

**GUIDELINES AND INFORMATION FOR
GRADUATE STUDENTS
2017-2018**

ALL GRADUATE STUDENTS ARE EXPECTED TO REVIEW THESE GUIDELINES-ESPECIALLY THOSE PERTAINING TO DEGREE REQUIREMENTS

These Guidelines supplement and update the information contained in the [University of Kansas Academic Catalog](#), as well as the [KU Policy Library](#). Every graduate student should read the sections dealing with philosophy in particular, and with graduate study in general. For further clarification or for answers to questions not covered by this material, please consult the Director of Graduate Studies in the Philosophy Department.

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1. ADMISSION AND REGISTRATION

1.1 Departmental Prerequisites for Graduate Standing

Students seeking the Master's or Doctoral degree, if admitted without deficiencies, must have taken the following (or an equivalent): a course in symbolic logic, a course in ethics, a course in the history of modern philosophy, a course in the history of ancient philosophy, a course in 20th century analytic philosophy (judged to be equivalent to Phil 388: Analytic Philosophy: Frege to Quine), a course in 19th/20th century philosophy other than analytic philosophy as previously defined, and a course in either metaphysics, theory of knowledge, philosophy of mind, or philosophy of language. Deficiencies should be made up early in the candidate's graduate work.

1.2 Departmental Admission Requirements

- A. All students admitted to the graduate program provisionally, and all marginal students, are sent a letter at the time they are notified of admission to the graduate program informing them that they have a poor chance statistically of completing the program.
- B. The Department has also adopted a policy permitting the Committee on Recruitment, Admission, and Awards to decide, when appropriate, that a student who applies for admission to the Ph.D. program be admitted, not to the Ph.D. program, but to the M.A. program. Further, students in the M.A. program may enter the Ph.D. program only upon successful formal application to the Department.
- C. In addition to other application materials (application form, application fee, letters of recommendation, course transcripts, etc.), all applicants for admission to the graduate program must provide the following.
 1. Graduate Record Examination Scores (verbal, quantitative, analytical) or Law School Admission Test Scores (for applicants to the joint J.D./M. A. program)
 2. a writing sample—preferably a sample of philosophical prose of approximately 10-15 pages
 3. a brief statement of academic goals
 4. a C.V. or resume
- D. Applicants not admitted to the philosophy graduate program may apply to the program as a 'non-degree seeking student' and take philosophy courses if they have satisfied the prerequisites, etc. It is possible that a student who does well in philosophy enrollments and acquires supporting letters from KU faculty (and meets all other requirements for admission) may reapply to the graduate program at a later date. However, as a general rule, rejected applicants are not encouraged to do this unless they are excellent candidates who merely lack background courses required for regular admission and have been recommended to apply as 'non-degree seeking' by the Director of Graduate Studies. It should be clearly understood that the Department in no way is obligated to admit such students when and if they reapply to the graduate program.

1.3 Enrollment in the Graduate Program

Prior to the first day of classes of each semester students must register for the coursework or academic work they will be attempting. Students must consult with the Director of Graduate Studies on course of study and have a coursework schedule approved by the Director of Graduate Studies prior to enrollment.

Failure to enroll prior to the first day of classes will result in a [fine being assessed by the Registrar's Office](#). All students entering the graduate program must enroll in PHIL 800, Graduate Tutorial, within their first academic year. It is imperative that graduate students satisfy prerequisites (or an equivalent) for the course in which they enroll.

Additional information regarding course load, enrollment changes, and withdrawal are detailed in the [University Degree Requirements and Policies section](#).

1.4 Departmental and University Graduate Student Petitions

Graduate students can present written petitions to the Department regarding University policy or Departmental program requirements. The petition is given to the Director of Graduate Studies who then presents it to the Graduate Faculty of the Department. Petitions regarding University or Graduate Studies

policy will be voted on by Graduate Faculty. If supported, the petition is submitted to the College Office of Graduate Affairs on the student's behalf.

2. PROGRAM REQUIREMENTS

2.1 Degrees Offered

The Department of Philosophy offers the following graduate degrees:

- Master of Arts (M.A.)
- Joint Doctor of Jurisprudence (J.D.) and Master of Arts (M.A.)
- Doctor of Philosophy in Philosophy (Ph.D.)

The requirements for each degree are detailed in the "Philosophy" section of the [Graduate Catalog](#). The material in these Guidelines is intended to supplement and clarify the requirements listed in the Catalog.

2.2 M.A. Degree Requirements

The Department offers four ways to complete the Master of Arts in Philosophy.

A. Thesis Option

1. Completion of at least 30 hours of graduate work in philosophy (with grade of B- or better and a GPA of at least 3.0 over all graduate courses in philosophy) including at least 15 hours in courses numbered 800 or above (includes 6 hours of thesis enrollment in PHIL 899 and PHIL 800: Graduate Tutorial).
2. Completion of PHIL 800: Graduate Tutorial during first year.
3. Distribution: Completion of two courses at the 500 level or above in each of the following areas: (1) Metaphysics or Epistemology, (2) Value Theory, and (3) History of Philosophy. Courses taken during the student's undergraduate career may count toward this distribution requirement, but such undergraduate courses do not count toward the overall 30 hour graduate requirement unless the student received graduate credit for those courses.
4. The student must also submit an acceptable written thesis and pass a two-part oral examination which shall include one part devoted to the defense of the thesis and a second part covering general material from the student's M.A. program.

B. Non-Thesis Option for M.A. Students

1. Same as above except the student substitutes six hours of acceptable (B- or better) graduate coursework in courses numbered 800 or above in place of thesis (PHIL 899).
2. Oral comprehensive examination over M.A. coursework conducted by a three-member faculty committee, appointed by the Director of Graduate Studies in consultation with the student and the relevant faculty members. Scheduling and structure of the exam will follow that of the oral examination in the case of a M.A. thesis-option degree with the exception that the examination will concern only the student's coursework.

C. Non-Thesis Option for Ph.D. Students

This applies to Ph.D. students who successfully complete [PHIL 901: Research Tutorial](#) in accordance with the requirements of the Ph.D. program. The conditions for satisfying this option are as follows:

- a. The student has previously been admitted to the Ph.D. program.
- b. The student has satisfied the M.A. distribution and course level requirements.
- c. The student is eligible to take PHIL 901 in accordance with the specified time frame.

D. Fast-Track Option (for those with a KU undergraduate philosophy degree)

Admission Requirements

1. All requirements for a bachelor's in philosophy from KU complete or in progress

2. GPA of 3.5 in philosophy
3. GRE not required, though the department will consider GRE scores as part of an application

Degree Requirements

Students must complete all of the following requirements for the Fast-Track M.A. within one calendar year post-bachelor's:

1. 24 credit hours of graduate coursework (500-level or above) in philosophy post-bachelor's with a grade of B or higher. At least 15 of these hours must be in courses numbered 800 or above. Students must complete two courses at the 500-level or above (or the equivalent) in each of these areas: history of philosophy, metaphysics and epistemology (broadly construed), and value theory. Courses taken during the undergraduate career may be counted toward these area requirements, but such work does not count toward the overall 24-hour graduate credit requirement unless the student took this course work for graduate credit and it has department approval.
2. PHIL 800 Tutorial with a grade of B or higher
3. An M.A. exam consisting in the oral defense of a seminar paper of the student's choosing before a three-member faculty committee, appointed by the Director of Graduate Studies in consultation with the student and the relevant faculty members. The student must identify to the Director of Graduate Studies at the beginning of the spring semester the paper they will defend. Scheduling and structure of the exam will follow that of the oral examination in the case of a M.A. thesis-option degree with the exception that the examination will concern only the paper the student has chosen.

Time Limits and Other Restrictions

Students must maintain a minimum GPA of 3.5 in the first semester of graduate study in order to maintain eligibility for the program. They will be subject to a formal mid-year review to ensure satisfactory progress towards completion of the degree.

A student who receives a bachelor's degree in Spring or Summer begins the M.A. portion of the degree that Fall. The student must then complete all requirements for the Fast-Track M.A. by the first day of classes the following Fall. For example, if a student receives the bachelor's in Spring 2014 and is accepted into this M.A. track, that student begins the additional year of coursework in Fall 2014 and must complete all requirements for the Fast-Track M.A. by the first day of classes in Fall 2015. Similarly, a student who receives the bachelor's in the Fall begins the M.A. portion of the degree in the Spring. The student must then complete all requirements for the Fast-Track M.A. by the first day of classes the following Spring. If a student does not complete the Fast-Track M.A. requirements within one year post-bachelor's, the student may petition the department for admission to the standard 30-hour M.A. track. In extraordinary circumstances, for example, serious illness, students may petition the department to remain in the 24-hour track.

2.3 Joint Degree Program in Law and Philosophy / J.D. and M.A. in Philosophy Degrees

The program combines into three years and one summer session the normal three-year J.D. program offered by the School of Law and the three-semester M.A. in Philosophy program offered by the Department of Philosophy in the College of Liberal Arts and Sciences. Students in the program complete eighty-one credits in law and twenty-one credits in philosophy. The J.D. and M.A. diplomas will be awarded concurrently after completion of the joint-degree program requirements.

Admissions Requirements

The joint J.D.-M.A. program is open to those who have earned a baccalaureate degree from an accredited college or university and whose undergraduate academic record indicates that the applicant has the capacity to complete the law and philosophy program. Applicants for the J.D.-M.A. in Philosophy program must meet the admission requirements of the School of Law, the Department of Philosophy, and Graduate Studies. Applicants must apply and be admitted to each school separately prior to entrance into the first year of the program. The Law School Admission Test (LSAT) is the only required entrance examination for applicants. All admissions requirements and prerequisites for courses in the Philosophy graduate program also apply. A student who decides to enter the program while enrolled in the first year of the J.D. or M.A. in Philosophy curriculum must consult and obtain approval from the School of Law

and the Department of Philosophy. No student may enter the combined program after completing more than thirty credits in the law school or twelve credits in the Department of Philosophy.

Typical Enrollment Pattern

	Law	Philosophy	Total
First Year	32	0	32
Second Year	22	6	28
Third Year	22	9	31
Summer Session	5	6	11
Total Credit Earned	81	21	102
Law Credit Allowed for M.A.		9	9
Philosophy Credit Allowed for J.D.	9		9
Total Credit Hours for J.D. / M.A.	90	30	120

Degree Requirements

	<u>Credit for J.D.</u>	<u>Credit for M.A.</u>
Law courses required of all J.D. candidates	44	0
Law courses for joint degree candidates	9	9
Philosophy courses for joint degree candidates	9	9
Additional law courses	28	0
Additional philosophy courses	0	12
Minimum credit hours required	90	30

A. Law Courses Required of all J.D. Candidates: First-year courses—

Civil Procedure I	3 cr.
Civil Procedure II	3 cr.
Contracts I	3 cr.
Contracts II	3 cr.
Criminal Law	2 cr.
Criminal Procedure	3 cr.
Lawyering I	3 cr.
Lawyering II	3 cr.
Property I	3 cr.
Property II	2 cr.
Torts	4 cr.

Upperclass courses-

Commercial Law I	3 cr.
Constitutional Law	4 cr.
Evidence	3 cr.
Professional Responsibility	2 cr.
(must be taken in second year)	
	44 cr.

B. Sample Listing of Pertinent Law Courses for Joint Degree Candidates:

Advanced Constitutional Law	2 cr.
Jurisprudence	3 cr.
Race Discrimination Law	3 cr.
First Amendment Freedoms	2 cr.
Independent Research (where pertinent)	1 or 2 cr. (summer 2.5 cr.)
Research Workshop (where pertinent)	3 cr.
For a total of 9 credit hours.* (Approval of the Associate Dean School of Law Required)	

*To receive M.A. credit in Philosophy also

Note: The courses listed in section (B) are examples only. The actual courses utilized would depend on the courses offered in Law in the relevant semesters.

C. Sample Listing of Pertinent Philosophy Courses for Joint Degree Candidates:

Justice and Economic Systems	3 cr.
Political Philosophy	3 cr.
Contemporary Ethics	3 cr.
History of Ethics	3 cr.
Philosophy of Law	3 cr.
Seminar in Social and Political Philosophy	3 cr.
Seminar in Ethics	3 cr.
Master's Thesis	6 cr.

For a total credit of 9 credit hours.**

** To receive J.D. credit also. It is possible that Philosophy 900 (Research in Philosophy: ____3 cr.) could, if the content was suitable, be taken for joint J.D. and Philosophy M.A. credit. Both Philosophy 674 (Philosophy of Law) and Law 959 (Jurisprudence) could be taken for joint J.D. and Philosophy M.A. credit only if the course content of each was determined to be sufficiently distinct.

Note: The courses listed in this section (C) are especially intended for the joint degree program

D. In addition students should note the following rules applicable to the Philosophy M.A. in particular.

1. A student must complete two courses at the 500-level or above in each of the following three areas: (a) metaphysics, theory of knowledge, and philosophy of logic; (b) ethics and theory of value; (c) history of philosophy. A student will be given graduate credit provided the student is enrolled as a graduate student. (The courses taken under C will, very likely, satisfy the requirement of work in [b] ethics and theory of value.)
2. A student must either take an undergraduate course in logic (310, 610 or the equivalent) or pass an appropriate placement examination in symbolic logic if the student did not satisfy the symbolic logic admissions requirement.
Note: Courses taken during the student's undergraduate career may be counted toward requirement (1) or requirement (2).
3. A student must also have had Philosophy 800 (Graduate Tutorial) in the first or second semester of active graduate enrollment in Philosophy.
4. The M.A. in Philosophy in the joint program (with the J.D. degree) can be taken under either the thesis or the non-thesis option (see sections 2.2 and 2.12). Under either option the student will take a final general examination as is required of all candidates for the M.A. degree.
5. The Philosophy M.A. requires that, of the 30 hours of work counted for the M.A. degree, a cumulative grade point of B or better must be achieved and at least 15 of those hours must be in courses numbered 700 or above, which could include 6 hours of Phil 899 (Master's Thesis).

