

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

2017-2018

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Philosophy PhD Program

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1. Introduction

The objective of this handbook is to provide information on degree requirements for students enrolled in the Philosophy PhD graduate program to ensure consistency in program objectives, maintain the quality of the degree to be awarded, and 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 Graduate Coordinator.

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 resource to find this information is 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 Graduate Blackboard: Blackboard > Organizations > SHPRS PhD Graduate.

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 to using ASU email 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, 3 rd Floor | |
| Graduate Programs Coordinator, Lindsey Plait Jones | lindseyplaitjones@asu.edu | Coor Hall, 4 th Floor, Room 4587 | (480) 727-3778 |
| Student Health Services | https://eoss.asu.edu/health | Health Services Bldg (by footbridge that crosses University Drive) | (480) 965-3349 |
| University Registrar | https://students.asu.edu/registrator | 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 Resource 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, assign Graduate Teaching Assistantships, 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.

3. Philosophy PhD Program

The Department of Philosophy offers a PhD program focusing on practical and applied philosophy. General areas of research include ethics, political philosophy, metaphysics, epistemology, philosophy of law, philosophy of science, philosophy of language, philosophy of religion, and the history of philosophy. Members of our faculty are involved in interdisciplinary work in a variety of fields and enjoy close ties with the Lincoln Center for Applied Ethics, the College of Law, and a number of other graduate programs at ASU. Philosophy sponsors an active colloquium series and regular philosophical conferences on diverse topics. The Lincoln Center for Applied Ethics also sponsors a wide range of activities, including large-scale conferences, distinguished visitors, and support for graduate study.

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 dissertation document is submitted to Graduate College for format review, the document is also checked by IRB. Failure to follow the procedures set by the IRB may result in the student not being able to 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 Graduate Coordinator 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 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.

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

The Graduate College will remove students from the program who fail to maintain continuous enrollment without obtaining an official leave approval from the Graduate College and the graduate program. 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 PHI 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 18 of this handbook. 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.

More information on withdrawals can be found on the [Graduate College Registration webpage](#) and the [CLAS Medical/Compassionate Withdrawal webpage](#). 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. Residency

Doctoral students in SHPRS must live in Tempe and maintain a presence in the department in their first years in the program as they complete coursework. Students sometimes wish to move elsewhere for research later in the program; this is permitted, though graduate students are encouraged to maintain regular contact and be an active and visible part of SHPRS. Living in state provides many benefits, including lower tuition with in-state residency classification. Students must live in Arizona for at least 12 months and file a petition with the ASU Registrar in order to qualify for in-state residency status. To gather more information and apply, please visit <https://students.asu.edu/residency>.

10. Program Overview & Timeline

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

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

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

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

Students enrolled full-time in the Philosophy PhD program are able to complete program requirements and receive their degree within four to six years. The Graduate College requires degree completion within five years after passing the Comprehensive Examination or the maximum of ten consecutive years from the time of initial enrollment – whichever is shortest.

11. 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, 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 PhD 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 Graduate Coordinator will obtain DGS approval. At the time when the iPOS is submitted, students should also notify the Graduate Coordinator 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 Graduate Coordinator.
- 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, 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 Graduate Coordinator, who must receive approval from the student’s Chair (in writing or via email).

12. Supervisory Committee

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

- to recommend and approve the student's program of study;
- to advise the student regarding dissertation research;
- to administer the final oral examination in defense of the dissertation.

The committee is comprised of at least three members: a tenured or tenure-track SHPRS ASU 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 one Co-Chair, must be from the ASU Philosophy Graduate Faculty. Other members may be added from Graduate College’s list of [faculty members approved to serve on graduate committees](#) in Philosophy.

Students have the option of having two faculty members serve as Co-Chairs (Co-Advisors). In this scenario, at least one of the Co-Chairs must be a tenured or tenure track faculty member in 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 College. The following may be considered to serve as a Co-Chair or member:

- A tenured or tenure-track faculty member on the list for [Philosophy Graduate Faculty](#);
- An ASU tenured or tenure-track faculty member from a related discipline;

- An Emeritus (retired) faculty member;
- ASU Academic Professional or a faculty member from another academic institution with expertise in the student's selected field.

