

UNIVERSITY OF PENNSYLVANIA
School of Design
Graduate Group in Architecture

GRADUATE GROUP IN ARCHITECTURE
POLICIES AND PROCEDURES
2013-2014

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INTRODUCTION

This handbook of policies and procedures sets out requirements and procedures that must be satisfied in order to earn both the Master of Science and the Doctor of Philosophy degrees in Architecture. It supplements the official description of the program and general University rules outlined in The University of Pennsylvania Graduate Catalog, the School of Design Student Handbook (<http://www.design.upenn.edu/current-students/student-handbook>), and the booklet, University Policies and Procedures. The URL for university-wide rules and regulations is <http://www.upenn.edu/provost/pennbook>. Sections specific to Graduate students are conveniently collated by the University Provost (http://www.upenn.edu/provost/educational_policies_publications/). All students should familiarize themselves with the rules and regulations contained in those texts and on that web site. School regulations are available in the PennDesign Registrar's Office (110 Meyerson Hall). Any exceptions to the rules contained herein must be requested by the student in writing to the Chair of the Graduate Group in Architecture.

The Doctoral Program and the Master of Science Program are the responsibility of the Graduate Group in Architecture. The Graduate Group in Architecture includes the standing faculty of the Department of Architecture and colleagues from the Departments of Landscape Architecture and Regional Planning, Historic Preservation, and History of Art. The Graduate Group in Architecture is autonomous from the Department of Architecture. It is led by a separate Chair of the Graduate Group, who works in conjunction with the Dean of the School of Design and the Vice Provost for Graduate Education.

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).

CURRICULUM

FIELDS

The Graduate Group in Architecture offers six fields of study for Ph.D. students: 1) Theory and History, 2) Technology, 3) Building Simulation, 4) Landscape Architecture, 5) Historic Preservation, and 6) Urbanism. Ph.D. students must complete a minimum of 20 course units, pass a Qualifying examination, a Candidacy examination, two foreign language examinations, and a Dissertation Defense. For the M.S. program, there are five subjects of study: 1) Theory and History, 2) Technology, 3) Digital Media, 4) Landscape Studies and 5) Urbanism. M.S. students must complete a minimum of 10 course units and pass a Qualification examination, as well as write a research report.

COURSE SELECTION

Course selection must be approved by the student's academic advisor. During the first year of course work, all Ph.D. students are required to enroll in three basic courses: Arch 811, Arch 812, and Arch 813. The remaining courses are electives. These electives should primarily consist of research-oriented seminars, while the remainder may be lecture courses or independent reading courses. M.S. students are required to take Arch 811, Arch 812, and Arch 815. The remaining courses are electives. Students are encouraged to enroll in courses offered by the Graduate Group in Architecture, as well as in those offered by graduate programs throughout the University. Independent reading courses may be arranged with individual professors, pending the approval of the student's advisor and the Chair.

While in course work, students are expected to make satisfactory progress towards graduation. Unsatisfactory progress is defined as maintaining an average grade point average (GPA) below a "B" average or 3.0 on a 4 point scale. Those found to be making unsatisfactory progress in any semester will be placed on academic probation and will not be permitted to sit for examinations. Such students are then monitored until satisfactory progress has been demonstrated. In addition, students on academic probation may be required to reduce their course load and may be required to take additional courses. A student whose grade point average falls below a 3.0 in an academic year shall be required by the Chair to withdraw from the program.

COURSE LOAD

The typical course load is four per term. A fifth course may be audited, without charge, during a semester in which a student is enrolled for four course units. Any student whose record contains more than one incomplete may be required to reduce their course load in the subsequent term by the number of uncompleted credits, excluding the first incomplete.

INDEPENDENT STUDY

Before registering for an Independent Study (ARCH 999), the student must first present a one-page proposal to the faculty member with whom she/he wants to study. Once the faculty member signs the proposal as an agreement to work with the student, it must be presented to the Chair for signed approval. A copy of the signed proposal must be given to the program administrator for the student's file. Once an appropriate course number

has been assigned, the student shall be granted a permit to register and notified by e-mail that they may accept it. Students may not enroll in more than one Independent Study with the same professor during a semester.

SCHOLARLY PREPARATION: SERVICE AS A TEACHING ASSISTANT

In order to prepare properly for an academic career, each PhD student will serve at least two semesters as a teaching assistant to a member of the Graduate Group. It is expected that this will involve up to ten hours a week of work. Normally, this service will occur after the student's first year in the program. At the end of the course, assistants will be evaluated in two ways: by students, on the standard course evaluation forms, and by the course professor, who will report on his or her visit to at least one of the class meetings.

PH.D. CURRICULUM

Doctorate of Philosophy Degree Curriculum			Course Units
Year 1 - Fall	ARCH 811	Architectural Research Elective Elective Elective	1 1 1 1
Spring	ARCH 812 ARCH 813	Field Research Qualifying Research Elective Elective	1 1 1 1
Year 2 – Fall	ARCH 851 ARCH 852	Field Bibliography Dissertation Proposal Elective Elective	1 1 1 1
Spring		Elective Elective Elective Elective	1 1 1 1
Year 3 – Fall		Elective Elective Elective Elective	1 1 1 1
Spring	ARCH 995	Dissertation	0
Total Course Units			20

Ph.D. students must spend a minimum of one academic year in residence at the University of Pennsylvania. Time in residence beyond this depends on the amount of course work a student must complete. Those students who have a master's degree in architecture from another institution or who have done graduate work in a related field while at another institution are eligible for a maximum of eight course units of external

transfer credit. Those students with a master's degree from the University of Pennsylvania are eligible for a maximum of 12 course units of internal transfer credit. Transfer credit is initiated by the Graduate Group Chair and awarded at the discretion of the Dean. Students who have not demonstrated graduate level work in architecture or related fields are not eligible to receive any transfer credit and thus all 20-course units must be completed at the University of Pennsylvania. In this instance, the first year of study should consist of two semesters of the School of Design's Master in Architecture first year theory course, two graduate level courses in the history of architecture from History of Art, Historic Preservation, or Landscape Architecture, and four graduate level electives anywhere in the University.

