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PREFACE

The aim of this Handbook is to provide easy access to information about resources and regulations relating to graduate studies for the MA and PhD degrees in Anthropology at the University of Pennsylvania.

Graduate studies in anthropology are the responsibility of the Anthropology Graduate Group, which collectively organizes instruction, advising, and exams. The Graduate Group faculty are listed in Appendix A.

The Handbook is revised regularly. Suggestions for additions, corrections or other changes are welcome and should be sent to the Graduate Coordinator, Department of Anthropology, 324 University Museum, Philadelphia, PA 19104-6398.

Disclaimer: If there appears to be a conflict between rules and regulations, as stated in this handbook, and the University-Wide Academic Rules for Research Doctorate and Masters Degrees (http://www.upenn.edu/grad/rules.html#eval), the latter shall prevail.

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, sex, sexual orientation, 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, Nicholas House, Suite 228, Philadelphia, PA 19104-6101 or 215-898-6993 (voice) or 215-898-7803 (TDD).
1. PhD REQUIREMENTS, PROCEDURES and SUPERVISION

To obtain the PhD in Anthropology a student must meet the following requirements:

1) Be accepted into the program;
2) Pass an examination in a language of library research by the end of the second year;
3) Complete the Core Program and pass the Comprehensive Examination in general Anthropology at the end of the first year;
4) Complete four semesters of teaching, usually during the second and third years;
5) Complete 20 course units;
6) Pass the Final Oral Examination, based on a proposal for doctoral research and written statements on three related fields of specialization;
7) Submit and defend an acceptable dissertation.

The procedures for meeting these requirements are explained in the following sections of the Handbook.

PhD Statute of Limitations. The Graduate Division of Arts and Sciences (GAS) has ruled that all requirements for the PhD up to and including completion of the Final Oral Examination be completed within five years from entry into the Program. (The granting of a leave of absence does not automatically change the time limit.) The PhD program has a ten-year maximum limit. After the tenth year a full time PhD student will be dropped from the program by the Graduate School.

1.1 The Department of Anthropology and the Graduate Group

The University of Pennsylvania’s Department of Anthropology has a long and distinguished history, dating back to the late 19th century. Penn's Department has traditionally espoused a holistic approach to Anthropology that emphasizes the integration of its four subfields (Cultural, Linguistic and Biological Anthropology and Archaeology) on both the undergraduate and graduate level.

Post-baccalaureate studies in Anthropology and the supervision of graduate students fall under the collective control of a body called the Graduate Group (GG). This Group is composed of all members of the Department of Anthropology’s standing faculty and some members of the standing faculty in other University departments and Schools who are either anthropologists or have professional interests in anthropological subjects. There are also adjunct faculty members as well as other scholars on campus who hold membership. Advisors and Advising Committees are composed, primarily, of members of the GG. See Appendix A. The GG emphasizes the training of first-rate professionals who display an appreciation and comprehension of Anthropology's four fields, as well as expertise in a particular research specialty.

1.2 Admission to the Graduate Program

Criteria for selection. Entry into the graduate program in Anthropology is reserved primarily for students who have demonstrated exceptional ability for and commitment to research in an area of anthropology within the competence of the standing faculty of the GG. However, prior experience or coursework in anthropology is not required. The GG makes every effort to attract applicants from a wide variety of backgrounds, especially from among minority communities in the United States, but also from countries outside the United States.

The GG only admits students to the PhD program who are fully funded. GAS makes a fixed number of Benjamin Franklin (five year) Fellowships available to the GG each year. The Fellowships are not need based, rather they are offered to all accepted full-time PhD candidates. In general, the Anthropology GG aims for an incoming class of 8-9 PhD students divided among archaeology, biological, socio-cultural and linguistic anthropology.

1.3 Advising
During the first year, in consultation with the Advisor, the student should select an advisor who is a member of the standing faculty within the Anthropology Department. This advisor will work with the student to determine appropriate courses and research opportunities from semester to semester, and will help the student to identify additional committee members. The Advisor is also responsible for initiating regular meetings with the student for the purpose of guidance. These meetings should occur at least once per semester, at least until the student has passed the oral exam. The rest of the Committee will be formally appointed once the student has successfully defended his or her dissertation proposal, which typically happens during the spring semester of their third year (see below). At least two members of the Committee must be active members of the GG. A student's Committee normally consists of three people for the Dissertation and four for the Oral Exam.

Annual Progress. All students have their progress reviewed annually by the GG. Satisfactory progress includes timely completion of coursework, maintenance of a B+ average, adequate comps performance, and an appropriate schedule of preparation for the oral exam. Students will submit a “Plan of Study” report to the Graduate Coordinator by the last Friday in January. The Plan of Study should be designed in consultation with the student’s advisor(s)/committee each year that a student is in the program. The full text should be no longer than two pages, single-spaced. The Plan of Study must be approved by the student's advisor or committee chair before it is submitted to the Graduate Coordinator for consideration by the faculty as a whole. In the first three years, the Plan of Study should contain:

- One or more concise paragraphs describing the student’s ethnographic and theoretical fields of interest, including a list of the three fields that the student anticipates will form the basis of their third year oral examination;
- A list of courses the student has taken in the graduate program thus far and a list of RA/TA assignments to date;
- A list of the remaining courses the student plans to take to complete his/her coursework. The proposal cannot possibly specify all courses to be taken over the next three or more semesters, since some of these courses are not scheduled in advance; but it should specify the general topics and rough order of coursework;
- A description of any non-course experiences, such as fieldwork or field language study, that can reasonably be completed during the student’s graduate career, and that will contribute importantly to the student’s program. In order to facilitate the broadest possible feedback and to ensure that students’ intellectual interests are known to the entire faculty, the department as a whole (along with relevant Graduate Group members) will review all Plans of Study.

Once a student is admitted to Ph.D. candidacy, the Plan of Study should focus on accomplishments in the past year including teaching and publishing activities and plans, grants applied for and/or received, an update on fieldwork and dissertation progress, any revisions to the planned structure of the dissertation, and an updated timetable for completion of fieldwork and the dissertation.

In the spring of each year the overall progress of each student will be evaluated by the standing faculty of the Department of Anthropology in conjunction with relevant Graduate Group members. At that time, a student may be 1) continued in the program unconditionally; 2) continued in the program on a conditional basis, if the faculty decides that the student needs to develop certain background fields or particular academic skills; or 3) dropped from the program, if the faculty judge the student's overall performance unacceptable. Directly following the evaluation meeting, the student will be advised by her/his advisor of the decision of the faculty. Any specific recommendations and any conditions to be fulfilled will also be communicated by the student’s advisor/committee chair (with a written copy of recommendations to be submitted to the Graduate Group Coordinator for the student’s file).

Dean's Annual Progress Report. After the fourth semester of Dissertation registration, the student is required to complete an annual dissertation progress report. This is an online process and is sent directly to students from the Office of the Graduate School of Arts and Sciences. After the student fills out this
report, the advisor and Graduate Group Chair approve it and it forms part of the student’s records with the School of Arts and Sciences.

Changing Advisors and Committee members. There are no impediments to changing Committee members. A student who wishes to change his/her Advisor or one or more Committee members should consult with the persons concerned and the Graduate Group Chair (GGC).

*Note:* All formal actions (e.g., requests for leave, dissertation abroad, etc.) require the signature of the GGC, and that signature is normally granted only to requests approved by the student's Advisor.

### 1.4 Language Examination

The ability to access and utilize literature in a foreign language or languages appropriate to a student’s specialization is a critical component of the PhD program. Students are, therefore, required to pass an examination in a language of scholarship and library research by the end of their second year. When the student is ready to take the examination, he or she will advise the Graduate Coordinator, who in consultation with the Graduate Group chair will designate an appropriate faculty member to administer the examination. The student will work with the faculty member to determine a date, and the faculty member will report the outcome of the examination to the Graduate Coordinator, who will, in turn, inform the Graduate Group Chair.

The examination consists of three or four passages taken from the subject matter of the principal subdivisions of anthropology. In order to pass the candidate must translate into English at a level that demonstrates an ability to do library research reliably in the language. Students should take the examination in a language that they are likely to need in their doctoral research. The examination is usually taken in French, German, Russian or Spanish. Students who wish to take the examination in another language should petition the Graduate Group through the GGC, citing the connection to library research they expect to undertake for their degree.

The GG takes the language requirement seriously and views failure to pass the exam in a timely fashion as the equivalent of an Incomplete.

