

# UNIVERSITY OF PENNSYLVANIA *Almanac*

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## Thomas Sugrue: David Boies Professor of History and Sociology

Thomas J. Sugrue, a member of the history department faculty in the School of Arts and Sciences, has been named David Boies Professor of History and Sociology.

Dr. Sugrue specializes in 20th-century American politics, urban history, civil rights, and race. His book *The Origins of the Urban Crisis* (1996) won the prestigious Bancroft Prize in History as well as the Philip Taft Prize in Labor History, the President's Book Award of the Social Science History Association, and the Urban History Association Award for Best Book in North American Urban History. It was also named by the Princeton University Press as one of the 100 most influential books it published in the past century. His most recent book, *Sweet Land of Liberty: The Forgotten Struggle for Civil Rights in the North* (2008), was a finalist for the 2008 *Los Angeles Times* Book Prize in History. In May 2010, Princeton University Press will publish Dr. Sugrue's next book, *Not Even Past: Barack Obama and the Burden of Race*. His essay "Affirmative Action from Below" was selected from over 300 scholarly journal essays to be included in *The Best American History Essays 2006*. He has published more than 30 other academic articles and has also contributed to the *London Review of Books*, *The Nation*, *Wall Street Journal*, and the *Washington Post*, among others.

Dr. Sugrue obtained his bachelor's degree from Columbia University, his master's in British history from Cambridge University, and his PhD in American history from Harvard University. He has been a visiting professor at Harvard, the École des Hautes Études en Sciences Sociales in Paris, Nanzan University in Japan, and New York University. He has served on the boards of the American Historical Association and the Historical Society of Pennsylvania, among others. Additionally, Dr. Sugrue has won several fellowships and grants from acclaimed entities such as the Guggenheim Foundation, the Fletcher Foundation, the American Philosophical Society, the American Council of Learned Societies, the National Endowment for the Humanities, the Kellogg Foundation, and the Social Science Research Council. He has also been named Research Fellow in Governmental Studies at the Brookings Institution in Washington, DC and a member of the Institute for Advanced Study in Princeton, New Jersey. At Penn, Dr. Sugrue's courses on America in the 1960s and US history from 1877 to 1933 have been selected "Hall of Fame Classes" by the Penn Course Review.

The David Boies Professorship was established in 2003 by David and Mary Boies to honor Mr. Boies' father, who was a high school history teacher. Mr. and Mrs. Boies, PAR'07, are both in the field of law. Mr. Boies has been involved in several high-profile cases and was named Lawyer of the Year by *TIME Magazine* in 2000 following his service as counsel to former Vice President Al Gore. Mrs. Boies is a partner and attorney with the law firm Boies & McInnis LLP.



Thomas Sugrue

## Eiichiro Azuma: Alan Charles Kors Term Associate Professor of History

Eiichiro Azuma has been named the Alan Charles Kors Term Associate Professor of History in the School of Arts and Sciences.

Dr. Azuma, who has been at Penn since 2001, specializes in Asian American history with an emphasis on Japanese Americans and trans-Pacific migration, as well as Japanese colonialism and US-Japan relations. His 2005 book, *Between Two Empires: Race, History, and Transnationalism in Japanese America* (Oxford University Press), won the Theodore Saloutos Award from the Immigration and Ethnic History Society, Honorable Mention for the Frederick Jackson Turner Award by the Organization of American Historians and a History Book Award from the Association for Asian American Studies, as well as a Hiroshi Shimizu book prize from the Japanese Association of American Studies. Dr. Azuma has published over a dozen peer-reviewed academic articles; recently his articles have appeared in the *Journal of American History*, *Journal of Asian Studies*, *Pacific Historical Review* and *Journal of American-East Asian Relations*. He is co-editor of the Asian American Studies book series at the University of Illinois Press and he also serves as a member of the Executive Board of the Immigration and Ethnic History Society and of the Editorial Board for the *Journal of American Ethnic History*. In 2007 and 2008, Dr. Azuma received the Rosane Rocher Faculty and Staff Award from the Pan Asian American Community House and the Gloria Twine Chisum Award for Distinguished Faculty from the James Brister Society, respectively.

The Alan Charles Kors Endowed Term Chair was established by George H. Walker, C'91, W'91, WG'92 to recognize a member of Penn's history faculty. It is named in honor of Dr. Kors, the Henry Charles Lea Professor of History in SAS. Mr. Walker, who was a student of Dr. Kors, is now a chief executive officer at Neuberger Investment Management. He is also a former member of the School of Arts and Sciences Board of Overseers.



Eiichiro Azuma

Courtesy of the University of Texas at Austin

## Expanding Collaborations with Tsinghua University

The University of Pennsylvania and Tsinghua University announced agreements to build upon research and academic collaborations between the two schools. In particular, the universities reaffirmed their commitment to environmental sustainability, through the work of the Penn-Tsinghua T.C. Chan Center for Building Simulation and Energy Studies, founded in 2006. These efforts build on formal agreements between Penn's School of Design, Law School and School of Engineering and Applied Science and their Tsinghua counterparts.

"New challenges in a rapidly changing global economy make higher education more important than ever before," Penn President Amy Gutmann said. "The challenges facing us demand not only expertise but also creativity and flexibility. American and Chinese institutions of higher education will play an essential role in helping the world meet these challenges, and we are proud to partner with Tsinghua University."

The T.C. Chan Center for Building Simulation and Energy Studies, which is home to most of the schools' joint energy and sustainability work, is one of the only centers in the world devoted solely to sustainable building models and research. Penn's School of Design partners with Tsinghua for the exchange of students and faculty, the exchange of learning resources, joint research projects and the development and expansion of the T.C. Chan Center, which has locations on both the Penn and Tsinghua campuses.

"By supporting innovation, building partnerships and developing practical solutions, our two universities can encourage other institutions to address the challenge of sustainable development," Dr. Gutmann said. "The approach of the T.C. Chan Center translates understanding into socially responsible, effective and efficient action—a skill that Penn and Tsinghua must continue to foster if we hope to lead a green revolution."

In July, Penn's School of Engineering and Applied Science and Tsinghua will launch a new Global Technology Entrepreneurship Program, an opportunity for Penn undergraduate students to work closely with students from Tsinghua on team projects focused on technology innovations in energy and sustainability. As part of the program, students will spend two weeks in Beijing and two weeks in Philadelphia. The program will include case studies of major technology industries, visits to leading companies and hands-on work with corporate clients, better preparing students for jobs in

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## SENATE From the Senate Office

The following agenda is published in accordance with the Faculty Senate Rules. Any member of the standing faculty may attend SEC meetings and observe. Questions may be directed to Sue White, executive assistant to the Senate Office either by telephone at (215) 898-6943, or by e-mail at senate@pobox.upenn.edu.

Please Note Location for this Meeting

### Special Meeting of the Senate

(Open to all members of the Senate)

Wednesday, March 24, 2010

3–3:10 p.m.