Ph.D. candidates do not automatically receive an M.S. degree as a milestone along the way to graduation. However, individual students may arrange with the Registrar to attain one. Students must apply to graduate with an M.S. on-line at <https://fission.sas.upenn.edu/sso/gas/degree/app-start.php>. This application to graduate will not affect the candidate's status as a Ph.D. student. Students will continue their career as a Ph.D. student, but will have an M.S. in the meantime. For more information, on requirements, speak to the PennDesign Registrar.

When a student changes fields or is researching an exotic topic or a foreign culture, upon agreement of the Graduate Group in Architecture, the student may be required to complete additional course work before proceeding to dissertation status.

During the final year of course work, the student must enroll in Dissertation Proposal (ARCH 852) with the approved dissertation supervisor. During the last semester of the final year of course work, students must enroll in Bibliography (ARCH 851) with one of the approved dissertation committee members. This course focuses on the student's chosen field in forming an extensive bibliography in preparation for the written portion of the Candidacy examination.

Candidacy for the doctoral degree is not a status of indefinite duration. On 29 September 1987, the Graduate Group in Architecture voted to adopt a time limit rule for students in the Ph.D. Program in Architecture. Five consecutive years are the maximum amount of time that is allotted to students to complete their course work, the foreign language examinations, as well as the Qualifying and Candidacy examinations. Failure to complete these requirements in five years requires the permission of the Graduate Group and the successful retaking of the Qualifying examination. The maximum amount of time allotted for the completion and final defense of the dissertation is five consecutive years beginning from the completion of all course work. The rule took effect 11 April 1988. The university also adopted a 10 year cap on enrollment, after which students will be automatically dropped. Students who exceed the time limit will be automatically withdrawn from the Ph.D. Program. Failure to complete the dissertation in five years requires permission of the Graduate Group for re-admission, re-submission of the dissertation proposal, and a successful retaking of the preliminary exam.

M.S. CURRICULUM

Master of Science Degree Curriculum			Course Units:
Fall	ARCH 811	Architectural Research Elective I Elective II Elective III	1 1 1 1
Spring	ARCH 812	Field Research Elective IV Elective V Elective VI	1 1 1 1
Summer	ARCH 815	Research Report	2
Total Course Units			10

The Master of Science (M.S.) degree represents the successful completion of at least one full year of graduate work. The program of study is academic and typically involves study in lecture and seminar courses, as well as independent study towards the development of a research report.

Limitations of Time

M.S. students must complete eight units of course work within two consecutive years. An additional year will be allowed for the completion of the research report.

Degree Requirements

A minimum of ten course units is required for the M.S. degree as follows:

- Six course units in a subject area;
- Two course units in theory and history;
- Two course units of Research Report.

Of the eight courses, six are selected from a list of electives designated as appropriate for the subject of study. The remaining two are required courses in architectural theory and history. The Research Report (ARCH 815) is a two-unit independent study course that allows students to develop and write their research report over the course of the summer. Normally students take four courses per semester. Any student registered for four course units per semester may register for one additional course as an auditor or for credit. No

course may be counted toward degree requirements if it has been used toward the requirements for more than one other degree. Additional work may be prescribed in individual cases.

Subject Areas

A prospective candidate for the M.S. degree must complete at least four course units in a chosen subject of study. The entire program of study shall be directed by an advisor in that field, who is also a member of the Graduate Group. The Chair of the Graduate Group must also approve the student's program of study. In Architecture there are five subjects of study in the M.S. degree program: theory and history, technology, digital media, urbanism, and landscape studies. In many cases, courses offered by faculty in other departments are pertinent to a student's program of study in a particular subject area.

Research Requirements

The candidate for the M.S. degree shall also prepare a research report in his or her subject of study. The topic of this report must be approved by the candidate's advisor. This report will be developed in the ARCH 815 Research Report independent study course, undertaken after the eight units of course work have been completed, normally in the summer semester.

M.S. students may be invited to serve as Research Assistants during their program of study. An R.A. is normally supervised by a faculty member whose research interests coincide with the student's. This work can involve bibliographic research, content analysis of texts, picture research, the development of analytical drawings, and similar research efforts. This work shall not exceed ten hours per week and will be compensated at a standard rate.

Qualifying Examination

A Qualifying Examination by the Graduate Group is also required of each M.S. candidate. This is equivalent to the exam taken by Ph.D. students, for which the required courses in history and theory are preparation (Arch 811 and 812). The materials studied in these courses provide a disciplinary foundation for graduate students. For many it will also serve as a foundation for teaching. The purpose of the general examination is to test the candidate's knowledge of the discipline in its broader aspects.

EXAMINATIONS

FOREIGN LANGUAGE EXAMINATIONS

M.S. students are not required to pass foreign language exams. Ph.D. students are required to pass two foreign language examinations. Upon entry into the program, students are expected to pass one language examination during the first year of study. In the event that a student does not pass, one year is allowed to retake it. The first language examination must be in French, German, Italian, Latin, or Ancient Greek.

The second language examination must be taken by the end of the second year. If the student fails, she/he has one year to take it again. The second language exam must be approved by the Chair and the student's dissertation supervisor to be sure that it is a language pertinent to the student's research. When appropriate, mathematical or computer languages may be used as a second language.

The student has two hours to translate two passages with the aid of a dictionary, either print or online. The first shall be a literal translation of a shorter passage into well-rendered English. The second passage consists of a summary of a longer, designated passage in order to demonstrate comprehension.

Students may enroll in special language courses (French, German, Spanish, or Latin) offered for free by the University for Ph.D. students during the first summer session. For details regarding the offerings and registration process please contact Anna Smith (smithann@sas.upenn.edu / 215-898-7444) early in the spring term. Courses taken to prepare for the language examinations or the mathematics examinations will not be credited toward the degree.

Both language examinations should be completed by the end of the student's first two years of full-time enrollment in the program.

