

Department of Philosophy  
**GRADUATE STUDENT HANDBOOK**

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## **INTRODUCTION**

The UNL Department of Philosophy grants both an M.A. and a Ph.D. in Philosophy. This Handbook describes the requirements for both programs and includes other useful information. It supplements the requirements of the Graduate College, which are outlined in the *Graduate College Bulletin*.

## **COMMITTEES**

The department *Graduate Committee* oversees the graduate program. The *Graduate Advisor* is normally its chair; other members are appointed by the Department Chair. Only the Graduate Committee may waive or amend departmental requirements.

*Area Committees* for the various major sub-areas of philosophy are annually appointed by the Department Chair in consultation with the faculty. They normally include the continuing faculty teaching relevant core courses in the current or previous academic year. These area committees play a major role in the research portion of the Ph.D. program.

Ph.D. students establish a *Supervisory Committee*, by the second semester of their third year. This committee consists of a chair-person, at least two department members and one faculty member from outside the department. This committee advises the student concerning his or her program and functions as the student's dissertation committee. The student is free to select the chairperson (supervisor), and the chairperson and student together determine the rest of the committee with the concurrence of the Graduate Committee.

## **TRANSFER CREDIT**

Students entering the program with graduate work in philosophy at another institution may transfer up to eighteen hours of seminar course credit, as determined by the Graduate Advisor in consultation with the student and the Graduate Committee. Since

the number of hours of transfer credit is relevant to the conditions for normal progress, in certain cases decisions on transfer credit may lead to setting a four-year goal for normal progress through the doctoral program. Students who come in with transfer credit they think they will want to transfer should meet with the graduate advisor and draw up a plan for transferring courses. This should then be put in the student's file. Actual transfer is done on the program of studies form and the final decision on that program lies with the supervisory committee.

## **ADVISING**

All students without a Supervisory Committee should meet with the Graduate Advisor before registering for courses. Once the Supervisory Committee has been formed, the student should consult the chairperson of that committee for advising. The Graduate Advisor is responsible for maintaining a file on each student, omitting just those relevant documents to which the student has waived their right of access. Graduate advising is based on (1) the student's file, (2) the faculty's assessment of the student's performance and potential, and (3) full consultation with the student.

## **THE PH.D. PROGRAM**

### **CREDIT HOUR REQUIREMENTS**

The Graduate College requires 90 semester hours of graduate credit with at least 45 of these hours completed at UNL. The requirement of 90 semester hours is satisfied by credit hours earned in graduate courses and seminars (at least 54) and an appropriate number of hours (at least 20) in doctoral dissertation hours (Phil 999).

### **GRADE REQUIREMENT**

Only graduate courses passed with a grade of B or better count in fulfillment of course requirements. Grades of B+ or higher are

required in courses counting for core requirements and research seminar requirements.

## **LANGUAGE OR RESEARCH TOOL REQUIREMENT**

There is no general language or research tool requirement. However, a student's Supervisory Committee may require either reading ability in a foreign language or study in other departments if it determines that such ability or study is central to the student's dissertation research.

## **CORE REQUIREMENTS**

### **Purpose**

The core requirements insure that students possess a broad understanding of the central areas of philosophy and of the history of philosophy. Core courses are basic rather than comprehensive, and should be taken early in a student's career.

### **Requirements**

To receive a Ph.D., students must demonstrate competence in each of the core areas. This is usually done by passing a core course in each area with at least a B+. Alternatively, a student may satisfy a core requirement by passing an area examination in a core area with a grade of B+ or better. These examinations are graded by the appropriate area committee. Core examinations can be repeated only under special circumstances and with permission of the Graduate Committee.

Courses taken to satisfy core requirements are normally completed in the semester in which they are taken. A student who takes a course to satisfy a core requirement but does not receive a grade of at least B+ may request a grade of 'incomplete'. This request will be granted if the incomplete replaces a grade of B in the course, and otherwise only at the option of the instructor. Students will normally remove an incomplete in a core course by retaking the course the next time it is offered.