**Additional Languages.** While the GG requires students to pass an examination in only one language, students often need additional languages, both for library research and fieldwork. Students should consult with their advisors about the language(s) required for library research and fieldwork in their areas of specialization. Students may be required to demonstrate proficiency in such languages at the time of their final Oral Examination.

### 1.5 Coursework and Individual Program Planning

Twenty courses are required for the PhD. One course is equivalent to one course unit (CU). Four courses (three for a TA) per semester is considered a full-time course load. Courses numbered 500 and above are intended primarily for graduate students though 400-level courses may also be taken for graduate credit.

Apart from the Core Program, discussed below, no specific courses are required by the GG, but some courses are strongly recommended and may be required by some Advisors (see also *Special Tracks*, below). Students should select courses carefully in order to be sure to cover what they will need to be able to discuss in their Final Oral Examination.

In cases where no suitable course is available, students may propose a course of independent study with a particular faculty member and, if the faculty member agrees, enroll for the work mutually agreed upon under the course 620 (Directed Reading & Research). Alternatively, if such a course consists primarily of field experience, the appropriate course number is 621 (Directed Field Training & Research). No more than one 620 or 621 course may be taken in any given semester.
In some cases it is necessary for a student to take more than twenty courses. For example, a particular course of study may require a large amount of language study. However, though the language work is necessary it may not all be applicable towards the statutory twenty course units for the degree.

Non-Program courses. In the process of formulating their graduate career plan with their Committee, students should bear in mind the possibility that some of their needs might be served by courses outside the GG, or even outside the University. (Note that there is a program of Inter-collegiate Cooperation with certain other colleges in the area).

Special Tracks. Courses fall into three basic categories:

1) Those that the GG considers must be taught, such as the Core Program and some "topics" courses, which the GG tries to ensure are taught regularly;

2) Those that derive from the research interests of a particular faculty member;

3) Those that are organized by a grouping of faculty members whose theoretical or geographical interests are closely related. These are in some cases identified as "tracks" within the program. This is especially the case in the interdisciplinary programs listed below. But the same is true for certain conventional specializations within the Anthropology Graduate Program, such as Africa, the Middle East, and Latin America. Students wishing to specialize in these areas should consult carefully with all the appropriate faculty members.

Good standing. In order to remain in good standing students must maintain a minimum average grade of "B+" and make up incomplete grades within one year of the finish of the course (see more info about incomplete grades on page 20). A grade of "C" is considered unsatisfactory in graduate studies. After one year, incomplete grades become permanent.

Each student's program of study and research is an individual one and the timing will vary from person to person. However, the following general schedule is recommended by the Graduate Group and the School of Arts and Sciences.

<table>
<thead>
<tr>
<th>First Year</th>
<th>First Summer</th>
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<tbody>
<tr>
<td>Core courses</td>
<td>Field work/research</td>
</tr>
<tr>
<td>Basic courses in area of specialization</td>
<td></td>
</tr>
<tr>
<td>Satisfaction of Language requirement (fall or spring)</td>
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<tr>
<td>Comprehensive examination (spring)</td>
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<tr>
<th>Second Year</th>
<th>Second Summer</th>
</tr>
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<tbody>
<tr>
<td>Specialized courses, seminars, tutorials</td>
<td>Field work/research</td>
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</tbody>
</table>

<table>
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<tr>
<th>Third Year</th>
<th>Third Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of course work</td>
<td>Fieldwork/Research</td>
</tr>
<tr>
<td>Investigate and apply for dissertation research grants</td>
<td></td>
</tr>
<tr>
<td>Oral Exam and submission of dissertation proposal</td>
<td></td>
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<tr>
<th>Fourth Year</th>
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<tbody>
<tr>
<td>Dissertation Research</td>
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<table>
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<tr>
<th>Fifth Year</th>
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<tbody>
<tr>
<td>Dissertation Research/Writing</td>
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<th>Sixth Year</th>
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<tr>
<td>Dissertation Writing and Submission</td>
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1.6 Core Program, Comprehensive Examination

First year's courses. The Core Program consists of four courses specially designed and taught for Anthropology graduate students in their first year. These courses cover the basic subject matter of biological anthropology, archaeology, linguistic anthropology, and current socio-cultural approaches.

All first-year PhD students must take three of the four following courses:

- ANTH 600 Fundamentals of Archaeology
- ANTH 602 Fundamentals of Biological Anthropology
- ANTH 603 Language and Culture
- ANTH 617 Contemporary Approaches to the Study of Culture

This leaves an additional five courses to be taken in the first year (typically one or two topical seminars and one language course, if necessary). These other courses should be selected in consultation with one's advisor, such that students will be able to move into advanced graduate work in an expeditious manner.

Students who for some reason plan to register for less than eight courses during their first year in the program must obtain the approval of the GG Chair for another arrangement.

The Comprehensive Examination ("Comps"). To qualify for PhD candidacy students must pass a PhD Preliminary Exam (or Comprehensive Examination) in May of the first year. The Comprehensive Examination is a two-day (four hours each day) examination in general anthropology, based on Core Program courses. Comps is a "closed-book" examination, and Penn's Code of Academic Integrity applies. There are three possible outcomes of the Comp. Exam: A student may pass at the PhD level, pass at the MA level, or fail the exam.

Note: Comps must be taken at the end of the first year and may be taken only once. Only in rare circumstances does the GG consent to a delay, but never to a re-take. Ordinarily, these exams are scheduled for the Thursday and Friday following University graduation exercises.

Incompletes in the first year. All Core Program courses must be completed by one week prior to the Comprehensive Examination. Students with incomplete grades in any Core Program course may not take the Comprehensive Examination.

Evaluation of performance. Performance in the examination is evaluated by the faculty members who taught the core courses that year. These faculty will also consider the student’s performance in the year's coursework. Students whose combined performance is satisfactory are admitted to candidacy for the PhD. Passing this exam also satisfies the MA final exam requirement.

1.7 Teaching

All PhD students will be required to complete four semesters of teaching as part of their program, preferably in their 2nd year and 3rd year.

In their first two years of teaching students will serve as Teaching Assistants, handling recitations in the Department’s introductory undergraduate courses and various other 100+ level courses whose enrollments would justify one or more Teaching Assistants. We will make every effort to see to it that students serve as Teaching Assistants in courses both within and outside their own specialties. Such an approach to distributing our Teaching Assistants is in keeping with Penn Anthropology's four-field approach and at the same time will better prepare our students for the job market.

1.8 Final Oral Examination

The Final Oral Examination ("Orals") ordinarily would be taken in the spring of the student's third year, but must be taken no later than the end of the fourth year. Orals typically last one and a half hours. All
members of the GG are invited to participate, though minimally the group of examiners ought to include the GGC, who presides, and the student's committee members. Five members of the GG constitute a quorum.

**Eligibility.** The Oral Examination should take place at least twelve months after the Comps. A candidate must have completed twenty courses. Students should consult closely with their Advisor and dissertation committee (see Section 1.3 Advising) in deciding when to take the examination and in preparing for it. Students should reserve a time-slot with the Graduate Coordinator at least one semester in advance of the desired examination date. Examinations are normally held on Wednesdays, Noon to 2pm, during semesters.

**Papers to be submitted before the examination.** A candidate for the Oral Examination must prepare a doctoral research proposal and written statements on three related fields of specialization, and must turn these in to the Graduate Coordinator two weeks prior to the exam date for “tabling.” The dissertation proposal must be in the format either of a National Science Foundation Doctoral Dissertation Improvement Proposal (see http://www.nsf.gov) or a Wenner-Gren Dissertation Fieldwork Grant (see http://www.wennergren.org/programs/dissertation-fieldwork-grants). Statements should be no more than three thousand (3000) words each, exclusive of bibliography and with no more than three pages of footnotes. In the statements, students should summarize the landmarks and issues in the anthropological study of the particular topic. Topics can be chosen from the following list, but students who feel that their special area or topical interests are not covered by the above list may petition the Graduate Group for alternative categories. Such petitions should be cleared by the student’s advisor first and then submitted to the Graduate Group Chair.

