HANDBOOK OF RULES AND POLICIES
FOR
GRADUATE STUDY IN PHILOSOPHY
AT THE
UNIVERSITY OF PITTSBURGH

Department Policy
August 2013
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Preface

The Department of Philosophy is part of the School of Arts and Sciences (A&S) at the University of Pittsburgh, and as such is bound by all of the rules and policies of these bodies. It is the student’s responsibility to be informed about these rules and policies, which are summarized in the A&S Graduate Programs Bulletin, and to be informed about the rules and policies of the Department of Philosophy, which are contained in this Handbook.

Throughout this Handbook, expressions such as ‘the Department,’ ‘graduate students,’ ‘the University,’ and the like are to be understood as referring to the Department of Philosophy, graduate students enrolled in the Department of Philosophy, the University of Pittsburgh, and the like—except as explicitly noted otherwise, as in §5.

The Graduate Committee is the official interpreter of the rules and policies set forth in this Handbook, which delegates the power in the first instance to the Director of Graduate Studies. The Department of Philosophy retains the right to modify, alter, overrule, or change any of the rules or policies set forth in this Handbook, in accord with its established practices for so doing, while keeping in accord with the rules and policies of the School of Arts and Sciences and the University of Pittsburgh.

This edition (01/13) concerns the program as last modified in January 2013.
1. General Information

1.1 Advisors

The Director of Graduate Studies supervises the graduate program as the agent of the Department in all academic matters concerning graduate students. The Director of Graduate Studies interprets the requirements to students, registers all students for their courses each term, monitors the progress of students through the program and their satisfaction of requirements on schedule, and acts to enforce Departmental rules and policies. The Director of Graduate Studies also acts as an advocate for the graduate students to the Department.

Upon a student’s accepting admission to the graduate program, she or he is assigned a Faculty Advisor by the Director of Graduate Studies. The choice of Faculty Advisor is determined, so far as possible, by the student's prospective area of specialization; incoming students may not request a particular Faculty Advisor. The Faculty Advisor offers advice, assistance, and consultation, including (but not limited to) counsel in designing a course of study appropriate to the student’s interests. Advisors are expected to meet with their advisees at least once a term. A student may at any time ask the Director of Graduate Studies to assign him or her a new Faculty Advisor: such requests will always be granted. In choosing a new Faculty Advisor for a student the Director of Graduate Studies will take into consideration but is not obligated to satisfy the student’s preferences.

When a student is formally admitted to Ph.D. candidacy, the functions of advice, assistance, and consultation are normally passed to the Dissertation Director, who is then the official advisor of the student.

1.2 Registration

The Director of Graduate Studies must approve each student’s plan for course enrollment each term, and sign the registration forms. It is the student’s responsibility to acquire the appropriate course registration forms, fill them out, bring them to the Director of Graduate Studies for approval, and have them processed by the Graduate Secretary or at the Registrar’s Office before the Course Registration deadline. Equally, the Director of Graduate Studies must approve any changes in the student’s course enrollment; it is the student’s responsibility to secure the appropriate “add/drop” forms, fill them out, bring them to the Director of Graduate Studies for approval, and have them processed by the Graduate Secretary or at the Registrar’s Office before the Add/Drop deadline.

The deadlines for Course Registration and Add/Drop are fixed each term by the Academic Calendar of the University. For continuing students, the Course Registration deadline is usually about a month before the end of the previous term; for new students, and students returning from medical leave or leave of absence, the deadline is usually the day before the first day of classes. The University charges a fee for registration after these deadlines; these fees are outside the Department’s jurisdiction and cannot be waived by the Department. The Add/Drop deadline is usually about two weeks after the first day of classes. The University charges a fee for altering course enrollment after
this deadline; this fee is outside the Department’s jurisdiction and cannot be waived by the Department.

1.3 Course Enrollment and Completion

The range in which a course’s number falls indicates its approximate level and clientele:

*Zero-level (courses numbered 0010-0999).* These courses are introductory undergraduate courses; graduate students are ineligible to take these courses for credit.

*1000-level (courses numbered 1000-1999).* These are primarily advanced undergraduate courses; graduate students may not take them for graduate seminar credit. See §3.7 of this Handbook. Since individual 1000-level courses vary widely in character, graduate students should register for them only after consulting with the instructor and the Director of Graduate Studies (and considering the 2000-level alternatives).

*2000-level (courses numbered 2000-2980).* These courses are designed for graduate students, and constitute the bulk of the Department’s graduate instruction. There are two kinds of 2000-level courses.

*Background Seminars.* These courses are designed to introduce graduate students to a field, historical period, philosopher, or topic. Such courses are typically completed with short papers, presentations, exams, etc. Term papers are allowed with the permission of the instructor. Incompletes are not permitted. The Department will undertake to offer several Background Seminars each term.

*Research Seminars.* These are advanced graduate courses whose topic may reflect the ongoing research of the instructor. Some background is presupposed. Such courses are typically completed with term papers.

*Phil 2902 and Phil 3902: Directed Study.* (Phil 2902 is for students not yet admitted to Ph.D. candidacy; Phil 3902 for students admitted to Ph.D. candidacy.) Directed Study courses are meant to fulfill special needs, not to replace standard graduate courses. They can count toward the 12 course requirement with prior permission from the instructor and the Graduate Committee. To take a Directed Study, the student must submit to the instructor and to the Director of Graduate Studies a written proposal outlining the proposed course of study and its goals. If it is approved, the student must submit to the Director of Graduate Studies a copy of the proposal, signed by the instructor, with the registration form for inclusion in the student’s file. Note that the course numbers for distinct directed studies are used over and over by different students for different courses.

*Phil 2990: Independent Study.* Students in the regular program not yet admitted to candidacy for the Ph.D. degree yet who have completed the requirements detailed in §3 of this Handbook may, with the specific approval of the Director of Graduate Studies, register for 3, 6, or 9 credits of this course to satisfy the Course Enrollment Requirement described in §2.3 of this Handbook; the grade is automatically a “pass” so long as the student remains in good standing. Repeated registration for this course in different terms is strongly discouraged.
Phil 2999: Prospectus Research. See the description in §4.2 of this Handbook.

Phil 3000: Research and Dissertation PhD. Students who have been admitted to candidacy for the Ph.D. degree register for 3, 6, or 9 credits of this course (when they choose not to take regular seminars or directed studies) to satisfy the Course Enrollment Requirement described in §2.3 of this Handbook; the grade is automatically a “pass” so long as the student remains in good standing. Repeated registration for this course in different terms is expected.

FTDA: Full Time Dissertation Study. Students who have been comprehensively evaluated and have more than 72 credits should register for Full-Time Dissertation Study (FTDA) at a cost of $500 per term.

Students are encouraged to take courses in other departments at the University, and are also encouraged to pursue a secondary M.A. degree. See §8.2 of this Handbook for details.

Students are encouraged to audit courses while maintaining good progress through the program (see §2.3 and §2.4 of this Handbook). Registered auditors do not write the papers (take the exams etc.) required to receive a letter grade, but attend seminar regularly, keep up with the assigned reading and participate actively in discussion. An ‘S’ grade appears on the transcript (for Satisfactory Audit).

All students are required to complete three seminars (including a Core Seminar; see §3.4) in their first term, where “completion” means having met all the course requirements so that the instructor may submit a letter grade at the end of the first term. Conversely, the instructor of any course in which a new student is enrolled is required to give the highest priority to submitting a letter grade for that student no later than the end of that first term. After the first term, students are expected to complete the work for each course they elect to take for a letter-grade during the term in which that course is given. This expectation should be considered carefully before registering, and again before the end of the Add/Drop period. A student who cannot complete the course work by the due date may ask the instructor for an extension; extensions are only granted by the instructor if specifically requested by the student. It is up to the instructor whether to grant an extension.

1.4 Grades, Evaluations, and Feedback

The grades which a student may receive are detailed in the A&S Graduate Programs Bulletin, as are policies detailing calculation of QPA and credit. Familiarity with grading conventions and policies used at the University is the student’s responsibility. A graduate student who fails to maintain an overall QPA of 3.0 or higher will automatically be placed on academic probation for a period (typically one term), and subject to dismissal at the end of the term unless the student demonstrates an ability to meet requirements determined by the Department. Note that the Department has specific policies which deal with credit, satisfaction of requirements, passing grades, QPA, and satisfactory progress, which are described in this Handbook (primarily in §2 and §3).

Whenever an instructor has a graduate student in a course (including undergraduate courses and directed study courses) the instructor submits, in addition to the letter grade submitted to the
Registrar, a brief written comment on the student's performance in the course. Instructors also submit comments on their teaching assistants, as described in §7.3 of this Handbook. Such comments are put into a standard form and recorded in each student's file. Students may read these comments, and are encouraged to do so; students may add explanatory remarks of their own to these comments, if and as they see fit. The Director of Graduate Studies discusses these comments with each student in preparation for the Departmental Review.

Faculty responsible for evaluating a student's work must return written or oral feedback to the student either within one month of receipt or by some other mutually agreed-upon deadline. To encourage prompt feedback, a student should request an appointment to discuss the work before the deadline has passed. If such a request is ignored, or if the feedback is otherwise not forthcoming, the student should bring this matter to the attention of the DGS, who will intervene.

1.5 Departmental Review

Each term, the Department reviews the progress of graduate students in the program who have not yet been admitted to candidacy. Topics discussed include instructors' comments, grades received, satisfactory progress or its absence, and reports from the Director of Graduate Studies and/or the Dissertation Director. Decisions regarding continuation in the graduate program and financial support are made at this meeting.

Because of the importance of these decisions, continuing students are required to meet with the Director of Graduate Studies prior to the Departmental Review to discuss their status in the program. The Director of Graduate Studies will represent the student's opinions about his or her progress to the Department.

The Director of Graduate Studies writes each student a letter in which the student is informed of the result of the Departmental Review, as well as any specific recommendations or requirements which the Department may make for or impose upon the student.

1.6 New Students

Each student entering the graduate program is sent a list of course offerings for the term in which he or she will matriculate, so as to consider options and make tentative plans. However, no student may register until he or she has conferred in person with the Director of Graduate Studies. The last day of registration for new students is generally the day before classes begin.

