

**UNIVERSITY OF UTAH**  
**Department of Philosophy**  
**Graduate Handbook**  
(revised as of February 2019)

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# Graduate Handbook

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## Master's Degree Program

Master's degrees in philosophy have been used successfully by many students as a basis for entering PhD programs at other universities or at the University of Utah. They have been used in a variety of other ways as well by students pursuing careers in the legal, medical, or business professions, the sciences, or the humanities. Recognizing this wide variety of student needs, the Philosophy Department endeavors to be as flexible and as helpful as possible in arranging individual programs for individual purposes, within the guidelines of the requirements listed below.

In addition to the Departmental Requirements, please read the University requirements for the Master's degree, which are officially listed on the Graduate School's website at <http://gradschool.utah.edu/graduate-catalog/degree-requirements/>

### Master's Model Time Line

Year of Graduate Study	Conditions for remaining in Funding Eligible Standing
<b>1</b>	<ul style="list-style-type: none"> <li>· Enroll in at least 9 hours of courses each semester. Maintain a high level of quality in all graduate work.</li> <li>· Active in classroom and in official Department activities (including graduate colloquia).</li> <li>· Enroll in PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum.</li> <li>· Complete PHIL 7010: Proseminar.</li> <li>· Master's students should form a Supervisory Committee by the end of their 2<sup>nd</sup> semester.</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>· Complete PHIL 7010: Proseminar a second time.</li> <li>· Enroll in PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum.</li> <li>· Enroll in at least 9 hours of courses.</li> <li>· Maintain a high level of quality in all graduate work.</li> <li>· Be active in classroom and in official Department activities (including graduate colloquia).</li> <li>· Complete, Defend &amp; Submit Thesis or Best Paper</li> </ul>

<b>3–4 (only if necessary)</b>	<ul style="list-style-type: none"> <li>· Enroll in 1–9 hours of courses (consult with Director of Graduate Studies each term to determine exact number of hours required).</li> <li>· Enroll in or attend PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum (consult with Director of Graduate Studies each term to determine whether enrollment or attendance is required).</li> <li>· Be active in official Department activities (including graduate colloquia).</li> <li>· Complete, Defend &amp; Submit Thesis or Best Paper</li> </ul>
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## **MA/MS Departmental Requirements**

### **1. Demonstrate Satisfactory Standing**

#### **A. Maintain Minimally Acceptable Standing.**

*All students are required to demonstrate minimally acceptable progress toward the degree to remain in the program.*

Students who fail to exhibit minimally acceptable standing will have their continuing status in the program reviewed by the Graduate Committee or the Department as appropriate. Upon such review, the Graduate Committee or Department may issue guidance to the student, set conditions upon remaining in the program, or remove the student from the program, as appropriate. (For details on the review process, see the next section.)

#### ***Conditions on Minimally Acceptable Standing:***

- i.** Maintain a minimum level of quality in all graduate work. Students must maintain a minimum graduate GPA of 3.10. A student whose GPA falls below 3.10 will be reviewed by the Graduate Committee in consultation with relevant faculty members to determine whether the student should be dismissed from the program. If the Graduate Committee recommends retention, it may set conditions upon the student's remaining in the program. If the Graduate Committee recommends dismissal, there will be a vote of the whole Department (tenure-line faculty) on that recommendation. If the Department accepts the recommendation of dismissal the student will be dismissed; if the Department rejects the recommendation of dismissal, the student will be permitted to continue in the program. The Department may set conditions upon the student's remaining in the program.
- ii.** Complete all degree requirements within 4 consecutive years of admission. Students who fail to complete their degrees in the allotted time will be reviewed by the Graduate Committee in consultation with relevant faculty members to determine whether the student should be dismissed from the program. If the Graduate Committee recommends retention, it may set conditions upon the student's remaining in the program. If the Graduate Committee recommends dismissal, there will be a vote of the whole Department (tenure-line faculty) on that

recommendation. If the Department accepts the recommendation of dismissal the student will be dismissed; if the Department rejects the recommendation of dismissal, the student will be permitted to continue in the program. The Department may set conditions upon the student's remaining in the program.

**B. Maintain Funding Eligible Standing.**

***Funding Eligible standing is normally required for initial eligibility for funding and for the presumption of continued funding.***

At the time of being offered admission to the graduate program, students are issued a letter that states for how long and at what level the department proposes to fund the student's studies, based on long-term departmental budgetary planning at the time the offer of admission is made. However, all student funding as outlined in such letters is contingent on the availability of funding: in case of unexpected fiscal shortfall, funding may not be available and the department shall not be obligated to fund students under such circumstances. The purpose of the "Funding Eligible Progress" or "Funding Eligible Standing" designation is to indicate to unfunded students that they are eligible to receive funding and to indicate to funded students that (in normal circumstances) they have the presumption of continuing funding (upon the availability of funds as described above). Failure to retain Funding Eligible standing is, therefore, a loss of this presumption (and not necessarily the loss of continuing funding).

A student who fails to meet the conditions set out below shall have their "Funding Eligible" status reviewed by the Graduate Committee, upon which the Graduate Committee may issue guidance to the student, set conditions upon remaining in Funding Eligible standing, or remove Funding Eligible standing, as appropriate.

***Conditions on Funding Eligible Standing:***

- i. In the first two years, complete at least 9 graduate level credit hours of coursework or research taught by graduate faculty each semester.** Typically, three 6000-7000 level courses and/or seminars, or thesis hours.
  - a.** In the first two years, funded students are required to register for 12 credit hours each semester, including 3 credit hours of PHIL 6920: Practicum and/or PHIL 7020: Philosophical Traditions (see vi. and vii.), and 9 credit hours of other coursework or thesis hours taught.
  - b.** Any student whose studies extend past a second year, and who does not take an official leave of absence, must enroll for at least one credit hour each semester in order to maintain continuing status as a student. Typically, such students will also be required to enroll in PHIL 6920 and/or PHIL 7020, but that requirement may be waived with approval from the department's Director of Graduate studies. Students whose studies extend past a second year should consult with the Director of Graduate Studies to determine the exact number of credit hours and list of courses for which they should enroll.
- ii. Maintain a high level of quality in all graduate work.**
  - a.** Students who receive a B- or below in a philosophy graduate course will

- have their Funding Eligible standing status reviewed by the Graduate Committee within one semester.
- b. Students shall not have excessive incompletes. (No more than two).
  - c. Note that students who fall below a 3.0 will have their funding automatically cut by the Graduate School, as per Graduate School regulations. (See also the “Minimally Acceptable Standing” requirement above).
- iii. **Form a Supervisory Committee.** Comply with the Graduate School requirement for formation of the committee:
- a. Before the end of the 2nd semester of graduate study for Master’s students.
  - b. Supervisory committees for Master’s students must consist of three faculty members, the majority of whom must be tenure-line faculty in the Philosophy Department. An outside committee member is permitted but not required. See: <http://gradschool.utah.edu/graduate-catalog/degree-requirements/> Faculty members may at any time withdraw from the committee, and shall notify the student that they are doing so. Likewise, a student may remove a faculty member from the committee, but must notify the chair of the Supervisory committee and the faculty member(s) being removed.
- iv. **Receive approval of a written thesis proposal.** Approval must be granted by the student’s Supervisory Committee. The length of the proposal is at the discretion of the chair of the Supervisory Committee who will put a letter indicating approval in the student’s file. The letter must be submitted by the end of the first month of the third semester. There is no oral defense of the proposal.
- v. **Attendance at Department Colloquia.**
- a. Funded students enroll in PHIL 7020: Phil Traditions. Each semester this course awards credit for attendance at Departmental colloquia. This requirement may be waived with approval from the department’s Director of Graduate Studies.
  - b. Non-funded students are normally expected to attend colloquia as well.
- vi. **Funded students who currently teach or are TAs shall be required to enroll in PHIL 6920: Teaching Practicum for 1 credit each semester.** When taking 6920, students should only enroll in 2 credits of 7020. This requirement may be waived with approval from the department’s Director of Graduate Studies.
- vii. **Complete the Proseminar (PHIL 7010).** All students entering the program must take PHIL 7010, the Proseminar, twice: once during their first Fall semester and once during their second Fall semester.
- viii. **Teaching Assistants should maintain a sufficient level of quality in teaching.**

\*Summer teaching assignments are made at the discretion of the Director of Graduate Studies. Funding Eligible status will be considered when making these assignments.