**APPROVED SUBFIELDS FOR THE FINAL ORAL EXAMINATION**

**Geographical Areas**

- Africa--Sub-Saharan
- Americas
- Asia--East and Central
- Asia--South and Central
- Asia--Southeast (Mainland and Insular)
- Caribbean (including either United States or European South American and relevant European and African history/ethnology)
- Cyberspace
- Diaspora
- Europe and Circum-Mediterranean
- Middle East (Muslim Central Asia to Northern Africa and Circum-Mediterranean)
- Pacific Islands and Australia
- Transnationalism
- United States (including Canada) and Western Europe

**Culture Areas**

- Africa--East
- Africa--Central
- Africa--Southern
- Africa--West
- Asia--China
- Central America (Indian)
- Middle East--Central
- Micronesia
- North America (Indian)--West, including the Plains
- North America (Indian)--Far North
North America (Indian) -- Northeast
North America (Indian) -- Southeast
Polynesia
South America (Indian) -- Andean and Circum-Caribbean (archaeology only)
South America (Indian) -- Tropical Forest, Southeast and South
South America (Indian) -- Lowlands
South Asia (India)
Spanish- and Portuguese-speaking societies

**Ethnographic Types**

- Complex Societies
- Hunters and Gatherers
- Pastoralists
- Peasants

**Topics**

- Acquisition of Language and Culture
- Aesthetic Anthropology
- Agriculture (all types of food production)
- Analysis of Speech and Narrative Styles
- Anthropological Genetics
- Archaeometallurgy
- Archaeozoology
- Archaeometry
- Bioarchaeology
- Cognitive Anthropology
- Complex Societies (including the 'rise of the state')
- Cultural Ecology
- Dental Anthropology
- Descriptive Linguistics
- Economic Anthropology
- Education
- Ethnoarchaeology
- Ethnography of Communication
- Ethnohistory
- Ethnomusicology
- Evolution of Brain and Cognition
- Evolutionary Demography
- Evolutionary Theory
- Food and Nutrition
- Forensic Anthropology
- Gender Studies
- Growth and Development
- Historical Archaeology
- Historical Linguistics
- History of Anthropology (with focus on one subdiscipline)
- Human Energetics
- Human Osteology
- Material Culture (including 'technology and culture')
- Medical Anthropology
- Metal Ages
The Graduate Group’s expectation is that the proposal will essentially be ready to be “tabled” at the time of the Oral Examination. However, students will have two weeks from the completion of the Orals to incorporate comments or criticisms that may arise from the questioning during the exam. Students should submit four hard copies each of the proposal and statements to the GPA as well as an e-file version at least two weeks prior to the Oral Examination.

**Content of the examination.** Students are examined on the dissertation proposal and position papers by their committee of four plus the GGC.

In the case of cultural and linguistic anthropologists, one of the fields of specialization should be a large Geographical Area (See Appendix D). Knowledge of the Geographical Area should include *inter alia* an understanding of why and by what criteria the Geographical Area has been subdivided into constituent Culture Areas. The student is expected to have a command of the social-science and historical literature relating to the Geographical Area and show an ability to discuss anthropological issues that arise, or have arisen, from the study of this Geographical Area as a whole or from any of its constituent Culture Areas. In general, the student will be expected to show competence at a level sufficient to teach an introductory course about the cultures and peoples of the Geographical Area. One of the Ethnographic Types (see Appendix D) may be substituted for a Geographical Area.

Students in archaeology have to discuss a Geographical Area as one of their papers. The expected level of competence for area specializations is to be able to teach an introductory course on the Geographical Area.

Students in biological anthropology need not be specifically examined in a Geographic Area as such. However, they must select some area relevant to their interests (e.g., southern Africa, Latin America) if their dissertation topic requires it.

In every case at least two statements should be topical or theoretical.

**Results.** At the end of the examination the examiners review the candidate’s performance and either pass (occasionally with distinction), pass conditional upon specified further work, require a re-examination at a later date, or fail.

**Changes in fields of specialization after passing Orals.** Occasionally, a candidate decides to alter his or her subfields of specialization in some significant way after having successfully passed the Orals. (This usually occurs as the result of a major shift in dissertation topic.) When such a change has been
agreed to by the candidate and his or her Dissertation Committee, a petition to make the contemplated changes(s) shall be submitted to the GG (through the GGC) for consideration. The GG shall review the appropriateness of the intended changes, decide what additional course work might be required, and determine whether the candidate should prepare another dissertation prospectus and/or retake parts of the Oral Examination.

1.9 Dissertation

The PhD dissertation should demonstrate the candidate’s ability to plan and execute independent research in accordance with professional standards, and to present the results in a manner that is coherent and readily intelligible to fellow professionals. The dissertation will be based on the candidate’s own field of investigation and will be written under the direction of a Dissertation Advisor and Committee.

Dissertation Committee. As stated earlier, after a student successfully defends their dissertation proposals, a Committee of at least three is formally appointed. At least two of the members of the Committee will be active members of the Anthropology Graduate Group. The student's primary advisor is normally the chair of the committee. The chair must be a member of the standing faculty.

Dissertation Proposal. Following successful completion of the Oral Examination the candidate, in consultation with the Dissertation Committee, must produce a final version of the proposal. When the Committee has approved the final version, the Advisor will forward it with a letter indicating the Committee's approval to the GGC. The GGC will then “table” a copy of the proposal in the Conference Room and notify the GG that they have one week to read and comment on it. If there are objections that the student and the Committee do not answer satisfactorily, the GGC is responsible for resolving disagreements. If there are no objections, the Final Oral Examination is considered complete, and GAS is formally notified.

Committee Procedures. The procedures given below, insofar as they concern the internal workings of the Dissertation Committee, are suggestions only to be followed at the Committee's discretion. If contradictions arise, however, the candidate can expect that they will be resolved by following these procedures.

General Pattern. The Dissertation should pass through four drafts, as follows:

First Draft: the first text that the candidate produces is given to the Advisor of his/her Committee who corrects and edits it. Second Draft: this version should be circulated for approval by the Dissertation Committee members. Third Draft: the version approved by the Dissertation Committee as a whole (or by a majority of the Committee) is presented to the GG for approval. This is the penultimate copy. Final Copy: the approved dissertation and one photocopy to be presented to the Graduate School and University Microfilms; an additional copy should be submitted to the GPA for the Department file.

The Dissertation Committee is free to set up, in advance, its own procedures, taking the dissertation through the Third Draft. But any departures from this above suggestion should be communicated to the candidate in advance. For example, it may be found advisable that the candidate consult with all the members of the Committee or only with the Advisor, while working on the First Draft. One Committee may want the candidate to submit chapters simultaneously to all of them and another may want the Second Draft to be completed exclusively with the Advisor, to avoid disparate and even contradictory corrections and suggestions.

In all cases, and whatever the procedures, any Committee member giving what he or she considers to be quasi-obligatory suggestions should make this clear, in writing, both to the candidate and to the Advisor. When suggestions are contradictory and strongly put, the Candidate can expect a clarification from the Committee through the Advisor.

In more detail ...

Step 1 (up to Second Draft). The Candidate produces, working with the Advisor, the Second Draft of the dissertation. The Advisor is responsible for editing, grammar, style, English usage, etc., as well as
content. Other readers should not be responsible for heavy editing. The Committee as a whole is, however, responsible for the dissertation’s general literacy.

**Step 2 (up to the Third Draft).** The Second Draft may be given simultaneously or in sequence to the other readers. These readers’ editing responsibilities are meant to go beyond idiosyncratic preferences for certain terms, usages, and style; but they are free to give such suggestions, which the Advisor is free to accept or reject. If more than one reader has the same objection, in matters of style and usage, the Advisor should consider himself/herself to be ‘alerted’ to possible difficulties later. Even with a dissertation accepted by the Committee, a reader may state his reservations in the letter of transmission to the GG.

The Second, Third, etc. Readers’ primary responsibility is to read the Second Draft for its scholarly and scientific content. Their suggestions about content, organization, argument, theory, etc. are to be discussed by the Committee as a whole (if such a discussion becomes necessary), reconciled, and transmitted to the candidate directly and to the Advisor. If the dissertation is not found acceptable by the Second and Third Reader (in a Committee of three), the dissertation cannot be recommended to the GG. If the Committee has four members, and there is a tie vote, the Advisor acquires an extra vote. The majority then makes its recommendation to the GG, and dissenting members make theirs. These are, of course, unlikely events and the GGC should lend his or her offices to help the Committee reach agreement on a unanimous recommendation to the GG. In virtually all circumstances differing opinions can be worked out by the Readers and the student through effective communication; under no circumstances is it acceptable to hold a student hostage to intellectual differences of the committee members. The incorporation of Committee suggestions in the text results in the Third Draft, which is submitted to the GG for final evaluation and eventual approval.

**Third Draft.** The Third Draft, presented to the GG, should be in clean and easily readable form. The student's advisor is responsible for submitting their approval of this draft to the GGC (cc the GPA), who then notifies the GG and “tables” the dissertation, making it available to members of the GG for a period of two weeks. If at the end of a two-week period there are no objections, GAS is informed that all requirements for the PhD have been met.

