPLN 635 Water Policy

CPLN 675 Land Use and Environmental Modeling

CPLN 730 Sustainable Cities

Notes:

1. Students choosing to take Site Planning for this requirement may NOT count it toward their Core Breadth Methods requirement.

Public-Private Development (PPD) Concentration: 4 course units

Required Courses

CPLN 540 Introduction to Property Development (Fall)

CPLN 641 Progressive Development (Spring)

CPLN 642 Downtown Development (Fall)

Concentration Electives (take at least one)

CPLN 504 Site Planning (Fall)¹

CPLN 643 Design & Development

CPLN 644 Housing Policy

CPLN 620 Techniques of Urban Economic Development

Notes:

1. Students who take CPLN 504 to meet this elective may NOT use it to meet the Core Breadth Methods requirement.

Master of City Planning – Concentration Requirements *Continued*

Smart Cities Concentration: 4 course units

Required Courses

CPLN 592: Spatial Analysis for Planning (Fall, First Year, depending on GIS experience) *

CPLN 591: Introduction to Smart Cities (Fall, First Year)

CPLN 505: Planning by Numbers (Spring, First Year) or CPLN 671: Spatial Statistics & Data Analysis (Fall, Second Year)*

Electives (take at least two)

CPLN 571: Sensing the City

CPLN 670: Geo-spatial Software Design (Python)

CPLN 690: Java Programming for Planning and Urban Management

CPLN 691: Data Wrangling and Visualization

CPLN 675: Urban & Environmental Modeling

Notes:

* Smart Cities students who take this course in place of CPLN 503 in the core must take an additional Smart Cities elective.

Sustainable Transportation and Infrastructure Planning (STP) Concentration: 5 course units

Required Courses

CPLN 550 Introduction to Transportation Planning (Fall)

CPLN 505 Planning by Numbers¹

CPLN 650 Transportation Planning Methods (Fall)

Concentration Electives (take at least two)

CPLN 652 Topics in Infrastructure Seminar

CPLN 655 Multi-modal Transportation

CPLN 750 Systems in Airport Planning

Notes

1. Students may not count CPLN 505 as one of their Core Breadth Methods requirements

Urban Design (UD) Concentration: 4 course units

Required Courses

CPLN 660 Fundamentals of Urban Design Studio (Fall First Year, 2 CUs)

CPLN 504 Site Planning (Spring)²

CPLN 760 Public Realm Studio (Fall, 2 CUs)

Notes

1. Students in the Urban Design Concentration may not take CPLN 504 to meet their Core Breadth Methods requirement.

PhD Program in City and Regional Planning

A candidate for the PhD 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 PhD 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.

Doctoral students are charged full tuition and fees in their first three years of study regardless of course enrollment. In year 4, if coursework is completed the student is eligible for reduced tuition and fees.

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 Manual, for PhD students who are in the dissertation portion of their PhD program.

Curriculum

	Course Units
Fall Year 1	
Doctoral Seminar	1
Research Methods Course	1
Elective	1
Elective	1
Spring Year 1	
Doctoral Seminar	1
Research Methods Course	1
Elective	1
Elective	1
Fall Year 2	
Doctoral Seminar	1
Elective	1
Elective	1
Elective	1
Spring Year 2	
Doctoral Seminar	1
Elective	1
Elective	1
Elective	1
Fall Year 3	
Doctoral Seminar	1
Elective	1
Elective	1
Elective	1
CPLN 995 Dissertation	0
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 12 course units in Studio and Critique, 2 Graduate Seminars, 3 Fine Arts electives and 2 electives outside of the Fine Arts department. 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, weekly 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 a thesis exhibition, and the submission of a thesis statement and portfolio.

Course Sequence

- Fall Year 1 – 5 course units
- Spring Year 1 – 5 course units
- Fall Year 2 – 5 course units
- Spring Year 2 – 4 course units

Curriculum

	Course Units
Studio	
FNAR 501 Graduate Studio I	2
FNAR 502 Graduate Studio II	2
FNAR 601 Graduate Studio III	2
FNAR 602 Graduate Studio IV	2
Critique	
FNAR 701 Graduate Critique I	1
FNAR 702 Graduate Critique II	1
FNAR 703 Graduate Critique III	1
FNAR 704 Graduate Critique IV	1
Seminar	
FNAR 801/803 Graduate Seminar	1
FNAR 802/804 Graduate Seminar	1
Electives*	
FNAR XXX Elective I	1
FNAR XXX Elective II	1
FNAR XXX Elective III	1
XXX Outside Elective I	1
XXX Outside Elective II	1
Total Course Units	19

**With permission of the Department Chair, a student may substitute up to three fine arts elective requirements with outside electives.*

Historic Preservation

Master of Science in Historic Preservation Degree (MSHP)

The Master of Science in Historic Preservation degree requires two academic years of full-time study, including core subjects and specialized study in one of four focus areas: architectural conservation, preservation design, preservation planning, and public history of the built environment. A total of 19 course units are required for the degree. Required core courses include HSPV 521 American Architecture, HSPV 600/601 Documentation, Research, Recording I and II, HSPV 660/661 Theories of Historic Preservation, HSPV 624/627 Digital Media for Historic Preservation I and II, HSPV 701 Preservation Studio (2 course units), HSPV 710/711 Thesis. Six historic 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 institute (HSPV 790) before their first year, and a summer internship between their first and second years of study.

Course Sequence

- Fall Year 1 5 course units
- Spring Year 1 5 course units
- Summer Year 1 0-1 course units*
- Fall Year 2 5 course units
- Spring Year 2 4 course units

**Optional 0-1 summer course unit elective*

Curriculum

	Course Units
Summer Year 1	
HSPV 790 First-Year Historic Preservation Summer Institute	0
Fall Year 1	
HSPV 521 American Architecture	1
HSPV 600 Documentation, Research, Recording I	1
HSPV 624 Digital Media for Historic Preservation I	.5
HSPV 660 Theories of Historic Preservation I	.5
HSPV Elective I	1
HSPV Elective II	1
Spring Year 1	
HSPV 601 Documentation, Research Recording II	1
HSPV 627 Digital Media for Historic Preservation II	.5
HSPV 661 Theories of Historic Preservation II	.5
HSPV Elective III	1
HSPV Elective IV	1
General Elective I	1
Summer Year 2	
Internship	0
Optional HSPV Summer Elective: HSPV 760	1
Fall Year 2	
HSPV 701 Preservation Studio	2
HSPV 710 Thesis I	1
General Elective II	1
General Elective III	1
Spring Year 2	
HSPV 711 Thesis II	1
HSPV Elective V	1
HSPV Elective VI	1
General Elective IV	1
Total Course Units	19

Master of Science in Design

Historic Preservation Degree (MSD-HP)

The one-year Master of Science in Design with a concentration in Historic Preservation (MSD-HP) complements Weitzman School's long-standing two-year MSHP degree. The MSD-HP directly addresses the needs of practicing design professionals seeking post-professional training, specialization, or change in career path. The MSD-HP curriculum requires 12 course units and spans one calendar year – two full-time semesters, plus one summer studio course. Personalized curricula can accommodate advanced thesis research or additional studios. MSD-HP students must possess a professional degree in design or planning fields (architecture, landscape architecture, interior architecture, urban planning, urban design, engineering) from an accredited University, and at least three years of professional experience. Required core courses include either HSPV 521 American Architecture or a history elective, HSPV 624/627 Digital Media for Historic Preservation, HSPV 640 Contemporary Design in Historic Settings, HSPV 660/661 Theories of Historic Preservation, HSPV 748 Preservation Case Studies, and HSPV 707 Post-Professional Studio (2 course units) in the early summer. Three historic preservation electives and two open electives will complete the 12 course units of study. All courses must be pre-approved by the student's advisor prior to registration each semester.

Course Sequence

- Fall Year 1 5 course units
- Spring Year 1 5 course units
- Summer Year 1 2 course units

Curriculum

Fall Year 1

HSPV 521 American Architecture or history elective	1
HSPV 624 Digital Media for Historic Preservation I	0.5
HSPV 640 Contemporary Design in Historic Settings	1
HSPV 660 Theories of Historic Preservation I	0.5
HSPV Elective I	1
Open Elective I	1

[HSPV 701 Preservation Planning Studio can substitute for two electives]

Spring Year 1

HSPV 627 Digital Media for Historic Preservation II	0.5
HSPV 661 Theories of Historic Preservation II	0.5
HSPV 748 Preservation Case Studies	1
HSPV Elective II	1
HSPV Elective III	1
Open Elective II	1

[HSPV Thesis may substitute for 2 CUs]

Summer Year 1

HSPV 707 Post-Professional Studio	2
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Total Course Units	12
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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 substitute LARP elective courses for required courses with permission of the instructor and with approval of the department chair. Students who waive required courses must replace them with LARP electives, thereby earning at least 24 LARP course units plus the 4 elective course units needed to graduate with the first professional MLA degree.

Course Sequence

- Fall Year 1 – 5 course units
- Spring Year 1 – 5 course units
- Fall Year 2 – 5 course units
- Spring Year 2 – 5 course units
- Fall Year 3 – 4 course units
- Spring Year 3 – 4 course units

Curriculum

	Course Units
Fall Year 1	
LARP 501 Studio I	2
LARP 511 Workshop I	1
LARP 533 Media I	1
LARP 535 Theory I	1
Spring Year 1	
LARP 502 Studio II	2
LARP 512 Workshop II	1
LARP 540 Theory II	1
LARP 542 Media II	1
Fall Year 2	
LARP 601 Studio III (761 co-requisite)	2
LARP 543 Media III	1
LARP 611 Workshop III	1
LARP 761 Urban Ecology	1
Spring Year 2	
LARP 602 Studio IV (781 co-requisite)	2
LARP 544 Media IV	1
LARP 781 Contemporary Urbanism	1
Elective I	1
Fall Year 3	
LARP 701 Studio V	2
LARP 612 Workshop IV	1
Elective II	1
Spring Year 3	
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 a professionally accredited program. 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 Department chair. Students who waive required courses must replace them with LARP electives, thereby earning at least 16 LARP credits plus the 3 elective courses needed to graduate with the second professional MLA degree.

Course Sequence

- Fall Year 1 – 5 course units
- Spring Year 1 – 5 course units
- Fall Year 2 – 5 course units
- Spring Year 2 – 4 course units

Curriculum

	Course Units
Fall Year 1	
LARP 601 Studio III (761 co-requisite)	2
LARP 543 Media III	1
LARP 611 Workshop III	1
LARP 761 Urban Ecology	1
LARP 512 Workshop II (Students without a BLA degree) Audit*	
Spring Year 1	
LARP 602 Studio IV (781 co-requisite)	2
LARP 540 Theory I	1
LARP 544 Media IV	1
LARP 781 Contemporary Urbanism	1
Fall Year 2	
LARP 701 Studio V	2
LARP 535 Theory I	1
LARP 612 Workshop IV	1
Elective I	1
Spring Year 2	
LARP 702 Studio VI	2
Elective II	1
Elective III	1
Total Course Units	19

*All entering students without a Bachelor of Landscape Architecture degree are required to audit LARP 512: Workshop II 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-month master's program coupling spatial analysis skills, including Geographic Information Systems (GIS), statistical analysis and computer programming with substantive knowledge in an urban content area of the student's choosing. These include criminology, urban design, community and economic development, education, public administration, public health, real estate, urban land use planning, social welfare, and transportation. While there are many university and college programs offering certificates in GIS, Penn is the 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, the Wharton Business School, Public Health, Social Work, 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.

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 Weitzman School offer introductory GIS courses during the summer, two weeks prior to the start of the fall term.

Course Sequence

- Fall Year 1 – 5 course units
- Spring Year 1 – 4 course units

Curriculum

Required Courses

	Course Units
• LARP 743 Geospatial Software Design	1
• MUSA 500 Spatial Statistics and Data Analysis	1
• MUSA 508 Public Policy Analysis	1

MUSA Electives (*choose two*)

• CPLN 675 Land Use and Environmental Modeling	2
• LARP 741 Modeling Geographic Space	
• MUSA 509 Geospatial Cloud Computing	
• MUSA 550 Geospatial Data Science	
• MUSA 611 Javascript Programming for Planning Applications	
• MUSA 650 Geospatial Machine Learning in Remote Sensing	

Urban Content Requirement

- At least two approved courses or course units in a designated urban content area. A list of approved courses is available in the City and Regional Planning Department.

General Elective

	1
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MUSA Capstone

- Capstone requirement is fulfilled by completing
 - LARP 745 Advanced Topics in GIS **or**
 - MUSA 801, MUSA Seminar

Dual Degree Programs

The University of Pennsylvania Stuart Weitzman School places great emphasis on interdisciplinary study and offers a series of dual degree options 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 Weitzman School as well as between Weitzman School and other schools in the University. Dual degree applicants must apply and be accepted to each program/school. 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. *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 programs. The dual degree 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 schedules of course and studio offerings.

All dual degree students in programs offered within the Weitzman School are required to complete an electronic advising worksheet accessible via PennInTouch 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. A course cannot be used to fulfill more than two requirements.

For dual degree programs offered within the Weitzman School, 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.

The Weitzman School dual degree students complete both degrees in the same term and must submit a graduation application for each degree. Weitzman School dual degree students may not receive their degrees in separate terms. Weitzman School 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 Weitzman School

- Master of Architecture and Master of City Planning
- Master of Architecture and Master of Environmental Building Design
- Master of Architecture and Master of Landscape Architecture
- Master of Architecture and Master of Science in Historic Preservation
- 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 Landscape Architecture and Master of Urban Spatial Analytics
- Master of Fine Arts and Master of Landscape Architecture
- Master of Science in Historic Preservation and Master of Landscape Architecture
- Master of Science in Architecture and Master of Landscape Architecture
- Master of Science in Environmental Building Design and Master of Landscape Architecture
- Master of Science in Environmental Building Design and Master of Landscape Architecture (advanced standing)

Dual Degree: Master of Architecture and Master of City Planning

Total course units for dual degree program: 38 - 40 Course Units

Architecture: 23 course units

Studio

ARCH 501 Design Studio I	2
ARCH 502 Design Studio II	2
ARCH 601 Design Studio III	2
ARCH 602 Design Studio IV	2
ARCH 701 Design Studio V	2

History and Theory

ARCH 511 History and Theory I	1
ARCH 512 History and Theory II	1
ARCH 611 History and Theory III	1

Visual Studies

ARCH 521 Visual Studies I	0.5
ARCH 522 Visual Studies II	0.5
ARCH 621 Visual Studies III	0.5

Technology

ARCH 531 Construction I	0.5
ARCH 532 Construction II	1
ARCH 535 Structures I	0.5
ARCH 536 Structures II	0.5
ARCH 631 Case Studies	0.5
ARCH 633 Environmental Systems I	0.5
ARCH 634 Environmental Systems II	0.5
ARCH 636 Material Formations	1
ARCH 732 or 736 Tech Designated Elective	1

Professional Practice

ARCH 671 Professional Practice I	0.5
ARCH 771 Professional Practice II	1

Elective I

1

City Planning: 15 course units*

Core

CPLN 500 City Planning History/Theory	1
CPLN 501 Quantitative Planning Analysis	1
CPLN 502 Urban Development and Infrastructure Finance <u>OR</u>	
CPLN 509 Law of Planning	1
CPLN 503 Modeling Geographic Objects	1
CPLN 506 Negotiation & Conflict Res <u>OR</u>	1
CPLN 505 Planning by Numbers*	
CPLN 504 Site Planning*	
CPLN 530 Intro to Land Use	1
CPLN 540 Intro to Property Dev	
CPLN 560 Intro to Graphics	
CPLN 627 Social Impact Practice	
CPLN 675 Land Use & Env Plan	

CPLN 600 Planning Workshop	2
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*These courses may not be used to meet BOTH core and concentration requirements.

Concentration: 4-5 CUs

(Please see pages 17-18 for your specific concentration requirements)

CPLN Concentration Course	1
CPLN Concentration Course	1
CPLN Concentration Course	1
CPLN Concentration Course	1
CPLN Concentration Course or Elective	1

CPLN Electives: 1 CU

Joint ARCH/CPLN: 4 Course Units

Joint Studio 700	2
Joint 704/706/Thesis	2

♦ 15 CPLN course units are required for the MCP degree under the PAB accreditation.

