



Graduate Group in City and Regional Planning

Stuart Weitzman School of Design
University of Pennsylvania

Doctoral Student Handbook for
City and Regional Planning
2023-2024

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I. INTRODUCTION

Welcome to the PhD program in City and Regional Planning at the University of Pennsylvania. Penn has offered a doctorate since the early 1950s. Its first recipient, [Herbert Gans \('57\)](#), now Robert S. Lynd Professor emeritus, Columbia University, has had a distinguished scholarly career from the publication of his first book, *The Urban Villagers Group and Class in the Life of Italian-Americans* (The Free Press, 1962) to his last one, *Sociology and Social Policy, Essays on Community, Economy and Society* (Columbia University Press, 2017). And one of our more recent graduates, [Amber Woodburn \('16\)](#), is now an assistant professor at Ohio State University with a bright future ahead.

Other recent graduates are working all over the world in a variety of research-intensive positions. They include [Nisha Botschwey \('03\)](#), Dean, Hubert Humphrey School of Public Affairs, University of Minnesota; [Khaled Tarabieh \('09\)](#), University Architect and Associate Professor of Sustainable Design, American University of Cairo; [Stephanie Ryberg \('10\)](#), Associate Professor of Urban Studies, Cleveland State University; [Sisi Liang \('11\)](#), Associate Professor of Planning, Tsinghua University; [Evangeline Linkous \('12\)](#), Associate Professor of Urban and Regional Planning, University of South Florida; [Stuart Andreason \('14\)](#), Managing Director, The Burning Glass Institute; [Catherine Brinkley \('13\)](#), (DVM, '15), Associate Professor of Community and Economic Development, University of California, Davis; [Benjamin Chrisinger \('15\)](#), Assistant Professor, Tufts University; [Albert Han \('15\)](#), Associate Professor of Urban and Environmental Planning, Korea Advanced Institute of Science and Technology; [Mary Rocco \('16\)](#), Director of Engaged Scholarship, Barnard College; [Simon Mosbah \('16\)](#), Business Line Director, Infrastructure Funding and Grants, WSP; [Theo Lim \('17\)](#), Assistant Professor, School of Public and International Affairs, Virginia Tech; [Eliza Whiteman Kinsey \('18\)](#), Assistant Professor, Perelman School of Medicine, University of Pennsylvania; [Jae Min \('18\)](#), Associate Professor, Yonsei University; [Chandan Deuskar \('20\)](#), Urban Specialist, The World Bank; [Joshua Davidson \('23\)](#), Assistant Professor of Statistics and Data Science, Oberlin College.

As you may imagine, Penn's more than 340 graduates have made important contributions to the field, working in academia and other research institutions. (See Appendix A.) In a few years, your name will be on this list, and we expect that you will be among the leaders of the profession. As an additional bit of information, your doctoral degree has a STEM designation under the US Department of Education rubric, meaning that if you are not a US citizen, upon completion of your degree, you are allowed to take two years of post-degree professional training.

This **Handbook** will assist you in making your years at Penn productive. The first four sections map the requirements of the doctoral program in City and Regional Planning. The remaining sections provide other reference material including a list of the members of the Graduate Group Faculty (Appendix B), a bibliography of representative faculty publications (Appendix C), a student directory (Appendix D), several important documents (Appendices F and G) and copies of required forms (Appendices E and H).

Governing all your work, however, is the set of university rules established by the Graduate Council of Faculties, *Graduate Rules, and Policies*. catalog.upenn.edu/pennbook/academic-

[rules-phd/](#) In addition, the [School of Design Student Handbook](#) covers school-specific issues.

Program Goals and Expectations

Penn’s PhD program in City and Regional Planning has a straightforward objective: to train exceptional scholars and thought-leaders in the field. To this end, the Graduate Group aims to ensure your acquisition of strong research and communication skills. It is also committed to cultivating enduring faculty/student mentoring relationships and collegial networking among your peers, including other PhD students in urban-focused disciplines. An integral part of this process is the doctoral advising system, whose description is in Part II.

As a doctoral student you control the pace and timing of your work. However, the Graduate Group is here to help you. Maintain regular contact with the Graduate Group Chair (GGC), Eugénie Birch (with whom you should meet four times a year at the beginning and end of each semester), and with your advisors, once selected, at all stages of your program. Remember to keep your contact information up-to-date in Penn-in-Touch and with the Graduate Group Secretary, Kate Daniel.

Earning your doctorate, requires completion of five steps: **1. Coursework, 2. Preparatory Requirements, 3. Qualifying Examination, 4. Candidacy Examination 5. Dissertation** (see Table 1).

Table 1 Overview of PhD Requirements

Task	Requirement
Matriculation	Full-time until completion of degree. Total time allowable 10 years (five years to advance to candidacy, five years to complete and defend dissertation)
Coursework	20 course units, to be completed in first 5 semesters, taken at the rate of 4 course units/semester, and including:
Doctoral Seminar	4 course units taken in first 4 semesters
Research Methods	2 course units (CPLN 508 recommended)
Fields	2 courses each in 2 fields
Preparatory Requirements	To be completed in the first 5 semesters
Writing and Presentation	4 written assignments completed in the first 4 semesters
Review Essay	First semester Doctoral Seminar
First Year Paper	Second semester Doctoral Seminar
Second Year Paper	Third semester Doctoral Seminar
Draft Dissertation Proposal	Fourth semester Doctoral Seminar
Scholarly Preparation	4 semesters RF/TF plus orientation and jury service
Research Fellowship	One semester (minimum)
Teaching Fellowship	One semester (minimum) other semesters divided between TA and RA at the discretion of Graduate Group Chair
TA orientation	Attend session in summer after the first year of full-time study

