

# GRADUATE STUDENT HANDBOOK

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*DEPARTMENT OF PHILOSOPHY*

*UNIVERSITY OF GEORGIA*

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# Facilities and Resources

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## **MAIN OFFICE**

The main office in Peabody 107 is open from 8:00 am to 5:00 pm, Monday through Friday. This office houses the Head of the Department and two staff workers—the Business Manager and an Administrative Assistant. The Business Manager handles financial matters for the Department, and also serves as the assistant for the Graduate Coordinator. The Administrative Assistant handles many administrative matters, including clearing students for registration, and serves as the assistant for the Undergraduate Coordinator. The Head handles all top level administrative matters for the Department, including hiring part-time and temporary teachers, making teaching assignments, and supervising the office staff and the rest of the faculty. The Department also has an IT Manager who maintains the computer equipment. The IT Manager does not have an office in the Department, but can be contacted by the office staff if problems arise.

## **MAILROOM**

The mailroom in Peabody 108 is locked at all times. Please request a key so that you can access your mailbox. There is also a copier and basic office supplies in the mailroom. These are for the use of University employees in the performance of their duties only. They are not for personal use, or for use by graduate students who are not on assistantship or employed in some other capacity—for example, as part-time instructors. Graduate students who are employed by the University will be given a code for the copier so that they can copy materials for the classes they are teaching or for the faculty members for whom they are performing research-related tasks.

## **LOUNGE**

The lounge in Peabody 108 is open whenever the main office is open. At other times it can be opened with your mailroom key. Please be responsible about locking up if you use the lounge when the office is not open. The lounge contains kitchen facilities, including a refrigerator and a microwave. Please feel free to socialize in the lounge with your fellow students, faculty and staff. But please be responsible about cleaning up food and other items you may bring with you.

## **ROOM 10**

Room 10 on the ground floor of Peabody Hall is a quiet study area. It is locked unless someone is using it. It can be opened with the same key that opens the mailroom. Please be responsible about keeping Room 10 locked when no one is there. Desks for Research Assistants are in Room 10, and may also be used by other students, depending on availability. The computers and printer in Room 10 are available for use by graduate students for study-related purposes. There is also a small conference room off Room 10 that may be reserved for committee meetings and the like. It is locked, but if you have reserved it the office staff will give you a key. Please be responsible about returning the key to the office staff when your meeting is over.

## **BULLETIN BOARDS AND ELECTRONIC MONITOR**

Bulletin boards are located outside the mailroom and in the lounge. They contain hard copies of information about job opportunities, calls for papers, University policies, conference announcements and the like. The electronic monitor outside the mailroom-lounge complex has information about upcoming events in the Department and the University. Graduate student groups and associations may have announcements posted on the bulletin boards or the electronic monitor. Please give your announcement to the office staff for posting.

## **DISPLAY CASES**

There are display cases outside the Department office (Peabody 107) in which publications by department members, photos from departmental conferences and events, and other department-related materials are posted. The graduate students may request to have materials posted in these display cases. Please ask the Graduate Coordinator to arrange this if you have something you would like to post.

## **DEPARTMENT LISTSERVS**

The Department maintains a number of listservs for easier communication among different groups of students, faculty or staff. Who can send or receive messages from these lists varies. The listserv for graduate students is philgrad@listserv.uga.edu. When you arrive at UGA and get your UGAMail address, please give it to the Graduate Coordinator, who will add it to the philgrad list. We do not use non-UGA addresses on our listservs, so if you prefer to read your email somewhere else, please make sure your UGAMail account is set to forward to your preferred address. Messages on philgrad can be both received and sent by all graduate students, the Graduate Coordinator, and the office staff. Faculty can send messages to philgrad, but do not receive them. Graduate students wishing to send messages to the faculty listserv, the undergraduate listserv, or the department-wide announcement listserv should ask the office staff to send the message to the relevant listserv(s). Graduate students receive messages from the announcement listserv, but not from the others.

## **WEBSITES**

The two most important websites for graduate students are the Department's own website and the Graduate School website, but other websites at the University also have important information and resources. Please note that this list is not intended to be exhaustive. These sites and many others that you will find useful can be easily reached from the UGA homepage.

UGA Homepage	<a href="http://www.uga.edu">www.uga.edu</a>
Philosophy Department	<a href="http://www.phil.uga.edu">www.phil.uga.edu</a>
Graduate School	<a href="http://www.grad.uga.edu">www.grad.uga.edu</a>
Graduate School Bulletin	<a href="http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/">grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/</a>
Center for Teaching and Learning	<a href="http://www.ctl.uga.edu">www.ctl.uga.edu</a>
Libraries	<a href="http://www.libs.uga.edu">www.libs.uga.edu</a>
Career Center	<a href="http://www.career.uga.edu">www.career.uga.edu</a>
Equal Opportunity Office	<a href="http://eoo.uga.edu/">http://eoo.uga.edu/</a>

Environmental Ethics  
Certificate Program [www.uga-eeep.com](http://www.uga-eeep.com)  
Institute for Artificial Intelligence [www.ai.uga.edu](http://www.ai.uga.edu)  
Institute for Women's Studies <http://iws.uga.edu/>

Staff, faculty, graduate students and other personnel are listed in the People directory on the Department's website. Please note that if you have elected to restrict your directory information under FERPA, you cannot be listed on our website unless we have a signed letter of consent from you. Please see the Graduate Coordinator or the Head for further information.

### **COLLOQUIUM SERIES**

You are expected to attend all colloquia. The department has an active colloquium series, thanks to the generosity of Professor Emeritus Scott Kleiner and his spouse, Heather. Every year it brings to the Department distinguished speakers working in a wide range of philosophical areas and approaches. Colloquia are an essential component of the ongoing professional development of the faculty, and are an equally essential component of your graduate education. The faculty take turns inviting speakers, and the graduate students collectively have a turn as well. It comes around every other year or so.