The GG faculty ultimately accepts a dissertation, and should not be normally concerned with matters of grammar, style, English usage, and organization, though they are free to make suggestions on these matters to the Dissertation Committee which may pass them on, or not, to the Candidate. GG members may also raise these matters, if they feel strongly about them, for discussion with the GG as a whole, through the GGC.

The GG faculty are, above all, concerned with the overall scholarly quality of the dissertation coming out of the department. The dissertation should thus be within the range of scholarly acceptability, regardless of whether individual faculties agree with it as scholars. Thus, the dissertation can be stopped at this point on scholarly grounds alone. Objections by a single faculty member may be discussed by him/her with the Dissertation Committee and the GGC. If the objector is not satisfied, he/she will make a presentation of the objections. Objections by two or more faculty members may be taken by the GGC to be indication of serious problems with the dissertation. The Advisor may call the GG together to discuss a resolution of the difficulties.

If the dissertation is accepted by the GG Faculty (as indicated by a lack of formal serious objections), the GGC communicates this acceptance to the Chair of the Committee (with recommendations, if any) who, in turn, communicates the decision, suggestions, etc. to the candidate and defines for the candidate the form of the final acceptable copy. The candidate is, however, responsible for insuring that the typing format conforms to the rules of the Graduate School and that both the Department and Graduate School deadlines are met. The Graduate School publishes a Doctoral Dissertation Manual that students must read carefully in order to successfully submit their dissertation for final approval and graduation: http://www.upenn.edu/provost/dissertation_resources

**Dissertation Defense.** During the two weeks that the dissertation is “on the table” or immediately following that two-week period the student has to present a Dissertation Defense. The Dissertation
Defense consists of an oral presentation of the dissertation research to a public audience composed of faculty, students and any other interested persons. Questions from the audience will follow the presentation. Afterwards, the GGC and all members of the GG present will meet privately to vote on the success of the dissertation. A majority of affirmative votes among those present will constitute a pass, although revisions to the dissertation may still be necessary. The GGC and Dissertation Chair will be responsible for approving the final version of the dissertation.

Once the two-week period has expired without serious objections made the draft dissertation and the student has successfully defended it in the Dissertation Examination, the GGC informs GAS, via the GPA delivering all proper paperwork, that all requirements for the PhD have been met.

**Deadlines.** Deadlines insure that there will be sufficient time for all stages of dissertation production. They change from semester to semester to conform to the University Calendar, and are available online: [http://www.sas.upenn.edu/GAS/home/grad&beyond/degree_index.html](http://www.sas.upenn.edu/GAS/home/grad&beyond/degree_index.html). The candidate is responsible for insuring that all Graduate School requirements have been met and should make certain of this with the Graduate Coordinator. (A letter indicating approval of the dissertation by the Graduate Group may be requested by a candidate who must await the awarding of the degree.)

### 1.10 MA Degree

Students may enter the MA program without plans to continue on for the PhD in Anthropology at Penn. Such students are only accepted as MA students when they are admitted to the program. After completing the MA degree they may apply to the Ph.D. program if they choose, though there is no automatic transfer from MA to Ph.D. student status.

Students formally accepted into the PhD program may bypass the MA. However, some students opt to take an MA on the way to the PhD. Possible reasons for doing this (even though it may delay progress towards the PhD) are: 1) the MA is accepted as a qualification for various positions, and therefore enhances possibilities for part-time employment before completion of the PhD, and 2) an MA project can be a useful trial run for the PhD, allowing the opportunity to make the first step in the proposed PhD research and affording experience in analysis, interpretation, and writing.

**Terminal MA.** PhD Students whose combined performance in the examination and in the first year's coursework is below standard may be passed only at the level of a terminal MA. In this case they will be advised to complete the ten-course unit requirement and write an acceptable research paper or thesis in order to receive the MA degree. They may then wish to seek advice from members of the GG about other programs that may be more suited to their interests. (Students may enroll for no more than two semesters on Master's Tuition while writing their thesis or research paper.)

**Note on readmission following terminal MA:** In exceptional circumstances a student who has completed a MA may petition to be readmitted to the Program. Such petitions have in the past been granted only on the basis of an unusually promising MA thesis.

**MA First year.** All first-year MA and PhD students must take at least two of the following core courses:

- ANTH 600 Fundamentals of Archaeology
- ANTH 602 Fundamentals of Biological Anthropology
- ANTH 603 Language and Culture
- ANTH 617 Contemporary Approaches to the Study of Culture

Additional courses should be selected in consultation with one's advisor, such that students will be able to move into advanced graduate work in an expeditious manner.

**The Comprehensive Examination ("Comps").** Along with the Ph.D. students, MA students must pass the Comprehensive Examinations for the core courses they took in May of the first year. As stated earlier, "comps" is a closed-book examination, and Penn’s Code of Academic Integrity applies.
Note: Comps must be taken at the end of the first year and may be taken only once. Only in rare circumstances does the GG consent to a delay, but never to a re-take.

MA Thesis or Research Paper. Besides ten course units, the MA requires either a research paper or a thesis. The difference is important. A research paper may be an expanded or improved version of a paper initially written for a course, in which case the criterion for acceptance would be that it demonstrates that the student is capable of independent research. It is normally article length (about 25-60 pages). After being accepted by the GG the paper remains in the Department's archive. A thesis may also begin in the framework of a course, but it is work that has grown beyond the point of demonstrating the student's research ability and constitutes a recognizable contribution to knowledge. In this case it is bound according to the normal regulations for a dissertation and transmitted to GAS for the final version approval and deposited in the University Library.

Approval of MA Thesis/Research Paper. In either case, to be accepted by the GG the work must be approved by the student's Advisor (Committee Chair) and by a reader (chosen by the Advisor or the GGC). Typically, the reader is faculty within the Anthropology Department, or a member of the Graduate Group, but in extenuating circumstances, the student can petition to have another University faculty member serve as the second reader if their area of research and expertise warrants it. Once approved, the student's advisor notifies the GGC and GPA, who then notify the GG and make the paper available in the Conference Room ("tabling") for comments. If at the end of one week there are no objections GAS is informed that all requirements for the MA have been satisfactorily met. If there are objections, the procedures detailed below for PhD dissertations are followed.

Statute of limitations for the MA. Six years is the maximum time allowed by GAS for completion of all requirements for the MA, except for a thesis, for which an extra year may be taken.

Submatriculation for MA Degree.
Material taken from the College website:
http://www.college.upenn.edu/degree/submatric/policies/application.php
http://www.college.upenn.edu/degree/submatric/policies/index.php

Submatriculation Application

Students are encouraged to apply for submatriculation during the fall semester of the junior year. They may apply during the spring semester of the sophomore year. Under no circumstances will a student be admitted to the program after the end of the seventh semester. Applications may be obtained from the department GPA.

The application for all submatriculation programs except the Law School must be approved by the student's major advisor, the graduate chair of the proposed program, and Dr. Srilata Gangulee in the College Office. In addition, the student must file an application for admission to the relevant graduate program and comply with the procedures involved in the graduate admission process.

Choosing a Graduate Program

The choice to apply to a graduate program in Arts and Sciences or to another school's graduate program need not coincide with the current major, though for many this is the case. For instance, an International Relations major may choose to take an M.A. in Regional Science, or an English major may choose to take an M.S. in Secondary Education in the Graduate School of Education. Since criteria for admission into the graduate programs are different for each school and department, the student's decision-making process should include inquiries into these admission requirements.

Continuing for a Ph.D.

Most Ph.D. programs require a minimum of 12 courses beyond a master's program, giving advanced standing for 8 graduate courses completed for the master's degree. However, some schools and programs may have different policies governing coursework taken in a submatriculation program. Some
doctoral research funding agencies may actually disqualify students from receiving certain kinds of support because of their advanced standing. If students are likely to pursue a Ph.D., they are strongly encouraged to apply directly for the doctoral program rather than submatriculating into a master's program.

Financial Aid

Submatriculation programs are intended to be completed within the prescribed four undergraduate years. If a student is currently a financial aid recipient, the master's degree may be entirely covered by undergraduate aid. If studies extend beyond the four years, however, students must consult with Student Financial Services and the relevant graduate school and department for further information regarding financial assistance.

Policies Governing Submatriculation.

The minimum course requirement for the master’s degree is 10 course units. Courses earning credit for the master’s degree must be at the graduate level as specified by the graduate program, usually at the 400 level and above.