E. In order to accommodate the differences in grades recorded in Law and in the Graduate Program, the following standard will be used:

1. All Law coursework counted for the M.A. degree must be at a grade of C+ or better in order to receive M.A. credit.
2. All Philosophy coursework counted for the J.D. degree must be at a grade of B or better; courses so qualified will be given law credit, will appear on the student's law transcript but will not be computed as part of the student's Law School G.P. A.

F. Candidates for the joint J.D. and M.A. in Philosophy degrees should take note of the Graduate Studies requirement that at least a B cumulative grade point average (3.0) is required on coursework counted toward any of the master's degrees at the University of Kansas, and only courses on a A-F,+/- scale may be so counted (courses graded on the Satisfactory/Unsatisfactory scale will not count towards

degree). Students should understand that the grades received in any law courses that are credited toward fulfillment of the M.A. in Philosophy degree requirements are incorporated into the M.A. grade point average, which ultimately must be B (3.0) for the award of the M.A., in Philosophy degree. For further information students should consult the KU Academic Catalog online.

- G. The pertinent courses in Law offered for the 9 hours credit towards the M.A. in Philosophy must, as is true of all other Philosophy graduate-degree enrollments, be approved by the Director of Graduate Studies in Philosophy. Likewise, the pertinent courses in Philosophy offered for the 9 hours credit towards the J.D. must be approved by the Associate Dean or by the Academic Committee of the School of Law.
- H. All Joint Degree Candidates must satisfy the School of Law upperclass writing requirement. Please consult the current School of Law Catalog.

2.4 Ph.D. Requirements

- A. Overall Hours Requirement: Complete at least 39 credit hours of graduate work in regular philosophy courses numbered 500 or above with grades in each course of at least B-, and an overall GPA in all graduate philosophy courses of better than B. At least 24 of these 39 hours must be at the 800 level or above (including PHIL 800: Tutorial and PHIL 901: Research Tutorial). Additional hours in PHIL 999: Dissertation, beyond the 39 hour requirement, are required as appropriate in accordance with the rules of the Graduate Division and the Department.
- B. Complete PHIL 800: Graduate Tutorial with a grade of B- or better in the first year of enrollment.
- C. Complete PHIL 610: Symbolic Logic, PHIL 666: Rational Choice Theory or equivalent with grade of B- or better by the same time the Distribution Requirement is completed (see below).
- D. Ph.D. Distribution Requirement: Students are required to complete at least seven courses from the following areas distributed as below. Note the 500-600 level courses listed as prerequisite options after 800 level seminars.

Completion of up to 6 credits of PHIL 600: Readings in Philosophy coursework may satisfy course distribution requirements. Any further requests may be considered on a case-by-case basis.

METAPHYSICS AND EPISTEMOLOGY - 2 courses

- 620 Philosophy of Natural Science
- 622 Philosophy of Social Science
- 628 Philosophy of Logic
- 630 Philosophy of Mathematics
- 638 Philosophy of Language
- 648 Theory of Knowledge
- 650 Metaphysics
- 654 Philosophy of Mind
- 850 Topics in Recent Philosophy: 500-600 level course specified as appropriate (when and only when seminar focuses on a topic in metaphysics and epistemology).
- 860 Topics in Philosophy of Science: 620 or 622 or 648 or 650
- 862 Topics in Logic: 610 or 628 or 630
- 868 Topics in Philosophy of Language: 628 or 638 or 654
- 870 Topics in Metaphysics: 620 or 630 or 648 or 650 or 654
- 872 Topics in Theory of Knowledge: 620 or 648 or 650 or 654
- 877 Topics in Philosophy of Mind: 638 or 650 or 654
- 888 Topics in Philosophy of Social Sciences: 620 or 622 or 648 or 666 or 696

VALUE THEORY - 2 courses

- 504 Philosophy of Sex and Love
- 555 Justice and Economic Systems
- 662 Aesthetics
- 668 Political Philosophy
- 670 Contemporary Ethical Theory
- 671 Feminist Theories in Ethics
- 672 History of Ethics
- 674 Philosophy of Law
- 676 Death and Dying
- 677 Medical Ethics
- 850 Topics in Recent Philosophy: 500-600 level course specified as appropriate (when and only when seminar focuses on a topic in value theory).
- 880 Topics in Ethics: 670 or 672
- 884 Topics in Social and Political Philosophy: 555 or 666 or 668 or 674 885 Topics in Law and Philosophy
- 886 Topics in Applied Ethics: 670 or 672 or 500-600 level course specified as appropriate

ANCIENT PHILOSOPHY -1 course

- 508 Early Greek Philosophy
- 605 The Philosophy of Plato
- 607 The Philosophy of Aristotle
- 608 Hellenistic
- 805 Plato: 508 or 605 or 608 or 648 or 650
- 807 Aristotle: 508 or 607 or 608 or 648 or 650
- 820 Topics in History of Philosophy: 500-600 level course specified as appropriate (when and only when seminar focuses on a topic in ancient philosophy).

MODERN PHILOSOPHY -1 course

- 820 Topics in History of Philosophy: 500-600 level course specified as appropriate (when and only when seminar focuses on a topic in modern philosophy).
- 824 Hume: 648 or 650 or 654
- 828 Kant: 648 or 650 or 654

NINETEENTH AND TWENTIETH CENTURY PHILOSOPHY - 1 course

- 560 Nineteenth Century
- 562 Kierkegaard
- 570 Nietzsche
- 580 Marxism
- 582 Existentialism
- 590 Phenomenology
- 592 Contemporary Continental
- 820 Topics in History of Philosophy: 500-600 level course specified as appropriate (when and only when seminar focuses on a topic in nineteenth and twentieth century philosophy).
- 831 Hegel: 560 or 500-600 level course specified as appropriate
- 835 Frege: 628 or 630 or 638
- 843 Heidegger: 560 or 562 or 570 or 582 or 592
- 848 Wittgenstein: 628 or 630 or 638 or 654
- 852 Quine: 620 or 628 or 638
- 855 Davidson: 638 or 654 or 666
- 890 Topics in Continental Philosophy: 500-600 level course specified as appropriate

- E. **PHIL 901: GRADUATE RESEARCH TUTORIAL:** All Ph.D. students must satisfy complete PHIL 901 Research Tutorial. Students may not enroll in PHIL 901 prior to their third semester in the graduate program, and normally should enroll in PHIL 901 no later than their sixth semester. (Students who successfully petition to reduce the overall 39-hour requirement by as many as 18 hours should enroll in PHIL 901 no later than their fourth semester.)

PHIL 901 PROCEDURES

1. Students enrolled in PHIL 901 do independent research on a topic approved by the faculty member with whom they enroll. This should result in a tightly focused 20-30 page research paper. The student's written work will be repeatedly evaluated over the semester by the faculty member and the final product must be defended in an oral examination conducted by a three-member graduate faculty committee (including the faculty member with whom the student is enrolled) appointed by the Director of Graduate Studies.
 2. The final draft of the student's paper is due no later than the end of the semester of PHIL 901 enrollment; or if the 901 enrollment is approved for the summer term, no later than the beginning of Fall classes.
 3. Committee members other than the director are responsible only for taking part in the examination, and are not expected to participate in the process of overseeing the repeated revisions of the tutorial paper.
 4. The committee will assign a grade. This grade is designed to express an overall assessment of the quality of the paper and the oral defense.
 5. Incompletes will be allowed only for exceptional circumstances, e.g. illness.
 6. If the examination is to confer an M.A., then the committee may also examine the student over any related coursework completed to date. In this case, an overall exam assessment of Satisfactory, Honors, or Unsatisfactory will be determined and indicated on the departmental Exam Outcome Form. Immediately following the exam, the Exam Outcome Form is signed by the committee director/chair and submitted to the Graduate Coordinator for degree requirement reporting to the College Office of Graduate Affairs and Graduate Studies.
 7. All graduate students who enroll in the Ph.D. track with an M.A. in hand must take PHIL 901.
 8. Passage of 901 will initiate a comprehensive review of the student's work to date. This review in some cases may result in recommendation that the student withdraw from further Ph.D. studies. In short: passage of 901 is not a sufficient condition for students to continue their Ph.D. studies.
- F. Must satisfy Research Skills & Responsible Scholarship requirement: (a) successful completion of PHIL 800 Graduate Tutorial; and (b) PHIL 901 Ph.D. Tutorial; and (c) either (i) demonstration of a reading knowledge of one of the following languages: French, German, Greek, Latin, or (ii) a language or course approved by the Department in response to the student's petition. Any student planning to write a dissertation dealing with primary texts written in a language or languages other than English must, before submitting the prospectus, prove an adequate reading knowledge of the relevant language or languages if the committee deems that necessary.
- G. Must pass the Comprehensive Oral Examination for Ph.D. candidacy. This examination cannot be taken until all of the above requirements have been completed or will be completed in the semester in which the examination is scheduled.

After satisfaction of the above requirements, the student is eligible to enroll in PHIL 999 (DISSERTATION) with their Dissertation Director. This enrollment must occur during the semester in which all of the above requirements will be completed. The remaining requirements for the Doctorate are as follows:

- H. **Students should also carefully review the [University Requirements and Policies](#) pertaining to Doctoral students, specifically policy regarding Post-comprehensive Enrollment, Minimum Tenure, Dissertation Defense, and degree completion.**

2.5 Acceptable Course Work

Only courses in which the grade is at least B- will be counted towards fulfillment of the requirements for any of the above degrees. A straight B average in courses is considered insufficient for Ph.D. work.

2.6 Philosophy 900 (Research in Philosophy)

Philosophy 900 is normally offered only when a student needs to do advanced work in an area in which regular course offerings are not available in the Department. A maximum 6 credits of PHIL 900: Research in Philosophy coursework may be counted toward the requirement of 24 credits of Seminar (800+) courses IF the coursework yields a seminar paper. Students taking a regular course offering will not normally be permitted to enroll for that course under the Philosophy 900 heading. Exceptions may be made only after consultation with the Director of Graduate Studies.

2.7 Procedure for Prospectus and Comprehensive Oral Examination for Ph.D. Candidacy

- A. Committee: The student, perhaps in consultation with the director of graduate studies, obtains the consent of a department faculty member who is willing to supervise comprehensive exam and prospectus work, chair the comprehensive exam committee, and serve as the dissertation advisor. The student enrolls in that faculty member's section of PHIL 999.
- B. In consultation with the anticipated advisor, and perhaps in consultation with the director of graduate studies, the student obtains the consent of three additional department faculty members and a suitable faculty member from another department, as required by the university, to serve on the committee.
Students should carefully read policies regarding University Requirements for Exam Committee Composition.
- C. With the consent of the five anticipated committee members, the director of graduate studies appoints the committee and designates its chair.
 - The steps concerning the formation of the committee need not be completed before the student begins exam preparation work (which is described below). In some cases, a student may want to make some progress, presumably under the supervision of the anticipated advisor, before finalizing the committee.
 - Once the exam committee is appointed by the DGS, a different committee may later be appointed if the student's work evolves in such a way that a change in committee roster is appropriate.
 - As under the previous procedure, the dissertation committee and dissertation examination committee may turn out to include faculty members who are not members of the committee formed at this stage.
- D. The dissertation prospectus: In consultation with the advisor and additional individuals whom the student may choose to consult, the student writes a prospectus. The prospectus should be between 3,000 and 6,000 words long.
- E. When the student's advisor approves the prospectus for committee review, the student's advisor circulates the document to the other members of the exam committee.
- F. Based on feedback from the committee, the student makes appropriate revisions to the prospectus.
- G. When the student's committee approves the prospectus for department review, the student's advisor supplies the prospectus to the director of graduate studies, who circulates them to the department faculty with a request for comments, which will be compiled by the DGS and sent to the student's advisor. The student's prospectus must be circulated to the department faculty at least three weeks in advance of the student's oral examination. The four Philosophy-department members of the student's committee review the faculty comments and determine if further revisions are required.
- H. Within the first month of the semester in which the student plans to take the oral exam, the exam date and time will be provisionally scheduled in consultation with the Director of Graduate Studies and the Graduate Program Coordinator. When the committee approves the prospectus, the student will be officially approved to take the oral exam at the scheduled date and time.