QUALIFYING EXAMINATION

Upon completion of eight course units all Ph.D. students must sit the Qualifying Examination, which is directly related to the coursework for Arch 811, Arch 812, and Arch 813. The examination is administered in the fall term of the second year. In order for the student to proceed towards the Ph.D. degree, the Qualifying Examination must be passed by the end of the student's second year of full-time study. The result of the examination is one of the following: an overall pass, an overall fail, a low pass which requires retaking the exam the following semester, or a low pass which requires a remedial examination component which is up to the discretion of the Graduate Group. The remedial component may require the student to write additional essays and/or sit for the examination again. Alternatively, Arch 811, 812, or 813 may have to be retaken, as well as the examination. Ph.D. students who fail the examination a second time will only be eligible for an M.S. degree. The Qualifying Examination has also been called the Theory Exam or General Exam.

MS students are required to take the Qualifying Examination during the summer after completion of the coursework.

Two weeks before sitting for the qualifying examination, students must submit one copy of their approved bibliography to the Chair and each member of the committee and an electronic version to the program administrator. Approval of the bibliography will be granted by the faculty member who assessed the student's work in Arch 812. Three copies of the essays written for Arch 811, 812, and 813 must also be submitted. The grades received in these three courses will be considered in determining the result of the student's qualifying examination, as well as the student's qualifying paper (submitted for Arch 813). The examination consists of three questions from which the student chooses one to answer. It begins with a one-hour session in which the student writes a one-page outline responding to the chosen question, which serves as a basis for a 2,000 to 3,000-word essay. Reference books may not be used for this part of the examination. The student then gives four copies of the outline and exam questions to the program administrator, and has 48 hours to write the essay. If the exam is taken on a Friday, the student shall have until Monday morning to complete the paper. The paper should be typed, double-spaced, and contain proper references in Chicago style (See Style Sheet section on page 29 for more information). The student shall submit one copy of the paper to the Chair and one to each member of the committee at Penn, a digital version and emails for those members not at Penn so the program administrator can forward the exam, and a digital version for the administrator to file in the student's electronic file.

CANDIDACY EXAM

The Candidacy examination, previously called the field examination, is an examination of the dissertation proposal. It consists of both written and oral components. The examination committee for the preliminary examination is the student's dissertation committee and must be established as a prerequisite for both components. The Candidacy Exam has also been called the Preliminary Exam.

Scheduling of the Candidacy Examination: the written and oral parts

The Candidacy Examination may be taken as early as the spring semester of the second year of full-time study. It must be taken by the end of the student's second semester of dissertation registration. After choosing the committee and preparing the dissertation proposal and the field bibliography, the student, in consultation with the committee, establishes a time frame to sit for the written and oral components. Usually there are two weeks between the written examination and the oral examination. The Candidacy examination should be completed within a month. Attendance of the committee is only necessary at the oral examination. Each member must contribute a question for the written examination one week before the scheduled date. When all have agreed on the dates for the Candidacy examination, the student should inform the program administrator and she/he will take care of the formal arrangements.

DISSERTATION PROPOSAL

Students enroll in an independent study course, Arch 852, to write the Dissertation Proposal. This work is directed by one of the faculty members who will serve on the student's Dissertation Committee, often the student's Dissertation Supervisor. The course must be completed and the Proposal accepted before the student sits the Candidacy Exam, when the Proposal will be formally examined. Although the Proposal is chiefly addressed to the Committee, it should be a document that is informative for external readers such as grant-giving agencies.

The Dissertation Proposal is a statement of 1) the argument to be made in the Dissertation, 2) the contribution of that argument to the literature of the field, and 3) the methods, means, and schedule by which the research and writing of the Dissertation will be completed. The three parts of the Proposal – its argument, contribution, and methodology – are equally important and should be given equal attention.

The argument should be set forth in the form of an abstract, describing the proposition being made. It should also include a preliminary table of contents of the Dissertation, noting relative length or proportion of each section.

The proposition must be set in the context of existing studies of related topics, thus showing the Dissertation's contribution to the field. Existing studies should be reviewed in order to show how the research being proposed will be original and relevant.

The Proposal should also include a plan of the Dissertation research and a description of the research methodology. This includes a schedule that describes the steps the research will take and the estimated duration of each. This part of the Proposal should indicate the need for any extramural work, such as travel to sites, libraries, and archives. Funding needs and possible sources should be indicated.

The Proposal must have a title and be dated. It must also list the members of the Dissertation Committee, indicating the Supervisor. It should be concise, compelling, and clear.

FIELD BIBLIOGRAPHY

This list of texts is submitted before the Candidacy Examination and normally results from completion of the Field Bibliography course (ARCH 851). Students select a member of the dissertation committee to guide them through this course. The bibliography that results is more inclusive than the dissertation bibliography, insofar as it includes texts that any scholar in the student's field would be familiar with. Committee members guide the student in determining the scope of the list. Questions for the Candidacy Examination generally refer to texts listed on the field bibliography.

WRITTEN EXAMINATION

The written examination is the first part of the Candidacy examination. Effective December 2012, the written exam consists of three essays in the student's field of specialization.

The student must submit copies of the field bibliography to the program administrator for each committee member and one student file copy two weeks before sitting for the written examination. The Candidacy Examination consists in three questions submitted by each of the committee members, all of which the student must answer. It begins with a two-hour session in which the student outlines three one-page responses to the questions. Each of these serves as a basis for a 2,000 to 3,000-word essay. The student is not allowed to use reference books for this part of the examination. The student then gives copies of the outlines and exam questions for each committee member, as well as for the student's file, to the program administrator and has one week to write the three essays. The essays should be typed, double-spaced, and contain proper references in Chicago style (See Style Sheet section on page 29 for more information). The student must hand in electronic and physical copies of the essays for each committee member and a student file copy to the program administrator.

ORAL EXAMINATION

The oral examination is the second and last part in the Candidacy examination. Upon sitting for the written examination, the oral examination is usually taken two weeks later, but not more than one month. The oral examination is based both on the student's dissertation proposal and on the written examination. The purpose of the exam is to determine the student's ability to proceed with the dissertation research.

Two weeks prior to the scheduled exam the student should submit to the program administrator copies of the dissertation proposal, the field bibliography, and the written exam for each committee member, plus one for the student's file. The dissertation committee examines the student on the content of the previously mentioned materials. A student who receives a low passing or failing grade could be asked to write additional research papers, or may be reexamined.