## 2. Fulfill Proseminar Requirement

All students entering the program must take PHIL 7010, the Proseminar, twice: once during their first Fall semester and once during their second Fall semester.

### **3. Complete Approved Program of Study**

After completion of coursework students must consult with the Director of Graduate Studies to ensure that they have completed their course requirements. To complete the degree, Master's Students are required to take a minimum of 7 graduate Philosophy courses total, including 3 Seminars, two of which must be the Proseminar (PHIL 6920 and PHIL 7020 do not count toward this minimum number of 7 graduate Philosophy courses). Altogether, Thesis Master's students must complete 24 credit hours of coursework and 6 credit hours of Thesis Research, and Non-thesis Master's students must complete 30 credit hours of coursework.

Also, all entering students must demonstrate undergraduate capability in logic. Entering students should have a grade of a B or better in an undergraduate deductive logic class that covered proof theory for propositional and predicate calculus. (Any student lacking an undergraduate background in logic will be required to take our undergraduate deductive logic course, PHIL 3200, for graduate credit.) Each student must then meet the graduate formal methods course requirements by passing PHIL 6200 or another graduate level course with formal content with a grade of a B or better. Eligible courses include 6000 level courses in Decision Theory, Game Theory, Probability Theory and so on.

### **4. Fulfill the Seminar Requirement**

Each Master's degree student must complete at least three Philosophy seminars at the 7000-level as part of their course of study, including PHIL 7010 (see 2 above). Students may substitute 6000-level courses for 7000-level courses only upon the recommendation of the student's Supervisory Committee and the approval of the Graduate Committee. *Note: 6910: Individual Research, and 6970: MA/MS Thesis Research will not fulfill the Seminar Requirement.*

## **5. Meet the Language Requirement (for MA students only)**

The MS degree has no language requirement, but the MA degree requires standard proficiency in one approved foreign language. French and German are approved languages for Philosophy; the Supervisory Committee may approve another for a particular student if the language is relevant to his/her research. Standard proficiency may be established by (1) showing that one is a native speaker of the language, or (2) by registering for and passing a standardized MLA examination (administered through the University Testing Center) with a score of 67 or better, or (3) by passing a second semester language class with a grade of a B. Where the requirement is satisfied by coursework, the student must obtain a certification form, in person, from the Academic Advisor in the Department of Languages and Literature, within five years of completing the course used to satisfy the requirement. Currently, obtaining the certification is the personal responsibility of the student, and it cannot be obtained for the student by the staff of the Department of Philosophy.

## **6. Final Project – For Thesis or Non-Thesis (best paper)**

The MS or MA thesis option requires an oral defense of the thesis. The examination should be scheduled only when the thesis is essentially completed and the student's thesis advisor has agreed that the thesis is ready to be defended. The Supervisory Committee schedules and announces a public oral examination at which the candidate must defend the thesis. The length and content of the oral examination are determined by the thesis Supervisory Committee. All members of the Committee must participate in the oral defense. The Department requires that the thesis advisor and the other members of the committee must receive a copy of the thesis at least four weeks before the final oral examination. After the oral presentation, a question and answer period must be allowed. At the conclusion of the public participation, the committee may excuse the public and conduct further questioning on the thesis and related topics.

The "Best Paper" (i.e. final project) for the non-thesis Master's degree must be a paper that is written at the University of Utah, for one of our tenure-line faculty (or, with approval from the Graduate Committee, distinguished visiting faculty who have tenure-line appointments at their home university), and ideally the paper should have received an "A" for a graduate seminar. The best paper will be reviewed by the student's Supervisory Committee. Students MUST be registered for at least 1 credit when completing their thesis or best paper (final project). See:

<http://gradschool.utah.edu/graduate-catalog/registration/>

## **MA/MS Department and Graduate School Required Paperwork**

Forms & deadlines are available online or from the Philosophy Department Academic Coordinator. (<http://philosophy.utah.edu/people/staff-admin.php>)

- Request for Supervisory Committee
- Master's Program of Study
- Language Certification (for MA only)
- Application for Graduate Degree



- Report of Final Project for the Master's Degree (non-thesis seeking only)
- Supervisory Committee Approval of a Thesis (for thesis seeking only)
- Final Reading Approval (for thesis seeking only)

Students are responsible for filing these forms with the Academic Coordinator in a timely manner. All forms must be sent to the Graduate School directly from the Philosophy Department. Please submit your forms to the Academic Coordinator no later than 1 week before they are due to the Graduate School. A calendar of Graduate School deadlines can be found at: [http://www.gradschool.utah.edu/students/masters\\_calendar.php](http://www.gradschool.utah.edu/students/masters_calendar.php).

Students can track their progress online through the Graduate Tracking System (GTS). It is the student's responsibility to make sure the information online is accurate. See the website for access instructions:

<http://gradschool.utah.edu/current-students/electronic-graduate-record-file-tutorial/>

## **Transfer Credit, Non-Matriculated or Undergraduate Hours, and Departmental Course Waivers**

To complete the degree, students meet three different types of requirements: 1) specific credit hours of coursework, 2) total numbers of courses, and 3) coursework in specific fields, as described in the preceding sections of this handbook. In addition to fulfilling these requirements through taking coursework as a matriculated (i.e. degree-seeking) graduate student at the University of Utah, the following options are available:

### **Transfer Credit**

Students may petition to have graduate-level credit hours completed at another institution, up to a maximum of 6 hours, applied towards the graduate degree, but only if they were completed with a letter grade of B or higher, were not used to obtain another degree, and were taken within certain time limits as specified by the Graduate School. To petition, students must obtain approval from the Graduate Committee, and the department's Academic Coordinator will then send the petition to the Graduate School. For more details, see:

<http://gradschool.utah.edu/graduate-catalog/grading-and-credit-policies/>

Students whose petitions are successful will have the credit hours/courses counted toward the required hours of coursework/numbers of courses, but will not automatically have those credit hours/courses counted toward fulfilling specific field requirements. For the latter, students must submit a separate petition to the department's Graduate Committee (described below).

### **Non-Matriculated or Undergraduate Hours**

Those who have taken graduate courses at the University of Utah as a non-matriculated (i.e. non-degree-seeking) student may petition to have those courses, up to a maximum of 9 hours,

applied towards the graduate degree. Those who have taken graduate courses at the University of Utah as a matriculated (i.e. degree-seeking) undergraduate student may petition to have those courses, up to a maximum of 6 hours or 2 courses, applied towards the graduate degree, but only if those courses were not used to earn an undergraduate degree. To petition, students must complete a form obtained from the department's Academic Coordinator, who will then send it to the Graduate School. For more details, see:

<http://gradschool.utah.edu/graduate-catalog/grading-and-credit-policies/>

Students whose petitions are successful will have the credit hours/courses counted toward the required hours of coursework/numbers of courses, but will not automatically have those credit hours/courses counted toward fulfilling specific field requirements. For the latter, students must submit a separate petition to the department's Graduate Committee (described below).

