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

Department Policy

August 2026 Edition

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Preface

The Department of Philosophy is part of the Dietrich School of Arts and Sciences at the University of Pittsburgh and is as such bound by all of the rules and policies of these bodies. It is each student's responsibility to be informed both about these rules and policies, which are summarized in the *Regulations Governing Graduate Study at the University of Pittsburgh* (online) and about the rules and policies of the Department of Philosophy, which are contained in this Handbook.

Throughout this Handbook, expressions such as 'the Department,' 'faculty,' 'graduate students,' 'the University,' and so on, are to be understood (except where explicitly noted otherwise) as referring to units at the University of Pittsburgh – i.e., the Department of Philosophy at the University of Pittsburgh, the faculty at the University of Pittsburgh, and so on.

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 complying with the rules and policies of the School of Arts and Sciences and the University of Pittsburgh.

This edition concerns the program as last modified in August 2026.

1. General Information

1.1 Advisors

The Director of Graduate Studies (DGS) acts both as the Department's agent in all academic matters concerning graduate students and as an advocate for graduate students to the Department and the Graduate School. The DGS interprets the requirements for students, approves the course schedules each term of all students who have not yet held a successful Prospectus Meeting, monitors the progress of students through the program, and acts to enforce Departmental rules and policies.

When a student accepts admission to the graduate program, she or he is assigned a Faculty Advisor by the DGS. The choice of Faculty Advisor is determined, so far as possible, by the student's prospective area of specialization, but 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. A teaching mentor will be assigned to a student in their second year by the Director of Undergraduate Studies in consultation with the Graduate Committee.

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

1.2 Registration

The DGS must approve the course enrollments each term of all students who have not yet held a successful Prospectus Meeting, as well as any subsequent changes in the student's course enrollment. It is the student's responsibility to contact the DGS with their planned enrollments so as to have their plans approved before the relevant deadlines.

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 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 too 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 DGS (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 on-going 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. Up to one directed study may 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 DGS a *written* proposal outlining the proposed course of study and its goals. If it is approved, the student must submit to the DGS a copy of the proposal, signed by the instructor for inclusion in the student's file. **[**Note: 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 who have not yet been admitted to candidacy for the Ph.D. degree but have completed the requirements detailed in §3 of this Handbook may, with the specific approval of the DGS, 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. S*tudents who have been admitted to candidacy for the Ph.D. degree, when they choose not to take regular seminars or directed studies, register for 3, 6, or 9 credits of this course so as 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 ("A" designates the section for Humanities students). Students who have been comprehensively evaluated and have more than 72 credits should register for Full-Time Dissertation Study (FTDA), which reduces tuition costs.

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 and required to audit at least two courses before graduating (see §2.3 and §2.4 of this Handbook). Registered auditors do not write the papers or 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 *Regulations Governing Graduate Study at the University of Pittsburgh* (online), as are policies detailing calculation of GPA 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 GPA of 3.0 or higher will automatically be placed on academic notice 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 dealing with credit, satisfaction of requirements, passing grades, GPA, and satisfactory progress – policies 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 to the DGS, 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 TAs, 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 DGS typically incorporates these comments into the letter each pre-dissertation student receives after the fall Departmental Review meeting.

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 fall, the Department reviews the progress of graduate students who have not yet been admitted to candidacy. Students with problematic records will be reviewed again in the spring. Topics discussed include instructors' comments, grades received, satisfactory progress or its absence, and reports from the DGS and/or the Dissertation Director. Decisions regarding continuation in the graduate program and financial support are made at this meeting.

The DGS 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 the Department may make for the student.

1.6 New Students

Each student entering the graduate program is provided a list of course offerings for the term in which the student will matriculate, so as to consider options and make tentative plans. However, no student may register until they have conferred with the DGS. The last day of registration for new students is generally the day 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. Third, each first-year student without teaching duties is required to complete at least three seminars during their first term (§1.3).