Meyerson Conference Center

Van Pelt-Dietrich Library Room #223

(The room is directly across from the elevator on the second floor)

1. Discussion and vote on Proposed Changes to the Senate Rules

### Faculty Senate Executive Committee Agenda

3:10–5 p.m.

1. Approval of the minutes of February 24, 2010 (1 minute)
2. Chair's Report (10 minutes)
3. Past Chair's Report (3 minutes)
4. Discussion and vote on School of Engineering and Applied Science  
Proposal to revise faculty tracks (20 minutes)
5. Discussion on Copyright Templates (5 minutes)
6. Senate Committee on Committees Vote (10 minutes)
7. Update from the Provost (45 minutes)  
Provost Vincent Price
8. New Business

### Dedicating the Dr. Bennett L. Johnson, Jr. Sayre Health Center: March 30

The Penn community is invited to attend the ceremony dedicating the Sayre Health Center in memory of the late Dr. Bennett L. Johnson, Jr. The Dr. Bennett L. Johnson, Jr. Sayre Health Center rededication ceremony will take place in the gymnasium of Sayre High School at 5800 Walnut Street on Tuesday, March 30, 2010 at 10 a.m.

Community leaders and special guests have agreed to serve as honorary co-chairs of the event. Those guests include Councilwoman Jannie Blackwell, Congressman Chaka Fattah, UPHS COO Garry Scheib, and Associate Vice President and Director of the Netter Center Ira Harkavy.

Sayre Health Center currently serves over 300 patients every month from surrounding neighborhoods, providing much needed medical care, support, and referral services. Dr. Johnson passed away in April 2009 after losing his battle with cancer (*Almanac* April 14, 2009).

"Dr. Johnson committed himself to the development of this primary health center that linked the resources of the University of Pennsylvania and the School District of Philadelphia with those of the West Philadelphia community," said the health center's leaders. "His vision was critical to the establishment of the Sayre Health Center; moreover, he ensured its unique educational focus."

The ceremony will honor Dr. Johnson and recommit to his vision by awarding a scholarship to a Sayre High School student or graduate in his honor.

## From the Provost

### Providing Students with ISBNs and Price Information for Books

The Higher Education Opportunity Act requires universities to make available to students, for each course, the International Standard Book Numbers (ISBNs) and price information for required/recommended books and supplemental materials.

To comply with this requirement, the University has worked closely with Barnes & Noble, managers of the Penn Bookstore, to develop a simple and cost-effective process to provide ISBNs to our students. Through the Bookstore's online system, students will have access to a complete list of materials for all their courses, along with the ISBNs for each listed text.

As in the past, textbook information can be provided to other vendors, and students are in no way required to purchase their books at the Penn Bookstore.

Faculty support will be a critical factor in the University's efforts to act in accordance with this new regulation. To that end, we encourage all Penn faculty members to work with the Bookstore as it communicates with you in the near future about this important resource for our students.

—Vincent Price, Provost

—Andrew Binns, Vice Provost for Education

### Steps Toward a Future for the History of the Book

What is the future of books for humanities research? As more and more materials become digital, how will scholars use and disseminate books and e-books? Ray Siemens, Canada Research Chair in Humanities Computing and Professor of English at the University of Victoria, will speak March 29 at 10 a.m. as part of the Penn Libraries ScholarlyCommons Lecture series about how digital and print books will shape the future of humanities research. His talk will be in the Class of '55 Conference Room (Rm. 241), Van Pelt-Dietrich Library Center. For more information about ScholarlyCommons, see [www.library.upenn.edu/scholcomm/](http://www.library.upenn.edu/scholcomm/).

## Collaborating with Tsinghua

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cutting-edge green-technology fields.

Faculty members from Penn and Tsinghua are convening discussions on US-Chinese collaboration on reducing energy consumption, sustainability and resource management, engineering and designing sustainable energy systems. The scholars were joined by representatives from the US Embassy's Office of Environment, Science, Technology and Health and China's Office of the Energy Research Institute of the National Development and Reform Commission in China.

Penn and Tsinghua committed also to increasing study abroad between their law schools. This is the first formal program permitting international students to study Chinese law in China through English-language courses.

Tsinghua University was established in 1911, originally under the name Tsinghua Xuetang. The school was renamed Tsinghua School in 1912. The university section was founded in 1925. The name National Tsinghua University was adopted in 1928. At present, the University has 14 schools and 56 departments with faculties in science, engineering, humanities, law, medicine, history, philosophy, economics, management, education and art. The University has more than 25,900 students, including 13,100 undergraduates and 12,800 graduate students. The educational philosophy of Tsinghua is to "train students with integrity." Among over 120,000 students who have graduated from Tsinghua since its founding are many outstanding scholars, eminent entrepreneurs and great statesmen remembered and respected by their fellow Chinese citizens. As one of China's most renowned universities, Tsinghua has become an important institution for fostering talent and scientific research.

### CIGHT Pilot Grants: April 1

The Penn Center for Integration of Genetics and Healthcare Technology (Penn CIGHT) will fund one, 12-month multidisciplinary pilot grant beginning in July 2010 to support research on the ethical, legal and social implications (ELSI) of human genetics and genomics. The Penn CIGHT is a multidisciplinary, NIH-funded research center focused on studying ELSI-related aspects of new genetic technologies as they are applied in the clinic. Penn CIGHT focuses especially on the uncertainties associated with the clinical applications of new genetic technologies.

The pilot project may be led by a member of Penn's full-time faculty from any of its 12 schools. The pilot will be funded at a level of up to \$50,000/year for personnel and supply costs, but not for faculty salaries, equipment or instruments. The grant will be renewable for one year, after formal review, if sufficient progress is being made to suggest a high likelihood of independent funding.

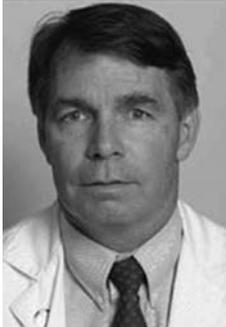
A committee of Penn CIGHT members will review all proposals. Funding depends on originality, scientific merit and the likelihood that the pilots will lead to continued funding and publishable data. Principal Investigators must be full-time faculty of the University of Pennsylvania, and are encouraged to collaborate with other Penn faculty outside the PI's area of expertise. Priority will be given to multidisciplinary projects that focus on uncertainty. Priority also will be given to faculty early in their career, or to more senior faculty who intend to shift or expand the emphasis of their research.

For more information, contact Dr. Reed E. Pyeritz, [reed.pyeritz@uphs.upenn.edu](mailto:reed.pyeritz@uphs.upenn.edu) or see [www.med.upenn.edu/penncight/PennCIGHTFunding.shtml](http://www.med.upenn.edu/penncight/PennCIGHTFunding.shtml).

Applications must be received by April 1, 2010 and pilots will be awarded in July 2010.

# Deaths

## Dr. Foote, Dental Medicine



Joseph Foote

Dr. Joseph Foote, a member of the Penn Dental Medicine community, died February 26 at the age of 61 of cutaneous t-cell lymphoma.