In any submatriculation program, a maximum of 4 course units at the graduate level may be included in both the B.A. and the M.A. degrees. These four courses may be part of the major requirements or the electives of the undergraduate program, but may not include courses in independent study.

Graduate courses taken prior to admission into a submatriculation program in Arts and Sciences cannot be applied toward a master's degree.

Independent study courses applied to the master's degree in the Graduate Division of Arts and Sciences may not be taken as part of the B.A. degree requirements, must be numbered at the 600 level and above, and must be approved in advance by the Associate Dean for Graduate Studies.

College students submatriculating in sas graduate programs are expected to complete both degrees in four years. They may not extend their undergraduate program without special permission. If permission is granted, the student must notify the GPA who will have the student’s status changes, after receiving their Bachelor of Arts degree, to be considered solely graduate students.

The submatriculating student should go to the graduate school office in November of the student’s senior year to ensure that papers for the m.a. are in order. See see www.college.upenn.edu/degree/submatric/policies/ for additional policies for specific submatriculation programs.

Residency

All coursework for a master's degree from Arts and Sciences must be completed at Penn. No transfer, study abroad, or study away courses will be accepted. Requirements for non-Arts and Sciences programs may vary.

2. FINANCIAL AID

All accepted full time PhD students are offered a five-year Benjamin Franklin Fellowship covering tuition, fees, health insurance and a stipend. There is no financial aid offered to master’s students or submatrics.

In addition to the Benjamin Franklin Fellowships, the GG endeavors to meet the financial needs of full-time PhD students who remain in good standing. However, since resources are insufficient to cover the needs of all applicants, the GG is obliged to differentiate among applicants according to a number of priorities. Presently these priorities are:
To attract the best possible students to the Program;
2) To assist all students in the Program to make optimum progress towards their degree;
3) To assist in the payment of course tuition before other types of tuition, fees or stipend;
4) To compete for funding outside the Program/Department wherever possible, in order to release Program/Department funds for students who may not be eligible or successful outside;
5) To support MA students only when the needs of all PhD students have been met.

The application for awards listed below is distributed to all PhD students in late November. Students wishing to be considered for university funding should return the application to the GGC by early January for funding the following academic year, except where otherwise noted below. In most cases decisions are made by the end of April. All funding offers should be accepted or declined promptly, in writing.

In the selection of applicants for University/Department resources, and in compiling dossiers to compete for resources outside the Department, the GG pays attention to the following criteria: grade record, faculty recommendations, and personal statements—each of which is viewed as evidence of commitment and progress towards the degree. The record of previous support, and (in the case of teaching assistantships) specific academic qualifications are also taken into account. The existence of incomplete grades may also affect this process.

Possible sources of support fall into a number of categories, according to whether or not they are restricted, and whether they are at the disposal of the Program or other University offices (in which case the GG must compete for them on behalf of the student). There are also miscellaneous monies within the University, and awards that students may compete for outside the University. Actual resources vary from year to year, but the types of funding tend to remain the same. They are:

2.1 Awards Open to Incoming Students

The following multi-year fellowship is the basis of a five-year, three-summer funding package offered to all entering full-time PhD Students.

**Benjamin Franklin Fellowships.** This fellowship offers five years of support to incoming SAS PhD graduate students and provides full tuition, fees, health insurance, and stipend (set annually by SAS) for the first, fourth and fifth years. Additionally a teaching assistantship is offered for the second and third years. All full time PhD applicants are eligible.

2.2 Awards Open to Incoming and Continuing Students

The following one-year fellowship must be competed for by the GG on behalf of the student.

**Foreign Language and Area Studies (FLAS) Fellowships.** The Center of East Asian Studies, the Center for South Asia Regional Studies and the Middle East Center each receive a small number of fellowships from the Federal Department of Education, which they allocate to students in various disciplinary doctoral programs who expect to do dissertation research in their area. These fellowships pay tuition, fees and stipend and may be renewable. Nominations are made by the GGC to the related language department. Priority tends to be given to students interested in topics related to present or recent historical conditions. Awardees are obliged to take one course each semester in an appropriate language, or be registered for advanced work in the language. Summer fellowships are also available for intensive language study.

**Fontaine Fellowships.** In 1970, an endowment was established at the University of Pennsylvania in honor of Dr. William Fontaine, professor of philosophy for twenty-one years and the first African-American to become a fully affiliated professor at the University. From its inception, the endowment, known as the “Fontaine Fellowship” has been used to advance the University’s goals related to diversity. Originally restricted to U.S. students from groups “traditionally and historically underrepresented” in higher education — specifically African American, Native American, and Hispanic students — diversity is now more broadly defined to include economically disadvantaged and first-generation college students, and others from backgrounds underrepresented in a specific discipline or field. Fontaine funding is used by...
the schools, in combination with other resources, to recruit a diverse class of PhD students. A student is either put forward by the Department for a Fontaine Fellowship at the time of matriculation or within the student’s first year, and the Fellowship can take over tuition and stipend expenses usually covered through the Benjamin Franklin Fellowships.

2.3 Awards Open to ABD Students

The following one-year fellowships must be competed for by the GG on behalf of the student.

Dissertation Fellowships. The purpose of these fellowships is to support graduate students while they are writing their dissertation. To be eligible a student must have completed all the requirements for the PhD, except the dissertation, prior to nomination. In early spring a limited number of nominations are made by the GG to a committee appointed by the Graduate Dean.

There are two types of Dissertation Fellowships:

1) Dissertation Research Fellowships are limited and meant to help students doing active research on the dissertation.
2) Dissertation Completion Fellowships are one full-year of funding and are meant to help students complete the dissertation. These fellowships normally go to sixth year students.

Critical Writing Teaching Fellowships. Each year the Writing Program offers a small number of fellowships to advanced SAS graduate students which require them to teach a writing course in their departments each semester. ABD students (preferably those whose dissertations are well underway) who have served as Critical Writing Program fellows (see WATU below) are eligible to apply. Nominations are made in early spring by the GG to the Writing Program Director. Each teaching fellowship provides dissertation tuition remission, stipend, and an allowance for course development.

2.4 Other sources of money within the Department/University

Subvention Funds.
Per Dean Bushnell, July 15, 2008
Limited travel funds for one trip per year will be made available to those Ph.D. candidates who are invited to give papers or to serve as commentators at meetings of professional organizations. Only Ph.D. candidates who are full-time School of Arts and Sciences graduate students in residence at the University are eligible to apply for funds.

Travel funds may be used to cover any eligible travel expenses consistent with University policy (see http://www.finance.upenn.edu/vpfinance/fpm/2350/2351.asp for details). Expenses will be covered up to a maximum of $300 (amount may vary annually). Priority will be given to those students unable to secure funds from grants or from the department. Requests will only be considered upon the completion and submission of the REQUEST FOR TRAVEL SUBVENTION FORM prior to the trip; the form must be endorsed by the student’s faculty advisor and Graduate Group or Department Chair. The form is also available at http://www.sas.upenn.edu/fas/finance/. Please submit this form to SAS Financial Services Office, 3600 Market Street, Suite 570/2649.

The number of requests for funds has increased to the point that it is not possible to fund more than a few students from each graduate group in one fiscal year.

Field Funds. A limited amount of money is available to assist students in doing summer fieldwork that will lead to the formulation of a dissertation research proposal. These funds are designed to help students to:

1) Write stronger dissertation research proposals and compete successfully for funding from outside sources (Fulbright, SSRC, NSF, Wenner-Gren, etc.);
2) Make professional contacts with government officials, university and museum personnel, overseas research institutions, etc.;
3) Obtain permission to conduct their dissertation research in the appropriate country;
4) Gain experience in preparing competitive research proposals.

Eligibility. Only graduate students pursuing a PhD degree in the Department of Anthropology will be eligible for these funds. No one may apply who has one or more incomplete grades at the time the application is submitted. Students may apply more than once.

High priority will be given to students who can demonstrate that the proposed research will serve as "seed money"--i.e., improve their chances of getting outside funding for dissertation research. Low priority will be given to second requests (if the first was approved).

Field funds may be used for (in order of priority) travel, basic subsistence, and basic supplies (e.g., film) but not equipment (e.g., cameras). Field funds will NOT be awarded for dissertation projects, fieldwork not related to pre-dissertation research (e.g., a Mayan archaeology student participating in a dig in Thailand), conferences or symposia, or language and field schools (e.g., archaeology or primatology field courses). Passport/visa fees and immunizations are the student's personal responsibility and are not covered.

