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I. ORGANIZATION OF THE SCHOOL

Administration

The chief administrative officer of the Annenberg School for Communication (ASC) is the Walter H. Annenberg Dean. Academic affairs are directed by Annenberg faculty members: the Associate Dean for Graduate Studies supervises the doctoral program and the Associate Dean for Undergraduate Studies supervises the undergraduate major. Associate Deans are appointed by the Annenberg Dean.

Annenberg staff members oversee the administrative functions of the school: the Assistant Dean for Graduate Studies manages the development and coordination of the graduate program, and the Graduate Coordinator is responsible for administrative duties including processing applications and maintaining student records. Questions regarding school policy, academic advising, student affairs, financial policies and other issues should be addressed to the Assistant Dean for Graduate Studies.

The Associate Director for Undergraduate Studies and Registrar schedules and monitors courses and classroom assignments, and advises undergraduates. The Manager of Finance and Administration manages the School’s financial operations. The Business Administrator processes student stipend payments and reimbursements. The Librarian supervises the library’s staff and operations. The Director of the Information Technology administers the School’s computer resources. The Building Administrator is responsible for the building, its contents, and related services. The Administrative Coordinator and Special Events Director plans, implements, and manages School-supported functions as they relate to ASC faculty, staff, and students.

Standing Faculty

Assistant Professors, Associate Professors and Professors holding tenured or tenure-track full-time appointments at ASC constitute the Standing Faculty. The Standing Faculty shall meet as stipulated in the University Statutes. At these meetings, the voting faculty shall determine, consistent with University regulations, ASC requirements for admissions, regulations for instruction of students, requirements for recommendation for degrees, and qualifications for membership in the faculty. The Standing Faculty may, either upon request or upon its own initiative, make recommendations to the Dean or to other parties about matters outside of faculty jurisdiction. Operational advice on the execution of faculty policy about matters within its powers and any other business not requiring a meeting of the voting faculty shall be provided to the Dean by an elected Executive Committee of the Standing Faculty of the Annenberg School. The Dean convenes regularly-scheduled meetings of the Executive Committee and other meetings as necessary.

Standing committees are appointed by the Dean in consultation with the faculty and in accordance with University Statutes and ASC procedures, and comprise members of the Standing Faculty and such others as a standing committee wishes to nominate for appointment by a majority vote of its regular members.

Secondary Faculty Appointments

In line with its culture of interdisciplinary research, ASC welcomes to its graduate group Penn faculty who hold primary tenure-track positions in other University departments. These
individuals are referred to as “Secondary Appointments” and should adhere to the following guidelines:

- They can attend ASC faculty meetings as non-voting members.
- They are eligible to teach ASC (COMM) graduate and undergraduate courses. Courses taught in their home departments/schools (i.e., non COMM-designated or cross-listed courses) are treated the same as any non-ASC course in terms of meeting undergraduate and graduate degree requirements.
- They are subject to the same rules as the ASC standing faculty for access to ASC teaching assistants when ASC is the home unit for the course.
- They may have access to ASC graduate students to serve as research assistants (through their own funded projects or as part of regular ASC funding of graduate students) only with permission of the ASC Graduate Studies Committee (See definition below). In making this decision, the Graduate Studies Committee will consider: the value of the research experience for the student; availability of graduate students for meeting the teaching and research assistantship needs of the ASC Standing Faculty; past access to research assistants; and the impact on the ASC budget. While the final authority for assigning research assistants resides with the Graduate Studies Committee, they may authorize the Associate and Assistant Deans for Graduate Studies to take on this responsibility.
- They are non-voting members of the Communication Graduate Group, and thus are eligible to serve, with permission from the Graduate Studies Committee, as an ASC dissertation supervisor, or as chair of the dissertation committee. Consistent with ASC rules, any committee that includes a secondary appointee (as member, dissertation advisor or chair) must also include three members of the ASC Standing Faculty.

Members of the Communication Graduate Group who are not standing faculty at ASC cannot serve as general academic advisors for ASC graduate students.

Graduate Studies Committee
The Standing Faculty Committee on Graduate Studies enacts faculty policy on student admissions, financial awards, fellowships and assistantships, student academic progress and scholarship, academic grievances, and other academic matters. This committee is responsible for conducting the Qualifications Evaluation, evaluating transfer credit requests, and approving Dissertation Committees. Normally the Associate Dean for Graduate Studies chairs the Committee on Graduate Studies and serves as Graduate Group Chair for the doctoral program. The Faculty elects members for the upcoming academic year in early September.

Graduate Student Council
The Graduate Student Council is made up of six members of the ASC graduate student body. The group’s primary function is to represent the ASC student body and to convey its interests, suggestions, and grievances to the faculty and staff, as well as to foster a collegial atmosphere among students.

All ASC graduate students are eligible to vote in elections and serve as Council members. Graduate Council terms are one year. Three students are elected in late September with terms beginning in October. At least one of these students must be an incoming first-year student. Three students are elected in late January to begin serving in February. Members of graduate council must be students in good standing at the Annenberg School during the year of their term.
They must be available to attend weekly meetings and various social events, as planned by graduate council. Students must be in Philadelphia during the academic year of their term and, while not required, it is strongly recommended that Grad Council members be available during the summer. The current Council members are listed at the back of this Handbook.

II. FUNDING AND FINANCIAL POLICIES

Duration of Support

Annenberg students normally receive a fellowship stipend and a waiver of tuition. The duration of support depends upon the number of course units transferred for credit (see table below). Students entering with an undergraduate degree receive eight semesters of support, while students entering with a relevant Master’s degree and transferring the maximum number of credits (five) are eligible for seven semesters of funding.

FUNDING PROVIDED BY ANNENBERG FOR INCOMING STUDENTS

<table>
<thead>
<tr>
<th>Student Enters With:</th>
<th>Course Units Transferred</th>
<th>Semesters of Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant Master’s Degree</td>
<td>3-5</td>
<td>7</td>
</tr>
<tr>
<td>Relevant Master’s Degree</td>
<td>1-2</td>
<td>8</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>0</td>
<td>8</td>
</tr>
</tbody>
</table>

Students on stipend must maintain a full schedule of courses (three course units per semester) while working toward completing their minimum of 20 courses. With the permission of their advisor, students may take four courses in a semester to speed completion of the program.

If a student completes the minimum of 20 courses for the Ph.D. and is still eligible for support, the student may take additional courses beyond the 20 (with approval from the advisor) within the Annenberg School, but not in other schools. Tuition for courses outside of ASC will NOT be paid once the student has completed 20 courses.

All students must remain in good standing and be participating in a program of active scholarship in order to receive continued funding. All funding decisions are subject to the approval of the Annenberg Dean and the Associate Dean for Graduate Studies.

Bridge Support

1. Before exhausting their approved semesters of TF/RF support, students may “bank” the unused semesters of support in case they are needed after the DRF is exhausted (i.e., if their dissertation has not been successfully defended by the end of DRF)
2. For students in good standing who have exhausted their TF/RF support but not yet begun DRF support, ASC will cover one an additional semester of tuition (Comm 995), fees and health insurance (“bridge support”). If additional semesters (beyond the one semester) are needed before moving to DRF, the student is responsible for the costs of tuition (Comm 995), fees and health insurance. These costs will not be reimbursted by ASC
3. For students in good standing who have exhausted their DFR (and if applicable, their “banked” TF/RF) support but not yet defended their dissertation, ASC will cover up to two additional semesters of bridge support. If additional semesters (beyond the two semesters) are needed before defending the dissertation, the student is responsible for the
costs of tuition (Comm 995), fees and health insurance. These costs will not be reimbursed by ASC

4. The combined number of semesters for which ASC will provide bridge support cannot exceed two semesters

5. The combined number of semesters a student may be registered for Comm 995 before needing recertification is ten. Recertification is not automatic (see policy page 25)

6. Bridge support will be paid directly by ASC in the semester in which it is used

**Dissertation Tuition**
Ph.D. candidates must be enrolled continuously in COMM 995 from the time they complete coursework until they graduate. **This includes the semester in which the degree is conferred.** Candidates who have successfully defended their dissertations are eligible to be reimbursed for COMM 995 tuition for the term in which they graduate if they fulfill the following requirements:

- Dissertation is successfully defended and Form 152 (provided at defense) is submitted to the Assistant Dean for Graduate Studies by the end of drop/add period. Form 152 may not be submitted and is not valid until the final dissertation revisions are completed.

- “Application for the Degree” online form is submitted to the Graduate Division of Arts and Sciences by the required deadline.

- Dissertation submitted to the Graduate Division of Arts and Sciences by the Division’s deadline.

Students who don’t fulfill all these requirements are fully responsible for all fees and tuition costs for that semester and each semester until completion.

**Continuous Registration/ Leave of Absence and Withdrawal**
A Ph.D. candidate who has completed all course requirements for the degree but lacks successful completion of the preliminary (comprehensive) examination, or who is currently working on the dissertation either on or off campus, must register and pay the “General Dissertation Enrollment” tuition. This fee does not include Student Health Service coverage. Registration is required each succeeding semester until all degree requirements are met. **A student without an approved leave of absence who fails to register each semester will be considered to have withdrawn from candidacy for the degree and will be dropped from the program.**

Continuous registration as a graduate student is required unless a formal leave of absence is granted by the Dean. A student not at dissertation status who desires a leave of absence must submit a request in writing to the Dean and the Associate Dean for Graduate Studies. A student who has reached dissertation tuition status will not be granted a leave of absence except for military duty, medical reasons, or when a student receives a grant for dissertation research abroad and the grant does not include funds to pay home tuition.

The student cannot take degree examinations while on leave of absence. The granting of a leave of absence does not automatically change the time limit for the time to degree; the change in time allowed will be considered on a case-by-case basis by the Graduate Studies Committee. **If a student at dissertation status withdraws from the Ph.D. program and applies for re-**
admission, the student must pay the dissertation fees that would have been due during the withdrawal period.

Half-time status for doctoral students at dissertation level
Students enrolled for dissertation beyond ten semesters are considered half-time students, unless they have established that they are full-time students. Dissertation students beyond the tenth semester of dissertation registration are considered to be full-time if:

- The student is serving as a teaching assistant, a research assistant, or research fellow at the University of Pennsylvania, or

- The student demonstrates that s/he is engaged in full-time research on the dissertation. This full-time status must be approved and verified by the dissertation supervisor and the Associate Dean for Graduate Studies, and then confirmed by the Dean and the Deputy Provost.