Dual Degree: Master of Architecture & Master of Science in Design: Environmental Building Design Concentration

Total course units for dual degree program: 35

Architecture: 23 course units

Studio

ARCH 501 Design Studio I	2
ARCH 502 Design Studio II	2
ARCH 601 Design Studio III	2
ARCH 602 Design Studio IV	2
ARCH 701 Design Studio V	2

History and Theory

ARCH 511 History and Theory I	1
ARCH 512 History and Theory II	1
ARCH 611 History and Theory III	1

Visual Studies

ARCH 521 Visual Studies I	0.5
ARCH 522 Visual Studies II	0.5
ARCH 621 Visual Studies III	0.5

Technology

ARCH 531 Construction I	0.5
ARCH 532 Construction II	1
ARCH 535 Structures I	0.5
ARCH 536 Structures II	0.5
ARCH 631 Technology Case Studies	0.5
ARCH 633 Environmental Systems I	0.5
ARCH 634 Environmental Systems II	0.5
ARCH 636 Material Formations	1
ARCH 732 or 736 Tech Designated Elective	1

Professional Practice

ARCH 671 Professional Practice I	0.5
ARCH 771 Professional Practice II	0.5

Electives

Elective I	1
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MSD-EBD: 12 course units

Core

ARCH 751 Ecology, Technology & Design	1
ARCH 752 EBD Research Seminar	1
ARCH 753 Building Performance Simulation	1
ARCH 754 Performance Design Workshop	1
ARCH 718 History & Theory of Arch & Climate	1

Studio

ARCH 708 Bioclimatic Design Studio	2
ARCH 709 EBD Research Studio	2

Designated Electives

Elective I	1
Elective II	1
Elective III	1

Dual Degree: Master of Architecture and Master of Landscape Architecture

Total course units for dual degree program: 40

Architecture: 21 course units

Studio

ARCH 501 Design Studio I	2
ARCH 502 Design Studio II	2
ARCH 602 Design Studio IV	2
ARCH 7XX Design Studio/Thesis	2

History and Theory

ARCH 511 History and Theory I	1
ARCH 512 History and Theory II	1
ARCH 611 History and Theory III	1

Visual Studies

ARCH 521 Visual Studies I	0.5
ARCH 522 Visual Studies II	0.5
ARCH 621 Visual Studies III	0.5

Technology

ARCH 531 Construction I	0.5
ARCH 532 Construction II	1
ARCH 535 Structures I	0.5
ARCH 536 Structures II	0.5
ARCH 631 Technology Case Studies	0.5
ARCH 633 Environmental Systems I	0.5
ARCH 634 Environmental Systems II	0.5
ARCH 636 Material Formations	1
ARCH 732 or 736 Tech. Designated Elective	1

Professional Practice

ARCH 671 Professional Practice I	0.5
ARCH 771 Professional Practice II	1

Elective

Elective I	1
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Landscape Architecture: 19 course units

Studio

LARP 501 Studio I	2
LARP 502 Studio II	2
LARP 601 Studio III	2
LARP 7XX Studio	2

Required 601 Studio Co-Requisite

LARP 761 Urban Ecology	1
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Theory

LARP 535 Theory I	1
LARP 540 Theory II	1

Media

LARP 533 Media I	1
LARP 542 Media II	1
LARP 543 Media III	1
LARP 544 Media IV	1

Workshop

LARP 511 Workshop I	1
LARP 512 Workshop II	1
LARP 611 Workshop III	1
LARP 612 Workshop IV *	1

**Workshop IV is only offered in the Fall; dual-degree students currently have the option of substituting LARP 750: Detailing in Landscape Design, which is offered in the Spring.*

Dual Degree: Master of Architecture & Master of Science in Historic Preservation

Total course units for degree program: 39

Architecture: 26 course units

Studio

ARCH 501 Design Studio I	2
ARCH 502 Design Studio II	2
ARCH 601 Design Studio III	2
ARCH 602 Design Studio IV	2
ARCH 701 Design Studio V	2
ARCH 706 Thesis	2

History and Theory

ARCH 511 History & Theory I	1
ARCH 512 History & Theory II	1
ARCH 611 History & Theory III	1

Visual Studies

ARCH 521 Visual Studies I	0.5
ARCH 522 Visual Studies II	0.5
ARCH 621 Visual Studies III	0.5

Technology

ARCH 531 Construction I	0.5
ARCH 532 Construction II	1
ARCH 535 Structures I	0.5
ARCH 536 Structures II	0.5
ARCH 633 Environmental Systems I	0.5
ARCH 634 Environmental Systems II	0.5
ARCH 631 Technology Case Studies	0.5
ARCH 636 Material Formations	1
ARCH 732 or 736 Tech Designated Elective	1

Professional Practice

ARCH 671 Professional Practice I	0.5
ARCH 771 Professional Practice II	1

Electives

Elective I	1
Elective II	1

Historic Preservation: 13 course units

Optional Summer institute 0

Core

HSPV 521 American Architecture	1
HSPV 624/627 Digital Media for Historic Preservation (0.5 fall / 0.5 spring)	1
HSPV 600 Documentation, Research Recording I	1
HSPV 601 Documentation, Research Recording II	1
HSPV 660/661 Theories of Historic Preservation (0.5 fall / 0.5 spring)	1

Studio

HSPV 701 Preservation Studio	2
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Summer Internship

0

Thesis

HSPV 710 Thesis I	1
HSPV 711 Thesis II	1

HSPV Electives

Elective I	1
Elective II	1
Elective III	1
Elective IV	1

*Dual degree students enroll in HSPV 710 (1 cu) Thesis I in the fall and ARCH 706 Thesis (2 cu) in the spring of their final year

Dual Degree: Master of City Planning and Master of Landscape Architecture

Total course units for dual degree program: 36

City Planning: 15 course units*

Core

CPLN 500 City Planning History/Theory	1
CPLN 501 Quantitative Planning Analysis	1
CPLN 502 Urban Development and Infrastructure Finance <u>OR</u>	1
CPLN 509 Law of Planning*	1
CPLN 503 Modeling Geographic Objects <u>OR</u>	1
CPLN 506 Negotiation <u>OR</u>	
CPLN 505 Planning by Numbers* <u>OR</u>	1
CPLN 504 Site Planning*	
CPLN 530 Intro to Land Use	
CPLN 540 Intro to Property Dev	
CPLN 560 Intro to Graphics	
CPLN 627 Social Impact Practice	
CPLN 675 Land Use & Env Planning	1
CPLN 600 Planning Workshop	2
CPLN 7XX Planning Studio	2

*These courses may not be used to meet BOTH core and concentration requirements.

Concentration 4-5 Course Units

(Please see pages 14-15 for your specific concentration requirements)

CPLN Concentration Course	1
CPLN Concentration Course	1
CPLN Concentration Course	1
CPLN Concentration Course	1
CPLN Concentration Course or Elective	1

CPLN Elective 1 Course Units

15 CPLN course units are required for the MCP degree under the PAB accreditation.

Landscape Architecture: 21 course units*

Studio

LARP 501 Studio I	2
LARP 502 Studio II	2
LARP 601 Studio III	2
LARP 602 Studio IV	2
LARP 701 Studio V or LARP 702 Studio VI	2

Required 600-Level Studio Co-Requisite

LARP 761 Urban Ecology (with 601)	1
LARP 781 Contemporary Urbanism (with 602)	1

Theory

LARP 535 Theory I	1
LARP 540 Theory II	1

Media

LARP 533 Media I	1
LARP 542 Media II	1
LARP 543 Media III	1
LARP 544 Media IV	1

Workshop

LARP 511 Workshop I	1
LARP 512 Workshop II	1
LARP 611 Workshop III	1
LARP 612 Workshop IV*	1

*Workshop IV is only offered in the Fall; dual-degree students currently have the option of substituting LARP 750: Detailing in Landscape Design, which is offered in the Spring.

*Depending on the student's background, a 1cu course may be waived yielding a total of 21 CUs taken in LARP.

Dual Degree: Master of City Planning and Master of Science in Historic Preservation

Total course units for dual degree program: 27

Course Sequence

- | | | | |
|-----------------|------------------|-----------------|------------------|
| • Fall Year 1 | 5 course units | • Fall Year 3 | 4-5 course units |
| • Spring Year 1 | 5 course units | • Spring Year 3 | 4-5 course units |
| • Fall Year 2 | 4-5 course units | HSPV – Summer I | |
| • Spring Year 2 | 4-5 course units | Internship | 0 course units |

City Planning: 15 course units

Core

- | | |
|---|---|
| CPLN 500 City Planning History/Theory | 1 |
| CPLN 501 Quantitative Planning Analysis | 1 |
| CPLN 502 Urban Development and Infrastructure Finance <u>OR</u> | 1 |
| CPLN 509 Law of Planning* | 1 |
| CPLN 503 Modeling Geographic Objects | 1 |
| CPLN 506 Negotiation <u>OR</u> | 1 |
| CPLN 505 Planning by Numbers* <u>OR</u> | |
| CPLN 504 Site Planning* | |
| CPLN 530 Intro to Land Use | |
| CPLN 540 Intro to Property Dev | |
| CPLN 627 Social Impact Practice | |
| CPLN 675 Land Use & Env Planning | |

- | | |
|----------------------------|---|
| CPLN 600 Planning Workshop | 2 |
| CPLN 7XX Planning Studio | 2 |

*These courses may not be used to meet BOTH core and concentration requirements.

Concentration: 4-5 CUs

(Please see pages 14-15 for your specific concentration requirements)

- | | |
|---------------------------------------|---|
| CPLN Concentration Course | 1 |
| CPLN Concentration Course | 1 |
| CPLN Concentration Course | 1 |
| CPLN Concentration Course | 1 |
| CPLN Concentration Course or Elective | 1 |

CPLN Electives: 1

♦ 15 CPLN course units are required for the MCP degree under the PAB accreditation

Historic Preservation: 12 course units

Optional Summer Institute 0 CUs

- | | |
|--|---|
| HSPV 521 American Architecture | 1 |
| HSPV 624/627 Digital Media for Historic Preservation (.5 fall / .5 spring) | 1 |
| HSPV 600 Documentation, Research, Recording I | 1 |
| HSPV 601 Documentation, Research, Recording II | 1 |
| HSPV 660/661 Theories of Historic Preservation (.5 fall / .5 spring) | 1 |
| | 1 |

Studio

- | | |
|------------------------------|---|
| HSPV 701 Preservation Studio | 2 |
|------------------------------|---|

Summer Internship

0

Thesis

- | | |
|--------------------|---|
| HSPV 710 Thesis I | 1 |
| HSPV 711 Thesis II | 1 |

HSPV Electives

- | | |
|--------------|---|
| Elective I | 1 |
| Elective II | 1 |
| Elective III | 1 |

Dual Degree: Master of City Planning and Master of Urban Spatial Analytics

Total course units for dual degree program: 24

City Planning: 15 course units*

Core

CPLN 500 City Planning History/Theory	1
CPLN 501 Quantitative Planning Analysis	1
CPLN 502 Urban Development and Infrastructure Finance <u>OR</u>	
CPLN 509 Law of Planning*	1
CPLN 503 Modeling Geographic Objects	1
CPLN 506 Negotiation <u>OR</u>	1
CPLN 505 Planning by Numbers* <u>OR</u>	
CPLN 504 Site Planning*	
CPLN 530 Intro to Land Use	
CPLN 540 Intro to Property Dev	
CPLN 627 Social Impact Practice	
CPLN 675 Land Use and Env Plan	

CPLN 600 Planning Workshop	2
CPLN 7XX Planning Studio	2

*These courses may not be used to meet BOTH core and concentration requirements.

Concentration: 4-5 Course Units

(Please see pages 17-18 for your specific concentration requirements)

CPLN Concentration Course	1
CPLN Concentration Course	1
CPLN Concentration Course	1
CPLN Concentration Course	1
CPLN Concentration Course or Elective	1

CPLN Elective: 1 Course Units

◆ 15 CPLN course units are required for the MCP degree under the PAB accreditation.

Urban Spatial Analytics: 9 course units

Required Courses

LARP 743 Geospatial Software Design	1
MUSA 500 Spatial Statistics & Data Analysis	1
MUSA 508 Public Policy Analysis	1

MUSA Electives (choose two) 2

CPLN 675 Land Use and Environmental Modeling	
LARP 741 Modeling Geographic Space	
MUSA 509 Geospatial Cloud Computing	
MUSA 550 Geospatial Data Science	
MUSA 611 Javascript Programming for Planning Applications	
MUSA 650 Geospatial Machine Learning in Remote Sensing	

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 and Regional Planning Department.

Elective 1

MUSA Capstone 1

Capstone requirement is fulfilled by completing LARP 745 Advanced Topics in GIS OR MUSA 801 MUSA Seminar

*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 Weitzman School offer introductory GIS courses during the summer, two weeks prior to the start of the fall term.

Dual Degree: Master of Environmental Building Design and Master of Science in Historic Preservation

Total course units for dual degree program: 24

Environmental Building Design: 12 course units

Core

ARCH 751 Ecology, Technology and Design	1
ARCH 752 EBD Research Seminar	1
ARCH 753 Building Performance Simulation	1
ARCH 754 Performance Design Workshop	1
ARCH 718 History & Theory of Arch & Climate	1

Studio

ARCH 708 Bioclimatic Design Studio	2
ARCH 709 EBD Research Studio	2

Electives*

Designated Elective I	1
Designated Elective II	1
Designated Elective III	1

*A list of approved designated electives is available in the Architecture department.

Historic Preservation: 12 course units

Optional Summer Institute 0 CUs

Core

HSPV 521 American Architecture	1
HSPV 624/627 Digital Media for Historic Preservation (.5 fall / .5 spring)	1
HSPV 600 Documentation, Research, Recording I	1
HSPV 601 Documentation, Research, Recording II	1
HSPV 660/661 Theories of Preservation (.5 fall / .5 spring)	1

Studio

HSPV 701 Preservation Studio	2
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Summer Internship

0

Thesis

HSPV 710 Thesis I	1
HSPV 711 Thesis II	1

HSPV Electives

Elective I	1
Elective II	1
Elective III	1

Dual Degree: Master of Fine Arts & Master of Landscape Architecture

Total course units for dual degree: 38

Fine Arts: 13 course units

Studio

FNAR 502 Graduate Studio II	2
FNAR 601 Graduate Studio III	2
FNAR 602 Graduate Studio IV	2

Studio

FNAR 702 Graduate Critique II	1
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FNAR 703 Graduate Critique III	1
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FNAR 704 Graduate Critique IV	1
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Seminar

FNAR 801 Graduate Seminar I	1
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FNAR 802 Graduate Seminar II	1
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FNAR Elective

FNAR XXX Elective I	1
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FNAR XXX Elective II	1
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Joint Electives MFA/MLA: 3 course units*

Elective I	1
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Elective II	1
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Elective III	1
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*Joint electives to be discussed, negotiated and planned in consultation with the student and both department chairs.

**Workshop IV is only offered in the Fall; dual-degree students currently have the option of substituting LARP 750: Detailing in Landscape Design, which is offered in the Spring.*

Landscape Architecture: 22 course units

Studio

LARP 501 Studio I	2
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LARP 502 Studio II	2
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LARP 601 Studio III	2
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LARP 602 Studio IV	2
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LARP 701 Studio V or LARP 702 Studio VI	2
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Required 600-level Studio Co-Requisites

LARP 761 Urban Ecology (with 601)	1
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LARP 781 Contemporary Urbanism (with 602)	1
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Theory

LARP 535 Theory I	1
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LARP 540 Theory II	1
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Media

LARP 533 Media I	1
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LARP 542 Media II	1
-------------------	---

LARP 543 Media III	1
--------------------	---

LARP 544 Media IV	1
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Workshop

LARP 511 Workshop I	1
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LARP 512 Workshop II	1
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LARP 611 Workshop III	1
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LARP 612 Workshop I	1
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Dual Degree: Master of Landscape Architecture and Master of Science in Historic Preservation

Total course units for dual degree program: 33 - 35

Landscape Architecture: 22 course units♦

Studio

LARP 501 Studio I	2
LARP 502 Studio II	2
LARP 601 Studio III	2
LARP 602 Studio IV	2
LARP 701 Studio V or LARP 702 Studio VI	2

Required 600-level Studio Co-Requisites

LARP 761 Urban Ecology (with 601)	1
LARP 781 Contemporary Urbanism (with 602)	1

Theory

LARP 535 Theory I	1
LARP 540 Theory II	1

Media

LARP 533 Media I	1
LARP 542 Media II	1
LARP 543 Media III	1
LARP 544 Media IV	1

Workshop

LARP 511 Workshop I	1
LARP 512 Workshop II	1
LARP 611 Workshop III	1
LARP 612 Workshop IV*	1

Historic Preservation: 12 course units

Core

HSPV 521 American Architecture	1
HSPV 624/627 Digital Media for Historic Preservation (.5 fall / .5 spring)	1
HSPV 600 Documentation, Research, Recording I	1
HSPV 601 Documentation, Research, Recording II	1
HSPV 660/661 Theories of Historic Preservation (.5 fall / .5 spring)	1

Studio

HSPV 701 Preservation Studio	2
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Summer Internship

0

Thesis

HSPV 710 Thesis I	1
HSPV 711 Thesis II	1

HSPV Electives

Elective I	1
Elective II	1
Elective III	1

Joint Studio/Thesis in Landscape Architecture and Historic Preservation:

1

*Workshop IV is only offered in the Fall; dual-degree students currently have the option of substituting LARP 750: Detailing in Landscape Design, which is offered in the Spring.

*Depending on the student's background, a 1 CU course may be waived yielding a total of 21 CUs taken in LARP.