Master's juries	Serve on 4 masters level studio or workshop juries
Qualifying Examination	Written examination on History and Theory of Planning to be taken by the end of the second semester of full-time study
Candidacy Examination	Two part written and oral examination to be completed and defended during the 5th semester
Two Field Examinations	Written examinations to be completed by the before the 5 th semester of full-time study, taken in a 21-day period. Submission of Field Examination Statement by beginning of Second Year.
Oral Examination	Oral defense of the two field examinations and discussion of draft dissertation proposal within 3 weeks of completing the last field examination
Acceptance of Dissertation Proposal	To be completed during fifth semester of full-time study according
Apply for A.M. degree	All students who advance to candidacy are eligible to earn an A.M. Apply to https://apps.sas.upenn.edu/sso/gas/degree/app-start.php
Annual Meetings of Dissertation Committee	A candidate must meet annually with his/her Dissertation Committee until the thesis is completed; he/she must submit a first draft two months in advance of the deposit date; and submit a second draft one month in advance of the deposit date
Dissertation Defense	Candidate defends his/her thesis in front of the Dissertation Committee
PhD Colloquium	Candidate offers a public presentation of his/her thesis findings
Dissertation Deposit	Pursuant to university rules

II. PROGRAM ADVISING

Overview

During your doctoral studies, the GGC will serve as your overall advisor, assisting you in outlining a course of study, evaluating prior coursework for transfer credit and approving key performance milestones. In your first year, you should initiate meetings with Graduate Group faculty whose scholarly interests coincide with yours, aiming to formulate your examination areas and dissertation topic. (See below.) You should begin these conversations early and, even though you may not have a fully developed dissertation proposal in mind, the process of discussing your ideas will aid in defining your research focus. To begin this exploration, the GCC will assign an advisor from the Graduate Group to you. You may select this advisor as your principal advisor (see below) or choose someone else during the course of the first year.

By the end of your first year and with the approval of the GGC, you should ask one of the members of the Graduate Group to serve as your principal advisor and work with him/her to form Examination and Dissertation Committees that should be in place by the end of your second year (fourth semester). *When you have reached an agreement with a faculty member to serve as your principal advisor, please ask him or her to indicate his or her willingness to accept this responsibility in a letter to the GGC.*

The Graduate Group as a whole monitors all doctoral students' progress. It meets at the end of each academic year to review each student's record. For those in coursework, it reviews their progress reports (see Part IV.) and evaluates their grade-point averages, Qualifying Examination status and rates of meeting the preparatory requirements. For candidates (those who have passed the Candidacy Examination), it reviews their progress reports that includes their dissertation schedules and performance. Any student not making satisfactory progress may be asked to withdraw from the program or be advised that such an action is under consideration. The GGC will notify a student in writing of any problems identified in the evaluation. *Should you receive such a letter, you must contact the GGC to discuss remedies.*

Graduate Group Faculty Interests

PhD students develop their programs of study with faculty advisors based on common interests and approaches. Weitzman School of Design faculty who work closely with PhD students include: Francesca Ammon (Planning History); Eugénie Birch (Urban Revitalization and Global Urbanization); Sanya Carley (Energy Policy); Tom Daniels (Land Use and Environmental Planning, Land Conservation); Elizabeth Delmelle (Geographic Information Systems and Urban Spatial Analysis); Lance Freeman (Housing, Community and Economic Development, Sociology); David Gouverneur (Landscape Architecture and Urban Design); Jamaal Green (Geographic Information Systems, Land Use and Economic Development); Erick Guerra (Transportation); Amy Hillier (Geographic Information Systems and Urban Spatial Analysis); John Landis (Urban Growth Modeling, Housing and Project Development); Allison Lassiter (Environmental Planning –Water); Zhongjie Lin (Urban Design); Sarah Lopez (Housing, Community and Economic Development); Randy Mason (Historic Preservation and Preservation Planning); Vincent Reina (Housing); Akira Drake Rodriguez (Housing, Community and Economic Development); Megan Ryerson (Transportation and Planning Methods); Lisa Servon (Community and Economic Development); Frederick Steiner (Ecological/Environmental planning); Marilyn J. Taylor (Urban Design); Domenic Vitiello (Community Development, Immigration, Food Security); Richard Weller (Land Scape Architecture and Urbanism); and Amber Wiley (Historic Preservation).

Other Graduate Group faculty include: Nikhil Anand (School of Arts and Sciences, Urban Infrastructure-India); Ram Cnaan (Social Practice and Policy); Gilles Duranton (The Wharton School, Real Estate); David Grazian (School of Arts and Sciences, Urban Studies); Lisa Mitchell (School of Arts and Sciences, South Asia Studies-India); Laura Perna (Graduate School of Education, Public Policy); Mark Stern, (Social Practice and Policy, Social Impact of Arts); and Susan Wachter (Wharton School of Business, Housing Finance and Real Estate). In addition, PhD students may elect to work with other Penn faculty chosen in consultation with their advisors. (See Appendix B for the Graduate Group Directory and Appendix C. for sample faculty publications.)

III. THE PROGRAM

Overview

This section offers detailed descriptions of the program’s five steps: 1. *Coursework*, 2. *Preparatory Requirements* 3. *Qualifying Examination*, 4. *Candidacy Examination*, and 5. *Dissertation*. Ideally, you should complete your coursework within the first two years (four semesters) depending on transfer credit; all Preparatory Requirements within two and one half years (five semesters) the Qualifying Examination by the end of the first year; the Candidacy Examination, including the Dissertation Proposal Defense during fifth semester; and the Dissertation within four years (eight semesters) of your initial enrollment.

Although *University regulations require you to advance to candidacy within five years of matriculation and to complete all requirements for the degree within ten years, the Graduate Group in City and Regional Planning encourages a faster pace*. The descriptions below detail each step and Graduate Group performance expectations.

Table 2 outlines an ideal schedule semester by semester. It assumes the transfer of four course units, thus permitting the completion of coursework within two years. It also offers alternatives for beginning the Preparatory Requirements, either starting the research fellowship or teaching fellowship in the first semester of full-time study or one semester later.