If the student accepts employment outside ASC it is assumed that s/he is no longer engaged in full-time research at ASC.

NOTE: All students are fully responsible for paying their own tuition, fees, and health insurance after the completion of the approved Semesters of Support.

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Funding and Payroll Issues
For the 2010-2011 academic year the stipend level is $23,000 to be paid in equal monthly installments beginning in September and ending in May. Stipends are paid the last weekday of the month. Students may elect for funds to be directly deposited into a bank account or to receive a live check. Students are responsible for picking up paychecks from the main office (Room 200) each month. Payroll accounts may also be accessed online by clicking on “My Pay” on this site: https://medley.isc-seo.upenn.edu/penn_portal/u@penn.php

The Business Administrator will meet with incoming students during the first week of class to provide the necessary payroll and tax forms. Students must submit completed forms to the Business Office before the specified deadline to receive their first payment in September.

Research (RF) and Teaching (TF) Fellowships
The purpose of fellowship support is to enable students to develop exemplary research and teaching skills. Every semester, each fellow is assigned to a faculty mentor under whose supervision the fellow will conduct research or teaching duties. A student should have both fellowship experiences at least once during his or her duration of support. Fellows are expected to devote 19 hours per week to their position.

Recipients of fellowships from ASC may not accept outside employment during the period when supported, nor may they reduce or interrupt their full-time program, or take a leave of absence. Exceptions to these rules on academic grounds may occur with written permission of the Dean, the Associate Dean for Graduate Studies, or their designees. At the end of every semester, each student’s performance will be evaluated by the faculty mentor. Awards of financial support are normally renewed each semester the student is eligible as long as the student makes satisfactory
progress in coursework, fulfills the terms of the fellowships, and receives approval of a faculty advisor and the recommendation of the Committee on Graduate Studies.

Faculty mentors will provide students with feedback on their performance before the conclusion of the semester in which service was provided. The student is responsible for scheduling a time to meet with the mentor to review and evaluate the work completed during the term.

**Summer Fellowships**

**Purpose:** To provide graduate students with summer financial support and additional academic and professional training, and/or to provide ASC faculty with summer research assistance.

**Amount:** $4,000 per summer to be paid in three equal amounts in June, July and August. (NOTE: summer stipends are considered taxable income)

**Eligibility:** All ASC graduate students who held a Research Fellowship (RF) or Teaching Fellowship (TF) in the previous semester are eligible for a Summer Fellowship. Students receiving a Summer Fellowship are eligible to engage in additional paid activities (including working on faculty grants) of up to 20 hours a week. **Summer funding is NOT guaranteed.**

**Primary activities eligible for summer funding:**
- Providing research assistance for an ASC Graduate Group faculty member
- Working with an ASC Graduate Group faculty member on a joint project or activity
- Revising a paper for submission to a conference or journal
- Writing a grant proposal
- Conducting new research/data collection
- Working at an unpaid internship relevant to ones research interests
- Working on a dissertation proposal
- Taking one or more summer courses relevant to ones research interests. (NOTE: Tuition for summer courses will be covered up to a maximum of $4,000)

**Process:** Interested students should talk with their advisor and/or other ASC faculty about possible summer research and educational opportunities of the sort listed above, and identify a “sponsor” from among the faculty who will supervise their summer research or training (this person can but need not be their advisor). Once a specific project or activity has been agreed upon, the student should complete the Summer Fellowship Application Form. These applications require signed approval by a member of the ASC Graduate Group, whose signature indicates a willingness to oversee and assess the student’s performance during the summer. Students must also obtain the signature of their academic advisor, if different from the sponsoring faculty member. Final approval for summer funding is made by the dean. At the end of each summer, Summer Fellows must submit a second form, along with supporting documentation, indicating what was accomplished. This second form must be signed by the sponsoring faculty member acknowledging that the specific project or activity has been completed to the satisfaction of the faculty sponsor. Students who do not fulfill this requirement may be asked to reimburse the school for all or part of the funds received.
Dissertation Research Fellowship (DRF)

A twelve-month Dissertation Research Fellowship (DRF) is normally available to students who complete an acceptable dissertation proposal in a timely manner. The award of a DRF is subject to available funds and approval by the Dean. Students making normal progress in the program should plan to defend their proposal the semester following the end of coursework. Any student whose dissertation proposal is not approved within two semesters after coursework is complete is unlikely to receive a DRF. Any student whose dissertation proposal is not approved by the end of the fifth semester after coursework is complete is not eligible for DRF funding, unless s/he obtains approval from the Dean and the Associate Dean for Graduate Studies. Doctoral candidates who have done the following may apply for a DRF:

- Completed all coursework
- Passed the Qualifications Evaluation
- Passed the Comprehensive Examination
- Defended the dissertation proposal successfully
- Been certified by the advisor as ready to begin work on the dissertation.

The DRF provides a stipend and covers dissertation tuition and the student health insurance premium for up to twelve consecutive months. Eligible candidates may apply for DRF at any time after a successful proposal defense by submitting a completed Form #15 (Dissertation Research Fellowship Application) to the Assistant Dean for Graduate Studies. The application must include a schedule of work approved by the dissertation supervisor and certification by the supervisor that the student’s committee has accepted the candidate’s dissertation proposal without further revision. Please be advised that DRF FUNDING IS NOT GUARANTEED and is always subject to approval by the Dean and the Associate Dean for Graduate Studies.

The initial DRF award is for four months; the candidate must demonstrate satisfactory progress toward completion of the dissertation in order to have the award renewed. To begin funding in a given month, the Business Administrator must receive the student’s approved Form #15 before the 15th of the month; payment is made on the last weekday of the month. It is the student’s responsibility to complete the “Re-Certification” portion of the form prior to the 15th day of the last month of the current 4-month funding period in order to ensure uninterrupted funding. If the re-certification is not obtained, the student will not receive payment.

Since the DRF is intended to provide students with an uninterrupted period to complete their dissertation in a timely fashion, students may not be employed elsewhere during this period. In addition, once started, it is presumed that the DRF will be continued without interruption for 12 contiguous months. The only exceptions to this will be for health or personal emergencies, or if a student has a teaching or research opportunity that will add substantially to his or her professional development. Under these special circumstances a student may request to have his or her DRF “suspended” for a limited period. Such requests must be approved by both the student’s dissertation chair (and primary dissertation advisor if different from the chair) and by the Associate Dean of Graduate Studies.

IMPORTANT Tax Information
Please note the policies on the DRF request form that inform you that taxes are not withheld when you are on DRF. You are responsible for declaring the income and paying taxes on it.
Dissertation Budget
The usual dissertation budget is $1,200. To request a dissertation budget, the student must complete and submit Form #16 (Dissertation Budget Request) in conjunction with the DRF application. Students must meet with the Business Administrator to discuss expenses related to the payment of incentives or other payments to individuals (such as for coding) before the budget will be approved.

Dissertation Expense Reimbursement Request
If these funds are awarded students will be reimbursed for expenses related to the grant as they are incurred. Students requesting reimbursement from an approved dissertation budget must submit Form #16 (Dissertation Budget Request) along with all relevant original receipts to the Business Administrator.

Rules for Reimbursement:
- Doctoral candidates can apply for a dissertation budget of up to $1,200.
- Only expenses incurred while performing research related to the dissertation are eligible for reimbursement.
- Only expenses incurred AFTER the budget has been approved will be considered for reimbursement.
- Eligible candidates should submit a request for a dissertation budget as soon possible after the dissertation proposal has been accepted by the Dissertation Committee.
- Candidates requesting funds for payments to individuals (such as coders, study participants, etc.) must discuss these plans with the Business Administrator when submitted the budget for approval.
- All non-consumable research materials (e.g. audio/video tapes) must be submitted to ASC with the request for reimbursement.
- Original receipts must accompany all requests for reimbursement of expenses.
- Candidates must initially pay all dissertation expenses out of pocket.
- To request reimbursement, the candidate must submit full documentation of all expenses and original receipts to the Business Administrator.

External Funding
Although Annenberg provides fellowship support to all students accepted into the program, doctoral candidates are encouraged to seek out and apply for support from outside sources. Fellowship awards from external groups carry prestige and honor along with the monetary rewards, and Annenberg students are strong competitors for such awards.

Candidates who receive outside fellowships may make arrangements, subject to approval of the Dean, to reschedule the award of the DRF. Students who are funded by the DRF may not accept outside employment during the period of the fellowship except in unusual circumstances, such as when the employment is necessary to the conduct of the research. Such exceptions must be approved in advance by the Graduate Studies Committee.
Grants for Scholarly Projects

Proposals for internal and external grants to fund activities involving School facilities, supplies, or faculty, and/or staff time must be approved by the Dean. The Business Administrator reviews proposed budgets for said activities before they are submitted to the Dean. The Dean then reviews and approves both the project and its budget in writing. The Business Administrator must receive a copy of the approved proposal and its budget before any funds can be disbursed. Grant proposals and contracts with external funding sources must also be approved by the Office of Research Administration of the University prior to their submission to the granting agency.

Reimbursable Expenditures

Occasionally, a student may incur an out-of-pocket expense relating to a grant project, Graduate Council function, or other such School-related activity. In order to avoid incurring unbudgeted and/or unauthorized expenses, the student should submit written notice of the expense to the Business Administrator at least three working days prior to the planned expenditure. The notice should contain the nature, purpose, and date of the proposed expense; itemized cost estimates; the budget to be charged; and the appropriate authorization (signature of the Dean or the administrator of the budget to be charged). The University has a number of specific policies and procedures regarding purchases of goods and services. Consult the Business Administrator for additional information.

Financial Support for Travel to Professional Conferences

Students are encouraged to submit scholarly papers for presentation at professional conferences in communication. The rules for accessing travel funds are outlined below.

