ASU School of Historical, Philosophical and Religious Studies

Arizona State University

Philosophy PhD Program
Student Handbook

2021–2022

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G1. Welcome to the Program

Welcome to the Philosophy PhD Program at Arizona State University (ASU)! We're excited to have you join us. This handbook will help you navigate your time at ASU, outlining resources that will help you succeed and policies that will keep you in good academic standing and on schedule for a timely graduation. Our hope is that much of the information that you need can be found here and that you will consult this first when questions arise. But if you can't find all the answers here, you should certainly reach out to Mark Barrios (Graduate Programs Coordinator for the School of Historical, Philosophical, and Religious Studies) at Mark.Barrios@asu.edu and/or to Doug Portmore (Associate Head of Graduate Studies in Philosophy) at douglas.portmore@asu.edu. We're here to help and are happy to do so.

Our program is first and foremost about studying philosophy—that is, learning from amazing peers and professors while we together tackle some of the most profound and fundamental questions about ourselves and our world and in the process develop the creative, analytical, and critical-thinking skills needed to solve problems and communicate effectively. We'll be doing that soon enough. But, in this handbook, you will mostly find information both about the logistics of our program and about the policies, procedures, and resources that will help to keep you in good academic standing.

G2. Our Focus on Practical and Applied Philosophy

The aim of our program is to prepare students to apply philosophical methods and theories to areas of contemporary concern and to utilize theoretical and empirical research in other disciplines in framing and solving philosophical problems. Of course, students may, with the consent of their committee, design dissertation projects in any of the major subfields of philosophy, but our program features a focus on Practical and Applied Philosophy.

Practical Philosophy includes the fields of ethics, philosophy of law, social and political philosophy, feminist ethics, and political philosophy. Applied Philosophy includes both the application of theories developed within any of the sub disciplines of philosophy to everyday problems or phenomena (for example, the application of the philosophy of language to hate speech or the application of the philosophy of mind to computing and artificial intelligence). Applied philosophy also includes the application of research produced by, or methods used in, other disciplines to understanding and addressing philosophical questions (for example, the application of data-gathering instruments used in psychology to questions in experimental philosophy).

Given this focus on practical and applied philosophy, our program includes an interdisciplinary coursework component. To satisfy this component, students might, for example, pursue a graduate certificate in Gender Studies, Social Transformation, or Responsible Innovation in Sciences, Engineering and Society. Or they might take graduate courses in Psychology, Justice Studies, or Human Dimensions

of Science and Technology. It's up to the student and their committee to design the appropriate course of interdisciplinary study. We believe that such interdisciplinary study is crucial given that universities are moving toward a new model of academic inquiry in which familiarity with theories, methods, and research results in other disciplines and the ability to productively engage with and use research in a variety of disciplines is the emerging norm. So, we aim to prepare students for this and other such trends.

Lastly, please see our [Applied Philosophy at ASU](#) blog.

G3. Our Collegial, Congenial, and Inclusive Community

The Philosophy PhD Program is committed to creating an inclusive community where everyone can thrive. We uphold the ASU Charter which states that we are "measured not by whom we exclude, but rather by whom we include and how they succeed." To ensure that we uphold this commitment, the Philosophy Faculty maintains a diversity committee. And our faculty and students have formed a Minorities and Philosophy (MAP) chapter here at ASU. MAP supports women and minorities who study and work in philosophy, and it seeks to make research, classrooms, clubs, and social events more inclusive.

We also know that learning is richer and more rewarding when there is a sense of community. To help build community, the program maintains a closed group on Facebook where alumni, students, and faculty can share philosophy-related or graduate-school-related information. This informal site is designed to help students engage in peer-to-peer mentoring, grow intellectually, and develop personal connections with other alumni, students, and faculty. Students are encouraged to request to join by visiting https://www.facebook.com/groups/1813042528941145.

We hold an annual welcome party for new faculty and graduate students each Fall. And, throughout the year, there are several opportunities for us to get together: Philosophy Grad Student Coffee Hour, hikes, excursions (e.g., to the Phoenix Zoo), dinners out after our professional development workshops, etc. We have a robust colloquium series in which we invite prominent philosophers to visit our campus, present some of their research, and join us for a pleasant meal afterwards. Oftentimes, there will be informal groups of us that meet regularly to discuss pedagogical practices or research on a particular topic. Lastly, our graduate students have formed the Graduate Philosophical Society, which meets regularly, advises the Philosophy Faculty on relevant issues, and hosts the annual Southwest Graduate Philosophy Conference.

G4. Our Faculty

The Philosophy Faculty are committed to maintaining excellence in the major subject areas of philosophy and to participating in innovative programs that build an interdisciplinary connection with other areas of inquiry to emphasize philosophy's social relevance in today's world.

- **Richard Amesbury** (Ph.D., Claremont Graduate University) is Director of SHPRS and both Professor of Philosophy and Professor of Religious Studies. He works primarily on political theory and the philosophy of religion. Richard.Amesbury@asu.edu

- **Brad Armendt** (Ph.D., University of Illinois at Chicago, 1983) is Associate Professor of Philosophy. He works primarily on decision theory, formal epistemology, and the philosophy of science. armendt@asu.edu

- **Thomas Blackson** (Ph.D., University of Massachusetts at Amherst, 1988) is Associate Professor of Philosophy. He works primarily on ancient philosophy. tom.blackson@asu.edu

- **Cheshire Calhoun** (Ph.D., University of Texas at Austin, 1981) is Professor of Philosophy. He works primarily on normative ethics, moral psychology, philosophy of emotion, and feminist philosophy. cheshire.calhoun@asu.edu

- **Peter de Marneffe** (Ph.D., Harvard University, 1989) is Professor of Philosophy. He works primarily on political philosophy and the philosophy of law. demarneffe@asu.edu

- **Tyler DesRoches** (Ph.D., University of British Columbia, 2015) is both Associate Professor of Philosophy and Associate Professor of Sustainability and Human Well-Being. He works primarily on environmental philosophy, philosophy of science, sustainability science and studies, environmental social science, and consumer behavior. Tyler.Desroches@asu.edu

- **Marcello Di Bello** (Ph.D., Stanford University, 2013) is Assistant Professor of Philosophy. He works primarily on topics at the intersection of the philosophy of law and epistemology, such as statistics in the law, risk and decision-making, algorithmic fairness, evidence and probability. Marcello.Di.Bello@asu.edu

- **Peter Kung** (Ph.D., New York University, 2004) is Associate Head of Undergraduate Studies and Associate Professor of Philosophy. He works primarily on epistemology and the philosophy of mind, with a focus on imagination. Peter.Kung@asu.edu

- **Joan McGregor** (Ph.D., University of Arizona, 1985) is Faculty Head and Professor of Philosophy. She works primarily on bioethics, environmental ethics, legal philosophy, food ethics, and science policy. J.McGregor@asu.edu

- **Ben Phillips** (Ph.D., City University of New York, 2015) is Assistant Professor of Philosophy. He works on a range of topics in philosophy of mind and cognitive science. He's currently working on three main projects: one is on dehumanization and psychological essentialism; one is on the origins of racial categorization; and the other is on the origins of mindreading (or 'theory of mind'). bsphilli@asu.edu

- **Shyam Nair** (Ph.D., University of Southern California, 2014) is Assistant Professor of Philosophy. He works on ethics (especially normative ethics, practical reason, and metaethics), epistemology, and philosophical logic. gsnair@asu.edu

- **N. Ángel Pinillos** (Ph.D., Rutgers University, 2006) is Associate Professor of Philosophy. He works primarily on philosophy of language, cognitive science, epistemology, and experimental philosophy. pinillos@asu.edu

- **Douglas W. Portmore** (Ph.D., University of California at Santa Barbara, 1998) is Associate Head of Graduate Studies and Professor of Philosophy. He works primarily on morality, rationality, and the interconnections between the two, but he has also written on well-being, moral worth, posthumous harm, moral responsibility, and the non-identity problem. Douglas.Portmore@asu.edu

- **Maura Priest** (Ph.D., University of California at Irvine, 2016) is Assistant Professor of Philosophy. She works primarily on bioethics, epistemology, ethical theory, political philosophy, and public and community health. mpriest2@asu.edu

In addition to these tenure-track philosophers with appointments in the School of Historical, Philosophical, and Religious Studies, there are many other philosophers at ASU—some at other campuses and some in other colleges or schools on the Tempe Campus. For instance, on the Tempe Campus, there are several philosophers in both the School of Sustainability and the School of Life Sciences. There are also several philosophers on other campuses in the Phoenix metropolitan area, including those in the College of Law, West Campus, and the Downton Phoenix Campus. Lastly, we have a fantastic group of instructional faculty, many of whom participate regularly in colloquia and other events, and many of whom have their own ongoing research programs.

