PRINCETON UNIVERSITY PREPARATORY PROGRAM
MISSION AND STATEMENT OF COMMITMENTS

The Princeton University Preparatory Program (PUPP) is a rigorous, academic and cultural enrichment program that supports high-achieving, low-income high school students from local districts. Our multi-year, tuition-free program prepares participants for admission to and ongoing success within selective colleges and universities. Through our work, we develop and nurture:

- Passion for learning and a commitment to academic pursuits
- Individual perspectives through critical and creative thinking, readings, discussions, personal interactions, extra-curricular and life experiences
- A breadth and depth of academic performances in writing, literature, social and natural sciences, mathematics and cultural arts
- Leadership skills, self-esteem, intellectual courage, self-reliance, personal responsibility, wellness, and constructive relationships
- Personal responsibility for the PUPP community both within the program and among its constituents and partners
- Cross-cultural competence and understanding.

In the pursuit of this Mission, we are committed to providing an environment and program that will:

- Enhance the talents, strengths and interests that each scholar brings to the program
- Establish and maintain rigorous academic, personal, and social principles
- Forge mutually supportive partnerships among staff, scholars and their families
- Engage scholars in a broad range of academic and cultural experiences
- Collaborate with partner schools, community agencies, university personnel, and college access networks
- Provide scholars and their families with the information, resources, and guidance they need to be successful in their highest attainable and most compatible choices for post-secondary education and beyond.
PRINCETON UNIVERSITY PREPARATORY PROGRAM
OVERVIEW AND EXPECTATIONS

Founded in the 2001, the Princeton University Preparatory Program (PUPP) is a rigorous academic and cultural enrichment program that supports high achieving, economically disadvantaged high school students from local districts. Each year, 20-24 students are selected during the spring of their freshmen year of high school to participate in our multi-year college preparation program. Acceptance into the program is contingent upon a student’s academic record, state exam scores, a writing sample, small group interview and household income. PUPP Scholars participate in PUPP activities throughout the remainder of their high school career, and continue their affiliation with PUPP throughout their collegiate journey. Scholars participate in three, intensive six-and-a-half week summer institutes at Princeton University and take part in our school-year programming, including cultural excursions and weekly academic enrichment sessions held after school throughout the academic year. Our goal is to prepare our scholars to be viable candidates for success in selective colleges and universities.

Courses during the PUPP Summer Institute feature a combination of traditional and project-based studies in writing, literature, mathematics, social, biological and physical science, as well as focused work in art and art appreciation, and college preparation including test preparation, application assistance, and the development of leadership and communication skills. The key to the Summer Institute is experiential learning that allows for inquiry, introspection, and interrogation of real-world problems and exploration of course content typical in college preparatory programs.

In the safety of the university setting, PUPP scholars are encouraged to develop their academic strengths, as well as their passion for knowledge and the habits of mind that will allow them to become successful college students and leaders in their community. We encourage participants to take the long view—to think critically and deeply about problems and issues. Each year brings a change in thematic focus, allowing scholars to critically examine a broad range of academic, cultural and personal issues.
PUPP Priority Skills

To support the mission and goals of PUPP, we have identified a set of common skills that all PUPP scholars should be able to exhibit upon completion of the program. We believe that these skills are essential for fostering scholarly and personal success. We expect PUPP scholars to be given ample opportunities to develop, utilize, and apply these skills across the PUPP curriculum.

Knowledge Acquisition

• Cultivate effective study habits that support academic success, including effective note taking and outlining strategies, effective reading and writing strategies; organizational skills and the ability to manage materials and information from a variety of sources
• Cultivate visual literacy through exposure to a range of media and visual arts
• Build vocabulary, especially context-specific vocabulary
• Think about how you think and how you learn

Critical Thinking

• Construct sound and compelling arguments and positions that are supported by evidence
• Thoughtfully integrate new ideas into working knowledge of the outside world
• Apply knowledge and personal learning styles to problem solving and decision making
• Engage in meaningful research across a broad range of academic areas
• Develop numeracy (numerical literacy) skills across academic and personal realms.
• Understand the cross-course connection & application of skills, content, vocabulary, etc.

