

**Arizona State University
Philosophy MA Program
Student Handbook**

2017-2018

Table of Contents

1. Introduction.....	3
2. SHPRS Organization	4
3. Philosophy MA Program.	4
4. Philosophy Graduate Faculty	4
5. Academic Integrity.....	5
6. Research Integrity and Assurance.....	5
7. Safety, Discrimination, and Harassment.....	5
8. Enrollment and Tuition	6

Philosophy MA Program

9. Program Overview	7
10. Interactive Plan of Study (iPOS)	7
11. Supervisory Committee	8
12. Course Requirements	10
13. Courses for Philosophy MA Students	11
14. Colloquia.....	12
15. GPA and Grade Requirements	12
16. Grades	12
17. Transfer Courses	13
18. Satisfactory Academic Progress.....	13
19. Culminating Experience.....	14
A. Thesis	14
B. Non-Thesis Portfolio.....	16
20. Steps Toward Graduation	17

1. 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 College, and the School of Historical, Philosophical and Religious Studies (SHPRS) on academic standards expected from all students. 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 Academic Success Specialist.

It is the responsibility of the student to be familiar with policies and regulations of the Graduate College and Arizona State University and meet deadlines for registration and payment of fees. The best resources to find this information are the [ASU Graduate College Website](#), the [ASU Catalog](#), and the [Graduate Policies and Procedures Manual](#). Enrolled SHPRS graduate students can also find program procedures, forms, and references on the SHPRS MA Graduate Blackboard: Blackboard>Organizations>SHPRS MA Graduate>Philosophy MA.

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 or Web	Location	Phone
ASU Reference for Policies and Academic Schedules	https://catalog.asu.edu/		
Graduate College	http://graduate.asu.edu/	Interdisciplinary Bldg, B Wing, Room 170	(480) 965-6113
SHPRS Director Matthew Delmont	Matthew.Delmont@asu.edu	Coor Hall, 4th Floor, Room 4482	
Associate Director of Graduate Studies, SHPRS Miguel Aguilera	Miguel.Aguilera@asu.edu		
Director of Graduate Studies for Philosophy N. Angel Pinillos	Pinillos@asu.edu	Coor Hall, 3rd Floor	
Academic Success Specialist & MA Advisor Roxanne Shand	Roxanne.Shand@asu.edu	Coor Hall, 4 th Floor, Room 4544	(480) 965-5387
Student Health & Counseling Services	https://eoss.asu.edu/health	Health Services Bldg	(480) 965-3349 Crisis Hotline: (480) 921-1006

University Registrar	https://students.asu.edu/registrar	Student Services Bldg, Suite 140	(480) 965-3124
International Student and Scholars Center	https://international.asu.edu	Student Services Bldg, Suite 170	(480) 727-4776
Disability Services Center	https://eoss.asu.edu/drc	Matthews Center Building, 1 st floor	(480) 965-1234

2. 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 Research) 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 Academic Success Specialist works with the ADGS and the DGS to monitor student progress and serve as liaison between the ADGS and DGS and the student.

3. Philosophy MA Program

The Department of Philosophy offers an MA 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.

4. Philosophy Graduate 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 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](#).

5. 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/results, 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 "cross the line." The Graduate College recommends several websites to help students with this:

- [Student Academic Integrity Resources](#)
- [Be in the Know](#)
- [Plagiarism](#)
- [CLAS Academic Integrity Webpage](#)

6. 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. This includes projects that use questionnaires and/or interviews as part of the data to be included in the research project.

Students should contact the IRB in the planning stages of their research to get approval prior to initiating research. More information can be found on their website: [Institutional Review Board](#).

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 present the data collected for the research. The process also requires that the faculty member supervising the research has IRB approval.

7. Safety, Discrimination, and Harassment

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 Academic Success Specialist or DGS. Anonymous reports of misconduct may be filed with the Dean of Students using the [Campus Community Incident Report form](#). Additionally, ASU takes sexual violence seriously and aims to prevent sexual violence. More information and directions for handling incidents of sexual violence can be found on the [Sexual Violence Prevention website](#).

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

There are different types and levels of discrimination and harassment. Students should become aware of them so they are careful not to cause an offense and to recognize when they have become a victim. Descriptions can be found in the [Academic Affairs Manual](#). Students who witness offensive behavior or experience inappropriate and unwelcomed 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.

8. Enrollment and Tuition

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. 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 PHI 595 Continuing Registration credits. Continuing Registration meets the continuous enrollment requirement but is not graded. A “Z” is assigned as the final grade.