G5. Student Success

ASU is one of the largest—if not *the* largest—research university in the United States. That means there is a wide range of resources available to help you succeed as a graduate student. We encourage you to take advantage of these resources as they will greatly assist you. Here, we highlight some of the resources we expect that you'll find most useful, though you should be aware that this is only a partial list.

Professional Development Workshops: To help ensure the success of our students, the Philosophy Faculty sponsors several extra-curricular workshops on a rotating basis. Some recent workshops include: "Publishing Philosophy," "Teaching and Pedagogy," "Preparing for the Job Market," "Philosophical Writing and Research," and "Getting the Most Out of Graduate School." And we have workshops on both the academic and the non-academic job markets in the works.

Placement: Our program is designed to enhance your employment opportunities both within and outside of academia. Our PhD students have gone on to become lawyers, entrepreneurs, research analysts, clinical ethicists, law professors, philosophy professors, community college instructors, and much much more. Indeed, we have an excellent placement record—see here. Now, since we're a small

program, we don't have a designated placement director, but the Associate Head of Graduate Studies (AHGS) will help you both with finding jobs to apply to and with putting together a professional dossier.

Funding: All our PhD students are fully funded, which includes a $19,172 annual stipend with benefits for working part-time (that is, a maximum of 20 hours per week) as a teaching assistant during both the Fall and Spring semesters. Benefits include student health insurance and a tuition-waiver that covers 100% of both international/non-resident and resident tuition. (Note to international students: health insurance in the United States doesn't include regular dental or vision.) The Philosophy Faculty also pays for each PhD student's annual membership to the American Philosophical Association. Additional funding for such things as conference travel and dissertation completion are also available. See the following link for ASU's information on [Financial Aid and Scholarship Services](). The Grad College gathers many funding opportunities at this page: [https://graduate.asu.edu/current-students/funding-opportunities]() while also including good information at their [Pay for your Graduate Education Site](). Be sure to check your email regularly, as financial opportunities are occasionally sent via email by program faculty and staff.

Mental Health: Graduate school is challenging and those who are most successful typically attend to their overall wellbeing and mental health. ASU offers professional [Counseling Services](), EMPACT: a 24 hour ASU-dedicated crisis hotline: 480-921-1006 (with Crisis TEXTLINE: Text HOME to 741741). In addition there are is a range of wellness resources including Live Well @ASU: [https://wellness.asu.edu/](), [TAO Connect]() – a self-help tool for emotional well-being, Center for Mindfulness, Compassion and Resilience: [https://mindfulnesscenter.asu.edu/](), and a set of [10 Best Practices in Graduate Student Wellbeing]().

Advising: The Philosophy PhD Program has multiple people who can help answer your questions, but a good place to start is with Mark Barrios (Graduate Programs Coordinator for SHPRS) at [Mark.Barrios@asu.edu]() and/or Doug Portmore (Associate Head of Graduate Studies in Philosophy) at [douglas.portmore@asu.edu]().

The Mentorship Program: The mentorship program is for students in their first or second year of Philosophy's MA and PhD programs. Each mentee is paired with a faculty mentor who will meet with them at least three times a year and will be their "go to" person for advice. But note that the faculty mentor's role is distinct from that of academic adviser. Notably, the faculty mentor should not be focused on the student's progress in research/scholarship. Instead, the hope is that mentors offer "general" and "soft" advice about how to navigate graduate school/the profession confidently and comfortably. Many of us might forget that information that is now second nature might not be obvious to novice graduate students. While each mentorship relationship is different, and while each faculty has different strengths and experience, some topics that faculty mentors might focus on include: research habits, teaching skills, professionalization tips, and ASU resources.

[**The Graduate Writing Center**](): It helps students at every stage of the writing process and with all types of assignments and genres of writing. The Graduate Writing Center operates on a peer-to-peer,

collaborative model where graduate students meet one-on-one with a graduate writing tutor in 60-minute appointments. Our tutors are ASU graduate students who undergo training each semester that provides them with tools and strategies to discuss students' writing goals.

Your Peers: One of the wonderful things about this program is that you will meet dozens of other philosophy students. Introduce yourself! Exchange email addresses! Form study groups! Draw on each other's knowledge and expertise! Also, there is a graduate student-run Discord channel, which is an app available for your smartphone or desktop that allows students to message each other, share documents, post content, and voice chat. Contact the current Graduate Philosophy Society president for an invite to the server.

Other ASU Resources: ASU Libraries, Graduate Student Writing Centers, Graduate & Professional Student Association, Provost's Office, Career Services, Campus Parking, Student Business Services, Sun Devil Student ID Card, IT Help Office and Campus Dining/Banking/Student Organizations.

G6. Situating Our Program within the University

ASU is an enormous enterprise, and so it will help to have a quick orientation to the major branches of the university and their relations to our program. The Philosophy PhD Program is run by the Philosophy Faculty, who are a proper subset of the School of Historical, Philosophical, and Religious Studies (SHPRS). The Philosophy Faculty is led by the Head of Philosophy, currently Joan McGregor (J.McGregor@asu.edu). And SHPRS is led by the Director of SHPRS, currently Richard Amesbury (Richard.Amesbury@asu.edu). SHPRS faculty manage degree programs at both the undergraduate and graduate levels in all three disciplines: History, Philosophy, and Religious Studies. SHPRS is housed within the College of Liberal Arts and Sciences ("The College"), which oversees programs ranging from English to Physics. As a graduate program, our program is also overseen by ASU's Graduate College. Each of these organizations—Philosophy Faculty, SHPRS, The College, and the Graduate College—set policies on different matters. Fortunately, this document captures the vast majority of these policies, and your advisors can help you navigate any other bureaucracies if, or when, that becomes necessary.

S1. Introduction: Handbook Purpose and Student Responsibility

This handbook provides information on degree requirements for students enrolled in SHPRS PhD programs to ensure consistency in program objectives, maintain the quality of degrees to be awarded, and enable students to progress through their programs in a timely manner. It also provides important web links for students concerning various policies and procedures set by Arizona State University, the Graduate College, the College of Liberal Arts and Sciences, and the School of Historical, Philosophical, and Religious Studies (SHPRS) on academic standards expected from all students. The handbook and all program policies are reviewed annually and are subject to change. All past and current Handbooks can be viewed on our Resources page.

It is the responsibility of each student to be familiar with policies and regulations of the Graduate College and Arizona State University and meet deadlines for registration and payment of fees. The resources for this information are the ASU Graduate College Website, the ASU Catalog, and the Graduate Policies and Procedures Manual. Students should discuss questions concerning progress toward their degree with their supervisory committee chair, the associate director of graduate studies (ADGS), and/or the graduate coordinator.

Enrolled SHPRS graduate students can also find program procedures, forms, and references on the SHPRS PhD Graduate Resource Website.

All university related emails are sent to the Student's ASU email address. **Students are required to have an active ASU email account and check it frequently.** A guide for establishing and maintaining an ASU email account is found on this website.