Communication

• Share knowledge and ideas through effective communication and presentation skills with clarity, structure, confidence, sophistication and creativity
• Listening skills – critical listening/distillation
• Code-switching; an ability to know the appropriate communication styles (written and verbal) and behavior in different social, academic and professional contexts
Attitudes/Behaviors - Internal

- Work independently with self-discipline, pride and high personal standards
- Work cooperatively with and show responsibility for one’s self and the overall PUPP community
- Learn and apply effective time and task-management skills
- Develop self-evaluative instinct and ability to critique own work and behavior
- Develop increased resiliency/grit/perseverance/tenacity to support long-term work with patience.
- Exhibit an intellectual curiosity and a habit of open-mindedness. Be able to answer, “Why is it important for me to know?”

Attitudes/Behaviors - External

- Develop skills for effective leadership that includes an ethic of social responsibility, flexibility, and a cooperative spirit.
- A willingness to take risk and explore new ideas inside and outside of the classroom

NOTES ON THE HANDBOOK

The Princeton University Preparatory Program seeks to prepare outstanding students for acceptance and success in highly selective colleges. PUPP believes that every student selected to participate possesses exceptional character. We expect PUPP scholars to display positive conduct and operate with academic integrity at all times. We demand that scholars do not cheat or copy each other’s work. We expect scholar’s to work diligently to complete all assignments and projects at an exemplary level and participate fully in each class. While PUPP does not anticipate any problems regarding behavior, academic engagement or attendance, the administration is obligated to establish expressed guidelines and polices to ensure the integrity of PUPP.
SUMMER INSTITUTE GUIDELINES

ACADEMICS

CURRICULUM DESIGN
The PUPP curriculum is composed of academic and cultural components and includes courses in art (studio and appreciation), literature, writing, math, science, social science and college preparation (personal development, test preparation, college admissions). In addition, the curriculum is enhanced by excursions to local and regional institutions. The Program's faculty and staff members design their respective courses with an interdisciplinary emphasis. Course syllabi can be made available upon request.

COMPLETION OF COURSE ASSIGNMENTS
We expect scholars to complete all homework assignments within the timeframe of the lesson or unit in which it was assigned. We expect the work to be original – not copied from sources or other students. Failure to complete assignments is detrimental to the summer learning experience and detracts from the continuity of courses. Incomplete work may result in exclusion from program activities and withholding of or deductions from the summer stipend.

Assessment
PUPP faculty closely monitor and assess progress throughout the summer via homework, written assignments, class participation, individual and group projects and presentations. Major assignments across all academic courses will be assessed using a rubric that will provide scholars with feedback on their strengths and give them information on areas for improvement.

Scholars and faculty will work together in individual classes to compile portfolios of work for review by faculty and parents and to be used as evidence for letters of recommendation and program evaluation. At the halfway point of each summer institute, faculty will complete an interim assessment for each scholar. At the same time, scholars will complete their own self-assessment. These assessments will be made available to scholars and parents for discussion and to keep families aware of each participant’s progress in the program.
At the end of the summer, faculty members prepare narrative assessments of each scholar’s performance during the institute. These assessments are made available to families and are kept on file in the PUPP office. These evaluations will help form the basis for letters of recommendation written by program administrators for use in college and scholarship applications. There are no grades assigned during the PUPP summer institute, though rubrics are used to assess whether submitted work meets expectations, exceeds expectations or is in need of improvement.

**TEXTBOOKS**

PUPP provides textbooks, supplies and course materials for each scholar. Scholars are responsible for bringing textbooks and course materials to class daily.

**ATTENDANCE**

**EXPECTATIONS FOR SCHOLAR ATTENDANCE**

Daily attendance at the PUPP summer institute is absolutely mandatory. Regular daily attendance has a direct relationship to academic achievement and on the efficacy of the program as a whole.

**ABSENCES (IN CASE OF EMERGENCY ONLY)**

Parents/guardians are required to call the office (609-258-3337) as early as possible to notify the program of an absence.

Parents may leave a message on our voice mail before institute hours (8:30 AM).

Excused absences include illness/hospitalization (must be certified with a doctor’s note), quarantine, and death in the immediate family. All other absences are considered “unexcused”. Upon returning to class after an absence, scholars must bring a note and turn it in to the PUPP Counselor at the Program in Teacher Preparation Office at 41 William Street.