The full graduate program is detailed in this Handbook, but the following points are especially relevant for incoming students. First, all first year students are required to take the Fall term Core Seminar. Second, first year students intending to satisfy the Logic Requirement (§3.1) by taking Phil 2500 in the Spring term, and who do not have background in logic, should take or audit Phil 1500, or make other arrangements to prepare themselves for Phil 2500. (Students without background in logic intending to register for 2500 in the Spring term of their second year may delay these preparations until the Fall term of that year.) Third, each first year student without teaching duties is required to complete at least three seminars during his or her first term (§1.3).
Each incoming student who has been given a teaching assignment should be present several days before classes begin; should consult with the TA/TF Supervisor concerning his or her teaching assignment, duties, and responsibilities; should then consult with the instructor of the course for which he or she will be an assistant; and should plan to attend both the University-wide and Departmental teaching orientation meetings. Incoming students with teaching duties are required to complete two seminars during their first term.

Foreign students whose native language is not English and whose TOEFL score is between 550 and 600 are required to take an English proficiency test upon arrival; those who have teaching assignments are also examined for the comprehensibility of their spoken English. These tests are administered by the University as part of University policy, and may not be waived by the Department. Foreign students should arrive at least two weeks prior to the beginning of the term so arrangements may be made.

1.7 Transfer Credits

Graduate work done elsewhere may sometimes be counted toward satisfaction of the History Requirement, Area Requirements, and/or the Course-Number Requirement in the Department. In each case, the student should submit a petition to the Graduate Committee, stating precisely toward which requirements previous work is to be applied, with a detailed description (or samples) of the relevant earlier work to aid the Graduate Committee in its determination. Note that transfer credit will not be accepted for courses in which a letter grade of B or lower has been received; grades and quality points are not recorded for credits accepted by transfer. Forms for transfer of credits to apply to the University residence requirements are available in the Philosophy Department office. The requirements for the M.A. and Ph.D. degrees for transfer students are the same as for other students.

According to A&S regulations, a maximum of 6 credits may be accepted by transfer toward the requirements for the M.A. degree, and a maximum of 24 credits for course work at the master’s level at another approved graduate school toward the requirements for the Ph.D. degree. A student who transfers 24 credits due to completion of an M.A. degree at another institution may not earn an M.A. degree in the same discipline at the University of Pittsburgh. No more than 12 additional credits may be accepted for work beyond the master’s degree and directly related to the student’s Ph.D. program. Acceptance of credits by transfer from other graduate schools does not relieve the student from the requirement to register at the University of Pittsburgh and satisfactorily complete a minimum of 18 credits for the M.A. degree and a minimum of 36 credits for the Ph.D. degree. The student must register for at least one credit (or the FTDA course) in the term of graduation. It is the student’s responsibility to be familiar with University rules and policies regarding transfer credit; see the A&S Graduate Programs Bulletin for details.

Only graduate philosophy credits may be transferred. A student transferring credit will have the normal period of guaranteed support for the PhD reduced by 1 term for each 3 seminars transferred.

1.8 Leaves of Absence and Medical Leaves
The Department is open to proposals from students for leaves of absence. A petition detailing the reasons for the requested leave of absence, and specifying its length should be submitted to the Graduate Committee no less than one month before the beginning of the leave; simple courtesy dictates that such submissions should be made as far in advance as possible, especially if the student has been given a teaching assignment for the period in question. A leave of absence does not automatically extend the time a student has to fulfill conditions set by the Department for remaining in good standing. The student must apply for an extension of such conditions together with an application for a leave of absence.

Medical leaves of absence typically cannot be predicted; the Department, in conjunction with the Dean of Graduate Studies, deals with each medical leave on a case-by-case basis.

Leaves of absence are one of two kinds:

A. **Official.** A graduate student may apply to the Dean of the Graduate School for an “official” leave of absence either for medical or personal reasons. If a leave of this type is approved, then readmission is automatic, the application fee is waived and the clock is stopped on time between matriculation and comprehensive examination.

B. **Unofficial.** In case of “unofficial” leave of absence, readmission is not automatic, there is an application fee and the University clocks are not stopped.

1.9 Residency Requirement for Students on Fellowships

Graduate students on fellowships are required to be in residence during their fellowship period. A student may petition the Graduate Committee for permission to spend a part or all of the fellowship period away from Pittsburgh. However: (a) such a petition will be granted only under extraordinary circumstances, and (b) it will never be granted unless the following three conditions are met:

1. The student is making satisfactory progress in the program. (For an explanation of “satisfactory progress,” see the Graduate Handbook.)
2. The petition has the approval of the student’s advisor.
3. The student spells out in the petition the activities planned for the time away from Pittsburgh and makes a compelling case that these activities will contribute vitally to his or her academic work.

1.10 Financial Support

All Ph.D. students in the Department, when not having support through an external institution, national or independent fellowships or scholarships, are typically supported through internal University sources, such as teaching and research appointments, fellowships, traineeships, tuition scholarships, and loans. Applications for financial assistance should normally be made with application for admission to graduate study. Admission to graduate status does not carry with it any
implication concerning the award of financial aid; all applications for financial assistance will be reviewed and supported to the extent of available funds. Note that only students with full graduate status are eligible for teaching assistantships and fellowships.

The Departmental policies governing the award and distribution of teaching assignments (TAs and TFs) are described in detail in §7.1 and §7.2 of this Handbook. These policies do not apply to other forms of financial support which the Department may have at its disposal, such as the assignment of research assistants to the editors of various journals, research work in the Archives for Scientific Philosophy at the library, and the like; nor do these policies apply to other forms of support in which the Department has an interested voice, such as the nomination of students for dissertation-year fellowships, work at the Advising Center, and the like. These assignments and nominations are made on a case-by-case basis.

In all cases, continued financial support depends on the student making satisfactory progress in the graduate program. Students in the regular Ph.D. program are normally supported for six years; students in the Joint Program in Philosophy and Classics, and students taking a secondary M.A., are normally supported for seven years (see §5 and §8.2 of this Handbook). In all cases, both internal and external funding is counted in determining the years of support.

1.11 Support Extension for Courses Taken in Other Departments

The current structure of the graduate program makes it difficult for students to obtain specialized training pertinent to their philosophical research in areas outside of philosophy, if such training is neither to the level of a Master’s degree nor in one of the recognized joint programs of study. The following grants institutional recognition to such training:

The proper preparation of a philosophical career often requires graduate course work outside the Department; where appropriate, such study is strongly encouraged. The Department recognizes that extensive study outside the Department may add to the total duration of the graduate program and that an extension of the standard period of presumed eligibility for financial support (beyond the normal six years) is desirable in such cases.

For certain courses of study which form a recognized unit (Masters degrees in other subjects; the joint program in Classics, Philosophy and Ancient Sciences) support eligibility is extended by a fixed amount (one academic year in each of the cases mentioned). For a program of individual courses, an extra term of support eligibility will be granted for each term of work beyond the first two outside courses, up to a maximum of one academic year (two regular terms and a Summer) for all forms of study outside the Department combined. Three approved outside graduate courses will count as a term of work.

All such extensions of support eligibility are obtained by petition to the Graduate Committee, subject to approval by the Department Chair.
1.12 Summer Term Support

Unlike either Fall or Spring terms, the Department does not obligate itself in advance to support anyone in the Summer terms. FAS reserves the right to cancel assigned courses for under-enrollment in these terms.

No one holding a Fellowship will be given a summer teaching assignment.

All summer courses are stand-alone. The CAS General Education requirement for Philosophy states that “the course will emphasize close reading, analysis, and evaluation of classic works of philosophy.” The classic works include, Plato, Aristotle, Hobbes, Descartes, Leibniz, Spinoza, Locke, Berkeley, Hume, Mill and Kant.

The logic course, which fulfills the Quantitative Reasoning requirement, is to be a course in formal logic.
2. Ph.D. Program: General Requirements

2.1 Teaching Requirement

Every graduate student must teach at least three one-hour sections distributed between at least two different courses offered through the Department under the direction of a member of the faculty of the Department. Further information about Departmental policies governing teaching may be found in §7 of this Handbook.

2.2 Residence Requirement

The minimum requirement for the Ph.D. degree is 24 courses (72 credits); 12 of these courses are to be satisfied as described in §3.6 of this Handbook, and the remainder typically by repeated registration for Phil 3000, dissertation research. Regulations governing the award of transfer credit and its applicability to the Residence Requirement are described in §1.7 of this Handbook and in the A&S Graduate Programs Bulletin.

2.3 Course Enrollment Requirement

The Department requires students in the regular Ph.D. program and in the Joint Program in Classics, Philosophy and Ancient Sciences to be full-time students. Each full-time student must register for at least 3 courses (9 credits) each term of the regular academic year; if in a given term the student is neither teaching nor working on a dissertation, he or she must register for at least 4 courses (12 credits) that term. A student maintaining satisfactory progress may audit courses, and so need not complete for a letter-grade all courses in which he or she is enrolled (see §1.3 of this Handbook).

Exceptions to the requirement of full-time status are commonly granted without special petition to students engaged in actual dissertation research/writing who have good reason not to be full-time, e.g. employment in a teaching position at another institution. In exceptional cases, the Department may waive the requirement of full-time status for other students; such students should submit a petition, detailing the reasons for the proposed exemption, jointly to the Graduate Committee and the Chair.

2.4 Satisfactory Progress

Permission to continue in the graduate program, and continued financial support, depend on the satisfactory progress of the student in meeting the requirements detailed in this Handbook. Failure to satisfy any of these requirements will be prima facie reason for terminating the student’s standing in the program and/or financial support. The rate of satisfaction of degree requirements described in this section is only necessary, not sufficient, for satisfactory progress; consult cross-referenced sections for additional requirements.
By the start of their second term, students making satisfactory progress will have completed the Fall Core Seminar (§3.4), and at least two other seminars. By the start of their second year, they will have completed six seminars, including the Spring Core Seminar (§3.4). By the start of their third year, they will have completed ten seminars—a requirement for Comprehensive Examination (§4.1 sets out other requirements for Comprehensive Examination). Students making satisfactory progress will be comprehensively evaluated at the start of their third year. By the end of their sixth term, students making satisfactory progress will have completed twelve seminars.