Resource	Email or Web Address	Location	Phone
SHPRS Grad Programs Resource Site	https://sites.google.com/asu.edu/shprsgrad		
Graduate College	http://graduate.asu.edu/		(480) 965-6113
ASU Policies and Academic Schedules	https://catalog.asu.edu/		
SHPRS Director, Richard Amesbury	Richard.Amesbury@asu.edu	Coor 4566	(480) 965-7467
SHPRS Associate Director of Graduate Studies, Christopher Jones	CJones36@asu.edu	Coor 6632	(480) 965-5778
Associate Head of Graduate Studies in History, Christopher Jones	CJones36@asu.edu	Coor 4538	(480) 965-5778

Associate Head of Graduate Studies in Religious Studies, Joel Gereboff	Joel.Gereboff@asu.edu	Coor 4548	(480) 965-5778
Associate Head of Graduate Studies in Philosophy, Douglas Portmore	Douglas.Portmore@asu.edu	Coor 3366	(480) 965-5778
PhD Graduate Programs Coordinator, Mark Barrios	Mark.Barrios@asu.edu	Coor 4499	(480) 965-5778
Student Health & Counseling Services	https://eoss.asu.edu/health https://eoss.asu.edu/counseling	Health Services Bldg	(480) 965-3349 Crisis Hotline: (480) 921-1006
University Registrar	https://students.asu.edu/registration	Student Services, 140	(480) 965-3124
International Student and Scholars Center	https://students.asu.edu/international/_issc	Student Services, 170	(480) 727-4776
Student Accessibility and Inclusive Learning Services	https://eoss.asu.edu/accessibility	Matthews Center Building	(480) 965-1234
Student Support Services	https://eoss.asu.edu/dos/supportservices		
Bookstore	https://www.bkstr.com/arizonastatestore/home/en	525 E. Orange Street	(480) 965-3191

S2. SHPRS Organization

The School of Historical, Philosophical, and Religious Studies (SHPRS) is housed in the College of Liberal Arts and Sciences and comprises the disciplines of history, philosophy and religious studies. The Director of SHPRS is the school's chief administrative officer responsible for the overall operation of the school (i.e., faculty, budget, facilities, university policies, and school standards and procedures). The director establishes an executive committee (ExComm) made up of the associate directors of undergraduate studies, graduate studies, and research and heads of faculty for each discipline to advise the SHPRS director on the needs and resources of their academic groups.

The school director, in collaboration with the associate director of graduate studies (ADGS), assigns a faculty member from each academic discipline to serve as Associate Head of Graduate Studies (AHGS) in their discipline. The role of the AHGS is to work with the discipline's faculty to develop new programs, assign graduate teaching assistantships, monitor and ensure program integrity, determine program requirements, and resolve various student issues.

The history, religious studies, and philosophy disciplines also convene graduate committees, made up of graduate faculty members, who work with the AHGS to review applications in admitting new graduate students, improve the graduate programs, oversee student evaluation and mentoring, resolve student concerns, and make policy decisions.

Within each faculty, there are tenured and tenure-track faculty who are eligible to serve on supervisory committees for graduate students. Lists of these faculty members can be found on the [websites of each academic program](#).

The disciplines of SHPRS share a staff who support hiring and human resources, budgeting and payroll, course scheduling, maintaining the academic catalog and program integrity, advising for undergraduate and graduate students, communications, and event planning. SHPRS employs dedicated program coordinators and academic success specialists who support graduate students in navigating the landscape of Arizona State University from matriculation to completion of each student's academic program.

S3. PhD Program Overviews

A. History PhD Program
The focus of the History program is to encourage the development of advanced skills in research, critical analysis, writing, and teaching needed for a professional career. The PhD program enables each student to seek professional employment as a faculty member in higher education, as a researcher, as a teacher, or as a public historian. Students may enter the PhD program either directly from a bachelor's program or, more commonly, with a master's degree in hand.

B. Philosophy PhD Program
The Philosophy faculty offer a PhD program focusing on practical and applied philosophy. General areas of research include ethics, political philosophy, metaphysics, epistemology, philosophy of law, philosophy of science, philosophy of language, philosophy of religion, and the history of philosophy. Members of our faculty are involved in interdisciplinary work in a variety of fields and enjoy close ties with the Lincoln Center for Applied Ethics, the College of Law, and a number of other graduate programs

at ASU. Philosophy sponsors an active colloquium series and regular philosophical conferences on diverse topics. The Lincoln Center for Applied Ethics also sponsors a wide range of activities, including large-scale conferences, distinguished visitors, and support for graduate study.

C. Religious Studies PhD Program

The focus of the Religious Studies Doctoral program is to promote scholarly excellence and understanding about the ways in which religion has been a vital feature of the human condition and remains an important force in the world. Scholarly excellence is achieved through the ability to understand at least one foreign language, critically analyze primary and secondary sources, and the inculcation of strong writing skills needed for a professional career.

The PhD program enables the degree recipient to seek professional employment as a faculty member in higher education, a researcher, or a teacher. Students may enter the PhD program either directly from a bachelor's degree program or with a master's degree.

S4. Graduate Faculties

Graduate faculties consist of faculty internal to each SHPRS discipline and faculty from other ASU academic programs approved by the SHPRS Internal Unit Graduate Faculty to serve as supervisory committee members. A complete list of the graduate faculties who are internal to each discipline can be found on the [SHPRS Grad Programs webpages](#). SHPRS graduate faculty, including their endorsements for supervisory committee roles (chair/member) can be found in the [ASU Graduate Faculty Search listing](#).

S5. Academic Integrity

The School of Historical, Philosophical, and Religious Studies strongly supports the high standard of academic integrity set by Arizona State University. Failure of any graduate student to meet these standards, either in academic coursework or related research activities, may result in serious consequences including suspension or expulsion from the university or, if discovered after a degree is awarded, may result in the university revoking that degree.

Violations of academic integrity include the obvious offenses of cheating, fabricating information or results, falsifying academic records, tampering, and plagiarism, but also include aiding and/or facilitating such activities and, in some cases, failing to reference one's own work. It is extremely important that students become familiar with what academic integrity entails so they do not inadvertently violate University policy. The Graduate College recommends several websites to help students with academic integrity:
- [ASU Academic Integrity Policy (Office of the Provost)](#)
- [ASU Student Academic Integrity Resources](#)
- [The College of Liberal Arts and Sciences Academic Integrity Webpage](#)

History students should also become familiar with the Statement on Standards of Professional Conduct on the American Historical Association [website.](#)

Students must take an academic integrity training on My ASU before beginning their first semester in the program.

S6. Research Integrity and Assurance

The Office of Research Integrity and Assurance's Institutional Review Board (IRB) oversees all research at ASU that involves living human or animal subjects. (Note: most oral history interviews no longer require IRB review.) Students should plan to contact the IRB in the planning stages of their research to get approval, if necessary, prior to initiating research.

Students are required to contact the IRB in the planning stages of their research to obtain approval prior to initiating any investigations. The Office of Research Integrity and Assurance requires that the student's faculty committee member supervising the research also has IRB approval. When a dissertation document is submitted to Graduate College for format review, the document is also checked by IRB. Failure to follow the procedures set by the IRB may result in the student not being able to include the data collected for that particular research.

Further information can be found on the Institutional Review Board website.

S7. Safety, Discrimination, and Harassment

ASU always has safety in mind and wants students, faculty, staff and visitors to be in a secure environment. Please visit our Campus Safety site for more details.

All ASU students and student organizations are bound by the University's Code of Conduct, which promotes an educational environment that encourages respect, honesty, safety, and collegiality. The Code of Conduct and directions for filing a report can be found on the Dean of Students webpage. Students are encouraged to report any breach of the Code of Conduct or any concerns about other students or members of the ASU community to the Graduate coordinator or AHGS. Anonymous reports of misconduct may be filed with the Dean of Students using the Campus Community Incident Report form. Additionally, ASU takes sexual violence seriously and aims to prevent sexual violence. More information and directions for handling incidents of sexual violence can be found on the Sexual Violence Prevention website.