- All Annenberg doctoral students receiving a regular fellowship from the school (research, teaching, or dissertation) have access to a personal travel budget to be used to support participation in professional and academic conferences and/or for legitimate research expenses that are approved by your advisor to be used to support participation. For the 2010–2011 year (September through August), the budget will be $1,200.
- In order to be eligible for travel reimbursement, the student must have some formal role in the event, such as: presenting a research paper or poster; acting as a discussant, group chair, or panel moderator; performing administrative duties associated with a position (such as an elected officer or publication editor) on the organization’s board of governance; or other approved activities related to the conference program.
- The student’s advisor must approve of the student’s participation in the conference, and must indicate approval by signing the Form #9 (Conference Travel Approval). The faculty advisor is responsible for ensuring that the conference is appropriate to the student’s area of research and that participation in the event will contribute positively to the student’s course of study.
- Travel budgets can be used to reimburse normal expenses for coach class air or train fare, car rental, mileage, tolls, parking, local ground transportation, hotel tariff and taxes, and conference registration. Costs incurred for meals, tips, and all other incidental expenses will not be reimbursed, and are the responsibility of the student.
- At least 30 days before the planned travel date, the student should submit a completed “Travel Reimbursement Request” form, signed by the Advisor, to the Assistant Dean for Graduate Studies. The student must also submit a notice of his/her paper’s acceptance to the conference and a copy of the abstract. If the student is
participating in another capacity (panelist, discussant, moderator, etc.) she should submit appropriate documentation as evidence of her participation.

- Within two weeks of the completion of travel, the student must submit original receipts for all approved expenses to the Business Administrator for reimbursement.
- An additional pool of funds (up to $500 per person a year) will be available for travel to international conferences at which the student is presenting a paper and with the approval of his or her advisor. However, students are responsible for planning their travel and budget so that they can participate in the conferences that are most beneficial to their own academic and professional development.
- Travel support is provided on a reimbursement basis only. Students must retain all original receipts and submit to the Business Office at the conclusion of the trip. Receipts should be accompanied by an itemized list of expenses and a copy of the approved travel form. Reimbursements are processed through the University Travel Office, which usually issues a check/reimbursement within 14 days of receipt of a reimbursement request.
- All student travel undertaken as part of Annenberg School business or scholarly activities is subject to the restrictions stated within this policy, regardless of the source of funding.

**Student Health Insurance Benefit**

All University of Pennsylvania students must carry health insurance, either through the University under the Penn Student Insurance Plan (PSIP), or through an outside provider. Those students with coverage through an outside provider must provide proof of insurance by completing the on-line waiver form found on the [Penn Student Health Services website](#).

All Annenberg Ph.D. students who are eligible for tuition may enroll in the single PSIP and Annenberg will cover the cost of the single health premium for the plan. Students are required to enroll in the plan directly by using the website noted above. The insurance premium will appear on the student’s bursar bill, and the school will pay the cost. Students who elect to waive coverage will are not eligible for any cash allowance. **Please note that ASC reserves the right to alter this benefit at any time at its discretion.**

Students who have completed all coursework are eligible for 12 consecutive months of student health coverage, designed to coincide with the DRF period. Those students may choose to begin health insurance either at the start of their Dissertation Research Fellowship period, or during the pre-DRF period, with the understanding that at the conclusion of the 12-month period no additional funding for the student health premium will be provided, and it will be the student’s responsibility to cover the full premium cost.

**III. DOCTOR OF PHILOSOPHY: DEGREE REQUIREMENTS, GRADUATE RULES AND REGULATIONS**

**Advisor Selection**

The primary role of the Academic Advisor is to help the student determine how to develop expertise in the field through courses and research. The Academic Advisor helps plan a course of study and research suitable to the student’s needs in preparation for the comprehensive examination and dissertation, and consistent with ASC and University general requirements.
The Associate Dean for Graduate Studies serves as the primary academic advisor to entering graduate students. By the end of the second semester in the program, each student is expected to have chosen a main area of research specialization and to have an advisor, who must be a member of the Annenberg School’s standing faculty. It is recommended, however, that students choose their advisor by the end of the first semester so they receive guidance in choosing courses for the second semester. Working together, the student and advisor will plan a course of study and research suitable to the student’s needs in preparation for the comprehensive examination and dissertation. The primary role of the advisor is to help the student determine how to develop expertise in the field through courses and research.

All first-year students are required to enroll in the faculty Proseminar (COMM 500), a non-credit course designed to provide an opportunity for incoming students to become familiar with the ongoing research of the ASC standing faculty. Students are also encouraged to arrange meetings with the faculty members in whose research they are interested to discuss advising possibilities.

To formally designate a faculty advisor, students must obtain the signature of the accepting faculty member on Form #1 (Advisor Selection) and submit it to the Assistant Dean for Graduate Studies. Subsequent advisor changes, if any, must be made using the same procedure. When a student changes advisors, he/she must notify the former advisor of the change and submit a new “Advisor Selection” form with appropriate signatures.

**Course Registration**

Each semester at the advance registration period, students will receive Form #4 (Schedule Approval). Students should complete the form by listing the courses they propose to take the following semester and then meet with their faculty advisor for approval and signature. The student then takes the signed form to the Graduate Studies Coordinator, who will register the student in approved courses. Alternatively, students may register via Penn In Touch.

If, after registering for the semester, the student needs to add or drop classes to his or her schedule, then the student could complete Form #5 (Schedule Change Approval). The student’s advisor must sign the form, and the student should then deliver the form to the Graduate Studies Coordinator BEFORE the end of the drop/add period for the semester. Alternatively, the student could change courses via Penn In Touch.

**Course Requirements**

The course of graduate studies at Annenberg leading to the Doctorate of Philosophy degree requires a program of active scholarship (coursework, research, and teaching) under faculty supervision, including a dissertation.

The minimum course requirement for the Doctorate of Philosophy degree is twenty graduate course units (one course = one course unit), a minimum of fifteen course units must be completed at the University of Pennsylvania in courses approved for credit for the Ph.D.

The usual full-time load is three courses. Students may, with permission from their advisors, enroll in up to four courses in a term in order to speed completion of the program. The Annenberg School encourages students to take courses elsewhere at the University of
Pennsylvania if they and their advisors believe the courses illuminate their specific programs of study.

In order to be considered in good academic standing and be eligible for funding, students must maintain a minimum grade point average of 3.5. The mark of S (Satisfactory) does not confer credit

Non-Graduate Courses
Courses offered at levels other than the Doctoral level (including undergraduate, post-baccalaureate, and certificate or special programs) do not count toward the Ph.D. The Annenberg School will not pay or reimburse tuition for such courses, whether they are offered by faculty within the Annenberg School or through other schools within the University of Pennsylvania. If circumstances arise requiring the student to complete undergraduate instruction to facilitate completion of the dissertation, the student should meet with the academic advisor to discuss a plan of action. Reimbursement of undergraduate tuition will only occur with explicit approval and permission from the academic advisor, the Associate Dean for Graduate Studies, the Annenberg Dean, and the Manager of Finance and Administration. Students should contact the Assistant Dean for Graduate Studies to initiate such a request.

Auditing Courses
Students may audit a course only with permission from both the academic advisor and the course instructor. Auditors are NOT PERMITTED to register for the course as an auditor, but should instead plan to sit in on class meetings informally. The University requires the same tuition for an audit registration as for a regular course registration, and Annenberg will not pay or reimburse tuition charged for auditing.

Grading
Graduate students in the Annenberg School are expected to demonstrate mastery of course material. If a student’s GPA drops below a 3.5, the Graduate Studies Committee will alert the academic advisor and immediately review that student’s file and make suggestions for improvement. If the GPA remains below a 3.5 for two semesters, the Graduate Studies Committee may make additional recommendations.

Appeals of an Evaluation, Exam or Course Grade
In matters related to grading and student evaluation, instructors giving an evaluation, exam or course grade have sole authority for changing such evaluation, exam or course grade provided they remain on the faculty (or the emeritus faculty) of the University of Pennsylvania.

Students who wish to have any evaluation or grade reviewed must first discuss the matter with the instructor. Should this meeting not yield a resolution that is satisfactory to both the student and the instructor, or not be possible, the student may then ask the Associate or Assistant Dean for Graduate Studies for assistance. If again the matter is not resolved, it can be taken up by the Dean of the School. Reviews of any grades are intended to ensure only that appropriate grading procedures have been followed, not to examine or question the professional judgment of the faculty.
Incomplete Grades
The grade I (Incomplete) is given only for satisfactory work that cannot be completed on time because of unusual problems that justify an extension. Incomplete grades must be changed to letter grades by the time agreed upon by the instructor, but no later than the day on which grades are due for ASC students in the semester following the original assignment of an Incomplete grade. Thus, Incompletes awarded in the Fall semester must be eliminated no later than the “Grades due” date in the following May. Incompletes given in the Spring semester must be eliminated no later than the “Grades due” date the following December. If a grade of Incomplete is not eliminated by the due date, the course will not count toward the minimum course requirements and the student will have to enroll in another class at his or her own expense in order to meet the minimum course requirements.

While a single grade of Incomplete may be explained as due to temporary circumstances, the accumulation of two or more Incompletes, or a pattern of individual Incompletes over time, suggests that the student may be having academic difficulty. The Graduate Studies Committee will take such facts into account in its regular review of academic progress and will act as needed. A student must be in good academic standing in order to continue in the degree program and/or to be eligible for financial aid.

Students with grades of Incomplete in courses required for the doctorate are not eligible to undergo the Qualifications Evaluation or to take the Comprehensive Examination until the necessary work has been completed and a grade has been assigned.

Course Evaluations
Any instructor teaching a graduate course at the Annenberg School (including all standing faculty, adjunct instructors, or visiting scholars) is required to distribute course evaluation forms to all students registered for the course during the final class meeting of the term. Each student in the class should deliver their evaluation to the Graduate Program Coordinator at the end of the class meeting. Alternatively, the course evaluation may be completed online.

It is each student’s duty to complete an evaluation for each course. Evaluations are completed anonymously.

Questions regarding the course evaluation process should be directed to the Assistant or Associate Dean for Graduate Studies.

Teaching Fellow Evaluations
Teaching Fellows are encouraged to distribute a teaching evaluation to the students in the course they are working with to help build their teaching portfolio. The evaluations should be turned in to the instructor of the course and held for the teaching fellow until after the course is completed and grades have been submitted. Form #21 (TF Student Course Evaluation) is also available online.

Required Courses
Each student is required to take the following courses:

- Introduction to Faculty Proseminar (COMM 500). Not for credit,
• Introduction to Communication Research (COMM 522), and

• One introductory course in statistics (COMM 524 or its equivalent as judged by the Graduate Studies Committee.