Students who fail to maintain continuous enrollment without obtaining an official leave approval from the Graduate College will be removed from the graduate program by the Graduate College. The student may reapply for admission; however, the student must pay reapplication fees and re-admission is not guaranteed.

C. Full-Time Status

The Philosophy Graduate Program 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.

D. Enrollment Verification Requests

Students who have completed coursework and are enrolled in REL 795: Continuing Registration, but who wish to be considered half- or full-time for insurance or loan deferral purposes can submit an [Enrollment Verification Request](#) to the Registrar.

E. Withdrawal Requests

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 DGS. More information can be found in section 16 of this handbook. Questions should be directed to the Academic Success Specialist.

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.

More information on withdrawals can be found on the [Graduate College Registration webpage](#). The [CLAS Medical/Compassionate Withdrawal webpage](#) is also an excellent resource. The [Doctoral 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.

9. Program Overview

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 student’s program.

10. Interactive Plan of Study (iPOS)

Students enrolled in graduate programs at ASU are required to file and maintain an online Plan of Study with the Graduate College. It is referred to as the iPOS – the Interactive Plan of Study. The iPOS is accessed through the student’s MyASU portal, under the “My Programs and Degree” section. This Plan of Study serves as an agreement between the student, the academic unit, and the Graduate College to identify the selected Supervisory Committee, verify the quality and acceptability of the culminating document, and approve the coursework required for the degree.

Philosophy MA students must submit the iPOS by April 1st of their first year and it must be approved by the student’s Chair, the Director of Graduate Studies in Philosophy, and the Graduate College. The

student will submit the iPOS online, at which time the Academic Success Specialist will obtain DGS approval. At the time when the iPOS is submitted, students should also notify the Academic Success Specialist of their approved fields of study and committee members.

Student should follow the steps below to complete the iPOS process:

- Create an iPOS in MyASU in consultation with the research advisor.
- Obtain Chair approval of iPOS (via email or in writing, using the screenshot) and submit this approval to the Academic Success Specialist.
- Submit final iPOS through MyASU.

Note: The Academic Success Specialist cannot approve an iPOS without receiving Chair approval first.

Since students are required to identify courses for future semesters, they should enter courses that best match program requirements and their area(s) of interest. Course changes are frequently needed as a student moves through the program, but these are easily requested through the iPOS system. All iPOS changes are approved by the Academic Success Specialist, who must receive approval from the student's Chair (in writing or via email).

11. 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 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, including the Chair or at least one Co-Chair, must be from the ASU Philosophy Graduate Faculty.

The student's Chair must be a member of the [SHPRS Philosophy Graduate Faculty](#), and must be endorsed to Chair within the Philosophy program. 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. A list of the faculty approved to serve on Supervisory Committees and their endorsements as chairs or members can be found [here](#).

All members of the committee must be approved by the DGS and the Graduate College and at least two members must be ASU Philosophy Graduate Faculty. The Supervisory Committee, Chair or Co-Chairs, and members must be selected by April 1 of the student's first year.

A. Committee Selection Form

Committee members must be selected by the end of each student's first year in the academic program, preferably by April 1 when the iPOS is due. Once a Chair has been selected, the student prints and completes 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 Academic Success Specialist. The student can then enter the committee on the iPOS .

B. External Supervisory Committee Members

A student may select one university faculty not affiliated with ASU to serve on their Supervisory Committee. To get approval to appoint an external member, the student must submit [the Committee Approval Request – Individual Student Committee form](#) to the Academic Success Specialist, along with the external member's current CV.

C. 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 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 Academic Success Specialist. The form can be found on the SHPRS Graduate Blackboard page (MyASU>Blackboard>Organizations>SHPRS MA Graduate> Forms). Students must obtain the signatures from the desired member(s), outgoing member(s), and Supervisory Committee Chair, then submit the original form with signatures to the Academic Success Specialist, who will obtain the signature of the Director of Graduate Studies.

12. Course Requirements

Credit hours used toward the degree include approved graduate-level courses (3 credit hours each) in each of the following four major areas. Students must earn a "B" (3.00) or higher in each course:

- Epistemology
- History
- Metaphysics
- Value theory

Students must complete a culminating event at the conclusion of the MA program: a thesis or portfolio. 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 PHI 599 Thesis. The non-thesis option (portfolio) requires 27 hours of course work and 3 credit hours of PHI 592 Research.