During their third year, students making satisfactory progress will discuss possible directions of dissertation research with potential advisors, and initiate Prospectus research (§4.2). A student who has been favorably comprehensively evaluated is eligible to assemble a Dissertation Committee (§4.3), hold a Prospectus meeting (§4.2), and be admitted to candidacy (§4.4). To make satisfactory progress, a student must be admitted to candidacy within five years of matriculating in the graduate program (§4.4). Insofar as the Prospectus is meant only to initiate dissertation research, it is rarely desirable to unduly prolong the prospectus stage of a student’s career. Students should aim to be admitted to candidacy well before the five-year deadline—by the end of their third year, if possible.

Students in the joint program in Classics, Philosophy and Ancient Sciences, or students doing extensive coursework outside the Department, may petition the Graduate Committee to have these deadlines extended.
3. **Ph.D. Program: Distribution Requirements**

3.1 **Logic Requirement**

Each student must demonstrate proficiency in logic by the end of his or her second year. This requirement consists of two parts, A - Basic Logic and B - Advanced Logic.

A. **Basic Logic.** This consists in proficiency in (classical) Symbolic Logic: symbolization in propositional logic and in first-order logic (with identity), translation from first-order logic, one or more proof systems in first-order logic, first concepts in set theory, semantics for propositional logic, and informal semantics for first-order logic. (Metatheory is not required.)

Ph.D. students proceed directly to part B. The decision whether to proceed directly is normally made by the student and the Director of Graduate Studies, with advice from the instructors involved. In exceptional cases, a Basic Logic Exam may be provided as a diagnostic exam to determine whether a student is prepared to proceed directly with Part B. Those who do not do so must take or audit Phil 1500 or arrange in some other way to prepare themselves for Phil 2500 by the end of the first term.

M.A. students need only satisfy Part A, see §8.1.C. An M.A. student may do so by passing Phil 1500 (Symbolic Logic), or a suitable substitute or more advanced course.

B. **Advanced Logic: Logical metatheory, and additional topics.** Part B is satisfied by passing Phil 2500 (Advanced Logic) or a more advanced graduate course in logic. Phil 2500 covers the standard metatheory of propositional and first-order logic, and such other topics as the instructor chooses to include. This course is normally offered in the Spring term.

An entering student who can show evidence of course work of an appropriate nature successfully completed elsewhere may, upon accepting admission, petition the Graduate Committee to satisfy their Logic Requirement by passing an Advanced Logic Exam (for Ph.D. students) or a Basic Logic Exam (for M.A. students). Such petitions must be submitted early, normally by May 15, so that exams can be administered before the beginning of the student’s first term. This option is intended for students who are unusually well-prepared in logic; normally, only graduate level course work counts as an appropriate basis for such a petition for Advanced Logic.

Otherwise, all students must enroll in Phil 2500 (or a more advanced logic course). For purposes of the Logic Requirement, “passing” a course is counted as receiving a letter grade of B or better. Satisfaction of the Logic Requirement is automatic once the conditions listed above have been satisfied. A student may not be comprehensively evaluated, and hence may neither hold a Prospectus Meeting nor be admitted to Ph.D. candidacy, until the Logic Requirement is satisfied.
3.2 Language Requirement

Each student must show reading proficiency in a language on the following list:

ancient Greek, classical Latin, mediaeval and modern Latin, French, German

Native speakers of French or German are typically exempted from the Language Requirement.

A student may satisfy the language requirement in any of the following ways:

(A) Pass a Departmental Exam in one of the languages listed above.

(B) Receive a grade of B+ or better in Intermediate Greek (the course that culminates the Greek language sequence).

(C) Receive a grade of B+ or better in a Greek reading course.

(D) Receive a grade of B+ or better in Intermediate Latin (the course that culminates the Latin language sequence).

(E) Receive a grade of B+ or better in a Latin reading course.

(F) Receive a grade of B+ or better in Intermediate French 2 (the course that culminates the French language sequence).

(G) Receive a grade of B+ or better in Intensive French for Reading 2.

(H) Receive a grade of B+ or better in Intermediate German 2 (the course that culminates the German language sequence).

(I) Receive a grade of B+ or better in German Reading 2.

The Graduate Committee will consider petitions to substitute comparable courses at other universities for the University courses identified in options (B)-(I).

A Departmental language examination typically requires several passages of philosophical prose in the language of choice to be translated into smooth, readable English in a fixed period of time (usually 2-3 hours). Samples of past examinations are available in the Department Office for the student’s inspection. Departmental language examinations are administered near the beginning of each term during the academic year; students should sign up for such examinations when they receive notification from the Director of Graduate Studies that the language examinations will be set.

The Language Requirement must be satisfied before the Final Oral Examination may take place. If the Language Requirement has not been satisfied by the beginning of the fifth term of residence, the student must enroll in language courses; if it has not been satisfied by the end of the sixth term of residence, the student is ineligible for Departmental support. However, note that a
student may be comprehensively evaluated, hold a Prospectus Meeting, and be admitted to candidacy without having satisfied the Language Requirement.

3.3 Area Requirements

There is a distinct Area Requirement for each of the following philosophical fields:

A. Ethics

B. Metaphysics and/or Epistemology

C. Philosophy of Science

Satisfaction of an Area Requirement is automatic upon receiving a letter grade of B+ or better in any Background or Research level seminar in the relevant area. (Each seminar will indicate, in its published Course Description, which Area Requirement, if any, it can satisfy.) The instructor may, at his or her discretion, also certify a student to have satisfied the Area Requirement if the student receives a letter grade of B or B-, but in no cases if the letter grade is C+ or worse. Students will normally satisfy the Ethics and Metaphysics and/or Epistemology Area Requirements through the first-year Core Seminar sequence (see §3.4). Students are permitted but not required to use the History and Philosophy of Science core course in philosophy of science (HPS/PHIL 2600) to satisfy the Philosophy of Science Area Requirement.

To remain in good standing, a student must be certified to have satisfied at least two Area Requirement by the end of his or her first two terms of residence, and certified to have satisfied all but at most one of the Area and History (§3.5) Requirements by start of the third year.

3.4 Core Seminar Sequence

All first-year students are required to take a two-term Core Seminar sequence. The aim of these courses is:

A. to develop skills in reading and writing philosophy.

B. to provide a comfortable learning environment in which first-year students can adjust to being in graduate school, in which they feel free to speak in class, and in which they receive special attention from faculty.

C. to offer students some graduate-level acquaintance with (not a general survey of) core areas of philosophy.

The Fall Core Seminar will be open to all and only first-year graduate students in the Department. Normally, each student will write a number of essays; these essays will be read by the instructor and returned with substantial written comments. The Spring Core Seminar will continue to emphasize the skill of writing philosophy, for instance by including among its requirements
substantial revision of some piece of written work, or a series of assignments culminating in a term paper, or a class presentation based on an essay that is rewritten subsequent to the presentation. The Spring Core Seminar will be open to qualified students from outside the Department. Course requirements for these students need not emphasize writing.

Each year, one Core Seminar will cover a range of important topics and canonical texts in Ethics, and the other Core Seminar will cover a range of important topics and canonical texts in Metaphysics and/or Epistemology. These titles are construed broadly, so that individual offerings may differ from year to year. But those offerings should remain within bounds set by the aims of the Core Seminar sequence: a Core Seminar should be taught at a level suitable to a first graduate course on the material; the amount of reading it assigns should be consistent with the amount of writing it requires; etc.

Normally, the order of the Metaphysics and/or Epistemology and Ethics Core Seminar will alternate from year to year. A student who successfully completes the Core Seminar sequence will thereby satisfy the Area Requirements in Ethics and in Metaphysics and/or Epistemology.

3.5 History Requirement

Each student must do three ‘units’ of history. A ‘unit,’ for these purposes, is either a graduate seminar (not an undergraduate course) on a historical figure or period, or a Departmental history examination. A historical figure, for these purposes, is a philosopher much of whose major work was completed by the middle of the twentieth century. ‘Historical figure’ so defined is vague; borderline cases may be resolved by petitioning the Graduate Committee. (Normally, Heidegger, the logical empiricists, and Wittgenstein count as historical figures.) Of the three required history units:

A. At least one unit must be in ancient philosophy
B. At least one unit must be in modern/nineteenth century philosophy
C. No more than one unit may be in any one philosopher
D. At least one unit must be a graduate seminar

Samples of past examinations are available in the Department Office for the student’s inspection; note that such examinations cover only a single philosopher, not several philosophers or an historical period, and require broad knowledge of that philosopher. Departmental history examinations are administered near the beginning of each term during the academic year. Students should sign up for such examinations when they receive notification from the Director of Graduate Studies that the history examinations will be set. (Sign-up sheets for the Departmental history examinations and language examinations are usually posted at the same time.) Note that history examinations are only given by the Department at the beginning of each term in the academic year; no examinations, therefore, are given during the Summer.

Departmental history examinations are read by a committee of two faculty members to determine whether the student has satisfactory knowledge of the philosopher in question. In case of
disagreement between the readers, the case is referred to a third faculty member for decision. If the decision of the readers is favorable, this counts as "passing" the examination, and satisfaction of the history unit in that philosopher is automatic once the exam is passed.

The instructor of a given history course in which the student is enrolled certifies whether the student has satisfied a history unit for a particular philosopher or for an historical period. Note that satisfaction of a history unit is not automatic upon passing a history course offered on a particular philosopher or an historical period (where "passing" is receiving a letter grade of B or better), though normally the instructor will certify a student to have satisfied a history unit for a particular philosopher or an historical period if the student receives a letter grade of B+ or better. Satisfaction of a given history unit is ultimately at the discretion of the instructor of the history course.

Students with special concentrations in the history of a discipline other than philosophy may petition the Graduate Committee to have a relevant history course satisfy a history unit.

3.6 Dissertation Seminar

The Department conducts a Dissertation Seminar, run on the weekly seminar format and led by a member of the faculty whose interests are suitably wide-ranging. The seminar is mandatory for students in residence in Pittsburgh who have been admitted to candidacy. Each week, a student presents some of his or her work in progress, e.g. a dissertation chapter, preferably to be circulated in advance. The seminar will be taken up with discussion of the work. Other details of its format will be determined each term by the instructor. This course does not count toward the course number requirement.