Students are required to take the statistics course at ASC if it is offered. When an introductory statistics course is not offered at ASC during the year the student wishes to take it, the student may take it elsewhere at Penn.

These requirements must be fulfilled prior to taking the comprehensive examination. Courses 600-700 require prior or concurrent completion of COMM 522.

Breadth Requirements
All Ph.D. students must take at least one separate course with each of at least five different ASC standing faculty members. The intent of this is to foster students’ knowledge of a diverse range of approaches to communication.

Transfer Credit
Requests for transfer credit are considered on a case-by-case basis. Students entering with a relevant Master’s Degree or other graduate work may request transfer of up to five course units, with approval from the academic advisor. To request transfer credit by the end of the first term, the student must complete Form #6 (Credit Transfer) and submit it to the Assistant Dean for Graduate Studies along with a syllabus or course description and official grade report for each course, if course is not recorded on transcripts previously submitted.

All requests for transfer credit must be approved by the student’s advisor and the Associate Dean for Graduate Studies, who may consult with the Committee on Graduate Studies. Courses approved for transfer may count toward fulfilling Ph.D. course requirements (e.g. distribution and statistics requirements). A Master’s thesis course may be transferred in as an independent research project (COMM 799), but it will not satisfy the research requirement.

Advanced Project in a Medium (COMM 699)
Students may earn one graduate credit per semester for an advanced project in a medium (COMM 699) AFTER completing the first semester as a degree candidate. If the student proposes the project is worth more than one credit per semester, s/he must petition the Committee on Graduate Studies. The proposal for COMM 699 must be written in a specified form and approved by both the student’s project supervisor and the academic advisor; if these are the same person, another member of the ASC Standing Faculty must approve the proposal as well. The proposal must be submitted using Form #8 Advanced Project in a Medium during the registration period for the term during which the work is to be done. Please ask the Assistant Dean for details.

Independent Research Proposal (COMM 799)
Students may earn graduate credit for an independent research project (COMM 799). The proposal for COMM 799 must contain an introduction, literature review, methods section, conclusion, and budget. The proposal must be approved by both the student’s project supervisor and academic advisor; if these are the same person, another member of the ASC Standing Faculty must approve the proposal as well. The proposal must be submitted using Form #8 Advanced Project in a Medium during the registration period for the term during which the work is to be done. Please ask the Assistant Dean for details.
Faculty must approve the proposal as well. The proposal must be submitted with the appropriate form during the registration period for the term during which the work is to be done. For details about the format of the Independent Research Proposal, see Form #7 (Independent Research Proposal).

**Human Subjects: Policy Regarding Research**

Students whose research involves human subjects, and who have received ASC faculty approval for a COMM 699, COMM 799, dissertation proposal, or other research project, must complete the IRB Protocol Face Sheet for the Office of Regulatory Affairs, in consultation with the instructor or thesis supervisor. For further information, check the following website: http://www.upenn.edu/regulatoryaffairs. Students must submit a completed copy of the IRB Face Sheet with their research proposal.

**Johns Hopkins University (JHU) School of Hygiene & Public Health Collaborative Education Program**

Students with a particular interest in health communication are permitted to enroll in related courses at the Johns Hopkins University School of Hygiene and Public Health and count them toward graduate degrees at ASC. Under the exchange agreement, JHU courses are credited as ASC courses and tuition arrangements are the same as if the courses were taken at ASC. The number of JHU credits taken as part of an ASC degree program will reflect the needs of the student as agreed with his/her advisor. These JHU courses, however, will not count as part of the required courses that must be taken within ASC for the degree. Exceptions must be approved by the Associate Dean for Graduate Studies, who may consult the Committee on Graduate Studies. A student who is interested in this program should write a letter to the Associate Dean for Graduate Studies, indicating which courses he/she wishes to take and in what semester. The letter should be countersigned by the student’s advisor, and be presented during the advance registration period in the previous semester, along with other pre-registration materials. ASC will then make formal arrangements with JHU to permit registration.

**Amsterdam School of Communication Research (ASCoR)**

Given a number of similar research interests, ASC and ASCoR have agreed to experiment with an informal program designed to facilitate intellectual exchange and collaboration between the two schools. The program will allow PhD students and faculty from one school to visit the other for shorter or longer periods.

The “rules,” such as they are, are simple at this point. Interested faculty or students should visit ASCoR’s website (http://www.ascor.uva.nl/home.html) to familiarize yourself with their faculty and research. A proposal detailing the project (e.g., giving a lecture, spending time learning more about a specific research project, conducting research, even teaching or taking a course, etc.) can then sent to the Dean. The Dean would then contact the appropriate person(s) at ASCoR to see if the proposal is possible. The only firm limitations are that whatever is proposed cannot run afoul of ASC curriculum requirements and TF/RF responsibilities (for graduate students) or confirmed teaching responsibilities (for faculty). This is very much in an experimental mode so we will work through logistics as they develop.
SPEAK Test for International Students
The University requires that all international teaching assistants (ITAs), except those from Canada, the U.K., and Australia, must be certified as fluent in English before they are eligible to teach undergraduates. For details see http://www.sas.upenn.edu/elp/ITA.

International students are required to take the test before the first semester starts, even if they are not assigned as Teaching Assistants during the first semester. New international students will be informed during the summer of the test date.

Research Project
Each student is required to complete a research project by the end of the term in which 12 course units are accumulated (including both transfer and Penn courses) to help establish his/her ability to formulate, carry out and write up independent scholarly research. For students entering with an undergraduate degree, the project must be completed by the end of the fourth term. Students transferring courses may need to complete the research requirement in an earlier term.

The scope and framework of the project will be decided by the student and advisor. The project may be undertaken as an independent study, an extension of work undertaken in a course, or as work done as part of a research fellowship. Research will be conducted under the supervision of the student’s advisor or another standing faculty member. The product of the research project must be an article appropriate for submission to a refereed journal, a paper appropriate for submission to a scholarly convention, or equivalent. Both the advisor and a second standing faculty member must sign their approval of the final paper.

Qualifications Evaluation
A Qualifications Evaluation is a University-mandated activity that the Graduate Studies Committee conducts to ensure Ph.D. students have the requisite skills, creativity, initiative, and plans to move ahead successfully toward the dissertation. The QE must be completed at the end of the semester during which the student accumulates 12 course units (at least eight of which must be acquired at Penn) toward the degree, but no earlier than the end of the first year.

Increasingly the QE has become a major milestone en route to successful completion of the doctoral program. All students must pass the QE to advance to take comprehensive exams. The Graduate Studies Committee considers the following items during the QE:

- The student’s performance in coursework, including any pending incomplete grades, (The minimum grade point average to remain in good standing in the program is 3.5)
- Evaluations the student has received regarding research and teaching,
- Appropriateness of the Dissertation Committee proposed by the student,
- Description of the student’s proposed dissertation topic (More information follows),
- Approval of a research project (based on work done at ASC) by the advisor and one other faculty member as evidence of the ability to conduct original research,
- Written evaluation by the academic advisor of the student’s ability to carry out dissertation-quality research, and
- The student’s plan for graduate study, which must include lists of (a) Coursework yet to be taken, (b) Courses already completed at ASC and (c) All previous relevant graduate
coursework taken elsewhere, including the courses for which the student is requesting transfer credit.

Complete **Form #10 (Qualifications Evaluation)** and submit it to the Assistant Dean of Graduate Studies by the appropriate deadline.

If a student does not pass the Qualifications Evaluation, the Committee on Graduate Studies may do several things, including: (1) Remove the student entirely from the Ph.D. program; (2) Remove the student from the Ph.D. program but permit him or her to complete the requirements for a Master of Arts (A.M.) degree; (3) Permit the student to remain in the Ph.D. program and schedule a re-evaluation to take place after a specific time period.

**Description of the Student’s Proposed Dissertation Topic**

The Committee is not looking for a full-blown dissertation proposal. Rather, faculty members believe that by the end of two years of coursework (or the equivalent) our students should have developed a growing maturity about the research avenues they are pursuing. They should be able to articulate the topics, concepts and methods that most interest them and that they would like to pursue in greater detail in order to formulate questions leading to a dissertation.

In evaluating the description, Committee members note the extent to which the student’s courses and other academic work reflected the student’s proposed dissertation topic. That includes looking at methodological expertise. It is not realistic, for example, that a student with courses centering on cultural studies and little, if any, training in quantitative methods should propose a dissertation which involves experimental research at its core.

A description of a “proposed dissertation topic,” then, should show that the student has been thinking about this issue and what you have concluded so far. It should include:

- A brief description of how the courses and projects that were of the most interest to the student have toward certain questions and topics that will be explored in dissertation research.
- A description of the theories, frameworks or scholarly issues that will likely be addressed in the dissertation.
- An explanation of what will be studies for the dissertation research; and
- A brief explanation of the method(s) that will best help carry out the research and address the conceptual issues.

This description should not exceed two double-spaced printed pages.

**Master of Arts (A.M.) Degree**

Students may apply for a Master of Arts (A.M.) degree on their way to the Ph.D. or if they are unable to complete the Ph.D. The A.M. is awarded by the Graduate Division of the School of Arts and Sciences (SAS) and all degree applicants must complete the online SAS application by the appropriate deadline for the term in which the degree is to be awarded.

All ASC candidates for an A.M. shall complete a minimum of 12 graduate-level courses (eight of which must be taken at the University of Pennsylvania), a research project, and a 15-20 page scholarly paper that was written during the course of study at Annenberg. The paper should draw on scholarly literature and coursework that synthesizes the writer’s knowledge in communication. It may also be the result of the student’s QE-related project.
The paper must be approved by the student’s advisor and a second member of the ASC Standing Faculty.

Applicants must also complete Form #17 (Master of Arts Application) and submit it, along with a copy of the approved paper, to the Assistant Dean for Graduate Studies at least two weeks before the end of the term in which the degree is to be awarded.

Comprehensive Exams
In order to advance to candidacy, become eligible to defend the dissertation proposal and to receive a dissertation research fellowship (DRF), students must successfully pass a comprehensive examination.

Comprehensive exams are administered twice per year over a maximum of three days in a single week. Exams will take place in January and September during the third full week of classes. Please see the academic calendar for specific dates.