Upon passing the candidacy examination, Form 150 must be signed by the Chair and submitted to the Registrar's Office.

DISSERTATION DEFENSE

The final examination is an oral defense of the written dissertation. Individuals other than the candidate and the committee may attend. When a student's dissertation supervisor and other committee members believe that the dissertation is complete, the committee chair convenes the student's dissertation committee. When all parties have agreed on a date, the program's administrative assistant is notified of the date on which the defense is scheduled. Each member of the committee must have been given a copy of the completed dissertation one month in advance of the examination date. Effective August 2011, at least three members of the dissertation committee must participate in the defense. Participation of one of the three may be via video or audio.

Upon passing the final examination, two copies of the title page of the dissertation will be signed by the dissertation supervisor and the Chair of the Graduate Group in

Architecture. For exact title page format rules, please see the Provost's Dissertation manual

(http://www.upenn.edu/provost/images/uploads/Dissertation_Manual_revised_9_2010.pdf).

Also, forms 152 and 153 must be signed by the Chair, and the Ph.D. Degree Certification form must be signed by the dissertation supervisor and the Chair. These forms must be submitted by the program administrator or committee chair to the Registrar's Office before the dissertation is deposited. Finally, the student deposits the original dissertation and one copy, along with the signed title pages, with the Office of the Graduate Division of Arts and Sciences (Suite 322A, 3401 Walnut Street). Under Graduate Group in Architecture and University regulations, the student must complete her/his dissertation and have it approved by her/his committee within five years of the semester that the student first registers for dissertation.

DISSERTATION

The dissertation is the centerpiece and focus of the student's work in the doctoral program. It embodies the results of original and independent research and represents a meaningful contribution to the field of architecture. A dissertation topic should be chosen with great care. Writing a dissertation is too long, too lonely, and too portentous a task to be undertaken simply because a topic is convenient or a particular body of data is at hand.

Common Obstacles

The most common obstacles in writing the dissertation have to do with self-criticism or with the committee's dissatisfaction with the writing. If one or more members of your committee are unhappy with a draft, your response should be to revise the dissertation. At times, it occurs that the candidate feels that she/he would be more successful under the guidance of an altered committee. In this instance, students may request that one or more members be replaced. Sometimes this occurs when one of the faculty on the student's committee leaves the University. This step should not be taken lightly and should be preceded by consultation with the committee members. This request is made in a formal letter to the Chair. The Chair (or the Dean, if the Chair is a member to be replaced) will appoint the new members. The Chair's choice of replacements does not require the student's assent.

Sometimes self-criticism becomes an obstacle. If this occurs, keep the following in mind: the first chapter of the dissertation is likely to be the most difficult to write and the most frequently revised. In some cases, one cannot be sure of just how to phrase issues until subsequent chapters have been drafted. One solution is to try to distinguish between two very different difficulties either the subject is undefined and thus the student needs to do some hard thinking or the problem lies with a preoccupation with small distinctions that can wait for subsequent revision. Revision of the introduction is easier once the body of the text is drafted. In fact, the first and last chapters are often the last ones written. Having written the body of the dissertation, the student will be in a position to set forth clearly and persuasively the structure of the dissertation and the major findings.

The University of Pennsylvania Doctoral Dissertation Manual that outlines the style and format of the submitted dissertation can be found here:

http://www.upenn.edu/provost/dissertation_manual.

In addition to these guidelines, please note that the Graduate Group in Architecture requires an index for the dissertation.

The schedule of deadlines, including late fees, for signing up to graduate and defending can be found here: http://www.upenn.edu/provost/dissertation_manual.

ADVISING

THE CHAIR

The Chair is the administrative advisor for all students. Questions pertaining to rules, regulations and procedures within the University, the School of Design, or the Ph.D. and M.S. Programs in Architecture may be directed to him/her, as well as to the administrative assistant.

The Chair is responsible for all matters affecting graduate students in the Ph.D. and M.S. Programs in Architecture. The Chair alone is authorized to sign the various forms submitted, to approve students' programs of study, to recommend their candidacy for higher degrees, to authorize the dropping and/or adding of courses, and to speak for the Graduate Group in Architecture on matters concerning the progress and standing of individual graduate students. In all these matters, the Chair must judge whether or not the student's request or proposed action is in the best interest of the student and the program, and if it is feasible under existing regulations.

ACADEMIC ADVISING

First year students are advised by the Chair. Second year Ph.D. students select their academic advisors from within the Graduate Group in Architecture. The advisor will counsel the student throughout the duration of his/her course work (and often becomes the dissertation supervisor). However, any courses taken outside those offered by the Graduate Group in Architecture, or the School of Design, must be approved by the Chair.

For M.S. students, the academic advisor should be selected from Graduate Group faculty who teach in the student's field of interest. This advisor should be identified at the end of the student's first semester.

PIT WORKSHEET

Students and advisors can monitor the student's progress through the students' worksheet. The worksheets records courses taken, exams sat and teaching experience completed. The student accesses their worksheet in Penn in Touch. The advisor accesses the worksheet through Advisor in Touch. The Registrar and program administrator use this worksheet as the means to determine if a student has completed all requirements for the program.

Academic planning worksheet

Requirements for Doctor of Philosophy (unofficial)

Ph.D. Degree Requirements

University Requirements

Qualifications Evaluation
 Candidacy Examination
 Dissertation Defense

Other Examinations

Defense of Proposal
 Master's Final Exam

Language Requirement

Language 1
 Language 2

Teaching Requirement

Teaching Requirement 1
 Teaching Requirement 2
 Requirement Waived
 Requirement Exception

Dissertation Progress Report

For each year after the Candidacy Examination

- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6
- Year 7
- Year 8

Certification - Ph.D. Requirements

Form 152 Received in the Graduate Division

- Committee Approval of Dissertation
- Graduate Group Requirements Completed
- University Requirements Completed

Certification - Research Master's Requirements

Form 151 Received in the Graduate Division

- Research Requirement - Paper/Project
- Thesis
- Graduate Group Requirements Completed
- University Requirements Completed

ACTION	REQUIREMENT	
Satisfy	...(req)-Year 1	View by Requirement
Auto assign	Satisfy with course: <input type="text" value="Select course"/> OR PLAN with course: <input type="text" value="Planned term: Fall 2010"/>	Submit

DISSERTATION COMMITTEE

The process of establishing the dissertation committee begins with the selection of a dissertation supervisor and a committee chair. Both must be declared by the beginning of the term in which the student is registered for Dissertation Proposal (ARCH 852). The committee chair and dissertation supervisor are, in most cases, the same person. The role of the dissertation supervisor is solely academic. The committee chair oversees all administrative aspects pertaining to the candidacy examination, the dissertation, and the final examination. The committee chair must be a member of the standing faculty of the University and the Graduate Group. The student must also identify additional committee members, normally two, whose function, like the dissertation supervisor, is academic.