Implementation. To apply for field funds, a formal research proposal is required. The body of the proposal should be ca. 1500 words (double-spaced), and a bibliography that demonstrates knowledge of the pertinent literature on the field research area should be included as well. Also required are a summary abstract (150 words), a detailed budget and justification, departure and return dates, a current curriculum vitae, and a letter from the student's faculty advisor endorsing the project. Points that should be addressed where appropriate include hypotheses, research questions, methodology, research design, and language ability. Because of the limited funds available students should restrict their requests to transportation, room and board. The purchase of consumable supplies will not, as a rule, be funded. Students should also include in their budget a detailed statement as to other sources of funding. This proposal will be submitted in the spring semester, and the deadline for submission will be circulated to students by the Graduate Coordinator.

Applications will be evaluated on a competitive basis by a committee of three members of the standing faculty, which will make recommendations to the Department for final approval.

General Advice. Students should remember that their proposals will be evaluated as if they had been submitted to an outside granting agency. Thus, items that may seem trivial, such as spelling and typographical errors, are scrutinized carefully, as they would be by such an agency. Failure to follow the explicit instructions set forth here, such as those pertaining to length of narrative, the necessity for an abstract, etc., will count against the applicant. Proposals should be readily intelligible to people in other anthropological subfields, and therefore clarity of expression and an avoidance of jargon are at a premium. Finally, applicants should leave themselves enough time to prepare an early draft for scrutiny by their peers and (most important) their advisor, so that suggestions for revision can be incorporated before the final application is submitted.

Final Report. Each field funds recipient is required to submit a short report (ca. 1500 words, double-spaced) that summarizes research results, contacts made, and locations visited, and discusses how this preliminary research will help prepare the student for future dissertation research. In addition, recipients will be required to provide accounting for the funds expended to the Department's Business Administrator (BA) when their research is completed.

In all cases, the fiscal procedures of the University must be followed, and grantees should familiarize themselves with these procedures prior to expending any funds. Reimbursement or approval of expenditures may not occur if University procedures are not followed.

2.5 Sources of funding outside the University

Applicants and continuing students are encouraged to seek support outside of the University, as well. Several government and private agencies offer funding opportunities for graduate study and research.
Some of these are Fulbright, Fulbright-Hays, Mellon, National Endowment for the Humanities (NEH), National Science Foundation (NSF), School of American Research (SAR) Social Science Research Council (SSRC), and Wenner-Gren Foundation. Information on these and other opportunities can be found using the resources listed below. Note: Because some grants applications require University approval, students should check with the Department Business Administrator at least 10 days before submitting a grant application.

Educational loans and grants may be available for students with financial need. Need is based on information submitted on the Free Application for Federal Student Aid (FAFSA) form by the student. Students will be considered for Federal Stafford and Federal Perkins loans, and Federal Work Study Grants. FAFSA applications should be submitted no later than March 31. Information and applications for FAFSA can be obtained from Student Financial Services (SFS) office.

In general, the majority of graduate students find some resources to support their work towards the PhD. However, since there is no centralized distribution of all the resources, and the needs, abilities and interests of individual students differ widely, it is the individual student’s own responsibility to investigate all available sources of financial support. Students should also consult with their Committee and the GGC. Other sources of aid information include the Anthropology Department bulletin board, GAS Office, SFS, and the Internet. The American Anthropology Association has a listing of funding agencies on-line: http://www.ameranthassn.org/aaapubs.htm (see Grant Index and Recent Grants). There is also a collection of recent successful grant applications in the Graduate Coordinator’s office that students are free to consult.

2.6 Policies and Taxation

**Policy on External Fellowships.** Students receiving an award from a source external to the University are expected to accept the award and notify their GGC. The University does not permit fellowship packages simply to be added together. When a student has received offers of both an external and a university fellowship, the university award is adjusted to insure that the student’s efforts are rewarded.

**Employment Policy.** Graduate students holding fellowships, research fellowships/assistantships, or teaching assistantships from the University are expected to devote full time to their program of study. Students with these appointments may not simultaneously accept another appointment or be employed either within or outside the University without prior approval of their GGC and Graduate Dean.

**Taxation of Awards.** Under the provisions of the Tax Reform Act of 1986, all University and external fellowship awards in excess of tuition, general fee, and required course-related expenses (such as required books) are subject to federal income tax. Even though non-service fellowships are taxable, the University is not required to withhold federal taxes or issue an IRS W-2 form; students receiving such support may be required to file quarterly estimated federal income tax. Teaching and research assistantships are subject to federal taxes and may also be subject to state and local taxes.

3. **ADMINISTRATIVE INFORMATION AND PROCEDURES**

**Registration and Grades.** Most graduate students register during the Drop/Request period, just prior to the start of a term. However, students may choose to register during Advance Registration (in March, for the fall term and November, for the spring term). Registration for all courses, including Master's and Dissertation tuition, is completed by the student accessing Penn In Touch on the web (https://sentry.isc.upenn.edu/intouch/). Course registration information can be found in Penn's Course Search, an online mock scheduling tool, https://medley.isc-seo.upenn.edu/pennInTouch/isp/fast.do. Print versions of the Course Register, the Course Timetable (Advance Registration) and the Course & Room Roster are available in the GAS and Registrar's offices. Students can access online versions via the Registrar's website: http://www.upenn.edu/registrar/roster/index.html.

Grades are usually posted to the University’s database the week following final exams and can be checked through Penn InTouch.
Transcripts. Transcripts can be viewed at any time using Penn In Touch. To request an official transcript, follow the instructions at: http://www.upenn.edu/registrar/student-services/transcripts.html. Transcripts may also be requested, and paid for online, via the Penn Portal site for students and alumni: http://www.upenn.edu/pennportal.

Tuition and General Fees. Tuition and General Fees are published annually by the Graduate Office of the School of Arts and Sciences. All accepted PhD candidates are offered a five-year Benjamin Franklin Fellowship which covers tuition, fees, health insurance and a stipend.

PhD Degree. PhD students with no transfer credits are charged Full Tuition for five years (for Benjamin Franklin fellows, these five years are covered by your Fellowship). Following the five years, PhD students are billed Reduced Tuition and reduced fees for a maximum of up to five years. PhD students with transfer credits will shift from Full Tuition to Reduced Tuition earlier. Students who transfer 6, 7, or 8 course units will be charged Reduced tuition after the end of Year Four. Students who transfer 3, 4, or 5 credits will be charged Reduced Tuition after nine semesters.

Master’s Degree. Masters students can be charged by the course unit for up to four course units per semester plus the General Fee. Once coursework is completed, master’s students may be registered on Master’s Thesis status for up to two semesters at a rate set by the graduate office.

Auditing. The fee for auditing a course is the same as for a course credit. However, a student registered for four courses with credit may audit a fifth course free. TA’s enrolled for three courses may audit a fourth course free. Audited courses do not count towards the Master’s or PhD course unit requirement.

Incomplete Grades. Work for any incomplete course must be turned in and graded within one year of the finish of the course (except for Core courses—see Section 1.6). Students should arrange their own deadline in consultation with the instructor and allow sufficient time for grading. A course not completed and graded by the deadline will become permanently incomplete and may not be counted towards the course requirement. Note: Students with a fellowship or TA must have completed all courses by the start of the award period. Students with incompletes will not be considered for departmental field funds.

Transfer Credit. A student with graduate courses from another school may apply to transfer up to eight courses to their PhD program at Penn. MS and MA students may transfer up to two courses from another school. Up to four courses may be transferred from CGS to either the Master’s or PhD program. Students may apply in the Anthropology Office at the beginning of their second year. The student’s advisor will assess the relevance of the course(s) to the student’s research plans and make recommendations to the GGC. Note: Graduate courses taken as a non-submatriculated undergraduate are not acceptable for transfer.

Dissertation and Doctoral Registration Fees.

Research Abroad. Any PhD student about to conduct research abroad with outside funding may request Research Abroad Status (996) for the research period. Upon approval by the GGC and the GAS Dean, the student will be enrolled by the GAS Office. The PhD student is considered full-time. The student will be billed tuition, but the general fee will be reduced. Research Abroad status may be granted for a semester or year at a time and is limited to four semesters total. The University’s Medical Insurance and Health Service are for students on Research Abroad. Enrollment request forms are available from the GPA.