## **Core areas and courses**

*Metaphysics & Epistemology* (take 2 of 4)

809: Theory of Knowledge

817: Philosophy of Science

818: Metaphysics

805: Philosophy of Language

*Value Theory*

823: Advanced Ethics

*Logic*

811: Formal Logic I

*History of Ancient Philosophy*

850: Ancient Philosophy

*History of Modern Philosophy* (one course from)

860: Modern Philosophy

871: Kant

In any two-year period, the Department tries to offer Phil 809, 811, 818, and 823, one per semester. Phil 850 and 860 are taught in alternate years. Phil 805, 814 and 871 are usually taught every other year.

## **Examination periods**

Core examinations may be taken by arrangement with the relevant area committee.

## **RESEARCH SEMINAR REQUIREMENTS**

### **Purpose**

The research seminar requirements aim at providing students with the skills needed for carrying out research in the main areas of philosophy. In general, students will take about half of their graduate courses at the research seminar (900) level.

## Course requirements

Students must pass with a grade of B+ or better at least one research seminar (i.e. course at the 900 level) in each of these three areas:

- epistemology/metaphysics
- value theory
- history of philosophy.

The instructor of the seminar determines which area it falls in.

Because the content of seminars changes, the area can change.

But graduate seminars usually fall in these areas:

- epistemology/metaphysics: 903, 905, 913, 914, 915, 917, 923, 957
- value theory: 920, 921, 925
- history of philosophy: 950, 951, 952, 960, 971, 955.

## Area paper requirements

Students must submit and have a departmental committee approve one paper in each of these three areas:

- epistemology/metaphysics
- value theory
- history of philosophy.

The last paper is the advancement-to-candidacy paper, and is in

the area of the student's dissertation. The first two papers are usually in the other areas and are evaluated by the area committees for those areas. The Graduate Committee may, in special circumstances, allow students to submit two papers in the same area (for example, because the student's dissertation area has changed since he/she submitted the first two area papers).

## Area paper criteria

*Basic criteria:*

- Clear statement of thesis.
- Precision in formulations.

- Clear logical structure to paper as a whole.
- Accurate representation of other philosophers' positions.
- Arguments which have some *prima facie* plausibility (e.g., that are not obviously invalid or unsound).
- Relevance of points made to the issues under discussion.
- Writing that satisfies a good literary standard with respect to clarity, brevity, concreteness, editing etc.
- Mastery of scholarly conventions for citations and references.

*Advanced criteria:*

- Scholarship  
Does the paper indicate that the student knows how to search the literature for relevant works and integrate these into his or her argument structure?
- Originality

There are different kinds and degrees of originality one might look for in a philosophy paper. At a minimum, the paper should provide evidence that the student can think through the question being addressed on his/her own. In other words, for the paper to be acceptable, the student must make some sort of contribution to the discussion of the topic. Possible contributions include providing a novel and illuminating formulation of the issue or of a position, bringing together points or considerations in a novel and illuminating way, providing novel criticisms of a position, formulating a novel position, providing a novel argument for a position, or looking at an issue or discussion from a novel and illuminating perspective.

NOTE: Typically, every paper should give evidence of some degree of both scholarship and originality. However, if either

the scholarship or the originality is particularly impressive, weakness on the other desideratum might be excused.

*Addition for History Area Paper:*

The History area paper must be centrally concerned with interpreting some text or author, explaining the arguments or theories clearly and precisely. It should exhibit the argument or theory as plausible, or argue that it can't be represented as plausible. (The latter will rarely be true.) It may, but need not, then consider whether the argument or theory is in fact good or true. Considering secondary literature will not always be possible. But we strongly encourage you to use secondary literature when possible, since it can give you insight into the language and philosophical and other background of the author, which may otherwise be obtainable only through years of study.

## **DISSERTATION REQUIREMENTS**

### **Requirements**

- Submit an advancement-to-candidacy paper, and orally defend it, with a combined passing grade of B+.
- Complete a dissertation that satisfies your Supervisory Committee.
- Pass an oral examination on the dissertation, judged by your Supervisory Committee.

### **Advancement-to-candidacy area paper**

This area paper is judged by an advancement committee which is appointed by the Department Chair in consultation with the graduate chair and faculty. It consists of at least five faculty members, including at least three of the faculty members who know the most about the area of the paper. Any faculty member who wishes to may serve on it.