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 (though no credit may given for any course, even a graduate course, if it was taken while the student was an undergraduate). In each case, the student should submit a petition to the Graduate Committee, stating precisely toward which requirements previous work is to be applied. The student should include a detailed description of their work and syllabi from all courses for which they are requesting credit 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 at the masters level from another approved graduate school may be accepted by transfer toward the requirements for the M.A. degree; a maximum of 24 credits at the master's level from another approved graduate school may be accepted 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 *Regulations Governing Graduate Study at the University of Pittsburgh* (online) for details.

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 their 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 TAs 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. 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 Summer Term Support

Unlike either Fall or Spring terms, the Department does not obligate itself in advance to support anyone during the Summer terms. Even summer teaching assignments are contingent on enrollment, since FAS reserves the right to cancel summer courses for under-enrollment.

No one holding a 12-month Fellowship may be given a summer teaching assignment.

All summer courses are stand-alone and must satisfy the CAS General Education Requirements; for example, the logic course, which fulfills the Quantitative Reasoning requirement, is to be a course in formal logic.

1.12 Travel Support

The department has funds available to assist graduate students in traveling to conferences and other educational opportunities. In recent years, each student has had access to up to $1,500, although that amount may vary from year to year and is determined primarily by the allocation of funds to the department from the Office of the Associate Dean for Graduate Studies. To request this funding, students must submit a proposal to the DGS that includes the following information:

A. The name of the event and a brief description of the event's relevance to the student's work.
B. A proposed budget including how much the student expects to spend on travel and lodging. (Funding does not cover meals or tuition.). Any amount over the proposed budget will require a new approval from the DGS.
C. If the student is not giving a paper or commenting, the student's main advisor must affirm that the event is relevant for the student's work.

Students are eligible for travel funds only if they are making timely and satisfactory progress through the program's requirements, as described in Sections 3 and 4 of this Handbook. This includes participating in the dissertation seminar when required, as described in Section 3.6.

2. Ph.D. Program: General Structure

2.1 Teaching Experience

The Department provides graduate students with opportunities to gain university-level teaching experience, including opportunities to teach multiple sections and courses under the direction of a member of the Department faculty. 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 §3.7 of this Handbook; the remainder are typically satisfied by repeated registration for Phil 3000 (dissertation research). Regulations governing the award of transfer credit and its applicability to the Residence Requirement are outlined in §1.7 of this Handbook and described in greater detail in the *Regulations Governing Graduate Study at the University of Pittsburgh* (online).

2.3 Course Enrollment and Auditing Requirement

The Department requires students in the regular Ph.D. program and in the Joint Program in Classics, Philosophy and Ancient Science 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. In addition, to meet the Graduate School's requirement to complete 72 credits before being allowed to register for full-time dissertation study, students in the first three years of the program are required to register for 12 credits per semester. Credits beyond those needed to complete departmental requirements may be obtained by registering for 'dummy credits' (independent study with the DGS) or by auditing graduate courses. Students are required to audit two courses before graduation (see Section 1.3 for what auditing involves). Students are encouraged to audit any courses they plan on attending and may withdraw should their plans change.

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.

In order to count as making satisfactory progress students must *by the start of the second term,* have completed the Fall Core Seminar (§3.4) and at least two other seminars; *by the start of their third term,* have completed six seminars, including the Spring Core Seminar (§3.4); and *by the start of their fifth term,* have completed ten seminars, including logic and all but at most one of the area and history requirements. (This last requirement is necessary for Comprehensive Evaluation, which is mandatory for all students at the start of their fifth term: see (§4.1). Finally, all students must *by the start of their seventh term* have completed all twelve courses (including all required courses). **Failure to meet the requirements for making satisfactory progress is ground for being placed on academic notice, which leads to loss of funding and may lead to termination from the program.**

Students in the joint program in Classics, Philosophy and Ancient Science, or students doing extensive coursework outside the Department, may petition the Graduate Committee to have these deadlines extended.

For further (non-course) requirements, see §4.

3. Ph.D. Program: Distribution Requirements

3.1 Logic Requirement

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.)

Secondary M.A. students need only satisfy (A) (see §8.1.C). An M.A. student may satisfy (A) by passing Phil 2499 (Symbolic Logic), or a suitable substitute or more advanced course.