Table 2. Your PhD Semester by Semester

	Fall	Spring	Summer
Year 1	Doctoral Seminar I (Review Essay) Three classes, Research Fellow (optional/ if not done here must be done in Year 3)	Doctoral Seminar II (First Year Paper), three classes, Research Fellow or Teaching Fellow, Jury Service, Submit application for Transfer Credit, Select Principal Advisor and Examination and Dissertation Committees. Field examination areas selected.	Qualifying Examination completed by June 1. Refine First Year Paper for conference presentation or publication, TA summer training, Begin Second Year Paper
Year 2	Doctoral Seminar III (Second Year Paper), Three classes Teaching Fellow or Research Fellow, Conference Presentation, Jury Service, Field Examination Statement submitted and approved.	Doctoral Seminar IV (Draft Dissertation Proposal), Three classes, Research Fellow or Teaching Fellow, Jury Service,	Take Field Examinations, Finalize Draft Dissertation Proposal, Attend ACSP PhD Workshop or JPER Writing Workshop (competitive entry), Prepare Paper for publication
Year 3-4	Defend field examinations and dissertation proposal, Advance to Candidacy, Dissertation research and writing, Conference presentation, publications	Finish Dissertation, Defend Dissertation, Public Colloquium, Penn IUR Doctoral Symposium, Annual Meeting with Doctoral Committee chair	

1. Coursework

General Considerations The Graduate Group requires that instructors in courses that satisfy doctoral coursework requirements hold a PhD or terminal degree in their respective fields or are members of Penn’s Standing or Associated Faculty. The GGC will handle requests for exceptions to this rule on a case-by-case basis. If you enroll in masters-level courses in any school, you must complete assignments of greater scope and depth than the lower-level students. *If your instructor is unaware of this requirement, please inform him or her and make appropriate arrangements.*

You must maintain an overall GPA equal to or greater than 3.00 in all coursework. If you earn a grade lower than B- in a course, you cannot apply it to the 20 course-unit requirement.

If at any point during your coursework, your GPA falls below 3.00, you will be ineligible to continue as a doctoral student and dropped from the Program. If you incur two or more grades of Incomplete (I) you will be permitted to register for four (4) courses minus the number of Incomplete courses in subsequent semesters until you extinguish the Incomplete grade(s).

Course units: You complete 20 course units during two and half years of full-time study at the rate of four course units per semester, or a shorter time depending on transfer credit (see “Transfer Credit” below). The Graduate Group in City and Regional Planning does not designate a formal list of required courses other than the Doctoral Seminar (see below), but allows you to work with the GGC and your principal advisor to develop a study plan consistent with your research and future teaching interests.

Doctoral Seminar: You enroll in four (4) course units of CPLN 800 Doctoral Seminar in four consecutive semesters beginning with your initial enrollment in the program. This seminar explores how scholars define and answer important research questions and assists you in developing your research agendas, including selecting your dissertation topic and crafting your draft thesis proposal. Through its guest lecturer series and reading, the seminar reviews important research in City and Regional Planning. It also affords you the opportunity to discuss your research with your peers and the Graduate Group Faculty. Finally, it addresses a number of issues not covered by other courses including a critical analysis of the varied forms of scholarly writing.

Research Methods: You also take and pass with a grade of B or better two (2) graduate-level methods courses relevant to your proposed field of research identified and submitted to the GGC on **Form 1b**. The Graduate Group maintains a list of courses in quantitative and qualitative methods and spatial analytics offered in various schools of the University. The Graduate Group highly recommends that you take CPLN 508 Urban Research Methods, preferably in your first semester. The GGC must approve your selection of research methods courses. (Although you may fulfill this requirement by waiver examination or transfer of credit for prior coursework, you will need to present evidence of strong methodology training to secure GGC for approval.)

Transfer Credit: If you have completed graduate work prior to entering the Doctoral Program in City and Regional Planning, you may request transfer credit for up to four (4) course units for master’s level classes. You may request transfer credit after your first year of full-time study. The Graduate Group Chair determines the acceptability of such transfers according to the following criteria:

- Courses must be relevant to your course of study and area of research
- Most credits from professional master’s degree courses (e.g., MSW, MCP, MRP, MBA, M.ARCH) may be transferred; studio course credit is not transferable.
- Courses must have a grade of B or above

Use **Form 1a** to identify the courses and provide background information on the instructors (e.g., PhD., standing faculty). Attach course syllabi and your transcript and submit the paperwork to the

GGC for approval. (Before submitting the formal request, discuss the prospects for such transfers with the GGC to determine if the courses are consistent with your course of study.) *You are responsible for filing the signed forms with the Registrar and the Graduate Group Secretary.* Transfer credit is official when it appears on your Penn transcript, viewed through Penn in Touch. Should you encounter any problems related to processing transfer credit, contact the Registrar, School of Design.

2. Preparatory Requirements

Overview: The Preparatory Requirements (Writing and Presentation and Scholarly Preparation), provide experience in scholarly writing, research and instruction and assist you in the timely completion of your degree. You should complete them within two and a half years (five semesters) of full-time study. The GGC will work with you to accommodate them in your program.

Writing and Presentation: Possessing clear writing and associated analytical skills is essential for your career as a graduate student and later, scholar. The writing and presentation requirement is a systematic approach to strengthening your abilities in these areas. It has four elements:

- a. *Review Essay:* assessing several books related to your primary interest to be written and presented in your first semester to the Doctoral Seminar (**Form 2**).
- b. *First Year Paper:* writing a literature review in your area of the primary interest to be presented to the Doctoral Seminar during the second semester of full-time study (**Form 2a**). You begin it under the guidance of the Doctoral Seminar instructor and also work with other Graduate Group faculty. The literature survey requirement aims to allow you to identify gaps in knowledge, to formulate a research question around a particular issue, and devise a research design to explore that question.
- c. *Second Year Paper:* undertaking original research of publishable quality in your area of interest to be presented at Doctoral Seminar in your third semester of full-time study (**Form 2b**). Ideally, this paper will evolve from the *First Year Paper*. As you undertake this paper, you should be working with your principal advisor since this paper will be the foundation of your dissertation. Given the significance of the requirement, you should begin working on the paper in the summer between your first and second years. You are also expected to submit your Second Year Paper (or some equivalent research) for presentation at an academic conference by the Fall of your third year. *If your paper is accepted for presentation, the Graduate Group will cover your travel expenses to the conference.*
- d. *Draft Dissertation proposal* You will present a draft dissertation proposal to the Doctoral Seminar in your fourth semester (**Form 2 c**). By this time, you will be working with your principal advisor who should serve as the chair of your Examination and Dissertation committees. (See below.)