### **Dissertation supervision**

*Stage 1:* The student consults with the graduate advisor on setting up a Supervisory Committee and selecting a chairperson for that committee. For students who enter the Philosophy graduate program with a B.A. degree, the Supervisory Committee is normally established after the student completes 30 credit hours of work, or after the student earns the M.A. degree, but in any case before the student completes 45 credit hours. For students who enter the Philosophy graduate program with a M.A. degree in Philosophy and transfers courses, the Supervisory Committee is normally established in their third semester.

*Stage 2:* The student secures the consent of a department member to serve as committee chair (supervisor) and they jointly set up the full Supervisory Committee in consultation with the Graduate Advisor and with the concurrence of the Graduate Committee. Supervisory Committees consist of a chairperson, at least two department members, and one faculty member from outside the department.

Graduate Committee members must sign the **Supervisory Committee Form**. Forms are available online at the graduate studies website. Type in the names of the members of the Supervisory Committee, one of whom must be a graduate faculty fellow from outside the department. This form should be filed with the Graduate College at least three weeks prior to the filing of the Program of Studies Form (see Stage 3).

*Stage 3:* Very soon after Graduate College approval of the Supervisory Committee, the student prepares a preliminary version of the **Program of Studies Form**. Copies of this preliminary program form are conveyed to the Graduate Committee and to all members of the Supervisory Committee. The student may also provide the Supervisory Committee with a dissertation prospectus at the direction of the committee chair.

*Stage 4:* The Supervisory Committee then meets with the student and representatives of the Graduate Committee to discuss the dissertation prospectus and determine a final program of

studies. The Program of Studies is then filed with the Graduate College. **This form should be filed when the student has at least 45 hours yet to take.** Thus you want to form your committee early enough in the semester to get this done before the end of the 6<sup>th</sup> semester.

Substitutions may be made to the program of studies with the approval of the Supervisory Committee and the submission of appropriate paperwork with the Graduate College..

The student arrives at a suitable dissertation topic through consultations with his or her Supervisory Committee, with the concurrence of the Graduate Committee. Substantial changes in the dissertation topic must be agreed upon between the student and his or her Supervisory Committee, with the concurrence of the Graduate Committee.

*Stage 5:* After satisfying all core requirements, the research seminar area requirements, the area paper requirements, including the advancement-to-candidacy paper, and the foreign language or research tool requirement (if any), the student may apply for formal admission to candidacy by completing and filing the **Application for Admission to Candidacy Form** with the Graduate College.

At this time the Graduate College will check the student's file to determine whether all requirements have been met. Problems identified at this time should be immediately resolved. The notification of advancement to candidacy will include dissertation and graduation information.

Students advanced to candidacy and registered for less than 9 credit hours per semester may be certified as full-time students provided they are working full time on their dissertations. To be granted such certification, a student must file a **Full Time Certification Form**.

*Stage 6:* At a time agreeable to the student and the committee chairperson students work on the dissertation. Much of the

feedback on this work will come from the committee chair but the student should keep other committee members apprised of progress and solicit comments from them on drafts where this would be helpful.

*Stage 7:* When the student has completed a full draft of the dissertation and the Supervisory Committee chair has agreed it is ready to submit, it is distributed to all committee members. The two members who are readers will have at least four weeks prior to a (possibly informal) Supervisory Committee meeting to read the draft. Committee Members shall then decide whether it is suitable for the Ph.D. with at most minor revisions. If it is, an oral defense may be scheduled. Otherwise, the Supervisory Committee advises the student how to advance the dissertation to a state suitable for the Ph.D.. When revisions are completed, this stage is repeated.

Filing of an **Application for Advanced Degree Form** (plus \$25) must be done at the Office of Registration and Records, Window 1, 107 Administration Building the semester that the student intends to receive the degree. It is the student's responsibility to find out the deadline date at the beginning of each semester and file the application before that date. This application is effective during the current semester only, and must be renewed at the appropriate time if requirements for graduation are not completed until a later semester. If this form is not filed, a diploma will not be ordered, and graduation will be postponed.

### **Oral defense**

When the Supervisory Committee has approved the dissertation, it is brought to the Graduate College in final form (as specified in the dissertation instructions) with a completed **Oral Examination Form** three weeks prior to the oral defense. The readers must have approved the dissertation prior to its acceptance by the Graduate College. All materials for the Oral Examination and graduation are given to the student at the time of this filing.