### **PHI SIGMA TAU**

The mission of Phi Sigma Tau, the national philosophy honor society, is to promote interest in and discussion of philosophical issues. It hosts student conferences and invited speakers on a regular basis. Phi Sigma Tau is open to all undergraduate and graduate students. Members must maintain the grade point average required by the department. Current information about Phi Sigma Tau may be obtained from the UGA Center for Student Organizations:  
<http://stuorgs.uga.edu/find/index.html>

### **GRADUATE PHILOSOPHY SOCIETY (GPS) a.k.a. GRADUATE PHILOSOPHY STUDENT ASSOCIATION (GPSA)**

All enrolled graduate students are automatically members of GPS. The mission of the society is the promotion of philosophical discourse among the graduate students at UGA, the development of professional skills and experience related to the requirements of academic life, and the creation of an interactive social environment within the department and the community. The society organizes graduate student conferences, sponsors speakers from inside and outside UGA, and organizes graduate student workshops on various topics. Current information about GPS may be obtained from the UGA Center for Student Organizations:  
<http://stuorgs.uga.edu/find/index.html>, or GPS's website:  
<https://sites.google.com/site/georgiaphilosophysociety/home>

### **JOSEPH B. GITTLER FELLOWSHIP**

The Joseph B. Gittler fellowship is a dissertation completion fellowship for philosophy graduate students who have been admitted to candidacy. Each year in the Spring semester, the Graduate Coordinator will send out a call for applications for the fellowship, which will be administered the following school year. To apply for the fellowship, graduate students must submit an application to the Graduate Coordinator consisting of a two-page description of the dissertation

project and a plan for completion that includes what has been accomplished so far on the dissertation. The student's advisor must also submit a letter stating what has been accomplished so far, attesting to the quality of the work, and estimating the likelihood that the student will complete the dissertation within the fellowship year. The Student Affairs Committee decides the award of the fellowship.

## Policies and Procedures

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### GRADUATE PROGRAM

#### 1. Department and Graduate School Policies

- 1.1 Each candidate for a graduate degree in the Department of Philosophy must meet all requirements for the degree and comply with all policies set out in the most recent version of the Department of Philosophy Graduate Student Handbook, unless they are explicitly 'grandfathered in' as exempt from specific requirements or policies. Students may also petition the Department for exemption from any requirement or policy in the handbook. Please see section 19 (Right of Petition).
- 1.2 Each candidate for a graduate degree must meet all general requirements for the degree and comply with all policies set out in the Graduate School Bulletin. It is your responsibility to be familiar with these requirements and policies. This Handbook neither duplicates nor replaces the Graduate School Bulletin. All requirements listed here are in addition to the requirements of the Graduate School. If there is any discrepancy between Department policies and Graduate School policies, then Graduate School policies shall prevail.

#### 2. Advising

The Graduate Coordinator will advise you until an Advisory Committee has been appointed for you. Then your Major Professor as Chair of the Advisory Committee will advise you in most matters, although the entire Advisory Committee is responsible for some decisions.

#### 3. Advisory Committee

- 3.1 You must take the initiative to have your Advisory Committee appointed during your first year of graduate work. You will not be cleared for registration for your second year until your Advisory Committee has been appointed. This is a Graduate School policy (see Graduate Bulletin under degree requirements for Doctor of Philosophy). It is understood and expected that students may wish to change their Major Professor and/or other committee members as they progress through the program. To appoint or to change an Advisory Committee, you must file an Advisory Committee form with the Graduate School. This form is available on their website.

- 3.2 The Advisory Committee of an MA student shall consist of the Major Professor and two other faculty members. The Advisory Committee of a PhD student shall consist of a minimum of three and a maximum of five faculty members. At least three must be members of the UGA Philosophy Department and at least three must be members of the UGA Graduate Faculty. A member of the faculty of an institution of higher education other than UGA may be appointed to serve on a doctoral Advisory Committee as a member from outside the UGA Philosophy Department, but only at the student's request, and provided the Department is able to pay all related compensation (transportation, lodging, meals, honorarium, etc.) in accordance with Graduate School policy.

You begin to assemble your Advisory Committee by finding a faculty member who is prepared to serve as your Major Professor. He or she should be someone who specializes in an area in which you wish to work. In consultation with him or her, you must then identify 2–4 other faculty members who are willing to serve on your committee. To finalize the appointment of your Major Professor and Advisory Committee, you must fill out the Advisory Committee appointment form, which you can find on the Graduate School website. It must be signed by the Graduate Coordinator. If you wish to change your Major Professor or any member of your Advisory Committee later on, you must file a new Advisory Committee form.

- 3.3 Persons who serve on your Advisory Committee at the time your thesis or dissertation research is undertaken must be faculty members knowledgeable in the areas of your research. You may include up to two faculty members from other departments, in addition to the three required faculty members from the Philosophy Department. Sometimes membership of the Advisory Committee will remain unchanged during your entire program, while at other times changes in the original committee will be necessary.
- 3.4 The Major Professor has the primary responsibility for guiding your research, but you should consult all members of the Advisory Committee to draw upon their expertise in relevant areas.

#### **4. Foreign Language Requirement**

- 4.1 You must acquire a reading knowledge of a foreign language approved by your Advisory Committee. French, German, Latin, or Classical Greek will always be acceptable. If you are a PhD student, your Advisory Committee shall decide whether a second language and/or knowledge of areas cognate to philosophy are necessary for you to effectively carry out your Program of Study and dissertation plan.
- 4.2 You can meet the foreign language requirement for a particular language by earning a grade of B (3.0) or higher in a University of Georgia reading course at the fourth-semester level (or above). Courses that satisfy this requirement include: FREN 2500 (French), GRMN 3500 (German), GREK 2002 (Classical Greek) and LATN 2002 (Latin).
- 4.3 You can also meet the foreign language requirement for a particular language by passing a reading knowledge examination approved by the Department. You may take this examination a maximum of three times in any one language. The Romance Languages



Department offers an approved examination in French. You can find information about it at [www.rom.uga.edu/research-skills-foreign-language-exam](http://www.rom.uga.edu/research-skills-foreign-language-exam) For other languages, please consult the Graduate Coordinator.