Institutions of higher education have a large community of people with a variety of backgrounds and beliefs and a large international presence. Arizona State University welcomes diversity among students, staff, faculty, and visitors. ASU has strict policies against discrimination based on race, color, religion, national origin, citizenship, sex, sexual orientation, gender identity, age, disability, and qualified veteran status. Providing a safe environment, free from harassment (sexual, religious, racial, etc.), is a priority concern for ASU and should be reported immediately when it occurs or is witnessed.

There are different types and levels of discrimination and harassment. Students should become aware of them so they are careful not to cause an offense and to recognize when they have become a victim. Descriptions can be found at the Office of University Rights and Responsibilities. Students who witness offensive behavior or experience inappropriate and unwelcome responses should contact the Office of Equity and Inclusion (Phone: 480-965-5057). All information is kept confidential and it is the responsibility of everyone to report instances when observed. Retaliation against those who report such behavior is not tolerated and every effort will be made to protect those involved.

S8. Enrollment, Tuition and Financial Assistance

A. Registration and Tuition
Graduate students register for courses through My ASU according to their enrollment appointment dates. Details regarding registration and course drop/add procedures are provided in the Registration and Tuition Payment Guide.

A guide to tuition, tuition estimator, tax forms, and information about payment plans can be found on the Student Business Services website.

B. Continuous Enrollment
Once admitted, students must enroll continuously each fall and spring semester until all requirements for the degree have been met. Students who have completed all course requirements may enroll in HST/REL/PHI 795 Continuing Registration credits. Continuing Registration meets the continuous enrollment requirement but is not graded. A "Z" is assigned as the final grade.

The Graduate College will remove any student from the program who fails to maintain continuous enrollment without obtaining official leave approval from the Graduate College. The student may reapply for admission; however, the student must pay reapplication fees and re-admission is not guaranteed.

C. Full-Time Status
SHPRS requires full-time study in the first fall and spring semesters after admission to a graduate program. Nine hours each semester is considered full-time for students who are not on TA or RA funding; six hours is considered full-time for students with TA or RA appointments. Audited courses do not count toward full-time enrollment. Students are strongly encouraged to enroll in nine hours each semester throughout the program (regardless of funding status) to achieve good progress through the curriculum and meet program expectations. More information is available on the Graduate College website under "Registration and Enrollment".

International F-1 and J-1 Visa students must maintain full-time enrollment status. Any exception to full-time enrollment must be previously approved by the International Student and Scholars Center. More information can be found in the Graduate Policies and Procedures Manual, published by the Graduate College.

D. Enrollment Verification Requests
Students who have completed coursework, are enrolled in HST/REL/PHI 795: Continuing Registration, and who wish to be considered half- or full-time for insurance or loan deferral purposes can submit an Enrollment Verification Request to the Registrar. This form will not allow loans to be disbursed; it is only for deferral of payment.

E. Withdrawal Requests and Leaves of Absence
Before considering complete withdrawal, students should explore the possibility of Incomplete (I) grades, which allow a student additional time up to one year to complete coursework based upon a documented agreement signed by the professor, student, and AHGS. Questions should be directed to the graduate coordinator.

A student may apply for a leave of absence (also called "leave status") with the Graduate College in an extraordinary case in which serious illness or injury (medical leave), significant personal situation (compassionate leave) prevents a student from continuing classes, or in the case of military activation. This leave status cannot exceed a maximum of two semesters during the student's enrollment in their program. A student on leave is not required to pay fees but is not permitted to place demands on university faculty or use any university facilities including the library. An official Leave of Absence is requested in the iPOS system – Interactive Plan of Study. For further details, please access the Graduate College's Leave of Absence Policy

More information on withdrawals can be found on the Graduate College Registration webpage and the Medical/Compassionate Withdrawal webpage. Students requesting leave who are on financial aid are strongly encouraged to consult Financial Aid and Scholarship Services prior to requesting the leave. International students with an F1/J1 visa must consult with the International Students and Scholars Center to discuss the immigration consequences that may result from their withdrawal from ASU.

G. Financial Assistance
Please visit ASU's Financial Aid and Scholarship Services and SHPRS Funding page for opportunities. Also, students can apply for Fellowships and Awards by visiting the Graduate College's Pay for your Graduate Education Site.

S9. Residency
Doctoral students in SHPRS must maintain a physical presence in the department as they complete coursework in the first few years of the program. Students sometimes wish to move elsewhere for research later in the program, though graduate students are encouraged to maintain regular contact and be an active and visible part of SHPRS. Graduate students on TA funding must be in local residence (i.e., able to be on campus multiple days a week) unless they obtain approval from their supervisory committees and Associate Head of Graduate Studies (AHGS) to live remotely and TA online classes. These approvals are subject to the curricular needs of SHPRS.

Living in state provides many benefits, including lower tuition with in-state residency classification. Students must live in Arizona for at least 12 months and file a petition with the ASU Registrar in order to qualify for in-state residency status. To gather more information and apply, please visit https://students.asu.edu/residency.

S10. Interactive Plan of Study (iPOS)
Students enrolled in graduate programs at ASU are required to file an online Plan of Study (iPOS) with the Graduate College. The iPOS is accessed through MyASU, under "My Programs and Degree". This plan serves as an agreement between the student, the academic unit, and the Graduate College to identify the selected supervisory committee, verify the quality and acceptability of the culminating document, and approve the coursework required for the degree.

PhD students must submit an iPOS by April 1st of their first year in a program. The iPOS must be approved by the student's chair, their AHGS, and the Graduate College.

Since students are required to identify courses for future semesters, they should enter courses that best match program requirements and their area(s) of interest. Changes to the iPOS are almost always necessary as a student moves through the program; these are easily requested through the iPOS system. All iPOS changes are approved by the graduate coordinator, who must receive approval from the student's chair (in writing or via email).

Note to History Students: At the time the iPOS is submitted, history students must also submit the Research Fields Proposal and Advanced Research Skill (ARS) Proposal forms. Fields of study and the ARS should be chosen in discussion with a student's committee and the form should be sent to the AHGS for approval once all committee members have signed. More information can be found in the history section of this handbook.

S11. Teaching Assistantships & Associateships

Students who receive teaching assistantships and associateships (TAs) will be assigned as graders in courses taught by faculty or doctoral candidates (assistants) or will teach their own courses (associates).

In the first semester of the teaching assistantship, students must be assigned to experienced instructors. In accordance with ABOR regulations, faculty must provide instruction in teaching and written feedback to their teaching assistants.

The TA/RA Handbook, published by the Graduate College, clarifies all conditions of TA appointment, benefits (tuition remission, insurance, parental leave), and University policies. The ASU TA Resource Guide provides clarity on TA roles and responsibilities, designing syllabi, instruction, and addressing concerns or problems. TAs should become familiar with both of these resources before beginning an assistantship. Any problems that cannot be resolved in concert with the assigned faculty member should be addressed to the AHGS or the SHPRS Director.

Teaching Assistantships and Associateships are extended to students on an annual or semester basis and are renewed based on the availability of funding and the student's satisfactory fulfillment of related duties and progress in the academic program. Continuation of funding should not be assumed and is confirmed annually by a letter that must be signed and returned to the department. The Associate Heads of Graduate Studies are responsible for offering and renewing funding. Students who do not adequately fulfill their duties as TAs or make appropriate academic progress while on TA funding may be placed on probation and/or removed from funding in subsequent years.

Newly hired TAs must also attend the Teaching Assistant/Associate Development (TAD) Program offered by the university. Orientation information and professional development activities are listed on the TAD webpage. International Teaching Assistants must prove English proficiency before they begin teaching by passing the SPEAK Test with a score of 55 or higher or the Internet-Based TOEFL (iBT) with a score of 26 or higher on the oral portion of the test. In the event that an international student required to take the SPEAK Test or iBT has not has not become fully certified to teach, the faculty member to whom that student is assigned as a TA must meet regularly with the student to provide guidance in instructional design. Please visit the International Teaching Assistant site for complete details.