A. Thesis Option Course Requirements

30 credit hours

- PHI Epistemology Course (3 credit hours)
- PHI History Course (3 credit hours)
- PHI Metaphysics Course (3 credit hours)
- PHI Value Theory Course (3 credit hours)
- PHI Electives (12 credit hours)
- PHI 599 Thesis (6 credit hours)

B. Portfolio Option Course Requirements

30 credit hours

- PHI Epistemology Course (3 credit hours)
- PHI History Course (3 credit hours)
- PHI Metaphysics Course (3 credit hours)
- PHI Value Theory Course (3 credit hours)
- PHI Electives (15 credit hours)
- PHI 592 Research (3 credit hours)

C. 400-Level Courses

Graduate students may, with advisor and DGS 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.

13. 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 DGS each semester to determine which areas are satisfied by the courses offered.

Epistemology

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

History

Course	Course Title	Credits
PHI 581	Studies in Ancient Greek Philosophy	3
PHI 582	Studies in Modern Philosophy	3
PHI 586	20th and 21st Century Philosophers	3
PHI 587	Topics in the History of Philosophy	3

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

Value Theory

Course	Course Title	Credits
PHI 540	Topics in Value Theory	3
PHI 541	Normative Ethics	3
PHI 544	Studies in Meta-Ethics	3
PHI 545	Studies in Philosophy of Law	3
PHI 546	Studies in Political Philosophy	3

PHI 590 Reading and Conference

Reading and Conference is an independent study course arranged with individual faculty members. Students wanting to take an independent study course will need to complete the “Reading and Conference

Request Form” found on the SHPRS MA Graduate Blackboard site. 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.

14. Colloquia

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 attend philosophy colloquia, which normally take place Friday afternoons. These events offer learning and networking opportunities that go beyond what is offered in the classroom.

15. GPA and Grade Requirements

Students enrolled in the Philosophy PhD program are required to maintain a minimum grade point average of 3.0 on the iPOS GPA, Overall Graduate GPA, and Cumulative GPA. The iPOS GPA is based on all courses that appear on a student’s approved iPOS. The Cumulative GPA represents all courses completed at ASU during the graduate career. The Overall Graduate GPA is calculated based on all courses numbered 500 or higher that appear on the transcript after admission to the program. These GPAs are all visible through 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 DGS may also recommend a student for dismissal from the program if the following situations occur:

- The student receives three C or lower grades in philosophy 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.

16. 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 [CLAS Academic \(Grade\) Grievance webpage](#) for instructions.

B. Auditing Courses

In some cases, students may choose to audit a class, allowing them to attend but not earn credit. Students must obtain approval from the instructor and their supervisory committee chair prior to enrollment. Auditing is not an option for every course; contact the Academic Success Specialist 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 Academic Success Specialist at the end of the term in which the “I” is entered. The form can be found on the SHPRS Graduate Blackboard and on [ASU’s website](#).

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 “Incomplete” 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 accruing 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.

17. Transfer Courses

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 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 used and requires the approval of the student’s advisor and the DGS for 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 Academic Success Specialist. The Academic Success Specialist will present the request to the DGS and notify the student with the decision.

18. 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 Graduate College 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, during which the student will be placed on academic probation for a specific period identified in the letter. Students placed on probation may be restricted from teaching courses or being otherwise employed in the department and may lose funding.

When the student remedies the deficiency satisfactorily, the probation will be lifted and a new letter issued stating that the student is back in good standing. Failure to resolve the issue as directed will result in one or more of the following options:

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

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

- Violation of the University's academic integrity policies
- 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 of the recommendation 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. To appeal a recommendation for dismissal, the student should follow guidelines set out in the dismissal letter and contact the Director of the School of Historical, Philosophical, and Religious Studies 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).

19. Culminating Experience

A. Thesis

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 and use Safe Assignment (available on the SHPRS MA Graduate Blackboard) as one source for checking the final document.

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. 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 Academic Success Specialist to contact Graduate College with the changes. If the Academic Success Specialist 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 defensible 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 Academic Success Specialist 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 Academic Success Specialist. 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 Academic Success Specialist 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 Academic Success Specialist 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. Non-Thesis Portfolio

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.

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 through the [SHPRS Room Request Form](#). The student notifies the Academic Success Specialist 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 Academic Success Specialist, 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.

20. Steps Toward Graduation

It is important for students to closely follow graduation deadlines and procedures set by the [Division of Graduate College](#). Links to the graduation process are also on the MyASU website under the "My Programs and Degree Progress" section. The iPOS should be reviewed with the SHPRS MA Academic Success Specialist 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 his/her application to graduate periodically and refer any questions to the Academic Success Specialist or Graduate College as appropriate.