3.7 Course-Number Requirement

Each student must pass (with a grade of B or better) at least 12 courses (a total of 36 credits), not including an optional prospectus course, during the first six terms of residence, and before the Final Oral Examination may be held; see §2.2 and §2.3 of this Handbook for other requirements. Two cross-listed courses taught by affiliated or secondary members of the Department can automatically count toward the Course-Number Requirement. Any further cross-listed courses must be approved by the Graduate Committee. Cross-listed courses may count toward the satisfaction of an Area Requirement with the approval of the Graduate Committee. Courses offered by other departments which are not cross-listed may be included in the list of 12 courses with the approval of the Graduate Committee. History units satisfied by Departmental examination do not count toward satisfaction of this requirement. For transfer credit, see §1.7 of this Handbook.

3.8 Exemptions

Any student may petition the Graduate Committee for exemption from any of the above requirements, except where it is noted that the Graduate Committee does not hold powers of exemption or change (e.g. substitution of languages for the Language Requirement), in which case the student may petition the Department. A petition must be in writing and given to the Director of
Graduate Studies (or the Chair), and should include a precise statement of which requirement(s) the student wishes to be exempt from or to alter; detailed explanation of the reasons for such exemption or alteration; and any such supporting materials, such as transcripts, letters, or evidence of past work as necessary in support of the petition.

It should be noted that the Graduate Committee (or the Department) does not create policy with its response to any given petition, no matter the response; in particular, the response to a given petition does not constitute any sort of precedent—Departmental policies are in general non-precedential. The Graduate Committee (or the Department) is not obliged to defend its ruling to the student, although typically an explanation will be provided.
4. Ph.D. Program: Dissertation Requirements

4.1 Comprehensive Examination

When a student has satisfied the Logic Requirement (§3.1) and satisfactorily completed at least 10 of the 12 philosophy courses that must be taken (§3.6), including all but at most one of the Area and History Requirements, his or her coursework will be evaluated by the Graduate Committee. This will normally occur at the fall evaluation meeting at the beginning of his or her fifth term. Students who are coming up for evaluation must submit a dossier of three seminar papers written for courses taken at the University of Pittsburgh, in the form that they were submitted, along with any available comments from instructors on that work. The dossier is due two weeks before the evaluation takes place.

The Graduate Committee reviews the student’s full record, first with regard to actual satisfaction of requirements, and then with regard to demonstrated ability and philosophical promise. The Committee reports its assessment to the Department, whose deliberations will normally have one of two outcomes. First, the Department may deem the student adequately prepared and ready to move on to the Comprehensive Examination. Second, the Department may raise concerns about the student's preparation, refusing permission for the student to move on to the Comprehensive Examination, and scheduling a second evaluation at a specific later date (usually during the student's sixth term in residence). In the second case, the student may be placed on Academic Probation. Should a student fail to meet the terms of his or her probation, the student will be refused permission to continue in the graduate program.

If the student moves on to the Comprehensive Examination, he or she will be assigned a committee, consisting of an Advisor, a Chair, and a third member. The Chair will generally be someone not expected to serve as dissertation director. Moreover, there is no presumption that the Advisor will agree to direct the student's dissertation. The student can offer suggestions about the makeup of the committee, but the final selection will rest with the Department. The Department will try to respect the student's preference on who will serve as Advisor. The date of the Comprehensive Examination (usually at the end of the third year or beginning of the fourth) will also be determined by the Department.

In consultation with the committee, the student will determine an area of research and a reading list of major works in that area. It should be possible to work through the materials on the list in the course of one term. Working closely with his or her Advisor, the student will write a substantial paper, and prepare for an oral exam on the reading list. The paper cannot be a revised version of a seminar paper, though it can overlap with previous work. The Advisor is expected to meet with the student at least once every two weeks during term.

At the Comprehensive Examination, the student will be examined orally on both the paper and the reading list. The examination should last at least an hour and in no case more than two. The committee will then discuss the student's work so far, including coursework, the dossier of three papers, the paper written for the Comprehensive Examination, and the examination itself. The Chair of the committee will prepare a substantive report on the student's strengths and weaknesses,
including detailed feedback on the paper. This will be communicated to the Director of Graduate Studies within two weeks of the meeting.

At the next Department meeting, the report will be circulated and the committee will make one of three recommendation: that the student move on to the Prospectus stage and be assigned a Dissertation Director; that the student be refused permission to continue in the graduate program; or that the student come up for Comprehensive Examination again. The Department will consider the recommendation, review the student's materials, and determine the outcome. If the student is to come up for Comprehensive Examination again, the date will be set at this meeting, normally within one term of the original exam. Should a student fail a second time, he or she will be refused permission to continue in the graduate program. Whatever the outcome, the Director of Graduate Studies will communicate it to the student within two weeks, along with the committee's report, which may be revised or amended by the Department.

The Prospectus Meeting may not be held (and hence the Prospectus may not be accepted) until the student has passed the Comprehensive Examination; see §4.2 of this Handbook.

The Comprehensive Examination should be passed at least eight months before the Ph.D. degree is to be awarded. If, in the opinion of the Dissertation Committee, excessive time has elapsed after the passing of the Comprehensive Examination, the student may be required to demonstrate appropriate preparation for the writing of the dissertation.

4.2 Prospectus

After passing Comprehensive Examination, a student should meet with his or her Dissertation Director to work out a plan for dissertation research, in the form of a Prospectus. This document will consist of a brief description of the project, no more than 5 pages long, together with a bibliography. Its aims are to:

A. outline the problem or set of problems a student proposes to investigate

B. suggest a program of research (much of this may be accomplished by the bibliography)

C. motivate the project by briefly clarifying the philosophical import of the problem or problems

D. familiarize the student’s Dissertation Committee with the project, thereby providing a basis for further discussion and evaluation of the merits of the project in the student’s Prospectus Meeting.

Since the Prospectus is meant to initiate rather than conclude a project, it need not include or consist in drafts of components of the dissertation itself, such as an analytic table of contents or a statement of results.

With the consent of the Dissertation Director, the Prospectus is distributed to members of the Dissertation Committee (see §4.3), and a Prospectus Meeting is scheduled.
The Prospectus Meeting is the Dissertation Committee’s examination of a student on his or her Prospectus. Its aims are to:

A. determine whether the proposed project is a viable one
B. determine whether the student is adequately prepared to begin dissertation research
C. specify additional requirements which must be met to satisfy A. and/or B., if they have not been met but the project is still deemed worth pursuing
D. specify the reasons for which the project is rejected, if the Dissertation Committee determines that it is not viable.

In all cases, the results of the Dissertation Committee’s examination will be conveyed to the student at the end of the Prospectus Meeting.

The Prospectus Meeting should take place within one month of the Comprehensive Examination. Under special circumstances, e.g. a significant shift in research topic, the student will have up to one term to submit the prospectus. No Prospectus Meeting will be held between May 15 and the following Labor Day of any academic year.

4.3 Dissertation Committees

Successful Comprehensive Examination entitles a student to apply to the Chair for preliminary approval of a Dissertation Committee. On admission to Ph.D. candidacy (see §4.4) the Committee must be formally approved by the Chair and the Dean of Graduate Studies.

The Dissertation Committee shall consist of at least four members of the Graduate Faculty (not every faculty member is a member of the Graduate Faculty). If there are more than four members of the Committee, the additional members may but need not be members of the Graduate Faculty. It shall include one member designated as the Dissertation Director and one member designated as the Second Reader; these persons, who must be members of the Graduate Faculty, have primary responsibility for supervision for the student’s dissertation research. In addition, one member of the Dissertation Committee, designated the Outside Reader, must be a member of the Graduate Faculty in a department at the University other than the Philosophy Department.

Normally, all members of the Dissertation Committee other than the Outside Reader are members of the Department. Graduate Faculty members in other departments with secondary appointments in the Philosophy Department may act as members of the Dissertation Committee. Under exceptional circumstances, after considering a written petition from the student, the Chair may allow a Graduate Faculty member with a secondary appointment in the Philosophy Department to serve as Dissertation Director.

The student shall propose to the Chair the prospective Dissertation Director, after gaining his or her consent. In consultation with the proposed Director, the student shall propose to the Chair the
Second Reader, and the Outside Reader, after gaining their consent. The student and proposed Director shall then request a meeting with the Chair to select a further member or members of the Dissertation Committee; normally this meeting shall be scheduled not less than two weeks after the request is made. The Chair shall ensure that the composition of each new Committee represents the most effective use of the expertise of the members of the faculty, bearing in mind their existing commitments, and recognizing the importance of the student having a productive working relationship with all members of the Committee. The process of selecting the Committee is envisaged as consensus. When agreement on membership has been reached, and all prospective members have agreed to serve, the prospective Dissertation Committee shall be given preliminary approval by the Chair. (Note that final approval of the Committee requires the concurrence of the Dean of Graduate Studies and takes place, after successful completion of the Prospectus Examination, with admission to candidacy.) The membership of the Dissertation Committee may be changed whenever it is appropriate or necessary, subject to the approval of the Chair prior to admission to Ph.D. candidacy, and the approval of the Chair and the Dean of Graduate Studies after admission to Ph.D. candidacy.

The Department emphasizes the desirability of each student working with a Dissertation Director and Second Reader of his or her choice, and expects Departmental members of the Graduate Faculty to make all reasonable efforts to accommodate students who seek their membership on a Dissertation Committee. However, faculty members have other duties and responsibilities and no faculty member is under an obligation to serve on any particular Dissertation Committee, or to accept the role of Dissertation Director or Second Reader on any Committee on which he or she is willing to serve. The Chair shall ensure that the dissertations under each faculty member’s active direction do not exceed a reasonable level of responsibility. The Chair shall make available to the Department a gloss on what constitutes this reasonable level of responsibility.

The Dissertation Committee has the responsibility to review the progress of the student’s research and the authority to require supplementary research or the rewriting of any portion or all of the dissertation. Annual meetings of the Committee are required while the student is in residence (see §4.5). The student is expected to consult the Dissertation Director and the Second Reader regularly, supplying them with drafts and material as they become available, and receiving advice and comments. The Dissertation Committee conducts the Final Oral Examination and determines whether the submitted draft of the dissertation meets acceptable standards (see §4.7).

4.4 Admission to Ph.D. Candidacy

After the Dissertation Committee accepts a Prospectus, the student becomes eligible for admission to candidacy for the Ph.D. degree. In order to become a candidate, the student and the Dissertation Director must file an application, using the appropriate University forms, with the Chair and the Dean of Graduate Studies. If approved, the student will be informed of admission to candidacy and of the membership of the Dissertation Committee; a copy of this document will be placed in the student’s file.