Scholarly Preparation: The faculty develops enduring mentoring relationships with you through your serving four semesters as a Research Fellow (RF) or Teaching Fellow (TF). The RF and TF positions require, on average, ten hours a week of work. Ordinarily, you will begin your fellowship

in your first year (first or second semester) of full-time study and complete it in your second or third years (fourth-fifth semesters). The TF assignments will be in either CPLN 5000 or CPLN 5010. You may fulfill the requirement by assisting in one course for two semesters, or one semester each course. Submit the appropriate forms as you complete your RF (**Form 3a**) and TF (**Form 3b**) assignments. After your first year, you are required to attend the three-day Teaching Assistant Workshop sponsored by the Center for Teaching and Learning, School of Arts and Sciences (**Form 3c**). Finally, you will serve on master's level juries four times, ideally during your first five semesters of full-time study (**Form 3d**).

CTL Teaching Certificate You may opt to earn a CTL Teaching Certificate from Penn's Center for Teaching and Learning. While you will be very busy in pursuing your research, teaching is a vital component of an academic career. Pursuing this certificate not only offers you a means to reflect on what constitutes excellent teaching and to enhance your own pedagogical skills but also to add to your own qualifications when you begin your job search. Requirements are: completion of five CTL-approved workshops, completion of two semesters as a teaching fellowship, an observation and review of a full teaching session, and development of a statement of teaching philosophy. For more information see: <https://ctl.upenn.edu/programs/grad-students/ctl-teaching-certificate/>

Graduate Urban Studies Certificate: The Graduate Urban Studies Program in the School of Arts and Sciences offers a Certificate in Urban Studies to be taken in conjunction with a Ph.D. offered by the University. It is aimed at students who want to augment their disciplinary studies to address urban topics or problems from an interdisciplinary perspective. The Program draws on faculty and encourages course-taking from the various departments of the School of Arts and Sciences and other schools of the University. Students' interests have focused on many areas of the world and include housing, employment, economic development, finance, social welfare, poverty, education, community organization, history, ethnicity, culture, family, architecture, urban design, planning, law, and policy. For more information, see <https://urban.sas.upenn.edu/students/graduate-certificate-program>

3. Qualifying Examination

By the end of your first year of full-time study, you must have completed the City and Regional Planning Qualifying Examination, a written examination on the History and Theory of City and Regional Planning, administered by faculty as designated by the GGC. *Student verifies completion of Qualifying Examination registering this information with the GCC by June 1 (or earlier) of the first year of study.* The examining faculty grades the examination with either A+, A, A-, B+, or B. Any grade below B is a failure.

Schedule: To schedule the Qualifying Examination, meet with the examining faculty to determine the scheduling and scope of the examination. Keep the GGC informed of your determination.

Certification to continue: After the evaluation of the written examination, the examining faculty, along with your principal advisor and the GGC, will review your academic progress (minimum requirement is a B average and sufficient number of courses depending on the timing of your examination) to determine your continuance in the program. You will receive notice of your status within a month of your completion of the written examination. (In the event that you fail the Qualifying Examination, you will not be allowed to proceed with the doctoral program.) Upon

receipt of a notice of successful completion of the Qualifying Examination, submit **Form 4** to the Graduate Program Secretary, Kate Daniel.

4. Candidacy Examination

After completion of your coursework, you must pass the Candidacy Examination consisting of two field examinations demonstrating your mastery of subfields within the discipline and the defense of your draft and final dissertation proposals.

Requirements: Following is a description and requirements of each part of the Candidacy Examination:

- a. *Written field examinations in each of two areas*, taken within a three-week (21 day) window and completed by the beginning of your fifth semester of full-time study, if not sooner (**Form 5**). (In defining fields, you work with your advisors and also take at least two courses in a given field.)

At the end of the first year of coursework, you will present a Field Examination Statement to the GCC and your principal advisor. This plan will include the name of each field, a short description of the field and a brief bibliography of the key readings in that field. (You will augment this bibliography with each field examiner as you discuss the scope of the examination after approval of the fields, so this list should be about five entries). You must submit the Field Examination Statement by the beginning of the third semester of coursework.

The examinations will cover:

1. A definable subfield in City and Regional Planning as overseen by a faculty member in the Graduate Group in City and Regional Planning (e.g. History and Culture of Cities, Community and Economic Development, Land Use and Environmental Planning, Sustainable Transportation and Infrastructure Planning, Urban Design, Housing.)
2. A definable subfield of City and Regional Planning as listed above or related discipline supportive of your dissertation research or future employment undertaken with a faculty member who is affiliated with the Graduate Group. For those seeking to have an examination in methods, approval will be given only for work that *advances* a given method, subject to the approval of the GCC and the principal advisor.
3. The written examination can take one of several forms. For example, your examiner may ask you to prepare a paper-length essay, or a research proposal over a period of a week, or a lecture-length essay over several days. He or she may ask you to take a several-hour written “classroom” type of examination, consisting of a set of questions. Regardless of its form, your examiners will ask you to demonstrate an ability to:
 - describe and assess the literature of the field
 - deal critically with major issues