Dual Degree: Master of Landscape Architecture and Master of Science in Design – Environmental Building Concentration

Total units for dual degree program: 38

Landscape Architecture: 26

Studios

LARP 501 Design Studio I	2
LARP 502 Design Studio II	2
LARP 601 Design Studio III	2
LARP 602 Design Studio IV	2
LARP 701 Design Studio V	2
LARP 702 Design Studio VI	2

Theory/History

LARP 535 Theory I	1
LARP 540 Theory II	1
*LARP 761 Urban Ecology	1
LARP 781 Contemporary Urbanism	1

Media

LARP 533 Media I	1
LARP 542 Media II	1
LARP 543 Media III	1
LARP 544 Media IV	1

Workshops

LARP 511 Workshop I	1
LARP 512 Workshop II	1
LARP 611 Workshop III	1
**LARP 612 Workshop IV	1

Required Courses: 24

Electives

Elective I	1
Elective II	1
Elective III	0
Elective IV	0

Elective Courses: 2

*Should be taken with LARP 601 studio

**Workshop IV is only offered in fall; dual-degree students currently have the option of substituting LARP 750: Detailing in in Landscape Design (offered in the spring)

MSD-EBD: 15

Core Courses

ARCH 751 Ecology, Technology and Design	1
ARCH 752 EBD Research Seminar	1
ARCH 753 Building Performance Simulation	1
ARCH 754 Performance Design Workshop	1
ARCH 718 History & Theory of Arch & Climate	1

Design Studio

ARCH 708 Bioclimatic Design Studio	2
ARCH 709 EBD Research Studio	2

Required Courses: 9

Electives

Designated Elective I	1
Designated Elective II	1
Designated Elective III	1
Designated Elective IV	0
Elective I	0
Elective II	0

Electives: 3

Dual Degree: Master of Landscape Architecture and Master of Science in Design – Environmental Building Concentration (Advanced Standing)

Total units for dual degree program: 26

Landscape Architecture: 15

Studios

LARP 601 Design Studio III	2
LARP 602 Design Studio IV	2
LARP 701 Design Studio V	2
LARP 7XX Advanced Design Studio	2

Theory/History

LARP 535 Theory I	1
LARP 540 Theory II	1
LARP 761 Urban Ecology	1

Media

LARP 543 Media III	1
LARP 544 Media IV	1

Workshops

LARP 511 Workshop I	1
LARP 512 Workshop II	1
LARP 611 Workshop III	1
LARP 612 Workshop IV	1

Required Courses: 15

Electives

Elective I	0
Elective II	0
Elective III	0
Elective IV	0

Elective Courses: 0

MSD-EBD: 11

Core Courses

ARCH 751 Ecology, Technology and Design	1
ARCH 752 EBD Research Seminar	1
ARCH 753 Building Performance Simulation	1
ARCH 754 Performance Design Workshop	1
ARCH 718 History & Theory of Arch & Climate	1

Design Studio

ARCH 708 Bioclimatic Design Studio	2
ARCH 709 EBD Research Studio	2

Required Courses: 9

Electives

Designated Elective I	1
Designated Elective II	1
Designated Elective III	0
Designated Elective IV	0
Elective I	
Elective II	

Electives: 2

Dual Degree: Master of Science in Architecture and Master of Landscape Architecture

Total course units for dual degree: 32

Landscape Architecture: 28

Studios

LARP 501 Design Studio I	2
LARP 502 Design Studio II	2
LARP 601 Design Studio III	2
LARP 602 Design Studio IV	2
LARP 701 Design Studio V	2
LARP 702 Design Studio VI	2

Theory/History

LARP 535 Theory I	1
LARP 540 Theory II	1
*LARP 761 Urban Ecology	1
LARP 781 Contemporary Urbanism	1

Media

LARP 533 Media I	1
LARP 542 Media II	1
LARP 543 Media III	1
LARP 544 Media IV	1

Workshops

LARP 511 Workshop I	1
LARP 512 Workshop II	1
LARP 611 Workshop III	1
**LARP 612 Workshop IV	1

Electives

Elective I
 Elective II
 Elective III
 Elective IV

*Should be taken with LARP 601 studio

**Workshop IV is only offered in the fall; dual-degree students currently have the option of substituting LARP 750: Detailing in Landscape Design (spring)

Architecture: 4

Required Courses

ARCH 811 Architectural Research	1
ARCH 812 Field Research	1
ARCH 814 Research Report	2

Electives

Elective V
 Elective VI

Dual Degree Programs with Other Schools/Programs

Students may pursue two Master's Degrees concurrently by participating in a dual degree program. Dual degree options exist between programs within Weitzman School as well as between Weitzman School and other schools in the University. Dual degree applicants must apply and be accepted to each program/school. Students who have been admitted to one program may apply for admission to a second program within the first year of beginning their studies. If admitted, students must work with the Chairs of the respective programs to agree upon the sequence and timing of courses to be taken. Students enrolled in dual degree programs at another school at the University must comply with both schools' policies and procedures regarding applying for graduation, degree eligibility and commencement participation.

Master of City Planning/Master of Social Work

A joint degree is offered by the City Planning program in Weitzman School and the Master of Social Work program in the School of Social Policy & 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 Weitzman School 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/Masters of Systems Engineering

The Master of City Planning and ESE dual degree provides a deeper theoretical understanding of areas such as signal processing, system optimization, simulation, and complex technological systems. The exposure to project economics, optimization theory, and other relevant disciplines serve as valuable complements to the Master of City Planning degree. Graduates from this dual degree program are strong candidates for positions in private consulting and a variety of transportation/government agencies. Additionally, the approach of the degree exposes Master of City Planning students to faculty and students with similar interests in transportation topics throughout the Penn

community.

Master of Fine Arts/Master of Social Work

In recent decades, there has been an 'ethnographic turn' in art, while social work has turned increasingly to artistic practice to both question and expand its impact. The first and only graduate program in the U.S. devoted explicitly to art and social justice, the Penn MFA/MSW is a 3-year joint degree program for students seeking an MFA concentrating on social practice and those seeking an MSW that integrates artistic methods into their practice as MSW-credentialed service providers.

The dual degree program takes advantage of the already strong connections between art and social work at Penn. The first year of the program is spent entirely in one of the degree streams, and the second year in the other degree stream; the candidate is free to determine the ordering of study. The third year will be an amalgamation of study in both programs.

Master of Landscape Architecture or Master of City Planning/Master of Environmental Studies

The MES Program offers a multi-disciplinary approach to the study of the environment bringing together researchers and practitioners in the physical, biological, and social sciences with professionals in planning, business, and law to address myriad problems affecting the environment today. This multi-disciplinary approach provides graduates with the breadth of knowledge necessary to address the complex nature of the environment as well as the depth of specific expertise in fields such as resource management, policy, and the urban environment. A deeper understanding of landscape design as it pertains to natural resource use, environmental policy and regulation, and urban planning will further enhance the depth of this understanding for professionals in these fields.

With exposure to earth sciences, policy, and other relevant disciplines, the dual program serves as a valuable complement to the Master of Landscape Architecture education. Graduates from this dual degree program are candidates for positions in nonprofit, private consulting, and government organizations. Additionally, the multi-disciplinary nature of the MES degree exposes Master of Landscape Architecture students to faculty and students with similar interests in environmentally related topics throughout the Penn community.

While the Master of City Planning offers a focus in urban and regional planning, a dual degree program with MES provides a deeper understanding of areas such as geology, aqueous chemistry, hydrology, ecology, soils, and wetlands. The exposure to earth sciences, policy, and other relevant disciplines serves as a valuable complement to the Master of City Planning. Graduates from this dual degree program are strong candidates for positions in nonprofit organizations, private consulting, a variety of businesses, and government agencies. Additionally, the multi-disciplinary approach of the MES degree exposes Master of City Planning students to faculty and students with similar interests in environmentally-related topics throughout the Penn community.

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

Weitzman School students in the master's 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 Weitzman School 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 Weitzman School may apply to the Wharton School in the fall semester of their first year. To satisfy the Weitzman School 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 Weitzman School, 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)

Master of Urban Spatial Analytics/Master of Business Administration

The goal for any MUSA collaboration is to augment the student's existing domain expertise with skills to promote evidenced-based, data-driven decision making. In the modern labor market, these skills are as timely and important as ever.

The student armed with skills from Wharton and MUSA can work and manage across business development and engineering teams. They can think critically about the business process; motivate an algorithmic solution; manage the development, deploy the product and interpret results in the business context. For a traditional MUSA student, the skills are the same, but the business process is government-centric and considers multiple bottom lines including equity, politics and economics.

While a host of data science/analytics programs exist across the University and the nation, MUSA is unique in its ability to teach engineering solutions to social science students. Instead of leading with the inner workings of an algorithm, MUSA motivates a relevant use case and then introduces an algorithmic solution. This model works particularly well with MBA students who are well-versed in issues like economics, finance and risk aversion.

Certificate Programs

Weitzman School offers a number of certificate programs which can be pursued simultaneously with a Weitzman School graduate degree. Applicants should apply to the certificate program after they matriculate into their program. Details on the application process are available from the Weitzman Admissions and Financial Aid Office (110 Meyerson Hall, 215-898-6520, admissions@design.upenn.edu). Students from graduate programs across the University may also pursue a certificate at Weitzman School. The certificates in Environmental Building Design, Real Estate Design and Development and Urban Design are open to Weitzman students only.

Additionally, some of our certificates can be taken as a stand-alone course of study. This allows professionals to enhance and expand their knowledge of their fields. The exceptions are: Energy Management and Policy, Environmental Building Design, Integrated Product Design, Real Estate Design and Development and Urban Design. These certificates cannot be pursued as stand-alone courses of study. Weitzman School does not offer financial aid to students enrolled in stand-alone certificates or to Weitzman students pursuing certificates if this extends the length of their degree program.

Students who are admitted to a certificate program are strongly encouraged to complete their certificate requirements in the same term as their primary graduate degree. Unless otherwise stated by the student's academic department, certificate coursework fulfills elective course requirements for the students' graduate degree program. As a result, the certificate courses are double counted towards both degrees. Coursework cannot be triple counted towards multiple degree requirements.

If a student is unable to complete their certificate requirements at the same time as their primary degree program, the student may extend their time by 1 term; however, there are several implications to consider before making this decision:

- *Tuition/Fees*
 - Students who choose to stay for an additional term to complete certificate requirements are required to pay tuition/fees for all enrolled coursework.
- *Financial Aid*
 - Students are not eligible for school-based grants to complete certificate requirements.
 - Direct Loan / Direct GradPlus Loans have a 2 CU minimum requirement per term (fall, spring, and summer) to meet federal "half-time" enrollment requirements.
 - Students are strongly encouraged to speak to Weitzman's Admissions and Financial Aid Office and the University's Student Financial Services Office to determine the financial aid impact before committing to an additional term to complete certificate requirements.
- *International Students*
 - International students will have to apply for a new I-20 to continue with their certificate program after completing their primary degree. ISSS will process the application as a change of educational level and a new 1-20 will be issued for the certificate program only. However, there are several steps students must take for this process:
 - International students must meet with their ISSS advisor to discuss the timing of their change of level 1-20 application and the impact on their OPT eligibility.
 - International students must submit a new 1-20 application eform in iPenn.
 - The I-20 issued will be for one final term.
 - Students who need less than 3 course units to complete their certificate requirements must apply for a Reduced Course Load via iPenn with ISSS.

Weitzman School offers fifteen certificate programs:

- [Ecological Architecture](#) / Director: William Braham (brahamw@design.upenn.edu)
- [Ecological Planning](#) / Director: Tom Daniels (thomasld@design.upenn.edu)
 - *Certificate not available as a stand-alone course of study. Students must be enrolled in a graduate program at Weitzman School or another school at the University.*
- [Emerging Design and Research](#) / Director: Orkan Telhan (otelhan@design.upenn.edu)
- [Energy Management and Policy](#) / Director: Mark Alan Hughes (mahughes@upenn.edu)
 - *Certificate not available as a stand-alone course of study. Students must be enrolled in a graduate program at Weitzman School or another school at the University.*
- [Environmental Building Design](#) / Director: William Braham (brahamw@design.upenn.edu)
 - *Open to current Master of Architecture students only.*
- [Geographical Information Systems and Spatial Analysis](#) / Director: Dana Tomlin (tomlin.dana@verizon.net)
 - *Students must be enrolled in a graduate program at Weitzman School.*
- [Historic Preservation](#) / Director: Frank Matero (fgmatero@design.upenn.edu)
- [Integrated Product Design](#) / Director: Sarah Rottenberg (srot@upenn.edu)
 - *Certificate not available as a stand-alone course of study. Students must be enrolled in a graduate program at Weitzman School or another school at the University.*
- [Land Preservation](#) / Director: Tom Daniels (thomasld@design.upenn.edu)
- [Landscape Studies](#) / Director: Richard Weller (rjweller@design.upenn.edu)
- [Real Estate Design and Development](#) / Director: Lisa Servon (servon@design.upenn.edu)
 - *Open only to Weitzman students in Architecture, City Planning, Historic Preservation and Landscape Architecture.*
- [Time-Based and Interactive Media](#) / Director: Joshua Mosley (jmosley@design.upenn.edu)
- [Urban Design](#) / Director: Richard Weller (rjweller@design.upenn.edu)
 - *Open to Weitzman students only.*
- [Urban Redevelopment](#) / Director: Eugenie Birch (elbirch@design.upenn.edu)
- [Urban Resilience](#) / Director: Matthijs Bouw (mbouw@design.upenn.edu)
 - *Open to Weitzman students only.*

Certificate in Ecological Architecture – 5 course units

Director: William Braham (brahamw@design.upenn.edu)

The goal of the certificate in ecological architecture is to 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 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.

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 712	Cultural Ecology	1.0
ARCH 753	Building Performance Simulation	1.0
ARCH 754	Performance Design Workshop	1.0
ARCH 732	Technology Designated Elective	1.0
CPLN 531	Introduction to Environmental Planning & Policy	1.0
CPLN 641	Progressive Development	1.0
CPLN 687	Idea of Environment in Planning & Design	1.0
CPLN 730	Sustainable Cities	1.0
EAS 501	Energy & Its Impacts	1.0
EAS 502	Renewable Energy & Its Impacts	1.0
EAS 503	Energy Systems & Policy	1.0
EAS 505	Climate Policy & Tech	1.0
EAS 506	Electric Systems & Markets	1.0
ENVS 674	Life Cycle Assessment	1.0
LARP 760	Topics in Ecological Design	1.0
LGST 815	Environmental Management Law & Policy	1.0

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. Courses required for a student's main degree may not be counted toward the certificate.

Certificate in Ecological Planning – 5 course units

Director: Tom Daniels (thomasld@design.upenn.edu)

Interest in Ecological Planning has been increasing in recent years along with the growing awareness of the impacts of climate change on the world's ecosystems, wildlife, and human settlements. The availability of water and managing stormwater and wastewater have become critical issues in planning for the future of human settlements. Of paramount importance is for students to understand the role of natural cycles (hydrologic, carbon, nitrogen, etc.) and the varying carrying capacity of different landscapes to support human settlements. Jobs in sustainability are becoming popular both in the public sector (e.g. Philadelphia's Office of Sustainability) and in the private sector (e.g. environmental compliance officers and consulting firms). The Certificate in Ecological Planning draws on courses within the School of Design, the Environmental Studies Program, and other schools to offer students an interdisciplinary approach to Ecological Planning.

School of Design students may complete this certificate within the time span of their chosen degrees in the same manner as other school-wide certificates. Students apply to the program through the School of Design Office of Admissions.

Foundation courses (3 course units)

CPLN 531 – Environmental Planning – 1 course unit (fall semester, 1st year)

CPLN 702 – Studio in Ecological Systems* – 2 course units (fall semester, 2nd year) This studio examines complex environmental problems that engage regional ecology, environmental policy, the built environment, and local communities. Students draw from data on landscape and hydrological processes to inform design and policy interventions. Students work across multiple scales, linking site design to regional ecological performance, to state and federal regulations.

** MLA students could take the CPLN 702 Ecological Systems studio or propose to have one of the available LARP 700-level studios substitute for the CPLN studio – to be approved by Richard Weller and Tom Daniels.*

Science course elective (1 course unit)

Choice of:

ENVS 507 Wetlands (fall)
ENVS 605 Bioremediation

Other elective course (1 course unit)

Choice of:

ARCH 734 Ecological Architecture (usually spring)
ARCH 751 Ecology, Technology, and Design (usually fall)
BEPP 761 Risk Analysis and Environmental Management
CPLN 631 Land Preservation (usually spring)
CPLN 635 Water Policy (usually spring)
CPLN 675 Land Use and Environmental Modeling (usually spring)
CPLN 730 Sustainable Cities (usually spring)
ENVS 635 Major Global Environmental Problems
LARP 760 Topics in Ecological Design (may be offered either semester)
LARP 761 Urban Ecology (fall, w/ permission of instructors)
LAW 634 Environmental Law (usually spring)

Certificate in Emerging Design and Research – 5 course units

Director: Orkan Telhan (otelhan@design.upenn.edu)

Today's design problems require crossing disciplines. They continuously challenge us to think about 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 to 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 the 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 Weitzman School.

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 Weitzman School may double count these courses towards their graduate degree. Students enrolled in other program(s) at Weitzman School 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 Weitzman School Registrar for processing.

Required (2 course units)

- DSGN-506 Design 21: Design After the Digital
- DSGN-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. Students must complete an independent study request form in order to enroll in this course.

Electives (3 course units)

Choose three courses from this list:

- ARCH-728/IPD-528 Design of Contemporary Products
- ARCH-744/IPD-544 Digital Fabrication
- DSGN-517 Cultures of Making
- DSGN-538 Open Book
- DSGN-568 Biological Design
- DSGN-634 Art of the Web: Interactive Concepts for Art & Design
- DSGN-636 Art, Design and Digital Culture
- DSGN-637 Information Design and Visualization
- DSGN-670 Advanced Graphic Design and Typography
- DSGN-678 Interfacing Cultures: Designing for Mobile, Web and Public Media

Certificate in Energy Management and Policy – 5 course units

Director: Mark Alan Hughes (mahughes@upenn.edu)

The Certificate in Energy Management and Policy is offered through the Kleinman Center for Energy Policy at Weitzman School. This certificate draws on the interdisciplinary nature of energy policy education at Penn, and draws from a comprehensive set of courses across several schools at Penn, with a foundational offering in the Weitzman School. The certificate is intended for professional graduate students currently enrolled at the University interested in adding an understanding of energy policy to their list of educational qualifications.

