Arizona State University

Philosophy MA Program
Student Handbook

2015-2016
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**Philosophy MA Program**  
**Student Requirements and Procedures Handbook**

### Introduction

The objective of this handbook is to provide information on degree requirements for students enrolled in the Philosophy MA program to ensure consistency in program objectives, maintain the quality of the degree to be awarded, and to enable students to progress through their program in a timely manner. It also provides important web links for students to search concerning various policies and procedures set by Arizona State University, the Graduate Education office, and the School of Historical, Philosophical and Religious Studies (SHPRS) on academic standards expected from all students in academe. Students need to discuss questions concerning progress toward their degree with their Supervisory Committee Chair, Faculty Advisor, 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 Blackboard: Blackboard > Organizations > SHPRS MA Graduate.

It is the responsibility of the student to be familiar with policies and regulations of the Graduate Education office and Arizona State University and meet deadlines for registration and payment of fees. The best resource to find this information is the [ASU Graduate Education Website](http://graduate.asu.edu/), and the [ASU Catalog](https://catalog.asu.edu/).

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](http://www.asu.edu).

### Resource List

<table>
<thead>
<tr>
<th>Resource</th>
<th>Email or Web</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Reference for Policies and Academic Schedules</td>
<td><a href="https://catalog.asu.edu/">https://catalog.asu.edu/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Education:</td>
<td><a href="http://graduate.asu.edu/">http://graduate.asu.edu/</a></td>
<td>Interdisciplinary Bldg - B Wing - Room 170</td>
<td>480 965 6113</td>
</tr>
<tr>
<td>Associate Director of Graduate Studies, SHPRS</td>
<td><a href="mailto:Miguel.Aguilera@asu.edu">Miguel.Aguilera@asu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miguel Aguilera</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Graduate Studies for Philosophy N. Angel Pinillos</td>
<td><a href="mailto:Pinillos@asu.edu">Pinillos@asu.edu</a></td>
<td>Coor Hall, 3rd Floor - 3366</td>
<td></td>
</tr>
<tr>
<td>Graduate Programs Student Services Support Coordinator Katie Hamilton</td>
<td><a href="mailto:Katie.Hamilton@asu.edu">Katie.Hamilton@asu.edu</a></td>
<td>Coor Hall, 4&lt;sup&gt;th&lt;/sup&gt; floor - 4554</td>
<td>480 965 4463</td>
</tr>
<tr>
<td>Graduate Programs Coordinator Roxanne Shand</td>
<td><a href="mailto:Roxanne.Shand@asu.edu">Roxanne.Shand@asu.edu</a></td>
<td>Coor Hall, 4&lt;sup&gt;th&lt;/sup&gt; Floor – 4544</td>
<td>480 965 5387</td>
</tr>
<tr>
<td>Student Health Services</td>
<td><a href="https://eoss.asu.edu/health">https://eoss.asu.edu/health</a></td>
<td>Health Services Bldg (by footbridge that crosses University Drive)</td>
<td>480 965 3349</td>
</tr>
</tbody>
</table>
SHPRS Organization

The School of Historical, Philosophical and Religious Studies (SHPRS) is housed in the College of Liberal Arts and Sciences and comprises the discipline faculties: History, Philosophy, Religious Studies, and American 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 made up of the Associate Directors (Undergraduate Studies, Graduate Studies, and Transdisciplinarity) and Heads of Faculty for each faculty to advise him 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 Director of Graduate Studies (DGS) in their discipline. The role of the DGS is to work with his/her discipline’s faculty to develop new programs, monitor and ensure program integrity, determine program requirements, and resolve various student issues. The graduate coordinator works with the ADGS and the DGS to monitor student progress and serve as liaison between the ADGS and DGS and the student.

Philosophy MA Program

The Department of Philosophy offers an M.A. program in traditional and contemporary 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.

Philosophy Faculty

The Graduate Faculty in Philosophy consists of SHPRS Philosophy Graduate Faculty within the academic discipline of Philosophy and graduate faculty from other academic disciplines that have been approved by the SHPRS Philosophy Graduate Faculty to serve as Supervisory Committee Chairs and/or Members.

A list of SHPRS Philosophy Graduate Faculty with a short description of their research area can be found on the [SHPRS website](https://students.asu.edu/registration). A broader 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 Education office website](https://students.asu.edu/registration).