- 4.4 If your native language is not English, you may be permitted to use your native language(s) to satisfy the foreign language requirement. To accomplish this, your Major Professor must recommend to the Graduate Coordinator that English be considered as a foreign language and must present evidence of your proficiency in English. The Graduate Coordinator must approve this recommendation.

## **5. Program of Study and Course Requirements**

- 5.1 You should submit a Preliminary Program of Study if you are a PhD student, and a Program of Study if you are an MA student, by the end of your third semester in residence. All required courses listed below should be included on the Preliminary Program of Study or Program of Study. Your Advisory Committee and the Graduate Coordinator must approve your program of study. The required forms are available on the Graduate School website.
- 5.2 If you are a PhD student without an MA in philosophy, then you must complete at least 45 hours of course work (15 courses). You are required to take PHIL 6510 (Deductive Systems) and at least 10 seminars. Your seminars must include the two seminars that satisfy the history requirement—PHIL 8000 (Seminar in History of Philosophy: Ancient and Medieval) and PHIL 8010 (Seminar in History of Philosophy: Modern and Contemporary). You must earn a grade of 'B' or better in PHIL 6510, PHIL 8000 and PHIL 8010.
- 5.3 If you are a PhD student with an MA in philosophy, then you must take at least 30 hours of course work (10 courses). You are required to take PHIL 6510 (Deductive Systems) and at least 7 seminars. If you did not complete any graduate seminars in the history of philosophy in your MA program, you must include the two seminars that satisfy the history requirement—PHIL 8000 (Seminar in History of Philosophy: Ancient and Medieval) and PHIL 8010 (Seminar in History of Philosophy: Modern and Contemporary). If you satisfied only half of this requirement in your MA program, you must satisfy the other half. You must earn a grade of 'B' or better in PHIL 6510 and in each seminar you use to satisfy the history requirement.
- 5.4 If you entered the PhD program with an MA in a field other than philosophy, then your Advisory Committee will decide whether your minimum course requirement will be the 45 semester hour requirement (5.2) or the 30 semester hour requirement (5.3).
- 5.5 If you are an MA student, then you must take at least 24 hours of course work (8 courses), including at least 4 seminars. At least one of the seminars on your program of study must be a seminar in the history of philosophy (PHIL 8000 or PHIL 8010) in which you have earned a grade of 'B' or better.
- 5.6 For purposes of the preceding requirements, any 8000-level course except PHIL 8800 (Readings and Research in Special Problems in Philosophy) counts as a seminar. Only PHIL 8000 and PHIL 8010 count as seminars in the history of philosophy.

5.7 The hour requirements mentioned above are exclusive of hours earned for thesis or dissertation writing (PHIL 7300 or 9300). You may, with the approval of your Advisory Committee, count graduate courses offered by other departments toward your minimum course requirement.

## **6. Special Graduate Courses – PHIL 8800, 7000, 7300, 9000, and 9300**

6.1 PHIL 8800 (Readings and Research in Special Problems in Philosophy) is intended to provide you with (1) the opportunity to pursue a topic that is not systematically dealt with in the current curriculum or is not there dealt with to the depth that is attainable by private independent study, and (2) the opportunity to prepare for degree examinations where for reason of conflict in schedule or the offering of the course, preparation by participation in the usual courses is impossible. Accordingly, to maximize the utility of our resources, PHIL 8800 should be available only if you can establish need under (1) and/or (2). You may include no more than 9 hours of PHIL 8800 on your Program of Study for any degree. It does not count as a seminar for the purpose of fulfilling the Departmental requirements above.

You and your advisor determine the need or advisability for registration for PHIL 8800 and the most appropriate faculty member to direct the study, whose agreement you must also obtain. You must then complete a Departmental form describing the independent study, establishing need, and identifying a faculty member willing to direct the independent study. This request must be approved by your advisor and the director of the independent study before registration. The form is available from the office staff. Please make a copy of the completed form and give it to the office staff to place in your file.

6.2 You may use PHIL 7000 (Master's Research) for work relevant to your MA before starting work on your thesis. For example, if you are required to register for 12 credit hours—for instance, because you have a ROOST waiver or an assistantship—but only want to take 9 hours of actual coursework, you may register for PHIL 7000 to fill out the required hours. If you are actively working on your MA thesis, use PHIL 7300 (Master's Thesis) instead. The instructor of record for these courses must be your advisor—your Major Professor if you already have an Advisory Committee, and the Graduate Coordinator if you do not have one yet.

6.3 You may use PHIL 9000 (Doctoral Research) for work relevant to your PhD before starting work on your dissertation. For example, if you are required to register for 12 credit hours—for instance, because you have a ROOST waiver or an assistantship—but only want to take 9 hours of actual coursework, you may register for PHIL 9000 to fill out the required hours. If you have been admitted to candidacy and are actively working on your dissertation, use PHIL 9300 (Doctoral Dissertation) instead. The instructor of record for these courses must be your advisor—your Major Professor if you already have an Advisory Committee, and the Graduate Coordinator if you do not have one yet.

6.4 You cannot use PHIL 7000, 7300, 9000, or 9300 on your Program of Study to count as courses open only to graduate students. Only graduate seminars (8000-level courses) and PHIL 8800 count as courses open only to graduate students. Split-level courses (6000-level courses) do not count.