- conceptualize and organize research in the area
- b. *A draft dissertation proposal presented to the Dissertation Committee two weeks prior to sitting for the oral examination:*
 1. Your dissertation proposal should follow the format described in Appendix F.
 2. It has the following components: title, abstract, introduction, a literature review that positions your research question, statement of the problem or research question, your hypotheses (if applicable), your research design, proposed table of contents (with short descriptions of anticipated contents of the chapters), and bibliography and an anticipated timeline for delivery of the first, second and third drafts.
 - c. *An oral examination covering the written examinations and a discussion of the dissertation proposal to be scheduled within three weeks of completing the written field examinations.*
 1. The Examination Committee will evaluate your field examinations giving letter grades ranging from A+ to B. Any grade below B is a failure. A member of a field examination committee may ask you to revise your response or to retake the examination. In the event that you are asked to retake an exam, you may do so **once** within two (2) months. If you should fail two field examinations, you will be dismissed from the program.
 2. The Dissertation Committee will evaluate the dissertation proposal providing one of the following determinations: Accept, Revise and Resubmit to the chair, or Revise and Resubmit to the Committee (**Form 5**); *In the latter two cases, you have one (1) month from the time of the oral examination to make modifications to the proposal and obtain its acceptance by the Committee.* If you do not secure approval of your proposal within this time period, you will be awarded the A.M. degree as a terminal degree.
 3. *The final approval of the dissertation proposal by your Dissertation Committee is to be completed within the fifth semester of full-time study, if not sooner (Forms 6 and 8).*

Record keeping: You are responsible for filing the following forms indicating your progress with the Graduate Group Secretary and the Weitzman School of Design Registrar. After your field examinations, submit **Form 5**; after your oral Dissertation Proposal defense submit **Form 6** and **Form 8** (University of Pennsylvania. Form 150). In addition, you are responsible for submitting an annual report at the end of each academic year. After completing your coursework, be sure to have a meeting with your Dissertation Chair at least once a year (See page12).

When to Start and Other Details: To begin the Candidacy Examination process, meet with the GGC by the end of your second semester of full-time study to discuss your plans. In consultation with the GGC and your principal advisor, you should select the areas for your two field examinations, keeping two goals in mind:

- developing competence in an instructional or research area applicable to your future employment
- supporting your dissertation research.

Next, form your Examination and Dissertation Committees. The GGC and your principal advisor will help you identify appropriate faculty to serve on both. You should initiate discussions with your Committee members to delineate the subject matter of your field examinations and your thesis. *Finally, secure GGC written approval of the composition of both these Committees by the beginning of your third semester.* Form your Committees according to the rules outlined below.

Composition of the Field Examination Committee: Usually, the Committee consists of two faculty members, each one will supervise one field examination. One member is the chair of your dissertation committee. In some cases, you may ask two faculty members to supervise one field examination. Consult with the GCC about this possibility. The faculty members must be members of the Graduate Group in City and Regional Planning. For any exception, consult with the GGC.. You should have taken at least one formal course or Independent Study with each member of the Examination Committee.

Composition of the Dissertation Committee: three faculty members, one of whom serves as chair; the other two are readers. The chair of this committee must be a member of the Graduate Group. One of the two readers must be a member of the Graduate Group. The third reader will usually be a member of Penn’s Standing Faculty, though with the approval of the Dissertation Committee chair and the GGC, an outside person with the appropriate academic qualifications and special knowledge can be appointed.

PhD Candidate Status and Tuition When you have passed the Candidacy Examinations, you will become a PhD Candidate. After becoming a PhD Candidate and completing three years of full-time study you will qualify for the reduced tuition rate (**Form 8**).

Receipt of the AM Degree When you have completed all parts of the Candidacy Examinations, you have earned the A.M degree. *If you wish to receive the A.M. degree, you must apply for the degree with the University of Pennsylvania Graduate Office at <https://apps.sas.upenn.edu/sso/gas/degree/app-start.php>.* Should you pass all parts and decide not to write a dissertation you may elect to receive the A.M. as a terminal degree (**Form 7**).

5. Dissertation

Overview: Your dissertation is an original piece of research of publishable quality that focuses on an important, currently unanswered question. Your Dissertation Committee supervises your dissertation from its proposal to its completion. You should meet with your Dissertation chair at least two (2) times per year and with your whole Committee annually (by June 1 of the year in question). Prior to the Committee meeting, you should submit your Annual Dissertation Report (**Form 9**) to the Committee and, afterwards, obtain your Committee members’ signatures and submit the form to the GGC. *Failure to submit this report will result in your being dropped from the Program.*

If a problem appears with the pace of your progress, the GGC will arrange a conference to discuss the matter with you and your Dissertation Committee chair. The Graduate Group expects that you

will submit up to three drafts of the dissertation to your Committee. You will submit the first draft two months in advance of deposit date set by the University; the second draft, one month in advance of the deposit date, and the third (and final draft) one week in advance of your defense. **Dissertation Defense:** You will defend your dissertation to your Committee and, with their approval, offer a public Colloquium afterwards (**Form 11**). Your Committee may ask you to make minor revisions to the dissertation before you deposit it with the University. Upon completing your defense and Colloquium, submit the signed Final Dissertation Report (**Form 10 / U. of P. Form 152**) and (**Form 12 / U. of P. Form 153**) to the Graduate Program Secretary, Kate Daniel. These forms indicate the acceptance and certification of the dissertation.

Deposit of Dissertation: The University has strict regulations concerning the deposit of the dissertation. Be sure to review these rules early and often as they are unalterable. Consult the [Dissertation Formatting Guide](https://provost.upenn.edu/dissertation-deposit) found at <https://provost.upenn.edu/dissertation-deposit> to become familiar with the required format and various deadlines that must be met in order to graduate at a particular time. The schedule is contained in the Graduate Degree Calendar at the University of Pennsylvania Office of the Provost and is online at <https://provost.upenn.edu/graduate-degree-calendar>. You should be aware that the University rigorously enforces these regulations and schedules and makes no exceptions. *It is your responsibility to know these schedules and adhere to them.*

When you submit your dissertation in fulfillment of the requirements for a degree, it becomes the property of the University of Pennsylvania, governed by the University's copyright and patent policies.) You do have options about its release to the public. See <https://provost.upenn.edu/dissertation-embargo-guidelines>.

IV. ANNUAL PROGRESS REPORTS

In your first two and one half years of full-time study, you must submit to the GGC an Annual Progress Report (**See Appendix G**), listing your completed courses, fulfillment of the requirements and Qualification and Candidacy Examinations. (Once you have become a Candidate, the Dissertation Progress Report (**Form 9**) will fulfill the reporting requirement.) Ordinarily, you should submit your progress report prior to your end-of-spring-semester meeting with the GGC, no later than May first of the applicable academic year. In addition, you must meet with your Dissertation chair at least once a year.