- I. The student is encouraged to have the oral exam not later than the end of the first semester of enrollment in PHIL 999 and must attempt the oral exam no later than the end of the subsequent semester. The exam should take about two hours and will include discussion of the prospectus through a breath of philosophical areas and challenges to the work itself.
- J. A majority of committee members must be physically present for an examination to commence; for doctoral oral comprehensive and final examinations this requirement is 3 of 5 members and must include the Chair and Graduate Studies Representative. Refer to [University Requirements for Exam Committee Composition and Attendance](#) for more information.
- K. Evaluation: Upon the conclusion of the oral exam, the committee makes two determinations: (1) the comprehensive oral exam grade (honors, satisfactory, or did not pass) and (2) whether the prospectus should be given final approval, based on the document and defense. Both determinations may be affirmative, and both may be negative. Additionally, if the student's writing and defense of the prospectus is adequate for comprehensive-examination purposes but leaves the committee with some concerns about readiness to proceed with dissertation work, the committee may award a passing grade on the comprehensive exam but withhold final approval of the prospectus. Finally, if the student's prospectus writing demonstrates readiness to proceed with dissertation work but the defense is inadequate for comprehensive examination purposes, the committee may give final approval to the prospectus but award a grade of unsatisfactory for the comprehensive exam.
- L. The student's advisor communicates the committee's two determinations to the director of graduate studies and the Graduate Program coordinator, who then reports the student's comprehensive oral exam grade to the College Office of Graduate Affairs and Graduate Studies.
- M. For each matter—the comprehensive oral exam and the prospectus—a positive determination by the committee concludes that matter.
- N. Approval of the Prospectus by the committee, acting on behalf of the Department, binds the Department to accept a document written on the basis of it in the sense that the Department cannot at a later time refuse the dissertation simply because of the topic dealt with.
- O. If the student receives a grade of unsatisfactory on the comprehensive exam, the exam may be retaken with committee consent. If such consent is forthcoming, the student must retake the exam within five months. The university requires a minimum of 90 days to pass before another attempt is made. University rules allow a total of two attempts. The scope of the second exam may be limited to a subset of the material covered in the initial exam, if the committee deems performance on part(s) of the initial exam to have been adequate. After the student retakes the exam, the advisor communicates the result to the Director of Graduate Studies and the Graduate Program Coordinator, who reports the outcome to the College.
- P. If a student does not receive final approval of the prospectus upon the conclusion of the oral exam, the committee may offer information on how to receive such approval (regardless of the comprehensive examination result). Examples of such steps include the following (in order of decreasing stringency): requiring another revision and oral defense of the prospectus, requiring prospectus revision and committee approval, and requiring prospectus revision and advisor approval. Even if the committee requires extensive revision, it need not solicit comments on the revised draft from the department faculty.
- Since neither the university nor the College has rules about the prospectus, a student's committee could request an oral defense without being required to wait 90 days before doing so.
 - Or, as noted, at the opposite extreme, the student's committee could just recommend working with the advisor to make revisions, and the student's committee could authorize the student's advisor to give final approval to the prospectus, on behalf of the committee, when the advisor deems the prospectus acceptable.

2.8 The Master's Thesis or Doctoral Dissertation

A. The Nature of a Thesis or a Dissertation in Philosophy

A thesis or dissertation in philosophy must be either on a topic which is specifically philosophical in nature or at least on one which can be handled by recognized philosophical methods. If a candidate proposes to deal with a topic on the borderline between philosophy and other disciplines such as theology, psychology, physics, mathematics, or aesthetic criticism, the prospectus must demonstrate cognizance of the distinctively philosophical problems in the area of interest.

A thesis or dissertation in philosophy can be of two sorts, historical or systematic, and it may very well combine both of these approaches. A thesis or dissertation of the historical type is concerned with the interpretation of documents or texts for the sake of establishing a conclusion or hypothesis. It may be concerned either to present a solution to a controversy centering about the meaning of the texts or to deal with such matters as influences upon the writer of the texts or the texts' influences upon others. It is helpful for the candidate to be familiar with the language or languages in which the texts are written so they can be read in the original language. Where appropriate the prospectus should indicate what languages will be necessary and what skills the candidate possesses. (See [Research Skills & Responsible Scholarship requirement](#)).

A thesis or dissertation of the systematic type is concerned with the analysis and solution of a philosophical problem; both historical and philosophical methods may be employed. If the candidate considers any classical or contemporary text in which the problem has already been treated, the candidate should interpret it accurately and with some depth, and grapple with it on the philosophical level of constructive criticism, not being contented with merely providing a summary of it. In writing a systematic thesis or dissertation, the candidate should formulate the problem carefully and precisely. The candidate must show familiarity with the chief ways in which the problem has been previously handled and may find it desirable to include a chapter providing a review of the work already done on it. It is desirable that the candidate formulate the conclusion or hypothesis at the very beginning of the thesis or dissertation so that the readers will be clear about the upshot of the arguments.

B. Thesis or Dissertation Advisor

The student interested in writing a thesis or dissertation should decide on a tentative topic and field and then consult with an appropriate faculty member to ascertain whether that faculty member will serve as Advisor. Preliminary discussion about an appropriate advisor may take place with the Director of Graduate Studies or the Departmental Chair, if the student so desires.

C. Thesis or Dissertation Committee

The student and Advisor will then jointly select two other persons, possessing appropriate competence in the area of the thesis or dissertation, to serve as members of the thesis or dissertation committee. The character of the thesis or dissertation may be such that it will be necessary to go outside the department, or in exceptional cases even outside the university, for an appropriately competent third member of the committee. Once the student has secured the consent of these persons to serve on the committee, the Director of Graduate Studies will officially appoint the Committee.

In general the student will work most closely with the Advisor. The Advisor will decide when written material is ready to be circulated among the other members of the Committee. Since this is a time consuming process, the Advisor may decide not to have the student circulate written material until a satisfactory first draft is complete. The other members of the Committee must be given the opportunity to read and evaluate the thesis or dissertation, suggesting changes or raising objections, before the final version is completed. A student should feel free to consult the advisor and the members of the Committee, whether singly or as a group, whenever needed, and should report progress to the advisor periodically. Until the first draft is completed, the student will probably work primarily with the advisor. Thereafter the student will work more with all three members of the Committee.

D. The Prospectus

The Prospectus for the Ph.D. dissertation will be defended at the Ph.D. Comprehensive Examination, as specified in section 2.7 above.

Any candidate who enrolls in either PHIL 899 Master's Thesis or PHIL 999 Dissertation will have selected a member of the department as advisor, and should submit a prospectus to the department. With the help of the committee the candidate must prepare and submit a prospectus for approval by the Department. In the prospectus the candidate should state the topic of his thesis, introducing what problems that will be investigated, and suggesting, if possible, the anticipated conclusion. The candidate should outline the methods, and should submit a preliminary list of works to be consulted. The candidate should also provide a brief account of previous experience in the field of the subject matter. The Department realizes that research undertaken after the prospectus has been approved may lead to a modification of the candidate's original proposals. Any such modification must be reported to the committee; and if, in the judgment of the committee, these modifications sufficiently change the nature of the thesis or dissertation, a new prospectus must be drawn up and submitted to the Department for approval.

Having prepared a prospectus in consultation with the advisor, the student will solicit comments on the prospectus from the other two members of the committee. When the committee unanimously agrees that the prospectus is ready to be sent to the Department, the advisor will circulate the prospectus to all members of the Department. Each member of the Department will read the prospectus and return any comments to the advisor. Taking account of the comments made by other members of the Department, the committee will then decide whether to approve the prospectus or call for revision. A unanimous vote of the committee is necessary for approval. Committee approval constitutes Departmental approval. Once the prospectus has been approved by the committee acting on behalf of the Department, the student will be formally notified by the advisor. Notification will also be given to the Director of Graduate Studies, and all materials relevant to approval of the prospectus will be placed in the student's file. Whether or not the prospectus is approved, the student is encouraged to discuss the prospectus with any members of the Department who have indicated objections to it.

Approval of the Prospectus by the committee, acting on behalf of the Department, binds the Department to accept a thesis written on the basis of it in the sense that the Department cannot at a later time refuse the thesis or dissertation simply because of the topic dealt with.

E. Length of Thesis and Dissertation

A master's thesis 12,000 words long is generally recommended, although the precise length should be determined in consultation with the student's advisor. The length of doctoral dissertations can and will vary widely, but a dissertation of 35,000 words should be thought of as reasonable. Dissertations longer than 65,000 words are very strongly discouraged. In addition, dissertations can be composed of three high-quality papers that do not constitute an extended argument, so long as those papers are thematically related.

F. The Defense of the Master's Thesis

The Examining Committee should consist of three readers. The readers should read the thesis before it is put in final form and make any appropriate suggestions for improvement. At least two of the readers must accept the thesis in its final form before the student will be allowed to defend it.

The Committee should decide not merely whether the student is entitled to an examination but also whether the student should be given an oral or a written examination or both.

Preliminary scheduling of the examination will take place in consultation with the Graduate Academic Advisor within the first two weeks of the semester in which the student plans to complete the degree.

The examination will consist of two parts: the first part will cover relevant material applicable to the complete M.A. program; the second part will cover the defense of the thesis. In the context of the thesis defense, any philosophical issue that is relevant to the thesis may be explored. The student's advisor chairs the session, which usually does not last longer than two hours.

Any member of the Department may attend the oral examination and ask questions, or read the written examination. Any member of the Department may take part in the deliberation concerning the quality of the defense, but only the Committee may vote. Students and non-departmental persons can also be present (as space permits) but are not eligible to ask questions or evaluate the examination. Deliberation and evaluation with respect to the examination are conducted only in the presence of the

examination committee (and other philosophy faculty, if present). A simple majority vote of the Committee is sufficient. It should be clear to the candidate that the examination, whether oral or written, is not a formality; a degree will not be conferred without a successful result.

A majority of committee members must be physically present for an examination to commence; for master's oral examinations the requirement is 2 of the 3 members. Students should carefully read Section 3 of this document, for further information regarding University Requirements for Exam Committee Composition and Attendance.

A grade of SP for the six hours of PHIL 899 is regarded as acceptable. The grade is decided by the readers and reported by the advisor.

An outcome of either satisfactory, unsatisfactory or honors will be reported to the Office of Graduate Studies. That shall be decided by a majority of the three examiners.

If the examination (the defense) is graded unsatisfactory, the student may be asked to modify the thesis or simply to redefend it at a later date.

G. The Defense of the Doctoral Dissertation

The Dissertation Defense Committee configuration must comply with University requirements. It should contain three readers (the advisor and the other two members of the Dissertation Committee). The dissertation advisor serves as chair. The two additional members must be given adequate opportunity to read the final version of the dissertation.

They will not be expected to read or comment on any earlier versions. These two members should be chosen by the student in consultation with the Director of Graduate Studies.

Preliminary scheduling of the examination will take place in consultation with the Director of Graduate Studies and the Graduate Program coordinator within the first two weeks of the semester in which the student plans to defend; however, the dissertation candidate will not be approved for the defense until the final version of the dissertation has been approved by all committee members.

The procedures concerning the dissertation defense are essentially the same as for the master's thesis, excepting that the dissertation defense is almost always, and is by tradition, an oral examination. But in those exceptional cases where the examination committee determines that the oral defense is impracticable and unnecessary, the committee may petition the College Office of Graduate Affairs that the defense be waived and a decision will be rendered by the appropriate bodies.

Students should carefully read section 3 of this document for further information regarding Exam Committee Composition and Attendance.

The grade on the examination (the defense) is determined by the Examining Committee.

H. Completion and Deposit of Thesis or Dissertation

The draft submitted to the Department graduate faculty for examination must be in final form and it must include all footnotes and bibliographical material. Upon reading the draft, members of the Department may make suggestions for revision. If the candidate does not accept these suggestions, the refusal should be prepared and defended at the oral examination.

The student must format and submit the thesis or dissertation in accordance with Graduate Studies' regulations and deadlines. After successful completion of the oral defense, the student must provide the department with an electronic copy of the final version of the thesis or dissertation prior receiving the terminal degree

I. Credit and Grading

Six hours of credit in Philosophy 899 is the maximum which may be counted toward the M. A. degree. A student may enroll in this course for three hours in each of the two consecutive semesters or for six hours in one semester.

A student must be continuously enrolled in Philosophy 999 in accordance with the University policy on Post-Comprehensive Enrollment. A student may not enroll for more than 12 hours of credit in

Philosophy 999 in any one semester. There is no limit on the number of credits a student accumulates in Philosophy 999, except those imposed by time limitations.

The grading scale SP / LP / NP will be used to indicate research and writing progress in PHIL 899 and PHIL 999. Students enrolled in dissertation credit must maintain regular contact with the dissertation advisor throughout the research and writing process. Failure to maintain regular contact will result in a grade of LP (Limited Progress) or NP (No Progress). If the student earns two LP grades, the department will recommend the student for Probation academic status through the College Office of Graduate Affairs. Probation status or a grade of NP will negatively impact funding and student status for international students. If a student is recommended for Probation status or receives a grade of NP, the dissertation advisor will provide specific measures the student must meet in order to return to good standing.

2.9 Reduction of Required PhD Hours Based on Previous Coursework

Strictly speaking, there is no university transfer of credits for students seeking the Ph.D. degree, since Graduate Studies does not require any specified number of hours of course work. The requirement of 39 hours of graduate level course work is a departmental requirement. In cases where the student has done graduate work at another institution, it is possible to have this requirement reduced by an internal departmental petition. The requirement may be reduced depending on the amount and quality of course work done elsewhere. A petition may be submitted (after consultation with the Director of Graduate Studies) during the first year in the graduate program. The student must speak to the quality of achievement in the courses mentioned in the petition.

2.10 Transfer of Credit for previous M.A. Degree Received

Credit hour and distribution hour reductions for previous graduate work in Philosophy will be considered by petition on a case-by-case basis, typically no earlier than the beginning of the student's second semester in residence. Please consult the Director of Graduate Studies for more information.