### **Departmental Course Waivers**

Students who have taken graduate courses either at the University of Utah or other institutions prior to matriculating in the department's graduate program may petition the Graduate Committee to have those courses counted toward the total number of required courses and coursework field requirements. In order to be eligible for consideration, the course(s) used as the basis for the petition must have been completed with a letter grade of B+ or higher (except for courses in formal methods, for which a B is the required minimum).

To petition, students must submit to the Graduate Committee a syllabus and sample of coursework for each course used as the basis for the petition. The Graduate Committee may elect to count the course(s) toward both the coursework field requirements and toward the total number of courses required, or toward only the total number of courses required but not the coursework field requirements.

Generally, the Graduate Committee will grant such course waivers only when there is a compelling need for the student to have coursework waived (e.g. when lack of a waiver would have a significantly adverse impact on a student's ability to progress toward the degree in a timely fashion, such as when a required course is not offered for several semesters). The mere fact that the student has previously taken a graduate-level course similar to one offered by the department will not usually justify granting of a course waiver.

### **Transfer from Master's to Doctoral Program**

Students who applied for and were admitted to the Master's program may request a transfer from the Master's program to the Doctoral program. Such requests are evaluated by the Graduate Committee. Students must demonstrate that they are capable of completing PhD level work. Their Master's work to date must be exemplary and they must not have any incompletes on their record. Students must turn in a request form along with the following materials to the Department by January 15.

- Copy of GRE scores
- Unofficial Transcript
- 3 Letters of Recommendation

- Statement of Purpose
- Writing Sample

Normally such students who are granted a transfer in this manner will be expected to finish their Master's degree. Such transfers are not pro-forma and an application for a transfer should be viewed as equivalent to an application to the PhD program.

Some students who apply for the PhD program may be admitted as Master's students. Some of these students will be eligible for automatic transfer to the PhD program after 2 years, without going through the application procedures described above, if they have maintained funding eligible status and have completed most of the required coursework for the PhD. Students will be notified at the time of being offered admission to the program whether they are eligible for such an automatic transfer. Such students will not be expected to finish the Master's degree.

## Doctoral Degree Program

The PhD program in Philosophy at the University of Utah provides students with the opportunity to study philosophy on an advanced level, prepares students to engage in independent research in philosophy, and equips them to teach philosophy at the university level.

In addition to the Departmental Requirements, please read the University requirements for the PhD degree, which are listed on the Graduate School's website at:

<http://gradschool.utah.edu/graduate-catalog/degree-requirements/>

### PhD Model Timeline for students entering the PhD program from another university, without a Master's degree, or with a Master's degree from a discipline other than philosophy

Year of Graduate Study	Conditions for remaining in Funding Eligible Standing
1	<ul style="list-style-type: none"> <li>· Enroll in at least 9 hours of courses each semester.</li> <li>· Enroll in PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum.</li> <li>· Complete PHIL 7010: Proseminar.</li> <li>· Maintain a high level of quality in all graduate work.</li> <li>· Active in classroom and in official Department activities (including graduate colloquia).</li> </ul>
2	<ul style="list-style-type: none"> <li>· Enroll in at least 9 hours of courses each semester.</li> <li>· Enroll in PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum.</li> <li>· Complete PHIL 7010: Proseminar a second time.</li> <li>· Complete all coursework field requirements.</li> <li>· Maintain a high level of quality in all graduate work.</li> <li>· Active in classroom and in official Department activities (including graduate colloquia).</li> <li>· Doctoral students should form a Supervisory Committee at the beginning of their 3<sup>rd</sup> semester.</li> </ul>
3	<ul style="list-style-type: none"> <li>· Enroll in at least 9 hours of courses each semester.</li> <li>· Enroll in PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum.</li> <li>· Successfully defend comprehensive exam paper by the end of the fall (5th) semester.</li> <li>· Successfully defend dissertation prospectus by the end of the spring (6th) semester.</li> </ul>
4	<ul style="list-style-type: none"> <li>· Enroll in at least 9 hours of courses each semester.</li> <li>· Enroll in PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum.</li> <li>· Progress toward minimum of 14 hours of thesis research (PHIL 7970).</li> <li>· Dissertation in progress.</li> </ul>
5	<ul style="list-style-type: none"> <li>· Enroll in at least 9 hours of courses each semester.</li> <li>· Enroll in PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum.</li> </ul>

	<ul style="list-style-type: none"> <li>· Progress toward minimum of 14 hours of thesis research (PHIL 7970).</li> <li>· Dissertation in progress.</li> <li>· (Preferably:) Successfully defend dissertation by the end of the year (10th semester).</li> </ul>
<b>If Necessary</b>	<ul style="list-style-type: none"> <li>· Enroll in 1–9 hours of courses (consult with Director of Graduate Studies each term to determine exact number of hours required).</li> <li>· Enroll in or attend PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum (consult with Director of Graduate Studies each term to determine whether enrollment or attendance is required).</li> <li>· Progress toward minimum of 14 hours of thesis research (PHIL 7970).</li> <li>· Good progress towards dissertation completion.</li> </ul>

**PhD Model Timeline for students entering the PhD program with a Master’s degree in philosophy from an institution other than the University of Utah**

Year of Graduate Study	Conditions for remaining in Funding Eligible Standing
<b>1</b>	<ul style="list-style-type: none"> <li>· Enroll in at least 9 hours of courses each semester.</li> <li>· Enroll in PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum.</li> <li>· Complete PHIL 7010: Proseminar.</li> <li>· Maintain a high level of quality in all graduate work.</li> <li>· Active in classroom and in official Department activities (including graduate colloquia).</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>· Enroll in at least 9 hours of courses each semester.</li> <li>· Enroll in PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum.</li> <li>· Complete PHIL 7010: Proseminar a second time.</li> <li>· Complete all coursework field requirements.</li> <li>· Maintain a high level of quality in all graduate work.</li> <li>· Active in classroom and in official Department activities (including graduate colloquia).</li> <li>· Doctoral students should form a Supervisory Committee at the beginning of their 3rd semester.</li> <li>· Successfully defend comprehensive exam paper by the end of the fall (3rd) semester.</li> <li>· Successfully defend dissertation prospectus by the end of the spring (4th) semester.</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>· Enroll in at least 9 hours of courses each semester.</li> <li>· Enroll in PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum.</li> <li>· Progress toward minimum of 14 hours of thesis research (PHIL 7970).</li> <li>· Dissertation in progress.</li> </ul>

<b>4</b>	<ul style="list-style-type: none"> <li>· Enroll in at least 9 hours of courses each semester.</li> <li>· Enroll in PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum.</li> <li>· Progress toward minimum of 14 hours of thesis research (PHIL 7970).</li> <li>· Dissertation in progress.</li> <li>· (Preferably:) Successfully defend dissertation by the end of the year (8th semester).</li> </ul>
<b>If Necessary</b>	<ul style="list-style-type: none"> <li>· Enroll in 1–9 hours of courses (consult with Director of Graduate Studies each term to determine exact number of hours required).</li> <li>· Enroll in or attend PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum (consult with Director of Graduate Studies each term to determine whether enrollment or attendance is required).</li> <li>· Progress toward minimum of 14 hours of thesis research (PHIL 7970).</li> <li>· Good progress towards dissertation completion.</li> </ul>