Required Course (1 course unit)

- ENMG 502: Introduction to Energy Policy

Foundation Courses (1 course unit)

Choose one course from this list:

- ENMG 507: Ideas in Energy Policy
- ENV5 644: Energy, Waste, and the Environment
- ENMG 503: Topics in Energy Policy: Emerging Ideas in Energy
- EAS 505: Climate Policy and Technology

Track Courses (3 course units)

Choose Three from Within a Single Track

Track: **Energy Markets, Risk, and Finance**

- BEEP 761: Risk Analysis and Environmental Management
- BEPP 763: Energy Markets & Policy
- BEPP 805: Risk Management
- FNCE 756: Energy Finance
- GAFL 514: Public Finance and Public Policy
- GAFL 621: Public Economics
- EAS 506: Electricity and Systems Markets
- OIDD 5XX: Thinking with Models

Track: **Regional Energy Planning**

- CPLN 531: Introduction to Environmental Planning & Policy
- CPLN 750: Advanced Transportation Seminar: Air Transportation Planning
- CPLN 730: Sustainable Cities
- ESE 520: Agent Based Modeling and Simulation
- LARP 780: Topics in Theory and Design
- URBS 417: Cities and Sustainability
- OIDD 5XX: Thinking with Models

Track: **Energy Law and Policy**

- ENVS 620: Developing Environmental Policy
- LAW 634: Environmental Law
- LAW 695: Land Use Law
- LAW 919: Energy Law and Climate Change
- LAW 931: Regulatory Law and Policy
- LAW 985: Oil and Gas Law
- LGST 815: Environmental Management: Law and Policy
- EAS 503: Energy Systems and Policy

Our new three-track design allows students to select a concentration. Students admitted prior to 2020 need not adhere to this design, but are welcome to take any of the newly added courses. MEAM 502 and MSE 545 are not part of the new curriculum, but students admitted prior to 2020 can take these classes for credit.

Certificate in Environmental Building Design – 6 course units

Director: William Braham (brahamw@design.upenn.edu)

The certificate in Environmental Building Design is only open to students enrolled in the Master of Architecture program. Students in the Master of Architecture degree are eligible to apply for the Certificate as part of the regular spring admission cycle, allowing them to join the program in their 700 year with the incoming cohort of MSD-EBD students in the 752 and 708 sequence. The other courses, 751, 753, and 754 can be taken by MArch students independently and prior to their acceptance into the certificate. The students will take 4 CUs of required courses and 2 CUs in the ARCH 708 studio, which is taken in lieu of the ARCH 704 Design Studio.

- ARCH 751 Ecology, Technology and Design 1 CU, Fall

- ARCH 752 EBD Research Seminar 1 CU, Fall
- ARCH 753 Building Performance Simulation 1 CU, Fall
- ARCH 754 Performance Design Workshop 1 CU, Spring
- ARCH 708 Bioclimatic Design Studio 2 CUs, Spring

Certificate in Geographical Information Systems and Spatial Analysis – 5 course units

Director: Dana Tomlin (tomlin.dana@verizon.net)

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.

Introductory Courses* (1 course unit)

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 this list:

- CPLN 592 Public Policy Analytics
- CPLN 632/LARP 741 Modeling Geographic Space***
- CPLN 670/LARP 743 Geospatial Software Design
- CPLN 671 – Spatial Statistics & Data Analysis
- CPLN 675 Land Use and Environmental Modeling

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.

Certificate in Historic Preservation – 5 course units

Director: Frank Matero (fgmatero@design.upenn.edu)

The Certificate in Historic Preservation provides an opportunity for students enrolled in other graduate degree programs at the University of Pennsylvania to gain expertise in historic preservation while completing requirements for their professional degree. A total of 5 HSPV course units, including Theories of Historic Preservation I and II (HSPV 660/661 0.50cu each), are required for the certificate.

Certificate in Land Preservation – 5 course units

Director: Tom Daniels (thomasld@design.upenn.edu)

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 Weitzman School, 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. Weitzman 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.

Foundation Courses (2 course units)

- CPLN 509 Law of Planning and Urban Development
- CPLN 631 Land Preservation and Planning

Methods Courses (2 course units)

- CPLN 503 Modeling Geographic Objects or LARP 741 Modeling Geographic Space
- CPLN 999 Independent Study in Conservation Finance

Tools Course (1 course unit)

Choose one course from the list:

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

Certificate in Integrated Product Design – 5 course units

Director: Sarah Rottenberg (srot@upenn.edu)

The Certificate in Integrated Product Design is focused on product design feasible for students who are interested in the field from a wide range of disciplines. The goal of the certificate is to enable a broad set of interested students from SEAS, Wharton and Design to pursue their interest in Integrated Product Design. The IPD certificate certifies that students have had additional experience with a human-centered design process for developing new product innovations. Students will be exposed to design thinking, have the opportunity to design at different scales and scopes, prototype and iterate distinct executions of their ideas, address manufacturing concerns, design enabling technologies, consider the implications of financial models on their product design, and develop business strategies. The certificate in Integrated Product Design requires the completion of 2 course units of required courses and 3 course units of elective courses, one in each discipline of design arts, engineering and business. This is a graduate and post-graduate only certificate for students who are already enrolled in graduate education at Penn.

Required (2 course units)

- IPD 515 / OIDD 415 Product Design
- IPD 509 Need Finding
- IPD 572 Design Thinking

Electives (3 course units)

Select 3 courses, 1 from each discipline

Design Arts

- ARCH 721 / IPD 521 Designing Smart Objects for Play and Learning
- ARCH 726 / IPD 526 Furniture Design (for ARCH students only)
- ARCH 728 / IPD 528 Design of Contemporary Products
- ARCH 733 / IPD 530 Building Product Design
- DSGN 566 Graphic Design
- DSGN 568 Biological Design
- IPD 527 Industrial Design*

Engineering

- BE 514 / IPD 504 Rehab Engineering and Design
- ENGR 566 Design of Appropriate Biomedical Technologies for Point of Care Diagnostics
- ESE 519 Real Time Embedded Systems
- IPD 500 Product Engineering Basics* for non-engineering students
- IPD 501 Integrated Computer-Aided Design, Manufacturing and Analysis
- MEAM 510 Design of Mechatronic Systems
- MEAM 514 / IPD 514 Design for Manufacturability
- MEAM 520 Introduction to Robotics

Business

- FNCE 750 Venture Capital and the Finance of Innovation
- MGMT 801 Entrepreneurship
- MGMT 810 Social Entrepreneurship
- MKTG 711 Consumer Behavior
- MKTG 712 Data and Analysis for Marketing Decisions
- MKTG 721 New Product Management
- MKTG 725 Principles of Retailing
- MKTG 734 Creativity
- MKTG 741 Entrepreneurial Marketing
- MKTG 770 Digit Marketing, Social Media and e-Commerce
- MKTG 778 Strategic Brand Management
- OIDD 614 Managing the Productive Core of the Firm: Innovation
- OIDD 615 Operations Strategy
- OIDD 636 Scaling Operations
- OIDD 652 Design of Web-Based Products and Services
- OIDD 654 Product Design and Development
- OIDD 662 Enabling Technologies

Certificate in Landscape Studies – 5 course units

Director: Richard Weller (rjweller@design.upenn.edu)

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 the Weitzman School of Design and the University more broadly, as well as toward mid-career professionals and scholars who wish to enhance their education.

Potential candidates must apply for admission in accordance with school procedures. Accepted students must complete 5 course units from the Department of Landscape Architecture. Typically, these course units will be elective courses, although courses required for the MLA curriculum such as those from the Theory, Media, and Workshop sequences may be taken with permission from the instructor.

Certificate in Real Estate Design and Development – 5 course units

Interim Director: Lisa Servon (servon@design.upenn.edu)

The Certificate in Real Estate Design and Development is open only to master's degree students already enrolled at Weitzman School in Architecture, City Planning, Historic Preservation or Landscape Architecture. 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.

- 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.

Certificate in Time-Based and Interactive Media - 5 courses

Director: Joshua Mosley (jmosley@design.upenn.edu)

The Time Based and Interactive Media Certificate Program 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 CU's (course units) of electives to be completed within six semesters to earn the certificate. All applicants must have a baccalaureate degree to be considered for admission. Applications for spring admission are due on November 1 and for fall admission on January 14. An application and interview are required. Applicants who are not enrolled in Weitzman graduate programs must submit portfolios containing slides, digital images, printed images, books, video, or interactive projects. Digital and video portfolios should follow the guidelines for the MFA portfolios. Video should be limited to excerpts which total less than 10 minutes. All interactive and time-based projects should include synopses or guides for interaction. Web sites and interactive projects must include a list of technical requirements. Portfolios will be returned only if a properly stamped and return-addressed envelope is included. While taking all reasonable care, the school cannot be held responsible for any damage to the work or portfolio.

Elective courses – choose five courses from list

- DSGN 536 Digital Figure Modeling
- FNAR 541 Hand-Drawn Animation
- FNAR 567 Computer Animation
- FNAR 585 Performance Studio
- FNAR 589 Mixed Media Animation
- DSGN 634 Art of the Web
- DSGN 635 3-D Computer Modeling/Dig. Sculpture
- FNAR 640 Digital Photography
- FNAR 661 Video I
- FNAR 662 Video II
- FNAR 663 Documentary Video
- FNAR 667 Advanced Video Projects
- FNAR 671 Film Sound; History, Aesthetics and Subversion
- FNAR 673 Machine for Seeing: Architecture & the Moving Image
- DSGN 678 Interfacing Cultures
- ARCH 741 Architectural Design Innovation
- ARCH 743 Form and Algorithm
- ARCH 744 Digital Fabrication

Approval of Electives and Recommended Sequence

*The selection and sequence of the elective courses must be approved by the Director of the Time-Based and Interactive Media Certificate program

Certificate in Urban Design – 5 course units

Director: Richard Weller (rjweller@design.upenn.edu)

**The Urban Design Certificate is under review. Please contact the Landscape Architecture Department for more information about available courses.*

The Certificate in Urban Design is open to students already enrolled at Weitzman School in Architecture, City Planning, Historic Preservation, Fine Arts or Landscape Architecture. The pedagogy of Urban Design education at Weitzman School 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 Weitzman School 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

- Year 1 Fall: Studio or seminar elective (1 cu)
- 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: Studio/seminar elective, LARP 781, LARP 710 and LARP 704.

Certificate in Urban Redevelopment – 5 course units

Director: Eugenie Birch (elbirch@design.upenn.edu)

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 520 Introduction to Community and Economic Development
- CPLN 540 Introduction to Property Development
- CPLN 625 Politics of Housing & Community Development
- CPLN 642 Downtown Development
- GAFL 534 Infrastructure Investment and Economic Growth: Why, How, and When
- GAFL 549 Leading Nonprofits

- GAFL 652 Financial Management of Public and Nonprofit Organizations
- HSPV 572 Preservation Through Public Policy
- HSPV 625 Preservation Economics
- REAL 730 Urban Fiscal Policy 2*

*REAL 730 has 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.

Certificate in Urban Resilience – 5 course units

Director: Matthijs Bouw (mbouw@upenn.edu)

The Certificate in Urban Resilience is administered by Chair and Professor of Landscape Architecture Richard Weller and directed by Matthijs Bouw, Rockefeller Urban Resilience Fellow at the School of Design. This certificate draws on the resilience expertise within the different departments of the School and builds upon a rich legacy at Penn rooted in Ian McHarg's layered analysis methods of thinking holistically across systems and scales to offer a foundational program for "resilience by design." Additionally, the certificate includes a flexible set of courses offered at Weitzman School, as well as at Wharton and the School of Engineering and Applied Science. The certificate is intended for professional graduate students enrolled at Weitzman School interested in adding an understanding of urban resilience, and how to design within a risky and uncertain world, to their list of educational qualifications.

The term resilience has different meanings in different domains. Often it is defined simply as the ability to deal with specific shocks or stresses. Resilience, for example, is easily equated with flood risk management. In general, in the engineering world the term is used as the ability to withstand or bounce back from shocks or stresses. Such simple definitions not only run the risk of overlooking the distinctions between damage mitigation, resilience and adaptation, they also misrepresent the transformative potential of the concept. The use of the more complex definition of (urban) resilience, as the "capacity of individuals, communities, institutions, business, and systems within a city to survive, adapt, and grow no matter what kinds of chronic stresses and acute shocks they experience" ([100 Resilient Cities](#)), challenges us to think in terms of our urban systems as complex and adaptive. Designing in these types of systems forces designers to work interdisciplinary, at different (time-) scales simultaneously, in both the social and the physical domain, and accept and embrace emergence and uncertainty. While the certificate wants to offer students understanding of challenges such as climate change and inequality, and offer concrete tools in analyzing, communicating, managing and strategizing about these challenges "by design," it also wants to re-think the position of the design disciplines in the face of fundamental uncertainty and lack of control, and show students how designers can have agency by participating in cities as "complex adaptive systems."

Core Courses (3 course units)

- LARP 780 Topics in Theory & Design: Design with Risk (Bouw) - 1 CU
- ARCH/LARP 70X Urban Resilience Studio (Bouw)* - 2 CUs

*or alternate studio approved by certificate director

Electives (2 course units)

Select one from each category:

Tools:

- HSPV 621 Social Justice Seminar (Mason)
- CPLN 531 Introduction to Environmental Planning (Daniels)
- OID 761/BEPP 761/ESE 567 Risk Analysis & Environmental Management (Kunreuther)
- LARP 740 Topics in Digital Media: Simulated Natures (VanDerSys)
- ESE 520 Agent-Based Modeling & Simulation (Silverman)

Topics:

- ENMG 503: Policy and Design Seminar: Energy Port Cities (Hughes)

- ARCH 751: Ecology Tech and Design (Braham)
- CPLN 621: Water Policy & Planning (Lassiter)
- ARCH 712: Detroiters Spatial Imagination

Weitzman School Academic Policies

REGISTRATION PROCEDURES

Academic Advising

Each student is assigned an academic advisor by their department. Dual degree students 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 Weitzman 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. 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 Weitzman School for inactivity are not eligible for readmission.

Registration Procedures

Students are responsible for their own course 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 June.

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 questions regarding the registration process may contact the Weitzman School Office of Student Services: des-studentservices@design.upenn.edu, (215) 898-6210, or 110 Meyerson Hall.

Using [PennInTouch](#)

All Penn students must register for courses through Penn's online registration system, [Penn InTouch](#), which is accessed via the [Penn Portal](#). 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 Weitzman School website at: [Courses and Registration Information](#).

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 Weitzman School 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.

If a course is listed as "**Permission Needed from Department**" you cannot register for the course without intervention from the home department. If approved the department will issue you a permit for the course. Upon receipt of a permit, you need to pick up the permit and register for the course via [PennInTouch](#). Issuing you a permit does not guarantee you the seat; it simply holds it for you. As a result, if you secure a permit for a course it is critical that you register for the course as soon as you've received confirmation that your permit has been issued.

- Architecture: sarahlam@design.upenn.edu
 - Exception: ARCH-768 Real Estate Development contact the Weitzman School Registrar directly at mcelroyd@design.upenn.edu
- City Planning: roslynne@design.upenn.edu
- Fine Arts: fine-art@design.upenn.edu
- Historic Preservation: pennhspv@design.upenn.edu
- Landscape Architecture: crocetto@design.upenn.edu
- Urban Spatial Analytics: roslynne@design.upenn.edu

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 Weitzman School 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. Students may petition to withdraw from the course up until the final day of the class 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 department chair. 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 last day of classes, withdrawals are not permitted. Students who have a serious and compelling extenuating circumstance may submit a written petition to the Weitzman School 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 department chair.

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 the

Office of Student Services before withdrawing from a course.

Withdraw (W) grades do not count towards international student's full-time status requirements. International students are strongly encouraged to consult [International Student and Scholar Services](#) before completing paperwork to withdraw from a course.

Waiving and Substitution of Courses

In some instances, students with a specialized background in a subject will be given permission by their academic department to waive a required course. A course waiver waives the course requirement **NOT** the total course units needed to complete the degree. The course unit(s) must be completed by registering for a substitute course. Course waivers are handled at the department level. Students seeking course waivers should seek assistance from their academic department regarding the process to waive a course. The department will submit the appropriate paperwork to the Office of Student Services for processing. When the waiver has been formally applied to the student's record, the student will receive confirmation by email that the waiver has been processed. Students should enroll in their required courses and update their course schedule after their waiver request(s) has been approved, processed and confirmed.

Elective Courses

The Weitzman School students may complete their elective coursework in their academic department, another discipline at Weitzman School or in another school at the University. Students are strongly encouraged to review their elective course selections with their academic advisor to ensure that they will count towards their degree requirements. Elective coursework taken outside of Weitzman School must be numbered 500 and above (*indicating it is a graduate level course*). For Weitzman School students enrolled in a graduate degree and a certificate program, the student's certificate coursework fulfills elective course requirements for their graduate degree. As a result, certificate courses are double counted towards both degrees. Courses cannot fulfill 3-degree requirements.

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 Weitzman School Office of Student Services for processing. The student will receive confirmation by e-mail.

Registering for Courses at Other Schools

- If your program allows for elective courses, you may fulfill those courses with a course at another graduate and professional school at the University.
 - Reminder: graduate level courses have a course number of **500 or higher**. Courses with numbers below 500 are undergraduate courses and **DO NOT** count towards your degree program.
- Always check with your department before you enroll in a course in another school to ensure that the course will count towards your degree program.
- Students are required to follow the registration policies and procedures of the home school to enroll in a course outside of Design.
- Students interested in enrolling in courses in Wharton cannot register for these courses online via PennInTouch. To enroll in a Wharton course, you must attend the first course, obtain the instructors

signature on the Non-MBA Registration Request Form (this form can be found in suite 110 Meyerson Hall) bring the form to the Wharton MBA office and wait to hear from them if you've secured a seat in the course. Please note that this must wait until the term begins, students must attend the first class!

