ASU School of Historical, Philosophical and Religious Studies
Arizona State University

Philosophy MA Program Student Handbook

2023 - 2024

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G1. Welcome to the Program

Welcome to the Philosophy MA 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 Collegial, Congenial, and Inclusive Community

The Philosophy MA 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.

G3. 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, 2003) 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

- **Nathan Ballantyne** (Ph.D., University of Arizona, 2011) is Associate Professor of Philosophy. He works primarily on epistemology (especially social and traditional), philosophy of psychology, and philosophy of cognitive science. n.ballantyne@gmail.com

- **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. She 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 Associate 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 Associate Professor of Philosophy. She works primarily on bioethics, epistemology, ethical theory, political philosophy, and public and community health. mpriest2@asu.edu

- **Alexander Rosenberg** (Ph.D., Johns Hopkins University, 1971) is the R. Taylor Cole Professor of Philosophy at Duke University, but he spends every spring semester with us. He works on philosophy of biology, philosophy of economics, and philosophy of social science. Alexander.Rosenberg.1@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.

G4. 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 MA program is designed to prepare you both for more advanced degree programs and for various employment opportunities within and outside of academia. Many of our MA students have gone on to excellent PhD programs in philosophy, including those at Yale, Princeton, UC Berkeley, Ohio State University, and the University of Arizona. Others have gone on to pursue law degrees at prestigious law schools. Still others have gone on to work as community college instructors. And a few have gone on to become counselors, freelance writers, software engineers, marketing specialists, and 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 and programs to apply to and with putting together a professional dossier and/or application.

Funding: Unfortunately, our MA program is unfunded. This means that MA students must pay out of pocket or secure their own funding. Of course, the Philosophy Faculty will do what it can to help MA students by, for instance, hiring them as graders when feasible, but such positions, even when available, will not be sufficient to cover all expenses. So, please 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 Funding Opportunities. And 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 MA Program has multiple people who can help answer your questions, but a good place to start is with Mark Barrios (PhD 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.

G5. 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 MA 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.

SHPRS-WIDE PROGRAM POLICIES & PROCEDURES

S1. Introduction

The objective of this handbook is to provide information on degree requirements for students enrolled in the SHPRS MA 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 links to students concerning various policies and procedures set by Arizona State University, the Graduate College and the School of Historical, Philosophical and Religious Studies (SHPRS) concerning academic standards expected from all students. This handbook and all program policies are reviewed annually and are subject to change. All current and past handbooks are available on the SHPRS Resource page.

It is each student's responsibility 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 best resources to find this information are the ASU Graduate College Website, the ASU Catalog, and the Graduate Policies and Procedures Manual. Students should discuss questions about progress toward their degree with their committee chair, the director of graduate studies, and/or the graduate coordinator.

Enrolled SHPRS graduate students can also find program procedures, forms and references on the SHPRS Graduate Resources site.

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

Resource	Email/URL	Location	Phone
SHPRS Grad Programs Resource Site	https://sites.google.com/asu.edu/shprsgrad		
ASU Policies and Academic Calendars	https://catalog.asu.edu/		
Graduate College	http://graduate.asu.edu/	Interdisciplinary Bldg, B Wing, Room 170	(480) 965-6113
SHPRS Director, Richard Amesbury	Richard.Amesbury@asu.edu	Coor 4566	(480) 965-5778
SHPRS Associate Director of Graduate Studies, Chris Jones	CJones36@asu.edu	Coor 6632	(480) 965-5778
Associate Head of Graduate Studies in History,	CJones36@asu.edu	Coor 4538	(480) 965-5778

Chris Jones			
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, Doug Portmore	Douglas.Portmore@asu.edu	Coor 3366	(480) 965-5778
Graduate Programs Coordinator, Mark Barrios	Mark.Barrios@asu.edu	Coor 4499A	(480) 965-5778
Student Health & Counseling Services	https://eoss.asu.edu/health	Health Services Building (by footbridge that crosses University Drive)	(480) 965-3349 Crisis Hotline: (480) 921-1006
University Registrar	https://students.asu.edu/registration	Student Services Building, Suite 140	(480) 965-3124
International Students and Scholars Center	https://international.asu.edu	Student Services Building, Suite 170	(480) 727-4776
Student Accessibility and Inclusive Learning Services	https://eoss.asu.edu/accessibility	Matthews Center Building	(480) 965-1234

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 HR, 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. Graduate Faculties

Graduate faculties consist of faculties 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.