**CUTTING**

Lack of authorization to miss a class shall be considered cutting class and will be treated as an unexcused absence with appropriate disciplinary action.
Completing Missed Work
Scholars must complete all missed work due to absences. If it appears that you will be absent for two or more days consecutively, parents/guardians should call the Program in Teacher Preparation office (609-258-3337) and speak with the PUPP administration to arrange for any take-home assignments.

Expectations for Scholar Conduct
The Princeton University Preparatory Program strives to maintain an environment that is conducive to learning. We expect that all scholars will participate in a positive manner, behave appropriately in class, on campus, and on excursions and demonstrate outstanding citizenship in the program and throughout their high school years.

However, in the event that a scholar commits an offense or violates any program rule, corrective disciplinary action will be taken by the faculty and/or administration. This may include faculty/administrative/parental conferences, restrictions from activities, withholding of or deductions to the summer stipend, expulsion, notification of civil authorities, or legal action.

In keeping with this policy, parents/guardians are expected to guide and direct their child toward standards of good conduct in PUPP and to cooperate with the staff in the administration of preventative and corrective disciplinary measures.

Appropriate scholar behavior includes:
- Taking an active role in learning
- Practicing appropriate and exemplary behavior at all times, including sitting up straight, taking notes where appropriate, participating in class discussions and being courteous to classmates
- Meeting class requirements and completing all assignments in a timely matter
- Using time and materials wisely
- Demonstrating respect and compassion for fellow scholars, teaching assistants, faculty and the Princeton University community
Unacceptable scholar behavior includes but is not limited to the following:

- Open and willful defiance or non-compliance with faculty or Teaching Assistant instructions
- Conduct that is physically dangerous to other people
- Assault, battery, and/or verbal threats aimed towards PUPP scholars, faculty, administration, staff, or other University personnel, invited guests, or officials at institutions where PUPP is visiting
- Taking or attempting to take personal property or money from PUPP scholars, faculty, administration, staff, or other University personnel, invited guests, or officials at institutions where PUPP is visiting by fear or force, or taking or attempting to take school property
- Willfully causing or attempting to cause damage to school property (scholars have a responsibility to make restitution in the event damage or graffiti take place)
- Making inappropriate sexual remarks or advances to PUPP scholars, faculty, administration, staff, or other University personnel, invited guests, or officials at institutions where PUPP is visiting
- Making derogatory remarks regarding race, ethnicity, gender or sexuality toward PUPP scholars, faculty, administration, staff, or other University personnel, invited guests, or officials at institutions where PUPP is visiting
- The possession, sale or intent to sell and/or use controlled dangerous, illegal substances such as but not limited to: marijuana, heroin, cocaine or hashish
- The possession and/or use of any and all alcoholic beverages
- The possession and/or use of weapons of any kind

General Policies

Scholar Employment During the Summer Institute
The PUPP summer institute requires the full commitment of scholars in their classes and to their homework. PUPP scholars earn a stipend during the institute, in part, to replace potential earnings from a summer job. Thus, PUPP does not approve of employment during the summer institute.
DRESS CODE

Scholars are expected to dress appropriately during the institute and related activities. Appropriate dress is defined as that which is not a safety hazard and not disruptive to learning or to the operation of the program. Special or protective clothing needed for art, science labs, and other special activities will be provided by PUPP. Participants are reminded that PUPP is an academic and cultural enrichment program and that we are guests of Princeton University. The dress code serves to protect scholars from harassment on campus and on excursions. It is also aimed at preparing scholars for proper self-presentation in academic and professional settings.

Appropriate attire for the summer institute includes: long or short sleeve shirts, tank tops (must be one-inch thickness on shoulders), pants, shorts and/or skirts of reasonable length (knee length preferred). Appropriate shoes for walking around campus and/or participating in physical activities are expected.

Inappropriate attire for the summer institute includes: tube tops, spaghetti string tops (females), short shorts or mini-skirts, any shirt exposing midriffs, sheer clothing, clothing promoting profanity or obscenities, low rider or pants worn below the waistline, and cosmetic head gear (baseball caps, wave caps, do-rags, head wraps, etc.). In addition, there may be excursions which require more formal dress or business casual dress.

Violations of the dress code will lead to disciplinary action. A first offense will result in a warning from a Teaching Assistant or Faculty member. All future offenses will result in a phone call home to parents and a deduction in the summer stipend.