A native of New York, Dr. Foote received a bachelor's degree from the College of the Holy Cross in Massachusetts. He earned his DMD degree from

Penn Dental Medicine in 1974 and completed his postdoctoral residency in oral surgery there in 1980. Five years later he earned a medical degree from the Medical College of Pennsylvania and then completed his residency at Penn Presbyterian Medical Center.

He joined the faculty of the department of oral and maxillofacial surgery in 1986 and had held the position of clinical associate professor since 2001. He also served as chief of oral and maxillofacial surgery at the Penn Presbyterian Medical Center (from 1989 to 2010) and chief of the oral and maxillofacial surgery service at the Philadelphia Veterans Administration Medical Center (from 1989 to 2010).

According to Penn Dental Medicine, "Dr. Foote was held in high regard by his students, residents, and fellow faculty. During his 30-year career, hundreds of dentists and physicians referred complex patients to him. He was nationally recognized for his particular expertise in microsurgical repair of maxillofacial nerve injuries. He was clearly the 'doctor of last resort' for patients with debilitating facial pain, who relied on him for his technical skill, but also for his never-ending benevolence and empathy. He championed care for those less fortunate and no patient was ever denied his skill and care regardless of circumstances." Most recently, Dr. Foote was among the 206 "Top Dentists" named by *Philadelphia* magazine.

Dr. Foote is survived by his wife, Susan and brother-in-law, Dr. Peter Quinn, professor of oral and maxillofacial surgery; sons, Joe, D'10, Travis and Conor; daughters, Catherine (C'00, D'04, GD'06), Emily, Meredith, and Amanda; his father, Joseph W. Foote, Sr.; and his siblings, Donna, Brian, Sharon, Denise, Colleen, Patti, and Michele along with many nieces and nephews.

Contributions may be made in his memory to a charity of individual choosing. A guestbook can be signed at the Chadwick & McKinney Funeral Home site, [www.chadwickmckinney.com](http://www.chadwickmckinney.com).

### To Report A Death

*Almanac* appreciates being informed of the deaths of current and former faculty and staff members, students, and other members of the University community. Call (215) 898-5274 or e-mail [almanac@upenn.edu](mailto:almanac@upenn.edu).

However, notices of alumni deaths should be directed to the Alumni Records Office at Room 545, Franklin Building, (215) 898-8136 or e-mail [record@ben.dev.upenn.edu](mailto:record@ben.dev.upenn.edu).

## Emeritus Trustee Bruce J. Graham



Bruce Graham

Bruce J. Graham, the pioneering architect who designed America's tallest skyscraper, in Chicago, died on March 6 at the age of 84 at his home in Hobe Sound, Florida, from complications associated with Alzheimer's disease. He was an Emeritus Trustee.

Born in La Cumbre, Colombia, Mr. Graham, Ar'48, was one of this country's most celebrated architects of skyscrapers, including landmarks such as Chicago's John Hancock Building and the Willis (formerly Sears) Tower, which until 1996, stood as the tallest building in the world. Though his designs produced many of Chicago's most iconic landmark structures, he also had a profound influence on that city's urban planning and design. He was dedicated to architecture within the context of urban design and championed public art in the city. His work also can be seen in other cities throughout the world, including London, Barcelona, Seoul, Los Angeles and Atlanta.

Mr. Graham shared his time and his architectural talents with the University. He became a term trustee in 1981, serving on the Academic Policy Committee and the Facilities and Campus Planning Committee. He served for 10 years as chairman of the Board of Overseers of the School of Design, where he and his wife funded the Bruce J. and Jane J. Graham Professorship in Architecture. He was later named chairman emeritus in recognition of his many contributions to the School. He was an advisor on many important building projects at Penn and helped to provide the impetus for the University's most recent campus master-planning framework.

Mr. Graham spent close to 40 years at the architectural firm of Skidmore, Owings and Merrill (SOM), where he was named Partner in Charge of Design in 1960. Retiring from SOM in 1989, he founded the firm of Graham and Graham Architecture and Interior Design.

Mr. Graham's professional and volunteer commitments were extensive. He was an honorary trustee of the Institute of Urbanism and Planning of Peru, a fellow of the American Institute of Architects and a member of the Royal Institute of British Architects and the Royal Architectural Institute of Canada. He served as a trustee of the Art Institute of Chicago, the Temple Hoyne Buell Center for American Architecture at Columbia University, Northwestern University Memorial Hospital, and the Universidad de Los Andes in Colombia. He was past president of the Board of Directors for the Chicago Central Area Committee, a member of the Chicago Council on Foreign Relations, and a trustee of the Urban Land Institute.

He received numerous awards throughout his lifetime including the National American Institute of Architects First Honor Awards for the BMA Building in Kansas City and the Banco Del Occidente in Guatemala and the 25-year Award for the Inland Steel Building in Chicago. He received Distinguished Building Awards from the Chicago Chapter of the AIA for several projects, as well as the Gold Medallion Award for his design for Chicago's International Visitors Center.

He is survived by his children, Lisa, C'84, Mara, C'86 and George, C'82.

## Dr. LaFleur, East Asian Languages and Civilizations



William LaFleur

Dr. William R. LaFleur, professor of Japanese, and East Asian languages and civilizations, passed away from a massive heart attack on February 26. He was 73 years old.

Born in Patterson, New Jersey in 1936, Dr. LaFleur began his higher education at Calvin College in Grand Rapids, Michigan and continued with graduate training at the University of Michigan and the University of Chicago. Dr. LaFleur taught as an authority on Japanese intellectual history at Princeton University, the University of California at Los Angeles, and Sophia University in Tokyo. In 1989 he became the first non-Japanese scholar to receive the Watsuji Tetsurō Culture Prize.

In 1990 he came to the University of Pennsylvania as professor of Japanese and the Joseph B. Glossberg Term Chair Professor of Humanities. Since 1998 Dr. LaFleur served as the E. Dale Saunders Professor in Japanese Studies in the department of East Asian languages and civilizations, and also as a professor in the department of religious studies.

Dr. LaFleur's published books covered topics from medieval literature in *Mirror of the Moon* (1978) and *Awesome Nightfall* (2003), both studies of the priest-poet Saigyō (1118-1180). Other works covered broader issues of religious thought, including *The Karma of Words* (1986) and *Buddhism in Cultural Perspective* (1988). He dealt with complicated issues of abortion in *Liquid Life* (1992). He edited *Zen and Western Thought: Essays by Masao Abe* (1985), recipient of a prize from the American Academy of Religion, and *Dōgen Studies* (1985). He also edited *Dark Medicine: Rationalizing Unethical Medical Research* (2008), a study on Japanese critics of American biotechnology and bioethics.

His department noted that, "As a gifted poet and philosopher, Dr. LaFleur brought humanity and wisdom to the study of everything he encountered, from the taste of tea to the technology of medicine, from hungry ghosts to haiku poets. His students, colleagues, friends and family will miss him immensely."

Dr. LaFleur is survived by his wife, Mariko; his son, David; and daughters, Jeanmarie and Kiyomi.