- 6.5 You may not register for PHIL 9300 (Doctoral Dissertation) before passing your prospectus defense and being admitted to doctoral candidacy.
- 6.6 When registering for any of these courses, please make sure you are registering for a section with your Major Professor—or the Graduate Coordinator, in the case of new students—listed as the instructor (PHIL 7000, 7300, 9000 and 9300), or with the directing faculty member listed as the instructor (PHIL 8800). All of these sections are created on an as-needed basis by the office staff. If no section with the proper instructor's name appears in the system, please ask the office staff to create one for you. This is necessary to avoid problems with your grade at the end of the semester.

## **7. MA Comprehensive Examination**

- 7.1 You must take an oral examination, administered by your Advisory Committee, over your Program of Study. Normally you will take this examination during the final semester of your Program of Study. Current Graduate School policy provides that in order to pass the oral comprehensive exam you must receive a positive vote from your Major Professor and all or all but one of the other members of your committee.

If you do not pass the exam, you may not retake it for at least 30 days. If you fail the oral exam a second time, you will be terminated from the MA program at the end of the semester in which the exam was taken for the second time. Your thesis may not be submitted to your Advisory Committee until you have passed the oral examination.

## **8. MA Thesis and Defense**

- 8.1 Your Major Professor will guide you in planning your thesis. When your Major Professor certifies that your completed thesis has her/his approval and is ready to be read, she/he will distribute copies of the thesis to the remaining members of the Advisory Committee, schedule a final oral defense, and notify the Graduate Coordinator. The committee members will have at least two weeks to read and evaluate the completed thesis.
- 8.2 One member of your Advisory Committee other than your Major Professor must approve your thesis as ready for the final defense in writing before the defense. If your Advisory Committee declines to approve the thesis as ready for the final defense, your Major Professor will notify you and the Graduate Coordinator.
- 8.3 Your Major Professor will chair your thesis defense and all members of your Advisory Committee must attend the defense. Current Graduate School policy provides that in order to pass your thesis defense you must receive a positive vote from your Major Professor and all or all but one of the other members of your committee. Two members of the Advisory Committee must approve your defense and oral examination, and must certify their approval on the Thesis Defense and Final Examination Approval form, available on the Graduate School website. The results of the defense of the thesis must be reported to the Graduate School at least one week before graduation.

## **9. Annual Review of Graduate Students**

- 9.1 At the end of Spring Semester of your first year of residence in the MA or PhD program the Faculty will evaluate your academic performance. By vote the Faculty will classify your performance in one of the following categories: Satisfactory, Borderline, or Unsatisfactory. A rating of Borderline means that if your performance does not improve, then you are at risk of being removed from the program at your second year review. A rating of Unsatisfactory means that the Faculty believes that you will not successfully complete the program. Receipt of an Unsatisfactory rating does not constitute expulsion from the program but does constitute advice to leave the program. Any first-year student receiving an Unsatisfactory rating should take this advice into account in deciding whether to continue.
- 9.2 The Faculty will evaluate your academic performance during the Spring Semester of your second year of residence and vote on whether to allow you to continue in the program or to dismiss you. They will evaluate you in three main categories: written performance, oral performance, and strong and weak areas as regards specific subject matter. If a majority of the faculty vote not to continue, and your Major Professor is present, then you will be dismissed. If your Major Professor is not present, another meeting will be scheduled with the Major Professor present, and the vote will be retaken. If you are dismissed, you will not be permitted to enroll for the following Fall Semester. After notification of a negative vote, you will have ten working days to appeal in writing to the faculty of the Department. If your appeal is denied, you may appeal to the Dean of the Graduate School.
- 9.3 The Graduate School policy on probation and dismissal provides that a department may dismiss any student at the end of any semester for failure to make sufficient academic progress.

After you pass your second year review, and before you advance to candidacy, the Graduate Coordinator will review your academic performance annually, in the Spring Semester. If you are not making sufficient academic progress, the Graduate Coordinator will present your record to the Graduate Faculty for review. After you advance to candidacy your Major Professor will fill this role. Conditions constituting failure to make sufficient academic progress include, but are not limited to: a grade point average falling below 3.0, a grade of Unsatisfactory in two consecutive courses or three grades of Unsatisfactory in total, failure to complete written or oral preliminary examinations in a timely manner, failure to defend a prospectus in a timely manner, and failure to make adequate progress writing the dissertation. The Graduate Coordinator (or Major Professor) shall report the outcome of her or his review of graduate students to the Graduate Faculty of the Department annually in the Spring Semester

If a review of your record by the Graduate Faculty of the Department is called for by the Graduate Coordinator or your Major Professor, the Graduate Faculty of the Department in a meeting including your Major Professor will vote to classify your performance in one of the following categories: Satisfactory/Unsatisfactory. A rating of Satisfactory means that you are making adequate and timely academic progress towards your degree. A rating of Unsatisfactory means that you are not making adequate and timely progress

towards your degree. Receipt of a first Unsatisfactory rating does not constitute dismissal from the program, but does constitute advice to apply yourself more diligently to completing the requirements for the degree so as to avoid dismissal. Receipt of a second Unsatisfactory rating does constitute dismissal from the program. The Graduate School will be notified that you have been dismissed, and you will not be permitted to enroll for the following semester. After notification of dismissal, you will have ten working days to appeal in writing to the faculty of the Department. If your appeal is denied, you may appeal to the Dean of the Graduate School.

- 9.4 Graduate School policy provides that if a PhD student fails to complete all requirements for the degree within five years of admission to candidacy, the student must retake the written and oral comprehensive exams and be readmitted to candidacy (Graduate School Bulletin, Doctor of Philosophy, Requirements, Time Limit: <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/doctor-of-philosophy-phd/doctor-of-philosophy-time-limit/>). The Department reserves the right to refuse such a student permission to retake the comprehensive exams, and to instead dismiss the student for failure to make sufficient academic progress.