Admission to candidacy should occur at least eight months before the Final Oral Examination, in order to provide an opportunity for the members of the Dissertation Committee to review, criticize, revise, or disapprove the proposed research. Approval of the proposed research and
research design does not imply either the acceptance of a dissertation prepared in accord with those plans or the restriction of the dissertation to this original proposal.

There is a statute of limitations: Ph.D. students must be admitted to candidacy within five years of matriculating in the graduate program, or within three years if enrolling with a prior M.A. degree.

When the student is admitted to candidacy, the Dissertation Director officially becomes the candidate’s advisor, assuming some of the functions of the Director of Graduate Studies as described in §1.1 of this Handbook.

4.5 Annual Meeting of Dissertation Committee

A. For doctoral candidates in residence. In the fall term of each year, students who have been admitted to candidacy should meet with their Dissertation Committee. This meeting will be organized by the Dissertation Director.

The purpose of the review meeting is to discuss and comment on the student's progress in writing the dissertation, and to work out, so far as possible, a schedule for completion. A written summary by the student, approved by the Dissertation Director, is distributed to the entire Committee.

B. For doctoral candidates not in residence. The candidate will provide a written progress report for the Dissertation Director, who will circulate the report (with or without comment) to all of the members of the Committee. All Committee members are invited to comment on this progress report and, at his or her discretion, the Dissertation Director will call a meeting of the Committee to discuss possible problems.

Dissertation Directors will inform the Director of Graduate Studies that a review meeting (or equivalent) has taken place and will provide a copy of the report for the candidate’s file. The DGS will keep a log of the occurrence of such meetings.

4.6 Dissertations

The University requirements concerning the style and form of the dissertation are stated in the University Style and Form Manual, available from the Office of the Dean of Graduate Studies. It is the student’s responsibility to conform to these requirements. The student may be permitted to include his or her previously published material in the dissertation. The length of dissertations is by Departmental regulation limited to 250 pages of main text, that is, exclusive of front matter (such as the table of contents and acknowledgments) and end notes, bibliography, appendices, and the like. Members of the Dissertation Committee are not obliged to read either long notes or appendices.

4.7 Final Oral Examination
Each candidate for the Ph.D. degree must pass a Final Oral Examination conducted by the Dissertation Committee. Full-time students are expected to take this examination within one or two years after receiving permission to apply for candidacy; students will, in any event, be excluded from the Graduate School if they do not pass the Final Oral Examination within three years after admission to candidacy.

Students must be registered during the term in which they take their Final Oral Examination. If not in normal residence, students should register for the FTDA course for that term. If for some reason the Final Oral Examination is not held in that term, the student will have to register again during the term in which he or she takes the Final Oral Examination; no exceptions are possible.

Prior to the scheduling of the Final Oral Examination, all members of the Dissertation Committee, or in exceptional circumstances all but one, but including the Director and the Second Reader, must have indicated that they believe the dissertation is defendable; the Final Oral Examination must take place no sooner than two weeks later. The Final Oral Examination is scheduled by the Dissertation Director at the convenience of the members of the Dissertation Committee, and in consultation with the Director of Graduate Studies. Note that at least two weeks before the Final Oral Examination, the Dissertation Director must provide the Dean of Graduate Studies with a typewritten notice, listing the title of the dissertation and the time and place of the Final Oral Examination, for announcement within the University.

The Final Oral Examination in defense of the dissertation is conducted by the Dissertation Committee, and need not be confined to material in or related to the dissertation. Any member of the Graduate Faculty may attend and participate in the Final Oral Examination; in addition, any other qualified individuals may be invited by the Dissertation Committee to attend and participate. Anyone may attend, but participation is limited to those mentioned in the preceding sentence. When all those participating have signified that they have no further questions to put to the candidate, or, should more than two and one-half hours have elapsed since the beginning of questioning, at the decision of the Dissertation Director, the Final Oral Examination shall be concluded, and all those present other than members of the Dissertation Committee shall leave. The members of the Dissertation Committee, meeting in private, shall then deliberate about and vote on the outcome of the Final Oral Examination. The options of the Dissertation Committee are normally as follows: (i) accept the dissertation and recommend the candidate for the Ph.D. degree; (ii) accept the dissertation and recommend the candidate for the Ph.D. degree conditional upon minor changes, delegated to the supervision of the Dissertation Director; (iii) require major changes and resubmission and reexamination of the dissertation; (iv) reject the dissertation without right of resubmission or reexamination. The Committee shall seek to reach a unanimous decision; however, if a majority but not all of the examiners vote for acceptance, the case must be referred to the Dean of Graduate Studies for resolution. It is the practice of the Department to recommend to the Dean that the dissertation be accepted and the candidate recommended for the Ph.D. degree if and only if no more than one examiner dissents.

If the dissertation is accepted by the Dissertation Committee, a report on the Final Oral Examination and a report on approval of the dissertation, with the signature and vote of each member of the Dissertation Committee, must be sent to the Dean of Graduate Studies for approval.
When the dissertation is accepted, the candidate must deposit with the Dean of Graduate Studies the following:

A. ETD approval form signed by all Committee members (electronic signatures are not allowed).

B. Uploaded file to ETD submission page, formatted correctly with all required bookmarks and hyperlinks.

C. Three copies of the abstract with the advisor’s complete name typed and the advisor’s initials (electronic initials are not allowed) in the upper right hand corner of each one. Abstract must be double spaced with title and student’s name at the top of the first page (see template, 350 word limit).

D. Two copies of the title page.

E. Signed Survey of Earned Doctorate (forms available in the Dean’s Office).

F. University Microfilm Agreement (forms available in the Dean’s Office).

G. Receipt for processing and microfiche; (pay $81.50 in the Student Payment Center in G-7 Thackeray Hall). If any additional services are desired from Proquest, i.e., copyright, extra copies, reprints, attach a money order or certified check made payable to PQIL (no cash or personal checks will be accepted).

Note that (A)-(G) are requirements set by the University, not the Department; hence the Department cannot waive or alter them in any way. The student should check for exact fees and any revisions in the procedure to be followed; update sheets are available from the Dean’s Office.

4.8 Graduation

Each candidate for graduation must file an official Application for Graduation, in the Office of Graduate Studies, early in the term in which graduation is expected and must be registered at the University during that term. Students are required to register for at least one credit (or the FTDA course) in the term of graduation. University deadlines for application for graduation are announced for each term; normally, applications must be submitted two months before the end of the term (one month with payment of a late fee). All diplomas are mailed approximately four weeks after the end of the term of graduation.
5. Joint Program in Classics, Philosophy and Ancient Sciences

The Program in Classics, Philosophy and Ancient Sciences is sponsored by the Department of Philosophy, the Department of Classics, and the Department of History and Philosophy of Science. Program students must be admitted to one of the three participating departments, whose requirements for entrance, promotion to degree candidacy and the award of the Ph.D. they must satisfy. Students who complete the Program are awarded the Ph.D. degree in the field of their home department. The following rules apply to Program students enrolled in the Philosophy Department.

Program students must satisfy the Department’s standard requirements, but because of the additional requirements imposed by the Joint Program, the timing of requirements sometimes differs from the regular Ph.D. program. For the same reason, Program students are given an additional year of financial support.

A. Students must demonstrate reading proficiency in ancient Greek and classical Latin. Proficiency may be demonstrated by a) completion of a Reading Course offered by the Classics Department, with a grade of A- or higher, or b) successful completion of a sight translation examination, administered by faculty members of the Program. (Standards for these examinations will be higher than those for the Department’s language exams. A student who satisfies the Program’s Greek or Latin requirement thereby meets the standard of the Departmental language requirement, but the converse is not true.)

Proficiency in one classical language must be demonstrated no later than the end of the student’s third term in residence; proficiency in the second, no later than the end of the student’s fifth term.

B. Student members of the Program must demonstrate proficiency in German or French in one of the ways described in §3.2 of this handbook by their seventh term.

C. Students must satisfy area requirements, demonstrating that they are acquainted with and have accomplished substantial work in the major areas of Ancient Philosophy. These requirements may be satisfied by a) successful completion of a seminar on the topic, b) a directed reading course resulting in a paper, or c) a directed reading course resulting in an examination. A minimum of five units must be earned, with at least one in each of the following three areas.

- Plato,
- Aristotle,
- Post-Aristotelian ancient Philosophy.

(Recommended but not required: Presocratics.) Students should plan their course of studies so as to meet these requirements in consultation with faculty members of the Program.

D. While satisfying the Department’s Course-Number Requirement (§3.6), students are strongly encouraged to take courses in the HPS and Classics Departments, including courses in Classical literature, history, and science. Apart from cross-listed courses, they may count up to three Classics courses towards the satisfaction of the Course-Number Requirement.
E. Dissertation Committees are formed as prescribed in §4.3, except that Faculty members of the Program are considered part of the student's home department.
6. Job Placement

The Department is obliged to help students who have received their degrees secure suitable academic employment. While all members of the Department are expected to play an active role in placement, the major responsibility is shared by the Placement Officer, who is to receive release time from the teaching of one course, the student’s Dissertation Director, and the Placement Committee, which is composed of the Placement Officer (who acts as chair), the Director of Graduate Studies, the Chair, and one person appointed by the Chair. The nature and extent of this obligation depends upon whether the job-seeker falls within the First or Second Priority Group.

A. The First Priority Group

1. Requirements for Membership in the First Priority Group

(a) Dossier. The candidate must give the Placement Officer a complete dossier on or before October 1st containing at least three letters of recommendation, a curriculum vitae ready for reproduction, and a suitable dossier paper.

(b) Status. The candidate must either be seeking a job for the first time and have a complete draft of the dissertation by October 1st, or be seeking a job for the second time without having held academic positions for more than two years and have completed all requirements for the Ph.D. (with the possible exception of the Final Oral Examination) by October 1st.

(c) Preparation. Each first-time candidate shall present a paper to the Departmental Colloquium and undergo a mock interview during the Fall term.

The Placement Committee will determine which job-seekers qualify for this Group.

2. Departmental Obligations

(a) Help with preparing the dossier. Each member of the Placement Committee will examine each job-seeker’s dossier and recommend improvements. This is especially important in regard to confidential letters of recommendation, since the Department has an obligation to protect job-seekers against inadvertently harmful letters.