- The School of Design has a limited number of dedicated seats in the following Wharton courses:
 - REAL-721: Real Estate Investment: Analysis and Financing
 - REAL-804: Real Estate Law
 - REAL-821/ARCH-768: Real Estate Development
 - These seats are distributed first to students who have been admitted to the Real Estate Design and Development certificate, then to students in the PPD concentration for City Planning and then, if available to all Weitzman School graduate students.
 - Please note that these courses have pre-requisites. No seat will be distributed to a student without the required pre-requisite courses.
 - Questions regarding enrolling in Wharton courses should be directed to the Weitzman School Registrar at mcelroyd@design.upenn.edu

Registering and Receiving Credit for Undergraduate Courses

Courses with a course number lower than 500 are considered undergraduate courses. Weitzman School 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, the 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 Weitzman School 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 Weitzman School 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 Weitzman School 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.

- All Weitzman School courses require permission to enroll for an audit grade.
- Students interested in enrolling in a course for an audit grade must have the instructor's permission. The student is responsible for requesting permission and forwarding the approval to the Registrar for processing.
- Instructors are not required to grant your request to take a course for an audit grade.
- Instructors may or may not require participation and course work for audit grades.
- Audit grades do NOT count towards your degree program.
- Audit grades do NOT count towards full-time status for International Students.
- Auditors will not receive credit for the course, but it will appear on their transcript with "AUD" in the grade column.
- Tuition/Fees for Audit Graded Courses:
 - Full-Time (3-5 cus): full-tuition and fees for audit coursework
 - Part-time (2 cus or less): full-tuition and fees by course unit for audit coursework
 - Overload: (more than 5 cus): no additional charge for audit coursework

ACADEMIC PERFORMANCE

Course Attendance

Weitzman School 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

Weitzman School 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 Architecture, City Planning, Historic Preservation and Landscape Architecture degree programs are issued letter grades. *Note: this policy is modified during the 2020 – 2021 Academic Year due to the COVID-19 pandemic: All Weitzman students are permitted to select unlimited pass/fail grading during the Fall semester. All Weitzman students **except** PhD and Research Masters students are permitted to select unlimited pass/fail grading during the Spring semester. Students who do not select the Pass/Fail option will be issued letter grades.* Students enrolled in the Master of Fine Arts program are graded on a Pass/Fail system. 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.

Weitzman School 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 Weitzman School. 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 a minimum of 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 departments, (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 Weitzman School 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

To remain in good academic standing, graduate students are required to maintain a minimum 3.00 GPA throughout their graduate program and make satisfactory progress toward their program of study. Students not making satisfactory academic progress may receive a warning or be placed on probation. The decision to place a student on academic probation is the responsibility of the department chair and is issued based on the student's overall performance in a given semester. At the end of a semester of probation, the student's record will be reviewed to evaluate whether satisfactory academic performance has been achieved. In the absence of improvement in the subsequent semester, students on probation may be withdrawn from the School of Design.

A student will be placed on academic probation if he/she has:

- A semester GPA below 3.00, or
- a cumulative GPA below 3.00, or
- a “C+, C or C-” grade in 2 or more course units
- a “F” in any course

The decision to place a dual degree student on probation is made separately for each degree program in which the student is enrolled. Should a department chair decide to place a dual degree student on academic probation in his/her department’s degree program, he/she will consult with the department chair of the second degree program in which the student is enrolled, so that the student can clearly understand his/her status and what is required to achieve satisfactory academic performance in both programs.

A student on academic probation is expected to meet with his/her academic advisor to design a performance improvement plan. If the student achieves a cumulative GPA of 3.00 or above at the end of the subsequent semester the student will be removed from academic probation. If a *dual degree student* receives a 3.00 or above at the end of the subsequent semester in the program in which he/she was placed on probation, the decision whether to remove the student from academic probation will be made by the department chair in that program in consultation with the department chair of the other degree program.

If the student does not achieve a cumulative GPA of 3.00 or above, the student is subject to withdraw from the program. Students who are withdrawn for unsatisfactory academic performance are not eligible for readmission. Withdraw decisions are made by the Dean in consultation with the department chair and the Weitzman School Office of Student Services.

Weitzman School reserves the right to withdraw any student whose GPA is below a 2.00 in any term. Students who are withdraw for unsatisfactory academic performance are not eligible for readmission.

STUDENT STATUS and CHANGE OF STATUS

Enrollment Status

Course load at Weitzman School is measured in course units. Weitzman School is a full tuition school. All active master's degree students are charged full tuition and fees by term automatically regardless of the number of classes that they enroll in for the term. Each degree program has established a specific curriculum for each semester that constitutes full-time. All Weitzman School graduate students are charged full tuition and fees unless they request special permission from their Department Chair (*and only in special circumstances*). Part-time enrollment is strongly discouraged. Weitzman School doctoral students are charged full tuition and fees for their first three years of study regardless of course enrollment. In year four, if coursework is completed the student is eligible for reduced tuition and fees.

- **Full-time:** 3-5 course units in a semester (*required by your department's curriculum*) is considered full-time status for Weitzman School graduate students.
 - Doctoral students are considered full-time with 3-4 course units per term.
- **Part-time:** 2 or less course units
 - All Weitzman School students are strongly discouraged from enrolling as part-time students. If you are intending to enroll in 2 or less course units for the fall 2020 or spring 2021 term, you **MUST** self-identify as a part-time student by completing the **Part-time Status Form** located [online](#) or in 110 Meyerson. The form requires the permission of your Department Chair. Upon receipt of your form the Registrar will code your record for a part-time tuition and fee adjustment.
 - Total tuition and fees for an individual course unit in Fall 2020 and Spring 2021 is \$6,768.
 - Fall 2020 Deadline: **9/15/20** Spring 2021 Deadline: **2/2/21**. This is the last possible date you can declare part-time status for the term however you are strongly encouraged to identify early to avoid billing problems.
 - Part-time international students **MUST** apply for **Reduced Course Load** with International Student and Scholar Services.
 - **Important Notice for International Students: for ISSS, part-time status is less than 3 course units. If you are enrolled in less than 3 course units, you are not eligible for a tuition/fee reduction, but you must apply for an RCL with ISSS.**
 - Doctoral students are not eligible for part-time tuition/fee adjustment based on course enrollment.
 - Part-time Policy Exceptions: students in the following programs are considered part-time if they are enrolled in 3 or less course units however you **MUST** declare part-time status using the process outline above.
 - Special Part-time Admits for City Planning and Urban Spatial Analytics
 - Stand-Alone certificate students
 - Students enrolled in the sub-matriculation program in City Planning

Overload

All Weitzman School students are discouraged from enrolling in more than 5 course units in a term, as reflected in your department's curriculum. Students are required to complete the **Overload Request** form and obtain the approval of their Department Chair to enroll in more than 5 course units in the fall. This form is located [online](#) or in 110 Meyerson. Fall 2020 Deadline: **9/15/20**. Spring 2021 Deadline: **2/2/21**. This is the last possible date you can declare overload status for the fall term however you are strongly encouraged to identify early to avoid course registration problems.

- Graduate students who enroll in more than 5 course units for grades (*not audit*) for the fall or spring term(s) will be charged tuition for the additional course units after the add/drop period for the fall term (**9/15/20**) and spring term (**2/2/21**). Students will receive a

confirmation email from the Registrar when the additional tuition has been applied to their student account.

- Doctoral students who want to enroll in more than 4 course units must also have departmental permission; however, they are not charged additional tuition/fees.

Non-Degree Student

A student may be admitted to Weitzman School 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 Weitzman School at any time. Students who withdraw from Weitzman School must submit a completed and approved withdrawal form to the Weitzman School 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 Weitzman School 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 an 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 policies shall receive no refund by reason of such withdrawal. Lab fees are nonrefundable after the second week of classes.

Unofficial Withdrawal

Students who stop attending all classes without officially withdrawing or taking a leave of absence are considered Unofficial Withdrawals and will be subject to a return of federal student aid funds calculation based on the last documented date of attendance as determined by the University of Pennsylvania.

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 Weitzman School 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 reliable evidence of measures taken during absence from the school and an explanation and plan as to how conditions relating to the original need for withdrawal will be prevented from reoccurring. If upon re-entry the student’s GPA is beneath 3.0 then their academic status will automatically be probationary. 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. Scholarships previously offered to students applying for readmission will not automatically be reinstated.

Deadline for submitting materials for readmission are as follows:

Fall readmission

- M.S. in Architecture, PhD Architecture, and PhD City Planning: December 16th
- Master of Architecture, Master of Science in Design, Advance Architectural Design and Environmental Building Design concentrations: January 2nd
- All other Weitzman School programs: January 9th

Spring readmission

- All Weitzman School 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 Weitzman School 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 academic department chair. Dual degree students need approval from both departments to request a leave of absence. Students are strongly encouraged to meet with their academic advisor and/or department chair to discuss their leave request prior to submitting the paperwork. The completed and approved form is submitted to the Weitzman School 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 student's academic department chair and the Weitzman School Office of Student Services.

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. The supporting documentation should not reveal any details regarding the student's

condition. The documentation should simply support a leave of absence. 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.

Weitzman School students maintain access to email while they are on leave however their Weitzman School login and their PennCard are deactivated. 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 account by the Weitzman School Registrar. Students who are interested in this option should contact the Weitzman School Office of Student Services (des-studentservices@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. Per ISSS policies, international students must leave the U.S. within 15 days of their leave being processed. Students must apply for a leave with ISSS after their leave has been processed and confirmed by Weitzman School.

Students are strongly encouraged to review the [Leave of Absence/Withdrawal checklist](#) available through the Student Registration & Financial Services web page. Weitzman School scholarships will be reinstated when the student returns from leave, assuming that they left in good academic standing.

Weitzman School based aid is reinstated when the student returns from leave.

To return from a leave of absence, the student must submit their return request to the Weitzman School Office of Student Services (des-studentservices@design.upenn.edu). The Registrar will activate the student's record and provide the student with the relevant details regarding returning to Weitzman School. When the student returns, they will hold the same academic standing (for example, probation) as prior to their leave. Students must clear all holds, including financial, that may be on their record prior to their leave in order to return to their program of study.

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 Weitzman School for inactivity. Students who are withdrawn from Weitzman School for inactivity are not eligible for readmission.

GRADUATION

All Weitzman School students must apply to graduate:

- The graduation application is made available each term on the Student Services page of the Weitzman website.
- Weitzman School 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 PhD in Architecture, PhD 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 and ceremony details are available online via the [Graduation Information, Policies and Procedures website](#).

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 Weitzman School's continuous registration policy.

NO GRADE CHANGES ARE ACCEPTED ONCE A STUDENT HAS GRADUATED.

Students enrolled in the PhD in Architecture, PhD 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 Weitzman School 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 Weitzman School 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 Weitzman School commencement festivities will be sent to all eligible participants by e-mail in February.

International student guests: Students who are in need of a formal invitation letter for Commencement should request the letter through the iPenn system: <https://www.ipenn.oip.upenn.edu/>. Once you log in to iPenn, click the 'Student Services' menu on the left side of the page and select 'Invitation Letter Request'; fill out all of the necessary information on the request form and click 'Submit'. An International Student and Scholar Services (ISSS) representative will email you once the letter has been prepared and is ready for pick up. If you have any questions about this process, please contact the ISSS office: <http://global.upenn.edu/iss>.

Note: if you completed your degree program in the summer or fall of 2020, please contact des-studentservices@design.upenn.edu directly for assistance. *ISSS will provide letters to current students only. Graduates must contact the Weitzman Office of Student Services for assistance.*

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 Weitzman School 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** Weitzman School. 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 two to four weeks after 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 Weitzman School Office of Student Services for assistance at des-studentservices@design.upenn.edu .

Weitzman School 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://catalog.upenn.edu/pennbook/>

Code of Student Conduct

Full Policy: <https://catalog.upenn.edu/pennbook/code-of-student-conduct/>

University of Pennsylvania's Weitzman School is a community in which intellectual growth, learning from others, mutual tolerance, and respect for freedom of thought and expression are principles of paramount importance. In an environment that promotes the free interchange of ideas, cultural and intellectual diversity, and a wealth of social opportunities, Penn students take advantage of the academic and non-academic opportunities available to them, deepening their intellectual insights through formal instruction, and expanding their educational experience beyond their academic programs. These Rights and Responsibilities are outlined in more detail in the Pennbook, however we want to stress that by accepting membership into the University of Pennsylvania community as a student entails an obligation to promote its welfare by assuming the rights and responsibilities listed below. Each individual member of this community is responsible for his or her own actions and is expected to respect the rights of others.

Rights of Student Citizenship

Membership in the University of Pennsylvania community affords every student certain rights that are essential to the University's educational mission and its character as a community:

- a) The right to have access to and participate in the academic and non-academic opportunities afforded by the University, subject to applicable standards or requirements.
- b) The right to freedom of thought and expression.
- c) The right to be free from discrimination on the basis of race, color, gender, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran.
- d) The right to fair University judicial process in the determination of accountability for conduct.

Responsibilities of Student Citizenship

Students are expected to exhibit responsible behavior regardless of time or place. Failure to do so may result in disciplinary action by the University. Responsible behavior is a standard of conduct which reflects higher expectations than may be prevalent outside the University community. Responsible behavior includes but is not limited to the following obligations:

- a) To comply with all provisions of the University's Code of Academic Integrity and academic integrity codes adopted by the faculties of individual schools.
- b) To respect the health and safety of others. This precludes acts or threats of physical violence against another person (including sexual violence) and disorderly conduct. This also precludes the possession of dangerous articles (such as firearms, explosive materials, etc.) on University property or at University events without University authorization.
- c) To respect the right of fellow students to participate in university organizations and in relationships with other students without fear, threat, or act of hazing.
- d) To refrain from conduct towards other students that infringes upon the Rights of Student Citizenship. The University condemns hate speech, epithets, and racial, ethnic, sexual and religious slurs. However, the content of student speech or expression is not by itself a basis for disciplinary action. Student speech may be subject to discipline when it violates applicable laws or University regulations or policies.

- e) To refrain from stealing, damaging, defacing, or misusing the property or facilities of the University or of others. This also precludes the disruption of University computing services or interference with the rights of others to use computer resources.
- f) To be honest and truthful in dealings with the University, about one's own identity (e.g., name or Social Security number), and in the use of University and other identification.
- g) To cooperate fully and honestly in the Student Judicial System of the University, including the obligation to comply with all judicial sanctions.
- h) To comply with all contracts made with the University, such as Residential Living Occupancy Agreements and Dining Services contracts.
- i) To comply with policies and regulations of the University and its departments (e.g., the University's Guidelines on Open Expression, Anti-Hazing Regulations, Drug and Alcohol Policies, Sexual Harassment Policy, etc.).
- j) To comply with federal, state and local laws.

Code of Academic Integrity

Full Policy: <https://catalog.upenn.edu/pennbook/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.

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 submissions: 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/her action(s) constitute a violation of the Code of Academic Integrity, then it is that student's responsibility to consult with the instructor to clarify any ambiguities.*

Academic Grievance Policy

A Weitzman School student who wishes to register a grievance regarding a matter related to their academic program should discuss the matter with the appropriate department chair. If the grievance is not addressed, the student may bring the issue to the Weitzman School Associate Dean for Administration (Leslie Hurtig: lhurtig@design.upenn.edu) for review and consideration. Should the final grade in a course be disputed, students should follow the procedures outlined under 'Grade Appeals' (p. 59).

University of Pennsylvania Nondiscrimination Statement

Full Policy: <https://catalog.upenn.edu/pennbook/nondiscrimination-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:

Executive Director of the Office of Affirmative Action and Equal Opportunity Programs
Sansom Place East
3600 Chestnut Street, Suite 228
Philadelphia, PA 19104-6106
(215) 898-6993 (Voice) or (215) 898-7803 (TDD)

Equal Opportunity and Affirmative Action Policy

Full Policy: <https://catalog.upenn.edu/pennbook/equal-opportunity-affirmative-action-policy/>

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)

NOTE: The entirety of the Sexual Misconduct Policy can be found at: <https://catalog.upenn.edu/pennbook/sexual-misconduct-resource-offices-complaint-procedures/>. This Handbook contains two sections of the Sexual Misconduct Policy, below:

Sexual Harassment, Sexual Violence, Relationship Violence and Stalking Policy

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

Sexual Harassment

For the purposes of University policy, the term "sexual harassment"¹ refers to any unwanted conduct that is based on an individual's sex, sexual orientation, gender identity, or gender expression and that:

- Conditions an educational or employment benefit on participation in unwelcome sexual conduct;
- A reasonable person would determine is so severe, pervasive, and/or objectively offensive that it effectively denies a person equal access to an educational or employment program or activity.

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

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

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

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

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

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

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

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

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

In determining whether the alleged conduct violates this policy, consideration will be given to the totality of the circumstances, including the nature of the conduct and the context in which the alleged incident occurred. Generally, complaints of sexual harassment, sexual violence, relationship violence and stalking must be made by members of the University community and those made by individuals who are not students, faculty, staff, postdoctoral or other trainees, or alumni will be directed to external resources available to respond to their complaint or provide support and advice.