**PhD Model Timeline for students entering the PhD program from the Master’s degree program at the University of Utah**

<b>Year of Graduate Study</b>	<b>Conditions for remaining in Funding Eligible Standing</b>
<b>1</b>	<ul style="list-style-type: none"> <li>· Enroll in at least 9 hours of courses each semester.</li> <li>· Maintain a high level of quality in all graduate work.</li> <li>· Active in classroom and in official Department activities (including graduate colloquia).</li> <li>· Enroll in PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum.</li> <li>· Successfully defend comprehensive exam paper by the end of the fall (1st) semester.</li> <li>· Successfully defend dissertation prospectus by the end of the spring (2nd) semester.</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>· Enroll in at least 9 hours of courses each semester.</li> <li>· Enroll in PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum.</li> <li>· Progress toward minimum of 14 hours of thesis research (PHIL 7970).</li> <li>· Dissertation in progress.</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>· Enroll in at least 9 hours of courses each semester.</li> <li>· Enroll in PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum.</li> <li>· Progress toward minimum of 14 hours of thesis research (PHIL 7970).</li> <li>· Dissertation in progress.</li> <li>· (Preferably:) Successfully defend dissertation by the end of the year (6th semester).</li> </ul>

<b>If Necessary</b>	<ul style="list-style-type: none"> <li>· Enroll in 1–9 hours of courses (consult with Director of Graduate Studies each term to determine exact number of hours required).</li> <li>· Enroll in or attend PHIL 7020: Philosophical Traditions and PHIL 6920: Practicum (consult with Director of Graduate Studies each term to determine whether enrollment or attendance is required).</li> <li>· Progress toward minimum of 14 hours of thesis research (PHIL 7970).</li> <li>· Good progress towards dissertation completion.</li> </ul>
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## **PhD Departmental Requirements**

### **1. Demonstrate Satisfactory Standing**

#### **A. Maintain Minimally Acceptable Standing.**

*All students are required to demonstrate minimally acceptable progress toward the degree to remain in the program.*

Students who fail to exhibit minimally acceptable standing will have their continuing status in the program reviewed by the Graduate Committee or the Department as appropriate. Upon such review, the Graduate Committee or Department may issue guidance to the student, set conditions upon remaining in the program, or remove the student from the program, as appropriate. (For details on the review process, see the next section.)

#### ***Conditions on Minimally Acceptable Standing:***

- i. Maintain a minimum level of quality in all graduate work. **Students must maintain a minimum graduate GPA of 3.10.** A student whose GPA falls below 3.10 will be reviewed by the Graduate Committee in consultation with relevant faculty members to determine whether the student should be dismissed from the program. If the Graduate Committee recommends retention, it may set conditions upon the student's remaining in the program. If the Graduate Committee recommends dismissal, there will be a vote of the whole Department (tenure-line faculty) on that recommendation. If the Department accepts the recommendation of dismissal the student will be dismissed; if the Department rejects the recommendation of dismissal, the student will be permitted to continue in the program. The Department may set conditions upon the student's remaining in the program.
- ii. **Complete all degree requirements within 7 years of admission.** Students who fail to complete their degrees in the allotted time will be reviewed by the Graduate Committee in consultation with relevant faculty members to determine whether the student should be dismissed from the program. If the Graduate Committee recommends retention, it may set conditions upon the student's remaining in the program. If the Graduate Committee recommends dismissal, there will be a vote of the whole Department (tenure-line faculty) on that recommendation. If the Department accepts the recommendation of dismissal the student will be dismissed; if the Department rejects the recommendation of dismissal, the student will be

- permitted to continue in the program. The Department may set conditions upon the student's remaining in the program.
- iii. **Students entering the PhD program from the Master's program in philosophy at the University of Utah must *successfully defend* a comprehensive exam paper by the end of their first semester.** For students who complete a master's thesis in the Philosophy department and then transfer into the PhD program, their master's thesis Supervisory Committee shall, in consultation with the Director of Graduate Studies, have the option of allowing or requiring the student to submit a revised version of the thesis for the comprehensive exam paper. Failure to successfully defend the comprehensive exam paper by the end of their first semester in the PhD program will trigger a review by the Graduate Committee (in consultation with relevant faculty members) to determine whether the student should be dismissed from the program. If the Graduate Committee recommends retention, it may set conditions upon the student's remaining in the program (e.g., successful defense during the next semester). If the Graduate Committee recommends dismissal, there will be a vote of the whole Department (tenure-line faculty) on that recommendation. If the Department accepts the recommendation of dismissal the student will be dismissed; if the Department rejects the recommendation of dismissal, the student will be permitted to continue in the program. The Department may set conditions upon the student's remaining in the program (e.g., successful defense during the next semester).
  - iv. **Students entering the PhD program with a Master's degree in philosophy from an institution other than the University of Utah must *successfully defend* a comprehensive exam paper by the end of their third semester.** Failure to do so will trigger a review by the Graduate Committee (in consultation with relevant faculty members) to determine whether the student should be dismissed from the program. If the Graduate Committee recommends retention, it may set conditions upon the student's remaining in the program (e.g., successful defense during the next semester). If the Graduate Committee recommends dismissal, there will be a vote of the whole Department (tenure-line faculty) on that recommendation. If the Department accepts the recommendation of dismissal the student will be dismissed; if the Department rejects the recommendation of dismissal, the student will be permitted to continue in the program. The Department may set conditions upon the student's remaining in the program (e.g., successful defense during the next semester).
  - v. **Students entering the PhD program from another university, *without* a Master's degree, or with a Master's degree in a discipline other than philosophy, must *successfully defend* a comprehensive exam paper by the end of their fifth semester.** Failure to do so will trigger a review by the Graduate Committee (in consultation with relevant faculty members) to determine whether the student should be dismissed from the program. If the Graduate Committee recommends retention, it may set conditions upon the student's remaining in the program (e.g., successful defense during the next semester). If the Graduate Committee recommends dismissal, there will be a vote of the whole Department (tenure-line faculty) on that recommendation. If the Department accepts the recommendation of dismissal the student will be dismissed; if the Department



rejects the recommendation of dismissal, the student will be permitted to continue in the program. The Department may set conditions upon the student's remaining in the program (e.g., successful defense during the next semester).

**B. Maintain Funding Eligible Standing.**

***Funding Eligible standing is normally required for initial eligibility for funding and for the presumption of continued funding.***

At the time of being offered admission to the graduate program, students are issued a letter that states for how long and at what level the department proposes to fund the student's studies, based on long-term departmental budgetary planning at the time the offer of admission is made. However, all student funding as outlined in such letters is contingent on the availability of funding: in case of unexpected fiscal shortfall, funding may not be available and the department shall not be obligated to fund students under such circumstances. The purpose of the "Funding Eligible Progress" or "Funding Eligible Standing" designation is to indicate to unfunded students that they are eligible to receive funding and to indicate to funded students that (in normal circumstances) they have the presumption of continuing funding (upon the availability of funds as described above). Failure to retain Funding Eligible standing is, therefore, a loss of this presumption (and not necessarily the loss of continuing funding).

A student who fails to meet the conditions set out below shall have their "Funding Eligible" status reviewed by the Graduate Committee, upon which the Graduate Committee may issue guidance to the student, set conditions upon remaining in Funding Eligible standing, remove Funding Eligible standing or remove funding, as appropriate.