2.11 Prior Publication of Doctoral Dissertation

Portions of the material written by the doctoral candidate may appear in article form before completion of the dissertation. Prior publication does not ensure the acceptance of the dissertation by the dissertation committee. Final acceptance of the dissertation is subject to the approval of the dissertation committee. Previously published material by other authors included in the dissertation must be properly documented.

3. UNIVERSITY DEGREE REQUIREMENTS & POLICIES

This section contains information on requirements and policies of the Office of Graduate Studies and the College of Liberal Arts & Sciences, both hereafter referred to as “the University”. It is not a complete list of all policies pertaining to graduate students. Only those policies that *most commonly* affect graduate students are included.

Policies are described in general terms and are intended to help students understand what is expected. They do not reflect the exact language of the official policy and should not be confused with official policy. Specific information and restrictions as well as links to relevant forms may be accessed by clicking on the policy headings. Links to the official policies in the KU policy library are found at the bottom of each policy description. Students are accountable to and should familiarize themselves with the University's official policies.

GENERAL POLICIES

The following University policies apply to ALL graduate students regardless of degree, program, or department. These are minimum general requirements. Your department or program may have more restrictive policies in any of these areas.

3.1 Admission

Degree or non-degree seeking applicants must have a bachelor's degree (as evidence by an official transcript from the institution the degree was obtained) and a minimum GPA of 3.0 in the most recent degree that was obtained.

Students not meeting these requirements *may* be admitted provisionally upon recommendation by the department; however, restrictions on certain type of funding, including GTA/GRA/GA funding, apply to students on provisional admission status. Students should consult the program admissions advisor or Director of Graduate Study (DGS) on their eligibility for funding with admission.

Related Policies and Forms:

- [Admission to Graduate Study](#)

3.2 English Proficiency Requirements

The University requires applicants, international or domestic, whose native language is not English to demonstrate English proficiency for admission to any graduate program at KU. There are two ways to prove English proficiency:

- Graduation with a baccalaureate degree or higher from an accredited U.S. institution of higher education, or from such an institution in an English-speaking country where the medium of instruction is English. This first option is not sufficient, however, to be appointed as a Graduate Teaching Assistant.
- Submitting results of the TOEFL iBT examination taken no more than two years prior to the semester of admission. A score of at least 20 in each part is required for regular admission. A score of 24 on the speak section is required to receive a Teaching Assistantship.

Applicants that do not meet the minimum scores should review the [English Proficiency Chart](#) for information about provisional admission.

Related Policies and Forms:

- [English Proficiency Requirements for Admission to Graduate Study](#)
- [Spoken English Language Competency of Faculty and Graduate Teaching Assistants, Kansas Board of Regents Policy](#)
- [Graduate Credit](#)

3.3 Enrollment

For graduate students in the College, advising on enrollment and course selection take place at the department level. While units within the College may define full-time enrollment more stringently, the

University defines it as follows:

Fall and Spring semesters:

- Enrollment in 9 credit hours;
- Enrollment in 6 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 6 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s). *See Doctoral post-comprehensive enrollment.

Summer sessions:

- Enrollment in 6 credit hours;
- Enrollment in 3 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 3 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s).

Graduate students are not normally permitted to enroll for more than 16 hours a semester or more than 8 hours in summer session.

While these are KU's definitions of full-time enrollment, other institutions may have different definitions. Be sure to consult with your financial aid and/or health insurance providers before making enrollment decisions.

Students not enrolled by the first day of classes will be assessed a late fee. Students not enrolled by the 60th of classes will be automatically discontinued in Enroll & Pay.

Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Discontinue form may be submitted on their behalf.

Deadlines for adding, changing, dropping, or withdrawing from courses entirely, as well any fines associated with the change, are set by the University. **Deadlines vary from year to year. Students should carefully review the current [Academic Calendar](#).**

The College Office of Graduate Affairs' (COGA) website has a very useful [Enrollment Changes Guide](#), which provides comprehensive guidance on the forms and endorsements required for different enrollment situations, including late enrollment changes after the published deadlines.

You may also wish to consult the Registrar's page on [Effects of Dropping or Withdrawing on your Transcript](#).

Related Policies:

- [Discontinued Enrollment](#)
- [Enrollment](#)
- [Enrollment Regulations](#) (CLAS)
- [Full-time Enrollment for Graduate Students](#)
- [Graduate Coursework Expiration Dates](#)
- [Master's Enrollment Requirements](#)

3.4 Graduate Credit (Including Transfer Credit)

The Office of Graduate Studies [policy](#) on Graduate Credit defines KU's conditions for the following:

- Definition of graduate credit for the purposes of a course "counting" towards a graduate degree or graduate certificate at KU;
- Transfer of graduate credit to KU from an outside institution;
- Reduction in the required number of graduate hours for Master's students;
- Counting credit hours taken as non-degree seeking student towards a later graduate degree at KU.
- Counting credit hours taken as a certificate seeking student toward another graduate degree.

[Transfer Credit](#)

The transfer credit option allows master's students to count graduate-level coursework completed at another institution toward their KU degree. Restrictions apply to what non-KU graduate courses and the number of credit hours that can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and the related policies below, as well as consulting with their DGS. In all cases, transfer credit must first be approved at the department of program level. To begin the transfer process, students should consult with their DGS to submit the required transfer materials. These include a transcript reflecting the courses to be transferred and descriptions and/or syllabi for the courses in question.

No transfer of credits is allowed for the Ph.D. In circumstances where students enter the Ph.D. program with an M.A. from another institution or relevant graduate coursework, it may be possible for students to request a reduction in the number of hours required for the Ph.D. Students should consult with their DGS about their enrollment plan.

[Reduced Credit Hour Degree](#)

Kansas Board of Regents policy defines 30 hours as the minimum for master's degrees at KU. Departments may petition for a reduced hour degree Master's degree for individual students. A reduction in hours is distinct from a transfer of credit and is reserved for those students especially well-prepared to complete a graduate-level degree and able to maintain a superior grade point average. Reduced credit hour degrees are also distinct from transfer credit in that they may be based on non-coursework (e.g. internships, work experience, study abroad, previously completed degrees) and there are no modifications on the transcript.

Restrictions apply to the number of credit hours that can be reduced for a master's degree, so students should carefully review the information provided in the link above and the related policies below.

In all cases, a reduction in hours must first be approved at the department of program level, so to begin the process for approval, students should consult with their DGS.

Reduction of required hours for the Ph.D. based on prior degrees or experience is determined solely at the program level. Doctoral students should consult with their DGS about their enrollment plan.

[Count Toward Degree](#)

The [Count Toward Degree form](#) is an Office of the Registrar Form that allows graduate credit hours taken at KU as a non-degree seeking student to count towards a later degree at KU.

As with transfer credit and reduced hour degrees, restrictions apply, so students should carefully review the information in the link above and the related policies below, and consult with their DGS.

Related Policies:

- [Graduate Credit](#)
- [Count Toward Degree Form](#)
- [Co-enrollment](#)
- [MA and MS Degrees](#) (on Reduced Hour Master's Degree)

3.5 Credit/No Credit

The University supports and encourages interdisciplinary study, which may include graduate students enrolling in coursework at the graduate level that is outside of their primary discipline. [Credit/No Credit \(CR/NC\)](#) is an option for graduate students who are taking a course that is not required for their degree or certificate and who do not wish to have the course grade reflected in their overall graduate GPA. Rather than a grade appearing on the transcript, the student receives a designation of CR or NC, which does not factor in the GPA.

No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement. This includes, but is not limited to, courses taken to fulfill the Research Skills and Responsible Scholarship requirement for doctoral students.

If a student elects to take the CR/NC option, they must make this election during the CR/NC time frame, which can be found in the Registrar's current [Academic Calendar](#). This period typically begins after the last day to add a class and extends for approximately two weeks. This process must be initiated in the COGA office.

The student should consult with their own program advisor about the appropriateness of the course prior to enrolling. In cases where CR/NC is elected, the course instructor is not informed of the election unless the student chooses to share this information.

Additional restrictions apply. Students should carefully review the information in the link above.

Related Policies and Forms:

- [University Senate Rules and Regulations \(USRR\), Section 2.2.7](#)

3.6 Probation & Dismissal

Probation is an academic status that can be assigned to a graduate student if the student is not making [satisfactory progress](#) toward completing the degree. The department initiates the probation process and will inform the student what must be done to return to good standing.

Students are most commonly placed on probation if their graduate cumulative [GPA](#) drops below a B average (3.0 on a 4.0 scale). In these cases, probation occurs automatically and is reflected on the student's record for the semester following the semester in which the student's GPA drops below 3.0. If the student's overall graduate average is raised to 3.0 by the end of the probationary semester, the student will be automatically returned to good academic standing.

Students may also be placed on probation by their departments for other reasons that constituting a failure to make satisfactory progress towards degree. These may include, but are not limited to; failure to make adequate progress on a thesis or dissertation, unacceptable academic performance on program components outside of coursework (e.g. exams), an unsatisfactory result in their department's annual evaluation, or as a result of going beyond their official time to degree. Students should carefully review the [Good Academic Standing policy](#) for graduate students at KU for more information on what constitutes making satisfactory academic progress.

Individual programs may also have additional measures of progress. Students should also consult the Annual Review section of their department graduate handbook and with their program advisor for more information.

If a student is unable to raise their GPA or otherwise meet departmental expectations for adequate academic progress by the end of the probationary period, the student may be dismissed from the graduate program. Once dismissed, a student will no longer be able to be enrolled in coursework and cannot complete their degree. Students dismissed from any College graduate program may not be admitted to any other graduate programs in the College.

A student on probation or facing dismissal should discuss the academic status with their advisor.

Related Policies:

- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [CLAS Regulations on Probation and Dismissal](#)
- [Good Academic Standing policy](#)

3.7 Grading

The Office of Graduate Studies' [Grading policy](#) governs requirements for the grading of graduate students above those described in [Article II](#) of the University Senate Rules and Regulations. Additionally, individual schools, departments, or programs may have grading policies that are more stringent than those of Graduate Studies. Students should review the [College-specific grading information](#) and consult their adviser and the departmental section of this handbook for additional information that may affect them.

At minimum, for all graduate students at KU, at least a B average is required on course work counted toward any of the master's degrees at KU, and only courses graded A, B, or C (excluding C-) may be counted. Course work counted toward a doctorate, including that for a master's degree if obtained at KU, should average better than a B.

Additional information pertaining to graduate grading can be found on COGA's pages for the [Credit/No Credit Option](#), [Incomplete Grades](#), and [Graduate GPA](#).

Related Policies:

- [University Senate Rules & Regulations](#)
- [Grading](#)
- [CLAS Regulations on Probation and Dismissal](#)

3.8 Time Limits

The University expects that master's degree should typically be completed in two (2) years of full-time study, the doctorate degree in five (5) years of study, and both the master's and doctorate together in six-seven (6-7) years of study.

Students who anticipate exceeding these targets should review the information in the link above and in the policies below, as well as consult with their program advisor to create a timeline for degree completion. In order to support this process, COGA offers DGSs and advisors a [Mentoring Agreement Template](#) to use and/or adapt to their own needs. The template may be used with students in danger of going beyond the program's [expected time limits](#), or simply as an advising tool for all their students. It is especially useful for doctoral students in the dissertation phase.

Related Policies and Forms:

- [Master's Degree Time Constraints](#)
- [Doctoral Degree Time Restraints](#)
- [Doctoral Program Profiles with Time To Degree Information](#)
- [Graduate Degree Completion Agreement](#) (PDF)
- [Mentoring Agreement Template](#) (Doc)

3.9 Leaves of Absence

In exceptional circumstances (e.g. cases of illness, emergency, financial hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals) it may be necessary for graduate students to take a break from their program temporarily, without having to withdraw entirely from the program. An approved [leave of absence](#) allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department and while "stopping the clock" on their time to degree.

Requesting a Leave of Absence is done via a University petition. University petitions must first be approved and supported at the program level, so students wishing to initiate the petition process should first consult with their Director of Graduate Studies and review their department's internal petition procedures. Units or the Director of Graduate Study may request documentation to support the student's need for a leave of absence; however, the only document that COGA requires for the petition is the Leave of Absence Petition form, linked below.

Related Policies and Forms:

- [Leaves of Absence](#)
- [Leave of Absence Petition Form](#) (PDF)

3.10 Oral Exams

All graduate students must complete one or more exams as part of their degree requirements. In addition to department or program guidelines, the University has several [policies](#) pertaining to the following exams:

- Master's Exam/Thesis Defense for Master's degree
- Doctoral Comprehensive Oral Exam
- Doctoral Final Exam/Dissertation Defense

Before a student is allowed to sit for any of these three exams, pre-approval from COGA is required. This approval must be sought by the department [at least two weeks prior to the exam date](#). COGA checks to ensure that the student has fulfilled certain University requirements. The full list of requirements that COGA checks for may be found via the link in the heading above. Students should work with their departments well in advance of their planned exam date, to schedule their exams in a timely fashion and to ensure that all University policies relating to oral exams are being followed.

In many cases, programs may have additional exams, such as a written pre-qualifying exam. Exam pre-approval by COGA applies ONLY to the oral portions of the three exams listed above. The following are University policies pertaining to these oral exams:

Oral Exam Committee Composition

For all oral exams, the committee members must be appointed members of the Graduate Faculty of KU. In addition, a majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty holding regular graduate faculty or, in the case of doctoral committees, dissertation faculty status in the candidate's department/program of study.

Many additional restrictions apply, especially for doctoral exam committees. Master's and doctoral students should carefully review the University policies pertaining to exams, as well as consult with their Director of Graduate Studies when forming an exam committee.