All members of the committee must be approved by the DGS of Philosophy and the Graduate College, and at least two members must be ASU SHPRS Philosophy Graduate Faculty. The Supervisory Committee, Chair(s) and members must be selected by April 1st 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 PhD 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.

B. External Supervisory Committee Members

Philosophy students may select one university faculty not affiliated with ASU to serve on their Supervisory Committee. To get approval to appoint an external member, students need to submit [the Committee Approval Request – Individual Student Committee form](#) to the Graduate Coordinator, 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 Graduate Coordinator. The form can be found on the SHPRS Graduate Blackboard page (MyASU>Blackboard>Organizations>SHPRS PhD 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 Graduate Coordinator, who will obtain the signature of the Director of Graduate Studies.

13. Teaching Assistantships

Students who receive teaching assistantships (TAs) will be assigned as graders in courses taught by faculty or advanced graduate students. In the first semester of the teaching assistantship, students must be assigned to experienced instructors. In accordance with ABOR regulations, faculty must provide instruction in teaching and written feedback to their teaching assistants. Students will therefore be required to teach one class period, with the faculty member present, in each course to which they are assigned. The faculty member will then provide written feedback to the student.

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

[The TA/RA Handbook](#), published by Graduate College, clarifies all conditions of TA appointment, benefits (tuition remission, insurance, parental leave), and University policies. The [ASU TA Resource](#)

[Guide](#) provides clarity on TA roles and responsibilities, designing syllabi, instruction, and addressing concerns or problems. TAs should become familiar with both of these resources before beginning an assistantship. Any problems that cannot be resolved in concert with the assigned faculty member should be addressed to the DGS or the SHPRS Director.

Newly hired TAs must also attend the Teaching Assistant/Associate Development (TAD) Program offered by the university. Orientation information and professional development activities are listed on the [TAD webpage](#).

International Teaching Assistants must prove English proficiency before they begin teaching by passing the [SPEAK Test](#) with a score of 55 or higher or the [Internet-Based TOEFL \(iBT\)](#) with a score of 26 or higher on the oral portion of the test. In the event that an international student required to take the SPEAK Test or iBT has not become fully certified to teach, the faculty member must meet regularly with the student to provide guidance in instructional design.

The Philosophy program will attempt to offer all doctoral students deemed qualified the opportunity to conduct independent teaching before they graduate. Prior to teaching their first course, students must complete and pass PHL 700 Introduction to College Teaching. Students on teaching assistantships who do not wish to teach their own course will be assigned to assist faculty members or advanced graduate students who are teaching courses that qualify for teaching assistants.

14. Course Requirements

A. Requirements

| Course Subject | Credit Hours | Notes | Additional Requirements |
|---------------------------|-----------------|--|---|
| Epistemology | 3 credit hours | Must obtain “B” or better. | |
| Applied Philosophy | 3 credit hours | Must obtain “B” or better. Subject to Chair approval. Certain courses in Applied Philosophy may simultaneously satisfy one of the other area requirements. If a course is utilized to satisfy the Applied Philosophy area and another area simultaneously, the student must take another elective course in order to complete total course credit requirement. | Applied Philosophy course must meet at least one of the following two criteria: *focuses on the application of philosophical theories to a specific issue of contemporary concern; *makes substantial use of or reference to research in other disciplines. |
| Formal Methods | 3 credit hours | Must obtain “B” or better. | |
| History | 3 credit hours | Must obtain “B” or better. | |
| Metaphysics | 3 credit hours | Must obtain “B” or better. | |
| Value theory | 3 credit hours | Must obtain “B” or better. | |
| Electives | | At least 9 credit hours and no more than 18 credit hours must be from other disciplines supporting the student's proposed dissertation area. | |
| Entered with MA | | 12 credit hours of electives required | |
| Entered with BA | | 42 credit hours of electives required | |
| Research | 12 credit hours | PHI 792 | |
| Dissertation | 12 credit hours | PHI 799 | |
| Total | 84 credit hours | | |

B. 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.

15. Courses for Philosophy PhD Students

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. 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 |

Applied Philosophy

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

Formal Methods

| Course | Course Title | Credits |
|---------|--------------------------|---------|
| PHI 555 | Topics in Formal Methods | 3 |
| PHI 556 | Advanced Symbolic Logic | 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 790 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 790 Request Form” found on the SHPRS PhD 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.