Ph.D. students may proceed directly to (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 are not so prepared must take or audit Phil 2499, or arrange in some other way to prepare themselves for Phil 2500 by the end of the first term. Note that Phil 2499 does not count toward the Course-Number Requirement (see §3.7.)

(B) *Advanced Logic: Logical metatheory, and additional topics.* (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 coursework of an appropriate nature successfully completed elsewhere may petition the Graduate Committee to waive the logic requirement. This option is intended for students who are unusually well-prepared in logic; normally, only graduate level coursework counts as an appropriate basis for such a petition.

Otherwise, all entering students must enroll in Phil 2500 (or a more advanced logic course) in their first year. For purposes of the Logic Requirement, "passing" a course is counted as receiving a letter grade of B or better. **Students must pass Phil 2500 (or a more advanced logic course) no later than the end of their fourth term.**

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 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 their discretion, also certify a student to have satisfied the Area Requirement if the student receives a letter grade of B, but in no cases if the letter grade is B- or worse. Students will normally satisfy the Ethics and the Metaphysics and 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 Requirements by the end of their first two terms of residence, and be certified to have satisfied all but at most one of the Area and History (§3.5) Requirements (including the logic requirement) by start of the third year.

3.3 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.

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. A student who successfully completes the Core Seminar sequence will thereby satisfy the Area Requirements in Ethics and in Metaphysics and/or Epistemology**.**

The Spring Core Seminar will be open to qualified students from outside the Department. Course requirements for these students need not emphasize writing. The order of the Metaphysics and/or Epistemology and Ethics Core Seminars should alternate from year to year so as to allow HPS and Masters students, who are not allowed to enroll in the Fall Seminar, to take one or both of these seminars during their first two years of coursework.

3.4 History Requirement

Each student must do three 'units' of history. A 'unit,' for these purposes, is a graduate seminar (not an undergraduate course) on a historical figure or period. 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

Satisfaction of a history unit is <u>not</u> 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). The instructor of any given history course must certify for each student enrolled in the course whether the student has satisfied a history unit for a particular philosopher or historical period. Instructors normally provide such certification for a student who has received a letter grade of B+ or better in a history course. But satisfaction of a given history unit is ultimately at the discretion of the instructor, who should however make clear at the outset what sort of work is required if the course is to count as satisfying a history requirement.

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.

3.5 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. Each week, a student presents

some of their work in progress, e.g. a dissertation chapter, preferably to be circulated in advance. The seminar will involve discussion of this work. Other details of its format will be determined each term by the instructor. This course does not count toward the course number requirement.

Students who are in residence and have been admitted to candidacy are expected to present a paper in the dissertation seminar each semester unless they are on the job market or receive special permission from their main advisor not to participate. Such special permission should be communicated to the DGS in writing. Students who have passed their comprehensive examination but not yet been admitted to candidacy may participate in the dissertation seminar at the faculty member's discretion and depending on the availability of presentation slots.

3.6 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. Phil 2499 does not count toward the Course-Number Requirement. 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 or courses offered by other departments which are not cross-listed must be approved by the Graduate Committee. Cross-listed courses or courses offered by other departments which are not cross-listed may count toward the satisfaction of an Area Requirement with the approval of the Graduate Committee. For transfer credit, see §1.7 of this Handbook. The Graduate Committee will apply a high level of scrutiny to petitions to count more than three courses which are not cross-listed towards the Course-Number Requirement.

3.7 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, in which case the student may petition the Department. A petition must be in writing and given to the DGS (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 neither the Graduate Committee nor the Department creates policy with its response to any given petition, no matter what the response. In other words, no response to any petition constitutes any sort of precedent and Departmental policies are in general non-precedential. Moreover, neither the Graduate Committee nor the Department is obliged to defend its ruling to the student, although an explanation will typically be provided.