Academic Integrity

The School of Historical, Philosophical and Religious Studies strongly supports the high standard of academic integrity set by [Arizona State University](https://students.asu.edu/registration). Failure of any graduate student to meet these standards, both in academic coursework and related research activities, may result in serious consequences including suspension or expulsion from the university and, 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/results, tampering and plagiarism, and also includes 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, “cross the line”. The Graduate Education office has provided several websites to help students with this issue and students can find links to the various references at:

Student Academic Integrity Resources
Be in the Know
Academic Integrity
Plagiarism

Research Integrity and Assurance

The office of Research Integrity and Assurance (IRB) oversees all research at ASU that involves human or animal subjects. This includes projects that use questionnaires and/or interviews as part of the data to be included in the research project.

Students should plan to contact the IRB in the planning stages of their research to get approval prior to initiating research.

- Research Integrity
- Research Integrity - Additional Information

When a thesis document is submitted to Graduate Education 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 present the data collected for the research. The process also requires that the faculty member supervising the research has IRB approval.

Discrimination and Harassment

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 their students, staff, faculty and visitors and 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 in the Academic Affairs Manual. Students, who witness an offensive behavior or experience inappropriate and unwelcomed responses, should contact the Office of Equity and Inclusion. This is the office that monitors and manages reports of discrimination and harassing behavior – 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 also not tolerated and every effort will be made to protect those involved.

Program Residency Requirement

Continuous Enrollment
Once admitted, students must enroll continuously, each fall and spring semester, until all requirements for the degree have been fulfilled. Students who have completed course requirements may enroll in Continuing Registration credits, PHI 595. Continuing Registration meets the continuous enrollment requirement but is not graded. A “Z” is assigned as the final grade. A student may apply for a leave status with the Office of Graduate Education; however, this leave status cannot exceed two semesters.

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, e.g., the library. Students who fail to maintain continuous enrollment without obtaining an official leave approval will be removed from the graduate program by the Office of Graduate Education. The student may reapply for admission; however, the student must pay reapplication fees and re-admission is not guaranteed. An application for leave status (including the birth of a child or military leave) must be endorsed by members of the student’s supervisory committee and the DGS of the academic program he/she is enrolled before submission to the Graduate Education office for final approval. This request must be filed prior to the beginning of the term in which the student will take a leave of absence. The application can be found on the Graduate Education website: Continuous Enrollment: Masters-Certificate.
The Master of Arts Degree in Philosophy

The MA program in Philosophy is designed to prepare students to:

- teach philosophy at the community college level
- to enter doctoral programs
- to 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 Office of Graduate Education 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 student’s program.

Supervisory Committee

Students enrolled in the program are required to establish a Supervisory Committee, consisting of a committee Chair and at least 2 additional faculty members, to direct their graduate study. This Committee has three basic charges:

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

The committee is comprised of at least three members; a tenured or tenure track ASU SHPRS Philosophy Graduate Faculty member in an area of research closely related to the student’s area of research to serve as the committee Chair, and two additional members with expertise in the student’s area of research. Additional members may be added. At least two members must be from the ASU Philosophy Graduate Faculty.

The student’s Chair must be a member of the SHPRS Philosophy Program, and must be “endorsed to Chair” within the ASU Philosophy Graduate Faculty. Working with the Chair, the student develops a plan of study, a thesis topic, and a research plan. A list of SHPRS Philosophy graduate faculty and their area of specialty can be found [here](#). A larger list of the ASU Philosophy Graduate Faculty can be found [here](#).

Students have the option of having two faculty members serve as Co-Chairs (Co-Advisors). In this scenario, one of the Co-Chairs must be a tenured or tenure-track faculty member within the SHPRS Philosophy Program. Selection of the remaining members of the committee (or Co-Chair) must be approved by the Director of Graduate Studies for Philosophy and Graduate Education.

All members of the committee must be approved by the DGS and the Office of Graduate Education and at least two members must be ASU Philosophy Graduate Faculty. The Supervisory Committee, Chairs, and members must be selected by April 1st of the student’s first year.
**Supervisory Committee Forms**

**Committee Selection Form**
Once a Chair has been selected, the student prints the Committee Selection Form from the SHPRS MA Graduate Blackboard page, obtains the signature of the Chair and additional members, and submits the form to the Graduate Coordinator. The student can then enter the committee on the iPOS.