The University regards such behavior as a violation of the standards of conduct required of all members of its community. Accordingly, as noted in the University's *Handbook for Faculty and Academic Administrators, Human Resources Policy Manual, Pennbook* and other publications, persons engaged in such behavior are subject to the full range of internal disciplinary actions, including separation from the institution. The same range of disciplinary actions will be applied in the event of retaliation against an individual who in good faith makes an allegation of sexual harassment, who cooperates in an investigation into such allegations, or who opposes any act of sexual misconduct as defined in this Policy.

Not every act that might be offensive to an individual or a group necessarily will be considered a violation of the University's standards of conduct. In determining whether an act constitutes sexual misconduct, the totality of the circumstances surrounding the conduct must be carefully reviewed. Due consideration must be given to the protection of individual rights, open expression, and academic freedom.

Consensual Romantic and Sexual Relationships in the Workplace and Educational Setting Policy

The relationship between faculty member² and student is central to the academic mission of the University. No non-academic or personal ties should be allowed to interfere with the integrity of the faculty-student relationship. Consensual sexual relations between faculty and student can adversely affect the academic enterprise, distorting judgments, or appearing to do so to others, and providing incentives or disincentives for student-faculty contact that are inappropriate.

For these reasons, any sexual relations or dating relationships between a faculty member and an undergraduate student enrolled at the University are prohibited. The prohibition extends to all academic advisors and program directors, including those based in the College Houses and other University-owned or administered housing. The prohibition also extends to graduate, professional, or undergraduate student assistants, but, in their case, only with respect to those undergraduate students over whom they have academic responsibility.³

Although consensual sexual relations or dating relationships between faculty and graduate or professional students are not categorically prohibited, the University strongly discourages all sexual relations or dating relationships between faculty and graduate or professional students. Further, sexual relations or dating relationships between a faculty member and a graduate or professional student during the period of the faculty/student relationship are prohibited. The prohibition extends to sexual relations or dating between a graduate or professional student and other students for whom they have some supervisory academic responsibility, between department chairs and students in that department, and between graduate group chairs and students in that graduate group. Likewise, sexual relations and dating relationships are prohibited between a

graduate or professional student and their academic advisors, program directors, and all others who have any supervisory responsibility for that student.

Alcohol and Other Drug Policy

Full Policy: <https://catalog.upenn.edu/pennbook/alcohol-drug-policy/>

Introduction

The University Alcohol and Other 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. The following Alcohol and Other Drug Policy, with its emphasis on individual and shared responsibility, healthy and informed decision-making, maintaining a caring environment, and the promotion of genuine dialogue, is adopted in this spirit. Students, staff and faculty may be subject to additional requirements and procedures set forth by their respective schools or departments, and which may be stated in handbooks generated by those entities.

Standards of Conduct

Drugs

See summary of Controlled Substances at: <https://catalog.upenn.edu/pennbook/alcohol-drug-policy/>

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 includes the unlawful sale, distribution, dispensation, possession, or use of any prescription drug. Use or possession of marijuana is prohibited on University premises, per federal law, which supersedes Pennsylvania laws governing the use and possession of marijuana and marijuana products on university campuses. This policy is intended to supplement and not limit the provisions of the University's [Drug-Free Workplace policy](#).

Alcohol

See summary of Alcohol Statutes at: <https://catalog.upenn.edu/pennbook/alcohol-drug-policy/>

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:

- a. 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 event or meeting organized by a University department, organization or group.
- b. 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 event or meeting organized by a University department, organization or group. 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."

c. 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.

d. 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 premises or by an entity not licensed for such sales on property owned or controlled by the University or as part of any University event or meeting organized by a University department, organization or group.

e. When an entity without a liquor license is providing service of alcohol, the following is prohibited per Pennsylvania law:

- Sales of alcoholic beverages at a cash bar
- Sales of tickets or entrance fees to an event where alcohol is served
- Donations or reimbursements to support the cost of an event where alcohol is served
- Sales of drink tickets or inclusion of drink tickets in entry fees at events where alcohol is served

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 shall such advertisements 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 and University of Pennsylvania Police (UPPD) 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. Event hosts must ensure that barriers and other alterations to the outdoor venue which are required by the UPPD and/or the manager of the venue are in place.

8. Kegs of any amount of beer are not permitted at student-run events and are not allowed in any University-managed undergraduate residence. Kegs are permitted at University-sponsored, staff-run events only.

Rules Governing Alcohol Use at Registered Graduate and Professional Student Social Events

1. Graduate and professional student organizations which intend to sponsor on-campus or off-campus third-party venue events at which it is anticipated alcohol will be served and consumed must have their event plans approved by the appropriate administrators in their school, department, or center.

a. If the event is to be held within facilities managed by the student organization's school, department, or center, the event plan must be approved by the appropriate administrators within that space. The event must follow all policies for events with alcohol outlined by the administrators overseeing the student organization and venue.

b. If the event is to be held in another on-campus venue, such as a Perelman Quadrangle space or an outdoor area, or at an off-campus third-party venue, the event plan will require additional approval by the appropriate administrator responsible for that space and by the Office of Alcohol and Other Drug Program Initiatives. UPPD approval must be obtained for any events taking place outdoors or that will feature live music. The event must follow the rules governing the use of alcohol in that particular space.

2. In order to minimize the risk of alcohol abuse, promote compliance with the law, and encourage students to make responsible decisions about the use of alcohol, the following rules are designed to control the volume and nature of alcohol products available and, ultimately, reduce the risk of alcohol-related incidents that pose a threat to the health and welfare of students and colleagues.

a. Individuals under the age of 21 may not be served alcohol.

b. Service of alcohol must be managed by a licensed bartender.

c. Security must be present at the event or at the entrance to the building in which the event is to be held.

d. Food and non-alcoholic beverages must be provided at events where alcohol is served.

e. Sober hosts affiliated with the host organization must be present at the event to ensure that rules related to the service of alcohol and use of facilities are followed.

f. Drinking games or contests are prohibited.

g. Kegs are prohibited except at University-sponsored, staff-run events.

h. No funds can be exchanged for alcoholic beverages or for admission to events where alcohol is served except where an entity with a liquor license is controlling the service of alcohol.

Penn's Commitment to Health Education and a Supportive Environment

Consistent with its educational mission, the University sponsors programs which help eradicate misperceptions about alcohol use among peers, create opportunities for open, honest dialogue about alcohol use and abuse, and promote awareness of the physical and psychological, social and behavioral effects of alcohol consumption. The University, along with its students, is committed to the creation of multiple recreational opportunities to help promote a wider variety of social experiences for undergraduates.

1. The University is committed to providing every Penn undergraduate student and parent or guardian with alcohol education from multiple sources when students are pre-freshman, during New Student Orientation, and during the course of the student's undergraduate education.

2. The University is committed to supporting continuous and expanded peer education, to creating opportunities for the integration of alcohol and drug related issues in its undergraduate co-curricular programs and maintaining

an effective, coordinated and responsive alcohol abuse prevention plan implemented by the University's Director of the Office of Alcohol & Other Drug Program Initiatives.

3. In order to promote responsible group behavior regarding alcohol use, each student organization having more than 10 members and recognized by Division of Recreation and Intercollegiate Athletics, Vice Provost for University Life, Office of Fraternity and Sorority Life, Student Activities Council, Office of Student Affairs, Graduate and Professional Student Assembly, one of Penn's 12 schools, on-campus residential facilities and/or the College Houses is expected to meet the following requirements:

Each organization or group that intends to host registered events with alcohol (both on-campus and at off-campus third-party venues), must design and implement an individualized plan to demonstrate competency in managing risk related to alcohol consumption. Such a plan would identify the methods through which the organization will control service of alcohol, promote moderate alcohol consumption, and respond to alcohol-related medical concerns. Each organization must specifically identify appropriate strategies for creating an environment in which alcohol use is secondary to the event itself and which emphasizes food and activities not related to alcohol so as to minimize the risk associated with its presence. This plan will be reviewed as part of event registration prior to each event with alcohol.

Failure to meet this requirement could result in the loss of University recognition and/or support.

4. Organizations not officially recognized by the University are expected to undertake similar efforts to ensure that high-risk drinking and substance abuse are appropriately addressed.

Consequences for Policy Violations

All members of the University community and all University organizations are expected to comply with applicable local, state and federal laws regarding the possession, use or sale of alcohol or other drugs, whether on or off-campus, and are expected to comply with all University regulations regarding alcohol possession or use. Individuals and organizations which violate this policy may be subject to appropriate disciplinary action.

1. Any student or employee who violates University policies or applicable law may be subject to disciplinary actions and/or referral for prosecution. Disciplinary actions for students may include, but are not limited to, sanctions by the Office of College Houses & Academic Services and the Office of Residential Services, sanctions as set forth in the Charter of the University of Pennsylvania Student Disciplinary System, procedures outlined in the Fraternity and Sorority Advisory Board Judicial Charter, and other formal University consequences, as well as possible civil and criminal penalties. The severity of the sanctions will depend, in part, on whether there have been repeated violations and on the seriousness of the misconduct. Faculty, staff, and other non-students found to be in violation of this policy or applicable law may be subject to University disciplinary procedures which may impose sanctions up to and including termination of employment and/or referral for prosecution. The University also supports enforcement, by applicable law enforcement agencies, of all local, state and federal laws.

2. Along with disciplinary consequences, the University is committed to providing resources and education as appropriate to assist members of the community.

Resources in the Penn Community for Information and Counseling Related to Alcohol and Other Drug Use

The University provides services and resources for community members who experience alcohol and/or other drug related difficulties. The following programs are available for students, staff, and faculty:

1. [Office of Alcohol & Other Drug Program Initiatives](#)

The Office of Alcohol & Other Drug Program Initiatives is responsible for ensuring the efficient and productive coordination of all relevant, alcohol-related campus services. Assistance is available by calling (215) 573-3525.

2. [Employee Assistance Program](#)

The Employee Assistance Program is a free, confidential one-on-one counseling service provided by the University for Penn faculty and staff and their family members. This program can offer assistance with serious life issues 24 hours a day, seven days a week by calling 1-888-321-4433. Services are available at over 450 locations throughout the Delaware Valley, including an on-campus office at 36th and Market Streets.

3. Additional Resources

The following offices provide information, education and services related to alcohol and other drug concerns. All services are provided free of charge and are available to students, faculty and staff at the University of Pennsylvania. If you are concerned about your own or someone else's use of substances, please contact one of these offices.

[Office of Affirmative Action and Equal Opportunity Programs](#) (Faculty, Staff, & Students)

Franklin Building, 4th Floor, Room 421
3451 Walnut Street
(215) 898-6993 (Voice), (215) 898-7803 (TDD)

[Counseling and Psychological Services](#) (Students)

3624 Market Street #1
(215) 898-7021

[Office of Alcohol & Other Drug Program Initiatives](#) (Students)

3611 Locust Walk
(215) 573-3525

[Human Resources](#) (Faculty and Staff)

527A 3401 Walnut Street/6228
(215) 898-0380

[Penn Women's Center](#) (Faculty, Staff, & Students)

Locust House, 3643 Locust Walk/6230
(215) 898-8611/12

[Student Health Service](#) (Students)

3535 Market Street, Suite 100
(215) 746-3535

[HELP Line](#) (Faculty, Staff, & Students)

(215) 898-HELP

A 24/7 phone line for members of the Penn community seeking help in navigating Penn's resources for health and wellness.

¹ The amount of alcohol available at an event should not exceed a ratio of more than four (4) alcoholic drinks (premium beer, table wine, or wine coolers) per of-age person attending the event. One drink = 12 ounces of premium beer (alcohol content of less than 6% by volume) or 4-5 ounces of (unfortified) table wine or a standard serving size wine cooler (usually 10 ounces).

Health Insurance

Because it is 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:

<https://shs.wellness.upenn.edu/>

Immunization Requirement

The University of Pennsylvania requires that all full-time students and all students living in campus housing meet the immunization requirements for Fall 2020 and Spring 2021. Any student not complying with these requirements will have a block placed on their registration. Detailed information about this requirement is available at <https://shs.wellness.upenn.edu/immreq/>.

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

Weitzman School 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:

<https://catalog.upenn.edu/pennbook/confidentiality-student-records/>

Official student records are available in the Weitzman School Office of Student Services. Students desiring access to their record should make the request in writing to the Weitzman School Registrar (des-studentservices@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 reviewing 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", accessed through PennKey login at <http://www.upenn.edu/directories> under the heading "Update Directory Listings".

Policy on Secular and Religious Holidays

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.

1. 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.
2. 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.
3. 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.
4. 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.

The Chaplain's Office maintains an annual calendar of the dates of religious holidays, available at:
<https://chaplain.upenn.edu/worship/holidays/>

Weitzman School Finances

Masters Degree Tuition and Fees

The amount of tuition and general fee is set each year in late spring by the Trustees of the University of Pennsylvania. 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.

All continuing and new students in Weitzman School, 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 Weitzman School students in professional degree programs are permitted to take up to five course units within the full-time tuition and general 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 at the per course unit 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 “*Enrollment Status*” for additional information.

The tuition for full-time master’s degree students in the School of Design for Fall 2020 and Spring 2021 is \$26,733.

The general fee for full-time masters students in Fall 2020 is \$1,494 and in Spring 2021 is \$1,726. For part-time students, the general fee per CU is \$373 in Fall 2020 and \$430 in Spring 2021. 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.

COVID-19

Due to curricular changes resulting from the COVID-19 pandemic in AY 20-21, the billing terms for some degree programs were modified so that students were not penalized for alterations made to the required number of CUs in a term. These billing details are shared at the program level.

Summer Rates

Tuition for Summer 2021 is based on the tuition and fee rates approved by the Trustees of the University of Pennsylvania for the 2020-2021 academic year. Tuition for summer courses is billed separately for each course at the per course unit rate of the School offering the course. Weitzman School’s per course unit rate applies to all students equally, regardless of the student’s home School or level of study.

PhD Program 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 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 Fall 2020 is \$18,127.

Reduced Tuition: doctoral students are eligible for reduced tuition in year four, if coursework is completed, he/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 Fall 2020 is \$2,265.

General Fee: a general fee will be charged to all enrolled PhD students. In Fall 2020, the general fee for PhD students charged full tuition is \$1,494. Students charged reduced tuition will pay a reduced general fee of \$373. In Spring 2021, the general fee for PhD students charged full tuition is \$1,726. Students charged reduced tuition will pay a reduced general fee of \$433.

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, he/she 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 The Weitzman School, students must be enrolled full time and maintain a fully paid balance at the University of Pennsylvania, including charges for tuition, general fee, and student health. Offers of financial aid remain valid for one year and are generally carried into subsequent years provided the student maintains good academic performance. Upon transfer to another Department within Weitzman School, a student may not receive the same Weitzman School scholarship. If a student is enrolled in a dual degree program and discontinues one of the programs, his/her Weitzman School scholarship may be reduced.

Changes in a student’s registration may affect the Weitzman School scholarship they are receiving. If a student registers for 2 course units, they will receive $\frac{1}{2}$ of their scholarship. If a student registers for 1 course unit, they will receive $\frac{1}{4}$ of their scholarship. A student’s loan eligibility may also be impacted if they drop below 4 course

units. If a student withdraws from a course(s), their scholarship may be withdrawn as well. When a student

takes a leave of absence, any Weitzman School scholarship they were receiving will be reinstated when they return from leave, assuming that they left in good academic standing.

Weitzman School Communications

STUART WEITZMAN SCHOOL OF DESIGN LOGO AND NAME USAGE

When representing the School, use "The University of Pennsylvania Stuart Weitzman School of Design" once in every communication. [Note that "Stuart" only appears in the School's full, formal name.] In running text, "The" is capitalized only when it begins a sentence. In blocks of text, "University of Pennsylvania Stuart Weitzman School of Design" is written without the article. After the first reference, "Weitzman School" is used for the School and its administrative units. To describe an initiative or person affiliated with the School, "Weitzman" is also acceptable: for example, "Weitzman students."

The Weitzman 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 Weitzman logo and University shield are graphic manifestations of our tradition and reputation. These symbols play an important role in promoting the Penn brand, so it is important that the logo not be physically altered.

Only authorized student organizations can use "Penn," "Weitzman" or "Weitzman School" in their name. The recommended naming convention for student organizations is "Penn Weitzman": for example, "Penn Weitzman Women in Architecture." The use of "Penn Weitzman" in the name links the organization to both the University and the School. In this example, "Penn Women in Architecture" is also acceptable; "PennDesign Women in Architecture" is not acceptable. The PennDesign name was formally retired on February 22, 2019.

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 Weitzman name is approved by the relevant program office. Student clubs are granted the use of the Weitzman name for their club name only. Student organizations cannot use the Weitzman logo, or parts thereof, in their own logos. Publications and outreach materials for student clubs should include the statement "A Student-Led Initiative/Event" (see below for details).

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

The University or School's 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 Weitzman logo for co-branded activity/event if it meets the mission of the School.

To receive permission for use of the Weitzman logo, please contact the Weitzman Office of Communications (news@design.upenn.edu). Be sure to provide the Program or Department affiliation in your request. 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 publications and outreach materials that you intend to circulate outside Penn need to be approved by the Weitzman Office of Communications (news@design.upenn.edu).

EVENTS AND OUTREACH MATERIALS

Guidelines for Activities with the Weitzman School 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-sponsored activities.
2. Talk About the Weitzman School.
 - Refer to the School as "University of Pennsylvania Stuart Weitzman School of Design" or " Weitzman School of Design, University of Pennsylvania." On the web, please link this text to the Weitzman website (<https://www.design.upenn.edu/>).
 - Include the School's mission statement (see "About the Weitzman School " on <https://www.design.upenn.edu/>) with the Weitzman logo.
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 Weitzman Logo Use

Student initiatives/events use a specially created Weitzman School logo with the text "A Student-Led Initiative" (to avoid confusion with official Weitzman School of Design initiatives/events).