S4. 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)
- 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.

S5. 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.

When a thesis 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.

S6. 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 are available 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.

S7. Enrollment, Residency, Tuition & Financial Assistance

A. Registration and Tuition

Graduate students register for courses through MyASU 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. Residency
Students are considered independent if they have: lived continuously in Arizona for at least 12 months, can demonstrate intent to be an Arizona resident [which includes financial independence] and can show that the primary reason for being in Arizona is not to be a student. Any student who has been classified and a non-resident may apply for reclassification. For further details, please visit: https://students.asu.edu/residency-requirements

C. 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 595 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.

D. Full-Time Status
SHPRS requires full-time study in the first two semesters after admission to the program, excluding summer semester, and encourages full-time enrollment each fall and spring until coursework is completed. 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.

E. Enrollment Verification Requests
Students who have completed coursework and are enrolled in HST/REL/PHI 595: 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.

F. Withdrawal Requests and Leaves of Absence
Before considering complete withdrawal, students should explore the possibility of "Incomplete" grades, which allow a student additional time 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 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](#). The [Master's Request to Maintain Continuous Enrollment form](#) can be found on the Graduate College website. 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](#).
At this time, SHPRS does not have any available Teaching AsBsistantships for Master's students.

S8. Interactive Plan of Study (iPOS)
All ASU graduate students are required to file an online Plan of Study with Graduate College. The online plan is referred to as the iPOS (Interactive Plan of Study) and is accessed through the student's MyASU, under "My Programs and Degree". The iPOS serves as an agreement between the student, academic unit, and the Graduate College to idenfify the selected supervisory committee, verify the selection and passage of the culminating experience, and plan what coursework will be completed to earn the degree.

Students must submit the iPOS by April 1st of their first year. The iPOS must be approved by the student's chair, the AHGS, and Graduate College. The graduate coordinator cannot approve an iPOS without receiving chair and AHGS approval first.

Since students are required to identify courses for future semesters on the iPOS, they should enter courses that best match program requirements and their area of interest. Course changes are expected and can processed. Students should request a course change prior to taking any coursework that is not listed on the original iPOS by emailing their faculty advisor and the graduate coordinator and then making appropriate changes on their iPOS. The coordinator will obtain AHGS approval and enter it into the online system to indicate that a change has been formalized.

Note to history students: Once a student reaches 27 hours in the program, they must obtain an override for any additional course that isn't a culminating course (e.g. HST 597 Capstone).

S9. 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 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 or students receiving financial assistance. Audited courses do not satisfy Graduate College continuous enrollment policies.

C. Incomplete Grades

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 instructor and filed with the graduate coordinator at the end of the term in which the "I" is entered.

Graduate students should avoid taking a grade of "I" (Incomplete) for any graded course work. SHPRS strongly encourages students to finish any coursework for incompletes in a timely manner, within one month of the end of the term. Per university policy, coursework for classes marked "I" must be completed, and the grade must be changed, within one academic year. The instructor is responsible for entering the student's final grade. If the "I" grade is not replaced with a final grade within one year of the official end of the course, it will remain permanently incomplete.

No student may accumulate more than two incompletes at any one time. Should this situation occur, the director of graduate studies will recommend the student be barred from taking a full load of course work until one or more of the incompletes are removed, which can affect the student's ability to apply for SHPRS and ASU funding. Students who accrue two incompletes in one semester 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 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.

S10. Transfer Credits

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 an ASU graduate program. The 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 and require the approval of the student's chair and the AHGS.

An original transcript showing a final grade for the transfer course(s) needs to be on file with the Office of Graduate Admission. The student submits a written request with a copy of the syllabus and a statement or support from his or her chair in support of the request to the graduate coordinator. The coordinator will present the request to the AHGS and notify the student of the decision.

S11. 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.

S12. 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 employment in the department and may lose any funding or opportunity for future funding given by ASU.

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).

[**Pro Tip:** The Philosophy Faculty meet annually (in the spring) to discuss how each PHI graduate student is progressing. Philosophy's Associate Head of Graduate Studies then disseminates that information to the relevant individual graduate students as appropriate.]