USE OF CAMPUS FACILITIES – Classrooms, libraries, etc.

As guests of Princeton University, PUPP scholars are expected to act responsibly while using university property – including classrooms, the Frist Campus Center, the University Museum, and the Firestone Library. Disruptive or destructive behavior in classrooms or campus facilities will lead to disciplinary action.

Access cards for Firestone Library will be provided to scholars at the beginning of their first summer in the program. These cards can be used throughout the summer for access to Firestone Library. Cards will be collected by PUPP administration at the end of the summer institute and used during the following summer. PUPP scholars will be provided with an orientation to the library and its resources, as well as proper use of and behavior in the library. Scholars do not have borrowing privileges at Firestone, however, arrangements can be made for some materials to be copied.
**CELL PHONES AND PERSONAL CD/MP3 PLAYERS**

Scholars are not permitted to use cell phones, CD players or MP3 players during the PUPP Summer Institute. **These electronic devices MUST be turned off (not on vibrate or silent) and put away while scholars are on the Princeton campus or on excursions. Scholars are not permitted to have headphones during any PUPP activity.**

Scholars who are in violation of this policy will have their cell phones/mp3 players held by the PUPP administration for the remainder of the day. Repeated violations of the cell phone/electronics policy may result in probation or a stipend deduction.

**SMOKING**

No scholar may smoke on the University premises, at any Program event, while on any trips, or in any transportation vehicle. Possession of tobacco or smoking paraphernalia shall signify intent to smoke and shall thus be a violation of the policy.

**ALCOHOL AND DRUGS**

Use or possession of illegal drugs (including “look-alikes”) or alcohol is prohibited on school property or on school-sponsored trips. First offenses require a parent-pupil-administrator conference and may result in dismissal from PUPP and legal action.
**WEAPONS**
Weapons of any kind are not allowed in any aspect of PUPP. A scholar found in possession of a weapon during the program, whether on University grounds or on Program sponsored field trips, will be subject to immediate expulsion from PUPP. In addition, the police will be notified and the offending scholar may be subject to arrest.

**TRANSPORTATION**
In order to ensure the safe and responsible transportation during the PUPP summer institute and throughout the school year, the following guidelines have been established:

- All scholars are to travel to and from campus using the provided school bus transportation during the summer program
- Scholars are expected to respect the bus driver and behave in a considerate and calm manner during all bus rides in order to ensure safe transportation
- Scholars are not permitted to drive to and from Princeton University campus. The university cannot be held liable for any unauthorized vehicles on campus. Unauthorized vehicles are subject to the University parking regulations and may be ticketed or towed
- During PUPP program hours, scholars are not permitted to ride in cars around the Princeton University campus
- Scholars are not permitted to walk to or from the Princeton University campus during the summer institute unless they receive prior approval from the PUPP administration and have written consent from their parent or legal guardian
- Any alternative travel arrangements to and from the Princeton University campus must be approved by the PUPP administration and must be coordinated via written and verbal confirmation with a parent or legal guardian

**SPECIAL ARRANGEMENTS FOR TRANSPORTATION**
During the summer institute, in the rare occasion that a PUPP participant must make special arrangements to be picked up or to remain at Princeton University after classes end, these arrangements must be coordinated between the program administration and the parent or legal guardian of the participant. Arrangements must be made for supervision on campus or any other special needs.
**DISCIPLINARY PROCEDURES**

PUPP will always operate in a pro-active manner to provide a safe and positive learning environment for all scholars. However, if a scholar is not able to abide by the set guidelines and expectations, or if he/she is not able to fulfill his/her academic obligations in a satisfactory manner, these action(s) could result in the following:

- Verbal or written warning
- Conference with faculty member, TA, and/or PUPP Administrator
- Call to parent
- Exclusion from excursions
- Parent conference
- Withholding of all or portions of the summer stipend
- Probationary Period
- Discipline or Status Hearing
- Dismissal from PUPP and the denial of any future stipends or program participation

Any action(s) taken by PUPP administration will be based upon the severity of the situation and any repeated occurrences related to the same issue. It is our intention to encourage scholars to take responsibility for their actions and thus, we must uphold our policies at all times.
COMPUTER ETHICS AND NETWORK SECURITY