## **10. PhD Preliminary Examinations**

- 10.1 You must pass two written preliminary examinations and an oral preliminary examination within a maximum of five calendar years from the time of your first enrollment in a course included on your Program of Study. Current Graduate School policy provides that in order to pass your written and oral preliminary exams you must receive a positive vote from your Major Professor and all or all but one of the other members of your committee. You should attempt at least two different written preliminary exams by the end of your third year in the PhD program, and you are advised to attempt at least one written prelim by the end of your second year in the PhD program. No student admitted to the MA Program may take a PhD examination without first completing the requirements for the MA degree or gaining permission. Permission may be obtained by petitioning the Graduate Faculty of the Department.
- 10.2 If you fail a PhD preliminary examination (written or oral), you must retake it the following semester, unless you obtain the permission of your Major Professor and all or all but one of your Advisory Committee to retake it at a later time. In the case of the oral exam, you cannot retake it for at least 30 days. (See 10.5 below). It must then be rescheduled with your committee and the Graduate School for some time during the next semester. In the case of a sit-down written preliminary examination, you must retake the exam in the same area and with the same reading list during the ninth week of the next semester. Your committee will provide a new set of questions. You may obtain the permission of your Major Professor and all or all but one of your Advisory Committee to retake the exam in a different area and/or with changes to the reading list, but it will still count as a retake of the failed examination, and failing it will result in dismissal from the program. If you fail a qualifying paper written preliminary examination, you must revise your paper and resubmit it during the ninth week of the next semester. If the revised qualifying paper fails, you will be dismissed from the program. You may obtain the

permission of your Major Professor and all or all but one of your Advisory Committee to submit a qualifying paper in a different area and/or with a different topic, but it will still count as a retake of the failed qualifying paper exam, and failing it will result in dismissal from the program. (See 10.7b below.)

- 10.3 If you fail a PhD preliminary examination (written or oral) for a second time, you will be dismissed from the program effective at the end of the semester in which the examination is last taken.
- 10.4 You have the option of substituting a qualifying paper for either or both of your written preliminary examinations. (See Section B below)
- 10.5 You will take your oral preliminary examination after you have passed the written preliminary examinations and before your prospectus defense. After consultation with you, your Advisory Committee will draw up a list of readings related to the area in which you will work. In the oral preliminary examination, your Advisory Committee will examine you on this list. If you do not pass the exam, you cannot retake it for at least 30 days. If you do pass the oral exam, your prospectus defense is usually held immediately following it, on the same day.

Your oral preliminary exam must be announced by the Graduate School. This announcement must be sent in by the Graduate Coordinator at least two weeks prior to the exam. If this is not done, the Graduate School will not generate the form that is necessary for reporting that you have passed your oral and written preliminary exams. In addition, please note that the Graduate School will not accept the announcement from the Graduate Coordinator unless you have an up-to-date Advisory Committee form and a Final Program of Study Form on file. Please see the Graduate School website for these forms and more details.

#### **A. Written Preliminary Exams**

- 10.6a If you choose to take a written preliminary examination, you will take an exam in an area determined by your Advisory Committee in consultation with you. An area for examination should be comparable to areas of specialization and/or competence in current job listings in philosophy.
- 10.7a For each examination, your advisor and committee will fix a list of texts in consultation with you, and the examination questions will pertain to material on this list. The examination will be written by your Advisory Committee. Your advisor will be responsible for coordinating the writing of the examination questions.
- 10.8a Approval of examination area and list of texts will require the unanimous approval of the committee by the ninth week of the semester preceding the semester in which the exam will be taken. In other words, if you plan to take the exam in the fall, you must get approval of your list the previous spring. If you plan to take the exam in the spring your list must be approved the previous fall. It is the student's responsibility to have the list of texts fixed and approved, and submitted in writing to the Graduate Coordinator by this deadline.

- 10.9a The written PhD examinations will be given during the ninth full week of the semester. If you wish to take the examinations at another time, you must petition the Graduate Faculty of the Department for permission.
- 10.10a All students will take the written examination at the same time of day, and the examinations will be continuous for the allotted time. The Graduate Coordinator shall set the exact time and the place of the written PhD examinations, and shall administer the examination. After the examination, you will type your prelims from the manuscript written during the examination period. A copy of these written exams will remain in the hands of the Graduate Coordinator to insure accuracy of typing.
- 10.11a Your Advisory Committee, which writes the questions for the individual PhD exams, shall read all answers to those questions and evaluate each question as well as each examination by placing it in one of the following categories: High Pass, Pass or Fail. Your Advisory Committee makes the final decision on your written PhD preliminary examination. The written examinations are graded on a strict High Pass, Pass or Fail basis, with no conditional passes. After your examinations have been graded, you may read them in the Department Main Office area only. Your examination will be evaluated by the members of your Committee and their decisions conveyed to the Graduate Coordinator by one week after the date and time grades are due for the semester in which you take the examination.

## **B. Qualifying Paper Option**

- 10.6b Optionally, you may substitute a qualifying paper for either or both of your written preliminary examinations. Qualifying papers are expected to be of near publishable quality—that is, of sufficient quality that they might reasonably be submitted to a peer reviewed journal or conference. Qualifying papers will be in an area and on a topic determined by your Advisory Committee in consultation with you. An area for a qualifying paper should be comparable to areas of specialization and/or competence in current job listings in philosophy. Regardless of whether you write two qualifying papers, two preliminary examinations, or one of each, they must be in two different areas.
- 10.7b Qualifying papers must be a maximum of 8,000 words and a minimum of 6,000 words long, excluding the bibliography. Your paper must be prepared according to the style requirements of a specific, peer reviewed journal agreed upon by you and your Advisory Committee. Your qualifying paper may be based on a term paper previously submitted for a graduate course at the University of Georgia provided the instructor of the course approves.
- 10.8b You will write your qualifying paper under the supervision of one or two Philosophy Department faculty members acquainted with the area in which you are writing. Your supervising faculty may be drawn from your Advisory Committee, but must not include your Major Professor.
- 10.9b Area, topic, and model peer reviewed journal for your qualifying paper require the unanimous approval of your Advisory Committee by the ninth week of the semester preceding the semester in which you intend to submit your paper. It is your responsibility

to have these parameters fixed and approved by your committee and submitted in writing to the Graduate Coordinator by this deadline. It is also your responsibility to secure the consent of one or two faculty members to supervise your writing. There is a departmental form for this purpose, available from the Graduate Coordinator.