The members of the dissertation committee guide the student's research, serve as readers, and pass judgment on the merits of the dissertation. They also administer the candidacy examination in the student's field. The student must choose a minimum of three members before sitting for the candidacy examination. All members of a dissertation committee must be approved by the Chair in writing. The majority of the committee members must be members of the Graduate Group in Architecture at the time of appointment to the committee.

The guiding principle for the selection of the committee is to make sure that the members have a common and thorough understanding of the nature of the proposed dissertation. A change in the student's dissertation committee must be approved in writing by the dissertation supervisor and the committee chair. A change in dissertation supervisor or committee chair must be approved in writing by the Graduate Group Chair.

When committee members who are not faculty of the University, but are in the Philadelphia area, come to participate in an examination, an honorarium equivalent to the standard given to a full day Juror will be paid by the Department of Architecture. For committee members who are neither faculty at the University nor local residents, an honorarium inclusive of the standard payment given to a full day juror plus coverage of modest rooming accommodations and travel expenses will be covered by the Department of Architecture. Students, with their committee chair and the Graduate Group Chair, should make arrangements a few months ahead of time so all paper work can be processed in a timely manner.

REGISTRATION

ENROLLMENT

All students must be continually enrolled until obtaining the M.S. or Ph.D. degree. If not registered for classes, students must be on leave or will be considered as withdrawn from the University. Ph.D. students who have completed their required course work must be continuously registered under dissertation registration (ARCH 995) until graduation. Students register and change their schedule via Penn in Touch (https://medley.isc-seo.upenn.edu/penn_portal/intouch/splash.html). Advanced Registration is the first opportunity to register for classes. After Advanced Registration, modifications can be made during the Drop-Add Period. Dates and deadlines for a specific semester can be found on the University Three-Year Academic Calendar (<http://www.upenn.edu/almanac/3yearcal.html>) and the School of Design Academic Calendar (<http://www.design.upenn.edu/current-students/pennndesign-academic-calendar>). After these dates, changes can only be made for reasons beyond the student's control and then only with the approval of the Chair and the Dean. Teaching assistants, research assistants, and fellowship holders may lose part or all of their funding if they fall below the minimum number of units necessary to hold such a position or fellowship. Students registered for three or four course units in a term are considered full-time. Due to the extensive amount of work, some students take three courses per semester rather than four. Students registered for one or two course units in a semester are considered part-time, unless only one or two courses are necessary to complete the degree requirements, in which case the full-time classification applies. Students on University Fellowship must enroll for four course units per term until dissertation. Students holding a research or teaching assistantship often reduce their course load to three per semester for a grade, a fourth may be audited.

Students must take all required courses for letter grades.

DISSERTATION STATUS

Dissertation status signifies that the student has completed all required course work, the qualifying examination, foreign language examinations, and is conducting research on and writing the dissertation. Thus, upon completion of a minimum of 20 course units (although the student may still face the candidacy examination) the student must register for dissertation (ARCH 995). While on dissertation, the student is considered full-time by the University. It is important during this period that the student keep the Chair informed of work progress and projected completion date. The student must also update the administrator with current address and phone numbers. Once registration is established, registration for ARCH 995 is automatic. However, if a student changes dissertation supervisors, s/he must register for a new section number.

Ph.D. students enrolled in ARCH 995 who are planning to conduct research abroad for a semester should talk with the Chair, program administrators, and the Registrar in that order about switching status to Dissertation Research Abroad status for the duration of that semester. For students within their first five years of participation in the Ph.D program, this can reduce general tuition costs while abroad.

Once on dissertation, annually in Fall, The student is required to turn in a dissertation progress report, which must be signed by both the student and dissertation supervisor, and turned in to the Chair. Program administrators will furnish the form to Ph.D. students in late-summer and it is due in Fall, generally the first week of October. Additionally students are required, once per academic year, to convene a full meeting of the committee.

MASTER'S RESEARCH REGISTRATION

M.S. students completing scholarly research may register for Master's Research (ARCH 990) for a maximum of two terms. This is a full-time research registration, and the student is charged a reduced tuition fee. It is necessary to see the program administrator for appropriate section numbers.

TIME LIMITS

A student who has been dropped after reaching the maximum time limit may petition the graduate group to return as a student for a maximum of one further year in order to achieve recertification and complete and defend the dissertation. Faculty members have no obligation to continue working with a student who has been dropped, nor is there any presumption that a graduate group will respond favorably to a petition for re-admission. If a graduate group wishes to recommend re-admission, it must present to the graduate dean a list of faculty members willing to serve as a dissertation committee and a detailed, realistic plan of how the student will, within one year of reenrollment, achieve recertification, pass the dissertation examination, and submit the final copy of the dissertation. If re-admission is approved by the graduate dean, the student must pay Reduced Tuition for two semesters, unless all requirements are completed within one semester. A student may petition for readmission at the time s/he is dropped from the program, or at a later date. The student should be fully ready and committed to completing within a one-year timeframe; enrollment will not be extended beyond that final year, and no further petition for readmission will be considered by the University.

RECERTIFICATION

A student who is re-enrolled after expiration of the time limit must satisfy the recertification criteria designed by the graduate group and approved by the Graduate Council of the Faculties (or retake and pass the Candidacy Examination). The new deadline for completion of all requirements for the Ph.D., including recertification, shall be within one year.