4. Ph.D. Program: Dissertation Requirements

4.1 Comprehensive Evaluation and Examination

Each student must, by the start of their fifth term, have completed the requirements for being comprehensively *evaluated*: the student must (1) have satisfied the logic requirement and satisfactorily completed at least 10 of the 12 required courses, including all but at most one of the Area and History Requirements; and (2) submit to the Graduate Committee, *by the first day of classes,* a dossier of three papers written for courses taken in our program, together with any available comments from instructors on these papers. Two of these papers must have been written for different faculty members of the philosophy department. The papers should demonstrate the ability to develop substantive philosophical argumentation.

The Graduate Committee shall then review the student's full record, first to verify that the requirements stated in (1) have in fact been satisfied, and then to evaluate the student's demonstrated ability and philosophical promise, especially as evidenced in the dossier papers. The feedback that students receive will, first and foremost, focus on trends identified between the instructor comments included with the papers submitted by the student and the Graduate Committee's own evaluations. The feedback will be especially, though not exclusively, focused on highlighting areas for improvement that the student should bear in mind as they progress to their comprehensive examination paper. This report will be communicated to the student, and a copy placed in the student's file, within the first six weeks of term.

As soon as the dossier has been submitted for comprehensive evaluation, the student *may* propose a general topic on which to write a paper for the purpose of their comprehensive exam. But any student who still has one or two courses to complete before the end of the third year, or is still trying to settle on a topic, may elect to wait until the middle of their sixth term to propose this topic. The student must however propose a topic in time for a Comprehensive Examination Committee to be constituted, and to approve a reading list of important works in the area selected for research, by the end of the student's sixth term.

The Comprehensive Examination Committee will consist of an Advisor, a Chair, and a third member. The Advisor and Chair must be members of the Philosophy department; the third member may (if the student petitions on academic grounds that are approved by the Graduate Committee) be someone cross-appointed in Philosophy. The Chair will generally be someone *not* expected to serve as dissertation director. And though the Advisor is likely to be chosen with the dissertation topic in mind, there is no presumption that they will in the end agree to direct the student's dissertation. The student is welcome to make suggestions about the makeup of the committee, and the Department will seek to honor the student's preference about who will serve, especially as Advisor. But the final selection rests with the Department.

The Advisor is expected to meet with the student at least once every two weeks during the student's sixth or seventh term, with a view to discussing works on the reading list and helping the student prepare a paper that will serve (together with these works) as the basis for the Comprehensive Examination.

The paper may not be a revised version of a seminar paper, though it may overlap with previous work. The comprehensive examination paper must be submitted in or before the seventh term. A student

who meets this deadline and then fails the comprehensive examination may be granted permission for a second attempt at the discretion of the Department; that permission will normally be withheld only when the Department is confident that there is little or no possibility of success for a second attempt. A second attempt will not be permitted for any student who fails to make a first attempt before the end of the seventh term, and any second attempt must take place before the end of the eighth term. *Failure to pass the comprehensive examination by the end of the eighth term is grounds for dismissal from the program.*

The comprehensive examination paper should be a self-contained paper showing the capacity for original research at the level required for a successful dissertation. Normally this paper should not exceed 10,000 words; exceeding this length must be agreed to by the examination advisor. The paper should make a reasonably self-contained argument, and have approximately the quality of a dissertation chapter. Feedback from the committee will normally include discussion of whether and how the paper could be developed toward publication, as well as how it could be developed into a dissertation.

The paper must be submitted to the comprehensive examination committee no later than three weeks before the last day of class in the term in which it is submitted. The examination must take place within four weeks of the paper's submission and no later than the end of the final exam period.

At the Comprehensive Examination, the student will be examined orally on the paper. The examination should last at least an hour and in no case more than two. The committee will then discuss the student's Examination paper, their performance during the exam, and their progress in the program. The Chair will summarize this discussion in a written report and communicate this to the Director of Graduate Studies within two weeks of the Comprehensive Examination.

At the next Department meeting, the report will be circulated and the committee will make one of three recommendations: that the student move on to the Prospectus stage and be assigned a Dissertation Director and committee; that the student be refused permission to continue in the graduate program; or that the student come up for Comprehensive Examination a second time (which is an option *only* for students who have made their first attempt *on time*). The Department will consider the recommendation, review the student's materials, and determine the outcome. If the student is permitted to come up for Comprehensive Examination a second time, the date (normally to fall within one term of the original exam and in no case later than the end of the eighth term) will be set at this meeting. If the student fails a second time, they will be dismissed from the 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.