- 10.10b The qualifying paper is due on the same date and at the same time as the scheduled written examinations, during the ninth week of the semester. If you wish to turn in your paper at a later time, you must petition the Graduate Faculty of the Department for permission.
- 10.11b You must turn in both an electronic copy and a paper copy of your qualifying paper. The electronic copy should be in pdf format, unless another format has been agreed upon by you and your committee.
- 10.12b The members of your Advisory Committee will read and evaluate your paper according to the following categories: Pass or Fail. If your paper is placed in the Fail category, you may revise it in accordance with the comments and advice from your committee and resubmit it the following semester. A revised and resubmitted qualifying paper will be evaluated by your committee according to the same categories: Pass or Fail. A revised and resubmitted qualifying paper which is placed in the Fail category is equivalent to a second failure on a written examination, and will result in dismissal from the program effective at the end of the semester in which the paper was resubmitted. After your paper has been evaluated, it will be returned to you with comments and advice from your Advisory Committee and/or other members of the Department. Your paper must be evaluated by the members of your Committee and their decisions conveyed to the Graduate Coordinator by one week after the date and time grades are due for the semester in which you submit the paper.

## **11. PhD Dissertation, Prospectus and Defense**

- 11.1 Your Major Professor and Advisory Committee will guide you in planning your dissertation. You will prepare an eight-to-ten-page prospectus and a list of the sources used in formulating your project. Your Advisory Committee will examine you on your dissertation prospectus when your Major Professor certifies that it is satisfactory. At least two weeks before the examination, you will present your prospectus and list of sources to your Advisory Committee. The examination on your prospectus will focus primarily on the project described rather than the list of sources. The prospectus defense normally takes place on the same day as, and immediately following, the oral examination. If you fail your oral examination, however, you will not be allowed to defend your prospectus.
- 11.2 Your Major Professor and all or all but one of the members of your Advisory Committee must approve your prospectus defense. Your Major Professor and the Graduate Coordinator must then sign the Application for Admission to Candidacy form approving your prospectus and advancing you to PhD candidacy. This form is available on the Graduate School website, and must be filed with the Graduate School. Approval of the prospectus signifies that members of the Advisory Committee believe that it proposes a satisfactory research program. Your Advisory Committee may require revisions in your prospectus and a new examination on the revised prospectus. If a major change in the



dissertation project occurs, your Advisory Committee will decide whether you must defend a new prospectus.

- 11.3 The dissertation may be written in either the traditional (book) or the manuscript (journal article) style. The Graduate School requires that in either case, the dissertation must include an introduction and literature review aimed at defining a problem, stating objectives, and reviewing relevant literature. The Graduate School also requires a concluding chapter or section discussing the major conclusions.
- *Traditional Style*. In addition to an introduction, literature review, and conclusion, this style must include chapters, as in a book. The number and length of chapters may vary, depending on the subject matter.
  - *Manuscript Style*. In addition to an introduction, literature review, and conclusion, this style must include stand-alone papers, on the model of journal articles. The number and length of the papers may vary, depending on the subject matter. All the papers should be related by some over-arching theme or issue.
- 11.4 When your Major Professor is satisfied with the completed dissertation, she/he will certify that it has her/his approval and is ready to be read by your Advisory Committee members. Your Major Professor will then distribute copies of the dissertation to the remaining members of the Advisory Committee. Current Graduate School policy requires that your Committee must have at least three weeks to read and evaluate the completed dissertation. In the meantime, you must schedule a final oral defense, and ask the Graduate Coordinator to notify the Graduate School. This notification must be submitted to the Graduate School at least two weeks before your defense. The Graduate School will announce the time and place of the defense of the dissertation to the University community.
- 11.5 Current Graduate School policy requires that all or all but one of your Committee members must certify in writing to your Major Professor their agreement that the dissertation is ready for defense. If your Advisory Committee declines to approve the dissertation as ready for the final defense, your Major Professor will notify you and the Graduate School.
- 11.6 Your Major Professor will chair the defense of your dissertation, and all members of your Advisory Committee must attend. Current Graduate School policy provides that in order to pass your oral defense you must receive a positive vote from your Major Professor and all or all but one of the other members of your committee. All or all but one of the members of the Advisory Committee must approve your dissertation and defense and must certify their approval in writing on the Dissertation and Final Examination Approval form, which is available on the Graduate School website. The results of the defense of the dissertation must be reported to the Graduate School at least one week before graduation.
- 12. Change of Degree Objective**
- 12.1 You may request to change your degree objective from PhD to MA before finishing your PhD. To do this, you must fill out the Request for Change of Degree Objective form

available on the Graduate School website. It must be signed by you, your Major Professor and the Graduate Coordinator, and then submitted to the Graduate School for the signature of the Dean of the Graduate School. If your request is granted by the Graduate School, you must then complete any remaining requirements for the MA.