16. Colloquia

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

17. 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.

18. 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 Graduate Coordinator to determine whether auditing is an option. This grading option may not be changed after the drop/add period has ended. Audited courses are given a final grade of "X". Audited courses do not count toward full-time enrollment calculations or the minimum number of credits required for international students with visa restrictions, students employed as TA/RAs, or students receiving financial assistance. Audited courses do not satisfy Graduate College continuous enrollment policies.

C. Incomplete Grades

If a student doing acceptable work in a course needs additional time to complete coursework after the end of a term because of extenuating circumstances (illness or other circumstances beyond a student's control), an "Incomplete Grade Request" form must be completed by the student and professor and filed with the Graduate Coordinator at the end of the term in which the "I" is entered. The form can be found on the 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 lose any graduate assistantship they hold and will be placed on probation. Students violating these conditions or who fail to meet the requirements of probation will be recommended for dismissal from the program.

19. 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 graduate coordinator. The coordinator will present the request to the DGS and notify the student with the decision.

20. Previous MA Degree Credit

Students entering the PhD Program with a previously earned Master's degree in philosophy or a related field may request a "blanket" 30 credit hours be applied toward the total credit hours required for the degree, reducing the total hours from 84 to 54. An original transcript showing the MA degree needs to be on file with the Graduate Admissions office.

If applicable, any course work taken after the awarding of the MA degree at a previous institution, may be applied toward the PhD degree, with the approval of the Director of Graduate Studies in Philosophy, toward the remaining 54 credit hours - up to the maximum of 12 hours. These additional credits cannot have counted toward a previous degree.

21. 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 their respective degree program. Students who fail to meet requirements will receive written notice from the DGS identifying the deficiency and be 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 by the DGS, 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 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 a classroom, professional experience, 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 doctoral 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 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. 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).

22. Comprehensive Examination

The Comprehensive Examination evaluates progress in the program and determines if the student has demonstrated proficiency in his/her area of specialization and can advance as a PhD candidate.

Examination includes both a written and oral component. Students are expected to complete the exam no later than the second semester of their fourth year but are encouraged to complete it before then. Failure to pass exams in a timely manner will result in academic probation, which may lead to dismissal from the program.

Students are eligible to take the examinations when all required coursework (with the exception of research and dissertation hours) has been completed. With prior approval of the DGS, the exam can be taken during the same semester students finish coursework. Students must also have an updated Plan of Study approved by their Chair, Director of Graduate Studies for Philosophy, and Graduate College. Enrollment in the semester the examination is held must meet one of the following criteria:

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

A. Reading List

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

B. Scheduling the Exam

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

The student should schedule the written exam in coordination with the Graduate Coordinator and their Chair at least two weeks before he/she plans to sit for the examination. The Graduate Coordinator will schedule a room for the student if necessary, provide the necessary materials (computer, flash drive, etc.), and facilitate the exam or designate a proxy facilitator (SHPRS faculty or staff).

The oral exam can be scheduled for a date and time that suit all involved (student and committee). The student should reserve a room by calling the Coor Hall Fourth Floor Front Desk at (480) 965-5778 or submitting the [Online Room Reservation Form](#).

C. Exam Results

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

The committee may recommend the following grades: Pass with distinction (in cases of extraordinary performance), Pass, or Fail.

D. Failed Exam

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

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

23. Masters in Passing (MIP)

Students who were admitted to the PhD program without a master's degree in Philosophy and have not used 30 hours from a previously earned master's degree on their PhD Plan of Study are eligible to apply for the MIP. Students complete the following steps:

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

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

24. Dissertation Prospectus

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

The prospectus should include the following:

1. A dissertation statement;
2. A discussion of the relevant literature;
3. A discussion of the approach to the project;
4. A bibliography;
5. A sample dissertation chapter.