Successful Comprehensive Examination entitles a student to apply to the Chair for preliminary approval of a Dissertation Committee (see 4.3) with a view to holding a Prospectus meeting (see 4.2).

The Prospectus Meeting may not be held (and hence the Prospectus may not be accepted) until the student has passed the Comprehensive Examination.

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 their 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, *5-10 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 be accompanied by drafts of components of the dissertation itself, or items such as an analytic table of contents or 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 their 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 two months of the Comprehensive Examination. Under special circumstance (e.g. a significant shift in research topic), the student may petition the Graduate Committee for an extension. The petition must specify the date on which the Prospectus Meeting will be held. No student will be granted an extension longer than one term.

No Prospectus Meeting will be held between May 15 and the following Labor Day of any academic year. A student who defends their Comprehensive Examination after March 15 of the Spring term must hold their Prospectus Meeting no later than September of the subsequent Fall term.

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.

Doctoral dissertation committees are composed of at least four members, three of whom must be members of the Graduate Faculty. (Not all members of the faculty are members of the Graduate Faculty.). Of these three committee members, at least two must have primary appointments in the Philosophy Department. The third member may have either a primary appointment or a secondary/joint appointment in the Philosophy Department, though in the latter case the approval of the Graduate Committee is required.

The fourth member of the dissertation committee must be a member of the Graduate Faculty with a primary appointment in another department within the University of Pittsburgh or a qualified scholar with an equivalent status at another accredited institution. In the latter case, the committee member must be approved by the Assistant Dean. If there are more than four members of the dissertation committee, the additional members may but need not be members of the Graduate Faculty.

The dissertation committee 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. The Dissertation Director must have a primary or secondary appointment in the Philosophy Department. In the latter case, the approval of the Graduate Committee is required. Any member of the dissertation committee may serve as a Co-Director. For committee members who do not have primary appointments in the Philosophy Department, this requires the approval of the Graduate Committee. If a committee includes a Co-Director, no member will be designated as Second Reader.

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 subject to 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 their 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 the faculty member is willing to serve.

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 other materials 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 must 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.

From the student's initial registration for graduate study, all requirements for the PhD degree must be completed within a period of 10 years, or within eight years if the student has received credit for a master's degree appropriate to the field of study. A student who is unable to complete all degree requirements within a seven-year period after passing the comprehensive examination must be re-examined.

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.* In the fall term of each year, students who have been admitted to candidacy and should meet via video conferencing with their Dissertation Committee. This meeting will be organized by the Dissertation Director.

The purpose of the review meeting is the same as in 4.5 A.

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 Electronic Theses and Dissertations are available online (at http://www.pitt.edu/~graduate/etd/). Each student is responsible for conforming to these requirements.

The student may be permitted to include their own 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 the student 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 Departmental Staff at the convenience of the members of the Dissertation Committee. At least two weeks before the Final Oral Examination, the Dean of Graduate Studies must be provide a written 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. Dietrich Arts and Sciences Survey

F. Signed Survey of Earned Doctorate (forms available in the Dean's Office).

G. Proquest Publishing Agreement (forms available in the Dean's Office).

G. Receipt for processing and microfiche; (payment must be made in the Student Payment Center in G-7 Thackeray Hall). If any additional services are desired from Proquest, i.e., copyright, extra copies, reprints, this must be done with a money order or certified check made payable to Proquest; 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 Science

The Program in Classics, Philosophy and Ancient Science 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 CPAS, the timing of their satisfaction may differ somewhat from those for the regular Ph.D. program. Students will also be guaranteed an extra year of financial support provided they meet certain conditions. These conditions and the adjustments to the timing are spelled out in notes at the end of this section.