TUITION

Beginning in Fall 2008, Ph.D. students will be charged full tuition until they have completed five years of full-time study or the equivalent of approximately 30 course units. The time may be as brief as three years if a student enters with credits from a post-

baccalaureate degree program or successfully completes the Ph.D. in fewer than five years.

If the student has not earned the Ph.D. degree by the end of five years, the student will be charged reduced tuition until the degree is awarded, or for a maximum of five additional years. Continuous enrollment is required through year ten (or until graduation), with an exception for approved leave. After a maximum of five years at reduced tuition, the student ceases to be enrolled. With permission and recertification from the graduate group, a student may re-enroll for a final year in order to defend and deposit the dissertation. Such a student must pay reduced rate tuition for a final two semesters, unless all requirements are completed within one semester.

A student who will conduct dissertation research abroad for the semester registers for Dissertation Research Abroad status. Full tuition is charged to students in years 1-5, reduced tuition to students in years 6-10; a reduced general fee is charged for students on Dissertation Research Abroad regardless of their year.

TRANSFER OF CREDIT

The Graduate Group in Architecture does not allow transfer of credit for the M.S. degree.

Ph.D. students who have a master's degree in architecture from another institution or who have done graduate work in a related field while at another institution are eligible for a maximum of eight course units of external transfer credit. Those students with a master from the University of Pennsylvania are eligible for a maximum of 12 course units of internal transfer credit. Transfer credit is not automatic, and must be approved by the Graduate Group Chair. Only graduate-level history and theory courses, which are graded a B or better and are the equivalent of one course unit (which is three semester hours), are considered for transfer credit. No design or studio classes are acceptable. Transfer of credit for advanced standing toward completion of the required 20 courses units can only be granted at the end of the first year of successful graduate work at the University of Pennsylvania. Successful graduate work is considered an average of B or better each term. Transfer credit is initiated by the Chair and approved by the Dean.

Students should be sure to give the program administrator official transcripts from each institution where graduate work was completed.

Pending determination of transfer credit, entering students should tentatively estimate the time needed to complete required course work based on the potential for transfer credit and the requirements laid out in this handbook.

LEAVE OF ABSENCE

During the semesters in which a student is registered for courses, he or she may request a leave of absence from the Dean for either personal or academic reasons.

Students on dissertation may be granted a leave of absence only in the cases of maternity or other medical need, or military service. More information about the Family Leave of

Absence Policy can be found on the Provost's website (http://www.upenn.edu/provost/academic_rules). Appropriate documentation must accompany the student's letter to the Dean requesting leave.

Leave is granted by the Dean for up to one year. In exceptional cases, an additional year of leave may be granted. No language or other degree examinations may be taken while on leave of absence. Neither tuition nor fees are billed during a leave of absence nor will they be charged retroactively upon the student's return.

A leave of absence does not mean an automatic adjustment to the time limit rule. An extension of time for either course work or writing of the dissertation must be requested and approved in writing by the Graduate Group Chair and the Dean.

To request a leave of absence, the student and Graduate Group Chair must address formal letters to the Dean. If the Dean approves the leave, she/he will fill out, sign, and forward an Action/Transfer form to the Registrar's Office to document the leave on the student's transcript. The form will then be placed in the student's file. In maternity, military, or medical cases, submit three copies of documentation to the program administrator so she/he may forward one copy to the Dean, one to the Registrar's Office and place the third in the student's file. Upon returning from leave of absence, the program administrator must be notified by the student in order to fill out an Action/Transfer form so the student can officially be taken off leave by the Registrar's Office.

Access to library resources is possible while on leave for a nominal fee. Students going on leave should contact the administrative assistant and the school Register. For more information, please read the document at the following link:
http://www.upenn.edu/provost/images/uploads/Access_to_Library_While_on_Leave.pdf.

LEAVE OF ABSENCE – CHILDBIRTH AND ADOPTION

A student in a Ph.D. program at Penn is eligible for time off in the amount of eight weeks for the birth or adoption of a child. The student must notify the Graduate Group Chair and Advisor/Supervisor in writing, at an early date, of his/her plans to initiate a "Time Off" period, so that appropriate arrangements can be made to cover any teaching/research responsibilities. For more information about this right, see the Provost's website (http://www.upenn.edu/provost/academic_rules).

For information on special funding opportunities for Ph.D. students with children, please, see the section Family Grants on page 26 of this document.

WITHDRAWAL

A student may withdraw from the program even if he or she cannot take a leave of absence. Provided that it is the student's intention to return, it is recommended that she/he withdraw only if in good academic and financial standing. Re-admittance to the program is not automatic. Because it is University policy that students remain continuously enrolled while on dissertation, upon returning from withdrawal, the student will be billed retroactively for dissertation tuition for each semester missed, and for the

current term. The student is required to pay all tuition money up front before she/he can register.

A letter requesting withdrawal must be sent to the Chair. A brief explanation stating whether or not the student plans to request re-admission to the program must be included with the letter. If the student plans on requesting re-admission, the letter should include a timetable for such a request. Submit two copies of the letter to the program administrator so she/he can fill out the appropriate form for the Registrar's Office and put one in the student's file. Prior to the semester in which the student wishes to return, he or she must write to the Chair asking him/her to petition the Graduate Group in Architecture to re-enter. Be sure to send a copy of this letter to the program administrator. When permission to return is granted, be sure that the program administrator is aware so she/he can fill out the appropriate form and forward it to the Registrar's Office.

GRADING

GRADE POINT AVERAGE

The minimum standard grade for satisfactory work is a “B” average (3.0 grade points) in each academic year. A student whose record falls below a “B” average over the course of an academic year shall be required by the Chair to withdraw from the program. It is also necessary to maintain a “B” average to remain eligible for financial aid. Students found to be making unsatisfactory progress at the end of a semester will be placed on academic probation. Students are admitted to the University with the expectation that they will succeed.