(b) Reproduction and mailing of dossiers. The Department will reproduce the job-seeker’s dossier, with the exception of the dossier paper, it being the responsibility of the job-seeker to supply the Placement Officer with a sufficient number of copies, and will defer the cost of mailing the dossiers.

(c) The evaluation meetings. There will be an evaluation meeting for each potential job-seeker who has turned in a complete dossier to the Placement Officer by the October 1st deadline. The evaluation meeting will normally
be held on the first Friday in October, and at least the Dissertation Director, the Second Reader, and the Placement Officer should be present. If the Dissertation Director or the Second Reader are unavailable on this day, the meeting will be scheduled as close to this day as feasible.

The evaluation meetings will be announced in advance, and all faculty members will be invited to attend. It is expected that faculty members who are writing letters of recommendation for a candidate will attend the meeting for that candidate. Faculty members who have had substantial interaction with the candidate, but who cannot attend the meeting, will be invited to submit comments concerning the candidate.

The evaluation meetings will decide whether a candidate is ready to go on the job market. If he or she is deemed ready, the meeting will decide the placement strategies for the candidate. The candidate will then be invited to join the meeting and will be informed of the meeting's decisions. In general, there will be one meeting for each prospective job candidate. The meetings of two or more candidates may be combined, however, if it is advantageous to do so.

(d) **Placement folder.** The secretary who handles placement will maintain a public folder that contains a list of post-doctoral fellowships and jobs which did not appear in any previous issue of *Jobs for Philosophers*, along with the names of the persons who have been nominated for them.

(e) **Follow-up action.** After the dossiers have been mailed out, the Placement Officer will contact members of the Department, and in particular the key mentors of the job-seekers, to determine what sort of follow-up action, in the form of telephone calls and additional letters, is in order.

(f) **The duties of a Dissertation Director.** A faculty member who agrees to direct a dissertation thereby accepts the responsibility to work actively on behalf of the student in placing him or her in a suitable academic position.

(g) **A.P.A. meetings.** The Department is obliged to help job-seekers at A.P.A. meetings by helping them to make contacts and engaging in suitable follow-up action.

B. **The Second Priority Group**

1. **Requirements for Membership in the Second Priority Group**

   (a) **Status.** To qualify for inclusion in this Group, the job-seeker must have a Ph.D. in hand and not qualify for inclusion in the First Priority Group.

2. **Departmental Obligations**
(a) **Sending materials.** For a fee of $30, the Department will reproduce and mail out a job-seeker's confidential letters of recommendation. The job-seeker is responsible for mailing out his or her curriculum vitae and written work.

(b) **Departmental support.** It is the policy of the Department to offer job-seekers in this Group all the aid it can, consistent with its preceding obligations to job-seekers in the First Priority Group. When such a job-seeker asks to receive a Departmental nomination for a job for which no person in the First Priority Group is nominated, the Department will comply with the request, provided the Placement Committee deems that the person is suitable for the job. Individual members of the Department are free to aid these job-seekers provided that they do so as private citizens. The Placement Committee should always be kept informed of their efforts.

[NOTE: The Placement Committee, by a majority vote, can waive any of the above rules, and any candidate may petition the Placement Committee to do so.]
7. Teaching Policies

Teaching assignments are made by the TA/TF Supervisor, in consultation with the Director of Undergraduate Studies, the Director of Graduate Studies, and the Chair, in the preceding term in which the courses are offered. Students contractually eligible for teaching, normally those in their second or fourth year of support, will be required to turn in a list of preferences for teaching assignments.

Joint committee on teaching: A committee consisting of the TA/TF supervisor, the DGS and the Chair. Concerns and difficulties about graduate student instructors should be immediately reported to this committee. Graduate students about whom concerns have been raised may request the involvement of the graduate student teaching mentor or another member of faculty.

7.1 Assignment of Courses and Sections to TAs

A. Order in which assignments are made, ceteris paribus.

1. Students on a first teaching assignment who will be given a standard three-section assignment.

2. Students on a second assignment who may be given a three-section assignment, Writing-sections or, more rarely, a stand-alone course.

3. Superannuated students (any student beyond her or his fifth year). The number of superannuated students the Department will be able to support will vary from year to year and will depend on course availability and budgeting constraints. Superannuated students will be ordered by the Chair and DGS by reverse seniority and academic progress and may be assigned additional teaching duties.

B. Factors relevant to making assignments (not in any particular order of importance and not exhaustive):

1. It is desirable that students’ preferences be respected. Departmental needs, however, will take precedence.

2. It is desirable that conflicts with seminars important to the student be minimized.

7.2 Summer Teaching Assignments

Students on fellowship are not eligible to teach in summer.

A. Only a limited number of assignments will be available. The number of students assigned to summer courses will vary year to year, depending upon budgeting constraints.
B. The Chair, DGS and Director of Undergraduate Studies will use Departmental need, teaching experience, reverse seniority and academic progress to determine summer assignments.

7.3 TA/TF Duties and Obligations of Lecturers to their Assistants

Acceptance of a teaching award constitutes a contractual obligation to abide by the following points: Failure to observe them may result in immediate termination of a teaching award. It is conversely understood that complaints concerning a Lecturer are to be taken to the Chair.

A. Orientation meeting for new Teaching Assistants

At the beginning of each academic year, an orientation meeting is held for all new teaching assistants. The Chair, the TA/TF Supervisor, and a number of continuing teaching assistants are present. In addition, The Dean of the College, the Associate Dean for Graduate Studies, and the Director of the Advising Center are invited to attend. The purpose of the meeting is to give the new teaching assistants information about teaching which is not easily available, to acquaint them with University facilities relevant to teaching (e.g. the writing workshop and videotaping facilities), and to answer any questions they may have about their duties, responsibilities, and objectives.

B. Normal duties of those teaching sections of a lecture course

1. Prompt attendance at every lecture and every section meeting is absolutely required. A section or class should be cancelled only if there is no reasonable alternative. Sections or classes should be cancelled only in an emergency and then only as a last resort. The lecturer and/or the TA supervisor should be informed at once. An approved substitute should be arranged with the assistance of the lecturer in charge or the TA supervisor. If a class is missed in whole or in substantial part, the matter should be reported to the lecturer in charge, and a make-up class arranged to suit the convenience of the students. No assistant should ever change the time or place of any section meeting without prior approval of the lecturer in charge and appropriate notification of the Department. The importance of these requirements is not to be underestimated. Much bad teaching has results from failure to observe these necessities. In particular, general familiarity with the material is not sufficient to warrant absence from lectures.

2. Regular announced office hours (not just “by appointment”) are expected of all teaching assistants. They must be kept; students are often hesitant to see assistants with an “appointments only” policy. At least two hours, on different days, are essential.

3. The teaching assistant will perform such duties as grading and commenting upon papers, constructing and grading exams, discussing particular points in section meetings, etc. as are assigned by the lecturer in charge. It is understood that
these obligations will be performed on time, as specified by the lecturer in charge; in particular, duties to students take *prima facie* precedence over academic duties such as seminar reports—unless specifically released by the lecturer in charge.

4. Attendance at weekly or bi-weekly meetings with lecturers and their assistants; is mandatory.

C. Normal duties of those grading a course

1. Lecture attendance is mandatory.

2. Additional Office hours may be required by the lecturer in charge to discuss student papers and/or exams.

3. Regular or occasional discussions with the lecturer in charge may be required.

4. The grading assistant will perform such duties as grading and commenting upon papers, constructing and grading exams, etc. as are assigned by the lecturer in charge. It is understood that these obligations will be performed on time, as specified by the lecturer in charge; in particular, duties to students take *prima facie* precedence over academic obligations such as seminar reports—unless specifically released by the lecturer in charge.

5. Each lecturer in charge offers a written evaluation of the teaching performance of each assistant, to be placed in the student’s file.

D. Obligations and Responsibilities of Lecturers to their Assistants

1. The lecturer should reiterate Departmental policy regarding graduate student attendance at lectures, announce time allowed for grading and returning papers, as well as responsibility for giving grades.

2. The lecturer’s policy with regard to grading is to be made clear at the beginning of the term.

3. It is the lecturer’s responsibility to ensure that the average weekly workload of TAs does not exceed 20 hours per week; the lecturer must closely monitor TA workloads and adjust course requirements and/or personally assume more of the grading duties if and when it appears that this workload will be exceeded.

4. Teaching assistants should be informed of complaints about their teaching.

5. Final responsibility for grading rests with the lecturer and cannot be delegated.
6. Teaching assistants should be informed as early as possible (preferably at the beginning of the term) what material will be covered, in what order, what of that will be covered in lecture and what is to be covered in section meetings.

7. The lecturer should attend one section taught by each of his or her teaching assistants near the beginning of the term and one near the end of the term.

8. The teaching assistant should use the special Departmental forms for soliciting the opinions of the students enrolled in the assistant’s sections. These forms should be turned in to the lecturer, who should then write a statement evaluating the teaching assistant’s performance in the course. The statement should then be given to the TA/TF Supervisor, who will add it to the student’s teaching file.

E. Normal duties of those teaching an independent course.

1. A proposed syllabus and book order must be approved by the student’s teaching mentor.

2. Prompt attendance at each and every course meeting is absolutely required. A section or class should be cancelled only if there is no reasonable alternative. Sections or classes should be cancelled only in an emergency and then only as a last resort. The lecturer and/or the TA supervisor should be informed at once. An approved substitute should be arranged with the assistance of the TA supervisor. If a class is missed in whole or in substantial part, the matter should be reported to the Department, and a make-up class arranged to suit the convenience of the students. If a class is missed in whole or in substantial part, the matter should be reported immediately to the TA/TF Supervisor, and a make-up class arranged to suit the convenience of the students. No assistant should ever change the time or place of any section meeting without prior approval of the TA/TF Supervisor and appropriate notification of the Department.

3. Regular announced office hours (not just “by appointment”) are required of all teaching assistants. The hours must be kept; students are often hesitant to see assistants with an “appointments only” policy. At least two hours, on different days, are essential. It is especially important that student teachers of independently taught courses schedule office hours at a time convenient for the students. All the ordinary obligations of a teacher, such as grading and commenting upon papers, constructing and grading examinations, submitting grades, etc. must be performed on time. In particular, teaching duties take prima facie precedence over academic obligations.