***Conditions on Funding Eligible Standing:***

**i. Complete requisite level of graduate level credit hours of coursework or research each semester.**

1. For students entering the PhD program with a Master's degree in philosophy from the Master's program at the University of Utah, the requirement **for the first three years** is to complete at least 9 graduate level credit hours of coursework or research each semester. Typically, three 6000-7000 level courses and/or seminars, or thesis hours.
  - a. During the first three years, such students who are funded are required to register for 12 credit hours each semester, including 3 credit hours of PHIL 6920: Practicum and/or PHIL 7020: Philosophical Traditions (see vi. and vii.), and 9 credit hours of coursework or thesis hours.
  - b. Any student whose studies extend past the third year, and who does not take an official leave of absence, must enroll for at least one credit hour each semester in order to maintain continuing status as a student. Typically, such students will also be required to enroll in PHIL 6920 and/or PHIL 7020, but that requirement may be waived with approval from the department's Director of Graduate studies. Students whose studies extend past the third year should consult with the Director of Graduate Studies to determine the exact number of credit hours and list of courses for which they should enroll.
2. For students entering the PhD program with a Master's degree in philosophy from an

- institution other than the University of Utah, the requirement **for the first four years** is to complete at least 9 graduate level credit hours of coursework or research each semester. Typically, three 6000-7000 level courses and/or seminars, or thesis hours.
- a. During the first four years, such students who are funded are required to register for 12 credit hours each semester, including 3 credit hours of PHIL 6920: Practicum and/or PHIL 7020: Philosophical Traditions (see vi. and vii.), and 9 credit hours of coursework or thesis hours.
  - b. Any student whose studies extend past the fourth year, and who does not take an official leave of absence, must enroll for at least one credit hour each semester in order to maintain continuing status as a student. Typically, such students will also be required to enroll in PHIL 6920 and/or PHIL 7020, but that requirement may be waived with approval from the department's Director of Graduate studies. Students whose studies extend past the fourth year should consult with the Director of Graduate Studies to determine the exact number of credit hours and list of courses for which they should enroll.
3. For students entering the PhD program from another university, without a Master's degree, or with a master's degree from a discipline other than philosophy, the requirement **for the first five years** is to complete at least 9 graduate level credit hours of coursework or research each semester. Typically, three 6000-7000 level courses and/or seminars, or thesis hours.
    - a. During the first five years, such students who are funded are required to register for 12 credit hours each semester, including 3 credit hours of PHIL 6920: Practicum and/or PHIL 7020: Philosophical Traditions (see vi. and vii.), and 9 credit hours of coursework or thesis hours.
    - b. Any student whose studies extend past the fifth year, and who does not take an official leave of absence, must enroll for at least one credit hour each semester in order to maintain continuing status as a student. Typically, such students will also be required to enroll in PHIL 6920 and/or PHIL 7020, but that requirement may be waived with approval from the department's Director of Graduate studies. Students whose studies extend past the fifth year should consult with the Director of Graduate Studies to determine the exact number of credit hours and list of courses for which they should enroll.
- ii. **Maintain a high level of quality in all graduate work.**
    1. Students who receive a B- or below in a philosophy graduate course will have their Funding Eligible standing status reviewed by the Graduate Committee within one semester.
    2. Students shall not have excessive incompletes. (No more than two and none lasting more than two years).
    3. Note that students who fall below a 3.0 will have their funding automatically cut by the Graduate School, as per Graduate School regulations. (See also the "Minimally Eligible Standing" requirement above).
  - iii. **Complete the comprehensive exam paper (see also p. 20 below).** *If a student enters the PhD program with a Master's degree in philosophy from the Master's program at the University of Utah, a **successful defense** of the comprehensive exam paper (accept or conditional accept) is mandatory by the first semester to retain funding eligibility status.* That is, students entering from the Master's program who do not successfully defend by the first semester of PhD study will lose their presumption of continued

funding. *If a student enters the PhD program with a Master's degree in philosophy from an institution other than the University of Utah, a **successful defense** of the comprehensive exam paper (accept or conditional accept) is mandatory by the third semester to retain funding eligibility status.* That is, students entering with a Master's degree who do not successfully defend by the third semester of PhD study will lose their presumption of continued funding. *If a student enters the PhD program from another university, without a Master's degree, or with a master's degree from a discipline other than philosophy, a **successful defense** of the comprehensive exam paper (accept or conditional accept) is mandatory by the fifth semester to retain funding eligibility status.* That is, students entering without a Master's degree who do not successfully defend by the fifth semester of PhD study will lose presumption of continued funding. When students lose funding, they forfeit at least one semester of their total funding package.

- iv. **Form a Supervisory Committee.** Comply with the Graduate School requirement for formation of the committee. See: <http://gradschool.utah.edu/graduate-catalog/degree-requirements/>
  1. A Supervisory Committee should be formed as soon as an area of focus has been settled on, but no later than the beginning of the semester in which the student intends to defend his/her comprehensive exam paper.
  2. Doctoral students' Supervisory Committees must consist of five faculty members, the majority of whom must be tenure-line faculty in the Philosophy Department. At least one member must be from outside the Philosophy Department. Faculty members may at any time withdraw from the committee, and shall notify the student that they are doing so. Likewise, a student may remove a faculty member from the committee, but must notify both the chair of the Supervisory committee and the faculty member(s) being removed.
  3. Members may or may not include those used for the approval of the comprehensive exam paper.
- v. **Defense of a written dissertation prospectus.** For students who enter the PhD program without a master's degree, the dissertation prospectus must be successfully defended in the sixth semester of PhD study. For students who enter the PhD program with a master's degree, the dissertation prospectus must be successfully defended in the fourth semester of PhD study. For students who enter the PhD program from the Master's program at the University of Utah, the dissertation prospectus must be successfully defended in the second semester of PhD study. A written copy of the prospectus must be given to the student's Supervisory Committee at least 2 weeks prior to the oral defense.
- vi. **Attendance at Department Colloquia.**
  1. Funded students enroll in PHIL 7020: Phil Traditions. Each semester this course awards credit for attendance at Departmental colloquia. This requirement may be waived with approval from the department's Director of Graduate Studies.
  2. Non-funded students are normally expected to attend colloquia as well.
- vii. **Funded students who teach or are TAs shall be required to enroll in PHIL 6920: Teaching Practicum for 1 credit each semester.** When taking 6920, students

should only enroll in 2 credits of 7020. This requirement may be waived with approval from the department's Director of Graduate Studies.

- viii. **Complete the Proseminar (PHIL 7010).** All students entering the program must take PHIL 7010, the Proseminar, twice: once during their first Fall semester and once during their second Fall semester.
- ix. **Teaching Assistants should maintain a sufficient level of quality in teaching.** Students should arrange to have faculty members visit their class and complete an evaluation form once a semester.

\*Summer teaching assignments are made at the discretion of the Director of Graduate Studies. Funding Eligible status will be considered when making these assignments.

## **2. Fulfill the Proseminar Requirement**

All students entering the program must take PHIL 7010, the Proseminar, twice: once during their first Fall semester and once during their second Fall semester.

## **3. Complete Approved Program of Study**

The expectation is that graduate students will use coursework to develop a broad understanding of the main areas of philosophy and of several more specialized areas of philosophy. After fulfilling the field requirements, students specializing in a particular area will be encouraged to complete their remaining course work in that area. After completion of coursework students must consult with the Director of Graduate Studies to ensure that they have completed their course requirements.

PhD students who enter the program from another university, without a Master's degree, or

with a Master's degree from a discipline other than philosophy, must complete at least 12 graduate level philosophy courses (other than PHIL 6920 and PHIL 7020), and 7 must be in the specified areas below. All 12 courses should be completed no later than the fifth semester of PhD study. Students transferring into the PhD program from the Master's program in philosophy at the University of Utah must have completed 6 of these 7 seven required distribution courses before they will be allowed to transfer, if they have no previous graduate training in philosophy prior to enrolling in the Master's program. PhD students who enter the program with a Master's degree in philosophy from an institution other than the University of Utah must complete at least 6 graduate level philosophy courses (other than PHIL 6920 and PHIL 7020), and 3 must be in the specified areas below. These 6 courses should be completed no later than the third semester of PhD study. Students transferring into the PhD program from the Master's program in philosophy at the University of Utah must have completed all 3 of the required distribution courses before they will be allowed to transfer, if they have previous graduate training in philosophy prior to enrolling in the Master's program. Courses taken for graduate credit at the University of Utah must be at the 6000- or 7000-level. Graduate Students ordinarily take three courses per semester. In addition, funded students who are TA's must register for 2 credits for PHIL 7020 and 1 credit of PHIL 6920. (This last requirement may be waived with approval from the department's Director of Graduate Studies.)