S13. Graduation
It is important for students to closely follow graduation deadlines and procedures set by the Graduate College. Links to the graduation process are also on the My ASU website under the "My Programs and Degree Progress" section. The iPOS should be reviewed with the SHPRS 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.

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

S14. 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

S15. Additional University Resources

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. Philosophy MA Program Overview

General areas of research in the Philosophy MA program 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.

The MA program in Philosophy is designed to prepare students to:
- teach philosophy at the community college level,
- enter doctoral programs, and
- work in any area that requires critical, analytical thinking (such as medicine, law, government, or publishing).

The program seeks to maintain a balance between course offerings in the traditional areas of philosophy and opportunities for study of current philosophical developments. In addition to coursework, students must complete and defend a culminating experience, which may be the thesis or the non-thesis option (portfolio). There is no foreign language requirement.

Students enrolled full-time in the Philosophy MA program are able to complete their program and receive their degree within two years. The Graduate College requires continuous enrollment every fall and spring semesters for the duration of the program and has set a time limit of six years to complete the degree. The count begins from the first semester of admission to the program.

P2. Admission Requirements & Application Process

Prospective students are encouraged to correspond with faculty who share their interests and to visit campus if interested. Talented students with strong interests in graduate study in philosophy are encouraged to apply whether or not they have an undergraduate degree in philosophy.
A completed application requires:
- Online Graduate Admissions Application
- References
- Statement of Purpose
- Writing Sample
- CV
- Transcripts
- TOEFL Scores

Application Deadlines are February 1 and May 1. Fall Admission Only
Further Details: https://shprs.asu.edu/admission

P3. Philosophy Graduate Faculty

The Graduate Faculty in Philosophy consists of SHPRS faculty members internal to the philosophy discipline and graduate faculty from other academic disciplines that have been approved by the SHPRS Philosophy Graduate Faculty to serve as committee chairs and/or members.

A list of all Philosophy Graduate Faculty that includes faculty from other related academic programs (i.e. the Sandra Day O'Connor College of Law and the School of Life Sciences) who are approved to serve as a chair, co-chair, or member can be found on the Graduate College website.

P4. Supervisory Committee

Students enrolled in the program are required to establish a supervisory committee, consisting of a committee chair and at least two additional faculty members, to direct their graduate study. This committee has three basic charges:

- to recommend and approve the student's program of study;
- to advise a student regarding his/her thesis or portfolio; and
- to administer the final oral examination in defense of the thesis/portfolio.

The committee is comprised of at least three members: a chair who is a tenured or tenure track SHPRS Philosophy Graduate Faculty member in an area of research closely related to the student's area of research and two or more additional members with expertise in the student's area of research. At least two members, including the chair or at least one co-chair, must be from the ASU Philosophy internal unit graduate faculty.

The student's chair must be a tenured or tenure-track member of the SHPRS philosophy internal unit graduate faculty who is endorsed to chair committees in the program. Students have the option of having two faculty members serve as co-chairs (co-advisors). A list of the faculty approved to serve on supervisory committees and their endorsements as chairs or members can be found here.

The supervisory committee, chair or co-chairs, and members must be selected by April 1 of the student's first year. All members of the committee must be approved by the AHGS and the Graduate College and at least two members, including the chair or one co-chair, must be ASU Philosophy Graduate Faculty.

[**Pro Tip:** Although you must form a thesis committee by April 1 of your first year, you should note that it is 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.]

A. Committee Selection Form

At the end of a student's first year in the program, the student prints and completes the Committee Selection Form, obtains the signature of the chair and additional members, and submits the form to the graduate coordinator. The student must then enter the committee on the iPOS. The graduate coordinator will seek approval of the committee and iPOS course selections from the AHGS.

B. Committee Member Change

The Committee members listed on the plan of study serve as the supervisory committee. Any changes must first be approved by the AHGS and then submitted through the online iPOS system for final approval by the Graduate College. Students complete the [Supervisory Committee Member Change Request form](#) to request a change and submit it to the graduate coordinator. Students must obtain the signatures from the desired member(s), outgoing member(s), and committee chair, then submit the original form with signatures to the graduate coordinator, who will obtain the signature of the AHGS.