**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 DGS for Philosophy and then submitted through the online iPOS system (described below) for final approval by the Office of Graduate Education.

Students complete the Supervisory Committee Change Request form to request a change and submit it to the graduate coordinator. The form can be found on the SHPRS MA Graduate Blackboard: (MyASU>Blackboard>Organizations>SHPRS MA Graduate> Forms).

- Obtain the signatures from the new member, previous member, and Supervisory Committee Chair;
- Submit the original form to the graduate coordinator;
- Graduate coordinator will obtain the signatures from the Faculty Director of Graduate Studies and SHPRS Director.

**Plan of Study**
Students enrolled in graduate programs at ASU are required to file an online Plan of Study with Graduate Education. It is referred to as the iPOS – an Interactive Plan of Study, and it is accessed through the student’s MyASU, under the “My Programs and Degree” section. This Plan of Study serves as an agreement between the student, academic unit, and the Office of Graduate Education in identifying the selected Supervisory Committee to verify the quality and acceptability of the culminating document, what the culminating document will be, and coursework required for the degree. **Students must submit the iPOS by April 1st of their first year.** The iPOS must be approved by the student’s Chair/advisor, the Director of Graduate Studies in Philosophy, and Graduate Education.

The iPOS “hard copy” worksheets can be found on the SHPRS MA Graduate Blackboard. Students should complete the worksheet in consultation with their Chair, and list the courses they agree to take in order to meet program requirements. Student should follow the steps below to complete the iPOS process:

1. Complete iPOS hard copy worksheet with Chair, OR, work through iPOS process in MyASU, and submit “screenshot” of courses to Chair BEFORE final submission.
2. Obtain Chair approval.
3. Submit Chair Approval to Graduate Coordinator (either email or hard copy).
4. Submit final iPOS through MyASU.

Note: The Graduate Coordinator cannot approve an iPOS without receiving Chair 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 frequently needed as students progress in their program and they should request a course change prior to taking any coursework that is not listed on the original iPOS. Changes are easily requested through the iPOS system.
Course Requirements

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

Credit hours used toward the degree include approved graduate-level courses, (3 credit hours each), in each of the following four major areas and to obtain at least a "B" (3.00) in each course:

- Epistemology
- History
- Metaphysics
- Value theory

Students selecting the thesis option must complete a minimum of 30 credit hours consisting of 24 hours of course work and 6 credit hours of thesis, PHI 599. The non-thesis option (portfolio) requires 27 hours of course work and 3 credit hours of research, PHI 592.

Thesis Option

30 credit hours

- PHI Epistemology Course- Must earn “B” or better- (3 credit hours)
- PHI History Course- Must earn “B” or better- (3 credit hours)
- PHI Metaphysics Course- Must earn “B” or better- (3 credit hours)
- PHI Value Theory Course- Must earn “B” or better- (3 credit hours)
- PHI Electives (12 credit hours)
- PHI 599 Thesis (6 credit hours)

Portfolio Option

30 credit hours

- PHI Epistemology Course- Must earn “B” or better- (3 credit hours)
- PHI History Course- Must earn “B” or better- (3 credit hours)
- PHI Metaphysics Course- Must earn “B” or better- (3 credit hours)
- PHI Value Theory Course- Must earn “B” or better- (3 credit hours)
- PHI Electives (15 credit hours)
- PHI 592 Research (3 credit hours)

Below is a list of courses that may be offered in the program with an associated category. The list is not exhaustive and the categories may change depending on the faculty member who teaches the course in a given semester.

**Epistemology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 560</td>
<td>Topics in Epistemology</td>
<td>3</td>
</tr>
<tr>
<td>PHI 562</td>
<td>Perception</td>
<td>3</td>
</tr>
<tr>
<td>PHI 565</td>
<td>Probabilism</td>
<td>3</td>
</tr>
</tbody>
</table>
Transfer Courses

Students may request that previous graduate credit hours earned at ASU or while attending another accredited university be used toward their current program course requirements. This may be granted if the course work was completed within three years of the first semester of admission in the Philosophy program. The courses must be related to the student’s research and cannot have been used toward a previous degree. Up to 12 credit
hours can be requested and requires the approval of the student’s Chair and the Director of Graduate Studies in Philosophy.