- 12.2 You may request to change your degree objective from MA to PhD before completing your MA. To do this, you must first petition the Graduate Faculty of the Department for approval by writing a letter to the Graduate Coordinator explaining your reasons for requesting the change and detailing your qualifications for the PhD program. The Graduate Coordinator will present your petition to the Graduate Faculty of the Department, who will vote whether or not to grant your petition. A majority vote is required. If your petition is granted, you must then fill out the Request for Change of Degree Objective form available on the Graduate School website. It must be signed by you, your Major Professor and the Graduate Coordinator, and then submitted to the Graduate School for the signature of the Dean of the Graduate School. If your request is granted by the Graduate School, you must then fulfill the requirements for a PhD student entering without an MA, but you may count the graduate courses you have taken in the Department toward the coursework requirements for the PhD.
- 12.3 If you wish to enter the PhD program after completing your MA and graduating, you must apply for readmission to the Graduate School as a PhD student. If you are admitted, you must then complete the requirements for a PhD student entering with an MA.

### **13. Graduate School Forms**

- 13.1 Copies of all forms which graduate students must file from time to time with the Graduate School are available on the Graduate School website. It is your responsibility to keep up with which forms you are to file and with the deadlines for filing them. Deadlines are always posted on the Graduate School website. Look at it often. It is your responsibility to see that each form is accurate and complete. Graduate School forms must be typed. This can be done online before printing them out. Please make a copy of the form for your records.

## **ASSISTANTSHIPS**

### **14. Criteria for Awarding Graduate Teaching Assistantships**

- 14.1 There are two considerations in awarding Graduate Teaching Assistantships—to support students through the completion of their degree programs and to provide quality instruction at the undergraduate level. Graduate Teaching Assistants currently either assist a faculty member in a large section of an introductory course—for example, PHIL 2010, PHIL 2020 or PHIL 2030—or they teach two small sections per semester of introductory or mid-level undergraduate courses on their own. Under some circumstances, a Graduate Teaching Assistant may instead work solely as a grader for a faculty member, but this is unusual.

In addition to Graduate Teaching Assistantships, there are several types of Graduate Research Assistantship available through the Graduate School, for entering PhD students only. The Department must compete for these every year, and will automatically select the best qualified applicants to put forward as candidates. Successful candidates will serve as research assistants to faculty members for two years, and then will have a Departmental Teaching Assistantship for the remainder of their eligibility period.

- 14.2 Graduate Teaching Assistants and Graduate Research Assistants must apply for renewal of their assistantships every year. You must fill out and turn in a renewal application by January 2. The application requests information pertinent to your progress toward completion of your degree, as well as information about other academic achievements, such as publications or awards you have received. In addition, the Department will take into account your overall graduate GPA, grades for the preceding academic year, teaching evaluations for the preceding academic year, and any observation reports or other evaluations from your faculty teaching mentors for that period. Please request observation reports and/or other evaluations from all your teaching mentors—that is, faculty members you are assisting, or faculty members assigned to mentor you when you are teaching courses on your own—and check with the office staff or the Graduate Coordinator to make sure they are in your file by January 2. The Department will not award you a Graduate Teaching Assistantship unless, in the judgment of the faculty, you are making, and will continue to make, reasonable progress toward completion of your degree requirements. While there is a presumption that you will be considered favorably if you are currently on an assistantship, you are making reasonable progress toward completion of your degree requirements, and you have not yet been awarded funding for the maximum period the Department normally allows (see section 15 below), the awarding of assistantships each year is a competition. This competition, which includes both continuing and prospective students applying for assistantships, is judged by the Student Affairs Committee, which then presents the results to the whole Department in a faculty meeting for ratification.
- 14.3 If you hold a Graduate Teaching Assistantship and you are placed on academic probation, you are subject to losing your assistantship as soon as the probation goes into effect. You will have ten working days following notification of the termination of your assistantship in which to appeal to the Graduate Faculty of the Department to retain the assistantship. The Department gives no assurance that it will restore an assistantship terminated under this policy if and when you satisfy the conditions for removing the probation.

## **15. Limits on Departmental Support for Graduate Students**

- 15.1 Assistantships are awarded only to students actively pursuing a graduate degree in philosophy and are normally awarded for a full academic year. The Department reserves the right to award assistantships beyond the limits defined below if it deems that doing so best serves the interests of undergraduate instruction.
- 15.2 MA students are eligible to receive support for their first and second years of graduate study in the Department. PhD students are eligible to receive at most five years of support. PhD students are ineligible for support after their sixth year of graduate study in the Department, even if they have not received five years of support at that point. A year

of graduate study in the Department is defined as any academic year during which a student is registered for at least three hours of credit with a graduate major in philosophy, with or without provisional status, in at least one of the Fall and Spring semesters. A student will be deemed to have used one year of eligibility for support for each academic year in which she/he receives at least one-third time Departmental or Graduate School support for at least one semester. Assistantships awarded for the summer are not considered in determining eligibility.

## **16. Graduate Assistant Assignments**

- 16.1 Graduate Assistants may be assigned duties as research assistants, teaching assistants, graders, or solo instructors. Graduate Assistants receiving support through Graduate School assistantships are not permitted to undertake instructional duties. Instead, they are assigned to faculty members as Research Assistants. The Graduate Coordinator makes these research assignments in consultation with the Research Assistants prior to the beginning of each semester. Graduate Assistants receiving Departmental Teaching Assistantships are assigned instructional duties by the Head with the advice of the Graduate Coordinator prior to the beginning of each semester. Graduate students receiving support through contracts or grants are assigned duties by the principal investigator(s).
- 16.2 Graduate students sometimes have the opportunity to teach in the Summer Semester. These appointments will be made to qualified graduate students on a rotating basis. These appointments will not count against eligibility for academic year appointments.
- 16.3 Most Teaching Assistants will serve as graders and discussion leaders in introductory courses. Normally, Teaching Assistants will not be permitted to work in PHIL 2500 (Symbolic Logic) until they have completed PHIL 6510 (Deductive Systems) with a grade of B or better. The standard format for introductory courses in the department is a class of 100 which meets two hours weekly for lecture by a faculty member and which divides into four discussion sections for one hour weekly. One Teaching Assistant is assigned to each of these large lecture classes, and is responsible for meeting four discussion sections each week, grading the exams and other assignments for the course, holding office hours, keeping class records, and other instructional duties as determined by the faculty member in charge of the course. The faculty member determines course material and syllabus, coordinates the lectures and the discussion sections, and has final responsibility for assignment construction and grades. Faculty members should observe their Teaching Assistant in a discussion section, ideally at least twice during the semester. Faculty members should discuss their observations with their Teaching Assistant. At the end of the semester, faculty members should write a summary report on the performance of their Teaching Assistant, and give a copy to the office staff to be placed in the Teaching Assistant's file.
- 16.4 Teaching Assistants may be assigned primary responsibility for a course only if they satisfy the following conditions.
  - The student holds an MA in philosophy or has passed the Department's written preliminary examinations for the PhD.