V. TUITION AND FEES

There are two types of tuition categories for doctoral students:

Full Tuition: tuition for full-time PhD students will be charged at a "Full-Tuition Flat Rate" for the first three years (six terms, excluding summers) of enrollment. Full tuition applies whether the student takes three, four, or five courses in a semester or is on dissertation status. (The fifth course can only be taken as an audit.)

Reduced Tuition: doctoral students are eligible for reduced tuition in year four if

coursework has been completed. If it has, the student will be charged reduced tuition until the degree is awarded or for a maximum of five (5) additional years from the semester the student goes on reduced tuition status.

Tuition Waiver: doctoral students who defend early in the semester, by the "tuition waiver-defend by date" set by the Office of the Provost, qualify for a tuition waiver (in the form of a refund) for that final term. Because students are charged tuition at the start of the term regardless of the anticipated tuition defense date, it is the student's responsibility to reach out to the Weitzman Registrar to request a tuition refund in instances where the early defense deadline has been met.

In academic year 2023-2024, the tuition and fee schedule is:

Full tuition	\$41,544
General Fees	\$3,802
Clinical Fee	\$688
Health Insurance	\$4,210
Reduced tuition	\$5,192
General Fees	\$954
Clinical Fee	\$688
Health Insurance	TBA

VI. RESIDENCY AND LEAVES

Continuous registration: You must be continuously registered unless granted a formal leave of absence by the Dean of the School of Design. Registrations take place in the fall and spring semesters. Candidates for August graduation remain full-time students through August 31st without summer registration.

The Dean will grant a leave of absence for military duty, medical reasons, and family leave. This leave is typically for up to one year and “stops the clock” on time to completion. Personal leave for other reasons may be granted for up to one year with the approval of the GGC, but it does not automatically change the time limit. In this case, additional requirements for return may be imposed by the GGC.

You may not take any degree examinations while you are on leave of absence. A student without an approved leave of absence who fails to register each semester will be considered to have withdrawn from the degree program; reinstatement requires the GGC’s approval and recertification.

Policy on childbirth and adoption accommodation for PhD. students: You are eligible for a "Time Off" period of eight weeks for the birth or adoption of a child. You must notify the GGC and Dissertation chair in writing, at an early date, of your plans to initiate a "Time Off" period, so that appropriate arrangements can be made to cover any teaching/research responsibilities. Normally the "Time Off" period commences within two weeks of the birth or adoption.

During the "Time Off" period, you remain enrolled full-time. In order to facilitate a rapid return, you may participate in the program as fully as you deem appropriate. By remaining on full-time status, your visa status and loan repayment schedules, if any, will remain unchanged. You are entitled to academic accommodation including relief from academic requirements, such as postponement of exams and course requirements. If you are receiving stipend support, you are entitled to continuation of support during the "Time Off" period as follows: 1.) If you are receiving stipends from University/school funds, you are entitled to draw support for eight weeks during the academic year. 2.) If you are funded by government grants or other external funding sources, you are entitled to benefits as determined by the funding agency.

Family Leave policy: You may take a Family Leave for the birth or adoption of a child, childcare, or care of an immediate family member (spouse, domestic partner, child, or parent) with a serious health condition. You may take a Family Leave for one or two semesters. You must notify the GGC and your principal adviser in writing of your plans to take a Family Leave at an early date, so that appropriate arrangements can be made to cover any teaching/research responsibilities.

Family Leave "stops the clock" on your academic requirements, including service requirements, for the duration of the leave. During the period of Family Leave, you may arrange to continue Student Health Insurance, but you will be responsible for the payment of your premiums. Upon paying a fee, students on approved Family Leave will retain their PennCard, e-mail accounts, library privileges, and building access. Funding commitments from the institution are deferred until you return from Family Leave. If you are receiving funding from external sources, such as government grants, you are subject to the conditions established by the funding source. You will meet your service requirements (e.g., teaching, research) following return from Family Leave. You may request for an extension of Family Leave beyond one year, or for repeated Family Leaves. Approval of an extension, deferral of funding and continued academic accommodation is at the discretion of the Dean.

**IMPORTANT: If you anticipate adding a dependent (e.g., newborn) to your Penn Student Insurance Policy while on Family Leave, you must remain in ACTIVE student status at the start of the fall semester. Students should arrange with their school/division to maintain full-time student status for at least 31 days from the start of fall classes, after which time the Family Leave status can be recorded in the Student Records System. After the birth/adoption, contact the SHS Insurance Coordinator to ascertain fees and enroll the dependent. The premium for dependent coverage is payable directly to Aetna Student Health.*

VII. INSTITUTIONAL COURTESY/ EXCHANGE PROGRAMS

The University of Pennsylvania is a member of a ten-university consortium that allows doctoral students to enroll for up to one year at one of the participating institutions: Brown, Columbia, Cornell, Harvard, MIT, Princeton, Stanford, University of California-Berkeley, University of Chicago, or Yale. For additional info, see rule VIII. in the Academic Rules for PhD Programs at <https://catalog.upenn.edu/pennbook/academic-rules-phd/>.

VII. RECERTIFICATION

If you have not completed your doctoral work within ten years of your initial matriculation, you

may apply to the GGC to recertify your continuing in the program. To receive permission to do so, you must retake and pass the Candidacy Examination and complete and defend your dissertation within one year.

VIII. HELPFUL WEBSITES

If you are relocating to Penn for your doctoral program, several University services can be of assistance.

And once you are here, Penn's Graduate Student Center will serve as your community center. Penn Health Services will become your health provider when you sign up for the Penn Health Plan. Below are some helpful websites:

For general resource guides for graduate students: <http://www.gsc.upenn.edu/resources/guide/>
You will be given a hard copy of ***The Graduate and Professional Student Resource Guide*** during new student orientation.