A memorial service is planned for Saturday, April 3, (changed from April 4) at 11 a.m.-noon at the Radnor Friends Meetinghouse with a reception to follow at The Willows in Villanova.

Please see the links below for both the Meetinghouse and The Willows: [www.quaker.org/radnor/index.html](http://www.quaker.org/radnor/index.html), [www.radnor.com/egov/apps/locations/facilities.egov?path=detail&id=1](http://www.radnor.com/egov/apps/locations/facilities.egov?path=detail&id=1)

In lieu of flowers, donations can be sent to The Meadow Project, Radnor Religious Society of Friends, P.O. Box 8196, Radnor, PA 19087.

Since parking space at the Meetinghouse is limited, the family asks attendees to park at The Willows. It is a four-minute drive from there to the Meetinghouse. The family is looking into shuttle bus service.

*In light of changes to the Family Educational Rights and Privacy Act announced last year by the Department of Education, we have revised Penn's Policy on Confidentiality of Student Records.*

—Vincent Price, Provost

—Craig Carnaroli, EVP

## Policy on Confidentiality of Student Records

### I. Statement of Purpose

The purpose of this policy is to describe the rights and responsibilities of students, faculty and staff regarding the confidentiality of student records, including as specified under the Family Educational Rights and Privacy Act (FERPA).

### II. Scope

#### A. Information

This policy pertains to personally identifiable information<sup>1</sup> contained in education records. The term “education records” generally includes records that are directly related to a student and maintained by the University or a party acting for the University.

#### Exceptions:

1. *Sole possession of the maker.* This policy does not apply to records kept in the sole possession of the maker and used only as a personal memory aid and not accessible to any other individual except a temporary substitute of the maker of the record.

2. *Peer graded papers.* This policy does not apply to grades on peer-graded papers/assignments before they are collected and recorded by a teacher.

3. *Law enforcement records.* This policy does not apply to records created and maintained by a law enforcement unit, including the Penn Police, for law enforcement purposes.

4. *Employment records.* This policy does not apply to records relating exclusively to an individual in his or her capacity as an employee except for records regarding an individual in attendance who is employed as a result of his or her status as a student.

5. *Treatment-related records.* This policy does not apply to records made or maintained by a healthcare professional that are used only in connection with treatment of the student and disclosed only to individuals providing treatment.

6. *Other FERPA exceptions.* This policy does not apply to any records or information specifically excepted from the term “education records” under FERPA and its implementing regulations, as they may be amended.

#### B. Individuals

1. *Individuals in attendance.* This policy applies to students who are or have been in attendance at the University.

2. *Alumni.* In general, this policy does not apply to records that contain only information about an individual after he or she is no longer a student at the University. However, if the record relates back to the student's attendance at the University, it is still an “education record.” A separate policy protecting the privacy of alumni records may be found at [www.upenn.edu/privacy](http://www.upenn.edu/privacy).

3. *Deceased individuals.* Neither FERPA nor this policy applies to records of deceased persons. The person responsible for such records, however, should exercise informed discretion in responding to requests for disclosures and should ensure that the person making the request has a legitimate interest in the information and that the privacy interests of the deceased and third parties are considered.

4. *Applicants.* This policy does not apply to applicants for admission. However, the admission-related records of applicants who become students at the University are subject to the policy.

### III. Notice

Penn will annually inform individuals in attendance of their rights under FERPA, including the right to consent to disclosure of personally identifiable information contained in their education records, the right to opt out of the disclosure of “directory information,” the right to review and seek correction of education records, and the right to file a complaint with the Department of Education concerning the University's alleged failure to comply with FERPA.

<sup>1</sup> The term “personally identifiable information” includes, but is not limited to, the name of the student or family member, the address of the student or family member, identification number, biometric record, indirect identifier (such as date of birth or mother's maiden name) or other information that, alone or in combination, is linked to the student and would allow a reasonable person in the school community, without personal knowledge of relevant circumstances, to identify the student with reasonable certainty.

### IV. Disclosure of Education Records

#### A. Consent Required

As a general rule, personally identifiable information from education records may not be disclosed to other parties without the student's prior written or electronic consent. Such consent shall be signed (on paper or using an appropriate electronic signature method) and dated and specify records or information to be disclosed, the purpose(s) of the disclosure, and the party or class of parties to whom disclosure may be made.

#### B. Consent Not Required

In certain cases (some of which are described below) personally identifiable information from education records may, and in some cases must, be disclosed from the records of a student without that individual's prior written consent. If such disclosure is made, it should be limited to that information necessary for the purpose of the disclosure. Note also that specific requirements and qualifications may apply to these exceptions.

1. To “school officials” with “legitimate educational interests.”

a. “School officials” means employees of the University, including faculty and staff, as well as certain individuals such as vendors or contractors, performing work for the University under proper authorization.

b. A school official has “legitimate educational interests” in personally identifiable information in the records of a student if the information in question is required or would be helpful to the official in the performance of his or her duties.

c. A contractor, consultant, volunteer, or other party to whom the University has outsourced services may be considered a school official provided that the outside party (1) performs a service for which the University would otherwise use its employees (2) is under the direct control of the University with respect to the use and maintenance of education records and (3) is subject to FERPA requirement governing the use and redisclosure of personally identifiable information from education records.

d. The University must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. Custodians of records will establish control procedures to ensure that these limitations are observed. If the custodian does not use physical or technological access controls, the custodian must ensure that its administrative policy for controlling access to education records is effective.

2. To another school where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer and the University has provided notice of the disclosure or annual notice of its policy to make such disclosures.

3. In connection with financial aid for which a student has applied, or which he or she has received, but only for such purposes as determining eligibility for financial aid, the amount of financial aid, and the conditions that will be imposed, or for enforcing the terms or conditions of financial aid.

4. To comply with a judicial order or lawfully issued subpoena provided that the University makes a reasonable effort to notify the student whose records are involved in advance of disclosing the information. Prior notification may be prohibited in certain situations. All subpoenas and court orders should be directed to the Office of General Counsel and disclosure in response to them must be approved by that office.

5. In connection with an emergency, to appropriate persons if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

6. To parents as described in Section IV. (c) below.

7. Regarding directory information as described in Section IV. (d) below.

8. Other circumstances as authorized by FERPA and its implementing regulations, as they may be amended or as otherwise required by law. Questions about legal requirements should be directed to the Office of General Counsel.

#### C. Parental Notification—Consent Not Required

The University's policy regarding disclosure of student information to parents is based both upon legal requirements and the University's philosophy that students should be treated as adults. The University generally will not share personally identifiable information (other than directory in-

formation) from a student's education records with third parties, including parents or guardians, without student consent, except in limited circumstances where such disclosure is permitted under FERPA (described below) and where the University determines in its discretion that disclosure is appropriate.

1. In connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

2. To the parent or legal guardian of a student under the age of 21, information regarding the student's violation of a University policy governing the use or possession of alcohol or drugs.