When approval is given for use of the Weitzman 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 Weitzman logo on merchandise – in this case, the relevant Weitzman Program Office.

If a club or activity includes Weitzman School of Design 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 University of Pennsylvania Stuart Weitzman 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 Stuart

Weitzman 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 Weitzman School. In addition, the use of any sponsor/company logo on student organization materials requires written permission from the relevant entities.

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

STATIONERY AND ACADEMIC CARDS

Weitzman Official Stationery

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

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

Student E-mail and Correspondence

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

For example:

Jane R. Doe

Master of Architecture Candidate [or: degree and expected graduation year], University of Pennsylvania Stuart Weitzman School of Design

email@design.upenn.edu | phone number

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

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

PHOTO RIGHTS

By submitting a photo to the Weitzman School, 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 Stuart Weitzman 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 Weitzman 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 Office of Communications. The School will communicate intentions when capturing student likeness (individual is the focus of the image).

POLICY FOR USE OF STUDENT WORK

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

Weitzman School Facilities

The Office of Operations and Planning/Design and Construction manages and troubleshoots the daily operations and activities of Weitzman School 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 Weitzman School. The office coordinates space use, administers life and health safety policies, and oversees the school's mail room.

- Karl Wellman, Director of Operations and Planning/Design and Construction, kwellman@design.upenn.edu
- Sandra Mosgo, Building Administrator, smosgo@design.upenn.edu
- Val Perry, Operations Assistant, vperry@design.upenn.edu
- Brendan Burke, Operations Assistant, bbburke@design.upenn.edu
- Mark Harper, Operations Assistant, markharp@design.upenn.edu
- Weitzman School Facilities, pdfac@design.upenn.edu
- Phone: 215-898-8322

COVID-19 Compliance Guidelines for AY20-21

By entering our campus buildings, you agree to the following:

- Temperature check upon entry
- Complete PennOpen Pass and are symptom free
- Wear a face mask while in a Weitzman building
- Consent to the University health policy
- Agree to comply with all guidelines as posted on safety signage throughout the buildings

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 provide the location of studio spaces to their students. All students, faculty, staff, alumni, and visitors to Weitzman School 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 Weitzman School academic facilities, including Meyerson, Morgan, Furness, Duhring, Franklin Annex, Charles Addams, 38th and Sansom, 3600 Market Street, Pennovation Center, and 4201 Spruce Street.
- Wood, homasote panels, and other materials may not be used to cover or block studio openings, windows, lighting, or HVAC diffusers. Studio alterations shall not be undertaken without the permission of the Director of Operations and Planning/Design and Construction for Weitzman School. Such changes may violate building codes and may jeopardize the safety of the occupants. 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 or Paraffin are not permitted inside the building. Blow torches and open flames are prohibited within University buildings. The use of spray fixatives and paints is restricted to outdoors or the spray booth, located in 408 Meyerson Hall.
- Use of hot plates and space heaters are prohibited.
- 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, room 408, 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.
- Students are responsible for replacement of bulbs in desk lamps.
- Students are expected to be considerate of their peers.

Gallery and Review Space Reservations

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

Review Spaces and Common Areas

Review space and the common areas of Weitzman School are essential to the vitality of our programs. As such, it is the responsibility of all members of the Weitzman School 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 design studios without swipe card readers, see the Office of Operations and Planning/Design and Construction, located in G-29 Meyerson.

Fabrication Lab

The Weitzman School 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 and Powder printing. The lab is available to all Weitzman School students and to all students enrolled in ancillary Weitzman School 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 will be emailed and will be posted outside of the Lab 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 at dennis2@design.upenn.edu or 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. Since this space is shared by each department, materials must be labeled with student name and contact info, and must be removed once the work is done so that the next group can utilize the space. Any materials left behind will be discarded.

Security

Weitzman School is committed to the safety of those who use our facilities. All students, faculty and staff are required to prominently display a PennCard ID at all times, seven days a week. ID holders are available in G29 Meyerson Hall. It is imperative that all building users comply with this policy.

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.
- 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 Weitzman School Buildings

- Addams: Entrance into the building is swipe card access 9AM-5PM Monday through Friday, 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: Main Entrance is swipe card access 24/7. Students in studio in the Franklin Annex will be provided with a key for studio 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: Main Entrance is swipe card access 24/7. The ADA side entrance is unlocked from 8AM to 5PM Monday through Friday, swipe card access is available after 5PM, during weekends, and on University-observed holidays with a valid Penn ID card.

Important Phone Numbers

- University Police - 511 (Off-Campus and cell phones, 215-573-3333)

- Weitzman School 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 permitted inside any Weitzman School facility. 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](#).

Equipment Loans

Weitzman School maintains equipment that may be reserved and borrowed by Weitzman School students for academic purposes. This includes video cameras and photography equipment. Students who wish to borrow equipment must be currently pursuing a degree in Weitzman School. 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 basement level 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
- Outside of 4 West studio hallway

Weitzman School Ladder Safety

Foldout (Step) Ladders



- Do not use the top or top step or a stepladder as a step.
- Do not use the cross bracing on the rear section of the ladder unless the ladder is specifically designed with steps on both sections.
- Metal spreader or locking devices must be provided on stepladders to the front and back section in an open position when the ladders are being used. Ensure that the spreaders are in good condition and securely connected.
- Don't climb a closed step ladder. The feet are not designed for this and there is a good likelihood that the ladder will slip out from under you.

Step Stools



- Step stools are commonly used in libraries and laboratories to access shelves, etc.
- Consider using a small step ladder as seen on the left above rather than a step stool as shown on the right.
- The small step ladder provides better stability and the hand hold helps users maintain their balance which minimizes the potential for falls.

Safe Climbing Procedures

- Do not use ladders that are wet or have oil, grease, wet paint or other slipping hazards.
- Never position a ladder in front of a doorway opening towards the ladder.
- Always remain centered on the ladder. Do not reach to the sides. Your belt buckle should never extend beyond either side rail.
- Always face the ladder.
- Always move one step at a time and grip the ladder with at least one hand at all times.
- Do not carry objects or load that could cause loss of balance and falling.
- **ALWAYS WORK WITH A SPOTTER!**

Classroom Reservations

Classroom reservations for Meyerson Hall, Addams Hall, Morgan Building, and Furness Building (Fisher Fine Arts Library) should be arranged through a representative in your primary academic department. The representatives for each department are as follows:

Architecture

Sean Limlaw

Administrative Assistant

slimlaw@design.upenn.edu

(215) 898-5728

City & Regional Planning

Roslynne Carter

Administrative Assistant

roslynne@design.upenn.edu

(215) 898-8329

Fine Arts

Megan Kelly

Administrative Assistant

kellyme@design.upenn.edu

(215) 898-8374

Historic Preservation

Micah Dornfeld

Administrative Assistant

micahdor@design.upenn.edu

(215) 898-3169

Landscape Architecture

Alanna Wittet

Administrative Assistant

awittet@design.upenn.edu

215-898-6591

All requests for weekday classroom use should be made at least 48 hours (or 2 business days) prior to the start of your requested time, and all weekend requests should be made at least one (1) week prior to the start of your requested time. Please include any time needed for setup or teardown for your event in your request.

Requests for use of buildings not included above should be directed to the Division of the Vice Provost for University Life by using the following request form:

<http://www.vpul.upenn.edu/perelmanquad/reserve2.php>.

Questions regarding scheduling classrooms can be directed to the Weitzman School Office of Student Services: des-studentservices@design.upenn.edu.

Weitzman School Computing

Please be advised that policies and procedures can be adjusted during the year. Any clarification or change to the Computing section of the Student Handbook will be communicated through an e-mail to the student listserv, updated in the handbook, and will be on the front page of our website.

Computing Policies

- Implied Consent
- Computing Center-Sponsored Labs
- Network Printing in Weitzman School 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

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

Weitzman School 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 Weitzman School computing center is required to comply with the University rules. Some of the University's policies are spelled out below.

The general policy of Weitzman School 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 Weitzman School Computing web page <https://www.design.upenn.edu/computing> for more information on available equipment and software, computing announcements, lab schedules, and other information related to Weitzman School Computing.

Policy on Unauthorized Use of Copyrighted Media

The University expects all University community members, including students, faculty, and staff, to comply with all copyright laws. No member of the University of Pennsylvania community may copy or share copyrighted media without proper authorization. Members of the University community who violate this policy may be subject to discipline through standard University procedures. Additionally, an individual or University department engaged in the unauthorized copying or use of copyrighted materials may also face civil suit, criminal charges, and/or penalties and fines. Should such cases arise, the individuals or departments involved shall be solely responsible for their defense and any resulting liability.

Please note that any instance of uploading and distributing ANY unauthorized copyright media to ANY University owned computer or server will be immediately referred to the Office of Student Conduct for adjudication. For more information, please refer to:

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

<https://secure.www.upenn.edu/computing/resources/category/student-services/article/movies-music-and-copyright-infringement>

Security Recommendations when working on Penn's network

Anti-virus is a key application for any desktop. When attached to an open University network, viruses and malware can be easily transmitted from your desktop to other desktops at the University and elsewhere on the internet. It is essential that every student have a robust, enterprise anti-virus software installed on their computer. The University provides, free of charge, Symantec Endpoint Protection. We strongly urge every student to install this software. If your computer is compromised you may be taken off the network until you have taken the necessary steps to remove all viruses and malware. You can lose valuable time in remediating this situation. Go to <https://secure.www.upenn.edu/computing/resources/category/applications/article/symantec-endpoint-protection> to download SEP.

For more security tips on safe computing, please refer to:

<http://www.upenn.edu/computing/security/checklists/tips.php>

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, Weitzman School'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 Weitzman School students, faculty and staff. All users are required to have a Weitzman School account in order to have access to Weitzman School 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 outside the door of each lab and online at <https://www.design.upenn.edu/resources/computer-labs>.

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. Weitzman School 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 also have an additional 1TB of storage via OneDrive on their o365 accounts

<https://www.isc.upenn.edu/how-to/penno365-office-365-proplus#Office-Online-and-OneDrive>

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

Do not place food or beverages on or anywhere near computer equipment, plotters, or printers.

Computing Labs are a resource for all Design students. To keep machines as an available resource, any machine left unattended, for any reason, for more than 60 minutes will be logged off, and any personal belongings moved out of the way. Leaving a computer unattended also leaves your work at risk. Anyone can log off an unattended computer, and all unsaved work will be lost.

Network Printing in Weitzman School Labs or Studios

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

Printing Policy and Reimbursement Procedure

Please see <http://www.design.upenn.edu/printing> for information on job cancelations, printing/plotting policy and reimbursement instructions.

Priorities

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

The overall priorities for use of Weitzman School 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 Weitzman School buildings have wired and/or wireless networks. Wired studio desks are equipped with a high speed 1GB wired network port to provide access to the Internet and various Weitzman School 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 Weitzman School account for 48 hours. This policy is designed to protect our network resources.

Scheduling of Weitzman School 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:

See Policies and Procedures in regards to reserving equipment at <http://www.design.upenn.edu/reserve-equipment>

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 Weitzman School servers. Student-purchased equipment and software must meet specifications set by the Weitzman School 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, more reliable, and the only way to guarantee access to Weitzman School networked resources like printers/plotters and file shares.

For the latest configurations and pricing for Weitzman School -recommended computers, please see our Student Computer Purchasing Guidelines here: <https://www.design.upenn.edu/computer-purchasing>

Note: While Weitzman School endeavors to provide a secure environment for student computers, the University of Pennsylvania and Weitzman School 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 Weitzman School Computing staff does not support student owned computers, mobile devices or other electronic devices (3D printers, personal printers, etc.). Weitzman School computing is willing to do a quick diagnosis and provide guidance, however, students need to acquire repair service from the manufacturer of the computer system. (For more information on what services Design does support, and where to get support for your personal computer, please visit our webpage at www.design.upenn.edu/computing).

E-Mail Accounts and Support

Each FULL TIME Weitzman School 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 Weitzman School is sent to that account. Weitzman School Computing will support email setup on computers and mobile devices per recommendation from central computing (ISC).

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>

Any updates to Computer Policies or Services will be sent to your Weitzman School e-mail account, and will be posted on our website.

RECORDING POLICY

For Students

To facilitate access for all class members, virtual class sessions, including your participation, may be recorded and the recordings will be made available to the class, for the duration of the semester. These recordings are made available solely for your personal, educational use and may not be shared, copied or redistributed without the permission of Penn and the instructor. Note also that you are NOT allowed to record class sessions yourselves.

COVID-19 HANDBOOK ADDENDUM FOR 2020 – 2021

The Weitzman Campus Compact: A Shared Responsibility

The Weitzman School remains committed to protecting the health and safety of students, faculty and staff, while carrying out the educational, research, and community engagement aspects of our mission. To this end, all courses and studios can be taught or attended remotely. In support of the enhanced health and safety measures implemented in Weitzman facilities, all members of the Weitzman Community who come to campus are expected to observe the following protocols.

1. Complete PennOpen Pass wellness checks and monitor for symptoms before entering any Weitzman or campus building. For more information, visit the [Penn Medicine website](#).
2. Stay home if you are experiencing COVID19 symptoms or are concerned for your health or safety.
3. Participate in contact tracing following confirmation of a positive COVID test result.
4. Wear a facial covering at all times when in public or common areas, including in classrooms and studios.
5. Maintain at least 6 feet of physical distance from others and avoid crowds of over 25 people.
6. Wash your hands frequently for at least 20 seconds before and after interactions with others.
7. Students should not spend more than 4 hours per day in congregate settings within Weitzman buildings (including classrooms, offices, and studios).
8. Adhere to Weitzman building hours: 8:00 AM to 8:00 PM, Monday through Friday. These hours and days are subject to change; please check the Weitzman website for updates. Also, eating is no longer allowed in Weitzman buildings.
9. Refrain from organizing, hosting or attending in-person events, parties, club meetings, or other social gatherings on campus.
10. Limit non-essential travel avoid travel to COVID-19 hotspots according to recommendations issued by Penn HR, [Environmental Health and Radiation Safety \(EHRS\)](#) and the [Philadelphia Department of Health](#). For more information, visit the [EHRS website](#).

Spring 2021 University Campus Compact

During these challenging and unprecedented times, we, as members of the Penn family, have a shared responsibility to ensure the health and safety needs of our community, to the greatest extent possible, as we carry out the University's core missions of education, research, and service. Therefore, Penn puts forth this *Spring 2021 Campus Compact* (the "Compact") that outlines our behavioral expectations for all Penn students regardless of where you are living during the Spring 2021 semester. As always, the university is closely monitoring public health guidance and will communicate updates to the Compact as needed.

There are three core goals of this Compact:

- To stress the importance that every student plays in the health and well-being of the Penn students, faculty, and staff, as well as the local West Philadelphia communities;
- To clearly communicate the behavioral expectations of all students during the Spring 2021 semester;
- To outline the possible consequences for violating this Compact.

By way of this Compact, as a Penn student, you agree to adhere to the expectations for physical distancing and public behavior detailed below. Violations of this Compact will be reviewed by the Compact Review Panel and may be forwarded to the Office of Student Conduct for disciplinary review and action per the [Disciplinary Charter of the University of Pennsylvania](#). We expect all students to follow public health guidelines for wearing masks, physical distancing and hand washing. Penn has created many new services and safety nets to help keep the members of our community safe. Among these is PennOpen Pass, which is a daily symptom check program offering easy access to clinical advice and/or COVID19 testing.

University of Pennsylvania Spring 2021 Student Compact:

I understand, as a member of the Penn community during the Spring 2021 semester, that we are stronger as a community when we all do our part to keep our campus safe.

I understand that the health and safety measures I am being asked to undertake are necessary to protect the health and safety of others in my community and beyond. I also understand that prior COVID-19 illness or vaccination against COVID-19 does not absolve me of following all public health guidance.

I agree to abide by all federal, state, city, and University of Pennsylvania directives, policies, protocols, and procedures related to COVID-19, and I agree to participate in any required testing and training.

I understand that violations of this Compact will be reviewed by the Compact Review Panel who will identify appropriate actions.

As a public health response group, the Panel is comprised of staff and faculty members with expertise in public health and student life. Any member of the Penn community [may use this form](#) to bring an alleged violation of the Compact to the panel for its review. Once a violation is reported to the Panel, possible next steps include:

- A violation of the Compact may be handled directly by the Panel. In such cases, I understand that, should the panel determine that my behavior jeopardized the health and safety of others in the Penn community, I may receive a directive that restricts my participation in on-campus activities, prohibits/limits my access to campus buildings, and/or deactivates my PennCard for a period of time. In such cases, I agree to abide by

these directives and understand that not doing so may result in disciplinary action by the Office of Student Conduct. I further understand that there is no appeal of the public health response determined by the Panel, as these decisions are being made to protect the health and safety of the community as a whole.