Master's Registration Fee. After completing the required ten course units, candidates for a terminal Master's degree must pay a Master's registration fee each semester until all requirements for the degree have been met. Master's tuition for one semester does not include the student fee. A student may be enrolled for Master's tuition no more than two semesters.
Billing. Charges for a semester's courses will be billed to the student within one month following registration. Bills not paid in full are subject to late fee charges. Students with overdue balances will be placed on financial hold by the University. Questions concerning billing should be directed to the department Business Administrator (BA: http://www.sas.upenn.edu/fas/finance/bbhas/) or Student Financial Services (SFS: http://www.sfs.upenn.edu/). Note: Initial term bills are mailed to the student's permanent address. All other bills are mailed to the student's local or billing address. Changes in a student's billing address may be made online at Penn in Touch or in person at SFS.

Fellowship and TA Recipients. Students awarded a fellowship or teaching assistantship must meet with the Assistant to the Chair or the department Business Administrator (BA) the first week of September (or January, if the award is for the spring term only) in order to process the forms for stipend payment and tuition remission. Students should expect to receive a bill before tuition remission takes effect. If late fees have accrued by the time the tuition is dropped from the bill, call the SFS office and request that the late fees be removed.

Medical Insurance. The cost for the University's medical insurance plan for a single student is determined and posted annually. Coverage begins September 1 and ends August 31. All graduate students are required to carry insurance and must complete an annual enrollment or waiver form regardless of previous enrollment status. To waive, the student must show proof of enrollment in a comparable plan. The deadline for enrollment is October 1. Students not enrolled for the fall semester may enroll in January for coverage between February 1 and August 31. Students who will not be enrolled in the spring semester may discontinue coverage as of February 1. A student planning to conduct research abroad is eligible for full coverage while away and must submit an enrollment or waiver form before leaving for the field.

Student Health Service Fee. Full- and part-time students have the option of using the University's Student Health Service. For students enrolled in three or four courses the Student Health fee is included in the course general fee. Part-time and Dissertation- or Master's-status students must pay separately. Students who will not be using the Service should complete a waiver form prior to the start of a term.

Degree Deadlines. MA & PhD Degrees are awarded three times during the year: December, May, and August. Students anticipating graduating in one of these periods should inform the GPA and sign up for the degree in the GAS Office by the beginning of the semester of the degree period. GAS and Anthropology Program degree deadlines are available from the graduate office via the degree calendar: http://www.sas.upenn.edu/GAS/home/grad&beyond/degree_index.html. (Tentative degree deadlines for future semesters can be found in the on-line Graduate Academic Bulletin.) Approval deadlines for theses/research papers and dissertations vary and may not be extended.

Leave of Absence. A leave of absence may be requested by a student wishing to temporarily postpone course work for the following reasons only: medical, military service, birth or adoption of a child. An LOA may be requested for a semester or year at a time. A leave of absence does not extend the deadline for completion of Master's or PhD requirements, except in the case of birth or adoption of a child or military leave. Students wishing to take a leave of absence should apply in writing to the GGC, indicating the period of and reason for the leave.

Withdrawal. Any student wishing to withdraw from the program should first meet with the GGC and provide a letter of explanation. Reinstatement requires the vote of the GG. To be reinstated, the student must petition the GGC and secure the endorsements from at least two members of the GG who would be willing to serve on the student's committee.

4. RESOURCES AND GENERAL INFORMATION

4.1 Special Programs and Research Centers

There are several special programs and research centers that involve the Anthropology Department to greater or lesser degrees: The Center for Africana Studies; the Program in Language, Culture and
organized within seven (often overlapping) rubrics. The scale ranges from macro economics and macro demography to evolutionary demography, but topics often intersect in the understanding of the dynamics of human populations, and can usefully be elaborated within several disciplines. The Center maintains a demography library and extensive computing facilities.

The Population Studies Center (http://www.pop.upenn.edu/) is an interdisciplinary research center with faculty from several University departments. The Center maintains a demography library and extensive computing facilities. The scale ranges from macro economics and macro demography to evolutionary demography, but the various axes intersect in the understanding of the dynamics of human populations, and can usefully be organized within seven (often overlapping) rubrics: 1) Health and Wellbeing of Populations; 2) Human Development; 3) the Cultural Basis of Illness, Disease, and Healing; 4) Human Development; 5) Paleopathology; 6) Nutritional Anthropology; 7) Community Health.

Africana Studies Center. Africana Studies faculty members share a commitment to the comparative, cross-disciplinary study of people of African descent all over the world. This orientation finds expression in theoretical and applied research, publications, and teaching. The Africana Studies Center coordinates courses and sponsors a regular lecture series and seminar, a communications network, exchange programs with African institutions, and the teaching of African languages. Africa, African-American, and Diaspora focused courses are offered primarily through the SAS departments of Anthropology, Asian and Middle Eastern Studies, English, Folklore, History, History and Sociology of Science, Linguistics, Political Science, Psychology, Romance Languages, and Sociology; the graduate group of Demography; the GSFA department of City and Regional Planning, and Schools of Social Work, Nursing and Education. Among the many resources available are a collection of African art and material culture in the University Museum; an African Demography Training and Research Program under the Population Studies Center; the Center for the Study of Black Literature and Culture; and several specialized training and education programs in development and policy issues such as health, energy, environment, and housing. Africana Studies faculty in the Anthropology Department include Professors Deborah Thomas and John Jackson.

Program in Language, Culture, and Society. The object of this interdisciplinary program is to help make the University's resources in faculty and course offerings, distributed over several departments and schools, more accessible to interested students. Graduate students pursue their degree in one of the participating disciplines (Anthropology, Communications, Education, Linguistics, Sociology) with the program providing resources for a major or minor concentration within that discipline. Several somewhat overlapping concentrations are possible: ethnolinguistics and the analysis of speech and literary styles; sociolinguistics; linguistic anthropology and ethnoscience; acquisition of language and culture; practical field linguistics; ethnography of communication. Language, Culture and Society faculty on the Anthropology GG include Professors Agha, Sankoff (Linguistics), and Urban.

MD/PhD Program. This is a parallel program. Students must be admitted to both the Anthropology program and the Medical School. All degree requirements in both departments must be fulfilled. For more information on the program and related courses contact go to the website: http://www.med.upenn.edu/mstp/index.shtml or contact Dr. Frances Barg, Dr. Phillipe Bourgois, Ms. Maggie Krall (Director of Administration, Medical Scientist Training Program, Penn Med School); or the Anthropology GGC.

Medical Anthropology Program. The Program in Medical Anthropology integrates biological and cultural approaches to the study of health, illness, disease, and healing. Practical research training is available locally in conjunction with the Penn Center for Community Partnerships or other programs as appropriate. Students working toward the doctoral degree carry out their own specialized programs while developing the breadth in general anthropology which characterizes the general objectives of the Graduate Program. Students working toward the MA follow a more concentrated course of study and research in their selected area. Medical Anthropology faculty include: Drs. Phillipe Bourgois, Frances Barg, Morrie Kricun (Radiology), Adriana Petryna, Babette Zemel, and Michael Zimmerman. Areas of specialization include:

- anthropology and clinical research
- the cultural basis of illness, disease, and healing
- human development
- paleopathology
- nutritional anthropology
- community health

The Population Studies Center (http://www.pop.upenn.edu/) is an interdisciplinary research center responsible for carrying out a varied program of population research. It includes faculty from several University departments. The Center maintains a demography library and extensive computing facilities.
Resources and Endowments; 3) Innovation in Methods; 4) International Population Research; 5) Policy Evaluation; 6) Growth and Structure of Populations; and 7) Networks in Population. The Population Studies Center faculty from Anthropology include Dr. Eduardo Fernandez-Duque, Dr. Tad Schurr and Dr. Claudia Valeggia.

**The Penn Program on Democracy, Citizenship and Constitutionalism** (the DCC Program) was established to consolidate the themes of “democracy” and “constitutionalism” as central rubrics for research and teaching across the University. The DCC Program features a monthly faculty workshop with a public speaker series; a postdoctoral fellowship; three graduate fellowships; and undergraduate research grants. For more information, refer to their website: [http://www.sas.upenn.edu/dcc/](http://www.sas.upenn.edu/dcc/)

**The Middle East Center** promotes graduate training and research in all aspects of language and area studies in the Middle East. In particular, it coordinates the teaching of the major (and several minor) languages of the area, and interdisciplinary programs involving many SAS Graduate Groups. For more information, refer to their website: [http://www.sas.upenn.edu/mec/](http://www.sas.upenn.edu/mec/)

**The Penn Language Center (PLC)** ([http://ccat.sas.upenn.edu/plc/](http://ccat.sas.upenn.edu/plc/)), created in an effort to expand, intensify and enrich the University's resources in basic language instruction, is an administrative unit of the College of Liberal and Professional Studies that works out ways to satisfy the demand for instruction in foreign languages. The PLC's objectives include expanding the language curriculum, enriching the resources for research in applied linguistics, and enhancing opportunities for research by faculty and students. The Center's main curricular goal is to serve language instruction needs that are not covered within the regular language programs offered by the School of Arts and Sciences. This means, above all, increasing Penn's offerings in the less commonly taught languages.