The additional CPAS requirements for Philosophy are:

A. Pass a Philosophical Text course (which will be offered every other year) with a grade of A- or better. This should be taken as early as possible in the student's career but must be completed by the end of the third year. Unlike other language courses, it *may* count as one of the twelve required courses in Philosophy

B. Students must, by the start of their fourth year, demonstrate proficiency in ancient Greek and classical Latin. Proficiency is to be demonstrated by translation exams based on reading lists.

C. CPAS students are expected to pass a modern language exam in either French or German by the start of their 5th year. For their exam, students will be asked to translate two or three passages taken from secondary literature on ancient philosophy. Native speakers and students who hold a post-secondary degree from an institution where the primary language of instruction is French or German are exempt from this requirement

D. Students must pass a minimum of four seminars in Ancient Philosophy and must satisfy area requirements by demonstrating acquaintance with and substantial work on Plato, Aristotle, and one other area of Ancient Philosophy (either post-Aristotelian or Presocratic). The area requirements are normally satisfied by coursework, but one may be satisfied by a directed reading course resulting in a substantial paper or written examination.

E. Students are expected to participate actively in CPAS reading groups; this is mandatory throughout Year 3 and expected from that time on.

Notes on timing and funding.

A CPAS student is permitted to defer one Philosophy course from Year 1 if they are taking *for credit* a year-long course in Greek or Latin. Students may not defer either of the Core courses (Ethics or

M&E), but may defer the Logic Core. If a student defers a course for this reason, their Comprehensive Evaluation may be postponed until the start of their 6th semester.

CPAS students may defer the Comprehensive Examination until the end of their 8th semester (which is an absolute deadline).

In order to combine study for the Greek and Latin translation exams with preparation for the Comprehensive Exam, CPAS students will be permitted to take a Fellowship in Year 3 instead of Year 4 provided they have by December 1 of Year 2 demonstrated: (a) basic proficiency in Greek *or* Latin and (b) the equivalent of one semester's A- or higher work in the other. To demonstrate "basic proficiency" one must *either* have completed an approved intermediate course with an A- or better, *or* pass a diagnostic exam (which is at a level lower than that of the translation exams mentioned in the next paragraph and in section B above.)

In order to qualify for the additional year of funding guaranteed to CPAS students, students must, by October 1st of Year 4, (1) have passed the Philosophical Text course in Greek with a grade of A- or better, (2) have been an active participant in the CPAS reading group throughout Year 3, and (3) have passed translation exams in Latin and Greek.

6. Job Placement

The Department is committed to helping students who have received their degrees find suitable employment, with an emphasis on academic employment. While all members of the Department are expected to play an active role in this process, the bulk of the responsibility falls on the Placement Officer and the dissertation supervisors of students seeking employment.

The primary obligations of the Department are to students who

(i) are nearing, or beyond, the completion of the PhD,

(ii) have the approval of their dissertation director to seek employment,

(iii) have requested the aid of the placement officer in the search for employment,

(iv) have received assistance in seeking employment from the Department in at most two previous years, and

(v) have not yet secured a tenure-track position.

Students who have already been on the market with departmental support must, before they may receive departmental support for the second time, either have defended or be ready to schedule a defense.

The main department obligations to these students include:

(a) Help in preparing a job dossier. The Placement Committee, along with the students' dissertation director(s), will help the student prepare a complete dossier for academic employment, typically including a writing sample, curriculum vitae, and a teaching dossier.

(b) Help in assembling letters of recommendation. Members of a student's dissertation committee will supply letters of recommendation in a timely fashion, once a student meeting conditions (i)—(iv) above has requested them. The letters may be vetted by the members of the Placement Committee.

(c) Help in disseminating job dossiers. The department will endeavor to provide students with resources or assistance to send their job dossier to prospective employers. This may include funds to help defray the costs associated with that process.

(d) Help in preparing for meetings with prospective employers. The department will endeavor to provide students with resources and assistance to prepare them for interviews and visits to prospective employers. This assistance may come in the from of one or more mock interviews, a practice job talk in the department, and in-person support at annual professional meetings where interviews are held.

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 and third years 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.

Please see the following for current regulations and procedures regarding teaching appointments: Student Policies and Regulations | Graduate Studies (pitt.edu)

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 twelve-month fellowships or summer fellowships are not eligible to teach summer courses.