4. Before submitting textbook requisitions, the student teacher must submit to the student’s teaching mentor a course syllabus which outlines the projected course and includes a list of required and suggested texts. Once the syllabus has been approved, the TA should submit the textbook requisition through the Departmental office. Summer teaching materials may be approved by an appropriate faculty member.
5. All student teachers are required to have each course evaluated through the Office of Student Evaluations. Any alternative means of eliciting and recording student response must have the prior approval of the TA/TF Supervisor.

6. Further information about teaching files, mentorship, and review of students teaching independently is given in the policy statement listed in §7.4 of this Handbook.

7.4 Teaching Files and Supervision of Independent Teaching

A. Teaching Files

1. Evaluations must be obtained for every class taught. TA evaluations are in the student’s main file. A separate file will be kept in the Department for each graduate student which shall contain all teaching evaluations of graduate students by their students. These files will be open to the student and faculty members. They will serve in the supervision of teaching, and in the writing of teaching letters.

2. The TA/TF Supervisor will see to it that annual teaching reports, as well as term-by-term reports by lecturers on their TAs, are put in the file.

3. The Department will maintain a teaching file for each graduate student which shall include: all course evaluations, course descriptions, syllabi, grade sheets, copies of major tests or term paper assignments. The student is responsible for supplying this material. The student’s teaching file serves four important purposes: as a resource for professional development as a college teacher; as an administrative record of past courses should questions concerning student grades or the like arise; as a source of information for prospective employers; and as a collection of materials to show prospective employers. (N.B. Prospective employers sometimes ask to see course evaluations, syllabi, etc.)

B. Supervision of Independently Teaching Graduate Students

1. Mentorship Tasks

The Department aims to carry out the following tasks in connection with graduate students independently teaching courses in the Department, in order to aid and document their development as teachers. As explained below, a Teaching Mentor will serve as a faculty liaison for the student for evaluation purposes, and as a source of professional advice and feedback on teaching.

(a) At least once per year, the mentor should either attend a class meeting at a mutually agreed time or view a videotape of a class meeting in the
company of the student, followed by a discussion with the student. The student may choose between the class visitation and the videotape.

(b) After each term of independent teaching (Summer term included), the mentor will review the mandatory student course evaluations, syllabi, and course materials, and discuss these with the student.

(c) Each year in January, the mentor will prepare an evaluation of the past year’s teaching (including recitation teaching) for inclusion in the student’s Departmental teaching file. The student will make course evaluations, course descriptions, and syllabi from the past year available to the mentor for the purpose of writing the evaluation.

(d) The mentor will be available to the student for consultation on teaching issues, ranging from routine matters to long-term objectives and aspirations.

(e) At the option of the student, the mentor will write a teaching letter when the student goes on the job market. It is suggested that the mentor visit a class, or view a videotape of a class, near the end of the graduate student’s career in order to gather the most up-to-date impression of the student’s teaching.

2. Allocation of Mentorship Responsibilities

(a) By the end of the second week of the first term in which a student teaches independently, the student will obtain a faculty member’s consent to be his/her teaching mentor. If no teaching mentor has been obtained by that time, the TA/TF Supervisor will assign a mentor to the student. The teaching mentor will be responsible for tasks A(a-e) outlined above, from that time henceforth, whenever the student teaches independently, and will normally be expected to write the teaching letter in due time. It is preferable that the student obtain as a teaching mentor a faculty member other than those expected to play a prominent role on the Dissertation Committee. When the teaching mentor is on leave for the term, the TA/TF Supervisor will normally assume the mentorship tasks.

(b) The TA/TF Supervisor will accumulate and review all reports on teaching (annual reports and reports by lecturers) and be ready to present them at the graduate student evaluation meetings.

7.5 W-Courses

A “W-Course” is a course which satisfies the University writing requirement. (Statements of the requirement are available from the CAS Office.) The Department has several courses which are certified to satisfy this requirement; they are called “W-Courses,” and their recitation sections “W-
Sections.” Lecture courses are typically for four credits, including an extra hour of section meeting per week; these courses and their sections are listed independently.

7.5.1 Objectives of 4-Credit W-Courses and W-Sections

A.  *W-Courses.* Like all lower-level courses offered in the Department, both 3 and 4-credit W-Courses are meant to introduce the student to some area of philosophy and to develop a degree of sophistication or expertise in that area. In addition, W-Courses aim at developing the student’s ability to write philosophical prose, that is., the ability to take a philosophical approach to a problem or a topic and to write about it in one of the ways accepted by the philosophical profession. Such courses presuppose, therefore, that the student has already mastered the rudiments of English composition.

B.  *W-Sections.* Recitation sections of W-Courses have two purposes. First, they serve as a forum wherein the student learns to philosophize by discussing course topics or questions with the recitation leader and fellow students. Second and equally important, they provide instruction in the art of philosophical writing as well as the opportunity to practice this art through supervised writing assignments and revisions thereof in response to criticism. To these ends, W-Sections meet twice as often as other recitation sections of lecture courses. Leaders of W-Sections, therefore, must be skilled not only in guiding philosophical discussion but also in the art and theory of philosophical writing.

7.5.2 Department Policy on 4-Credit W-Courses

A.  Because of their contribution to effective introductory philosophy instruction, the Department shall offer as many 4-credit W-Courses as feasible, consistent with staffing, student demand, a desirable number of non-W sections, and other Department commitments.

B.  As part of the Departmentally mandated close supervision of their teaching assistants (see §7.3 of this Handbook), lecturers shall take an active interest in both philosophical and writing instruction of students in W-Sections.

C.  Most or all of the writing instruction will devolve upon the TAs. Therefore, lecturers shall fix the specifics of writing requirements in consultation with their W-TAs; and this consultation should occur before the lecturer distributes a course syllabus which details the nature of the writing requirements in a W-Course. Special attention should be paid to the effect on W-instruction of requirements common to W and non-W students in a lecture course. As lecturers submit course descriptions long before TA assignments can be made, they are asked only to make general statements about W-requirements, e.g. by utilizing the language of the Departmental generic Course Description for the W-companion of a lecture course. As the instructor in charge of the course, the lecturer has the final responsibility for and authority over all course requirements and grading procedures.
D. It is the lecturer's responsibility to ensure that the average weekly workload of TAs does not exceed 20 hours per week. As in any course, but especially in W-Courses, the lecturer must closely monitor TA workloads and adjust course requirements and/or personally assume more of the grading duties if and when it appears that this workload will be exceeded. Such close monitoring of workloads is imperative when in-class examinations or quizzes are required of W-students.

E. In W-courses even more than otherwise, the Department should try to prevent over-enrollment and rectify matters when it occurs. The Chair and the lecturer are responsible for dealing with any problems which arise from over-enrollment. Steps which might be taken include reducing the class size to its prescribed limit and/or adjusting class requirements to compensate for the added TA burden. The Department does not give out special permission slips for enrollment in W-Sections.

F. In W-Courses, the total number of pages of out-of-class writing to be criticized, including revisions, shall be at least 21 and at most 30. The total number of significant assignments, including exams, quizzes, and versions of papers, shall not exceed 7. Assignments should emphasize significant revision of papers; in any case, at least one paper submitted by each W-student in a course should be required to be resubmitted in significantly revised form in response to TA feedback.

G. In order to ensure equitable TA workloads, to be fair to students enrolled in the course, and to justify the differential credits earned and CAS requirements satisfied in lecture courses with both W and non-W students, there must be a substantial difference in the amount of writing demanded.

H. It is preferable that W-Sections not be assigned to TAs who have not previously taught philosophical recitations in the Department.

I. The TA/TF Supervisor shall organize an orientation session shortly before the beginning of classes each regular term, to discuss teaching methods and common problems. Each first-time or second-time W-TA for that term is obliged to attend.

J. The Director of Undergraduate Studies will arrange with the bookstore to have a number of copies available of books dealing with writing which TAs have found helpful for students in W-Sections.

K. For pedagogical and pragmatic reasons alike, the Department should not offer W-Courses during the shortened Summer sessions. TAs may independently conduct such courses during the full-length Summer term.
8. M.A. Programs

8.1 General M.A. Requirements

Students enrolled in the regular M.A. program, either directly as a result of special circumstances, or as described in §8.2 and §8.3 of this Handbook, are supervised by the Director of Graduate Studies and must satisfy the following requirements:

A. The student must satisfy the Area Requirement in the field of metaphysics and/or epistemology, and in addition one of the other Area Requirements (i.e. either ethics or the philosophy of science), as described in §3.3 of this Handbook.

B. The student must do at least two units of history (where a “unit” is defined in §3.5 of this Handbook), such that one is in ancient philosophy and the other in modern/nineteenth century philosophy.

C. The student must either pass the Basic Logic Exam or Phil 1500 (or a more advanced logic course), as described in §3.1 of this Handbook.

D. The student must satisfy the Language Requirement described in §3.2 of this Handbook.

There is also a Course-Number Requirement, parallel to that described in §3.6 of this Handbook. The student must pass (with a grade of B or better) at least 8 courses (24 credits) offered by the Department, of which at least 4 courses (12 credits) must be 2000-level or 3000-level. When these requirements have been met, the student will be comprehensively evaluated by the Department and, if the evaluation is favorable, the Department will recommend the conferral of the M.A. degree.

The minimum requirement of residence for the M.A. degree is two terms of full residence work (or the equivalent of 24 credits) beyond the baccalaureate degree. Regulations concerning credits by transfer are spelled out in the A&S Graduate Programs Bulletin; see also §1.7 of this Handbook. All requirements for the M.A. degree should be completed within a period of four calendar years from the student’s initial registration for graduate study. Students must register for at least one credit in the term of graduation and be registered for a minimum of three credits in the 12-month period preceding the graduation month. Note that the M.A. degree is only conferred upon students with an overall QPA of 3.0 or higher.

8.2 Secondary M.A. Programs

A secondary M.A. in philosophy is available to a student enrolled in a Ph.D. program in another department at the University. The student must satisfy requirements (A)-(C) and the Course-Number Requirement described in §8.1 of this Handbook. Note that none of the courses used to fulfill these requirements can be among those used for residence requirements for the student’s “home” degree. When these requirements have been met, the student will be comprehensively evaluated by the Department and, if the evaluation is favorable, the Department will recommend
conferral of the M.A. degree. The Department waives its Language Requirement and defers responsibility for residency and other University requirements to the student’s “home” department.