The oral defense must be announced at least three weeks before it is held. Interested faculty must have enough time to read the dissertation before the defense. Within reasonable limits, it must be scheduled so that all interested faculty can attend.

All faculty are invited to attend and participate in the oral defense. But only the members of the Supervisory Committee decide whether it passes. If a majority of the committee votes not to pass it, then the committee may schedule another oral examination. If they vote to pass it, then they may take a second vote to make the pass conditional on changes that can be completed within a reasonably short period of time (no more than four weeks).

## MASTER'S DEGREE PROGRAM

We recommend that all students without a masters degree in philosophy do the necessary paperwork to get one by the end of their second year. This will be useful for those seeking outside teaching opportunities before completing the Ph.D..

### ALTERNATIVES FOR THE MASTER'S DEGREE

Students may choose any one of the three options listed for completion of the Master's degree.

#### Option I

See *Graduate Studies Bulletin*. (This option is rarely selected.)

#### Option II

36 hours of credit, including at least 12 hours at the 900 or exclusively 800 level, at least 18 hours in philosophy and at least 9 hours in an approved minor.

The department also requires that the student pass two core courses from Epistemology, Logic, Metaphysics, and Value Theory and pass one of the history core courses. (This option is only infrequently selected.)

#### Option III

36 hours of credit, including at least 18 hours at the 900 or exclusively 800 level. The department also requires that the student pass two of the core courses from Epistemology, Logic, Metaphysics, and Value Theory and pass one of the history core courses. At most 9 of the 36 hours of graduate credit may be taken outside philosophy. (This option is commonly selected and is the option through which students continuing to the Ph.D. earn a Master's.)

### REQUIREMENTS

#### Grade requirement

Only courses in the graduate curriculum in which the student is assigned a grade of B or better count in fulfillment of course requirements.

#### Language requirement

No foreign language is required for the Master's degree.

#### Core requirements

Two core courses from Epistemology, Logic, Metaphysics and Value Theory and one core History course passed, each with a grade of at least B as reported to the department.

### GRADUATE COLLEGE FORMS

Forms are available on the Graduate College Webpage.

[http://www.unl.edu/gradstud/Current/Mast\\_Doct\\_Forms.html](http://www.unl.edu/gradstud/Current/Mast_Doct_Forms.html)

#### Memorandum of courses form

This form must be submitted after 18 credit hours have been taken (including Incomplete and No Report classes) and before taking 19 or more credit hours. (18 credit hours must be completed *after* submitting the form.)

#### Change of program form

For each course taken *in place of* a course that the student listed in the Memorandum of Courses on the proposed program of

studies, the student must file with the Graduate College a change of program form. A separate form must be filed for each such pair of courses.

### **Application for the degree**

An application for the degree (\$25) must be filed at the Office of Registration and Records, Window 1, 107 Administration Building the semester that the student intends to receive the degree. It is the student's responsibility to find out the deadline date at the beginning of each semester and file the application before that date. This application is effective during the current semester only, and must be renewed at the appropriate time if requirements for graduation are not completed until a later semester.

### **Final examination report for master's degree**

This form must be submitted to the Graduate Studies Office before the deadline date listed in the current *Graduate Studies Bulletin*—at least four weeks before the final examination (if required) or the final grade is received. This Report will be accepted after all course work on the Memorandum of Courses program of studies has been completed, or is in progress, and any incompletes have been removed.

## **TEACHING ASSISTANTSHIPS**

Teaching assistantships are awarded to new students on the basis of undergraduate or previous graduate performance and promise for success in graduate studies. For students already in the program but as yet without assistantships, awards are made on the basis of performance and promise, as positions become available.

Teaching assistantships are renewed on the basis of both academic performance and skill in carrying out teaching assistant duties. If those duties are competently carried out, then **normal progress**, as described below, will ordinarily be sufficient to

assure renewal of funding for up to three years. If a student has not received other financial aid, normal progress will ordinarily be sufficient to assure renewal for an additional fourth year. Whenever possible the department will renew for an additional year the teaching assistantships of students who demonstrate substantial progress on their dissertation in their fourth year of support.

Decisions on the award and renewal of teaching assistantships are made in February. Applications for assistantships should be conveyed to the Graduate Advisor by February 1. Applicants will normally be notified of department decisions by April 15.