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. Training for new TAs

First-time TAs are required to participate in three forms of training beyond any training given by the course instructor with whom the TA works.

1. *The University New TA Orientation.* The session welcomes new TAs into Pitt's community of educators and acquaints them with the University offices relevant to teaching. The session is typically held on the Friday before the first day of classes.
2. *The Philosophy Department's New TA Orientation.* This session is attended by the TA/TF supervisor and the graduate student teaching mentor. It provides information relevant to beginning work as a Philosophy TA.
3. *PHIL 2900.* This bi-weekly, year-long seminar is led by the TA/TF supervisor in conjunction with Pitt's teaching center and is taken during the first year in which a student serves as a TA. The course addresses challenges that arise in teaching and offers guidance for the TA's development of independent courses and a teaching portfolio.

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 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. No assistant should ever change the time or place of any course 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 <u>not</u> sufficient to warrant absence from lectures.

2. Regular announced office hours (not just "by appointment") are expected of all TAs. 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 TA 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 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. TAs should be informed of complaints about their teaching.

5. Final responsibility for grading rests with the lecturer and cannot be delegated.

6. TAs 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 at least one section taught by each of their teaching assistants. In the case of new TAs, the lecturer should attend two sections, one near the beginning and one near the end of term.

8. TAs are evaluated by their students using the OMET system.

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 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. 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 independent instructors. 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 be evaluated through OMET.

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.

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) The mentor should either attend a class meeting at a mutually agreed time *or* view a video of a class meeting at least two times, including any time a student teaches independently. The student may choose between the class visitation and the videotape. The mentor should provide written feedback, which will be added to the students' file.

(b) When teaching independently, students must discuss their syllabi with their teaching mentors before the start of the semester. After each term of

independent teaching (Summer term included), the mentor will review the mandatory student course evaluations.

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

(d) 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) The Director of Graduate Studies will assign teaching mentors to students before the first year in which they serve as teaching assistants or instructors. Typically, this will be their second year in the program. This will be done in a way that fairly distributes mentorships among the faculty. It is preferable that the student's teaching mentor be someone other than those expected to play a prominent role on the Dissertation Committee. When the teaching mentor is on leave, the Director of Undergraduate Studies (who is also the TA/TF Supervisor) will normally assume the mentorship tasks.

(b) All reports on graduate student teaching will be included in the materials reviewed 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 TAs (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 <u>in consultation</u> 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. For pedagogical and pragmatic reasons alike, the Department should not offer W-Courses during the shortened Summer sessions.

8. M.A. Degrees

8.1 M.A. in Philosophy

The department has no regular terminal M.A. program. Students enrolled in the Ph.D. program may apply for an M.A. when they have satisfied the requirements for comprehensive evaluation described in §4.1 of this handbook and been comprehensively evaluated. Except in extraordinary circumstances, students working towards an M.A. in Philosophy who are not enrolled in the Philosophy Ph.D. program are Ph.D. students in other departments at the University who are seeking a "secondary M.A.". Students pursuing a secondary M.A. 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. These requirements may (but need not) be satisfied by taking the core courses for Ph.D. students (described in §3.4 of this Handbook). But M.A. students may not take the M&E Core Seminar or Ethics Core Seminar in the Fall term: courses in the Core Sequence are open to M.A. students only in the spring term.

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 2499 (or a more advanced logic course), as described in §3.1 of this Handbook.

D. The student must pass (with a grade of B or better) at least 10 courses (30 credits) offered by the Department at the 2000 level or above. Neither Directed nor Independent Studies may count. Courses that are offered by other departments and cross-listed with Philosophy do not automatically count. Students, may, however, petition the Graduate Committee to use them to satisfy this requirement.

None of the courses used to fulfill these requirements can be among those used to fulfill requirements for another degree, including residency requirements for the student's "home" degree. When requirements (A) through (D) have been met, the student must submit to the Graduate Committee a dossier of three papers written for courses taken in our program, together with any available comments from instructors on these papers. This portfolio will be comprehensively evaluated by the Department and, if the evaluation is favorable, the Department will recommend the conferral of the secondary M.A. degree. 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. All requirements for the secondary M.A. degree should be completed within a period of four calendar years from the student's initial registration for graduate study.