PUPP has established the following policy to ensure maximum access and security for all users of the Princeton University’s Local and Wide Area Networks and to prevent violations of software license agreements. Violations of the items listed below may result in disciplinary action as outlined in this handbook. In addition, serious violations may be punishable under criminal statutes covering unlawful access, altering or damaging any computer system, network, software or database, with the intent to interrupt the normal functioning of an organization. In addition, disclosing a password, deliberately and without authorization, to a computer system or network is also punishable by criminal statutes. Every scholar is expected to cooperate in the observance of these regulations. More information about the University’s Internet use policy can be found online at http://www.princeton.edu/~policy/Guidelines.pdf.

1. Scholars may not introduce any information, including software applications without first obtaining staff approval and copyright compliance or documents, on any University computer system. All diskettes must be run through a virus check program prior to use on any Princeton University computer system(s).

2. No scholar will connect any device to, or disconnect any device from, a computer or peripheral device or the University’s Local or Wide Area Network.

3. Scholars will not change or in any way alter a network device, device or peripheral name, file and/or folder names or network zones.

4. Scholars are prohibited from copying software applications, folders, and/or files from within or between network zones or to personal floppy disks without first obtaining staff approval and copyright compliance. Copying of any of the above will only be for the purpose of curriculum related projects as allowed or assigned by the teacher.

5. Passwords are assigned for each scholar and are for the individual use by that scholar. Distribution or alteration of a password is considered electronic forgery and is prohibited.

6. Network resources, including hardware, peripherals, and software, may not be used for personal entertainment and/or any private activities.
SCHOOL YEAR PROGRAM GUIDELINES

ACADEMIC EXPECTATIONS
We expect scholars to maintain a B average throughout their high school careers and strongly encourage scholars to strive to reach Honor Roll status at each marking period. In addition, we encourage scholars to take challenging, college preparatory courses, including honors and Advanced Placement.

ACADEMIC PROBATION AND REMOVAL
Each summer, PUPP scholars will meet with our counselor to review high school transcripts and to ensure that course selection is done with college admissions in mind. After each academic year, PUPP will review scholar transcripts. Scholars who fail to maintain a B average will be placed on academic probation. Scholars on academic probation for more than one school year may be removed from the PUPP program.

COHORT MEETINGS AND ACADEMIC ENRICHMENT
ATTENDANCE AND PARTICIPATION
PUPP scholars are required to attend ALL school-based cohort meetings and to participate fully in the academic year programming. If scholars are unable to attend individual sessions or meetings, they must provide written notification of their absences. Multiple absences from cohort meetings or enrichment sessions may result in exclusion from cultural excursions or removal from PUPP.

Academic enrichment programming is an essential component of PUPP. PUPP Teaching Fellows host weekly, after school sessions at each of our partner schools. Sophomores and juniors are required to attend and participate fully and positively in these sessions. Seniors are expected to participate regularly with the PUPP Counselor to focus on their college application process.

Scholars are expected to attend at least 85% of all enrichment sessions and complete all assignments related to enrichment programs. Enrichment programs include writing workshops, theme-based units, test preparation and college admissions workshops.

PUPP Teaching Fellows will complete regular progress and participation reports for sophomores and juniors. These reports will be sent home and kept in PUPP files. Repeated absences and/or failure to participate positively in these sessions may result in disciplinary action and could lead to removal from PUPP.
**Cultural Excursions**
A key element of the school-year programming is cultural enrichment. PUPP hosts regular trips to theater, dance and other cultural events throughout the year. Most of the trips occur on Saturdays, though some may take place on weekdays. For many of the excursions, PUPP scholars will be asked to write a reflection on their experience or a critique of the performance as part of their work with the PUPP Teaching Fellows in Academic Enrichment.

Excursions are an important aspect of the college preparation process, providing PUPP scholars with exposure to both classical and contemporary works of art, theater, opera and dance. Thus, attendance is mandatory.

For all events, PUPP will provide either refreshments or meals (lunch/dinner) and for many events, PUPP will provide transportation to and from our partner schools. Some local excursions may also include opportunities for parents or other family members to attend. Reminder letters will be sent to scholars in a timely matter prior to each event. If a scholar is unable to attend a local excursion due to school-related conflicts, an alternative excursion may be offered and PUPP will work on a case-by-case basis to make the appropriate accommodations.