The SHPRS graduate programs attempt to offer all doctoral students the opportunity to teach independently before they graduate. Prior to teaching their first course, students must complete and pass HST/REL/PHL 700 Introduction to College Teaching.

TAs who do not wish to teach their own course will be assigned to assist faculty members or advanced graduate students who are teaching courses that qualify for teaching assistants.

S12. Supervisory Committee

The Graduate College requires all graduate students to establish a supervisory committee to direct their graduate study. A supervisory committee has three basic charges:

- Recommend and approve the student's plan of study.
- Advise a student regarding the topic and for a dissertation.
- Administer the final oral examination in defense of the dissertation.

The committee must be comprised of at least three people: a chair and two other members. An additional one to two members may be added, one of whom can be external to ASU. No more than five people may serve on a committee. Graduate Faculty including their possible supervisory committee roles (chair, co-chair, or member), dependent on AHGS guidance and approval, can be found on this Graduate College webpage. Lists of all SHPRS Faculty are here.

A. Committee Chair and Member Selection

Each graduate student is responsible for choosing a committee chair as primary dissertation director and advisor. In making this important choice, students should consider several qualities of a potential chair: expertise in a particular field, religious tradition, geographical area, time period, theory and/or methodology, availability, scholarly reputation, and the possibilities for developing a good working relationship.

In most cases, students will choose a chair because of that professor's expertise in a field, time period, religion, theme, or geographic region related to the proposed dissertation topic. Students interested in Buddhism, for example, will normally work with one of our Buddhologists; those studying history of the Americas will study with one of our Americanists. Supporting members of the student's supervisory committee should complement the methodological and/or theoretical strengths of the chair and bring additional geographical, historical, theoretical, methodological, thematic, or other relevant scholarly expertise.

The student's chair must be a tenured or tenure-track member of the discipline's internal unit graduate faculty (the faculty who officially work within the relevant discipline at ASU, not those employed by other units) who is endorsed to chair. The student and the supervisory committee chair work together to develop a plan of study, dissertation topic, and research plan.

Students have the option of having two faculty members serve as co-chairs (co-directors and co-advisors). Co-chairs must be tenured or tenure track faculty members in the discipline's internal unit graduate faculty.

At least two members of a student's supervisory committee, including the chair or co-chairs, must be internal unit graduate faculty.

All supervisory committee members need to be approved by the AHGS and Graduate College. The supervisory committee's chair(s) and members should be selected by April 1 of the student's first year.

[**Pro Tip:** By April 1 of your first year, you may not have a good sense of with whom you want to work or on what specific topic you want to write. This is normal. So, your initial committee members are more placeholders than anything else. And feel free to ask the Associate Head of Graduate Studies to serve as the chair of your committee until you have a settled choice. In any case, it's quite common to revise the composition of your committee (and even its chair) as you get a better sense of with whom you want to work and on what you want to write. Faculty members will not feel slighted if you want to replace them with someone else.]

B. Supervisory Committee Selection Form

Supervisory committee members must be selected by April 1 of each student's first year in the academic program. The student prints and completes the Committee Selection Form, obtains the signature of the chair and all members, and submits the form to the graduate coordinator, who will obtain a signature from the AHGS. The student must also enter the supervisory committee members on their iPOS.

C. External Supervisory Committee Members

Students may select one university faculty member not affiliated with ASU or their discipline's graduate faculty to serve on their supervisory committee. To get approval to appoint an external member, students need to submit a Committee Approval Request – Individual Student Committee form to the graduate coordinator, along with the external member's current CV and date of birth. The external committee member can be added in addition to at least three faculty members from within the discipline's internal unit graduate faculty.

D. Supervisory Committee Member Changes

Faculty listed on the student's plan of study (iPOS) serve as their supervisory committee. Supervisory committee chair and member changes must first be approved by the AHGS, and then submitted through the iPOS for final approval by the Graduate College.

Note to Religious Studies students: You may not change the chair of their committee more than once, except in the case of your chair leaving the department during your time in the program.

The student completes a Supervisory Committee Member Change Request form to request a change and submits it to the graduate coordinator. Students must obtain signatures from the chair, outgoing member(s), new member(s), the remaining supervisory committee, and finally the AHGS. The student then submits the original form with signatures to the graduate coordinator.

S13. Transfer Credits

Students entering SHPRS PhD programs with a previously earned master's degree in their discipline or a related field may request 30 credit hours be applied toward the total credit hours required for the degree, reducing the total hours required to complete the PhD to 54.

Students may request that graduate credit earned at ASU, or while attending another accredited university, be used toward program requirements if the coursework was completed within three years of the first semester of admission to their program. Courses must be related to the student's research and not have been used toward a previous degree. A total of 12 hours can be used, contingent upon the approval of the student's chair and the AHGS.

An original transcript showing an MA degree was awarded or, in the case or transfer course, coursework showing a final grade for the courses, needs to be on file with the [Office of Graduate Admissions](). The student submits a written request with a copy of the syllabus and a statement or support from their chair in support of the request to the graduate coordinator. The graduate coordinator will present the request to the AHGS and notify the student with the decision.

S14. Satisfactory Academic Progress

Graduate students are expected to make steady progress towards completion of their degrees. Students must meet the standards and deadlines of the Graduate College as well as the requirements established by the graduate programs, as stated in this handbook, to maintain satisfactory progress in their respective degree program. Students who fail to meet requirements will receive written notice from the AHGS identifying the deficiency and be given the opportunity to meet with the AHGS to discuss difficulties the student may be having in reaching goals of the program. The student's chair may be included in this meeting. A written plan will be set in place by the AHGS, giving the student specific steps to remedy the deficiency and a time period to complete the plan, during which the student will be placed on academic probation for a specific period identified in the letter. Students placed on probation may be restricted from teaching courses or being otherwise employed in the department and may lose funding.

When the student remedies the deficiency satisfactorily, the probation will be lifted and a new letter issued stating that the student is back in good standing. Failure to resolve the issue as directed will result in one or more of the following options:
- Termination of funding, if any.
- Recommendation from the SHPRS Director to the Graduate College to dismiss the student from the degree program.

A recommendation of immediate dismissal may occur under certain circumstances, such as:
- Failure to follow proper procedure set by the office of Research Integrity and Assurance.
- Violation of the University's academic integrity policies.
- Unprofessional or threatening behavior in a classroom, internship, or any public setting in which the student is representing their degree program, the School of Historical, Philosophical, and Religious Studies, or Arizona State University.
- Student's GPA falls below program requirements.

The student will be notified in writing that they are recommended for dismissal and will be given ten business days to appeal the dismissal decision or complete a voluntary withdrawal. Voluntary withdrawal from the program will avoid the notation of a dismissal on the student's record. To appeal a dismissal recommendation, the student should follow guidelines set out in the dismissal letter and contact the SHPRS Director in writing by the specified date. All mail and email will be sent to the addresses on file for the student. The student is responsible for checking mail regularly. A student may appeal any action concerning dismissal through the Graduate Council Appeals Board (GCAB).

S15. Grades
A. Overview

Graduate students are expected to maintain high grades in all courses in order to show mastery of course material and skills. ASU's grading scale can be found on the [Grades and Grading Policies webpage](). Translations of numerical grades (1-100) into letter grades ("A" through "E") can be acquired from instructors. In rare cases, graduate courses are offered on a Pass/Fail basis, in which case a student will earn either a "Y" to indicate passage or an "E" to indicate failure. A grade of "Y" contributes to a student's earned hours but does not affect GPA. A failing grade of "E" is calculated into a student's GPA. Courses with grades of "D", "E", or "W" and audited courses (graded as "X") cannot be included on an iPOS. Students may be required to re-take core courses if earned grades are below the standard set by their program.