Students enrolled in the regular Ph.D. program in the Department may pursue a secondary M.A. degree in other departments at the University. If the secondary M.A. would contribute significantly to the student’s philosophical training, or form an integral part of their projected dissertation project, the student may submit a written request to the Graduate Committee that his or her pursuit of the secondary M.A. be officially endorsed by the Department. The Graduate Committee, with the approval of the Chair, may endorse the student’s secondary M.A. in which case an additional year of financial support by the Department will be granted, and the timing of requirements will be appropriately adjusted.

8.3 Duquesne M.A. Program

The Department offers a special M.A. program to enable graduate students who have already earned an M.A. in philosophy at Duquesne University and continue in Duquesne’s Ph.D. program to acquire an additional M.A. degree in philosophy from the Department and to gain further teaching experience. The Duquesne M.A. program lasts approximately one calendar year; the student’s studies at the University of Pittsburgh are meant to complement, rather than overlap, graduate studies at Duquesne, and course selection will be guided by this consideration.

Students admitted to this program will normally be given a half-time teaching assignment which presently includes half-tuition; note that a minimum of 8 courses (24 credits) is required for the M.A. degree. Selection of applicants will be made by a special committee appointed by the Chair. The number of students admitted at any given time will depend on the Department’s resources.

Students in the Duquesne M.A. Program are supervised by the Director of Graduate Studies and must satisfy the following requirements:

A. The student must do at least two units of history (where a “unit” is defined in §3.5 of this Handbook), such that one is in ancient philosophy and the other in modern philosophy.

B. The student must satisfy the Logic Requirement for the M.A. degree as described in §3.1 of this Handbook.

There is also a Course-Number Requirement, parallel to that described in §3.6 of this Handbook. The student must pass (with a grade of B or better) at least 8 courses (24 credits) offered by the Department, of which at least 4 courses (12 credits) must be 2000-level or 3000-level. Courses taken to satisfy (A) or (B) may be used to satisfy the Course-Number Requirement. When these requirements have been met, the student will be comprehensively evaluated by the Department and, if the evaluation is favorable, the Department will recommend the conferral of the M.A. degree.
9. Special Student Status

Special student status is a post-baccalaureate non-degree status which permits students to take certain graduate courses, provided they obtain the permission of the instructor. Decisions on applications for special student status in the Department are made by the Graduate Admissions Officer, acting in consultation with the Chair and the Director of Graduate Studies, on receipt of the complete application. The final date for admission to special student status is one month prior to the first day of the new academic year. The main points guiding such decisions are these:

A. We require that there be a good reason why the student should be accepted into a non-degree program and why such a non-degree program should be pursued here in Pittsburgh. For example, someone teaching philosophy in a two-year or community college within commuting distance from Pittsburgh might want or need to take some additional philosophy work in order to upgrade his or her teaching skills; a scientist at one of the local research centers might find it useful to take certain graduate courses in philosophy in connection with his or her scientific work or perhaps in a related avocational interest in philosophy; someone in a graduate program elsewhere might obtain leave to study here in some area in which we specialize, etc.

B. Unlike admission to degree status, admission to special student status is non-competitive. Nevertheless, a person will be admitted to special student status only if the Department is persuaded that the person will be able to do creditable graduate work and will not overtax the instructional resources of the Department.

C. Admission to special student status is not regarded as an intermediate step or backdoor entrance to admission to the graduate program, but as an alternative to that, available when (A) and (B) above are satisfied. No one in special student status who wishes to transfer to degree status will be allowed to do so without undergoing the competitive admission process used to admit regular degree students, nor will the Department use special student status as any sort of probationary period to determine whether a particular person should be admitted to a degree program.

D. University regulations governing special student status, listed in the A&S Graduate Programs Bulletin should be carefully noted.
10. Departmental Administrative Structure

The following description of the administrative structure of the Department is not complete, but contains those points most salient to the graduate student body.

The Department requests the graduate students to nominate two graduate students to act as Graduate Student Representatives, and to nominate one alternate, who attend Departmental meetings and have voting power (two votes). The Graduate Student Representatives have the right to attend all meetings and may vote on any issue, unless specifically excluded by the faculty, which may occur (i) by a two-thirds majority vote of the regular faculty present, given a quorum; (ii) when matters dealing with confidential information or sensitive material related to graduate students is under discussion, as determined by the Chair, which does not require a vote by the faculty. The Department welcomes graduate student participation, and excludes graduate students from a meeting only after careful consideration.

The body of regular tenured faculty members of the Department constitutes the Executive Committee, which is an administrative subunit of the University distinct from the Department, with which it shares certain jurisdictional powers. Graduate students have no right to attend meetings of the Executive Committee.

When feasible, the Department deals with the graduate student body through the medium of the graduate student association, Philosophers in Graduate School (PGS), whose membership is composed of all graduate students in the Department. The Department asks PGS to nominate the Graduate Student Representatives and their alternate, and to nominate students to serve on various standing and temporary committees of the Department.

There are five standing committees of the Department:

A. The Graduate Committee, which is composed of the Director of Graduate Studies, who chairs the committee; the Chair; two other faculty members appointed by the Chair; and a graduate student member selected by PGS.

B. The Undergraduate Committee, which is composed of the Director of Undergraduate Studies, who chairs the committee; the TA/TF Supervisor; two faculty members who serve as Undergraduate Advisors; two graduate student members selected by PGS; and an undergraduate student member.

C. The Placement Committee, which is composed of the Placement Officer, who chairs the committee; the Chair; the Director of Graduate Studies; and another faculty member appointed by the Chair.

D. The Graduate Admissions Committee, which is composed of the Graduate Admissions Director, who chairs the Committee; and two other faculty members appointed by the Chair.

E. The Faculty Appointments Committee, which is composed of the Faculty Appointments Director, who chairs the committee; the Affirmative Action Officer,
appointed by the Chair; two other faculty members appointed by the Chair; and two graduate student members, selected by PGS.

Note that students may be excluded from the deliberations of the Graduate Committee and the Faculty Appointments Committee if confidential or sensitive material is under discussion, as determined by the chair of the committee, and that the Faculty Appointments Committee, unlike the other standing committees, reports to the Executive Committee rather than to the Department.

In addition to the standing committees, there are two regular administrative appointments relevant to graduate students. The Chair appoints a Colloquium Coordinator, who works in conjunction with the student selected by PGS to be in charge of colloquium arrangements. The Chair also appoints a Prize Officer, who oversees the allocation of honors and prizes distributed by the Department, for some of which graduate students may compete.

An individual student grievance related to academic concerns should first be raised with the Director of Graduate Studies, then the Graduate Committee, then the Department. Every student has the right to appeal any decision made at the Departmental level to the Graduate Review Board of the University, whose nature and function is described in the A&S Graduate Programs Bulletin. For collective student grievances at the level of policy, the PGS should make a formal presentation to the Department through its Graduate Student Representatives. Student grievances related to the conduct and bearing of Dissertation Committees, which are not an administrative subunit of the Department, must first be raised with the Chair and the Dean of Graduate Studies, and then the Graduate Review Board.
REQUIREMENTS FOR MAKING GOOD PROGRESS

Course Enrollment Requirement
The Department requires students in the regular Ph.D. program and in the Joint Program in Philosophy and Classics to be full-time students. Each full-time student must register for at least 3 courses (9 credits) each term of the regular academic year; if in a given term the student is neither teaching nor working on a dissertation, he or she must register for at least 4 courses (12 credits) that term. (§2.3)

Course Completion Requirement
All students are expected to complete the work for each course in which they are enrolled for a letter grade during the term in which that course is given, and new students are required to do so in their first term. (§1.3)

Logic Requirement
Students should enroll in Phil 2500 (or a more advanced logic course) in their first or second year. For purposes of the Logic Requirement, “passing” a course is counted as receiving a letter grade of B or better. Satisfaction of the Logic Requirement is automatic once the conditions listed above have been satisfied. A student may not be comprehensively examined, and hence may neither hold a Prospectus Meeting nor be admitted to Ph.D. candidacy, until the Logic Requirement is satisfied. (§3.1)

Language Requirement
The Language Requirement must be satisfied before the Final Oral Examination may take place. If the Language Requirement has not been satisfied by the beginning of the fifth term of residence, the student must enroll in language courses; if it has not been satisfied by the end of the sixth term of residence, the student is ineligible for Departmental support. However, note that a student may be comprehensively examined, hold a Prospectus Meeting, and be admitted to candidacy without having satisfied the Language Requirement. (§3.2)

Core Seminar and Area Requirements
Each student must enroll in the two-term Core Seminar sequence his or her first year; satisfactory completion of this sequence will satisfy the Metaphysics and/or Epistemology and Ethics Area Requirements. There is also an Area Requirement in Philosophy of Science, which may be satisfied by satisfactory completions of the core course in philosophy of science offered by the HPS Department (§3.3, §3.4).

History Requirement
Each student must do three ‘units’ of history. (§3.5)

Dissertation Seminar
The Department conducts a Dissertation Seminar, run on the weekly seminar format and led by a member of the faculty whose interests are suitably wide-ranging. The seminar is mandatory for post-comprehensive evaluation students in residence in Pittsburgh. Each week, a student presents some of his or her work in progress, e.g. a dissertation chapter, preferably to be circulated in advance. The seminar will be taken up with discussion of the work. Other details of its format will be determined each term by the instructor. This course does not count toward the course number requirement.

Course-Number Requirement
Each student must pass (with a grade of B or better) at least 12 courses (36 credits) during the first six terms of residence, and before the Final Oral Examination may be held. (§3.7)

Comprehensive Examination
When the student has satisfied the Logic Requirement, and all but at most one of the Area and History Requirements, and has satisfactory completed at least 10 of the 12 philosophy courses which must be taken, his or her coursework is evaluated by the Graduate Committee, which determines whether the student is ready to move on to the Comprehensive Examination. This evaluation should take place at the beginning of the fifth term of residence, and no later than the sixth. The Comprehensive Examination should take place at the end of the third year or beginning of the fourth. The Comprehensive Examination must be passed at least eight months before the Ph.D. degree is to be awarded. (§4.1)

Admission to Candidacy
Ph.D. students must be admitted to candidacy within five years of matriculating in the graduate program, or within three years if enrolling with a prior M.A. degree. (§4.4)