- Upon its review, the Panel may determine that a violation of the Compact requires a disciplinary review by the Office of Student Conduct. In such cases, I understand that the Office of Student Conduct will determine whether or not disciplinary action is appropriate. When appropriate, I understand that disciplinary action may include a permanent disciplinary record and, that in the most serious of cases, a student could be suspended or expelled from the university. (More information can be found at <https://www.osc.upenn.edu/>)

HEALTH AND WELLNESS

I AGREE:

- To collaborate with Penn on daily wellness checks with the new PennOpen Pass program (pennopen.med.upenn.edu), monitoring for symptoms, and being tested as recommended by health professionals.
- To cooperate with contact tracing efforts as part of my public service to protecting my fellow students and Penn community members.
- To fully participate in the University's testing protocols.
- To comply with self-isolation and/or self-quarantine directives that result from testing outcomes and contact tracing efforts by the University or the City of Philadelphia.
- To maintain appropriate (at least 6 feet) physical distance from others.
- To wear a facial covering when I leave my place of residence.
- To wash my hands frequently for at least 20 seconds or to use hand sanitizer throughout each day and before and after interactions with others.
- To use alcohol-based disinfectant wipes provided throughout campus buildings to clean surfaces with which I come into contact, including but not limited to desks and seats in classrooms.
- To be up-to-date on all vaccines.
- To receive a flu shot.

CAMPUS MOVEMENT

I AGREE:

- To congregate only in designated outdoor and indoor areas of campus, wearing a facial covering, maintaining adequate physical distance, and complying with all signage.
- To sit only in seats designated and clearly marked as available in classrooms and other campus buildings.
- To follow procedures for entering and exiting classrooms and for entering and exiting rows of seating in classrooms, which will be clearly marked on signs in and around classrooms.
- To follow procedures for entering and exiting campus buildings, which will be visible on signs near the entrances and exits of campus buildings.

TRAVEL & GUESTS

I AGREE:

- To refrain from having guests, including family members, in my campus residence. To refrain from allowing individuals without a green "go" screen on the PennOpen Pass mobile app to enter campus buildings.
- To limit all unnecessary personal travel.

- To adhere to the University's most current guidance on travel, found here: <https://global.upenn.edu/travel-guidance/travel-guidelines-and-procedures>.
- To comply, if I must travel, with quarantine and testing requirements. Anyone coming from outside the Commonwealth of Pennsylvania is asked to be mindful of guidance from the [Pennsylvania Department of Health](#) and the [City of Philadelphia](#). Although this guidance is fluid and changes frequently, the University requires students complete a 14-day precautionary travel quarantine, which is the gold standard of the U.S. Centers for Disease Control and Prevention. Students will receive gateway testing immediately upon arriving on campus. Results of the gateway test do not change the requirement to quarantine for 14 days. One cannot test out of quarantine.

SOCIAL LIFE AND RECREATION

I AGREE:

- To participate in student clubs, performing arts groups, intramural and club sports, and any other University-sponsored student life activity virtually unless otherwise given explicit approval by a Penn staff person to convene in person. In cases where explicit approval is in writing, I agree to observe the above-outlined safety protocols and guidelines of the university and the City of Philadelphia.
- To refrain from organizing, hosting, or attending events, parties, or other social gatherings both on or off-campus that do not abide by the above-outlined safety protocols and guidelines of the university and the City of Philadelphia. Specific up to date City guidelines can be found on the [City of Philadelphia website](#).
- To acknowledge that drinking alcohol and using other drugs will increase my risk of engaging in risky behavior and/or needing medical treatment, including the increased risk of being exposed to higher-risk contact with others. Alcohol consumption and recreational drug use will not be considered an excuse for unauthorized risky COVID-19-related behavior.

Student COVID Testing Resources: Spring Semester

As of January 19, 2021

The Penn Cares public-health response to COVID-19 for the Spring 2021 semester includes a comprehensive testing strategy. Developed in partnership with Penn Medicine, it uses three distinct channels. Gateway testing helps to minimize the likelihood that persons arriving on campus can transmit infection, and provides a statistical baseline for tracking positivity rates. The official Penn screening test program uses an FDA-approved protocol and state-certified labs on campus to analyze saliva samples collected noninvasively to monitor transmission rates in the Penn population. Symptomatic individuals, those testing positive in screening, and close contacts of positive cases are tested using nasal swabs. These results are used to isolate confirmed cases and perform contact tracing.

Who Must Be Tested

Twice per week:

- Undergraduate students living on or off campus will be tested on preassigned day pairs.
- Graduate students who live on campus will be tested on selected day pairs.

Once per week:

- Graduate students who come to campus each week.

Eligibility and Required Testing

Gateway Testing

Testing before students arrive on campus is not a requirement; however, as students arrive on campus for the spring semester, they must receive COVID-19 gateway testing (also known as day-of-arrival testing) to establish baseline prevalence in the student community.

Returning students move into their on-campus residences, but go directly to one of two testing sites after depositing their belongings. The sites accepting walk-ins for this purpose are the tents at High Rise Field and Ace Adams Field. Exceptions are as follows:

- Those moving in on Sunday or after hours are to be tested the next day when testing is available.
- Students living on campus through the holiday season continue their screening testing per their protocol and do not participate in gateway testing.

Students living on or off campus must quarantine in their place of residence until they are cleared with a negative gateway test result. Students living on or off campus must complete their gateway test no later than January 18, 2021.

Travel Quarantine

Anyone coming from outside the Commonwealth of Pennsylvania is asked to be mindful of guidance from the [Pennsylvania Department of Health](#) and the [City of Philadelphia](#). Although this guidance is fluid and changes frequently, the University requires students complete a 14-day precautionary travel quarantine, which is the gold standard of the U.S. Centers for Disease Control and Prevention. Students

will receive gateway testing immediately upon arriving on campus. Results of the gateway test do not change the requirement to quarantine for 14 days. One cannot test out of quarantine.

Quiet Period

Students contribute to a safe University community and Philadelphia neighborhood at the start of the spring semester. A University-wide quiet period will be observed from January 6 to February 1, 2021. The University will not plan or conduct group activities.

Screening

Ongoing screening will be conducted throughout the semester. Students must schedule their first screening test a minimum of three days, but no more than seven days, after their gateway test.

Graduate students who come to campus each week are required to receive screening tests once per week. Graduate students who live in College Houses or elsewhere on campus are required to undergo twice-weekly screening tests, on the two-day pairs of their choosing.

Those who have had a positive COVID-19 test in the past 90 days are exempt from testing and should not schedule a screening test. Individuals should use PennOpen Pass every day in case new symptoms or exposures arise during the 90-day period.

Participants who have been vaccinated against COVID-19 and meet the testing criteria are required to continue screening testing. While vaccines protect individuals from developing serious illness, it remains unknown whether vaccination will prevent them from transmitting the virus should they be exposed. Continued use of PennOpen Pass, which remains an important tool in protecting the entire community, is also required. In the coming days and weeks, participants should pause, read, and respond to survey questions carefully.

Symptomatic and Close Contact

Before coming to campus, faculty, and staff are required to perform daily symptom checks on [PennOpen Pass](#). Anyone who receives a Red Pass will be instructed regarding testing, self-isolation, and other steps to follow. This will replace once- or twice-weekly testing until they return to a Green Pass state. Everyone must show their Green Pass to enter University buildings or board Penn Transit.

Compliance with Required Screening Tests

Students who miss one week of screening testing will receive a Red Pass for non-compliance. Individuals who are in a Red Pass state will not be admitted to campus buildings or Penn Transit since their COVID-19 status is unknown; they will be recommended for quarantine. Individuals who receive a Red Pass for non-compliance are instructed to schedule their screening test. Their Red Pass for non-compliance is cleared within 24 hours from the day on which the test was scheduled.

Cost

The test is free.

Screening Testing Details

Testing is by appointment only. Please make your appointments and indicate your consent to testing ([view copy of the consent form](#)) by visiting the new [web-based scheduling application](#). If you need assistance, please consult [this tip sheet \(PDF\)](#).

Appointments are booked at 15-minute intervals on a first-come, first-served basis. Scheduling in advance improves your chance of receiving your desired testing date/time/location, since walk-ins will not be accepted. **You must make or cancel any appointment at least 24 hours before the desired testing time.** This allows for processes to run overnight and onsite registration to run efficiently for you and the staff when you arrive at the testing site.

Testing Locations

[Learn about testing locations on campus.](#)

Before Getting a Screening Test

Participants should refrain from eating, drinking, tooth brushing, mouth washing, gum chewing, vaping, and tobacco use for at least 30 minutes before submitting their saliva sample at the test location. This prevents contamination of their saliva sample.

Participants should plan to be “hands-free” during the testing process. Storage of personal possessions will not be available. At testing sites, participants will enter through one location and exit at another location.

Participants should make sure to bring their current PennCard. They should perform their daily symptom check on PennOpen Pass before leaving their residence, and only leave it if they have a Green Pass. They will need to show their Green Pass at the testing site.

While lining up outside the testing location, everyone should wear a face covering and practice physical distancing.

The Screening Testing Process

Participants will be asked to provide a saliva sample. The sample collection only takes a few minutes, usually less than 30 minutes.

Step-by-step testing process

1. Report whether you have had anything to eat, drink, smoke, or chew in the last 30 minutes.
2. Present your Green PennOpen Pass.
3. Swipe your PennCard so staff can locate your record.
4. Provide your name and date of birth to confirm your identity.
5. Verify that your name is correct on the test tube label.
6. Move to a saliva station where you will take the lid off your test tube and dribble saliva into the tube until you have filled the required amount.
7. Once complete, replace the lid and take the tube to the collection station.
8. At collection, hold up your test tube so staff can confirm that there is enough saliva in the tube.
9. Staff will ask that you return to a test station if enough saliva is not in the tube.
10. Hand your tube to checkout staff and sanitize your hands.
11. Schedule your next test.

Getting Test Results

Test results are expected well within 48 hours.

1. Go to the [COVID Results](#).
2. Click on the login icon in the upper right-hand corner.
3. Enter PennKey and Password.

If a test result is positive, the participant will get a Red Pass in PennOpen Pass with instructions for next steps. Campus Health will reach out to those who receive a positive result. [Learn about testing positive for COVID-19](#).

A test result may show inconclusive due to a contaminated or insufficient saliva sample or other processing error. Participants should proceed with taking their next scheduled test. Participants will not receive a Red Pass because their test result shows inconclusive.

Questions about Testing and Results

Wellness at Penn is available to answer questions about on-campus testing and results. Please contact covidtesting@upenn.edu

On-Campus Testing Data

[Data about the on-campus testing program](#), including the number of daily tests performed and positivity rates, are available online.

About the University of Pennsylvania Saliva Test

With the large number of students present on campus in the spring, the University of Pennsylvania, in partnership with Penn Medicine, has developed a saliva-based PCR test program to screen for COVID-19 in the University community. The program provides the following:

- Faster results with an onsite laboratory equipped with robotics
- Capacity for high volume, currently designed for 40,000 tests per week
- Improved efficiency throughout the experience with automated processes
- Reduced discomfort with self-collected saliva samples instead of nasal swabs
- Improved supply chain of testing materials over the swabs and reagents used in other processes

Screening tests are a public health tool used to reduce the spread of the virus. The saliva based screening is able to identify infection more quickly and allows contact tracing and isolation to be initiated before the virus spreads further. Regular saliva screening, as required by the University, is as sensitive as nasal PCR tests. Screening testing is not a tool used for personal and/or travel testing-related documentation.

Symptomatic and Close Contact Testing: About the Nasal PCR Test

The anterior nares (lower nostril, less-invasive) nasal PCR test is used as a diagnostic tool at the University. Individuals report symptoms and exposure through PennOpen Pass. As they answer the series of Red Pass questions, individuals receive personalized clinical guidance, perhaps determining

the need to test quickly. Symptomatic and close contacts testing is administered at Irvine Auditorium, a physically separated location from those used for screening.

Both testing programs are intended to keep the University community healthy; neither testing program is available for personal use and/or testing related to travel. The University cannot accommodate requests for documentation for travel due to the specificity required by each country and airline.

Spring 2021: Weitzman Building Hours and Facilities Access

All Weitzman School of Design Buildings will be open **Monday through Friday 8AM-8PM for Spring 2021**. Meyerson Hall and the Morgan Building will have select Saturday hours from 12noon-4PM. *(All hours are subject to change)*

There will be Penn Public Health Ambassadors located at each building entry to provide assistance and monitor compliance for Penn Open Pass, appropriate PPE, and temperature.

Use of Space On Campus and Within Weitzman School of Design Buildings:

Studio space has been allocated and scheduled for departments and sections who have decided to conduct hybrid learning. Access this semester continues to be staggered to allow for cleaning and to reduce the risk of transmission. Students are **permitted (4) hour access to their studio per day** during the designated studio schedule. **Note: if your professor decides to teach remotely, you may still occupy your studio seat.** You must remove all materials from the desk when leaving the studio. This allows for disinfection of the room and surfaces. Areas have been designated within studio for storage of models and build materials.

We have assigned exhibition spaces to specific departments to allow for safe group meetings, pin ups, and presentations. Reservations can be made at [Weitzman Facilities](#). See below for department and location:

MFA	Morgan Physical Lab and White Room
ARCH	Addams Gallery
CPLN	Upper Gallery
LARP	Upper Gallery
HSPV	Upper Gallery

For students in Philadelphia requesting individual study space, there are currently two options:

1. You may email [Weitzman Facilities](#) to reserve a space for a maximum of (4) hours Monday through Friday during normal building hours. These reservations are limited to space available.
2. The Van Pelt Library has a system for reserving individual study space that goes live on February 1st. Students can reserve seating here [Introduction - Seat Reservations - Guides at Penn Libraries \(upenn.edu\)](#).

Spring 2021 Fabrication Lab (Fab Lab) Details

In the Spring 2021 semester, due to restrictions posed by the coronavirus pandemic, the Fabrication Lab will operate solely as a contact-free digital fabrication outsource. The Fab Lab will offer laser cutting, CNC milling, powder-based 3D printing, and FDM 3D printing. In-Lab traditional fabrication is suspended until conditions permit. No student or faculty member will be permitted to enter the Lab for any reason.

Below is a basic outline of the logistical systems developed for operations. Documents detailing more specific instruction on each step of these processes are available on the Lab's section of the School's website. For further clarity, there is a YouTube playlist of videos that walks users through each step. These videos are available at [Fabrication Lab Tutorial](#). Additionally, there are now infographics that explain this information in yet another format. These are available in the "Infographics" subsection of the Lab's section of the website.

LASER CUTTING

- Students must register for access to the laser scheduling software.
 - This is not a new process, but it is an annual process for all students. Returning students who registered last year must re-register.
- Students may make three half-hour laser appointments per week.
 - This differs from previous years. Walk-in laser sessions are no longer available, so I have increased the weekly allowance.
- Laser files must be submitted to the Box file sharing software.
 - Students are included as collaborators on a Box folder when they register for the scheduling software. Their files must be placed in subfolders that correspond to the date, time, and laser location of their laser appointment.

Material Submission

Laser materials must be submitted in person in Meyerson Hall in cabinets constructed for this purpose. Like the Box file system, the cabinet divisions correspond to the date, time, and laser location of their laser appointment. Materials can be submitted either the day before an appointment or the day of the appointment. If special permission is needed to access Meyerson Hall to submit materials, students may email the Office of Operations and Planning at pdfac@design.upenn.edu to make an appointment for access. Students may work with any materials listed on the "Laser Suitable Materials" document on the website. MDF sheets will be available for sale at the Lab during the Help Window hours (listed below).

Parts Pickup

Finished parts will be bagged, marked with the students last name, and placed in Room 413 Meyerson. Parts will be ready on the even hours of the day. For example, parts cut for appointments between 2PM to 3:30PM will be placed in Room 413 by 4PM.

CNC MILLING/3D PRINTING

- Students must register for access to the CNC Milling/3D Printing [consultation](#) scheduling software.
 - This scheduling software is a new process, but file review is not.
- Students must now make an appointment to review their files with a staff technician during a Zoom or Bluejeans meeting.
 - Lab technicians will review files in Rhino and run software simulations to ascertain file integrity.
- Files with no formatting issues will be accepted and processed on a first-come first-served basis.

- Technicians will advise students on how, if needed, to best remedy files with formatting issues and will ask the students to correct their files and make another appointment to begin the process again.
- Students may make one CNC/3D consultation appointment at a time.
 - There is no limit to the number of appointments per week a student may make, but appointments must be made one at a time, with each successive appointment made after the previous appointment.
- CNC/3D Print files must be submitted to the Box file sharing software.
 - Students are included as collaborators on a Box folder when they register for the scheduling software. Their files must be placed in subfolders that correspond to the date, time, and CNC technician of their appointment.

Material Submission

The Lab will sell EPS foam to students for CNC Milling in 24" x 24" size, in either 2" or 4" thickness. This will be done remotely during the consultation and will be billed to the student's account through the Bursar's Office. Students do not need to be present in person for this transaction.

Materials other than EPS foam must be submitted to the Help Window during normal hours of operation. 3D printing materials will be sold through the Lab, as usual. These materials will be purchased remotely during the consultation and will be billed to the student's account through the Bursar's Office. Students do not need to be present in person for this transaction.

Parts Pickup

Finished parts will be marked with the student's last name and placed in Room 413 Meyerson. Parts will be ready on a first-come first-served basis as quickly as possible. Students will be given an estimated completion time during their consultation.

HOURS OF OPERATION/HELP WINDOW

- The Lab will operate from 8AM to 8PM Monday through Friday. Because of Meyerson Hall access restrictions, the FabLab cannot operate outside of this timeframe.
- An in-person Help Window will be open Monday through Thursday from 9AM to 6PM and on Fridays from 9AM to 4PM.
- Turnaround times will be as quick as possible, but please understand that current conditions are very different from normal. Hours of operation are significantly curtailed. More importantly, the safety of the Lab staff must be the primary concern. The work pace must be adjusted to allow time for all necessary precautions demanded for safely working during this pandemic.