Students who wish to dispute a grade should refer to the [Academic (Grade) Grievance webpage]() for instructions.

B. Auditing Courses
In some cases, students may choose to audit a class, allowing them to attend but not earn credit. Students must obtain approval from the instructor and their supervisory committee chair prior to enrollment. Auditing is not an option for every course; contact the graduate coordinator to determine whether auditing is an option. This grading option may not be changed after the drop/add period has ended. Audited courses are given a final grade of "X". Audited courses do not count toward full-time enrollment calculations or the minimum number of credits required for international students with visa restrictions, students employed as TA/RAs, or students receiving financial assistance. Audited courses do not satisfy [Graduate College continuous enrollment policies]().

C. Incomplete Grades
Graduate students should avoid taking a grade of "I" for any graded course work. However, if a student doing acceptable work in a course needs additional time to complete coursework after the end of a term because of extenuating circumstances (illness or other circumstances beyond a student's control), an [Incomplete Grade Request]() form must be completed by the student and professor and filed with the graduate coordinator at the end of the term in which the incomplete ("I") is entered.

Per university policy, coursework for classes marked "I" must be completed, and the grade must be changed by the instructor, within one academic year. SHPRS strongly encourages students to finish coursework to rectify incomplete grades in a timely manner, usually within one month of the end of the term. If the "I" is not replaced with a final grade within one year of the official end of the course, it will remain permanently incomplete. Accrual of "I" grades may be seen by graduate faculty as evidence that a student is not making satisfactory academic progress.

No student may accumulate more than two "I" grades at any one time. Should this occur, the student may be barred from taking a full load of course work until one or more of the "I"s are removed, which can affect the student's ability to apply for SHPRS and ASU funding. Students with two or more incompletes at any time will automatically be placed on academic probation. Students with three incompletes on a graduate transcript can register for no more than one course and will lose any graduate assistantship they hold and will be placed on probation.

Students violating these conditions or who fail to meet the requirements of probation will be recommended for dismissal from the program.

S16. PhD Candidacy and ABD Status

Graduate students enrolled in a PhD program do not officially become doctoral candidates until they have successfully completed all coursework, demonstrated proficiency in any required languages or skills, passed the qualifying/comprehensive examination, and successfully defended a dissertation prospectus.

Students will receive notification when they have been advanced to candidacy. Notification will include a list of Graduate College requirements that need to be completed for the degree. The student must complete 24 semester hours of research/dissertation credits (12 hours of each) and must pass the oral defense of the dissertation. The student's supervisory committee will direct the research and writing of the dissertation. Doctoral candidates, at their chair's discretion, may begin applying for tenure track faculty positions.

S17. Doctoral Dissertation

Research and writing of the dissertation comprise final stage of the doctoral program. During this time, students should stay in communication with their chair and supervisory committee members about the status of their progress toward completing the degree by remaining in the local area unless doing fieldwork. Chairs generally read and comment upon individual chapters of the dissertations. Committee members may elect to read chapters as they are completed and/or the entire dissertation when completed. Feedback, comments, and revisions should be done in a timely manner. The supervisory committee must have sufficient time, a minimum of three weeks before the defense, to read the doctoral dissertation. Doctoral candidates should expect revisions that must be completed prior to depositing the dissertation and graduating.

A. Dissertation Format and Committee Review
The style of the document is determined by the committee chair and is usually based on style manuals, such as *A Manual for Writers* by Kate L. Turabian or *The Chicago Manual of Style*. The format of the document must follow the specifications presented in the Graduate College Format Manual and students need to closely adhere to the requirements for setting margins, spacing, pagination, etc. Students should also review the topic of Academic Integrity presented in this handbook.

At least one month prior to the date the student plans to defend, the student must submit a copy of the final dissertation draft to all faculty members who officially make up their supervisory committee for a critical review of the arguments, narrative, footnotes, and bibliography. The critical review allows the student to make revisions before submitting the document to the Graduate College for format review.

B. Format Review
The final draft of the dissertation document must be emailed to the Graduate College for format review – **no later than 10 *calendar* days prior to the planned defense**. After being submitted, additional links appear that guide students through the formatting process and final submission to ProQuest (the electronic submission of the dissertation). This review process contains several recursive steps. Students must diligently check for updates from the format review team.

S18. Oral Defense of the Dissertation

The oral defense is open to the public and advertised to the school. Defenses include a presentation of the argument of the dissertation by the candidate and questions from each of the committee members. Schedule a defense well in advance. Doctoral defenses take no more than three hours total. At the time of the defense, members may approve the dissertation as is, delay their decision at the orals pending further revisions by the student, or approve leaving the revisions to the supervision of the committee chair.

A. Scheduling a Dissertation Defense
When revisions have been made and all members of the committee agree that the document is ready for a defense, the student arranges a date and time for the defense with all supervisory committee members. The student requests a conference room for the defense—see the SHPRS Handbook for more info on reserving a conference room.

Scheduling the defense with Graduate College is done through MyASU (MyASU > My Programs and Degree Progress > Defense). The "Defense" tab provides an electronic form to schedule the final defense and must be submitted **no later than 10 *business* days prior to the planned defense date**.

B. Dissertation Defense Reminder
The student must send an email reminder to all members of their supervisory committee at least three days before the exam confirming the time and location of the exam. Any problems with the agreed upon time and date must be reported to the graduate coordinator as soon as possible.

C. Dissertation Defense Results
Results of the final defense are recorded on the Graduate College Dissertation Results Form (informally called the Pass/Fail Form) that is generated at the time the defense is scheduled and emailed to the committee chair and graduate coordinator. Students may pass, pass with minor revisions, pass with major revisions, or fail. If the student does not want the dissertation published for a period of time due to ongoing research, impending publication by a press, or sensitive information contained in the document, an embargo can be requested for approximately two years. Directions for obtaining an embargo are included with the Pass/Fail form.

At the conclusion of the defense, each supervisory committee member signs the defense form indicating their decision. If revisions are needed, the chair must, when revisions are completed, sign the form verifying that revisions have been completed. The completed form is given to the graduate coordinator, a copy is placed in the student's file and the coordinator submits the original to the Graduate College. Once the results form is submitted, the student will see "Defense Status: Pass" in the defense section. Right below the "Defense Status" you will see "Format Review Status." The "Review Status" will change to "Ready for ETD/ProQuest." The document can then be submitted by following the instructions found here.

S19. Applying for Graduation
Students need to closely follow graduation deadlines and procedures set by the Graduate College. Links to the graduation process are also on the MyASU website under the "My Programs and Degree Progress" section. The iPOS should be reviewed with the graduate coordinator to be sure courses and exams have been recorded appropriately.

Once the graduation semester has been determined and the iPOS has been reviewed, the first step is to apply for graduation. Clicking the "Graduation" tab will link students to an online graduation application and information on how to apply for the graduation ceremony.

In order to graduate, students must complete an oral dissertation defense and submit the results form, submit a Survey of Earned Doctorates, and complete the dissertation submission process. They must also have their iPOS reviewed by the graduate coordinator, committee chair, and AHGS.

Once the dissertation has been completed, all "Z" or "NR" grades earned for 792 and 799 courses must be changed to "Y" to show successful completion of the dissertation. Students must request these grade changes from instructors via email and may contact the graduate coordinator if they need assistance. In order for a graduation application to be processed, students may not have any "NR" grades or any "Z" grades in courses other than REL 795 on their transcripts at the time of degree conferral.

The student should check the progress of their application to graduate periodically on MyASU and refer any questions to the graduate coordinator or Graduate College as appropriate.