The prospectus must be reviewed and approved by each member of the student's Supervisory Committee. The document does not need to be presented to the committee as a scheduled exam, but all members must approve the document. Results are recorded on the Philosophy Prospectus Result form and submitted to the graduate coordinator. Students can download this form from the SHPRS PhD Graduate Blackboard site and submit it to the committee with their prospectus. The signed form must be submitted to the Graduate Coordinator so results can be reported to Graduate College.

25. Doctoral Candidacy

Doctoral students achieve candidacy status upon the successful defense of the dissertation prospectus. Students will receive notification that they have been advanced to Candidacy. Notification will include a list of Graduate College requirements that need to be completed for the degree. The student must complete 24 semester hours of research/dissertation credits (12 hours of each) and must successfully hold the oral defense of the dissertation.

26. Dissertation

The dissertation must be an original contribution to knowledge and demonstrate the student's proficiency as an independent investigator. The student should confer with members of the supervisory committee to determine the preferred procedure for submitting chapters of the dissertation (for example, whether each member of the committee wishes to examine, along with the chair, each separate chapter or only the complete first draft).

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 dissertation 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. Students should also review the topic of Academic Integrity presented at the beginning of this handbook and use Safe Assignment (available on the SHPRS PhD Graduate Blackboard) as one source for checking the final document.

At least one month prior to the date the student plans to the defense, the student must submit a copy of the final dissertation draft to the faculty members who officially make up the Supervisory Committee for 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.

A. Oral Defense of the Dissertation

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

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 College with the changes. If the Graduate Coordinator is not available, the Chair or student should contact Graduate College directly.

B. Scheduling a Dissertation Defense

When revisions have been made and all members of the committee agree that the document is ready, for a defense, the student arranges a date and time for the defense with all committee members. The Chair of the Supervisory committee should consult with all members of the committee to determine if the dissertation is ready to defend. If all committee members agree that the defense can be held, the Chair will inform the student, who then takes charge of scheduling the defense. The student should consult all committee members, including the Chair, to determine the date and time of the defense. The student requests a conference room by completing the [Room Request](#) form.

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**.

The Graduate Coordinator sends a defense invitation to all faculty and students in SHPRS. The student must provide the Graduate Coordinator with his or her abstract at least 10 calendar days before the defense so that the invitation can be emailed.

C. Format Review

The final draft of the dissertation document needs to be emailed to the Graduate College for format review **no later than 10 calendar days prior to the planned defense**. Once this form is submitted, additional links appear that guide students through the formatting process and final submission to ProQuest (the electronic submission of the dissertation). A complete and defensible copy of the dissertation document must also 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](#).

D. Dissertation Defense Reminder

Students need to send an email to members of their supervisory/dissertation committee a few days before the exam to remind them of the location and time of the exam. Any problems with the agreed upon date should be reported to the Graduate Coordinator as soon as possible.

E. Dissertation 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 SHPRS Graduate Coordinator. If the student and his/her Chair or research advisor do not want the dissertation published for a period of time due to ongoing research, publication or the sensitive information presented in the document, an “embargo” for approximately two years can be requested via the Pass/Fail form.

Each member of the committee signs the form to indicate their decision. If revisions are needed, the Chair must sign the form a second time once revisions have been completed. A copy of the completed form is given to the SHPRS Graduate Coordinator for the student’s file and the original copy is submitted to the Graduate College. Once the Pass/Fail form is submitted, the student will see “Defense Status: Pass” in the defense section. Right below the “Defense Status” the student 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 dissertation is sent to the Hayden Library.

27. Steps Toward Graduation

Students need to closely follow graduation deadlines and procedures set by the [Graduate College](#). Links to the graduation process are also on the MyASU website under the “My Programs and Degree Progress” section. The iPOS should be reviewed with the 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.

In order to graduate, students must complete the Oral Dissertation Defense and submit the Pass/Fail form, submit a Survey of Earned Doctorates, and complete the dissertation submission process. They must also have their iPOS reviewed by the PhD Graduate Coordinator, Chair, and DGS.

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

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