

## Undergraduate Advising: Frequently Asked Questions

Welcome to the Legal Studies and Business Ethics Department. The department's Undergraduate Advisor ([lgstundergradadvisor@wharton.upenn.edu](mailto:lgstundergradadvisor@wharton.upenn.edu)) is available to answer your questions, either by email or by appointment, but the following information may help you resolve a number of your preliminary questions.

### Transferring credits

#### *1. Should I be approaching Legal Studies and Business Ethics Department in the first place?*

This is not really a frequently asked question, but it should be, because it may save you some time and aggravation.

First, the credit at issue may not be ones that can be transferred at all – and if that's the case, approaching the Legal Studies and Business Ethics Department is a waste of time. The most commonly encountered rule is that no post-matriculation credit will be awarded for anything other than regular college classroom instruction at a four-year, degree-granting institution – so if you took courses after starting at Penn from a community college, junior college, or on-line school, those are not eligible for credit, even if they look like the kinds of classes that the Legal Studies and Business Ethics Department offers. There are a few other rules of this kind (for example, if you are a Wharton student, you cannot receive credit for Wharton Evening School courses), and you will usually learn about them earlier in the advising process – but it never hurts to check yourself.

Second, you should evaluate whether the Legal Studies and Business Ethics Department is the appropriate one to approach. A number of other departments at Penn, such as Political Science and History, offer courses related to law, and if the course for which you seek credit more closely resembles another department's offering, you will be redirected to one of those departments for their more expert opinion. Sometimes responsibility changes over time. For example, criminology courses were once taught within the Legal Studies Department and then within Sociology, but now they are administered via the Jerry Lee Center for Criminology – which should be approached with any questions regarding transfers.

This may seem confusing, and sometimes a student is bounced from one department to the next. But you can usually anticipate any problems by identifying the course at Penn that most closely matches the one that you've taken – for example, by reviewing information available from the Registrar (<http://www.upenn.edu/registrar/register/index.html>) and approaching the corresponding department.

Summary. You should approach the Legal Studies and Business Ethics Department for the approval of transfer credit if:

- (a) the course is generally of a type eligible to receive credit at Penn; and
- (b) the course either (i) closely resembles a course offered by the Legal Studies and Business Ethics Department or (ii) does not resemble any course offered outside the Legal Studies and Business Ethics Department, and is essentially legal in character.

2. *I think that the Legal Studies and Business Ethics Department is the right department to review my course – but what do I need to do?*

In most cases the approval process is straightforward and does not require scheduling an appointment. Please follow these steps:

- a. Prepare a folder containing (i) a completed form ([http://undergrad.wharton.upenn.edu/forms/course\\_eval.pdf](http://undergrad.wharton.upenn.edu/forms/course_eval.pdf)); (ii) a syllabus; (iii) any other supporting course material (e.g., written work) that you have; (iv) a note explaining what your grade was, the Legal Studies and Business Ethics course you think it might correspond with (if any), and whether you are looking in particular for credit as a LGST course or instead are more interested in a “free” credit counting toward your graduation.
- b. Deliver that folder to the Legal Studies and Business Ethics Department, during the business day, to be placed in the Undergraduate Advisor’s mailbox
- c. Send the Undergraduate Advisor an email explaining that you have done so.

You may not receive an immediate acknowledgement of your submission, but you will receive an email when the review has been completed and the material is ready to be picked up, or if there are any questions. If there are wrinkles, obviously, an appointment may be necessary, but this is by far the most efficient method for dealing with routine cases.

### Study Abroad

1. *How does studying abroad work?*

The Legal Studies and Business Ethics Department isn’t the best place to ask. General information on these questions on studying abroad is provided on the Office of International Programs site (<http://www.upenn.edu/oip/sa/faq.html#credit>). Additional information for Wharton students is available on the Undergraduate Division’s site (<http://undergrad.wharton.upenn.edu/studyabroad/procedure.cfm>), which also addresses FAQs ([http://undergrad.wharton.upenn.edu/studyabroad/more\\_info.cfm](http://undergrad.wharton.upenn.edu/studyabroad/more_info.cfm)).

2. *I am studying abroad next year, and would like to have advance approval for a legal studies or business ethics course offered at that institution. What do I do?*

This is a little complicated.

a. First, if you are a Wharton student, recall that credit for business courses, including Legal Studies and Business Ethics courses, will only be given if the course has been taken at a Wharton-approved study abroad sites ([http://undergrad.wharton.upenn.edu/studyabroad/locations\\_programs.cfm](http://undergrad.wharton.upenn.edu/studyabroad/locations_programs.cfm)). Please see the Undergraduate Division’s site for further information.

b. As a general matter, you follow the same procedure as indicated above for obtaining transfer credits – providing a folder of information with as much information as you are able to the Undergraduate Advisor. Obviously, you cannot provide your grade or coursework in advance, but most of the other information should be available. If you have problems obtaining a syllabus or other course information yourself, please consult with your advisor in the Office of International Programs, who may be able to assist you.

c. The Office of International Programs advises students to always seek advance approval before heading abroad, and that is good advice. Sometimes, however, the limited information available about a course's contents or requirements will make that impossible, and you will be forced to decide whether you wish to take a course that may not be approved by the Legal Studies and Business Ethics Department (or any other department) upon your return. That decision is ultimately up to you; you should know, however, that many students do in fact obtain approval only after the fact, when they are in a position to provide the necessary information.

3. *Does a study abroad course approved for credit count toward fulfilling my Wharton requirements?*

Business courses taken abroad cannot count towards a concentration. Business courses taken at one of the Wharton-approved study abroad sites can count towards the business breadth or free-standing global requirements, or as an unrestricted elective (not being used for a second concentration).

### Satisfying the Wharton Curriculum

1. *I see that LGST 101 and LGST 210 are two of three courses available to fill the "Social Environment" requirement within the Societal and Organizational Environment category – and that I have to take two of the three courses listed. Can I substitute a non-listed course for either LGST 101 or LGST 210?*

No. As a matter of department policy, requests to substitute for either course will not be entertained.