S20. Graduate Financial and Wellness Resources
- wellness_resources.pdf (asu.edu)
- Money Moments: https://students.asu.edu/moneymoments
- iGrad: a website for financial Literacy: https://asu.igrad.com/
- ASU Graduate College Funding Opportunities: https://graduate.asu.edu/current-students/funding-opportunities
- Live Well to Succeed – employee wellness program: https://wellness.asu.edu/student-employee-wellness
- ASU Student Business Services – billing, payments & payment plans: https://students.asu.edu/tuitionandbilling
- EMPACT's 24 hour ASU-dedicated crisis hotline: 480-921-1006
- Crisis TEXTLINE: Text HOME to 741741
- TAO Connect – a self-help tool for emotional well-being: https://thepath.taoconnect.org/local/login/index.php
- Center for Mindfulness, Compassion and Resilience: https://mindfulnesscenter.asu.edu/
- Live Well @ASU: https://wellness.asu.edu/
- Sun Devil Fitness Complex: https://fitness.asu.edu/home
- Sexual Violence Awareness, Prevention and Response: https://sexualviolenceprevention.asu.edu/
- SunDevilSync – a resource for more information on Grad Student Organizations: https://asu.campuslabs.com/engage
- ASU Police [non-emergencies]: 480-965-3456, https://cfo.asu.edu/police
- 10 Best Practices in Graduate Student Wellbeing: https://graduate.asu.edu/sites/default/files/student_well_being_best_practice.pdf

S21. Additional University Resources
Dean of Students Office [centralized advocacy resource for students] , ASU Libraries, Graduate Student Writing Centers, Graduate & Professional Student Association, Career Services, Campus Parking, Student Business Services, Sun Devil Student ID Card and Campus Dining/Banking/Student Organizations

PHILOSOPHY PROGRAM POLICIES & PROCEDURES

P1. Program Overview & Timeline

The PhD program in Philosophy features a focus on Practical and Applied Philosophy and an interdisciplinary coursework component related to the student's dissertation topic.

Practical Philosophy includes the fields of ethics, philosophy of law, social and political philosophy, feminist ethics, and political philosophy.

Applied Philosophy includes both the application of theories developed within any of the sub disciplines of philosophy to everyday problems or phenomena (for example, the application of philosophy of language to hate speech or philosophy of mind to computing and artificial intelligence). Applied philosophy also includes the application of research produced by or methods used in other disciplines to understanding and addressing philosophical questions (for example, the application of data-gathering instruments used in psychology to questions in experimental philosophy).

Students may design, in consultation with their committees, dissertation projects in any of the major subfields of philosophy. For their interdisciplinary coursework supporting the dissertation project, students might, for example, pursue a certificate in Social Transformation, Gender Studies, or Responsible Innovation in Sciences, Engineering and Society, or take the core courses in Psychology, Social Justice and Human Rights, Justice Studies, or Human Dimensions of Science and Technology graduate programs.

Students enrolled full-time in the Philosophy PhD program are able to complete program requirements and receive their degree within four to six years. The Graduate College requires degree completion within ten consecutive years from the time of initial enrollment.

P2. Admission Requirements and Application Process

Prospective students are encouraged to correspond with faculty who share their interests and to visit campus. Applicants must fulfill the requirements of both the Graduate College and the College of Liberal Arts and Sciences. Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree from a regionally accredited institution.

A complete application requires:

- Online Graduate Admissions application
- References
- GRE scores
- Statement of purpose
- Writing sample
- Curriculum vitae or resume
- Transcripts
- TOEFL scores

Application Deadline is January 15. For more information on the application process and requirements, please click here.

P3. Course Requirements

Course Subject	Credit Hours	Notes
Applied Philosophy	3 credit hours	- Must earn a B grade or better. - Courses taken in this area must meet at least one of the following two criteria: - focuses on the application of philosophical theories to a specific issue of contemporary concern; - makes substantial use of or reference to research in other disciplines.
Epistemology	3 credit hours	Must earn a B grade or better in each course.
Formal Methods	3 credit hours	
Metaphysics	3 credit hours	
Value theory	3 credit hours	
Electives	15-45 credit hours	15 credit hours required if student has an approved MA. 45 credit hours required if student enters with a BA. - At least 9 credit hours and no more than 18 credit hours **must** be from other disciplines supporting the student's proposed dissertation area.
Research	12 credit hours	PHI 792
Dissertation	12 credit hours	PHI 799
Total	**84 credit hours**	

A. 400-Level Courses
Graduate students may, with advisor and AHGS approval, take up to 6 credits of 400-level courses as electives (to be included in the iPOS) in the case that appropriate graduate courses are not available. 400-level courses taken prior to admission and 400-level courses graded as "Pass/Fail" are not acceptable. 400-level courses not listed on the iPOS do not satisfy the Graduate College continuous enrollment policy; graduate level courses must be taken concurrently to satisfy this requirement.

P4. Courses for Philosophy PhD Students

Epistemology		Cr.
PHI 560	Topics in Epistemology	3
PHI 562	Perception	3
PHI 565	Probabilism	3

Applied Philosophy		Cr.
PHI 520	Topics in Applied Philosophy	3
PHI 521	Bioethics	3
PHI 522	Ethics of Sustainability	3
PHI 524	Disaster Ethics	3
PHI 525	Rational Choice	3
PHI 526	Evolution and Strategic Interaction	3
PHI 527	Justice and Reparations	3
PHI 529	Feminist Philosophy	3
PHI 530	Moral Psychology	3
PHI 531	Philosophy of Emotion	3
PHI 532	Experimental Philosophy	3
PHI 533	Philosophy and Art	3

Formal Methods		Cr.
PHI 525	Rational Choice	3
PHI 532	Experimental Philosophy	3
PHI 555	Topics in Formal Methods	3
PHI 556	Advanced Symbolic Logic	3
PHI 565	Probabilism	3

Metaphysics		Cr.
PHI 570	Topics in Metaphysics	3
PHI 571	Studies in Philosophy of Mind	3
PHI 572	Studies in Philosophy of Language	3
PHI 576	Realism	3

Value Theory		Cr.
PHI 521	Bioethics	3
PHI 522	Ethics of Sustainability	3
PHI 524	Disaster Ethics	3
PHI 527	Justice and Reparations	3
PHI 530	Moral Psychology	3
PHI 531	Philosophy of Emotion	3
PHI 533	Philosophy and Art	3
PHI 540	Topics in Value Theory	3
PHI 541	Normative Ethics	3
PHI 544	Studies in Meta-Ethics	3
PHI 545	Studies in Philosophy of Law	3
PHI 546	Studies in Political Philosophy	3

[**Pro Tip:** Although a course such as PHI 521 (Bioethics) can be used to satisfy either the Applied Philosophy Requirement or the Value Theory Requirement, a single course can't be used to satisfy both requirements. So, if you take such a course, you must choose which requirement you're using it to satisfy. Just be sure to let Graduate Programs Coordinator know.]

P5. Colloquia
All students enrolled in the Philosophy PhD Program are expected to be active participants in the intellectual life of the philosophy program. In particular, students are expected to attend philosophy colloquia, which normally take place Friday afternoons. These events offer learning and networking opportunities that go beyond what is offered in the classroom.

P6. GPA and Grade Requirements
Students enrolled in the Philosophy PhD program are required to maintain a minimum grade point average of 3.0 on the iPOS GPA, Overall Graduate GPA, and Cumulative GPA. The iPOS GPA is based on all courses that appear on a student's approved iPOS. The Cumulative GPA represents all courses completed at ASU during the graduate career. The Overall Graduate GPA is calculated based on all

courses numbered 500 or higher that appear on the transcript after admission to the program. These GPAs are all visible through My ASU.

If a student's GPA falls below 3.0, the student is automatically placed on academic probation for one semester with the expectation that the GPA will improve and meet the requirement by the end of the following semester. Failure to raise the GPA and meet other terms set in the academic probation letter may result in dismissal from the program.

The AHGS may also recommend a student for dismissal from the program if the following situations occur:

- Student receives three C or lower grades or incompletes in courses taken after admission to the program.
- Student's Cumulative GPA, iPOS GPA, or Overall Graduate GPA falls below 3.0 for two consecutive semesters.
- It becomes impossible for a student to graduate with a 3.0 iPOS GPA.