P5. Course Requirements
Credits used toward the degree (listed on the iPOS) must include approved graduate-level courses. Students must complete a thesis or portfolio at the conclusion of the MA program. The requirements for each option are as follows:

A. Thesis Option Course Requirements
30 credit hours
- PHI Epistemology course (3 credits)
- PHI Metaphysics course (3 credits)
- PHI Value Theory course (3 credits)
- PHI electives (15 credits)
- PHI 599: Thesis (6 credits)

B. Portfolio Option Course Requirements
30 credit hours
- PHI Epistemology course (3 credits)
- PHI Metaphysics course (3 credits)
- PHI Value Theory course (3 credits)
- PHI electives (18 credits)
- PHI 592: Research (3 credits)

In addition to maintaining a 3.0 GPA or higher, students must earn a "B" (3.00) or higher in a course in each of the following core areas listed above: epistemology, history, metaphysics, and value theory.

P6. Courses for Philosophy MA Students
Below is a list of courses that may be offered in the program in each core area of study. The list is not exhaustive and the categories may change depending on the faculty member who teaches the course in a given semester. Students should check with the instructor or AHGS each semester to determine which areas are satisfied by the courses offered.

A. Epistemology

Course	Course Title	Credits
PHI 560	Topics in Epistemology	3
PHI 562	Perception	3
PHI 565	Probabilism	3

B. Metaphysics

Course	Course Title	Credits
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

C. Value Theory

Course	Course Title	Credits
PHI 521	Bioethics	3
PHI 522	Ethics of Sustainability	3
PHI 524	Disaster Ethics	3
PHI 530	Moral Psychology	3
PHI 540	Topics in Value Theory	3
PHI 541	Normative Ethics	3
PHI 545	Studies in Philosophy of Law	3
PHI 546	Studies in Political Philosophy	3

PHI 590 Reading and Conference

Reading and Conference is an independent study course arranged with individual faculty members. Students who wish to take an independent study course will need to complete the Reading and Conference Request form. It must be prearranged prior to the start of the semester it is taken and have the approval of the student's chair as well as the director of graduate studies in philosophy. This process includes a one-two page written proposal that states the reason for the independent study, how it relates to the student's research plan, the content of the course (syllabus), and how it will be evaluated. A resource list providing information on readings and/or other methods supporting the proposal must also be provided.

P7. Colloquia

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

P8. GPA and Grade Requirements

Students enrolled in the Philosophy MA 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 MyASU.

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 Associate Head of Graduate Studies (AHGS) may also recommend a student for dismissal from the program if the following situations occur:

- The student receives three C or lower grades (including incompletes)in courses taken after admission to the program.
- A 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.

P9. Culminating Experience

Students in the Philosophy MA program may choose between two culminating experiences: a thesis or a portfolio.

A. Thesis

Students in the Philosophy MA program are required to complete and defend a thesis before graduation. The MA thesis must demonstrate the student's ability to pursue advanced independent research, evaluate and analyze evidence, and present a reasoned and coherent argument.

i. Format

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*. Students may also select a style from a professional journal (i.e. *Philosophy of Science*) but must provide an article from the journal to Graduate College Format Review along with the thesis so reviewers can compare documents.

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. ***At least one month prior to the date the student plans to defend,*** the student must submit a copy of the final thesis draft to the faculty members who officially make up the supervisory committee so they can provide a critical review of the arguments, narrative, footnotes, and bibliography. This gives the student the opportunity to make revisions before submitting the document to the Graduate College for format review. Students should also review the topic of Academic Integrity presented at the beginning of this handbook for information about avoiding plagiarism.

ii. Scheduling a Thesis 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 committee members. The student can reserve a conference room for the defense through the SHPRS Room Request form.

At least 50% of the student's supervisory committee must be physically present for the final defense, including the chair (or one co-chair) and the student. Absent members may participate by one of the following methods:

- Videoconference
- Teleconference
- Provide questions to a substitute Philosophy Graduate Faculty member to attend as a proxy.

Students are asked on the electronic Scheduling a Defense form how each member will be attending (in person, videoconference, etc.). If the circumstances change on the day of the exam, the student or chair should immediately contact the graduate coordinator to contact Graduate College with the changes. If the coordinator is not available, the chair or student should contact Graduate College directly.