For off-campus living <http://www.business-services.upenn.edu/offcampusservices/>

For the Graduate Center: <http://www.gsc.upenn.edu/>

For Student Health Services: <http://www.vpul.upenn.edu/shs/>

Appendix B. Graduate Group in City and Regional Planning Faculty Directory

Francesca Ammon	Associate Professor of City and Regional Planning and Historic Preservation (Weitzman School of Design)	fammon@design.upenn.edu
Nikhil Anand	Associate Professor of Anthropology (School of Arts and Sciences)	nanan@sas.upenn.edu
Eugénie L. Birch	Lawrence C. Nussdorf Professor of Urban Research & Education (Weitzman School of Design)	elbirch@upenn.edu
Sanya Carley	Presidential Distinguished Professor of Energy Policy and City Planning (Weitzman School of Design)	scarley@upenn.edu
Ram Cnaan	Professor and Director of Program for Religion and Social Policy Research (School of Social Policy and Practice)	cnaan@sp2.upenn.edu
Thomas L. Daniels	Crossways Professor of City and Regional Planning (Weitzman School of Design)	thomasld@design.upenn.edu
Elizabeth Delmelle	Associate Professor of City and Regional Planning, Director of MUSA (Weitzman School of Design)	delmelle@design.upenn.edu
Gilles Durantón	Dean's Chair in Real Estate Professor (The Wharton School)	duranton@wharton.upenn.edu
Lance Freeman	Penn Integrates Knowledge University Professor & James W. Efron University	lancefre@design.upenn.edu

Professor (Weitzman School of Design)

David Gouverneur	Assistant Professor of Practice (Weitzman School of Design)	dgg@design.upenn.edu
Erick Guerra	Associate Professor of City and Regional Planning (Weitzman School of Design)	erickg@design.upenn.edu
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Jamaal Green	Assistant Professor of City and Regional Planning (Weitzman School of Design)	jamaalg@design.upenn.edu
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Mark J. Stern	Professor (School of Policy and Practice)	stern@sp2.upenn.edu
Marilyn J. Taylor	Professor of Architecture and Urban Design (Weitzman School of Design)	mjtaylor@design.upenn.edu
Domenic Vitiello	Associate Professor of City and Regional Planning (Weitzman School of Design)	vitiello@design.upenn.edu
Susan Wachter	Albert Sussman Professor of Real Estate (The Wharton School)	wachter@wharton.upenn.edu
Richard Weller	Martin and Margery Meyerson Professor of Urbanism (Weitzman School of Design)	rjweller@design.upenn.edu
Amber Wiley	Presidential Associate Professor of Historic Preservation (Weitzman School of Design)	ambwiley@design.upenn.edu

APPENDIX C. Faculty: Select Bibliography

This select bibliography will familiarize you with the research interests of our Graduate Group Faculty. It includes books and key articles that they have written but it is by no means comprehensive.

- Francesca Ammon** Francesca Russello Ammon, "Urban Renewal through Rehabilitation and Restoration," in *The Many Geographies of Urban Renewal: New Perspectives on the Housing Act of 1949*, ed. Douglas R. Appler (Philadelphia: Temple University Press, 2023).
- Francesca Russello Ammon, "Picturing Preservation and Renewal: Photographs as Planning Knowledge in Society Hill, Philadelphia," *Journal of Planning Education and Research* 42, no. 3 (September 2022), [doi:10.1177/0739456X18815742](https://doi.org/10.1177/0739456X18815742).
- Francesca Russello Ammon, *Preserving Society Hill*, <https://preservingsocietyhill.org> (2021).
- Francesca Russello Ammon and Wendell E. Pritchett, "The Long History of Unfair Housing, from Reconstruction to the Fair Housing Act," in *Perspectives on Fair Housing*, eds. Vincent Reina, Wendell E. Pritchett, and Susan Wachter (Philadelphia: University of Pennsylvania Press, 2020).
- Francesca Russello Ammon, "Reversing the Tide of Suburban Families? The Design, Marketing, and Occupancy of Urban Renewal's High-rise Housing," *Journal of Planning History* 19, no. 4 (2020), [doi:10.1177/1538513219897989](https://doi.org/10.1177/1538513219897989).
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- Francesca Russello Ammon, *Bulldozer: Demolition and Clearance of the Postwar Landscape* (New Haven: Yale University Press, 2016).
- Nikhil Anand** *Anthroposea: Perfect Pollution and Planning in Mumbai's Wetscapes*. * *Environment and Planning D: Society and Space*. doi/10.1177/02637758231183439
- Enduring Harm: Unlikely Comparisons, Slow Violence and the Administration of Urban Injustice*. * *International Journal of Urban and Regional Research* 46(4): 651-659. Co-authored with Bethany Wiggin, Lalitha Kamath and Pranjal Deekshit.
- After Breakdown: Invisibility and the Labour of Maintenance*. * *Economic and Political The Promise of Infrastructure*. * Edited by Nikhil Anand, Akhil Gupta and Hannah Appel. Durham: Duke University Press. 264 pages

Hydraulic City, Water and Infrastructures of Citizenship in Mumbai, Durham: Duke University, 2017.

Eugénie L. Birch

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[Assessing Nature Based Solution Investments for Urban Resilience](#) Philadelphia: Penn Institute for Urban Research), April 2023.

“Realigning the Governance Architecture After COVID-19: City Diplomacy and Multilateral Institutions” [Journal of International Affairs](#), 74:1 (Fall Winter 2022) 207-226 (with William Burke-White).

[Powering the Slum II: Alternative Sources of Energy in Accra’s Informal Settlements](#), Philadelphia: University of Pennsylvania, Kleinman Center for Energy Policy, December 2022 (with James Kwame Mensah).

[Covered Bonds: Can They Help Finance Rental Housing in Korea?](#) Washington, DC Wilson Center and Pusan, Korea, Housing and Urban Guarantee Corporation, November 2022.

[A Standardized Approach for Analysis of the Enabling Framework Conditions Related to Cities’ Ability to Access Climate Finance](#), CCFLA (Cities Climate Finance Leadership Alliance), October, 2022.