First-year teaching assistants may be expected to attend a TA orientation session during the week prior to the fall semester. Teaching assistants are responsible, in the performance of their

duties, to the faculty member(s) of the course(s) to which they are assigned. The faculty are to provide instruction in teaching, student consultation, and grading—especially to new assistants. Teaching assistants assigned their own classes in the evening or summer programs are expected to meet ordinary department standards for good teaching.

Each faculty member assigned a teaching assistant will write a letter evaluating the teaching performance of his/her TA(s). One copy of this letter will go to the TA. Another will be placed in the student's file to use for advising and placement purposes.

A teaching assistant may be relieved of his or her position at the end of any semester for an exceptionally poor academic performance, or at any time for seriously deficient teaching performance. If you, during the course of the semester, decide to leave the position, it is expected you will give 30 days notice. Likewise, if there is a need to terminate your assistantship, you will be given 30 days notice. You should be aware, that if you terminate your assistantship before completing 120 continuous

days of the appointment, you will become responsible for the complete semester's worth of tuition and health insurance fees.

## **NORMAL PROGRESS**

### **NORMAL PROGRAM**

Students entering the program without transfer credit normally take and complete three classes per semester in their first six semesters. Of these eighteen classes six will normally be core seminars. The remaining twelve classes will be electives, mostly at the 900 level. The Proseminar will typically be taken in the first semester, if it is offered, and the Dissertation Seminar will typically be taken in the sixth semester, if it is offered. The fourth year normally includes work on the dissertation, and may include one or more seminars.

To maintain *normal progress* students (with no entrance deficiencies or transfer credit) must complete the following:

## **REQUIREMENTS**

### **Normal progress course requirements**

1. Pass all core requirements within the first two years (four semesters), each with at least a B+ and at a rate of at least one per semester.
2. Take three graduate philosophy courses per semester until completion of program of studies.
3. Satisfy the research seminar requirement by the end of the third year (sixth semester).
4. Maintain a GPA of at least 3.33 overall.
5. Maintain a GPA of at least 3.33 over the previous two semesters.

6. Have no incompletes except in Philosophy 999.

### **Normal progress area paper requirements**

1. Submit one paper satisfying *the criteria* for area papers by the first day of the second semester of the student's third year.
2. Submit and successfully defend the advancement-to-candidacy area paper (the third area paper) by 30 September of the student's fourth year.

Students are strongly encouraged to submit area papers well before the deadlines to insure sufficient time to revise and resubmit them if necessary. The faculty recommends initially submitting papers at least one full semester before deadlines. Except under special circumstances, area papers submitted well in advance of deadlines will be reported on by area committees within two weeks of submission.

### **Normal progress dissertation requirements**

1. Complete at least a substantial portion of a dissertation by the end of the student's fourth year.
2. Complete a dissertation by the end of the student's fifth year.

### **Normal progress GPA requirement**

Grade point averages for purposes of normal progress are computed on grades reported to the department with the following numerical values: C (2), C+ (2.33), B- (2.67), B (3), B+ (3.33), A- (3.67) and A or A+ (4).

### **Annual spring financial aid meeting**

Financial aid for the subsequent year is decided in the spring, usually early February. The normal progress criteria will be applied to each class of students in the following way:

### *First-Year Students*

- One core requirement passed (B+ or better).
- In position to pass a second core requirement by the end of the semester.
- No incompletes.
- 3.33 or higher GPA in first semester.

### *Second-Year Students*

- Three core requirements passed (B+ or better).
- In position to pass remaining core requirements by the end of the semester.
- No incompletes.
- 3.33 or higher GPA overall.
- 3.33 or higher GPA over previous two semesters.

### *Third-Year Students*

- All core requirements passed (B+ or better).
- No incompletes other than in Philosophy 999.
- 3.33 or higher GPA overall.
- 3.33 or higher GPA in previous two semesters.
- First two area papers passed.
- In position to have passed (B+ or better) research seminars in each research area by the end of the semester.

### *Fourth-Year Students*

- All core requirements passed (B+ or better).
- No incompletes other than in Philosophy 999.
- All research seminar area requirements passed (B+ or better).
- All classes completed.