Oral Exam Attendance (Physical Presence)

The Oral Exam Attendance policy describes rules for physical versus mediated attendance (e.g. Skype or phone) at oral exams.

In all cases, a majority of committee members must be physically present with the student for an exam to commence. Both the chair and outside member (for doctoral exams) must form part of this majority. In cases where the student prefers that all committee members are physically present, the student's preference shall be honored.

Master's and doctoral students should carefully review the policies below, as well as consult with their Director of Graduate Studies in the formation of an oral exam committee.

Related Policies and Forms:

- [Master's Student Oral Exam Committee Composition](#)
- [Doctoral Student Oral Exam Committee Composition](#)
- [Oral Exam Attendance](#)
- [Graduate Faculty Appointments](#)

3.11 DOCTORAL DEGREE REQUIREMENTS

In addition to the student's individual Ph.D. program's degree requirements, the following are University requirements for graduation with a Ph.D. at KU.

Residency Requirement

Two semesters, which may include one summer session, must be spent in full-time resident study at the University of Kansas. During this period of residence, fulltime involvement in academic or professional pursuits may include an appointment for teaching or research if the teaching/research is directed specifically toward the student's degree objectives.

Related Policies and Forms:

- [Doctoral Program Time Constraints](#)

3.12 Continuous Enrollment for Post-Comprehensive Students

During the semester in which the comprehensive exam is completed and each Fall and Spring semester that follows, doctoral candidates must [enroll in at least 6 credit hours per semester](#) until all requirements for the degree are completed OR until 18 post-comprehensive hours have been completed, whichever comes first. At least one of these credit hours each semester must be a dissertation hour (or an approved dissertation equivalent).

During the semester in which the student will complete this requirement, enrollment may be dropped to only the number of hours required to complete the 18. For example, if a student is entering the Fall semester having completed 15 post-comprehensive hours, they need only enroll in 3 credit hours. After fulfilling the post-comprehensive enrollment requirement, enrollment may be reduced to as little as 1 dissertation hour per semester up to and including the semester of graduation.

Students are strongly advised to closely review the University regulations on continuous enrollment for post-comprehensive students (found in the above heading or the policy links below). Failure to properly comply with the policy could result in additional enrollment requirements and tuition expense near the end of the degree program.

Post-comprehensive enrollment requirements also apply to students with GTA/GRA/GA appointments, but these students must be certified to drop their enrollment levels. To become certified, the student or department staff should complete and submit to COGA the Certification of Eligibility to Enroll in Fewer Than Six Hours form (found below) **prior** to the beginning of the semester in which the enrollment will drop below 6 hours.

Related Policies and Forms:

- [Doctoral Program Time Constraints](#)
- [Doctoral Candidacy](#)
- [GTA/GRA Certification of Eligibility to Enroll in Fewer than Six Hours](#)

3.13 GRADUATE CERTIFICATE REQUIREMENTS

The University offers a variety of [Approved Graduate Certificate Programs](#) to encourage current graduate students to pursue interdisciplinary study. Certificate programs also provide an option for a coherent course of advanced study for those not ready to commit to a full degree program. There are certain restrictions on the timing of admissions to a Graduate Certificate program and the granting of credit for courses completed. Students whose interests or career goals may be served by a Graduate Certificate should familiarize themselves with the University's policies relating to Certificate programs (found below) early in their graduate career, in addition to individual certificate program requirements.

Related Policies and Forms:

- [Graduate Certificate Programs: Eligibility and Admission Criteria](#)
- [Policies & Procedures for Graduate Certificate Programs](#)

3.14 GRADUATION REQUIREMENTS (M.A. & Ph.D.)

In addition to all program requirements, students planning to graduate must complete all University graduation requirements **prior to the published Graduation Deadline** in a given semester. Students should consult the current [Academic Calendar](#) for the published Graduation Deadline, which varies by semester.

COGA's graduation checklists contain a comprehensive list of all University requirements for graduation and should be used by every graduating master's or doctoral student in the College:

[**M.A. DEGREE GRADUATION CHECKLIST**](#)

[**PH.D. DEGREE GRADUATION CHECKLIST**](#)

Submission of the final draft of the thesis or dissertation is done electronically. Students must comply with all University requirements for [formatting](#) and [electronic submission](#) of the thesis or dissertation. There is no University requirement that students provide a bound or printed copy of the draft.

Students who have concerns or questions about fulfillment of graduation requirements may arrange for a Graduation Appointment with the [College Office of Graduate Affairs](#) (COGA) following the defense or final exam and in advance of the applicable Application for Graduation deadline. While this appointment is not a requirement, it can be useful to review all degree requirements with a COGA staff member, verify that the Application for Graduation and Thesis/Dissertation submissions have been completed, and receive guidance on any pending items.

3.15 GRADUATE STUDIES FUNDING OPPORTUNITIES

The Office of Graduate Studies offers [funding opportunities](#) in several different categories. Students interested in applying should direct inquiries to the department's Director of Graduate Studies or to the Office of Graduate Studies. Some of the available funding includes:

Dissertation Fellowships: intended for doctoral students who have passed their comprehensive

examinations; for one academic year, non-renewable.

Summer Fellowships: intended primarily for doctoral students.

Graduate Scholarly Presentation Travel Fund: intended for graduate students presenting a paper at a national or regional meeting of a learned or professional society. A student may receive an award (\$500) only once, and funds are available on a first-come, first-served basis.

Doctoral Student Research Fund: Designed to support KU doctoral students who need assistance to carry out research that advances progress toward the degree. Applications for this fund are accepted only for a limited time as funding is available. Students should check the link above for additional information and restrictions.

4. DEPARTMENTAL GRADING PROCEDURES AND ACADEMIC FILES

4.1 General

For the University grading scale, see the appropriate section of the Graduate Catalog. Only grades A or B are normally taken as indications that a graduate student has completed courses satisfactorily. Under current Graduate Division regulations, "A" designates above average graduate work; "B", average work; "C", passing but below average graduate work; "D" and "F", failing graduate work.

The College has adopted the use of plus/minus grading to describe intermediate levels of performance between a maximum of A and a minimum of F. Intermediate grades represented by plus or minus shall be calculated as .3 units above or below the corresponding letter grade. The maximum grade is A; a grade of A+ will not be recognized. Instructors of record have the option of using pluses or minuses; they are not required to do so. The instructor's policy should be noted on the syllabus. The grade of B- does not represent satisfactory work in graduate studies.

The grade "I" is used to indicate work of passing quality in a course some part of which is, for good reason, unfinished. According to present Graduate Division policy, the grade of I for graduate courses shall remain unchanged on the student's record except that should the student subsequently complete the course work the instructor would then change the I to a letter grade as described above.

4.2 Reports on Graduate Students

At the end of each semester faculty members write comments on a student to supplement the rather minimal information conveyed by a course grade. These comments are kept in the student's file and are open to inspection.

4.3 Good Standing in the Graduate Program

To be considered in "good standing" in the graduate program, students must be making timely progress toward meeting their degree requirements. More than one grade of W for each year completed in the program may jeopardize a student's good standing, and thereby jeopardize future GTA appointments.

4.4 Annual Graduate Student Progress Review

At the end of the Spring Semester the Faculty of the Philosophy Department will conduct a general review of the students in our Graduate Program and of the progress they have made. The review will be routine; however, an attempt will be made to identify problems a student may have (e.g., a student who appears to be making inadequate progress in the program; or a student who seems unlikely to make it through to the Ph.D. based on performance and who should be advised to seek a terminal M.A.). As a result of the review an attempt will be made to advise students appropriately. Students who are judged not to be in good standing will be informed in writing of this and of the steps they need to take to return to good standing.

The Annual Graduate Student Progress Review is an ideal time to present written petitions to the Department regarding program requirements. The petition is given to the Director of Graduate Studies who then presents it to the Graduate Faculty of the Department. The petition and faculty decision will be retained in the Graduate Student's confidential academic electronic file.

A brief review may be held at the end of the Fall Semester to attempt to identify students who may have academic problems and who should receive special guidance or advice during the Spring Semester. Not all students will be reviewed at this time.

Prior to any review, a student who wishes to inform the faculty of anything that will help the faculty in advising future work, or a student who has some worry about fairness, should follow the [informal resolution of complaints](#) or [formal grievance procedures](#).

4.5 Student Academic Files

A confidential academic electronic file is kept in the Philosophy Department for each graduate student in Philosophy. The file is started upon receipt of a request for information about the program, and is kept current thereafter. It may contain the student's application, letters of recommendation, copies of letters

sent to the student as well as those received from the student, memos of discussion with the student, transcripts, the prospectus for thesis or dissertation, material concerning approval of the prospectus, results of examinations and Research Skills and Responsible Scholarship courses, memoranda by faculty on the student, and so on. The file is available to any faculty member in the Philosophy Department. It is not generally available for anyone else or any other office, although some of its contents may sometimes be sent in support of fellowship applications and the like. The confidential contents are not available for external use.

A student has the right to review the contents of the file. The only items the student will not be shown are letters of reference which were written in confidence, except as required by law.

A student has the right to add anything believed to be pertinent to the file. If the student feels the file contains misleading information, a corrective statement may be submitted to rebut comments.

5. ASSISTANTSHIPS, FELLOWSHIPS AND OTHER AWARDS

5.1 Philosophy Endowment Awards and Fellowships

The Olin Templin Fellowship in Philosophy

The Olin Templin Fellowship in Philosophy is awarded on the basis of both academic excellence and financial need, and is awarded on the recommendation of the departmental Committee on Recruitment, Admission, and Awards. The Department typically awards two or three Templin Fellowships for the summer; the Director of Graduate Studies will issue a call for applications for these fellowships in the spring. The stipend is variable, but is generally in the amount of \$1000 for summer Templins.

Applications for Templin Fellowships at other times should be made by writing to the Director of Graduate Studies.

The Genova Scholarship

The Department typically selects an outstanding graduate student who is making excellent progress toward degree or a new graduate student who shows potential to make contributions to the field with the Genova Scholarship at the conclusion of each academic year. A scholarship of \$1,000 is applied to the subsequent semester of the student's study.

The Robinson Essay Contest

The Department has adopted a proposal to offer an annual essay contest, to be called the Edward S. Robinson Memorial Essay Contest.

- A. Prize or prizes are offered (up to \$500) depending on the quality of the essays.
- B. The essays will be judged by a committee of members of the KU Philosophy Department and a representative of the Graduate Association of Students of Philosophy.
- C. The contest is open to KU undergraduates and graduates.
- D. The essays may be on any topic of philosophic interest.
- E. Each contestant is limited to one entry.
- F. The winner of the contest will present the essay to a GASP meeting open to anyone interested.
- G. The contest is limited to unpublished essays.

Graduate Student Travel Awards

Graduate Students are eligible for travel support to professional conferences at which they have had a paper accepted for presentation. There are currently two sources of support:

1. Graduate Studies Office (Contact Graduate Studies)
2. Edward S. Robinson philosophy travel awards. The Department occasionally has limited funds for transportation costs for students who are presenting papers at significant philosophical meetings. Eligible students should apply to the Chair of the Admissions and Awards Committee.

5.2 Graduate Teaching Assistantships

Graduate Teaching Assistantships in Philosophy

The Department employs qualified graduate students to teach logic, introduction to philosophy, introduction to ethics and intro to social and political philosophy. Half-time Teaching Assistants receive a nine-month student salary based on the current rate as determined by the University, in addition to a 100% remission of tuition.

Recommendations concerning Assistantships in Philosophy are made to the Chair of the Department by the Committee on Recruitment, Admissions and Awards. In making its recommendations, the Committee is especially concerned to maintain or enhance the quality of undergraduate instruction and to provide funding for, as well as recognition of, qualified graduate students. The Committee's deliberations and decisions must be kept strictly confidential by the faculty and student members of the Committee.

Given that there are usually more qualified applicants than positions to be filled, in any given year a number of qualified students will not, in all likelihood, be funded. The Committee recognizes a dual responsibility of funding a qualified individual student for a substantial part of the graduate program and of funding as many qualified students as possible. Students wishing to maximize their chances of securing aid should inquire about the possibility of teaching assistantships in Humanities and Western Civilization, mathematics, foreign languages, English, applied English, and so on.

Given the constraints under which it must operate, the Committee of necessity must use judgment in making its decisions. It is thus impossible to specify a list of necessary or sufficient conditions for either initial or subsequent appointment as a Teaching Assistant.

Normally, in appointments for Assistantships in Philosophy, preference will be given to Ph.D. over M.A. students. In making appointments, special attention will be paid to evidence of teaching ability, philosophical ability, and, as appropriate, the quality of the student's progress in the graduate program. Criteria for assessment of progress will include such things as performance with respect to coursework and examinations, and the satisfaction of other degree requirements.

Each GTA appointment is made for a specified period of time, up to one academic year (not including the summer session), as determined by the Department and as stated in the written appointment form. Such appointments are renewable, but in no event shall a GTA have an expectation of or right to continued employment beyond the time in that GTA's current appointment form. Re-appointments are conditional upon (1) good standing in the graduate program, and (2) at least adequate performance of duties as a GTA. Assuming the availability of funds, the Department's goal is to provide four years of funding for suitably qualified Ph.D. students (three for students who enter the program with an M.A. from another institution); and two years support for M.A. students.