P7. Comprehensive Examination

The comprehensive examination evaluates progress in the program and determines if the student has demonstrated proficiency in his/her area of specialization and can advance as a PhD candidate. Examination includes both a written and oral component. Students are expected to complete the exam no later than the second semester of their fourth year but are encouraged to complete it before then. Failure to pass exams in a timely manner will result in academic probation, which may lead to dismissal from the program.

Students are eligible to take the examinations when all required coursework (with the exception of research and dissertation hours) has been completed. With prior approval of the AHGS, the exam can be taken during the same semester students finish coursework. Students must also have an updated plan of study (iPOS) approved by their dissertation committee's chair, AHGS for Philosophy, and the Graduate College. The student must take one of the following in the semester they take exams:

- At least one semester hour of credit that appears on the Plan of Study;
- At least one semester hour of appropriate graduate-level credit, for example: Research (792), or Continuing Registration (795);
- At least one hour of a graduate-level course.

A. Reading List

The student, with the advice of their committee, constructs a bibliography related to their area of specialization. Approval of the bibliography must be secured from the committee one semester in advance of the scheduled written examination. The approval may, but need not, occur during the semester when the student is still fulfilling course requirements. Committee members will use this bibliography as a basis to generate questions for the exam. At least 30 days before the exam, the committee shall provide the student with a list of questions from which the written examination questions will be taken.

[**Pro Tip:** Although your committee has the final say regarding what counts as an appropriate reading list. Typically, a reading list won't be anything as long as a list of all the literature that someone writing on the given topic should be familiar with. Rather, it will typically be a quite selective list of only those

core articles and books (or chapters) that one would be expected to master before undertaking such a project. Thus, the purpose of the reading list and the subsequent exam is merely to ensure that the student has the core background knowledge needed to initiate work on the given project. And, sometimes, when books are included, only certain chapters will be flagged as what to focus on.]

B. Scheduling the Exam

The written examination occurs on a single day and shall last no longer than six hours; three hours in the morning and three hours in the afternoon. No notes of any kind can be used during the written examination. The oral examination should be taken within two weeks of the written examination, depending on the availability of the committee.

The student should schedule the written exam in coordination with the graduate coordinator and their chair at least two weeks before they plan to sit for the examination. The graduate coordinator will assist in procuring the necessary materials (computer, flash drive, etc.), and facilitate the exam or designate a proxy facilitator (SHPRS faculty or staff).

The oral exam can be scheduled for a date and time that suit all involved (student and committee). The student should reserve for the exam—see the SHPRS Handbook for more info on reserving a conference room.

C. Exam Results

Results of the written and oral portions of the examination are recorded on the Philosophy Comprehensive Exam Results Form which must be signed by all members of the committee. The committee chair submits the completed form to the graduate coordinator for processing.

The committee may recommend the following scores: pass with distinction (in cases of extraordinary performance), pass, or fail.

D. Failed Exam

If an examining committee agrees that a student did not successfully complete the exam, the chair of the committee must gather comments from the other members and write a summarized explanation as to why the student failed and include a recommendation as to whether the student should be permitted to re-take the exam if the student decides to petition to do so. This report is given to the AHGS in Philosophy to discuss with the student.

Students who fail the exam may petition the Graduate College [within the iPOS system] for a re-examination by completing the Petition to the Graduate College. Only one re-examination is permitted, which must take place no earlier than three months and no later than one year from the date of the failed examination. Graduate College may withdraw a student from the degree program if the student's petition for re-examination is not approved or if the student fails to successfully pass the retake of the comprehensive exam.

P8. Masters in Passing (MIP)

The Master's in Passing (MIP) is a master's degree awarded to PhD students who have passed comprehensive exams and who wish to earn a master's degree on the way to completion of the PhD. It is not a mandatory component of the PhD program.

Students who were admitted to the PhD program without a master's degree in philosophy are eligible to apply for the MIP. Students complete the following steps before contacting the graduate coordinator for the MIP application:

- Complete 30 hours of graduate course work, including completion of the core course requirements for the master's degree, and receive a grade average of 'B' or higher.
- Complete both the written and oral portions of the comprehensive examination for Philosophy PhD program.

Students planning on completing the Master's in Passing should contact the graduate coordinator for the application and instructions. A master's degree iPOS is required and the student must apply for graduation according to the timelines specified by the Graduate College for the semester the student plans on receiving the degree.

P9. Dissertation Prospectus

The prospectus is a written document describing and justifying a student's intended dissertation research. It must be completed and approved by the first semester of their fifth year in the program. Each doctoral candidate will prepare a prospectus of four to seven pages for the dissertation. The format and design of the prospectus will be determined by the candidate and committee chair.

The prospectus will include all or some of the following. Consult your committee to determine what they expect.

- A dissertation statement
- A discussion of some of the relevant literature
- A discussion of the approach to the project
- A bibliography
- A sample dissertation chapter (needn't be the introduction, and probably shouldn't be)

The prospectus must be reviewed and approved by each member of the student's supervisory committee. The document does not need to be presented to the committee as a scheduled exam, but all members must approve the document. Results are recorded on the Philosophy Prospectus Results form and submitted to the graduate coordinator, who reports the results to the Graduate College. After the Dissertation Prospectus is passed, a student can be advanced to doctoral candidacy (ABD status).

[**Pro Tip:** What many committees find most important is a provisional list of the planned chapters and what the student intends to accomplish in each of them, for the committee needs to ensure that the student has an appropriate plan for how they're going to break down the project into manageable parts. Also, many committees find it useful to ask students to turn in other portions of the prospectus before turning in a sample chapter. Indeed, the exact timing of each portion of the prospectus is not important. But students should know that they won't advance to doctoral candidacy and become ABD (that is, "all but dissertation") until they have the entire prospectus, including the sample chapter, approved.]

P10. The Scheduling of Graduate Seminars

SHPRS will typically offer four PHI (that is, philosophy) graduate seminars per semester, and the following describes how the Philosophy Faculty determines which four seminars to offer in a given semester. But note that SHPRS isn't the only school to offer PHI seminars. Occasionally, other schools (e.g., the School of Life Science) will offer PHI seminars that SHPRS students are welcome to enroll in and count towards the degree.

1. Prior to scheduling seminars for a given semester, the Associate Head of Graduate Studies (AHGS) will ask philosophy faculty to submit a list of any grad seminars that they would be willing to teach (their numbers, their titles, and what requirements each seminar would fulfill). I will also ask them to report when they last taught a seminar and on what topic.

2. The AHGS will then circulate this list to our grad students for their input about which seminars they need and/or are particularly interested in.

3. Next, the AHGS will convene a meeting of the Graduate Committee to decide, on the basis of these requests and the input from our graduate students, which four graduate seminars we should offer. We will seek to offer four seminars per semester. Four was our agreed upon minimum, as per our October 27, 2020, PHI Faculty Meeting. After a few semesters, we will reassess. The Graduate Committee will consider a variety of factors in deciding which seminars to offer, including graduate student needs and wants as well as what constitutes an equitable distribution of opportunities to teach seminars among the PHI Faculty. The Graduate Committee will seek to ensure that seminars meeting various requirements for the PhD and MA are offered on a regular basis.

4. The Graduate Committee's list of four seminars and their instructors will then be forwarded to the schedulers.

P11. TA Assignments

About a month before the semester starts the Associate Head of Undergraduate Studies (AHUS) determines which courses get TA support based on the enrollment numbers at the time. Next, the Associate Head of Graduate Studies (AHGS) circulates this list to the prospective TAs and the respective course instructors to see what, if any, preferences they have. For instance, instructors might request a TA with high proficiency in logic or a TA who is a particularly adept writer. And prospective TAs may request particular courses, instructors, schedules, or modalities (e.g., online or on ground). The AHGS then assigns individual TAs to each of the courses on the AHUS's list based on instructional needs and each TA's availability, preferences, and seniority.