- All three area papers passed.
- Substantial work on dissertation completed.

Whether a student is “in position” to pass a requirement is ordinarily based on work in progress, e.g., the student is currently enrolled in an appropriate seminar and performance in that seminar is of a kind supportive of a grade of at least B+.

## **DEPARTMENT PLAGIARISM POLICY**

Students should be familiar with the discussion of academic dishonesty in section 4 of the Student Code of Conduct, which explains some types of academic dishonesty and the penalties for it. Besides the types of academic dishonesty listed there, the Department regards as cases of academic dishonesty:

- submitting a paper to satisfy course requirements which has been submitted in another course here or elsewhere, without permission from the instructor.
- quoting words from another person without properly acknowledging the source *and* placing them in quotation marks or block quote format. Students sometimes inadvertently plagiarize because of the way they take notes.

Any instructor who discovers that a Philosophy graduate student has engaged in academic dishonesty must report it in writing to the Graduate Advisor, and give a copy of that report to the student. That report becomes part of the student’s permanent record. Instructors may require that this report be sealed, and opened only if a second incident is reported to the Graduate Advisor, or with the instructor’s permission. Students who dispute a faculty member’s or committee’s claim that they have engaged in academic dishonesty may appeal it, using the procedure established in the Student Code of Conduct, or (where the procedure isn’t applicable) to the Graduate Committee.

Academic dishonesty can have serious consequences. Besides penalties for the course for which the work was done, academic dishonesty may result in a student's losing financial aid, being placed on probation, or being dismissed from the program. Decisions about programmatic sanctions are made by the Graduate Committee, and may be appealed by the student to the entire Department.

## **GRADUATE GRADE APPEALS PROCEDURE**

### **INTRODUCTION**

Graduate students should use this procedure to appeal grades in Philosophy courses, and to appeal any decision by faculty members or committees that their work (e.g. area papers) does not satisfy a departmental requirement. Many of these disputes can be solved informally. We encourage students who have questions to discuss them with the faculty member or committee. If any disagreement remains after this discussion, the student may ask the Department Graduate Advisor or the Department Chair to mediate. The Department Chair and Graduate Advisor can often help resolve the problem by talking with the student and instructor, and may use any informal mechanisms that may help resolve it.

A student may ask the Department Chair or Graduate Advisor to review a case without notifying the faculty member or committee. The Chair or Advisor may tell the student whether they think the student has a *prima facie* case, if they think doing so is appropriate. They may not contact the faculty member or members in question without the student's permission.

The Department Chair may change an instructor's grade only if the Department Graduate Committee or the College Grade Appeals Committee formally decides that it should be changed, except when the Department Graduate Committee cannot meet by the time the decision must be made. In those cases, the

Department Chair will use the criteria listed below. The Graduate Advisor may not change a grade.

If a dispute about a grade is not resolved by these informal attempts, the student may submit a formal grade appeal in writing to the Department Graduate Committee. The Committee will examine any relevant evidence it can obtain, and issue a written decision. Students and instructors may appeal decisions of that Committee to the College Grade Appeals Committee. (For information about appeals to the College Committee, one may contact the Arts and Sciences Dean's Office.)

### **BASIS FOR CHANGING GRADES OR DECISIONS**

Instructors traditionally have a great deal of latitude both in establishing course requirements and in determining how well students have met those requirements. The Graduate Committee will *not* change an instructor's grade simply because members of the Committee would have assigned a different grade. Similarly, the Committee will not change a faculty decision that work does not satisfy a departmental requirement simply because members of the Committee would have reached a different decision. The Committee will change a faculty member's or committee's grade only if it has clear evidence that the faculty member or committee has acted in an arbitrary, capricious, or otherwise clearly unfair manner. Among the situations that might justify changing a grade are these:

- changing the grading procedures stated in the syllabus, without giving reasonable notice to students
- requiring students to agree with the faculty member's or committee's views on controversial topics. (Note: requiring students to defend their views and to respond to questions about them does not constitute requiring students to agree with the faculty member's or committee's views.)
- assigning grades to a student for reasons other than the student's academic performance in the course

## HOW TO SUBMIT A FORMAL GRADE APPEAL

The student should write a formal description of the situation for the Department Graduate Committee, including:

- what the faculty member or committee did that led to the appeal
- why the faculty member's or committee's actions justify the Graduate Committee's changing the grade (taking account of the criteria listed above)
- a phone number and an address at which the Committee can contact the student
- any relevant written evidence (which may include the syllabus, exams, papers, and anything else that supports the student's case).

