



Penn Vet

ANIMAL WELFARE & BEHAVIOR PROGRAM

Policies & Resources

AWB Program-Specific Policies

CERTIFICATE/DEGREE COMPLETION REQUIREMENTS

To earn either a Graduate Certificate or Master of Science in Animal Welfare and Behavior, (AWB) you must:

1. Complete all coursework as outlined in the program curriculum
 - 4 CUs/24 CR for the [Graduate Certificate](#) program or
 - 8 CUs/48 CR for the [Master of Science program](#)
2. Remain in good academic standing

REGISTRATION:

Students may register for courses via [PennInTouch](#) or by emailing chipo@upenn.edu.

TRANSFER CREDIT

The Animal Welfare and Behavior program does not accept any transfer credits at this time.

Transfer of Credits from the Graduate Certificate in the Master of Science program:

Students can seek admission to the Master of Science program during the Certificate program but must do so through the normal admissions process for the Master of Science program. All credits earned in the Animal Welfare and Behavior Graduate Certificate program count toward the Master of Science program and should be completed prior to initiation of the Master of Science program.

Students must successfully complete all requirements of the Graduate Certificate program prior to matriculating into the Master of Science program.

COURSE GRADING

Faculty assign a letter grade to each student for each course, measuring performance against learning objectives. Students must maintain a GPA of at least 3.0 to remain in good standing. If you are concerned about your performance in a course, please reach out to your instructor right away. Any programmatic questions can be directed chipo@upenn.edu. Students are required to pass each course to receive credit for it and to satisfy graduation requirements. Should you need to retake a course, you will be billed for the new registration.

INCOMPLETES

The final deadline for all work in a course is the last day of class. However, you may arrange an extension of up to 1 week from your instructor. For any additional time beyond the week, you must request an “incomplete” grade. At the discretion of your instructor, incompletes may be granted for a period of up to four weeks and are to be used in cases where a significant amount of coursework is incomplete, and are not a tool for bumping up a grade. Failure to submit

required coursework will result in failure of the course. If you do not request an incomplete, your grade for the course will reflect all work that has been submitted before the final deadline.

An Incomplete indicates a commitment by the student to complete the course within a specified timeline; An Incomplete is noted by a temporary grade of “I” on the student transcript. When the work is completed, your instructor will update the Incomplete to a letter grade. AWB Students may carry no more than two incompletes on their transcripts at a time and must work to finalize all coursework prior to registering for additional classes. Furthermore, incompletes cannot be counted toward graduation.

Exceptions to the program’s time limit on Incompletes are granted to students only with approval by the Associate Dean of One Health. Extensions are normally approved only when the student is experiencing a personal or family medical emergency or an ongoing debilitating condition, when the student is called for military duty, or when the faculty member does not submit the change of grade in a timely way. While other circumstances will be considered on a case-by-case basis, students should be aware that exceptions are not normally granted when the student reports that family or job responsibilities prevent him/her from meeting academic obligations. When extensions are granted, a new time limit is established by the Associate Dean of One Health, in consultation with the faculty member.

WITHDRAWALS

WITHDRAWAL FROM COURSES:

Most Animal Welfare and Behavior courses are seven weeks long each and do not follow typical semester start and end dates. Thus, typical University add/drop period dates do not apply (please refer to the [program calendar](#) for drop deadlines). Instead, students must drop before the end of Week 2 of the course in order to be granted a full refund. Following the two-week period a “Withdrawal” may be granted, however a “W” will appear on the transcript and no tuition refund will be issued.

DROP DEADLINE (MONDAY OF WEEK #)	REFUND %
Weeks 1–2	100%
Weeks 3–7	0%

Three week courses must be dropped by the end of the first week of class in order to qualify for a full tuition refund, otherwise, no refund will be issued.

WITHDRAWAL FROM THE PROGRAM

Withdrawal from the University may be granted by first contacting chipo@upenn.edu. Reinstatement is dependent upon departmental approval.

TIME TO PROGRAM COMPLETION

While most individuals will complete the AWB Graduate Certificate program within one year, students may choose to extend their studies. In this case, all Certificate requirements must be met within a maximum of two years. Similarly, all Master of Science degree requirements must be satisfied within a five-year period.

CONTINUOUS ENROLLMENT

All AWB students must be registered during each fall and spring term until all degree/certificate requirements have been met unless a leave of absence has been granted. To request a leave of absence, please email chipo@upenn.edu.

OFFICE HOURS AND STUDENT SUPPORT

Students receive support from Penn staff and faculty, primarily via Zoom, email or course discussion boards. Faculty office hours and information about teaching assistant availability is posted within each course.

ACADEMIC GRIEVANCES

Students who have a concern about a matter related to the Animal Welfare and Behavior program, whether it is about a course, instructor, or student, are encouraged to contact the Program Coordinator and Associate Dean of One Health.

ALUMNI RELATIONS

Students in the Animal Welfare and Behavior programs are considered to be University of Pennsylvania students and upon graduation, are considered alumni of the University of Pennsylvania. Students have access to various resources as a Penn alum. However, the following items listed below are available upon matriculation

- **[LinkedIn](#)**: Join Penn Vet alumni group to help build your professional network and leverage your Animal Welfare and Behavior Degree/Certificate.
- **[MyPenn](#)**: Update your contact information on Penn's Alumni Directory, MyPenn. By keeping your profile up to date will allow you to find and be found by members of the University of Pennsylvania's global alumni community. This is a fantastic opportunity for networking.
- **[Penn Global Club Network](#)**: Connect with Penn alums in over 120 clubs around the world.

University Policies and Codes of Conduct

The [Pennbook](#) contains policies that apply to all students at the University of Pennsylvania. You can refer to this resource throughout your time as a Penn student for important information on topics such as academic integrity, sexual harassment policy, and more.

- [Code of Academic Integrity](#)
- [Code of Student Conduct](#)

In addition to the resources listed above, please familiarize yourself with the following policies as they relate to your time as a student in the Animal Welfare and Behavior program.

- [Acceptable Use of Electronic Resources](#)
- [Privacy in the Electronic Environment](#)
- [Sexual Violence, Relationship Violence, and Stalking Policy](#)
- [Sexual Harassment Policy](#)
- [Nondiscrimination Policy](#)

Accreditation

You may find information about the University of Pennsylvania's accreditation on the Provost's website as follows: <https://provost.upenn.edu/accreditation>.



<https://bit.ly/PVAWBProgram>
onhealth@vet.upenn.edu