Students may take comprehensive examinations during any semester after they have passed the Qualifications Evaluation (QE) and advanced to doctoral candidacy. Students must undergo the QE at the end of the semester in which they acquire a total of 12 course units, at least 8 of which must be acquired at the University of Pennsylvania. All comprehensive exams will be taken no later than in a student’s last semester of coursework or the beginning of the following semester. Each student should consult his/her advisor to decide the semester and area in which to be examined. The student must notify both the advisor and the Assistant Dean for Graduate Studies of his/her intention to take an exam at least one month before the exam date. No student may take Comprehensive examinations while maintaining a grade of Incomplete in any course.

- The makeup of a comprehensive exam committee is determined by the academic advisor in consultation with the student in question. This committee should be based on the student’s specific research interests/needs and requires the written approval of the advisor, the committee members, and the associate dean of graduate studies.

- Each comprehensive exam committee must consist of a minimum of three ASC standing faculty members, one of whom must be the student’s academic advisor. Committees may be larger than three, and in this case can include faculty who are not ASC standing faculty, but for all committees a majority of the members must be made up of ASC standing faculty. Subsequent changes to committees post-QE must be approved by the advisor and the Associate Dean of Graduate Studies.

- The comprehensive exam committee must be assembled and approved by the academic advisor and associate dean of graduate studies no later than the point at which a student goes through qualifying evaluations (normally the semester in which a student has completed 12 courses, including transfer courses).

- The comprehensive exam questions will be determined separately by each comprehensive exam committee, except that:
  - All students taking exams in a given semester will do so in the same, School-designated week consisting of three exam days, with one day focused on methods and the other two focusing on some combination of theory and research.
- Examinations will be open-book and will be taken at a location convenient for the student. Students are expected to adhere to the honor system and not consult with other students in preparing their answers.

- Exams will be evaluated by all committee members. Effort will be made to reach consensus on whether individual answers and the exam as a whole constitutes a pass or failure, but if consensus cannot be reached a student will be given a passing grade only if each of the three questions is deemed as such by a majority of committee members.

- If a portion of the examination is judged unacceptable by the comprehensive exam committee, the candidate may be asked to rewrite a specific question or questions. Rewriting individual questions should occur as soon as possible and must be completed before the end of classes that semester. Students will be informed whether they passed or failed their re-write(s) no later than the end of the scheduled exam period of the semester. Students asked to rewrite individual questions are considered to have not yet passed the comprehensive examination.

- The comprehensive exam committee must decide whether clarification and extension of answers to an individual question (or questions) becomes failure on the exam as a whole by the last day of the exam period in the same semester. If a student is judged as having failed the examination as a whole in his or her first try, he/she can retake comprehensive examinations, but no sooner than the next scheduled comprehensive exam period.

- A second failed comprehensive examination raises serious questions about the student’s suitability for an advanced degree. The comprehensive exam committee makes a recommendation to the Graduate Studies Committee about whether to terminate graduate status in the program or to allow a third exam. The Graduate Studies Committee makes the final decision regarding the outcome of failed comprehensive examinations.

- Faculty advisors must sign a Form #11 (Comprehensive Examination) for each examinee and submit to the Assistant Dean for Graduate Studies at the conclusion of the examination.

- At the end of each academic year the membership of comprehensive exam committees and copies of the exams given by them to students in the prior academic year will be made available to the entire ASC faculty as a way of sharing approaches and informally monitoring the implementation of the process.

**Examinations** The test will proceed as follows:

- Examination questions will be distributed directly to the examinees by the Graduate Studies Assistant via e-mail at approximately 9 a.m. on each day of the exams. Examinees will have eight hours from the time the questions are received to complete the questions and return their typed answers to the Graduate Studies Assistant. IF NECESSARY, the examinees can request to work on the exam later in the day (for example, a person may wish to begin the test at 11 a.m. and return it by 7 p.m.) In this case, the student should ask the Graduate Assistant to arrange for a “Return Receipt” to be generated when the examinee opens the e-mail containing the test questions.
Dissertation Committee
The dissertation committee’s role is to guide the student’s dissertation research and to give final approval to the completed dissertation. The committee must be approved by the Graduate Studies Committee and must include at least three current members of the ASC standing faculty, plus faculty from other departments, if appropriate. An exception to that rule may be granted by the graduate studies committee for faculty who leave the Annenberg standing faculty due to retirement or moving to another institution. Those faculty may, with consent of the ASC Graduate Committee, serve on a student’s dissertation committee in the role of a standing faculty member and to serve as an academic advisor, but may not serve as chair of a dissertation committee (the latter being a University rule).

Also, each dissertation committee must have at least half of its members as current members of the ASC Standing Faculty. Consistent with this rule the Graduate Studies Committee may also appoint additional prior Standing Faculty members to a dissertation committee above the minimum of three. Consistent with University rules, all dissertation committees must be chaired by a current member of the Standing Faculty of the University of Pennsylvania.

To formally create a dissertation committee, the student must submit Form #13 (Appointment of Dissertation Committee) to the Assistant Dean for Graduate Studies at least 30 days before the defense of a proposal.

Dissertation Committee Chair:
The Dissertation Committee Chair must be a member of the ASC Standing Faculty (i.e., tenured or tenure track). He or she is responsible for convening committee meetings, advising the student on ASC and University expectations, and assuring the ASC Dean of Graduate Studies/Graduate Studies Committee that all requirements have been met. The Dissertation Committee Chair typically is, but does not need to be, the Dissertation Supervisor (see below). If the Chair of a Dissertation Committee leaves the ASC Standing Faculty before the dissertation is completed, then a new Chair from the Standing Faculty must be appointed as Chair. Faculty who leave the ASC standing faculty may, with the consent of the ASC Graduate Studies Committee, continue to serve on the Dissertation Committee as a Member or in the role of Dissertation Supervisor.

Dissertation Supervisor (also known as Primary Dissertation Advisor or Dissertation Advisor):
The Dissertation Supervisor is the Committee Member with primary responsibility for providing substantive guidance and input on the dissertation form, content and methodology. In most cases the Dissertation Supervisor and the Dissertation Chair are the same person, though this is not required. In cases when the two roles are split (e.g., if the faculty member most appropriate for the role of Dissertation Supervisor is not a member of the ASC standing faculty), the Supervisor can be thought of as the substantive expert whereas the Chair would serve a purely administrative role.

Dissertation Committee Member:
A dissertation committee member helps the chair/supervisor with research oversight of the dissertation and provides feedback to the student on the work. All ASC dissertation committees must consist of a minimum of three members of the ASC Standing Faculty.
**Dissertation Proposal and Oral defense**

Before becoming eligible for a dissertation research fellowship and beginning work on the dissertation, the student must submit and defend a proposal for dissertation research to his or her Dissertation Committee. The proposal is a full statement of the research problem, including its theoretical rationale and methodology. The student will defend the proposal at an oral exam with the Dissertation Committee. The student should talk with his/her advisor about how to prepare for the oral defense. After passing the exam, the student must submit **Form #14 (Proposal Examination)** to the Assistant Dean for Graduate Studies.

**Defense and a Public Presentation of the Dissertation**

After completing the dissertation, the student submits a draft copy to each member of the committee. The committee will then assemble to conduct the final examination. On the appointed day, the student will give a public talk (20-30 minutes) on the dissertation topic to all Annenberg faculty and students who wish to attend. At the end of the presentation, the audience will leave and the student will orally defend the dissertation in front of the dissertation committee. The committee will ask appropriate questions of the candidate and then decide to accept or reject the dissertation.

**Depositing Procedures for submission of final draft for degree conferral**

Final approval of the dissertation completes the program requirements for the Ph.D. degree. Results of the final examination are reported to the Assistant Dean for Graduate Studies by the committee chair on **Form #152 (Dissertation Completion form)** and **Form 18 Report on Oral Defense of Dissertation**. Please note that the student may NOT handle these forms; the committee chair will submit it.

The candidate must submit the following items to the Office of the Graduate Division of Arts and Sciences:

- Original dissertation (formatted according to the Doctoral Dissertation Manual, available at the Office of Graduate Division of Arts and Sciences,
- One exact copy of the dissertation
- Two original, signed cover pages
- **Form #153 (Dissertation Certification)**, signed by the Dean and the Associate Dean for Graduate Studies,
- **Form #152 (Acceptance of Dissertation)**, signed by the dissertation supervisor, readers, the Associate Dean for Graduate Studies, and the Dean.

The student must submit one copy of the abstract to the Annenberg School Library and one copy of the abstract and the cover page to the Assistant Dean for Graduate Studies.

**Graduation and Conferral of Ph.D. Degrees**

Degrees are conferred in May, August, and December of each year. Formal commencement ceremonies are held in May. Ph.D. candidates file for their degree through the Office of the Graduate Division of Arts and Sciences. The academic calendar published each July lists the current deadlines for Ph.D. applications.

**Time Limit for Completion of Proposal and the Dissertation**
Beginning in academic year 2010-11, the University’s maximum time limit for completion is ten years after matriculation. (see: http://www.upenn.edu/provost/academic_rules)

Annenberg students who have not completed all requirements for the Ph.D., including the deposit of the dissertation, within ten years of matriculating must submit all written work they have completed on their dissertation to a committee comprised of a minimum of three members of the Communications standing faculty. This committee may be the student's dissertation committee or, if that committee is not intact, an Ad Hoc committee appointed by the Committee on Graduate Studies. The committee members will evaluate this material (they may, at their discretion, meet with the student), and take one of the following actions: (1) require the student to retake all or part of the Comprehensive Examination (if the committee believes there is a question about the continued currency of the student's research); (2) impose other conditions such as the committee believes will ensure the currency and timely completion of the student's work toward the Ph.D.; (3) recommend to the Committee on Graduate Studies that the student be disqualified from continued doctoral candidacy (if the committee believes the written work provides insufficient evidence of progress toward the completion of an adequate doctoral dissertation). In the case of (1) or (2), above, the committee will report its decisions and actions to the Committee on Graduate Studies. Upon satisfactory re-certification, the student must complete all requirements for the PhD, including deposit of the dissertation, within one year.

Recertification will be permitted only in exceptional circumstances. Requests for re-certification must be submitted by May 31 of the tenth year. If the dissertation is not defended and deposited within the one-year extension, the student will be automatically withdrawn from the program.