THE GRADE OF INCOMPLETE

The Graduate Group in Architecture follows the School’s policy on Incompletes (“I”). If a student does not complete a course within one year of the due date for its completion, the Incomplete will automatically be changed to an “F.” A “GR” (no grade reported by instructor) will automatically be changed to an “F”. Any course with an “I,” “NR,” or “GR” cannot be credited after one year towards a degree. Such a course must either be repeated, or another course approved by the student's academic advisor and Chair must be taken in its place. Students are not permitted to register for dissertation with an “I,” “NR,” or “GR” on their record. The University requires that all course work be completed before proceeding to dissertation.

Incomplete grades will prevent students from receiving certain types of financial aid, grants, and loans and will delay completion of the program.

THE GRADE OF "S"

The mark of “S” is used to indicate satisfactory "progress". It is a temporary grade for all courses. It may not be used as a permanent grade, even in classes taken outside of PennDesign.

CHANGE OF GRADE

Once a student has been given a grade for a course and a new grade is given in place of the original, the instructor must change the grade via Courses in Touch.

USEFUL INFORMATION, GUIDELINES, AND RULES

STUDENT STATUS

In order to become a Ph.D. candidate, a Ph.D. student must complete all course requirements, present the dissertation proposal in public, and pass the qualifying examination as well as the foreign language examinations. Upon the additional completion of the candidacy examinations, a candidate is considered "all but dissertation" (ABD).

FINANCIAL AID

The School of Design awards a limited number of University Fellowships, to incoming PhD. students, which cover the cost of tuition and provide a living stipend for the academic year. University Fellowships are renewable for up to three years. A student may receive partial funding (remission for half of their tuition, general fee and health insurance) during their fourth year if they have changed their status to ABD.

As of December 8, 2010, a PennDesign PhD Fellow (a student on full stipend) may accept a compensation, *not to exceed 10 hours per week*, from faculty to assist with teaching, research, or other projects during an academic year, pending approval in writing from his/her Graduate Group Chair and the Chair of the Dissertation Committee. This assistance must be in the form of *ad hoc*, limited-term work and does not extend to official GA-, TA-, and RA-ships.

A limited number of teaching assistantships (TA) and research assistantships (RA) are available through the Department of Architecture. These are available to first-year M.S. students and Ph.D students who have completed their first year in the program. Renewal of these positions is not guaranteed and should not be expected. TAs and RAs receive a set stipend per semester in return for a designated number of work hours per week. Some positions are for one term, while others are for the academic year. TAs and RAs may not be shared by faculty, and may not be enrolled for more than three course units.

The School of Design awards grants to M.S. Students based on financial need, which are credited against tuition.

FAMILY GRANT PROGRAM

Grants for Ph.D. students have recently been enacted under the guise of the Family Grant Program, administered by the Graduate Student Center. The program will provide annual grants, up to \$2,500, to PhD students who meet certain income eligibility criteria. Grants, which must be used for such expenses as dependent health insurance and childcare costs, will be administered by the Family Resource Center and the Office of Student Registration and Financial Services. To be notified about the Family Grant application process, and other benefits and events for students with children, sign up for the Family Center listserv. Send an email to listserv@lists.upenn.edu with the command SUBscribe DEPENDENTS.

For more detailed information, please visit the program's webpage at <http://www.gsc.upenn.edu/kids/grants.php>.

PROGRAM FUNDS FOR STUDENT TRAVEL TO SCHOLARLY MEETINGS

Each year a limited amount of funding is available for dissertation students to cover travel expenses and fees for participation in academic conferences. Dissertation students are given preference, and permission of the Chair is necessary. Approved requests receive reimbursement in standard amounts, up to \$500 for travel within the U.S., and up to \$1000 for travel abroad. Students who wish to apply for funds must fill out appropriate forms and submit all original, itemized receipts, airline, bus and train tickets to the program administrator. Rarely is more than one travel grant per academic year permitted.

STUDENT COUNCIL FUNDS

The graduate student council has representatives in the School of Design. Each graduate program is entitled to funds for use by its students. Contact the School's student council representatives for updated information.

GRADUATE STUDENT ASSOCIATIONS COUNCIL (GSAC)

GSAC provides travel reimbursement funds and sponsors various graduate student events, provided that two representatives from the particular graduate program attend GSAC meetings regularly.

RECOMMENDATION LETTERS

Requests for recommendations, along with related materials, should be submitted at least two full weeks before the student expects to have them post-marked. Do not approach faculty just before a deadline.

THE PH.D. ARCHITECTURE OFFICE

The mailing address for the Ph.D. Program in Architecture is:
210 South 34th Street, 207 Meyerson Hall, Philadelphia, PA 19104-6311
Phone: 215/898-5728
Fax: 215/573-2192

The Ph.D. Architecture office maintains students' files, including the following documents:

- Materials submitted at the time of application (previous transcripts, departmental application).
- Any correspondence between the program office and the student.
- Copies of examinations taken.

Student mail boxes are located outside of the Department of Architecture office. General notices and information of interest to students are posted there and through e-mail. Each student receives a list of active students' addresses (home and e-mail) and phone numbers. Addresses and telephone numbers are given out, upon request, only to fellow

students and faculty members. Contact the program office with any questions and problems at (215) 898-5728.

PH.D. SEMINAR ROOM

For a cash deposit fee, keys can be provided for the Ph.D. seminar and study room (FURN 302) located in the Furness/Fisher Fine Arts Library. Please see the building manager at Meyerson Hall, room G-29. This room is shared with the Master in Environmental Building Design (MEBD) students.

CONFIDENTIALITY OF STUDENT RECORDS

Pursuant to the Family Educational Rights and Privacy Act of 1974 as amended, in general, personally identifiable information can be disclosed to persons outside the University only with the written consent of the student or alumnus involved.