3. To a person who submits a written affirmation that he or she is the parent or legal guardian of a student and that the student is a dependent within the meaning of Section 152 of the Internal Revenue Code of 1954.

4. In other limited circumstances as allowed under FERPA and its implementing regulations, as they may be amended.

In cases involving a health or safety emergency or a violation of a University policy regarding the use or possession of alcohol or drugs, a decision to notify parents or guardians about information contained in an education record—and the actual communications to the parents or guardians—will be made by the Office of the Vice Provost for University Life or another senior student affairs officer, in each case after consultation with the student's school office and other appropriate offices. Whenever practicable, a student whose parents or guardians are to be notified will be informed before such notification occurs and given an opportunity to initiate contact with his or her parents or guardians.

#### **D. Consent Not Required—Directory Information**

"Directory Information" is generally regarded to be less sensitive than other types of information in a student's education record. The University designates as "directory information," which may be disclosed from records relating to a student without his or her consent if the student has not "opted out" of allowing such disclosure, the following categories of information: a student's name, address (local, home or electronic mail), telephone number, date and place of birth, Penn ID number, major field of study, participation in officially recognized activities (including social and honorary fraternities) and sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, and previous educational institutions attended.

Each year, a notice will be given to students concerning these categories and their right to refuse to permit the University to make any or all of them available (i.e., "opt out"). Failure to respond to the annual notice in certain cases may result in the routine disclosure of one or more of the designated categories of personally identifiable information. The University will continue to exercise informed discretion in responding to requests for directory information.

#### **E. Limitation on Redisclosure**

As required by FERPA, the University will inform a party to whom a disclosure of personally identifiable information from the records of a student is made; that disclosure is made only on the condition that the party will not disclose the information to any other party without the student's prior written consent. Exceptions to this requirement include disclosure of directory information, disclosures to the student, to parents under appropriate circumstances, to victims of certain disciplinary matters, and disclosures pursuant to court orders and valid subpoenas.

#### **F. Verification of Identity and Authority**

Before disclosing personally identifiable information from education records, University employees must take reasonable steps to verify the identity of the requesting party as well as their authority to have access to the information.

#### **V. Maintaining a Record of Disclosures**

As required by FERPA, the University will maintain a record of requests for and/or disclosures of personally identifiable information from a student's education records. The record must include the identities of the requesters and recipients and the legitimate interests they had in the information. This record should be maintained with records for as long as the records themselves are maintained and may be inspected by the student.

These recordkeeping requirements do not apply to requests from or disclosures to: (1) the student; (2) a school official with a legitimate educational interest; (3) a person with written consent from the student; (4) a person seeking directory information; or (5) a federal grand jury or law enforcement agency in connection with an order or subpoena requiring nondisclosure of its existence or contents.

#### **VI. Right to Review Education Records & Seek Correction**

**A.** Individuals who are or have been in attendance at the University are entitled to inspect and review their education records upon a written request. The request to inspect or review records must be honored within 45 days after the University has received the request. The request should be directed to the office that maintains the record and such office may charge a reasonable fee for copies.

**B.** A student does not have a right to inspect or review the following:

1. Financial records and statements of the student's parent(s), except with the written permission of the parent(s).

2. Confidential letters and statements of recommendation related to admission to an educational institution, application for employment, or the receipt of an honor or honorary recognition that were placed in a student's records after January 1, 1975, and as to which the student has executed a written waiver of his or her right to inspect and review; provided that the University uses the letters and statements only for the purpose for which they were originally intended and notifies the student upon request of the names of all individuals providing such letters and statements.

3. Other records as to which the student has executed a written waiver of his or her right to inspect and review. The University may not require a student to waive his or her rights under FERPA or this policy.

4. Those portions of records that contain information on other students.

5. Other exceptions as prescribed by FERPA and its implementing regulations, as they may be amended.

#### **C. Opportunity to Seek Correction**

1. A student who believes that information contained in his or her education records is inaccurate or misleading or violates his or her privacy rights may request that the University amend them, and the University will decide whether to do so within a reasonable period of time.

2. If the University decides that the information is inaccurate or misleading or otherwise in violation of the privacy rights of a student, the University will amend the record and inform the student of the amendment in writing.

3. If the University declines to amend the student's records, it will so inform the student and inform him or her of the right to request a hearing to challenge the information believed to be inaccurate, misleading or in violation of his or her privacy rights. A hearing, however, may not be requested by a student to contest the appropriateness of a grade.

4. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing and will provide the student an opportunity to present evidence, relevant to the request to amend the student's records. The University will provide a written decision within a reasonable period of time after the hearing based on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision. Additionally, information regarding hearing procedures will be provided when the student receives notice of his or her rights.

5. If, after a hearing, the University determines that a student's challenge is without merit it will notify the student of the right to place in his or her records a statement commenting on the challenged information and/or setting forth reasons for disagreeing with the University's decision. The University will maintain such statement with the student's record and disclose the statement whenever it discloses the portion of the record to which the statement relates.

#### **VII. Right to File Complaint**

Students have a right to file a complaint concerning any alleged failure by the University to comply with the requirements of FERPA and its implementing regulations. A complaint may be filed with the federal office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

A complaint may be filed internally via the University's Compliance and Reporting Line by phone at (215) 726-6759 or online at [www.upenn.edu/215pcomply](http://www.upenn.edu/215pcomply).

#### **VIII. Waiver of Rights**

A student may waive any of his or her rights under FERPA and this policy, provided that the waiver is made in writing and signed by the student. The University may not require a student to waive his or her rights under FERPA or this policy.

*Editor's Note: See Penn's Involuntary Leave of Absence Policy on page 8.*

## Jazz Master Classes

The Center for Africana Studies will host a series of free master classes by Artist in Residence Ramsey Lewis on March 17, 18 and 19. Mr. Lewis, a jazz legend who holds three Grammy Awards and seven gold records, will conduct three classes led by Penn music professor Guthrie Ramsey, Jr. The first two classes will be held in room 101 of the Music Building at 5:30 p.m. on March 17 and 18. For the final class on March 19, Mr. Lewis will perform with a contemporary jazz ensemble. This class will be held in the Zellerbach Theatre at 6 p.m. Although all three classes are free and open to the public, the final class will require tickets, available at the Annenberg Center box office. More information about the classes can be found at [www.sas.upenn.edu/africana](http://www.sas.upenn.edu/africana).

## The Value of Working at Penn

It's no surprise that our faculty and staff are proud to be part of the Penn experience. We provide a number of benefits to help enhance your career and your wellbeing—from comprehensive healthcare and financial planning resources to wellness and tuition assistance programs. But do you really know the value of your total compensation from the University?

In order to help you better understand the value of working at Penn, personalized Total Compensation Summaries were mailed in early March to full-time faculty and staff members at your home address. This personalized, confidential statement summarizes the benefits and monetary compensation you received in calendar year 2009, including a breakdown of contributions by you and by Penn.