- The student has worked as a grader or a teaching assistant for the course which he or she will teach.
  - The student has received favorable evaluations as a discussion leader.
  - Faculty for whom the student has served as discussion leader or grader certify that the student is ready for responsibility as instructor of record.
- 16.5 Any Teaching Assistant teaching his or her own section will be assigned a faculty mentor. These assignments are made by the Graduate Coordinator prior to the beginning of each semester. The student should provide his or her mentor with a copy of the course syllabus for approval before it is distributed to the class. The mentor should observe the student in the classroom, ideally at least twice over the course of the semester. The mentor should be available to provide the student with advice and help as needed during the semester. At the end of the semester, the mentor should write a summary report on the performance of the Teaching Assistant, and give a copy to office staff to be placed in the Teaching Assistant's file.

## **17. Performance Requirements**

- 17.1 All Graduate Assistants must perform all reasonable assignments effectively and efficiently. Failure to do so will be grounds for immediate termination of an assistantship.
- 17.2 All Graduate Assistants must be enrolled as full-time students in the Department. All Graduate Assistants must progress in a reasonable manner toward fulfillment of their degree requirements. This includes appointment of a Major Professor and an Advisory Committee, filing a Program of Study and other paperwork required by the Department or the Graduate School, and taking preliminary and other required examinations according to a reasonable schedule. Failure to do so will be grounds for immediate termination of an assistantship.
- 17.3 All Graduate Assistants will complete PHIL 7010 (Teaching Philosophy) with a grade of Satisfactory during or prior to the first semester in which they have instructional responsibilities.
- 17.4 All Graduate Assistants are expected to attend orientations, workshops, colloquia, and other University or Department functions arranged for their benefit.

## **MISCELLANEOUS POLICIES**

### **18. Graduate Student Moderator**

The Graduate Student Moderator is a graduate student elected by the graduate students to be their representative in various Department matters. The Graduate Student Moderator attends Faculty Meetings, but will be excused when personnel matters or evaluations of graduate students are under discussion. The Graduate Student Moderator does not have a vote in Faculty Meetings but enjoys all other privileges of the floor, including the right to make or to second motions.

## 19. Right of Petition

You may petition the Graduate Faculty of the Department for an exception to any policy contained in this Handbook. In your petition you should specify the policy, the exception you are requesting, and your justification for requesting it. Your petition should be presented to the Faculty in a regular faculty meeting by your Major Professor, or by the Graduate Coordinator if you do not yet have a Major Professor.

## APPENDIX

### How to finish your MA in two years:

	Fall semester	Spring semester	Summer term
Year One	Two 6000-level PHIL courses + one 8000-level PHIL seminar* (+ 7010 and 3 hours of PHIL 7000 if teaching).	Two 6000-level PHIL courses + one 8000-level PHIL seminar* (+ 3 hours of PHIL 7000 if teaching). Get Advisory Committee appointed; apply to graduate in Spring of Year Two.	Language course (e.g. GRMN 3500 or FREN 2500).
Year Two	One 8000-level PHIL seminar* (+ 9 hours of PHIL 7000 if teaching). Pass oral comprehensive exam; start working on thesis.	One 8000-level PHIL seminar* (+ 9 hours of PHIL 7300 if teaching). Finish and defend thesis; graduate.	

\* One of your 8000-level seminars must be PHIL 8000 or PHIL 8010.

### How to finish your PhD in five years:

	Fall semester	Spring semester	Summer term
Year One	PHIL 6510 (+ PHIL 7010 and 3 hours of PHIL 9000 if teaching) + two 8000-level PHIL seminars (including PHIL 8000 or 8010 if offered).	Two 8000-level PHIL seminars (including PHIL 8000 or 8010 as needed) + one 6000-level PHIL course (+ 3 hours of PHIL 9000 if teaching). Get Advisory Committee appointed.	Language course (e.g. GRMN 3500 or FREN 2500).

Year Two	Two 8000-level PHIL seminars + one 6000-level PHIL course (+ 3 hours of PHIL 9000 if teaching). File Preliminary Program Of Study. (***)	Two 8000-level PHIL seminars + one 6000-level PHIL course (+ 3 hours of PHIL 9000 if teaching). (***)	If teaching, 9 hours of PHIL 9000; language course if needed.
Year Three	Two 8000-level PHIL seminars + one 6000-level PHIL course (+ 3 hours of PHIL 9000 if teaching). File Final Program Of Study. (***)	3 hours of PHIL 9000 (12 hours if teaching). Pass oral comprehensive exam and prospectus defense; apply for admission to candidacy.	If teaching, 9 hours of PHIL 9000.
Year Four	3 hours of PHIL 9300 (12 hours if teaching).	3 hours of PHIL 9300 (12 hours if teaching).	If teaching, 9 hours of PHIL 9000.
Year Five	3 hours of PHIL 9300 (12 hours if teaching). Complete rough draft by end of term ; apply to graduate in Spring of Year Five.	3 hours of PHIL 9300 (12 hours if teaching). Revise rough draft; defend dissertation and pass format check; graduate.	

Pass one PhD prelim in two of the three semesters marked (\*\*\*)