JOINT AUTHORSHIP

The Graduate Group in Architecture has specific policy on the development and publication of scholarly work jointly authored by faculty and students:

1. In the Graduate Group in Architecture all students and faculty are expected to produce individual scholarship and to cite all contributions to their work in conformity with customary scholarly practices.
2. All student work for the fulfillment of degree requirements is student work and the property of the student. It must have due citation and acknowledgment of contributions from others.
3. Students have the right to publish their work before the completion of their degree requirements.
4. Any joint project will be presented as such from the outset and the collaborators will agree from the beginning that their joint efforts will be presented publicly under both names.
5. If there is any dispute as to propriety in the development or publication of joint work, the matter should be brought to the attention of the Graduate Group Chair, by either the student or the faculty member, and then handled within the Graduate Group with appropriate consultation with other members of the Graduate Group.
6. Definitions:
 - I. Qualifications for authorship:
 - Each author should have participated sufficiently in the work to take public responsibility for its content
 - Authorship credit should be based on substantial contributions to each of the following areas: conception and design of the project; drafting the text or revising it critically for intellectual context; and final approval of the text and illustrations to be published. All of these conditions should be met for authorship to be assigned
 - Participation solely in the acquisition of funding, or the collection of data and/or illustrations does not justify the assignment of authorship
 - Appropriate credit for the contributions of other individuals should be made as an acknowledgment

- Any part of an article critical to its main conclusions must be the responsibility of an author. If that author is a student, the faculty member must acknowledge that person as a co-author.
- II. The order of authors
 - The first author is the person who has contributed most to the work
 - The sequence of author listing is determined by the relative contributions to the work.
 - Decisions about the order in which authors names will appear in publications should be made as early as possible, preferably at the outset.

STYLE SHEET

The Ph.D. Program in Architecture uses The Chicago Manual of Style: for Authors, Editors, and Copyrights as a standard. This is available in condensed form as: Kate Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations. This format is required for papers, responses to the written examinations, and the dissertation.

SUBMISSION OF PAPERS

Title pages of all papers must contain the following information:

- Student's name
- Student's last four digits of Penn identification number
- Paper title
- Date
- Instructor's name
- Course title
- Course and section number
- Term in which course was taken

One copy of papers written for all courses taken in the Ph.D. Program in Architecture (excluding independent reading courses) should be submitted to the program administrator to keep on file for students and faculty to read.

TRANSCRIPTS

Students should review their transcripts at the end of each term to be sure that grades and completed examinations are properly recorded. Students may check their transcripts on-line through Penn In Touch.

Official transcripts should be ordered from the Office of the University Registrar, Academic Records Division, 221 Franklin Building (located on Walnut Street between 34th and 36th Streets), 215/898-6411 or 215/898-6636.

PROGRAM DIRECTORY

GRADUATE GROUP IN ARCHITECTURE

Updated contact information can be found in the online directories: Penn Design (<http://www.design.upenn.edu/people>) and the University of Pennsylvania (<https://medley.isc-seo.upenn.edu/directory/jsp/fast.do>).

APPENDICES

DISSERTATION PROPOSAL DESCRIPTION

Students enroll in an independent study course, Arch 852, to write the Dissertation Proposal. This work is directed by one of the faculty members who will serve on the student's Dissertation Committee, often the student's Dissertation Supervisor. The course must be completed and the Proposal accepted before the student sits the Field Exam, when the Proposal will be formally examined. Although the Proposal is chiefly addressed to the Committee, it should be a document that is informative for external readers such as grant-giving agencies.

The Dissertation Proposal is a statement of 1) the argument to be made in the Dissertation, 2) the contribution of that argument to the literature of the field, and 3) the methods, means, and schedule by which the research and writing of the Dissertation will be completed.

The three parts of the Proposal – its argument, contribution, and methodology – are equally important and should be given equal attention.

The argument should be set forth in the form of an abstract, describing the proposition being made. It should also include a preliminary table of contents of the Dissertation, noting relative length or proportion of each section.

The proposition must be set in the context of existing studies of related topics, thus showing the Dissertation's contribution to the field. Existing studies should be reviewed in order to show how the research being proposed will be original and relevant.

The Proposal should also include a plan of the Dissertation research and a description of the research methodology. This includes a schedule that describes the steps the research will take and the estimated duration of each. This part of the Proposal should indicate the need for any extramural work, such as travel to sites, libraries, and archives. Funding needs and possible sources should be indicated.

The Proposal must have a title and be dated. It must also list the members of the Dissertation Committee, indicating also the Supervisor. It should be concise, compelling, and clear.

FORMAT FOR THE DISSERTATION PROPOSAL

1. Cover page must include:
 - a. Title
 - b. Committee Members (identify supervisor)
 - c. Date
 - e. Student's Name
2. Proposal is to be 2000-3500 words in length
3. Proposal should include a Proposed Research Plan section that gives a time line for research and a list of places to conduct research.
4. Proposal should include a list of contents that incorporates as much of the following as possible:
 - a. Approximate length of dissertation in page numbers / or number of chapters
 - b. Short description of material covered in each chapter
 - i. Number of pages of each chapter
 - ii. Number of pages of each section of a chapter

PENN LINKS

Penn Portal: http://medley.isc-seo.upenn.edu/penn_portal/view.php

- Career Services: <http://www.vpul.upenn.edu/careerservices/>
 - View information on career resources
 - View information on funding
 - Learn about programs and services offered by each graduate school at Penn
- Registration → Penn in Touch (PIT) : https://medley.isc-seo.upenn.edu/penn_portal/intouch/splash.html
 - To view tuition bill summary, loan status, financial aid status, summary of bookstore purchases
 - Print out loan forms
 - View transcripts
 - Registration
 - Change permanent, local, temporary, and billing addresses
 - View current or past term schedules
 - Access advising links
- Student organizations
- Penn Libraries
- Graduate Housing
- Penn Dining
- Penn Bookstore
- Penn Computer Connection
- Health and Immunization Services
- Counseling and Psychological Services
- Transportation: Penn Shuttle, Penn Bus, Septa discounts
- Penn Athletics

Office of Graduate Studies -

http://www.upenn.edu/provost/graduate_professional_education

- Graduate Groups (Programs and Schools)
- Graduate Policies
 - Doctoral Dissertation Manual
- Graduate Student Center
- Academic Rules: http://www.upenn.edu/provost/academic_rules
 - Family Leave of Absence Policy
 - Rules governing full-time and half-time dissertation status
 - Rules governing dissertation committee formation
- PennBook: <http://www.vpul.upenn.edu/osl/pennbook.html>

Center For Teaching and Learning (CLT): <http://www.ctl.sas.upenn.edu/>

- Workshop and seminars on teaching