To further the University's goals of cost containment and sustainability, we're also providing Total Compensation Summaries online. This feature allows us to reduce the amount of paper we generate and distribute. Full-time faculty and staff members will be able to view your personalized summaries online starting the week of March 15. Visit [www.hr.upenn.edu/totalcomp](http://www.hr.upenn.edu/totalcomp) to view your summary, ask questions, or provide feedback.

## Open Enrollment: April 5-16

Open Enrollment, your annual opportunity to make changes to your healthcare elections, is almost here! This year's Open Enrollment period will take place from Monday, April 5 through midnight on Friday, April 16. Details, including information about changes to existing plans, coverage rates for the upcoming plan year and instructions on how to change your elections during the Open Enrollment period, will soon be available on the Human Resources website and published in *Almanac* on March 23.

## Get Fit This Spring with a 5K Walk

Take charge of your health (and welcome spring) by participating in a 5K (3.1 mile) walk.

Join us on Friday, April 9 in front of the Ben Franklin statue on College Green at noon. All faculty and staff are welcome to participate. If you're a member of the Penn Walking Program, you're encouraged to wear your "I'm a Penn Walker" t-shirt and bring your pedometer. You'll also be able to register for the program and receive a t-shirt, welcome packet and pedometer.

The course will run from Locust Walk to 40th Street, through the paths of Woodlands Cemetery, and back to the starting point. Suzanne Smith, health promotion specialist in Penn's Division of Human Resources, will lead the group walk at a moderate pace (about 45 minutes). Walkers of all levels are encouraged to participate. Volunteer walkers will be placed throughout the group to ensure no one is left behind.

For more information or to register, visit the Human Resources online course catalog at [www.hr.upenn.edu/coursecatalog](http://www.hr.upenn.edu/coursecatalog) (select "Health Promotions" from the "Browse By Category" menu) or contact Human Resources at (215) 898-5116 or [suz.smith@upenn.edu](mailto:suz.smith@upenn.edu).

—Division of Human Resources



As we continue to enhance our sustainability practices and work towards reducing our carbon footprint by meeting the goals of the Climate Action Plan, Penn is entering the final three weeks of the national RecycleMania waste reduction and recycling competition.

We now stand in 8th place out of the 11 Ivy Plus schools, with a cumulative recycling rate of 24.60%. We are outperforming our recycling rate from last year and are making progress toward our 30% goal for this year's competition, but we will need everyone's help to get ahead. In the Waste Minimization ranking, Penn is in 3rd place.

—Dan Garofalo

Environmental Sustainability Coordinator

**Standings:** To see the full Ivy Plus, City Six, and Pennsylvania standings, please see the Green Campus Partnership website: [www.upenn.edu/sustainability/recyclemania.html#rstandings](http://www.upenn.edu/sustainability/recyclemania.html#rstandings)

**Upcoming Event:** *Innovation in Recycling Panel Discussion:* March 17, 4:30-6 p.m., G55, Jon M. Huntsman Hall. Celebrate St. Patrick's Day in true green fashion!

## Green Evolution: Managing the Risks, Reaping the Benefits

Recognition of the importance of green issues for business is going mainstream. Organizations are responding to pressure from regulators and customers regarding greenhouse gas emissions by finding ways to make many sustainability efforts pay for themselves through lower energy and water use, and by adopting product lifecycle analyses. At the country level, solid progress continues in reducing greenhouse gas emissions, although no binding agreements emerged from the recent Copenhagen conference. In this special report, a collaboration between the Initiative for Global Environmental Leadership (IGEL) at Penn/Wharton and Knowledge@Wharton, experts look at the many challenges and potential rewards as the evolution towards greater sustainability speeds up. Download the report in PDF format at [http://knowledge.wharton.upenn.edu/papers/download/030310\\_green\\_evolution\\_ss.pdf](http://knowledge.wharton.upenn.edu/papers/download/030310_green_evolution_ss.pdf).

## Free Skin Cancer Screening

On Saturday, May 22, free skin cancer screening will be available, but advance registration is necessary. To increase awareness of the importance of early detection, Penn Dermatology and the Abramson Cancer Center are sponsoring a free skin cancer screening by a dermatologist. The screening will be held on May 22 from 8 a.m. to noon at the Perelman Center for Advanced Medicine, 1st floor, suite 1-330S. Space is limited and registration is required. Please call (215) 662-2737 for more information or to register.

## TREES Summer Program

The Teen Research and Education in Environmental Science (TREES) Summer Program: TREES is a rigorous community outreach education program hosted by the Center for Excellence in Environmental Toxicology which offers seven students from local high schools a unique, hands-on research experience; this includes mentorship, participation in lectures and a mini-course in toxicology, opportunity to develop research projects, field trips and more.

The tuition-free program lasts for five weeks, June 28-July 30, 2010. The deadline to apply is April 1. For more information or to apply: [www.med.upenn.edu/cet/summerprograms.shtml](http://www.med.upenn.edu/cet/summerprograms.shtml).

## One Step Ahead

Security & Privacy  
Made Simple

Another tip in a series provided by the Offices of Information Systems & Computing and Audit, Compliance & Privacy.

## Smart Steps when Accessing Your W-2 Online

The *U@Penn* Portal, reached by clicking the Faculty & Staff link on the main Penn home page, offers easy access to your W-2 tax statements from 2005 to 2009 through "My Tax Info." All University employees should have received a copy of their tax statements via US mail, and accessing your statements online is strictly optional, but if you want to review your statement or need additional copies, they are available for your convenience. Tax statements contain sensitive information, including Social Security numbers and compensation figures. Avoid accessing them from public workstations or shared computers. When you're finished working with your statements, make sure to log out of *U@Penn* and quit your web browser. It is also important to take both of the steps outlined below to completely remove the information from your computer. Your computer may have retained a version of any tax statement you view, even if you did not actively download it.

- First, use your system's drive searching utility (e.g. Windows Explorer on Windows, Spotlight or Find on Mac) to search for files with the ".pdf" extension and containing the statement year (e.g. 2009) in the file name and then delete them.

- Second, please clear your web browser's cache. When using Firefox, choose "Clear Private Data" from the Tools menu. Ensure the "cache" checkbox is selected and click the "Clear Private Data Now" button. For Internet Explorer (IE), choose "Delete Browsing History" from the Tools menu in IE 7 or the Safety menu in IE 8. Click on "Delete Files" from the Temporary Internet Files section. For Safari for Mac, choose "Empty Cache" from the Safari menu, then click "Empty."

For additional tips, see the One Step Ahead link on the Information Security website: [www.upenn.edu/computing/security/](http://www.upenn.edu/computing/security/).

# Update

March AT PENN

RESCHEDULED

**19** *Help for Haiti: Beyond Media Coverage*; 6:30 p.m.; \$10, proceeds go to Haitian relief efforts; Penn Museum (Museum).

## EXHIBIT

**Now** *Clay@Penn 2010: Declarations*; showcase of diverse ceramic works by 13 artists who formed Penn's clay program; reception: *March 30*, 6:30 p.m.; Fox Art Gallery, Claudia Cohen Hall. *Through April 4*.