Academic Freedom Statement for ASC Graduate Students and Faculty
In its educational and research programs, ASC seeks to foster an open exchange of ideas and is committed to academic freedom for both its faculty and students.

The content and methods of instruction and research are determined by the faculty. In the pursuit of knowledge, faculty members often confront difficult, controversial and sometimes uncomfortable issues, and they have a duty as educators to encourage students to do the same.

Students concerned about the educational climate in any course or project are encouraged to discuss their concerns with the relevant instructor or research supervisor, who should in all cases treat these matters with respect and close attention. Should these discussions not adequately address the concerns raised, or if students feel unable to approach the instructor or faculty supervisor direct, students then may consult the Associate Dean for Graduate Studies. If the Associate Dean for Graduate Studies determines University policy has been violated, action will be taken consistent with such policy. If still unresolved following this consultation, the matter can then be taken up with the Annenberg Dean, whose role is limited to ensuring that the faculty has arranged for a proper review of the matter.

IV. NORMAL PROGRESS IN THE PH.D. PROGRAM
Normal progress through the program is expected of all students. The first three semesters of the program are foundational, particularly for those who have no prior graduate work in communication. Those semesters should ordinarily be spent gaining basic theoretical and
methodological training across the areas of the curriculum, with somewhat greater focus in the student’s primary area. Courses taken will be typically at the 500 or 600 level with an emphasis on those that survey a particular field, and whose requirements permit students to establish mastery of the foundational literature.

Students who enter with no prior graduate work will typically complete all of their substantive courses by the end of their seventh semester of residence (but no later than the eighth semester). Students entering with up to five transferable courses will typically complete the remainder of their coursework by the end of the fifth semester of residence (but no later than the sixth semester). In order to meet these goals efficiently, some students may choose to take four courses in some semesters, typically during their first three semesters of residence. They may do so only with the permission of their advisor and the Committee on Graduate Studies.
# SAMPLE PLAN OF STUDY

*For a Student Entering with a Bachelors Degree or 0-2 Credits*

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## SAMPLE PLAN OF STUDY
For a Student Entering with 3-5 Transfer Credits

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<th>SEMESTER 5 - Fall</th>
<th>SEMESTER 6 - Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>TF /RF funding</td>
<td>TF /RF funding</td>
</tr>
<tr>
<td>3 classes</td>
<td>3 classes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER 7 - Fall</th>
<th>SEMESTER 8 - Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>TF/RF funding</td>
<td>Either DFR or BRIDGE SEMESTER</td>
</tr>
<tr>
<td>Dissertation Status</td>
<td>($12,000 tuition and health insurance paid, but no stipend)</td>
</tr>
<tr>
<td>PROPOSAL DEFENSE (if not defended, student could be charged tuition by 9th semester)</td>
<td>Dissertation Status</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER 9 - Fall</th>
<th>SEMESTER 10 - Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Either DFR or $12,000 tuition and health insurance to be paid by student if proposal is not defended</td>
<td>Either Dissertation Research Funding or $1750 tuition and health insurance</td>
</tr>
<tr>
<td>Dissertation Status</td>
<td>Dissertation Status</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>SEMESTER 11 - Fall</th>
<th>SEMESTER 12 - Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Either Dissertation Research Funding OR $1750 tuition and health insurance</td>
<td>$1750 tuition and health insurance</td>
</tr>
<tr>
<td>Dissertation Status</td>
<td>Dissertation Status until defense of dissertation</td>
</tr>
</tbody>
</table>

### Good Standing/Satisfactory Academic Progress

In order to continue in Good Standing in the Ph.D. program and to be eligible for funding, all the following requirements must be completed successfully and on time:

1. **Advisor selection**
2. **3.5 GPA across all course work**
3. **Research project**
4. **Favorable evaluations by faculty in the RA and TA fellowship activities**
5. **Pass Qualifying Evaluation**
6. **Pass Area Comprehensive Examination**
7. **Coursework (20 course units minimum) completed**
8. **Defense of the dissertation proposal (the first semester after the end of coursework)**
9. **Defense and the public presentation of dissertation research within the time limit**
The records of all Annenberg School students are reviewed at the end of each semester to determine whether their performance meets standards for satisfactory progress. Students whose performance falls below the expectations of the School may be advised to withdraw or may be dropped from the program.

VI. GENERAL INFORMATION: SCHOOL RESOURCES, FACILITIES AND BUILDING POLICIES

Library
The Annenberg Library supports the research and teaching of the School’s graduate and undergraduate programs. In addition, the Library serves other Centers and Projects at the School, the wider University community and, to some extent, research queries from outside Penn. The Library is well-situated within the rich resource environment of the University and is only one block from the main Penn library, Van Pelt-Dietrich Library Center, which houses approximately three million monographs in the Humanities and Social Sciences. Included in this number is a world-class collection of titles in the field of Communication with particular strength in the areas of print media, political and health communication, broadcasting and telecommunications, mass media effects, film, television and new media, cultural studies, and communication in the developing world.

Collections
Eight computer workstations with high-speed Internet connections provide access to the University’s on-line catalog, FRANKLIN and to hundreds of academic databases. Some provide full-text of news sources (Lexis/Nexis, Newsbank). Others index and abstract scholarly and professional journal literature--Communication Abstracts, CIOS (Communication Institute for Online Scholarship), Social Sciences Citation Index, Film Literature Index and PsychInfo, to name a few. Still others provide visual materials (AP Photo Archive) or quantitative data (iPoll, Statistical Universe). An increasing number of journals are available online, many with large backfiles thanks to journal initiatives such as JSTOR and Project Muse. Wireless access is also available so students may bring their laptops (or borrow a lending laptop from the Circulation desk) to the Library’s beautiful open reading room.

The Annenberg Library houses its own collection of reserve materials that support the curriculum of the School (over a thousand titles), approximately 6,000 reference volumes (including CD-ROM and microfilm formats) and over 300 serial titles in the field (many available in both paper and electronic formats).

Special collections include the George Gerbner Archive, Media Events Archive, Television Script Archive, Archive of Presidential Campaign Discourse, and two Philadelphia local news archives relating to Pat Polillo and the KYW I-Team Investigative Team. The Library also maintains a collection of all Annenberg dissertations and Master’s theses and an eclectic collection of videos and DVDs relating to media or ASC courses.

Services
Library services include Blackboard support for all ASC Graduate courses, document delivery for faculty and graduate students, and reference consultation with the Librarian by phone (215-
Borrowing
Reserve materials may be charged out by ASC faculty and students and by students from other parts of the University who have a valid Penn ID. The basic daytime borrowing period for reserve materials is two hours and is renewable provided others are not waiting to use the material. Reserve materials may also be checked out overnight. Increasingly the Library makes reserve readings available electronically in Blackboard, the University’s course software. While reference materials are technically library-use-only, exceptions are commonly made to ASC graduate student needing an item longer. Likewise, graduate students may also be granted special arrangements with reserve items not needed for a current course.

The regular loan period for the Van Pelt circulating collection is 120 days unless the item is recalled (in which case it is due within 10 days). Items not found in FRANKLIN or check out may be requested from another University though the EZ-Borrow or BorrowDirect services.

NOTE: Fines are rarely collected at ASC unless a student shows a pattern of negligence. See the Librarian or assistant to the Librarian as soon as possible concerning e-mail notices you receive for fines or lost materials. Fines accrued with other libraries in the Penn Library system must be paid or negotiated at the individual Library. Please note the ASC Library staff has no jurisdiction over fines at other libraries.

Annenberg Library Hours
Fall and Spring terms:
Monday through Thursday 9 a.m. - 8 p.m.
Friday 9 a.m. - 5 p.m.
Saturday & Sunday 1 p.m. - 5 p.m.

Summer terms: Monday through Friday 9 a.m. – 5 p.m.; Saturday & Sunday CLOSED
Intersession/Holiday hours vary.

Access Policy for Students, Faculty and the General Public
All Penn students, faculty or staff member have access to the Library whenever it is open. The general public may use the Library from 9 a.m. - 5 p.m. weekdays. Prior arrangements should be arranged with the Librarian for access after 5 p.m. or on the weekends to insure they are granted admittance by security personnel.

Information Systems, Computing, Classroom, and Audio/Visual Technology
The Computer Center of the Annenberg School for Communication at the University of Pennsylvania oversees many of the technology-related tasks at the school. Our staff is dynamic and experienced in a variety of technical backgrounds. Primarily, we manage, maintain, and develop an extended LAN in our main building at 3620 Walnut Street and our two satellite offices at the Annenberg Public Policy Center Building and the National Press Club in Washington, D.C. This includes, within each of three sites, their network hardware and software, interconnectivity, and connectivity to the Internet.
While ASC also provides support for many grants and research projects in ASC and the Annenberg Public Policy Center, members of the general Annenberg community benefit from the services provided by the computer center. Faculty, staff, and students with office assignments will have their own computer with a suite of software applications to facilitate productivity, a school e-mail account, network drive space, web space available by request, network printing, and other facilities. Lab computers also may be available to members of the Annenberg community without office space. By special arrangement through faculty, students may have access to classroom technology and a digital media lab with scanning, digital audio/video editing equipment, and tape dubbing equipment. Fees for use may apply.

Use of Technology
In addition to the resources at ASC, the University of Pennsylvania offers many computing resources to the University community. Students should familiarize themselves with the resources available to them through the university computing structure by visiting the website for Information Systems and Computing (ISC), the university department for information systems, http://www.upenn.edu/computing. Within the university computing structure described by ISC, the Annenberg School computer center is your Local Service Provider (LSP). ASC graduate students are eligible to use school/university technology resources as long as they are in good standing and enrolled for credit or working on School authorized projects. Use of technology must pertain to the School’s teaching, research, administration, or related activities.

Information Systems Policies and Procedures
ASC adopts and adheres to the Computing and Networking Policies and Laws documented online by ISC (Information Systems and Computing), http://www.upenn.edu/computing/policy/. Please read these policies and submit any questions or concerns to support@asc.upenn.edu.

User Support
ASC supports only the software pre-installed on your workstation. Although we offer no training in its use beyond the orientation offered at the beginning of each school year, we recommend you send questions to support@asc.upenn.edu. A member of the computer staff may be able to provide some guidance.

As a general policy, user support is limited to hardware or software failure (i.e., when hardware or software fails to work the way it was designed to run). This includes problems with passwords, network connectivity, printer problems, e-mail accessibility, or other systemic malfunctions. We do not support home computers or networking problems outside of the Annenberg School or its satellite offices.