[Time for a New Social Contract: Rebuilding Trust in Government](#), Policy Paper for UCLG World Assembly Town Hall, Daejeon, Korea October 2022 (with multiple authors).

[#Galapagos Goes Green: Galapagos Green Mobility Strategy](#), Philadelphia: Penn IUR, 2022

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[Rethinking City Revenue and Finance](#), Geneva: World Economic Forum, Global Futures Council on Cities of Tomorrow, August, 2022 (with multiple authors)

<https://www.weforum.org/reports/rethinking-city-revenue-and-finance>

[Innovation and Entrepreneurship in the Higher Education Landscape 2017-2021](#), Connecticut Next, Hartford CT, October, 2021 (with Amanda Lloyd).

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“Inclusion and Innovation: The Many Forms of Stakeholder Engagement in Habitat III,” *Citiscap*, July 2017.

“Implementing the New Urban Agenda in the United States, Building on a Firm Foundation,” *Informationen zur Raumentwicklung (Information on Spatial Development)*, Summer 2017.

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Ram A. Cnaan

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Elizabeth Delmelle

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Gilles Duranton

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Lance Freeman

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Jamaal Green

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APPENDIX E. PhD Requirements

Task	Requirement
Matriculation	Full-time until completion of degree. Total time allowable 10 years (five years to advance to candidacy, five years to complete and defend dissertation)
Coursework	20 course units, to be completed in first 5 semesters, taken at the rate of 4 course units/semester, and including:
Doctoral Seminar	4 course units taken in first 4 semesters
Research Methods	2 course units (CPLN 508 recommended)
Fields	2 courses each in 2 fields
Preparatory Requirements	To be completed in the first 5 semesters
Writing and Presentation	4 written assignments completed in the first 4 semesters
Review Essay	First semester Doctoral Seminar
First Year Paper	Second semester Doctoral Seminar
Second Year Paper	Third semester Doctoral Seminar
Draft Dissertation Proposal	Fourth semester Doctoral Seminar
Scholarly Preparation	4 semesters RF/TF plus orientation and jury service
Research Fellowship	One semester (minimum)
Teaching Fellowship	One semester (minimum) other semesters divided between TF and RF at the discretion of Graduate Group Chair
TA orientation	Attend session in summer after the first year of full-time study
Masters juries	Serve on 4 masters level studio or workshop juries
Qualifying Examination	Written examination on History and Theory of Planning to be taken by the end of the second semester of full-time study
Candidacy Examination	Two part written and oral examination to be completed and defended during the 5th semester
Two Field Examinations	Written examinations to be completed by the before the 5 th semester of full-time study, taken in a 21-day period. Submission of Field Examination Statement by beginning of Second Year.
Oral Examination	Oral defense of the two field examinations and discussion of draft dissertation proposal within 3 weeks of completing the last field examination
Acceptance of Dissertation Proposal	To be completed during fifth semester of full-time study according
Apply for A.M. degree	All students who advance to candidacy are eligible to earn an A.M. Apply to https://apps.sas.upenn.edu/sso/gas/degree/app-start.php
Annual Meetings of Dissertation Committee	A candidate must meet annually with his/her Dissertation Committee until the thesis is completed; he/she must submit a first draft two months in advance of the deposit date; and submit a second draft one month in advance of the deposit date
Dissertation Defense	Candidate defends his/her thesis in front of the Dissertation Committee
PhD Colloquium	Candidate offers a public presentation of his/her thesis findings
Dissertation Deposit	Pursuant to university rules

APPENDIX F. Standard Outline for Dissertation Proposals

You will be preparing a draft proposal in CPLN 800 Doctoral Seminar and completing the draft during the time you are preparing for your field examinations, submitting it to your dissertation committee two weeks before your oral defense. You will discuss the draft with your committee at the time of your oral field examination. The Committee will then decide the next steps i.e., whether to approve the proposal or require additional revision and discussion. The dissertation acceptance should be completed by your fifth semester of full-time study, if not sooner.

Proposal for a PhD Dissertation in City and Regional Planning

A. Cover Page

1. Title of proposed dissertation
2. Name of student
3. Address, phone number, e-mail
4. Date of submission
5. Names of Dissertation Committee Chair and Members

B. Outline

Students should follow this outline in the preparation of draft dissertation proposals.

ABSTRACT	summary of the proposal in less than 200 words.
TABLE OF CONTENTS	list of sections and page numbers
INTRODUCTION	explanation of the general purpose of the research, providing a context for the specific research objectives, and the potential significance or the research in relation to the problem addressed.
LITERATURE REVIEW	concise review of the most significant work related to the proposed research that positions the thesis by identifying gaps in knowledge that the dissertation will fill
STATEMENT OF PROBLEM or RESEARCH QUESTIONS	statement of the problem and research questions
RESEARCH DESIGN	scope of work and the manner in which it will be pursued: a) Outline of approach describing methods in sufficient detail to permit an assessment of their appropriateness in answering the research questions;

b) Description of the kinds and sources of data; its quality, and any anticipated issues

c) Statement of the criteria to be applied in evaluating the research findings; and

d) Schedule and plan of work, outlining the research and writing schedule through the first, second and third drafts and the proposed defense and deposit date.

PROPOSED TABLE

OF CONTENTS

detailed chapter and section headings

BIBLIOGRAPHY

list of references cited in the proposal and other major works related to the proposed research.

**APPENDIX G. Annual Progress Report
Academic Year: 2023 -2024**

TO: GGC
FROM:
RE: Annual Progress Report
DATE:

2023-2024 PROGRESS & ACTIVITIES include (where relevant: status on coursework (fields, methods), qualifying examination; field examinations, dissertation proposal), publications, papers presented etc.

IMMEDIATE “NEXT STEPS” AND ON-GOING WORK (include plans examinations, for publication, conference presentations, etc.)

PLAN FOR 2023-2024 (BY MONTH)

APPENDIX H. Forms

In Progress – will be updated shortly.