## CLASSIFIEDS — PERSONAL

### FOR RENT

**Four Bedroom 2.5 Bath Home** Cherry Hill NJ. Excellent Schools. Heated pool with safety cover. Penn Discount Rent \$2000 monthly. Owner pays for yard maintenance. (856) 905-1550.

**OCNJ BEACHBLOCK** (Gardens): Penn Discount \$895-\$1195, 3 bedrooms, 2 baths, sleeps six, all conveniences, Cable, AC, parking, free beachtags. Call Steve (610) 565-1312

Almanac is not responsible for contents of classified ad material.

## CLASSIFIED — UNIVERSITY

### RESEARCH

**Have you had a terrifying experience?** Are you still haunted by the memory even though you try to forget it? Are you also smoking cigarettes but want to quit? You may be eligible for a research study with 12 weeks of counseling and medication. Financial compensation up to \$485 is provided for eligible persons. Call Shelley at the Center for the Treatment and Study of Anxiety at the University of Pennsylvania: (215) 746-3327.

For information call (215) 898-5274 or visit [www.upenn.edu/almanac/faqs.html#ad](http://www.upenn.edu/almanac/faqs.html#ad).

## FILMS

**18** *Sepe*; 7:30 p.m.; rm. G50, Jon M. Huntsman Hall (Malaysians at Penn).

**19** *The Maid*; fundraiser for Chile includes Chilean buffet, 7 p.m.; screening at 8 p.m.; Hall of Flags, Houston Hall; suggested donation: \$10, \$5/ students (SEAS).

## READING/SIGNING

**22** *Play Reading: Corner Wars*; day in the life of a group of young drug dealers in North Philadelphia; 6 p.m.; Penn Museum (Museum).

## TALKS

**17** *A Conversation on Urban Poverty in Philadelphia and the United States*; roundtable discussion; 6 p.m.; Penn Museum (Museum).

**22** *Her Work in Product Design and Architecture*; Zaha Hadid, architect and Pritzker Laureate; 6 p.m., B1, Meyerson Hall (PennDesign).

**24** *The Evolution of a Campus: Urban Renewal at Penn 1950-2000*; John Puckett, GSE; 5:30 p.m.; Golkin Room, Houston Hall (GSE).

**25** *Mirages of Equality: Progress of Women in Science at MIT, 1971-2009*; Nancy Hopkins, MIT; 3:30 p.m.; Ann L. Roy Auditorium, Claire Fagin Hall, School of Nursing (Trustees' Council of Penn Women; Penn Forum for Women Faculty).

## Update AT PENN Deadline

Submissions for the Update are due every Monday for the following Tuesday's issue. The deadline for the April AT PENN calendar is *today, March 16*. For information see [www.upenn.edu/almanac/calendar/caldead-real.html](http://www.upenn.edu/almanac/calendar/caldead-real.html).

Events are subject to change. Information can be found on the sponsoring department's website. Sponsors are listed in parentheses. For locations, call (215) 898-5000 or see [www.facilities.upenn.edu](http://www.facilities.upenn.edu).

Additional events are in the March AT PENN calendar online, [www.upenn.edu/almanac](http://www.upenn.edu/almanac).

## 2010 Levin Family Dean's Forum

*A Celebration of Intellectual Excellence*

Dr. Martha Nussbaum, Ernst Freund Distinguished Service Professor of Law and Ethics at the University of Chicago will speak on the "The Politics of Disgust" on Thursday, March 18, at 4:30 p.m. in the Zellerbach Theatre, Annenberg Center for the Performing Arts. This program is free and open to the public.

Dr. Nussbaum is considered one of the world's foremost philosophers, applying her influential voice to such areas as cognition and emotions, feminism, democracy, religion and education. She is the author of several award-winning publications, including *Cultivating Humanity: A Classical Defense of Reform in Liberal Education*, *Sex and Social Justice* and *Hiding from Humanity: Disgust, Shame, and the Law*. Her most recent book, *From Disgust to Humanity: Sexual Orientation and Constitutional Law*, investigates how the notion of disgust has driven both civil legislation and public opinion supporting discrimination against gay and lesbian citizens.

Dr. Nussbaum has served as a member of the American Philosophical Association's National Board and, from 1999 to 2000, was one of its three presidents. Currently, she chairs the Association's new Committee for Public Philosophy. Among her many honors are the A.S.K Award from the German Social Science Research Council for her contributions to "social system reform" and the American Philosophical Society's Henry M. Phillips Prize in Jurisprudence.

The Levin Family Dean's Forum is a celebration of the arts and sciences. Initiated in 1984, the Forum presents leading intellectual figures who exemplify the richness of the liberal arts. It also recognizes outstanding undergraduate and graduate students for their academic achievement and intellectual promise. The Levin Family Dean's Forum is made possible by a generous gift from Stephen A. Levin, C'67, in honor of his son Eric T. Levin, C'92.

## The University of Pennsylvania Police Department Community Crime Report

**About the Crime Report:** Below are all Crimes Against Persons and Crimes Against Society from the campus report for **March 1-7, 2010**. Also reported were 9 crimes against property (all thefts). Full reports are available at: [www.upenn.edu/almanac/volumes/v56/n25/creport.html](http://www.upenn.edu/almanac/volumes/v56/n25/creport.html). Prior weeks' reports are also online. —Ed.

This summary is prepared by the Division of Public Safety and includes all criminal incidents reported and made known to the University Police Department between the dates of **March 1-7, 2010**. The University Police actively patrol from Market Street to Baltimore Avenue and from the Schuylkill River to 43rd Street in conjunction with the Philadelphia Police. In this effort to provide you with a thorough and accurate report on public safety concerns, we hope that your increased awareness will lessen the opportunity for crime. For any concerns or suggestions regarding this report, please call the Division of Public Safety at (215) 898-4482.

03/03/10	1:43 AM	200 S 38th St	Intoxicated driver arrested
03/03/10	8:00 AM	4000 Locust St	Male wanted on warrant/Arrest
03/03/10	3:34 PM	3611 Locust Walk	Male observed trespassing/Arrest
03/03/10	6:45 PM	4000 Spruce St	Male assaulted police/Arrest
03/03/10	9:01 PM	200 S 40th St	Male observed violating city ordinance/Arrest
03/04/10	12:56 AM	3700 Ludlow St	Male driving under the influence/Arrest
03/04/10	1:48 AM	100 N 40th St	Male acting disorderly/Arrest
03/04/10	6:19 PM	3800 Sansom St	Male assaulted officer/Arrest
03/05/10	1:20 AM	3600 Chestnut St	Intoxicated driver arrested
03/05/10	10:17 AM	4100 Chestnut St	Complainant robbed by unknown male
03/06/10	1:40 AM	3600 Chestnut St	Intoxicated driver arrested
03/07/10	3:03 PM	4040 Locust St	Dispute between known parties

## 18th District Report

9 incidents with 2 arrests (including 7 robberies and 2 aggravated assaults) were reported between **March 1-7, 2010** by the 18th District covering the Schuylkill River to 49th Street & Market Street to Woodland Avenue.