Funded students who are not TA's must register for 3 credits of PHIL 7020. (This last requirement may be waived with approval from the department's Director of Graduate Studies.)

**Field Requirements for students entering the PhD program without a Master's degree, or with a Master's degree from a discipline other than philosophy**

To satisfy the field requirements PhD students who enter the program without a Master's degree, or with a Master's degree from a discipline other than philosophy, must complete 7 courses in total from the following areas:

Areas	Requirements	
<b>History of Philosophy</b>	2 courses (B+ or better)	Qualified courses include all history of philosophy. <i>Note:</i> it is strongly recommended that 1 course be in Early Modern (including Kant), and 1 in Ancient Greek
<b>M &amp; E</b>	2 courses (B+ or better)	Qualified courses include all <i>metaphysics</i> or <i>epistemology</i> , broadly construed – including Cognitive Science, Philosophy of Mind, Philosophy of Language, Philosophy of Science, etc.
<b>Ethics and Value Theory</b>	2 courses (B+ or better)	Qualified courses include all Ethical Theory and Applied Ethics, Political Theory, Philosophy of Law, etc.
<b>Formal Methods*</b>	1 course (B or better)	Qualified courses include PHIL 6200 Symbolic Logic, Metalogic, Decision Theory, Game Theory, Probability.

**Students entering the PhD program from the Master's program at the University of Utah must also complete all the courses above, and at least 6 of the 7 must be completed before they will be enrolled in the PhD program.**

**Field Requirements for students entering the PhD program with a Master's degree in**

**philosophy from an institution other than the University of Utah**

To satisfy the field requirements PhD students who enter the program with a Master’s degree in philosophy from an institution other than the University of Utah must complete 3 courses in total from the following areas:

<b>Areas</b>	<b>Requirements</b>	
<b>History of Philosophy</b>	2 courses in total, from 2 different areas (B+ or better)	Qualified courses include all history of philosophy. <u>Note:</u> it is strongly recommended that 1 course be in Early Modern (including Kant), and 1 in Ancient Greek
<b>M &amp; E</b>		Qualified courses include all <i>metaphysics</i> or <i>epistemology</i> , broadly construed – including Cognitive Science, Philosophy of Mind, Philosophy of Language, Philosophy of Science, etc.
<b>Ethics and Value Theory</b>		Qualified courses include all Ethical Theory and Applied Ethics, Political Theory, Philosophy of Law, etc.
<b>Formal Methods*</b>	1 course (B or better)	Qualified courses include PHIL 6200 Symbolic Logic, Metalogic, Decision Theory, Game Theory, Probability.

\*All entering students must demonstrate undergraduate level ability in logic—this comes prior to attempting to meet the above requirement for Formal Methods. Accordingly, entering students should have a grade of B or better in an undergraduate deductive logic course covering first- order predicate logic. Any student lacking such background is required to take our undergraduate deductive logic course (PHIL 3200) for graduate level credit.

The area designation of those graduate courses that do not neatly fall into exactly one of the above four areas is announced each semester. The designation depends on the projected course content of that instance of the course.

Students may be encouraged to take more philosophy courses or to supplement their curriculum with courses from other departments. Modifications of the course requirements to suit the specific program needs of individual students may be made only upon the recommendation of the student’s Supervisory Committee and the approval of the Graduate Committee.

Students may register for dissertation hours when they have either finished their coursework including courses satisfying area requirements or their Supervisory Committee recommends that they are ready to register for thesis dissertation hours.

*Note: Individual Research or Thesis Research, PhD hours are neither seminars nor courses and do not count toward the numbers of graduate courses required, except in special circumstances. Doctoral students need a minimum of 14 credit hours of 7970: Thesis Research, PhD, in order to meet the requirements for graduation.*

**4. Pass the Comprehensive Examination**

In order to advance to candidacy, students must pass a comprehensive exam (called a “Qualifying Exam” by the Graduate School). To pass this exam, students must write and

defend a substantial paper of journal submission length (5000 words or more). The objective of the comprehensive exam is to demonstrate that the student is able to produce written work of professional quality and is capable of defending the paper in oral presentation. The paper of professional quality and the oral presentation will be graded by faculty members selected by the Director of Graduate Studies as appropriate. It is intended that acceptable papers be submitted to professional journals for publication or to professional conferences for presentation. Students **MUST** be registered for at least 3 credit hours when defending their comprehensive exam. See:

<http://gradschool.utah.edu/graduate-catalog/degree-requirements/>

For students entering the PhD program from the Master's program in philosophy from the University of Utah, the comprehensive exam is to be successfully defended no later than the end of the first semester of PhD study. For students entering the PhD program with a Master's degree in philosophy from an institution other than the University of Utah, the comprehensive exam is to be successfully defended no later than the end of the third semester of PhD study. For students who enter the program without a Master's degree, or with a Master's degree from a discipline other than philosophy, the comprehensive exam is to be successfully defended no later than the end of the fifth semester of PhD study. **The paper must be provided to the Director of Graduate Studies at least six weeks before the end of the semester in which you wish to defend your paper.**

#### **Comprehensive Exam Procedures and Suggestions for Students**

1. Select a topic. You may wish to begin with a paper written for a course, or with a section of your dissertation, or you may choose to write on a topic not related to either. It is hoped that your treatment of the topic will make a significant and original contribution to the literature.
2. Select and secure the consent of a faculty advisor who will supervise your work. Expect to work closely with your advisor, rewriting as necessary, in order to achieve work of publishable quality. The advisor must be tenure-line graduate faculty.
3. In addition to the paper, you should submit the following materials:
  - a. A bibliography covering both immediately relevant publications and background materials in the area. (You and your advisor may wish to work together in preparing a list of readings in the field.)
  - b. A list of appropriate journals to which the paper may be submitted.
  - c. A list of appropriate reviewers, as evidenced by their publications in the area of your paper.
4. The paper must be presented in standard format for the journals considered and be within the length restrictions, if any, for such journals. Typos and grammatical infelicities must be eliminated.
5. When you and your advisor are satisfied that you have an adequate draft, the paper is to be submitted to the Director of Graduate Studies. The paper must reach the Director of Graduate Studies at least six weeks before the end of the semester in which you wish to defend your paper. After reading the paper, the Director of Graduate Studies will determine whether the paper is ready for defense. If the paper is judged ready for defense, the Director of Graduate Studies will appoint a committee of two tenure-line graduate faculty, one of whom may be the student's supervisor for the paper, to give

the student an oral exam on the paper.

6. The oral exam may cover any material in the paper itself and in the supporting materials (bibliography, journals, reviewers) as well as background issues and historical matters relevant to the paper.
7. Students are encouraged to bring a recording device to the comprehensive exam Defense to make it possible to take full advantage of the examining committee's discussions in revising the paper.
8. After the exam, the examining committee will report the grade to the Director of Graduate Studies and to the student. In the case of a split decision, the paper—along with comments from the two examiners—goes to the Graduate Committee. The Graduate Committee, with active input from the readers, then makes a final decision on the paper. **There are three possible grades on the Comp Paper.**
  - i. **Accept:** permits but does not require further revisions
  - ii. **Conditional Accept:** requires further revisions, to be assessed by your supervisor.
  - iii. **Reject:** requires extensive further revisions or starting over on a new paper and a new oral exam. **Two rejects will automatically trigger a full review for continuation in the program. One reject *may* trigger such a review.** The review will be conducted by the Graduate Committee in consultation with other relevant faculty. The Graduate Committee will recommend either dismissal or retention of the student. If the committee recommends retention, the student will be given another opportunity to defend a comprehensive paper. If the committee recommends dismissal, there will a vote of the whole Department (tenure-line faculty) on that recommendation. If the Department votes for dismissal, the student will be dismissed from the program. If the Department votes for retention, the student will be given another opportunity to defend a comprehensive paper. If the Department votes to retain a student over the recommendation of dismissal by the Graduate Committee, the student's next comprehensive exam paper will be read and voted on by the tenure-line faculty. If the student fails this comprehensive exam, he or she is dismissed from the program.
9. It is expected that the revised comprehensive exam paper will be submitted to one of the journals listed in (3b) above; it may also be submitted to professional conferences. Conversely, publication is no guarantee of passing.