**Urban Studies Graduate Certificate Program** The Urban Studies Program offers students an interdisciplinary context in which to explore urban issues while pursuing a graduate degree in one of the disciplines or professional schools in the university. It emphasizes melding urban theory with practice, and encourages independent research. While working toward a PhD in their department, participants in the Certificate program take a two-semester proseminar and four urban-related courses. During the school year, faculty and graduate students gather monthly at an interdisciplinary workshop on urban related themes. Students may apply to enter the certificate program when they enter the PhD program, or at the conclusion of their first or second year of study. Interests of Urban Studies faculty cover many regions of the world, and include economic development, poverty, education, community organization, ethnicity, urban design, and policy. Urban Studies faculty on the Anthropology GG include Drs. Sandra Barnes, Kathy Hall (Graduate Education), Peggy Sanday, Gillian Sankoff (Linguistics), and Richard Zettler. For related courses in Anthropology and other SAS Departments, check with Urban Studies faculty. For information on the application process, refer to their website: [http://urban.ssc.upenn.edu/](http://urban.ssc.upenn.edu/)

**The Gender, Sexuality and Women's Studies Program** ([http://www.sas.upenn.edu/gsws/](http://www.sas.upenn.edu/gsws/)) is an interdisciplinary program that provides exciting intellectual opportunities to explore the role of gender in human affairs. The Gender, Sexuality and Women's Studies (GSWS) Program offers over 50 courses each year, many cross-listed with other departments. Women's Studies offers a major, a minor, and a graduate certificate. GSWS Core Faculty include Dr. Deborah Thomas, Dr. Brian Spooner, and Dr. Claudia Valeggia.

### 4.2 Computing Facilities

Access to the Anthropology Department's Computer Lab (Room 317) is open to all who study or work in the Department or the Museum. After normal working hours and on weekends the key to the Computer Lab is available from the receptionist at the Kress Gallery entrance (valid PennCard is required).

### 4.3 University Museum Resources

The University of Pennsylvania Museum is an important resource for the students and faculty of the Department of Anthropology. Of primary importance are the collections and the staff that curates them.
Access to the collections can be initiated by contacting the Curator of the section/geographical area of interest (http://www.museum.upenn.edu/new/about/curators.php). Study of the collections is encouraged. Access to the staff can be initiated by making an appointment with the appropriate person. However, if a student is not sure with whom they should talk, the Deputy Director of the Museum is willing to answer questions and make introductions. Anthropology faculty are also generally knowledgeable about the staff of the Museum.

The Museum has opportunities for volunteers in both collections management and events. Students interested in volunteering to work with collections should sign up in the Museum Registrar's Office. Volunteer work at events is handled through the Museum Events Office. The Museum's Education Department manages a lecture program that sends out speakers to all parts of Pennsylvania. To learn more about these opportunities please contact the Education Department.

Other important offices and resources in the Museum include the Archives (off the Mesoamerican Gallery), the Conservation Laboratory, Museum Applied Science Center for Archaeology (MASCA) (both in the basement of the Museum), the Tablet Collection, the Sumerian Dictionary Project, and Publications.

4.4 Library Resources

The University of Pennsylvania Library System includes over a dozen libraries, many of which have materials of use and interest to anthropologists. The on-line catalog, FRANKLIN, lists holdings in all the Penn libraries of materials processed since 1968. For earlier material consult the card catalog in the Museum or the main library, Van Pelt, which lists in its catalog the holdings of the other libraries. Penn is a member of the Research Libraries Group (RLG) consortium. Interlibrary loan requests are handled centrally for most of the system through the Interlibrary Loan Office on the second floor of Van Pelt Library. The Library system Home Page on-line leads one to information about all Penn libraries including hours of opening and phone numbers. The libraries offer a number of electronic databases and e-journals on-line, and access to other libraries' catalogs.

The Museum Library, a part of the system, serves primarily the research needs of the Museum staff and of students and faculty in the Museum-related disciplines of anthropology and archaeology. It is, however, not the only library that acquires materials in these subject areas. Its collection consists of approximately 125,000 items, including nearly 650 currently received periodical titles.

During the school year, the Museum Library is open Monday, Friday, and Saturday 9am to 5pm; Tuesday, Wednesday and Thursday 9am to 9pm, and Sunday 1pm to 5pm. During the summer, holidays, and school breaks the hours differ, and such information is posted on the library door. Check with the Library staff for more information.

The Human Relations Area Files (HRAF) are housed within the Museum Library. These files, in microfiche form, and also available in electronic format through FRANKLIN, consist of a collection of consistently indexed primary source materials (mainly published books and articles, but including some unpublished manuscripts) on some 300 "selected cultures or societies representing all major areas of the world...designed for the rapid and accurate retrieval of specific data on given culture and topics."

4.5 Anthropology Graduate File

The Department maintains a file for Anthropology graduate students in the Department office. The file contains past language exams, comprehensive exams, and orals statements. As well, there are several bulletin boards outside of the Department Office where information and announcements are posted concerning fellowship and grant opportunities, jobs, lectures and colloquia, seminars, course and program information.

4.6 Student Committees
The Anthropology graduate student community is composed of approximately 125 students in residence from a variety of backgrounds, and with a variety of interests. One of the strengths of the Program consists in the range of opportunities for scholarly and social interaction within this diverse group. Fellow students are excellent—sometimes the best—resources for information about the University, fieldwork possibilities, and part-time and full-time job opportunities. The graduate students are loosely organized under the umbrella of the Anthropology Graduate Student Committee. The Committee’s primary responsibility is to facilitate communication among students and between students and faculty. Through this committee students may also contribute to broader initiatives within the department, which may include faculty decisions about curriculum, selection of new faculty, and other activities. Outside of the Anthropology Department, graduate student affairs are organized by the Graduate Student Associations Council and the Graduate and Professional Students Association.

The **Graduate Student Associations Council (GSAC)** represents students under the jurisdiction of the University's Graduate Council of the Faculties. GSAC elects or designates representatives to three parts of Penn's system of shared governance: the Graduate Council of the Faculties, the University Council (an advisory board to the university's President and the Trustees Committee), and GAPSA (see description below). GSAC also acts as a student government for students under the Council's jurisdiction. These students include all PhD students at Penn and all Master's students in the Graduate School of Arts and Sciences (GAS). Each department/graduate group in the GAS and other PhD-granting schools has a graduate student association (GSA). The collective of these graduate student association's is GSAC. They are now working out of the Graduate Student Center, located at 3615 Locust Walk, and the Center has a grad student lounge and a computer lab. It can also be reserved for parties and events.

**Graduate and Professional Student Assembly (GAPSA)** is the University-wide student government for all graduate and professional students. It acts as a central voice for the common concerns of graduate and professional students. GAPSA nominates graduate and professional students to all University committees, serves as a consultative and information forum for its member governments, and conducts special projects designed to help graduate and professional students. GAPSA encourages input regarding issues and concerns that affect graduate and professional student life at Penn. All graduate and professional students may attend GAPSA meetings.

### 4.7 Colloquia and Seminars

As well as Anthropology Department Colloquia, there are many seminars, colloquia, and lectures throughout the University Community. The Anthropology Colloquia are held on most Mondays and all graduate students are strongly encouraged to attend. Notices are posted online as well as on the Anthropology Department bulletin boards, in the Museum elevators, and listed in the *Daily Pennsylvanian*, the *Almanac* (weekly), and the *Graduate Perspective* (monthly). Some of the departments/programs that find anthropologists as regular participants include: African Studies, Africana Studies, Latin American and Latino Studies, South Asian Studies, and the University Museum.

### 4.8 Career Services ([http://www.vpul.upenn.edu/careerservices/](http://www.vpul.upenn.edu/careerservices/))

Penn Career Services provides permanent, summer, part-time, and short-term employment listings; offers career advising and placement; offers professional school advising in health, law, business, as well as graduate school advising; and schedules on-campus interviews with prospective employers. Special programs on career exploration are arranged throughout the year for undergraduate and graduate students. Career Services helps students with resume preparation, job strategy, and marketing their qualifications. CPPS's resource library contains material on numerous US and foreign enterprises. Alumni are welcome to use the service.