Any re-appointments in excess of the targeted numbers are made in light of Departmental needs and on evidence of the candidate's exceptional performance both in the classroom and in the graduate degree program. GTAs are not, save in emergency situations assigned to teach 300-level or higher courses. GTA positions are designed to provide employment in teaching for individuals seeking advanced degrees at the University. These positions are not intended to be career employment and are therefore subject to limitations on their number of years' duration. Nonrenewal of a GTA appointment shall not be subject to review under any [grievance or appeal procedure](#) by a University rule, regulation, or policy.

Occasionally the Department employs a few qualified graduate students to teach logic, introduction to philosophy or introduction to ethics during the summer term. Such opportunities will be few in number, however, and prospective applicants should plan accordingly. Such summer teaching will not count towards the normal teaching limits (two or three years) mentioned above. Criteria for appointment as a GTA during the summer term are those described in the paragraphs above.

Additional guidelines and criteria will be issued, where appropriate, by the Committee on Recruitment, Admission, and Awards.

Graduate Teaching Assistantships in Humanities and Western Civilization

Many graduate students in philosophy are qualified for teaching assistantships in Humanities and Western Civilization, a required undergraduate course. The Humanities and Western Civilization program emphasizes reading, self-study, and discussion of important intellectual issues with one's peers. A discussion leader's function is to co-ordinate the discussion, and to motivate the students both to think about the readings and to draw many of the relevant implications from the readings for contemporary life. Students who are interested in applying for a Humanities and Western Civilization Teaching position should contact the Director of Humanities and Western Civilization.

5.3 University Fellowships and Awards

The Office of Graduate Studies and The Hall Center for the Humanities each offer fellowship and award opportunities for graduate students to support dissertation research, conference funding, excellence in teaching, and community engagement. Application deadlines occur throughout the year. Award details, eligibility and application materials are available through Graduate Studies and The Hall Center websites:

[Graduate Studies Scholarships & Funding](#)

5.4 Departmental GTA Awards and Graduate Studies GTA Award Nominations

Department of Philosophy Graduate Teaching Assistant Awards

Annual awards for excellence in teaching are given by the Department of Philosophy. The Committee awards (up to) three Outstanding Graduate Teacher Awards. Nominations are solicited from Supervising Faculty members. Awards shall be made solely on the basis of teaching in philosophy, and shall be made on the basis of the nominating materials, and the Committee's consideration of a nominee's files, including teaching evaluations. Prior receipt of an Outstanding Graduate Teacher Award shall not reduce a nominee's eligibility for a subsequent award.

Typically, Outstanding Graduate Teacher Award winners are rewarded by GTA merit salary funds — the number and amount of such awards dependent upon the amount of the GTA merit raise allocation provided by the University in a given year.

Office of Graduate Studies Graduate Teaching Assistant Awards

Nominations for Graduate Studies GTA Awards are submitted by the Committee on Admissions and Awards.

The procedures of the Committee are as follows:

1. The Committee on Admissions and Awards is responsible, annually, for soliciting and evaluating nominations for departmental nominations for Graduate Studies GTA awards, and for making, on the Department's behalf, not more than two departmental nominations for such awards.
2. Nominations for departmental nominations are invited from members of the faculty and from graduate students, and are strongly encouraged from current faculty supervisors of GTAs.
3. This solicitation of nominations takes the form of a written request for same distributed in appropriate departmental mailboxes, and the solicitation makes clear what information must be provided by the nominator. Nominators will be provided copies of the form the department must use in making its nominations to Graduate Studies, for their information.
4. No more than two nominations will be accepted from a given nominator, and nominators must rank their nominees.
5. Faculty supervisors are encouraged, but not required, to consult teaching evaluation materials for their nominees.
6. Nominations must be based on the nominee's work as a GTA in philosophy, not in some other subject.
7. The Committee shall be concerned to make credible, well-informed nominations, and shall select (not more than) two nominees on the basis of nomination materials provided and its own consideration of a nominee's files, including the nominee's written teaching evaluations.
8. A GTA shall be eligible for departmental nomination on more than one occasion (whatever the success of prior departmental nominations).
9. The Chair of the Committee has the responsibility to write the departmental letters of nomination and to forward all nomination materials, in timely fashion, to Graduate Studies.
10. The Committee will issue a departmental announcement, appropriate for being read to an undergraduate class by either faculty or GTA instructors, that informs undergraduate students of the opportunity of making direct nominations (i.e. directly to Graduate Studies) for GTA teaching awards—but that is not to be used by GTAs to solicit nominations.

5.5 Graders and Research Assistants

Faculty members do their own grading in all upper-level, honors, and small-enrollment courses. There is some money for graders for large sections of courses (more than 50 students). Graders are chosen by the

faculty member, usually from among the graduate students who are not teaching or on a fellowship (other than Templin). Application for a position as a grader should be made directly to the course instructor, and should be made at the start of the semester in which the course is offered. The appointment of the student is made by the Chair only after enrollment. Grading in a course currently pays \$1000 a semester.

Occasionally, the Department has funds for the appointment of a few Research Assistants who assist certain faculty members with a research project. Faculty members who have been approved for a Research Assistant typically choose their own Research Assistant. Currently, such assistantships pay as much as \$1000.

5.6 Other Teaching Opportunities

Lectureships

The Department, depending upon needs and circumstances, sometimes appoints a Philosophy Lecturer to cover a specific course. Typically, a Lecturer had already completed the Ph.D, but advanced, experienced graduate students may also be eligible.

The Department is frequently asked to staff positions off-campus or at times other than the regular semester (in Leavenworth, at the Edwards Campus, Intersession courses, summer courses, etc.). In some cases these courses are normally staffed by regular faculty members (e.g., at the Regents' Center). In others the positions are staffed by persons who are not regular faculty members (typically, by graduate student instructors). In cases of this sort, and indeed in the case of any course taught by a person who is not a regular faculty member, appointments are made only upon recommendation of the Admissions and Awards Committee, after thorough review of the person's qualifications to teach the course in question.

In most cases, courses taught by persons who are not regular faculty members will be standard introductory courses (Phil. 140, Phil. 148, Phil. 160 and Phil. 180). Occasionally, however, an advanced graduate student, or a person of similar status, may teach other courses, including courses at a more advanced level (300 or above). Such appointments will be made only after exceptionally close review of the applicant's credentials by the Admissions and Awards Committee, review designed to determine that the person has demonstrated competence in the area covered in the course in question. The Admissions and Awards Committee will seek departmental approval of such appointments.

For advanced graduate students whose qualifications to teach specific courses have been previously established and approved, when one of these specific courses is requested and funded by one of the locations of the University's Outreach program (e.g., Edwards Campus) and the request is generated on the basis of student interest or demand for the qualified graduate student, the Chair of the Department (in consultation with the Director of Graduate Studies) is free to approve the externally funded course assignment.

Off-Campus Teaching Opportunities

Occasionally the Department is asked to recommend candidates for part-time teaching positions at other institutions in the area (e.g., community colleges). When possible and appropriate, the Department will make such positions known to all students. Students interested in such positions should so inform the Chair and the Director of Graduate Studies. Any student who accepts such a position should also inform the Chair and the Director.

6. INFORMATION FOR GRADUATE TEACHING ASSISTANTS

6.1 Application and Appointment

Application for GTA appointment should be made on the appropriate form, which may be secured from the Departmental Secretary, and returned by the appropriate date. Application for a position in Humanities and Western Civilization should be sent directly to that program.

Teaching positions are budgeted by the University on an annual basis, i.e., all appointments are formally made on a one-year basis and are not automatically renewed. Hence, a new application (but not new letters, etc.) is required each year for the Department's usual GTA appointments. However, the Department normally attempts to provide qualified graduate students with sufficient continuing support to complete the Ph.D. program, i.e., approximately four years of support for a student entering the program with a B.A. in philosophy and who makes normal academic progress.

A student may present anything pertinent, in addition to what is required, e.g., when applying for admission, or for aid or awards. The student is welcome to provide a written statement if there is something in their past history which needs clarification.

After the deadline for application for Teaching Assistantships, the list of internal applicants for awards will be circulated among members of the Department. Comments concerning each faculty member's comparative judgment of those students who most merit awards and those who merit them less will be solicited. Comments will be kept confidential and will be destroyed after awards are made. Letters of appointment are issued by the Chair of the Department.

Please note that the University of Kansas is a signatory to the following resolution of the Council of Graduate Schools in the United States:

"Acceptance of an offer of financial aid (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement which both student and graduate school expect to honor. In those instances in which the student accepts the offer before April 15 and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer."

6.2 Performance of GTA Duties

As required by the Memorandum of Agreement between the University and Board of Regents, and the Kansas Association of Public Employees (representing GTAs at KU). Article 5, Section 6, all GTAs must receive a statement of general instructions regarding their academic duties and responsibilities, at least five days prior to teaching their first class. The statement for philosophy GTAs follows below.

STATEMENT OF PERFORMANCE OF DUTIES

All philosophy GTAs must be enrolled in the Philosophy Graduate Program and enjoy good academic standing in the program. During the term of appointment, the GTA must be enrolled in no less than six (6) credit hours per semester. GTAs are required to attend all orientation and training sessions designated as mandatory by the University, the College, or the Department in which the GTA is appointed. When required, GTAs shall adhere to departmentally approved course outlines or syllabi, shall use the approved texts, and other instructional materials, and shall administer tests or other graded activities in accordance with instructions of the GTAs' supervisor, Department or School. GTAs shall hold their classes and final exams at the assigned times and places. GTAs shall submit grades in accordance with Department and University policies and instructions. All absences from assigned classes must be submitted in advance for approval by the Department (other than for illness or emergency situations, in which case the GTA must provide a written explanation to the supervisor) and arrangements must be made for the class to be covered in accordance with the departmental policies. GTAs shall set and keep 2-4 scheduled office hours per week. GTAs shall obtain

course evaluations from students enrolled in their courses using the student evaluation form provided by the Supervising Faculty Member. The Supervising Faculty Member should keep the course description in mind for the courses (140, 148, 160, etc.) which the GTAs are teaching and take responsibility for reviewing the syllabi to ensure that they fit the course description.

6.3 GTA Salaries and Merit Increases

For any fiscal year, if the Legislature approves the University's legislative budget request for authorization and funds sufficient to provide merit salary increases to GTAs, and does not specifically impose restrictions or limitations on expenditures for GTA salaries or GTA salary increases, in that fiscal year the University shall provide the same average percentage merit salary increases to GTAs that it provides to tenured and tenure-track faculty.

Any salary increases provided to GTAs will be provided on a merit basis rather than an across-the-board basis. For example, if the Legislature authorizes an average merit salary increase of three percent without any restrictions as to salary increases for GTAs, the University will provide merit salary increase for GTAs in an amount averaging three percent, although individual GTAs may receive higher or lower percentage increases.

A GTA whose appointment is renewed within the same department in which the GTA taught the previous semester (excluding summer sessions), will be deemed to have performed at a meritorious level sufficient to entitle the GTA to two-thirds of the authorized average merit salary increase (in the example described above, a GTA who is reappointed within the same department would have earned an average merit salary increase of 2% by virtue of being reappointed within the same department). Any additional merit salary increase will be left to the discretion of the Department, acting within the budget parameters provided to the Department by the University, based upon its evaluation of the GTA's performance; provided, however, that the average percentage merit salary increase for all GTAs shall not exceed the legislatively authorized average percentage merit salary increase.

Typically, in the Department of Philosophy, the additional merit salary increases (i.e. beyond the two-thirds component as indicated above for all reappointed GTAs) will be awarded by way of Department Outstanding GTA Awards for excellence in teaching. Annual GTA evaluations will be conducted by the Philosophy Admissions and Awards Committee, and the primary input for such evaluations will be the evaluative reports from the relevant Faculty Supervisors of the GTAs and the record of student teaching evaluations of GTA courses.

6.4 Memorandum of Agreement

The Department of Philosophy and all GTAs in the Department are governed by the [Memorandum of Agreement](#) between The University of Kansas and The Board of Regents and The Kansas Association of Public Employees, which specifies how such matters as grievance procedures and other personnel matters will be conducted.

6.5 Positions

Positions are contingent upon making satisfactory progress towards one's degree and teaching in accordance with the policies of the Department. Experiments in teaching, grading, etc., are to be made only with the explicit consent of the Chair or the Director of Graduate Studies.

6.6 Office Items

Offices

Offices are provided by the Department for shared use by Graduate Teaching Assistants (GTAs). Keys are to be returned and offices vacated upon termination of an appointment. A continuing GTA may retain their office during the summer. The occupant of an office is responsible for the furniture therein. Furniture is not to be moved or removed without the permission of the Departmental Chair. A new Teaching Assistant has a right to office space as of August 15 in the year they are scheduled to teach and is not eligible for office space in the summer unless they are teaching summer courses.

Office Hours

GTAs should be available to students at times other than class times. They should designate regular times during each semester when they will be available to see students (between 2 and 4 hours a week) and post these on their office door.

Telephone

Departmental phones may be used only for official business. Long distance calls may not be made without the explicit approval of the Departmental Chair. Any charge calls on personal business must be billed to a private phone number. The Department cannot undertake to pay for any such calls.

Supplies

Paper necessary for classroom instruction are available from the Departmental Secretary. In general, typing should be done by the instructor, and the Secretary will run the copy machine. Computers, one per office, are available in each office. Copying may not be charged to the Department without the explicit approval of the Departmental Chair.