## 5. Present Dissertation Prospectus

In order to advance to candidacy, students must have their written prospectus defense approved at an oral review and defense conducted by the student's Supervisory Committee. A student's prospectus will normally be on the order of 15 pages. The Committee may request that the student complete a review of the literature on their dissertation topic; if so, students may be examined on their literature review during their prospectus defense.

The comprehensive exam and the dissertation prospectus, and their respective oral defenses, are distinct exercises. The written component of the comprehensive exam is a paper intended for ultimate publication (one which may also be intended as a draft of a dissertation chapter); it



will contain a completed argument for some claim. The prospectus outlines and motivates a plan of action for writing a dissertation; it will describe how the student proposes to go about developing an argument for what will ultimately be the conclusion of their dissertation.

## **6. Defend Dissertation**

PhD students must pass an oral examination based on the thesis in order to graduate. The examination should be scheduled only when the dissertation is essentially completed and the student's thesis advisor has agreed that the thesis is ready to be defended. The Supervisory Committee schedules and announces a public oral examination at which the candidate must defend the dissertation. The length and content of the oral examination are determined by the thesis Supervisory Committee. All members of the Committee must participate in the oral defense. A candidate must be enrolled for at least 1 credit hour in the semester in which his or her oral examination is held.

The Department requires that the thesis advisor and the other members of the committee must receive a copy of the dissertation at least four weeks before the final oral examination. The Graduate School also requires that in order to be considered for graduation in a particular semester, the defended and committee-approved thesis or dissertation must be submitted to the Thesis Office seven weeks prior to the closing date of the semester, and eight weeks prior for manuscripts in excess of 200 pages.

See also:

<http://gradschool.utah.edu/graduate-catalog/thesis-and-dissertation-regulations/>

## **Milestone Master's Degree**

PhD students may receive a milestone master's degree while pursuing a PhD. To do so they must:

1. Fill out a change of classification form and mark ADD Career – Non-thesis Master's. This effectively makes them a master's student while completing the PhD degree. The form must be signed by the Graduate Director.
2. The 30 hours required for a master's (recorded on the Program of Study) cannot be counted towards the PhD program of study. Students should review coursework with the Graduate Director. NOTE: There is no hours requirement for the PhD program, so even though coursework listed on the Master's Program of Study will not be listed on the PhD Program of Study the coursework will still count internally for the PhD
3. Gather a Supervisory Committee and defend their Best Paper as if they were doing a normal Non-thesis master's program. (The Supervisory Committee should be assembled one semester before defending the best paper.) The "Best Paper" for the master's non-thesis must be a paper that is written at the University of Utah, for one of our Graduate Faculty, and (ideally) the paper should have received an "A" for a graduate seminar. There is no prohibition on using the comprehensive paper, in cases where the student is applying for the "milestone" master's. The paper will be signed off by the student's graduate advisor. If the student does not have a supervisor, the Director of Graduate Studies will sign off.

4. Meet all requirements of the Master's including two consecutive semesters of at least nine hours each for the residency requirement. See:  
<http://gradschool.utah.edu/graduate-catalog/degree-requirements/>

To complete the PhD:

1. Students must have three more years of continuous registration at the University of Utah of at least three hours per semester (this can be all thesis hours or other courses not already counted toward the non-thesis master's)
2. Students must complete another two consecutive semesters of at least nine credit hours each for the residency requirement (they may be nine thesis hours). See:  
<http://gradschool.utah.edu/graduate-catalog/degree-requirements/>

NOTE: Although the master's degree does not have area requirements other than formal methods, those also pursuing a PhD should take classes as if following the PhD coursework with area requirements. Also, students should be aware that all coursework must be completed in order to receive the Master's degree. Thus, if you are a PhD student with incomplete coursework you are not eligible for the Master's degree.

### **PhD Department and Graduate School Required Paperwork**

Forms & deadlines are available online or from the Philosophy Department Academic Coordinator. (<http://philosophy.utah.edu/people/staff-admin.php>)

- Request for Supervisory Committee
- Qualifying Exam (Comprehensive Exam Paper) and Admission to Candidacy
- Program of Study
- Prospectus Defense
- Application for Graduate Degree
- Report of Final Oral Examination and Thesis for the PhD (dissertation defense)
- Supervisory Committee Approval of a Thesis
- Final Reading Approval

Students are responsible for filing these forms with the Academic Coordinator in a timely manner. All forms must be sent to the Graduate School directly from the Philosophy Department. Please submit your forms to the Academic Coordinator no later than 1 week before they are due to the Graduate School. A calendar of Graduate School deadlines can be found at [http://www.gradschool.utah.edu/students/doctoral\\_calendar.php](http://www.gradschool.utah.edu/students/doctoral_calendar.php).

Students can track their progress online through the Graduate Tracking System (GTS). It is the student's responsibility to make sure the information online is accurate. See the website for access instructions:

<http://gradschool.utah.edu/current-students/electronic-graduate-record-file-tutorial/>

## **Transfer Credit, Non-Matriculated or Undergraduate Hours, and Departmental Course Waivers**

To complete the degree, students meet three different types of requirements: 1) specific credit hours of coursework, 2) total numbers of courses, and 3) coursework in specific fields, as described in the preceding sections of this handbook. In addition to fulfilling these requirements through taking coursework as a matriculated (i.e. degree-seeking) graduate student at the University of Utah, the following options are available:

### **Transfer Credit**

Students may petition to have graduate-level credit hours completed at another institution, up to a maximum of 6 hours, applied towards the graduate degree, but only if they were completed with a letter grade of B or higher, were not used to obtain another degree, and were taken within certain time limits as specified by the Graduate School. To petition, students must obtain approval from the Graduate Committee, and the department's Academic Coordinator will then send the petition to the Graduate School. For more details, see:

<http://gradschool.utah.edu/graduate-catalog/grading-and-credit-policies/>

Students whose petitions are successful will have the credit hours/courses counted toward the required hours of coursework/numbers of courses, but will not automatically have those credit hours/courses counted toward fulfilling specific field requirements. For the latter, students must submit a separate petition to the department's Graduate Committee (described below).

### **Non-Matriculated or Undergraduate Hours**

Those who have taken graduate courses at the University of Utah as a non-matriculated (i.e. non-degree-seeking) student may petition to have those courses, up to a maximum of 9 hours, applied towards the graduate degree. Those who have taken graduate courses at the University of Utah as a matriculated (i.e. degree-seeking) undergraduate student may petition to have those courses, up to a maximum of 6 hours or 2 courses, applied towards the graduate degree, but only if those courses were not used to earn an undergraduate degree. To petition, students must complete a form obtained from the department's Academic Coordinator, who will then send it to the Graduate School. For more details, see:

<http://gradschool.utah.edu/graduate-catalog/grading-and-credit-policies/>

Students whose petitions are successful will have the credit hours/courses counted toward the required hours of coursework/numbers of courses, but will not automatically have those credit hours/courses counted toward fulfilling specific field requirements. For the latter, students must submit a separate petition to the department's Graduate Committee (described below).