Members of the Annenberg community have access to network disk space (commonly called H:\ drive). Please use this space to store your school related files only. Please do not store important files on your C: or D: (local drives). Your local drives may be purged at any time without notice. Although we perform regular backups of our file servers (your H:\drive, e-mail, and web space), neither the Annenberg School for Communication nor the University of Pennsylvania is responsible for data loss of any sort as a result of using University information systems.
University Directory White Pages
Each school is responsible for listing its students in the University wide online directory http://www.upenn.edu/computing/directory). If you wish to be listed in this directory, please make arrangements by sending e-mail to support@asc.upenn.edu.

Technology
Please contact the building administrator or support@asc.upenn.edu as soon as you anticipate the use of classroom technology. Please familiarize yourself with the technology available to you in a room before you book your class or event there. Please send e-mail to support@asc.upenn.edu at least 48 hours in advance of any classroom technology needs.

Audio/Video Facilities and Resources
Equipment such as tape recorders and transcribers may be checked out on a limited basis. Students must obtain an authorization from faculty via e-mail sent to support@asc.upenn.edu. Requests must be made at least 48 hours in advance and students may keep such items for a maximum of two weeks. If equipment is needed longer than two weeks, special arrangements must be made.

Facilities for duplication of videotapes or off-air recording (in limited quantities) are available to ASC scholars for research or classroom use only. Student use requires a faculty/staff request sent via e-mail to support@asc.upenn.edu for video services. Services are available to ASC researchers upon the submission and the approval of request e-mail to support@asc.upenn.edu detailing the services requested and the equipment needed. Requests will be approved based on staff and equipment availability.

Computer/E-mail Use Following Graduation
To maintain computer access, students must secure the advisor’s authorization indicating the advisor’s support of continued access and the reason for such use via e-mail.

Students’ continued use of e-mail is usually restricted to one semester after graduation. Any deviation from this guideline occurs only with permission of the advisor.

LOGO: ASC and University Name
ASC and The University of Pennsylvania services and property, including the ASC and University’s name and/or official logo and stationery are to be used solely by faculty and staff for School and University business. Faculty, staff and students are responsible for assuring that staff time, telephones, duplication services, mail services, computing equipment, office and classroom space, audio visual equipment, office supplies, etc. are used in a manner consistent with University policy.

Stationery – Doctoral Student or Doctoral Candidate Letterhead
Student letterhead is available in Room 162. The “Candidate” letterhead may be used only by students who have been accepted into Ph.D. candidacy, while any Annenberg Ph.D. student may use the “Student” letterhead. The letterhead is for official, school related use only (such as for job applications, journal or conference paper submissions, and similar purposes). The School’s name and/or official logo and regular stationery are to be used solely by ASC faculty and staff for University and School business.
Personal Data Changes
Students should inform the ASC Graduate Studies Assistant and the Business Administrator of any change of name, address, telephone, or social security number. Once a year the student should also submit the University personal data form for use by other University offices. Changes that may affect tax status should be reported directly to the Business Administrator.

Building and Equipment Access and Information
The 3620 Walnut Street entrance is normally open to ASC faculty, staff and students from 7:30 a.m. to 11 p.m., Monday to Friday except during holidays, summer and other designated times. The weekend hours are from 10a.m. to 6 p.m.. The Main Office hours are 9 a.m. to 5 p.m., Monday to Friday. There is no access to the Main Office after hours or during weekends. Holiday access schedules are posted just before each holiday period.

Building Access to the General Public and Non-ASC Students
ASC is open to the general public from 9 a.m. to 5:30 p.m. on regular University work days (Monday through Friday) and from 10 a.m. to 6 p.m. on Saturdays and Sundays. ASC is open to those persons using the library, attending a special event, or attending a scheduled night class for which they are registered. Those persons not attending a special event or a scheduled night class must produce a valid PENN card and sign-in at the security desk located at the Walnut Street entrance. The Plaza doors are locked at 5:30 p.m. Monday-Friday and 24 hours a day on weekends. All hours are subject to change by the Building Administrator.

Building Access After Hours
All persons must sign-in (and sign-out) after 5:30 p.m. In addition, ASC security has been instructed to deny building access after 5:30 p.m. to all persons who do not have a valid PENN ID. Only authorized individuals and those with pre-approved written permission from the Building Administrator may enter or remain in restricted areas of the building after hours and on weekends. Restricted areas include grant project rooms, labs, research offices, individual faculty or staff offices, the main office (Room 200), the video lab, classrooms and the ASC Forum. Written approval, at least 24 hours in advance, must be obtained from the persons authorized to give access to their area. However, before access is granted by ASC security, the building administrator must sign-off on the approval. Any unauthorized individuals found in restricted areas will be escorted from the area and/or building. In addition, any authorized person may ask to see an individual’s identification at any time.

Student Office Space
A limited number of rooms may be provided each year for use as shared offices by eligible ASC graduate students. The number and location of these offices may change each year. Assistants, hourly paid assistants, research scholars and dissertation research fellows are currently eligible for office space subject to availability.

The general allocation formula is:
- A student who has transferred four or more credits into the program is eligible for an office for four years.
- A student who has transferred fewer than four courses is eligible for an office for five years.

To assist continuing students who are no longer eligible for dedicated office space, we will provide an office with three carrels for temporary use as well as space in the library.
A list of students eligible to be considered for office space is prepared by the Registrar and a list of available rooms is given to the Student Committee of the Graduate Council prior to the start of each year. The Student Committee determines the procedures by which assignments to offices are made and makes assignments. The assignments may change each year.

**Key Check-Out to Student Offices and Classrooms**

Keys to student offices may be checked out in September. Keys must be returned when a student leaves the office, moves to a new office, or upon graduation. There is a $5 fee per key for all lost office keys. Upon faculty request, teaching assistants and research assistants are permitted to sign out classroom keys granting access to classroom audio/visual equipment. These keys are checked out for the scheduled class and the student must present a valid Penn card ID to receive classroom keys; the Penn card ID will be returned upon receipt of the key. There is a $25 fee for all lost classroom sign-out keys.

**Duplication Equipment**

A copier is located in Room 162 for use by ASC graduate students, faculty and staff. This machine has both reduction and enlargement capabilities and is fitted with a McKey Card Control System. Full time ASC graduate students who are in coursework or on DRF funding are eligible to apply for a copy card for 400 copies. Students enrolled for less than a full load are eligible for a copy card with a prorated number of copies. Applications are available in Room 200 and in the forms section of this handbook. Applications must be submitted to the Business Office during the first two weeks of the semester. Students who exhaust their allocation of copies, are between coursework and DRF, or who lose their card (replacement cost is $2) may purchase additional copies at 15 cents per copy. There is a $15 copy purchase minimum. Students should read carefully for more information regarding card retention.

The copier located in Room 200 is for faculty and staff use ONLY. This machine has enlargement, reduction, collating, and stapling capabilities. Teaching or Research Assistants who need to use the copier for class materials should contact their supervising professor for permission. Large jobs should be scheduled at least 48 hours in advance with the Main Office. Persons unfamiliar with the machine’s operations should consult a member of the main office staff for instruction prior to the first use.

Coin operated copiers are located on the lower level of the Annenberg Library. These machines are available for use by library patrons.

**Fax Machine**

A fax is located in Room 200 for use by faculty and staff for official school business. Students may use the fax machine to receive faxes only.

**Facilities Scheduling**

After classrooms are assigned for regularly scheduled ASC and University courses each semester, unused rooms may be available for meetings and events. To get information about scheduling classroom space or to book a room in the Annenberg School, send an e-mail to RoomRequest@asc.upenn.edu. Regularly-scheduled classes have priority over all special event requests. As a general rule, classes are not moved in favor of special events. With some
events, there may be a rental, housekeeping, security, and/or an AV charge. No meeting or event may be held in an unused room that has not been scheduled in advance (48 hours or more) with the Building Administrator. Last minute requests and special events in general are scheduled at the discretion of the School administration. Space availability does not guarantee that a reservation will be accepted.

Mail
United States mail is delivered to the School Monday through Friday (except on federal holidays). University internal mail is delivered each University working day. Outgoing mail (both internal and U.S.) is picked up each working day by the University Mail Service. Outgoing mail that is not part of the school’s official business will not be picked up unless the proper postage is affixed.

Individual mailboxes are provided in the main office (Room 200) to ASC faculty and full-time staff. Every graduate student has a mail box on the first floor of the school. The same key that opens a student’s office opens the student mail closet. Both incoming mail, fax and telephone messages are placed in mailboxes as they arrive. Due to space limitations, boxes should be checked daily.

Copyrighted Works (Use In The Classroom)
The Annenberg School and the University of Pennsylvania are committed to compliance with federal guidelines regarding the duplication of copyrighted works for use in the classroom. Whenever necessary, the person requesting duplication should obtain the appropriate permission of the author and should make sure the copyright notice is included on each copy. Specific guidelines are discussed in the University of Pennsylvania Faculty/Staff Handbook.

Recycling Program
The Annenberg School is part of the University-wide recycling program of all paper products. In addition, on the first floor student office area, there are several containers for the recycling of aluminum cans, plastic #1, #2, glass and tin only. Recycling barrels are placed in the hallways for paper recycling.

Food and Beverages
Food and beverages are NOT permitted in ASC classrooms, media and research areas, or the library. Food and beverages are permitted in the ASC Graduate Student lounge (Room 103); in the Plaza Lobby, which is the School’s designated public eating area; and in private offices. All members of the ASC community are expected to help to insure that this policy is carried out by setting a good example and by reminding offenders of the School policy. Occasionally, special events will include food and drink in areas where it is otherwise not permitted. Those occasions have been scheduled in advance with the Events Coordinator or the Building Administrator. The food and drink in those instances is provided by a professional caterer and the group sponsoring the event has paid a housekeeping charge to insure that the area is cleaned up promptly.

Alcohol Use
The Annenberg School supports and enforces the University’s policy on alcohol use, which is published annually in The Almanac. In addition, alcohol may be served only at events scheduled in advance with the Director of Special Events.
Smoking
Smoking is NOT permitted in the ASC building.