An official transcript showing the final grade for the course(s) needs to be on file with the Graduate Admissions office. The student submits a written request with a copy of the syllabus and a statement from his/her advisor in support of the request to the graduate coordinator. The coordinator will present the request to the Director and notify the student with the decision.

**Incomplete Grades**

Graduate students should avoid taking a grade of “I” (incomplete) for any graded course work, but when necessary, must be completed within one year. If the “I” grade is not replaced with a final grade within one year of the official end of the course, it will remain a permanent incomplete.

**Culminating Experience**

**Thesis**

The M.A. thesis must demonstrate the ability to pursue advanced independent research, evaluate and analyze evidence, and present a reasoned and coherent argument. The style of the document is determined by the Committee Chair/Advisor 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 Education Format Review along with the thesis so reviewers can compare documents.

The format of the document must follow the specifications presented in the Graduate Education Format Manual and students need to closely adhere to the requirements for setting margins, spacing, pagination, etc. – refer to the **Graduate Education Format Manual**. 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 Education office for format review. Students should also review the topic of Academic Integrity presented at the beginning of this handbook and use Safe Assignment (available on the SHPRS MA Graduate Blackboard) as one source for checking the final document.

**Thesis Oral Defense**

The oral defense is open to the public. It is posted on the Graduate Education office 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 1 and 2 hours.

**Scheduling a Thesis Defense and Format Review**

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. The Chair or one Co-Chair and the student must be in attendance. Absent members may participate by one of the following methods:
- Videoconference
- Teleconference
- Provide questions to a substitute (Philosophy Graduate Faculty member) to attend on his/her behalf.

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 Education with the changes. If the graduate coordinator is not available, the Chair or student should contact Graduate Education directly.

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

Thesis 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.

Thesis Defense Results
Results of the final defense are recorded on the Graduate Education office 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 Education. 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 Education 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.

If the student and his/her Chair does 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 Education, 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 Education office when the final submission to ProQuest has been done. An electronic copy of the thesis is sent to the Hayden Library.
Thesis Option - Steps Toward Graduation
It is important for students to closely follow graduation deadlines and procedures set by Graduate Education. 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 ensure all requirements are met and courses entered on the plan correctly.

Apply for Graduation
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.

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

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.

Portfolio 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 portfolio is not submitted to the Office of Graduate Education for format review; however, a final electronic copy must be submitted to the graduate coordinator who will transfer the electronic file to the Philosophy server for future reference if needed. 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 Education Format Manual.

Scheduling a Defense and Reporting Outcome
The student arranges a date and time for the defense with all committee members and then reserves a conference room for the defense through the SHPRS Room Request Form. 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. 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 Education of the final results.

Portfolio Option - Steps Toward Graduation
It is important for students to closely follow graduation deadlines and procedures set by the Graduate Education office. 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 SHPRS graduate coordinator to be sure courses and exams have been recorded appropriately.

Apply for Graduation
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.
Satisfactory Academic Progress

All graduate students are expected to make steady progress towards completion of their degree. Students must meet the standards and deadlines of the Office of Graduate Education as well as the requirements established by the Philosophy graduate programs as stated in this handbook to maintain satisfactory progress in the program. Students who fail to meet requirements will receive written notice from the DGS identifying the deficiency and given the opportunity to meet with the DGS 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 giving the student specific steps to remedy the deficiency and a time period to complete the plan. Failure to resolve the issue as directed may result in one or more of the following options:

- Termination of funding;
- Recommendation from the Director of School of Historical, Philosophical and Religious Studies to the Vice Provost of Graduate Education to dismiss the student from his/her degree program.

A recommendation of immediate dismissal may occur under certain circumstances such as:

- Violation of academic integrity;
- Unprofessional or threatening behavior in the 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;
- A student’s GPA falls below a 3.0;
- Failure to follow proper procedure set by the office of Research Integrity and Assurance.

The student will be notified in writing (may be in email form) that he/she is recommended for dismissal and will be given 10 business days to appeal the dismissal decision or complete a voluntary withdrawal. Withdrawal from the program will avoid the notation of a dismissal on the student’s record. Student’s may appeal the decision for dismissal and should contact the graduate coordinator for procedures on the appeal process.