6.7 Texts and Desk Copies

Each course taught by a graduate student shall have a full-time faculty member designated to act in a consultative, supervisory capacity. The faculty member shall have the responsibility for ordering the texts for the course. For graduate students teaching a course for the first year, the faculty member shall choose the texts. The faculty member shall consult with the student, if feasible. Students who have taught a course for one year may propose their own texts. They must obtain the supervising faculty member's concurrence on the texts. If a graduate student and faculty member are unable to agree on a text (or texts), they shall consult with the Departmental Chair for a means of resolving their differences.

Desk copies of textbooks for the course a GTA is teaching should be obtained directly from the publisher. The Departmental Secretary will supply form letters and the appropriate postage. Until the desk copy arrives from the publisher, the GTA may get a desk copy from the Bookstore. The TA should inform the clerk that it is a desk copy and sign for it. It should not be charged to the Department. The student is responsible for replacing it with the new copy when received from the publisher.

6.8 Course Requirements

Early in the semester, preferably during the first class meeting, an instructor should expect expectations in the way of tests, exams, or papers (i.e., how many, what kind, and approximately when assignments will be due).

6.9 Grading Protocols

There should be some spread in the final grades given to students. A bell curve (some A's, some F's, mostly B's and C's) is the usual pattern; but GTAs are not required to grade on a curve.

All GTAs are responsible for submitting final grades on line

Where an incomplete has been given by a GTA an incomplete card should be filled out indicating the reason for the "I", quality of work and attendance to the end of the term, and what is required to finish the course. Also it should be indicated what proportion of the grade the missing work counts for. This card should be turned in to the secretary.

6.10 Student Curriculum and Instruction Survey

All student instructors should administer the Department's Student Evaluation Form to their classes once the materials become available. The results need not be published, though one set is given to the faculty supervisor and another set to the Director of Graduate Studies, who will put them in the GTA's department file. These results are also used by the Committee on Admissions and Awards. The results of these evaluations are summarized on the Department's "Course Data and Teaching Evaluation Summary" and kept on permanent file.

6.11 Supervising Faculty Member

The faculty member teaching the large lecture section of a course is responsible for supervising the GTA discussion leaders for that course.

On-line GTA courses, as well as courses at the 300-level taught by independent GTAs will be supervised by faculty members appointed to the Independent GTA Supervision Committee. Prior to the start of each year,

the members of this committee will determine which courses each faculty member will supervise, and the independent GTAs will be given the name of their faculty supervisor.

Faculty supervisors have the following responsibilities:

A. Providing orientation and training for GTAs under their supervision.

Supervisors may employ a variety of methods, but these must include an initial orientation session early in the year, and at least one class visitation during each semester with a follow-up discussion and/or letter to the GTA with feedback and suggestions for improvement. The Department recommends that each Faculty Supervisor prepare and distribute a packet of appropriate materials at the initial orientation session for the course, and that additional materials, as appropriate, be distributed during the semester.

B. Evaluating the teaching performance of their GTAs.

1. At the end of the fall semester, the supervisor should provide the DGS with a written indication as to whether the performance of each GTA supervised was acceptable, or whether the GTA should be sent an official letter warning that re-appointment for the following year is in jeopardy if performance in the spring semester is not improved. If GTA performance is acceptable a brief note to that effect to the DGS will suffice.

GTAs in danger of non-reappointment because of poor teaching performance in the Fall Semester will be warned of this in writing by the Chair of the Admissions and Awards Committee early in the Spring Semester.

2. At the end of the spring semester, the supervisor should provide the DGS with an overall evaluation of the performance of the GTAs under supervision. This should take the form of a letter to the DGS for the GTA's personnel file; a copy of that letter should be provided to the GTA. The evaluation should be based on the performance of the duties included on the statement of duties earlier provided the GTA in the Graduate Guidelines. The letter of evaluation should include a recommendation as to whether the GTA should be reappointed for the following year. This letter will also be used by the Philosophy Admissions and Awards Committee in awarding merit salary increases.

NB: Criteria under which GTAs are evaluated, and the method of evaluation, are not subject to grievance or appeal procedures available in the university - unless the GTA claims that evaluation was based on factors other than performance of duties.

GTA Evaluation of Faculty Supervisors

GTAs will be given the opportunity to evaluate their faculty supervisor. The Chair of the Department will distribute evaluation forms at the end of each semester. The Supervisor will receive the forms and is free to place these evaluations in the merit file. This policy was initiated by the GASP representatives in hopes that this will enable the Supervisors to improve their performance (if such improvement is needed). Sample of the evaluation form is included in the Appendix.

NOTE: All written communication referred to above between GTAs, Faculty Supervisors, DGS, etc. may be done via email.

6.12 Student Grade Appeal Policy

The following was adopted as departmental policy (November 14, 1990) dependent upon further clarification of the policy adopted by the University Council.

1. Students can only appeal a course grade, not a grade for a particular exam, paper, etc.
2. Grounds for appeal is limited to the charge that an instructor has not consistently followed the announced or declared grading procedures for the course. The grade cannot be appealed on the ground that the student simply disagrees with the grade. (If a student appeals any grade on the grounds of illegitimate discrimination, sexual harassment, etc., that is a different matter—a matter of possible academic misconduct by a faculty member—and is dealt with via other established grievance procedures.)

3. Prior to any departmental action, a student who is interested in filing an appeal must (a) provide a written statement which clearly states the reasons for the appeal, (b) provide evidence (all class exams, assignments, etc.) in support of the appeal; and (c) meet with the charged faculty member with a view to resolving the issue at that level.
4. If the student and the charged faculty member cannot resolve the issue, the student is free to meet with the chair of the department who will attempt to resolve the matter informally to the satisfaction of both parties.
5. If this fails, the chair may either make a decision at that point or appoint a three-member, ad hoc committee to review the case and forward its decision to the student, the charged faculty member, and the chair.
6. If this does not resolve the matter, then the student or the faculty member, as the case may be, is free to appeal to the University Judiciary Board.

6.13 Policy on Faculty/GTA Absence from Classes

The Handbook for Faculty and Other Unclassified Staff states the following: "If prevented from meeting classes or carrying out other academic responsibilities, a faculty member must, if physically able to do so, make satisfactory advance arrangements and communicate, preferably in writing, the nature of these arrangements to the chairperson ..." The Dean of the College has asked each Department to develop a policy stating what arrangements are satisfactory to cover missed classes. The policy for the Department of Philosophy is stated below.

1. The policy governing GTA cancellation of classes must be compatible with the GTA Union contract and the University Policy on class cancellation.
2. GTAs are not free to cancel a class they are scheduled to teach based on their own unilateral decision (see exception in #6 below).
3. GTAs are under the immediate supervision of their designated Faculty Supervisors.
4. GTAs should always make good faith efforts to find a qualified replacement for any class they cannot meet. It is advisable to have pre-established arrangements with other GTAs for this purpose. GTAs should inform their Faculty Supervisor as to who is the replacement teacher.
5. If a GTA cannot identify a qualified replacement, the GTA should contact the relevant supervisor to discuss the problem of replacement, and if no replacement is available, to request authorization to cancel the class for a justifiable reason. If authorized, then (1) the GTA should notify the class in advance of the cancellation when this is possible, or (2) when the class is the very next class (no advance notice possible), the GTA should find someone to go to the class and notify the students of the cancellation. All canceled classes should be made up at a time that the students can agree upon.
6. An exception to the above procedures would be a genuine emergency (serious illness, auto accident, family crisis, etc.) Where due to the time constraints or circumstances, the GTA is unable to arrange for a replacement or contact the supervisor for authorization to cancel the class. In that case, the front office should be contacted as soon as possible, and the front office staff will do their best to notify the students in time, and will also notify the relevant Faculty Supervisor.
7. Faculty supervisors have been delegated the responsibility and authority to make the relevant decisions regarding cancellation of GTA classes, etc. In the event of a serious conflict between a GTA and a Supervisor, the matter should be brought to the attention of the Chair who will advise the GTA of the availability of the appropriate grievance procedures specified in the Graduate Student Guidelines- assuming that no informal resolution of the problem occurs.

6.14 GTA Personnel Files

University Personnel files are maintained by the Shared Service Center in Strong Hall, Room 50. The Department of Philosophy does retain some documentation, such as course evaluations, departmental teaching assignment letters, other documents associated with the student's appointment and performance. Inquiries of where to locate a particular document associated with graduate teaching should be directed to the departmental graduate academic advisor.

6.15 Accessing Paycheck Stubs and Tax Documents Online

Payroll calendars, payroll FAQs, and payroll resources may be accessed on the [University's Payroll page](#). GTA/GRA/GA paychecks are available to view in HR Pay Self Service, KU's online human resources management system, the Monday before a pay day. The system is accessible through the [myKU app](#), in the Employees section. Current deductions and direct deposit information may also be viewed and updated via the HR Pay Self Service system.

7. GRADUATE STUDENT ORGANIZATIONS IN PHILOSOPHY AND STUDENT REPRESENTATIVES

7.1 General

There is a Graduate Association of Students in Philosophy, (GASP), run by the graduate students. The organization, though not an official part of the Department, has close liaison, through its officers, with the Department. It supplies representatives to Departmental meetings and serves as an intermediary between the Department and the graduate student body. It also carries on a variety of activities of its own independently of the Department, such as sponsoring colloquia, gripe sessions, lectures, information sessions, etc.

7.2 Graduate Student Representatives in the Department

No graduate student or undergraduate student shall serve as a representative in department meetings in more than one academic year. (May 11, 2011)

One of these students shall serve on the Admission and Awards Committee. The student shall have a vote on the admission of new students and on awards to new students, but shall have no vote on awards to students already enrolled in the Department. Note: all Committee decisions and all information with respect to student records, etc. are strictly confidential.

Students may not sit in on those meetings or portions of meetings at which preliminary or other examination preparation or results are discussed.

The students will not have a vote or be members of the promotions and tenure committee, and they will not have a vote in the hiring of new staff. However in cases of tenure, promotion, and the hiring of new staff, the Department will request that the student representatives, by the appropriate means, query those students who have had appropriate contact with the faculty member or prospective faculty member, and prepare an appropriate evaluation which summarizes the general student appraisal of the individual in question. Such appraisals will be taken into serious account by the members of the Department charged with weighing all appropriate information and arriving at a decision.

During discussions of job candidates or of current faculty members being considered for retention, the student representatives will be invited to present statements summarizing their views but otherwise will not be present. (May 11, 2011)

7.3 Guidelines for GASP

Article I. The Official name of our organization will be "Graduate Association of Students in Philosophy" or GASP.

Article II. The membership of GASP will consist of all graduate students usually enrolled in philosophy courses.

Article III. (Officers)

1. The officers of GASP will consist of a President, Vice President, Treasurer, and any officer deemed necessary.
2. At the last regular meeting of GASP during the Fall term, officers for the following year will be elected by a simple majority of members present and voting.
3. A new officer, to replace one that has resigned or has been removed, may be elected by a simple majority of members present and voting at a regular meeting.
4. Any officer may be removed from office for serious failure to carry out the duties upon an affirmative vote of three-fourths of the members present and voting at a regular meeting.
5. Duties of the Officers
 - a. The President, with the assistance and cooperation of the other officers, will be responsible for planning the meetings of GASP, securing speakers and setting the agenda.

The President will have a choice in which department committee s/he will serve as representative, the Academic Planning Committee, the Admissions and Awards Committee, or the Visiting Lecture Series Committee. The President will report back to GASP all and only relevant information from the departmental meetings as well as information from the committee s/he serves on. The President will also be the one to call/run GASP meetings.

- b. The Vice President will choose to serve as representative on one of the remaining committees. The Vice President will report back to GASP all and only relevant information from the committee s/he serves on. The Vice President will also be responsible for taking minutes at the GASP meetings.
- c. The treasurer will then serve as representative on the remaining committee. The treasurer will also serve as Director of the GASP Colloquia and so will be responsible for planning the colloquia (e.g. securing speakers, setting dates, etc.). Further, the Treasurer will be the GASP representative to the Graduate Affairs Director and so will be responsible for attending these meetings and will bring relevant information to GASP and relate/represent to the Graduate Affairs Director the interests of GASP.

Article IV. The members of all committees, temporary and permanent, will be selected by the President of GASP with the cooperation of the other officers.

Article V. Regular meetings of GASP will be held at least once each month school is in session except the summer months, and will be announced well in advance.

Article VI. All substantive questions, except those involving amendments to these Guidelines, will be decided by a simple majority of those members present and voting at regular meetings, or by a simple majority of those voting when the vote is conducted by mail. But amendments to these Guidelines shall require a two-thirds majority of those present and voting in a regular meeting, or two-thirds majority of members voting by mail ballot. Which procedure will be used shall be determined by a simple majority of those present and voting in a regular meeting. Six shall constitute a voting quorum provided there are at least nine graduate students in the department. A previously decided question may be reopened only by a motion carried by simple majority or after the end of the current semester.

Article VII. Any document that will be presented on behalf of GASP requires a vote of approval at a regular GASP meeting.

Article VIII. These Guidelines will go into effect upon their approval by two-thirds of the members present at a regular meeting.