Security
Living and working in an urban environment requires that students, staff, and faculty exercise appropriate caution. The School and University have taken a number of measures to help safeguard the well being of all who study and work on the campus. ASC employs a security firm to augment the service provided by the University of Pennsylvania. One or more security personnel are on duty in the building during the hours it is open. Security personnel check the identification of persons entering and leaving the building, are authorized to check the ID of anyone who is in the building using its facilities, patrol the halls to insure areas are secure, provide information to persons unfamiliar with the facility, and exercise crowd control during special events. They should be called upon whenever anyone feels unsafe in the building. The phone number at the Walnut Street entrance is 8-1881 from a campus phone. In the event of an emergency or theft, please contact the Building Administrator or Security.

Campus Police
The University of Pennsylvania has a police department of both uniformed and plain clothes officers. They provide security throughout campus outdoors and on the perimeters of University buildings. Emergency phone number is 511 from a campus phone. Off campus or via a cell phone call 215-573-3333. Students are encouraged to program this number into their cell phones.

Accidents and Incidents
Accidents should be reported immediately to the Building Administrator, the security officer on duty at the Walnut Street entrance, and/or to the receptionist in Room 200. If there is any possibility of injury, the person(s) involved should go to the University of Pennsylvania Medical Center for examination. The Department of Public Safety, if notified, will assist in transporting the injured party. An accident report must be filed with the Building Administrator in writing within 48 hours.

Incidents involving theft, damage to property, suspicious activity and/or persons etc., should be reported to the Building Administrator (8-2996), the security officer at the Walnut Street entrance (8-1881) and/or a staff member in the main office (room 200/8-7041). Crimes in progress and crimes against persons or property should also be reported to the Department of Public Safety and Building Administrator. The emergency number is 511 from any campus phone or 215-573-3333 from a cell phone or off campus. In the event of serious crime, the Department of Public Safety is always notified before the Philadelphia City Police are called. When in doubt, always call the emergency number first.

Escort Service
The Transportation Office of the University offers an Escort Service throughout the campus and nearby locations. The service should be contacted in advance of its need. The number is 898-RIDE (available 6 p.m. 3 a.m.) or 898-WALK (available dusk to 3:00 weekly). There is also a campus bus that operates on a variety of routes throughout University City in the evening. Persons must show a valid PENN card to use the bus. There is no charge. Campus bus schedules are published in the Daily Pennsylvanian and in the Almanac early in each semester.
Security Telephones and Campus Telephones
Yellow security telephones mounted around campus are direct lines to the campus police. These phones are identified by the blue light over the bright yellow telephone box. There is a security phone mounted on the wall of The Annenberg Center at the west end of The Annenberg Plaza. There is a security phone mounted on the wall east of The School parking lot and at the intersection of 36th and Walnut streets. Security phones are also located in public subway stations in the University area. The Annenberg School also has campus-only phones installed on each floor of the building. These are beige wall-mounted phones that can be found in the building hallways.

Bicycle Racks
Bicycle racks are provided at the east plaza entrance and at the Walnut Street entrance to the building. With the exception of bicycles destined for locked faculty offices, bicycles may not be brought into the building. The School and the University are not responsible for theft or damage to bicycles or any other personal property. However, the Department of Public Safety can assist bicycle owners with information on registration, engraving for identification, and the best methods for securing bicycles when not in use.

Office Security
To discourage theft, lock the office doors even when leaving for only a moment. Keep small valuables such as handbags, wallets, radios, calculators, etc. out of sight. Do not leave books and other possessions unattended in the library, restrooms, halls, or other open places. Use the escort service when leaving the building alone at night. (Please report suspicious persons and activity.) Keep office doors closed and locked when working in the evening and on the weekends. Be alert to your surroundings.

Additional Policies
Student Disabilities Services
Student Disabilities Services (SDS) provides services and consultation to students with disabilities to ensure equal learning opportunities and participation in University-sponsored programs, activities and events. SDS coordinates reasonable accommodations, monitors campus accessibility and serves as a resource on University policy and compliance with Federal and state laws and regulations.

Penn invites students with disabilities to self-identify either during the process of admission or at any time during their course of study as an enrolled student. Although the self-identification process is confidential and completely voluntary, it is required of those requesting reasonable accommodations. To self-identify on campus, a student with a physical, cognitive, or psychological disability should contact the Director, Student Disabilities Services at sdsmail@pobox.upenn.edu or by phone: 215-573-9235 Voice/215-746-6320 (TDD). Within ASC, the SDS liaison is Joanne Murray, Assistant Dean for Graduate Studies at 215-573-6349.

Annenberg and University of Pennsylvania Non-discrimination Statement
The Annenberg School adheres to the non-discrimination policies set forth by the University of Pennsylvania. Penn values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, or status as a Vietnam Era Veteran or disabled veteran in the administration of educational policies,
programs or activities; admissions policies; scholarship and loan awards; athletic, or other
University administered programs or employment. Questions or complaints regarding this policy
should be directed to:

Executive Director, Office of Affirmative Action and Equal Opportunity Programs
3600 Chestnut Street, Sansom Place East Suite 228, Philadelphia PA 19104-6106
(215) 898-6993 (Voice) or (215) 898-7803 (TDD)

Code of Academic Integrity

Since the University is an academic community, its fundamental purpose is the pursuit of
knowledge. Essential to the success of this educational mission is a commitment to the principles
of academic integrity. Every member of the University community is responsible for upholding
the highest standards of honesty at all times. Students, as members of the community, are also
responsible for adhering to the principles and spirit of the following Code of Academic Integrity.

Academic Dishonesty Definitions

Activities, that have the effect or intention of interfering with education, pursuit of knowledge, or
fair evaluation of a student’s performance are prohibited. Examples of such activities include but
are not limited to the following definitions:

A. **Cheating:** using or attempting to use unauthorized assistance, material, or study aids
   in examinations or other academic work or preventing, or attempting to prevent, another
   from using authorized assistance, material, or study aids. Example: using a cheat sheet in
   a quiz or exam, altering a graded exam and resubmitting it for a better grade, etc.

B. **Plagiarism:** using the ideas, data, or language of another without specific or proper
   acknowledgment. Example: copying another person’s paper, article, or computer work
   and submitting it for an assignment, cloning someone else’s ideas without attribution,
   failing to use quotation marks where appropriate, etc.

C. **Fabrication:** submitting contrived or altered information in any academic exercise.
   Example: making up data for an experiment, fudging data, citing nonexistent articles,
   contriving sources, etc.

D. **Multiple submission:** submitting, without prior permission, any work submitted to
   fulfill another academic requirement.

E. **Misrepresentation of academic records:** misrepresenting or tampering with or
   attempting to tamper with any portion of a student’s transcripts or academic record, either
   before or after coming to the University of Pennsylvania. Example: forging a change of
   grade slip, tampering with computer records, falsifying academic information on one’s
   resume, etc.

F. **Facilitating academic dishonesty:** knowingly helping or attempting to help another
   violate any provision of the Code. Example: working together on a take-home exam, etc.

G. **Unfair advantage:** attempting to gain unauthorized advantage over fellow students in
   an academic exercise. Example: gaining or providing unauthorized access to examination
   materials, obstructing or interfering with another student’s efforts in an academic
   exercise, lying about a need for an extension for an exam or paper, continuing to write
   even when time is up during an exam, destroying or keeping library materials for one’s
   own use., etc.
* If a student is unsure whether his action(s) constitute a violation of the Code of Academic Integrity, then it is that student’s responsibility to consult with the instructor to clarify any ambiguities.

(Source: Office of the Provost, 1996)

University Graduate Handbook and Policies: http://www.upenn.edu/grad/regs.htm

Sexual or Racial Harassment
The Annenberg School for Communication expects faculty staff, and students to conduct themselves in accord with University policies regarding sexual harassment, racial harassment, and other forms of unethical or unlawful discrimination. Consult the University Policies and Procedures publication for exact statement of these policies. Ordinarily, students are encouraged to discuss any concerns they may have with the School’s Harassment Information Resource person (HIR), who can offer advice and information. This includes the possibility of resolving the problem at the school level. The current HIR is Dr. Barbie Zelizer. Students may also discuss their concerns with any member of the faculty, or with Joanne Murray, Assistant Dean for Graduate Studies.

The following resources are available to students who may be concerned about issues of harassment or discrimination:

- **Office of the Ombudsman**, 113 During, Box 51 College Hall/6303 898-8261/2, to discuss approaches to the problem and/or file a complaint.

- **African American Resource Center**, 3537 Locust Walk/6225, 898-0104 to discuss approaches to the problem and/or file a complaint.

- **Penn Women’s Center**, 119 Houston Hall/6306, 898-8611, for advocacy, counseling and/or support. pwc@pobox.upenn.edu

- **Lesbian, Gay, and Bisexual Transgender Center**, 3537 Locust Walk, 3rd Floor, Robert Schoenberg, at 898-5044, for confidential assistance and support.

- **Office of Affirmative Action and Equal Opportunity Programs**, 3600 Chestnut Street, Suite 228, 898-6993
Graduate Student Council 2010
Alison Perelman
Amber Hopkins-Jenkins
Heidi Khaled
Kyung Lee
Mario Rodriguez
Susan Mello

Annenberg Administration
Dean - Michael X. Delli Carpini
Associate Dean for Graduate Studies – Katherine Sender
Associate Dean for UG Studies – John Jackson
Assistant Dean for Graduate Studies – Joanne Murray
Graduate Coordinator – Beverly Henry
Registrar – Alison Berstecher
Manager of Administration and Finance – Yogi Sukwa
Business Administrator – Donna Edwards
Payroll Coordinator – Kelly Anderson
Building Administrator – Deborah Porter
Director of the Computer Center – Richard Cardona
Special Events Director – Debra Williams
Director of Communication – Joe Diorio
Librarian – Sharon Black
Human Resources – Donna Burdumy

Annenberg Faculty
Joseph Cappella
Michael X. Delli Carpini
Oscar Gandy, Emeritus
Keith Hampton
Robert Hornik
John Jackson
Kathleen Hall Jamieson
John Jemmott, III
Elihu Katz
Marwan Kraidy
Klaus Krippendorff, Emeritus
Deborah Linebarger
Carolyn Marvin
Paul Messaris
Devra Moehler
Diana Mutz
Sharrona Pearl
Monroe Price
Vincent Price
Katherine Sender
Joseph Turow
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