03/01/10	3:00 AM	4800 Pine St	Robbery
03/01/10	3:30 AM	5016 Walnut St	Aggravated Assault/Arrest
03/04/10	6:15 PM	4100 Chestnut St	Robbery
03/05/10	12:56 AM	9 S 44th St	Aggravated Assault
03/05/10	5:33 PM	4400 Market St	Robbery
03/05/10	9:30 PM	4600 Market St	Robbery
03/05/10	10:00 PM	4500 Osage Ave	Robbery/Arrest
03/05/10	11:05 PM	4600 Ludlow St	Robbery
03/07/10	10:22 PM	1 Farragut St	Robbery

**Note:** Crime reports for February 22-28, 2010 are on *Almanac's* website at [www.upenn.edu/almanac/ crimes-index.html](http://www.upenn.edu/almanac/ crimes-index.html)

*Almanac*

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The University of Pennsylvania's journal of record, opinion and news is published Tuesdays during the academic year, and as needed during summer and holiday breaks. Its electronic editions on the Internet (accessible through the PennWeb) include HTML and Acrobat versions of the print edition, and interim information may be posted in electronic-only form. Guidelines for readers and contributors are available on request and online.

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

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*As a result of extensive consultations with the deans, graduate deans, and undergraduate deans, we have revised Penn's Involuntary Leave of Absence Policy, with the aim of clarifying the withdrawal process and the roles played by different administrative offices when a student is placed on involuntary leave.*

*— Vincent Price, Provost*

## Involuntary Leave of Absence Policy

### I. Introduction

The University of Pennsylvania provides a wide range of services to support and address the mental and physical health needs of students. Our first concern is for the health and welfare of each individual in our community. Our goal is to enable all of our students to participate fully as members of Penn's academic community. However, students whose psychiatric, psychological, or other medical condition causes them to pose a threat to themselves or others, or causes them to significantly disrupt the educational and other activities of the University community, may be required to take a leave of absence from the University. Under these circumstances, students will be given the opportunity to take a voluntary leave through the process in place in their school. Should a student decline to take a voluntary leave, the University may determine that the student's health and welfare, and/or the needs of the community, require a period of involuntary leave of absence. The following policy establishes the protocol under which an involuntary leave of absence may occur and the process for return from leave.

### II. Guidelines

The University may place a student on an involuntary leave of absence or require conditions for continued attendance under the following circumstances when the student exhibits behavior resulting from a psychological, psychiatric, or other medical condition that:

- threatens, harms, or has the potential to harm the health or safety of the student or others;
- causes or threatens to cause significant property damage; or
- significantly disrupts the educational and other activities of the University community.

The process for withdrawal and return from leave is set forth below.

### III. Withdrawal Process

When a student exhibits any of the behaviors described above, the matter should be brought to the attention of the Office of the Vice Provost for University Life who will be responsible for informing the Vice Provost for Education (or such person who holds those responsibilities at the time) that an involuntary leave may be warranted. The Office of the Vice Provost for University Life will manage the process, convene case conferences, and work with University and School offices to coordinate the delivery of services. In most cases, the student will be required to undergo an immediate assessment of his or her psychological, psychiatric or other medical condition. This assessment will be performed by Counseling and Psychological Services (CAPS), the Student Health Service (SHS), or other appropriate professionals.

The student will be notified that the Provost's Office is seeking to determine whether he or she should be required to take a leave of absence. When reasonably possible, the student will be given the opportunity to confer with the Vice Provost for Education or his/her designee to provide additional information for consideration.

In consultation with the School Dean and the Office of the Vice Provost for University Life, the Vice Provost for Education will review the available information and make a decision that may include the following:

- that the student remain enrolled with no conditions;
- that the student remain enrolled subject to conditions (including a description of those conditions); or
- that the student be placed on an involuntary leave of absence.

If the University's decision is to allow the student to remain enrolled subject to conditions, then the student's failure to comply with the conditions may, after appropriate consideration, result in the imposition of an involuntary leave.

If the University's decision is to require an involuntary leave of absence, the decision will also indicate the length of the leave and, in consultation with the student's school, describe the conditions (if any) under which the student may seek to return from leave.

The student shall be informed in writing by the Vice Provost for Education of the leave decision and the basis for the decision, the effective date of the leave, and conditions for return (if applicable). If a student is permitted

to remain enrolled subject to conditions, the student shall be informed in writing of the effective date and the duration of the modified attendance.

### IV. Appeal

A student subject to this policy may appeal any decision of the Vice Provost for Education to the Provost. A student who wishes to appeal must submit a written letter of appeal to the Provost within three (3) days of receipt of the Vice Provost for Education's decision. The letter of appeal must state why the student believes that the Vice Provost's decision was unwarranted under the circumstances. After reviewing the appeal letter the Provost may meet with the student, as the Provost determines appropriate. In addition, the Provost may review relevant documents and confer with University officials before reaching a decision on the appeal. The Provost will render a decision upholding, rejecting, or modifying the determination of the Vice Provost for Education.

In addition to the appeal process described above, a student subject to this policy may also seek a resolution of concerns through the grievance procedures described in the *Penn Book*.

### V. Temporary Removal

If the Vice Provost for Education has reason to believe, based on the information available, and in consultation with professionals with appropriate expertise, that the student's continued presence on campus poses an imminent threat of significant harm to him or herself or to others in the community, the Vice Provost for Education may take immediate action to remove the student from campus pending receipt and review of relevant information and a determination. At the Vice Provost for Education's discretion, this temporary removal may remain in place pending completion of any appeal process.

### VI. Process for Return from Leave

A student seeking a return from leave must apply in writing to the Office of the Vice Provost for University Life. Such a request must be submitted no less than 30 days before the beginning of the semester in which the student seeks to reenroll. The student must demonstrate that he/she has met any conditions for return specified by the University.

The University may require any documentation or evaluation it deems appropriate. (Reports from health professionals should be directed to the director of CAPS or Student Health Services.) In addition, the University may require a release from the student to enable CAPS or SHS to discuss the student's condition with his/her treating health professional.

In consultation with the School Dean and the Office of the Vice Provost for University Life, the Vice Provost for Education will review the request and other relevant information, including the student's compliance with specified conditions for return from leave and the assessments of CAPS or Student Health Services and other health professionals, and make a determination of whether it is appropriate for the student to return.

If the Vice Provost for Education denies the request to return from leave, the student may challenge that decision by submitting a written appeal to the Provost within five days of receipt of the Vice Provost's decision.

### VII. Confidentiality

All records concerning involuntary leaves of absence will be kept in accordance with the University confidentiality policy and other applicable policies. The student's transcript will indicate only the notation of "leave of absence."

*Note:* A student on leave may not participate or hold a leadership position in a registered University organization.

### VIII. Administration of the Process

Administrative duties with respect to convening this leave process and maintaining its records will be the responsibility of the Office of the Vice Provost for University Life.

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*Editor's Note:*  
See Penn's Policy on Confidentiality of Student Records on pages 4-5.