7.4 Auslegung

Auslegung: A Journal of Philosophy shall be administered by the editorial staff at the University of Kansas. The editor of the journal shall be nominated by the editorial staff; the nomination shall be subject to approval by a simple majority vote of GASP. Normally a person must have at least six months experience working on *Auslegung* to be nominated for editor. Responsibility for securing such funding as is needed shall lie with the GASP officers and the editorial staff. The editorial policy for *Auslegung* shall be that, at the discretion of the editors, essays shall be selected for publication solely on the basis of philosophical merit and not on the basis of any philosophical (or other) interest or bias. The essay(s) chosen as Robinson Essay Contest winner(s) under normal circumstances shall be published in the regular fall issue of *Auslegung* following the time of its (their) selection. In any case, the essays will be considered for publication in *Auslegung*. The titles, contents, and authors of essays submitted but not selected for publication in the journal shall be kept confidential by the editors. At least two issues of the journal shall be published each academic year, depending on available funds.

8. JOB OPENINGS IN PHILOSOPHY

The Department is notified of many job openings in philosophy. These are filed in a notebook in the Philosophy Conference Room. Students interested in positions should check these notices frequently for information about available positions.

The American Philosophical Association (APA) publishes a series of newsletters each year entitled Jobs for Philosophers and operates a placement service at each of its three annual regional meetings (Eastern, Central, and Pacific). Positions are also posted on the APA website.

Students interested in obtaining a full-time teaching position should notify the Department Placement Director at the beginning of the academic year in which they expect to complete their dissertations. Students who desire assistance from the Department in securing a full-time position should also leave copies of their c.v.'s, letters of recommendation and other materials with the Placement Director. Students should feel free to discuss offers and application procedures with any other member of the Department as well and should notify the Department once they have accepted a position.

It is desirable for a student to have completed the dissertation before taking on full-time teaching responsibilities. In no case is it recommended that a student begin full-time teaching before passing the oral comprehensive exam.

9. MISCELLANEOUS

9.1 Department Mail Boxes

All graduate students have mail boxes in the Departmental Office. They should check these frequently for notices and other information from the Department.

Graduate students should keep the office staff informed of any changes in name, address, phone number, or e-mail address.

9.2 Secretarial Help

The front office staff does not type student papers, even for seminars. The staff will make copies (syllabus, handouts, exams) for courses being taught by GTAs.

Students (undergraduate and graduate) are responsible for the reproduction of their materials-including, of course, theses and dissertations. This copying should be done at a location other than the front office. Faculty supervisors should advise their GTAs of this as well.

The only occasional exception might be in a graduate seminar where the instructor wants a particular assignment distributed to the other students in the seminar. This doesn't often happen and it is restricted to about 6-12 students typically. But this practice should not occur at courses below the advanced seminar.

9.3 Informal Resolution of Complaints

- A. If a student feels they have been treated unfairly in any matter, they should notify the Chair or the Director of Graduate Studies and may petition the Department as a whole.
- B. If a student has any worry that they will be treated unfairly by any committee, they may submit written statements as appropriate or the student may speak to the Chair, the Director of Graduate Studies, or other appropriate persons prior to that committee's deliberations. If the student wishes, they may petition through the Chair or the Director of Graduate Studies to appear before the committee prior to its deliberations.
- C. Any student who feels any decision, grade, rule, etc. unfair in general or in a particular application may petition for review of the decision, grade, rule, etc., by the Chair or by the Department as a whole. If a student fails to receive satisfaction, they are free to seek a formal grievance hearing at the level of the College of Liberal Arts and Sciences in accordance with the provisions of the University Senate Code.

10. APPENDICES

10.1 APPENDIX 1: Department of Philosophy University of Kansas, Lawrence Campus Grievance Procedure

Pursuant to Article XIV of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations of the University of Kansas, Lawrence, the Department of Philosophy establishes the following procedure to hear grievances arising within the Department. Appeal of a grievance heard at a subordinate unit level is to the Judicial Board, not to the College. This procedure shall not be used to hear disputes assigned to other hearing bodies under USRR Article VI, Section 4.

For disputes involving alleged academic misconduct, see the College of Liberal Arts and Sciences Policy on Academic Misconduct: <http://clas.ku.edu/sites/clas.drupal.ku.edu/files/docs/Policies/Faculty/clas-student-academic-misconduct-2009-04.pdf> . For alleged violations of student rights, the initial hearing normally will be at the unit level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or either party petitions the Judicial Board chair to have the hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition (USRR 6.4.3.1).

Except as provided in USRR 6.5.4, no person shall be disciplined for using the grievance procedure or assisting another in using the grievance procedure.

The Department of Philosophy shall provide a copy of this procedure to anyone who requests it.

1. To start the grievance process, the complainant must submit a written grievance to the Chair of the Department of Philosophy. The complaint shall contain a statement of the facts underlying the complaint and specify the provision(s) of the Faculty Code of Conduct, University Senate Code, the University Senate Rules and Regulations, the Code of Student Rights and Responsibilities, or other applicable rule, policy, regulation, or law allegedly violated. The complaint shall also indicate the witnesses or other evidence relied on by the complaining party, and copies of any documents relevant to the complaint shall be attached to the complaint.
2. At the time the complaint is submitted to the Department of Philosophy, the complaining party shall provide a copy of the complaint, with accompanying documents, to the respondent(s).
3. Upon receipt of the complaint, the Department shall contact the respondent to verify that the respondent has received a copy of the complaint and to provide the respondent with a copy of these procedures.
4. Pursuant to University Senate Code 14.2.d, a respondent has the privilege of remaining silent and refusing to give evidence in response to a complaint. The respondent also has the right to respond and give evidence in response to the complaint.
5. The respondent shall submit a written response to the Department within 14 calendar days of receiving the complaint. The response shall contain the respondent's statement of the facts underlying the dispute as well as any other defenses to the allegations in the complaint. The response shall also identify the witnesses or other evidence relied on by the respondent and shall include copies of any documents relevant to the response. The respondent shall provide a complete copy of the response to the complaining party.
6. Upon receipt of the response, the Department shall contact the complaining party to verify that a copy of the response has been provided.
7. Upon receiving the complaint and response, or if the respondent fails to respond within the 14-day time period, the Department Chair shall appoint a faculty committee selected from the current members of the Department to consider the complaint. The committee members shall be disinterested parties who have not had previous involvement in the specific situation forming the basis of the complaint.

8. Pursuant to USRR 6.8.4.2, the chair of the committee may contact other hearing bodies within the University to determine whether a grievance or complaint involving the underlying occurrence or events is currently pending before or has been decided by any other hearing body.
9. Time limits. To use this procedure, the complainant must file the written complaint with the Department within six months from the action or event that forms the basis of the complaint. The six-month time period shall be calculated using calendar days (including weekends and days during which classes are not in session).
10. Upon receiving the complaint, if the chair of the committee determines that any of the following grounds exist, they may recommend to the Department Chair that the complaint be dismissed without further proceedings. The grounds for such dismissal are: (a) the grievance or another grievance involving substantially the same underlying occurrence or events has already been, or is being, adjudicated by proper University procedures; (b) the grievance has not been filed in a timely fashion; (c) the Department Chair lacks jurisdiction over the subject matter or any of the parties; (d) the grievance fails to allege a violation of a University rule; (e) the party filing the grievance lacks standing because they have not suffered a distinct injury as a result of the challenged conduct and has not been empowered to bring the complaint on behalf of the University; or (f) the party filing the grievance has been denied the right to file grievances pursuant to USRR 6.5.4.
11. If the chair of the committee determines that a grievance on its face properly should be heard by another body, the chair will recommend that the Department Chair send the grievance to the appropriate hearing body without further proceedings in the Department of Philosophy. The Department Chair will send a copy of the referral to the complainant(s) and any responding parties.
12. Prior to scheduling a hearing, the parties shall participate in mediation of the dispute unless either party waives mediation. Mediation shall be governed by USRR 6.2.3.
13. If mediation is successful, the mediator will forward to the Department Chair, the committee chair, and all parties a letter describing the outcome of the mediation and the terms upon which the parties have agreed to resolve the dispute. This letter shall be a recommendation to the Department Chair. The Department Chair will notify the mediator, the committee chair, and the parties that the recommendation has been accepted, modified, or rejected.
14. If mediation is not successful, the mediator will notify the Department Chair, the committee chair, and the parties that mediation has terminated. If mediation is not successful, or if it is waived by either party, the grievance committee will schedule a hearing no later than 30 calendar days from the written submission of the complaint. The 30-day period may be extended for good cause as determined by the chair of the committee. The 30-day period shall be suspended during the mediation process. The hearing will be closed unless all parties agree that it shall be public.
15. Each party may represent themselves or be represented by an advisor or counsel of their choosing.
16. Each party has the right to introduce all relevant testimony and documents if the documents have been provided with the complaint or response.
17. Each party shall be entitled to question the other party's witnesses. The committee may question all witnesses.
18. Witnesses other than parties shall leave the hearing room when they are not testifying.
19. The chair of the committee shall have the right to place reasonable time limits on each party's presentation.
20. The chair of the committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing.
21. The hearing shall not be governed by the rules of evidence, but the chair of the committee may exclude information deemed irrelevant, unnecessary, or duplicative. Statements or admissions made as part of the mediation process are not admissible.

22. The committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to the parties, their authorized representatives, the committee and the Department Chair. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case.
23. After the presentation of evidence and arguments, the committee will excuse the parties and deliberate. The committee's decision will be a written recommendation to the Department Chair. The committee shall base its recommendations solely upon the information presented at the hearing.
24. The committee will send its written recommendation to the Department Chair and the parties as soon as possible and no later than 14 calendar days after the end of the hearing.
25. Within 14 calendar days of receiving the committee recommendation, the Department Chair will notify the parties of the acceptance, modification, or rejection of the recommendation. The Department Chair will advise the parties of the procedure available to appeal the decision.

Approved:
Department Chairperson

Date:

These procedures have been reviewed by the Office of the General Counsel and are effective January 15, 2011.

10.2 APPENDIX 2: GTA EVALUATION OF SUPERVISOR

SUPERVISOR'S NAME

GTA EVALUATION OF SUPERVISOR

Please rate your supervisor according to the numerical codes given below. For any statement to which you respond with 3,4, or 5, please provide comment. (You may of course provide other comments also.)

n/a = not applicable

1 = strongly agree

2 = agree

3 = neutral

4 = disagree

5 = strongly disagree

1. The supervisor provided me with a copy of relevant materials (e.g., texts) in a timely fashion. (This question is for discussion leaders.)
n/a 1 2 3 4 5
2. The supervisor provided guidance on my choice of texts. (This question is for independent GTAs.)
n/a 1 2 3 4 5
3. The supervisor held an initial orientation session early in the Fall semester.
n/a 1 2 3 4 5
4. The supervisor discussed and made clear to me my responsibilities as a GTA.
n/a 1 2 3 4 5
5. The supervisor made clear to me the procedure to follow if I had to miss a class and provided me with the relevant information to follow the procedure (such as contact information and schedules of GTAs who were qualified to substitute for me).
n/a 1 2 3 4 5
6. The supervisor reviewed my syllabus to ensure that it fulfilled the course description. (This question is for independent GTAs)
n/a 1 2 3 4 5
7. The supervisor discussed with me the relationship between lecture and discussion sections. (This question is for discussion leaders.)
n/a 1 2 3 4 5
8. The supervisor discussed with the students the relationship between lecture and discussion sections. (This question is for discussion leaders.)
n/a 1 2 3 4 5
9. The supervisor gave guidance about what should be covered in each week's discussion sections. (This question is for discussion leaders.)
n/a 1 2 3 4 5
10. The supervisor took steps to ensure throughout the semester that I had an adequate grasp of the course material (through conversation or through the correction of written exercises or though some other method).
n/a 1 2 3 4 5
11. The supervisor was available to answer my questions about the material.
n/a 1 2 3 4 5
12. The supervisor was available to answer my questions about how to run my classes.
n/a 1 2 3 4 5

13. The supervisor was available to assist me with problems with students.
n/a 1 2 3 4 5
14. The supervisor was available to listen to and respond to my concerns about the supervisor's own teaching where these had a bearing on my teaching (e.g., modifying lectures if students had regularly pressured me to re-present the lectures). (This question is for discussion leaders.)
n/a 1 2 3 4 5
15. The supervisor observed at least one of my classes during the term.
n/a 1 2 3 4 5
16. The supervisor made clear to me when and how the observation(s) would be conducted.
n/a 1 2 3 4 5
17. The supervisor conducted the observation(s) in accordance with the statement of when and how it (they) would be conducted.
n/a 1 2 3 4 5
18. In light of the class observation(s), the supervisor gave me (either in person or in writing) helpful suggestions to improve my teaching.
n/a 1 2 3 4 5
19. The supervisor clearly explained the standards for student work and how to apply those standards in grading student work. (This question is for discussion leaders.)
n/a 1 2 3 4 5
20. The supervisor checked my grading of student work to ensure that it was in keeping with the standards provided. (This question is for discussion leaders.)
n/a 1 2 3 4 5
21. The supervisor was available for consultation about assignment and/or exam construction. (This question is for independent GTAs.)
n/a 1 2 3 4 5
22. The supervisor reviewed and provided helpful feedback about the assignments and/or exams that I constructed. (This question is for independent GTAs.)
n/a 1 2 3 4 5
23. The supervisor provided a model for me to follow once I become an independent GTA. (This question is for discussion leaders.)
n/a 1 2 3 4 5
24. The supervisor provided me with a copy of the written evaluation of my teaching that was placed in my personnel file.
n/a 1 2 3 4 5
25. The supervisor showed adequate respect for me.
n/a 1 2 3 4 5
26. The supervisor assigned duties that averaged no more than 20 hours per week during the semester.
n/a 1 2 3 4 5

Additional Comments

(If your comment relates to one of the questions above, please indicate which one.)