**Princeton University Library Access - Seniors**
PUPP seniors will be allowed to use the library and its resources to supplement their school work, but they will not be allowed to borrow materials from the library using their access cards.

Special arrangements will be made with the PUPP administration to copy any materials that participants may need for research papers and other school assignments. In addition, if there is a pressing need, the participants may request that the PUPP administration borrow materials on their behalf. In these cases, scholars will be required to sign an agreement to return the book to the PUPP office two days prior to the book’s due date. Participants will be responsible for any fees associated with late return or loss.

This policy will allow the senior class of PUPP scholars to utilize the resources at Firestone Library throughout their senior year.
**SENIOR YEAR EXPECTATIONS**

The College Admissions course for PUPP seniors continues from the summer into the fall, with a series of college tours and college application workshop days. PUPP Seniors will meet with the PUPP Counselor and Teaching Fellows on a regular basis throughout their senior year to focus on the college admissions process. Seniors are expected to take part in all PUPP excursions during their senior year and to serve as role models for younger scholars.

PUPP seniors are required to apply to at least eight (8) colleges and universities, including four in-state, public institutions (such as Rutgers, The College of New Jersey, Rowan University, etc.), unless a scholar chooses to apply early decision and receives an early decision admission. PUPP will assist scholars in gaining fee waivers for college application fees and will, if necessary, reimburse scholars for up to five (5) college application fees. Fee waivers for the SAT, SAT II subject tests, and the ACT may be available from the guidance offices at our partner schools. PUPP will help facilitate gaining access to fee waivers.

PUPP seniors must complete their financial aid applications by the end of February in their senior year. PUPP will assist scholars and their families with the Free Application for Federal Student Aid (FAFSA), the College Board’s CSS Profile, and any additional school-based aid forms. PUPP will also assist seniors so that they can visit schools where they have received acceptances in order to make the best college choice.

**PUPP ALUMNI EXPECTATIONS**

As alumni of PUPP, scholars are asked to keep in contact with program administrators to provide updates on progress in college. PUPP will continue to serve in an advisory role for any graduate who requires assistance in college with course selection, financial aid or other related concerns. If PUPP alumni consider transferring at any point during their college career, they are expected to first contact PUPP to discuss the transfer process. PUPP alumni will be invited to participate in annual gatherings and may serve as guest speakers for PUPP Summer Institute courses or special events.
PUPP Scholar Contract

At the start of the PUPP journey, a letter of agreement will be signed by the scholar and their parent/guardian.

PUPP scholars agree to the following:

- Abide by the guidelines set forth in the PUPP Scholar Handbook
- Attend and actively participate in three consecutive six-and-a-half week summer institutes of PUPP
- Attend and actively participate in all PUPP functions and activities during the academic school year, including weekly academic enrichment, monthly PUPP cohort meetings, cultural excursions, college fairs, college admissions and financial aid workshops
- Enroll in academically rigorous courses in high school
- Exhibit outstanding citizenship in school and at PUPP
- Maintain honor roll status or a B average during their sophomore, junior and senior years of high school
- Be an active and engaged learner in all PUPP courses and in all school classes
- Fulfill necessary requirements for college admissions – including taking SAT preparation courses; taking required college entrance exams (SAT, ACT, SAT Subject Tests); applying to colleges and universities; attending PUPP sponsored college visits; completing financial aid and scholarship applications; and taking advantage of all additional college preparatory activities offered by PUPP
- Practice appropriate and respectful behavior at all times toward PUPP faculty, staff, fellow scholars, invited guest lecturers, and other Princeton University officials
# SAT and ACT Test Information 10-11

## The SAT and SAT Subject Tests

**www.collegeboard.com**

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## The ACT – www.actstudent.org

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ADDITIONAL INFORMATION

VISITORS
Parents/guardians and guests are welcome to visit the Program any time. All who wish to do so are asked to arrange this visit in advance by contacting the Teacher Preparation office.

PRINCETON UNIVERSITY PREPARATORARY PROGRAM
Program in Teacher Preparation
41 William Street
Princeton, NJ 08540

(609) 258-3337   FAX (609) 258-4527

http://www.princeton.edu/teacher/pupp

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