To apply to the secondary M.A. program, students must submit the following to the Director of Graduate Studies: a writing sample, copies of undergraduate and graduate transcripts, and a letter of recommendation from the Director of Graduate Studies in the student's home department indicating that the home department supports the student's application to the secondary M.A. Program. The University allows a maximum of six credits taken prior to admission to a secondary M.A. Program to count toward the requirements for the secondary M.A.

8.2 Secondary M.A. Programs in other departments

Students enrolled in the regular Ph.D. program in the Department may pursue a secondary M.A. degree in other departments at the University. The University allows a maximum of six credits taken prior to admission to a secondary M.A. Program to count toward the requirements for the secondary M.A. 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 their pursuit of the secondary M.A. be officially endorsed by the Department. The Graduate Committee, with the approval of the Chair and the Office of the Associate Dean for Graduate Studies, may endorse the student's secondary M.A., in which case the timing of requirements will be appropriately adjusted and, upon completion of the secondary M.A., an additional year of financial support by the Department will be granted. This additional year of financial support is contingent upon approval by the Office of the Associate Dean for Graduate Studies.

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 their 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 their 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 <u>not</u> 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.

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; and two other faculty members appointed by the Chair.

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 three 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.

F. The Graduate Liaison and Climate Committee consists of 2-4 graduate student representatives and 2 faculty representatives. The committee aims to (1) facilitate communication between the graduate students and the faculty, (2) develop proposals for bettering the graduate program and the department in general, (3) work to establish and maintain a good climate for all members of the department. Students and faculty who have concerns about any of the above are invited to discuss those concerns with any member of the committee.

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.

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. For collective student grievances at the level of policy, the PGS should make a formal presentation to the Department through its Graduate Student Representatives or the Liaison Committee. 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.

REQUIREMENTS FOR MAKING SATISFACTORY PROGRESS

Course Enrollment and Auditing 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. Students in the first three years of the program are required to register for 12 credits per semester. Credits beyond those needed to complete departmental requirements may be obtained either by registering for 'dummy credits' (independent study with the DGS) or by auditing graduate courses. Students are required to audit two courses before graduation (see Section 1.3 for what auditing involves). Students are encouraged to audit any courses they plan on attending and may withdraw should their plans change. (§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 year. Completing the course with a letter grade of B or better constitutes satisfaction of the Logic Requirement. The Logic Requirement must be satisfied no later than the end of a student's fourth term. 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)

Core Seminar and Area Requirements

Each student must enroll in the two-term Core Seminar sequence their 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 (but need not) be satisfied by satisfactory completions of the core course in philosophy of science offered by the HPS Department. (§3.2, §3.3).

History Requirement

Each student must do three 'units' of history, one ancient and one early modern or nineteenth century. (§3.4)

Dissertation Seminar

The Department conducts a Dissertation Seminar, run weekly by a faculty member whose interests are suitably wide-ranging. This seminar (which does not count toward the twelve-course requirement) is mandatory for students who are in residence and have been admitted to candidacy unless they are on the job market or receive special permission from their main advisor not to participate. Each week, a student presents some of their 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.

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. No student may take the Final Oral Examination without having completed 36 credits. (§3.6)

Comprehensive Evaluation and Examination

Each student must be comprehensively *evaluated* at the start of their fifth term. The requirements for *Comprehensive Evaluation* are (a) completion of the Logic Requirement and at least 10 of the 12 required philosophy courses, including all but one (at most) one of the Area History Requirements; and (b) submission of a dossier consisting of three papers written for courses taken in the program, together with the instructors' comments on these papers. The comprehensive *evaluation* is not a pass-fail evaluation, but is intended to provide written feedback on the student's overall record and the dossier papers, with a view to informing the student of how they are doing and of any weaknesses on which they need to concentrate in preparing for the *Comprehensive Examination,* which must be taken by the end of the student's eighth term. 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. (§4.4)