## **Departmental Course Waivers**

Students who have taken graduate courses either at the University of Utah or other institutions prior to matriculating in the department's graduate program may petition the Graduate Committee to have those courses counted toward the total number of required courses and coursework field requirements. In order to be eligible for consideration, the course(s) used as the basis for the petition must have been completed with a letter grade of B+ or higher (except for courses in formal methods, for which a B is the required minimum).

To petition, students must submit to the Graduate Committee a syllabus and sample of coursework for each course used as the basis for the petition. The Graduate Committee may elect to count the course(s) toward both the coursework field requirements and toward the total number of courses required, or toward only the total number of courses required but not the coursework field requirements.

Generally, the Graduate Committee will grant such course waivers only when there is a compelling need for the student to have coursework waived (e.g. when lack of a waiver would have a significantly adverse impact on a student's ability to progress toward the degree in a timely fashion, such as when a required course is not offered for several semesters). The mere fact that the student has previously taken a graduate-level course similar to one offered by the department will not usually justify granting of a course waiver.

## **Financial Aid**

Please read the official Graduate School Policy on Tuition Benefit Support, which can be found online at <http://www.gradschool.utah.edu/tbp/index.php>.

Departmental financial aid applications are available online and must be submitted to the Department of Philosophy by January 15. Students will be informed of award no later than April 15.

## **Departmental Funding Policy**

### **PhD Students**

Subject to financial constraints as described above (p. 15), the Philosophy Department will normally support PhD students entering the program with a:

Bachelor's degree and/or or a Master's degree from a discipline other than philosophy:

Support for 5 years, or 10 semesters:

4 semesters coursework (years 1 & 2)

1 semester comprehensive exam paper (to be completed by the fall of year 3)

1 semester dissertation proposal (to be completed by the spring of year 3)

4 semesters dissertation (years 4 & 5)

Master's degree in philosophy from an institution other than the U of U:

Support for 4 years, or 8 semesters:

- 2 semesters coursework
- 1 semester comprehensive exam paper (to be completed by the fall of year 2)
- 1 semester dissertation proposal (to be completed by the spring of year 2)
- 4 semesters dissertation (years 3 & 4)

U of U Master's degree in philosophy:

Support for 3 years, or 6 semesters:

- 1 semester comprehensive exam paper (to be completed by the fall of year 1)
- 1 semester dissertation proposal (to be completed by the spring of year 1)
- 4 semesters dissertation (years 2 & 3)

U of U Master's degree from a discipline other than philosophy:

Support for 5 years, or 10 semesters:

- 4 semesters coursework (years 1 & 2)
- 1 semester comprehensive exam paper (to be completed by the fall of year 3)
- 1 semester dissertation proposal (to be completed by the spring of year 3)
- 4 semesters dissertation (years 4 & 5)

## **Master's Students**

Subject to financial constraints, the Philosophy Department will normally support Master's Students for up to two years, or four semesters.

A student who completes the Master's program and is admitted into the PhD program may be awarded a maximum of six additional semesters (for a total of ten semesters in all). Students who switch from the Master's program to the PhD program after one year without completing the Master's degree will not increase the number of awards for which they are eligible.

External fellowships do not normally add to this period although they do provide opportunity for teaching-free research and are important honors to add to a student's record. Of course, when eligibility for University funding expires, we are happy to try to help arrange teaching with other area institutions of higher education as much as possible, but we also recognize that early entry into the job market is important.

## **Policy on Outside Teaching and Employment**

In providing student stipends and in helping our students receive stipends from outside the Department, the Philosophy Department seeks to enable our students to concentrate on philosophy, to further their development as philosophers, and to provide them with a source of support. Thus the Department requires that full time student TA's and those teaching independent courses not take outside employment or teaching. We recognize, however, that students may receive outside opportunities which further their career objectives or that they may need to seek outside employment for further economic support. Any exceptions to the policy prohibiting outside teaching or employment for full time TA's and those teaching independent courses require explicit disclosure to and permission from the Director of Graduate Studies.

Graduate students receiving fellowships to support completion of the PhD may accept outside

part-time teaching or outside part-time employment as long as two conditions are met. First, such work must not be explicitly prohibited under the terms of the fellowship. Second, the student must make satisfactory progress toward the degree. (Note: normal progress includes regular attendance at Departmental programs and colloquia). If a student has not made satisfactory progress, they will not be recommended for a fellowship the following year. Any outside teaching or employment must be disclosed to the Director of Graduate Studies.

## **Departmental Teaching Assistantships**

**Purpose:** To provide financial support for graduate students in the form of a teaching apprenticeship under the guidance of professional teachers of philosophy.

**Stipend:** Varies per academic year but includes full tuition and mandatory fee waiver. Also includes health insurance option.

**Application:** Submit a Departmental Application for Financial Aid form by January 15 for Fall semester of the same year.

Current students without funding are eligible on the same cycle year if they apply.

For information on Graduate Fellowships from outside the Philosophy Department, please see the Graduate Fellowships Officer. Information is also available at:

<http://gradschool.utah.edu/tbp/graduate-fellowship-opportunities/>

## **Family Leave Policy**

The Philosophy department recognizes that, during their time in the graduate program, some students may have children or add children to their families through childbirth or adoption. With advance notice (at least three months prior to the arrival of the child), the department is willing to make reasonable accommodations for students who need to take parental leave and who meet the criteria for being an “eligible caregiver” as defined in [University Policy 6-315](#). In such circumstances, students will be eligible to take leave for up to 16 weeks, and:

- 1) Students on parental leave shall have the deadlines for completion of required coursework, courses, exams, theses, or thesis defenses extended by one full semester. Such extensions shall be taken into consideration in determining whether the student is maintaining minimally acceptable standing and funding eligible standing (but shall not count as adding a semester of eligibility under the Graduate School’s Tuition Benefit Program).
- 2) Students should avoid registering for classes and then withdrawing from them. Students should therefore either a) register for classes and then maintain their registration throughout the leave period, or b) avoid registering for classes entirely when the leave period would commence or overlap with the beginning of a semester in such a way that, in the opinion of the instructor(s), the student would be unlikely to obtain the requisite

grade for the course as specified elsewhere in this handbook. Students who do not register for any classes need to file leave paperwork in advance with the Graduate School, in order to retain their eligibility to register again in future semesters.

- 3) For students who are funded by the department, the department shall continue their compensation (at the usual rate) and health insurance benefits for up to 8 weeks of any period in which the department would normally pay for compensation and benefits.

Other details of accommodations will depend on the student's stage of progress through the graduate program and will be arranged in consultation with the Director of Graduate studies and other relevant department faculty. The departmental accommodations as described above will be granted no more than twice during the entire time of a student's matriculation in the graduate program. Applications for parental leave should be filed with the department's Director of Graduate Studies. Students who experience a medical condition associated with their pregnancy and need accommodations recommended by their medical provider should contact the University's Title IX Coordinator, who will work with the student, cognizant faculty, and administration, to determine what accommodations are reasonable and effective.

Students may also petition for leave for other reasons, as specified by the policies of the Graduate School. For details, see: <http://gradschool.utah.edu/graduate-catalog/registration/>.

## **Code of Conduct**

The department expects graduate students' behavior to adhere to the professional Code of Conduct adopted by the American Philosophical Association, as outlined at:

<http://www.apaonline.org/general/custom.asp?page=codeofconduct>

Graduate students who violate this Code of Conduct may be subject to disciplinary actions by the department, up to and including dismissal from the program.

## **Safety and Wellness**

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; [dps.utah.edu](http://dps.utah.edu)). If, at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close.

The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (<https://counselingcenter.utah.edu>), the Wellness Center (<https://wellness.utah.edu>), and the Women's Resource Center (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.