Goal:
- Establish clear channels within the engineering school for Master’s students to discuss wellness and other academic issues in a safe manner that protects their privacy and academic standing in the school.
- These channels will be used for the following purposes:
  - Academic-related stress issues or challenges with progress in the master’s program
  - Reporting misconduct of faculty member(s) toward graduate students

Departmental-level channel:
- Within the department, students are encouraged to reach out to graduate group chairs, departmental wellness ambassadors, and/or graduate coordinators as their first line of support for academic and other issues.
- If needed, the graduate group chairs and graduate coordinators will follow the escalation plan of: Department Chair; Graduate RAS (Alyse/Tori); and if needed, the Associate Dean of Graduate programs.

School-level channels:
- The school-level Master’s graduate wellness committee consists of two staff members: Alyse Edwards and Tori Frew. They can be contacted via email: aedwards@seas.upenn.edu and vrew@seas.upenn.
- The wellness committee will be a safe and private way for students to discuss any concerns they have, in the event they prefer to reach out to someone outside of their department.
- If needed, with the student’s consent, the committee may refer the student to other resources within the engineering school or university.
- Any potential faculty misconduct will be reported to the Associate Dean of Graduate Programs, who will initiate an investigation inquiry in consultation with the Dean and Senior Associate Dean.

Student-led channels:
- The Engineering Master’s Advisory Board (EMAB) meets with the Associate Dean of Graduate Programs on a bi-monthly basis to provide feedback and raise concerns on behalf of students. Students are encouraged to approach the student leaders to raise any concerns that they may have.
- Each semester, the Master’s Affairs Committee (MAC) meets with the Associate Dean of Graduate Programs, one representative from EMAB, and the graduate staff from Research and Academic Services (RAS). MAC is composed of all program directors.
- The student leaders can also directly report incidents to the Associate Dean for Graduate Programs.

University resources:
- Penn CAPS (Counselling and Psychological Services) https://caps.wellness.upenn.edu/
- PENN SIS (Student Intervention Services) https://home.vpul.upenn.edu/intervention/
- Penn Ombuds (https://ombuds.upenn.edu/) This office provides mediation services between faculty and students.
- University Compliance reporting mechanism P-Comply hotline (phone and email): https://secure.ethicspoint.com/domain/media/en/gui/22868/index.html