Scheduling the defense with the 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** (click the "Next Steps" link under Dissertation Defense" > "Schedule your Defense").

iii. Format Review
In addition to submitting this form, the final draft of the thesis document needs to be emailed to the Graduate College for format review – **no later than 10 *calendar* days prior to the planned defense**. Students should check the Graduate College website for formatting instructions. A complete and defendable copy of the thesis document must be submitted to the Graduate College (via email) for format review. Before submitting the document, students are encouraged to use the Graduate College format tool. The formatting tool checks for formatting issues only.

iv. Oral Defense
The oral defense is open to the public. It is posted on the Graduate College website and announced by email to all faculty, staff and students in the School of Historical, Philosophical, and Religious Studies. Defenses include a presentation of the argument of the thesis by the candidate and questions from each of the committee members. The student and guests are asked to leave the examination room so final deliberations among committee members, exclusively, can take place. The student is invited back to the examining room for final results. The exam duration can last between one and two hours.

v. Defense Reminder
Students should send an email to members of their supervisory committee a few days before the defense to remind them of the location and time of the defense. Any problems with the agreed upon date should be reported to the graduate coordinator as soon as possible.

vi. Defense Results
Results of the final defense are recorded on the Graduate College Pass/Fail Form which is generated at the time the defense is scheduled and emailed to the committee chair and graduate coordinator. Each member of the committee signs the form to indicate their decision. Members attending via video/teleconferencing need to email their exam result decision to the committee chair and ask that he/she sign on their behalf. The chair signs the member's name and then puts his/her initials next to the signature. If a substitute is provided, the substitute signs the absent member's name and puts his/her initials next the signature.

The chair must enter a brief description of minor revisions if the "minor revision' outcome is selected. If "major revisions" is selected, the chair should give a full explanation of the changes on a separate document and attach it to the form. If the changes can be made within 10 days of the exam, the chair signs the form a second time at the bottom verifying that revisions have been completed and the form submitted to Graduate College. If the revisions will take longer than 10 days, a copy of the form with the document describing the required changes is submitted to Graduate College without final signature on the revision section. When the changes are complete, the chair then signs the form at the bottom and the form is submitted. A copy must be kept by the chair and/or graduate coordinator in this case, as Graduate College will not release submitted forms back to students, faculty, or staff.

If the student and chair do not want the thesis published for a period of time due to ongoing research, publication, or the sensitive information presented in the document, an "embargo" can be requested via the Pass/Fail form for approximately two years.

Before the Pass/Fail form is submitted to Graduate College, a copy of the completed form is given to the graduate coordinator for the student's file. Once the Pass/Fail 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. The student will be sent an email from the Graduate College when the final submission to ProQuest has been done. An electronic copy of the thesis is sent to the Hayden Library.

B. Portfolio/Non-Thesis Option
Students who choose the portfolio (non-thesis) option will be required to submit two papers that focus on the student's major area of research and demonstrate the ability to carry out independent research in philosophy.

i. Review
At least one month prior to the date the student plans to the defense, the student submits a copy of the final Portfolio draft to the faculty members who officially make up the supervisory committee for a critical review of the arguments, narrative, footnotes, and bibliography.

ii. Oral Defense
The Portfolio Option requires an oral defense. Before scheduling the oral defense, the student provides each committee member with drafts of the written work. The schedule for submitting work and the oral defense should be determined in consultation with the committee chair. Committee members need a few weeks to review these works and return comments and the student should expect to make revisions before the final defense.

The student arranges a date and time for the defense with all committee members and then reserves a conference room for the defense—see the SHPRS Handbook for more info on reserving a conference room. The student notifies the graduate coordinator with the date of the defense so the Portfolio Reporting form can be prepared and sent to the chair.

iii. Submission & Format

The portfolio is **not** submitted to the Graduate College for format review; however, a final electronic copy must be submitted to the graduate coordinator, who transfers the electronic file to the Philosophy server for future reference. The style must be approved by the committee chair and follow guidelines in Turabian, the *Chicago Manual of Style* or that of a professional journal in philosophy. Students may follow format guidelines as presented in the [Graduate College Format Manual](#).

iv. Defense Results
Following the defense, the chair submits the signed reporting form indicating each member's decision on the outcome of the exam to the coordinator. The coordinator will notify Graduate College of the final results.

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.