Students are primarily responsible for gathering relevant evidence, and should ensure that they submit all evidence that helps support their case.

This description can be submitted to the Department Graduate Committee by giving it to a Department Secretary (in 1010 Oldfather), the Department Chair (in 1009 Oldfather), or any member of the Department Graduate Committee.

## COMMITTEE PROCEDURES

If any faculty member who is a party to the appeal is a Department Graduate Committee member, the Department Chair will choose a substitute in consultation with the other members of the Graduate Committee. The faculty member will not participate in this decision. The Department Chair will also appoint substitute members to hear appeals if any Department Graduate Committee members are not available.

Students initiate a formal grade appeal by filing a written complaint with the Department Graduate Committee. The

Graduate Committee will provide a copy of the complaint to the faculty member or committee, who may (but need not) file a written response. The Committee will provide a copy of any written response to the student. The Graduate Committee may request information from the faculty member or committee (e.g., the course syllabus). The Graduate Committee will then hold a hearing.

The Graduate Committee will designate one Committee member to prepare a written summary of any evidence offered orally. This summary will become part of the permanent record of the appeal. The Graduate Committee will, if possible, hold a private meeting

with any party to the grade appeals case who requests one. The Committee will designate one Committee member to prepare a written summary of the testimony at any private hearing, will provide copies of that summary to all parties, and will allow responses. All other meetings at which the Committee hears testimony will be open to the parties, and at most one advisor for each party. The Committee may choose whether to allow witnesses to remain through the entire hearing. Other people are permitted to attend only by special arrangement with the Committee.

The Graduate Advisor will ensure that the Committee reaches a decision as quickly after the initial complaint is filed as is feasible and consistent with all parties' having adequate opportunity to present all relevant evidence.

The Graduate Committee will issue a written decision, summarizing its reasons for approving or rejecting the appeal. Any party may appeal that decision to the College Grade Appeals Committee.

The Graduate Advisor will keep complete records of the appeal (including both its written decision and the evidence submitted to it), ensuring that the record will allow review by the College Grade Appeals Committee, and will provide the record to the

College Grade Appeals Committee if the Department Committee's decision is appealed.

## **RECORDS ACCESS**

- Students may examine their files in the main office, except for items to which they have waived their right of access.
- Students may examine their teaching evaluations in the main office.

## **ADDITIONAL FUNDING**

### **GRADING**

In addition to teaching assistantships, the department is sometimes able to fund several graders each semester. Graduate students who wish to serve as graders should contact the department chairperson at the start of each semester.

### **SUMMER TEACHING**

Summer teaching is often available at rates set either by the Division of Summer Sessions or the Division of Continuing Studies. These assignments are made primarily on the basis of teaching experience and performance. Interested graduate students should contact the Department Chairperson early in the Spring semester.

### **LOANS**

University funding (e.g., graduate student loans) requires that at least 2/3 of courses taken be passed (grade of at least B as reported to the Registrar). Incompletes count as courses taken but not passed.

## **FELLOWSHIPS**

A variety of competitive fellowships are available through the University. Information on these fellowships is available from the Graduate Advisor.

## **CONFERENCE ATTENDANCE**

A small amount of funding is available to aid TAs who want to attend a philosophy conference such as the Central Division APA.

## **OTHER RESOURCES**

### **PLACEMENT**

Primary responsibility for aiding students in job placement lies with their Supervisory Committees acting in coordination with the Department Placement Director.

### **GRADUATE STUDENT ORGANIZATION**

The department strongly urges the graduate students to maintain their own organization. The faculty is particularly interested in course recommendations which represent the interests of the graduate students as they perceive them, in graduate student evaluations of individual courses, and in evaluations of graduate program design and function.

### **COLLOQUIA**

The Department is fortunate to have funds for an excellent program of speakers from outside the university. Graduate students are welcome and strongly encouraged to attend. The graduate students also present papers to one another on most Fridays when there is no outside speaker. We strongly encourage participation in these sessions as they really help students make philosophical progress.