

Graduate Studies Handbook

Department of Philosophy University of Illinois at Urbana-Champaign

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Each student should carefully read the most recent edition of *The Graduate College Handbook for Students, Faculty and Staff*, which is available at <https://grad.illinois.edu/gradhandbook> and is periodically updated. In it, you will find a description of Graduate College requirements and policies applicable to all departments. Specific departmental requirements are described in the present handbook. *Students are responsible for thoroughly familiarizing themselves with the policies and procedures outlined in both handbooks.*

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1. DEPARTMENT OVERVIEW

The Department of Philosophy at the University of Illinois has three missions:

- (1) to pursue scholarship across a range of key philosophical areas;
- (2) to contribute to undergraduate education by offering comprehensive programs of study for majors and minors and an array of stimulating courses for the general student population;
- (3) to maintain a vibrant graduate program that prepares students for careers in professional philosophy or related fields.

1.1 DEGREES OFFERED

1.1.1 Master of Arts

As a general rule, the Department of Philosophy does not offer a stand-alone terminal M.A. degree, that is, independently of our Ph.D. program. Students who are already enrolled in our Ph.D. program can attain an M.A. degree, as explained in 2.12 below. Nevertheless, the Department of Philosophy does maintain the option of a stand-alone, terminal M.A. degree in certain, extraordinary circumstances; for example, to military personnel pursuing certain educational programs.

1.2.2 Doctor of Philosophy

The overall goals of the Department's Ph.D. program are to:

- (1) provide professional-level knowledge in philosophy to advanced students;
- (2) prepare students for post-secondary teaching and participation in the varied activities of the profession, as well as for related academic or non-academic fields;
- (3) prepare students to identify, develop, and pursue research interests;
- (4) guide students in the production of written work of professional quality;
- (5) help students prepare dissertations that make significant and original contributions to their chosen areas of specialization.

1.2 GRADUATE ADVISERS

In selecting courses, preparing for the Preliminary Examination, choosing a dissertation topic, and writing the dissertation, students work under the direction of a graduate adviser. The Director of Graduate Studies (DGS) serves as the graduate adviser for all students in their first

year of the graduate program. Students are expected to meet with the DGS twice in the fall semester of their first year to discuss course planning: once before fall courses start, and once when registration for spring courses begins. Beyond the first year, students are encouraged to have a graduate adviser of their own choosing from among the departmental faculty. (Ideally, this adviser will be in place by the start of the fall semester of the student's second year in the program. If a student has not chosen an adviser by the end of the fall semester of their second year, the DGS will assign one to them.) This adviser may, but need not, end up serving as the student's Prelim Adviser (see 4.1 below); however, once the student has settled on a Prelim Adviser, that person becomes the student's graduate adviser. For the third and final stage of the program, the student may retain the same graduate adviser or choose another. Advisers at any stage of the program must be faculty member with at least a 0% appointment in the Department of Philosophy.

The graduate adviser (hereafter, just "adviser") typically serves as the first resource when a student has questions about academic or professional issues. At all stages of the program, the student should meet with their adviser at least once during each fall and spring semester. During the third stage of the program, the adviser also usually serves as the Director of Dissertation Research. Accordingly, students in this stage should work closely with their adviser as they develop their research projects, whether preparing abstracts and papers for professional conferences, submitting essays for publication, crafting a dissertation proposal, or writing the dissertation itself. Advisers usually work closely with their students to prepare them for, and to help guide them through, the job market. Advisers are assisted in this respect by the department's Placement Director, who is charged with organizing activities such as workshops designed to aid students in the preparation of relevant job application materials (CVs or résumés, personal statements, teaching dossiers), mock interviews, practice job talks, etc.

As a student's work progresses, it will sometimes be the case that a change of adviser is desirable. Such changes require the approval of the Director of Graduate Studies. A simple form must be filed with the Department secretary in order to complete this process.

1.3 DIRECTOR OF GRADUATE STUDIES (DGS)

The DGS, who chairs the department's Graduate Program Committee (GPC), is charged with the general administration of matters related to the graduate program and graduate student affairs, including coordination of the annual processes of admissions, review of graduate student progress, and oversight of awards and fellowship nominations and selections.

All graduate students are encouraged to consult the DGS to discuss any aspect of their experiences as graduate students in the Department of Philosophy. The DGS meets annually with each graduate student in order to discuss their progress in the program (see 3.3 below). In

addition, the DGS usually holds a DGS hour once a month during the fall and spring semesters. This is an opportunity for students to communicate with the DGS any matters that may need to be discussed further with the department's Graduate Program Committee, and for both DGS and students to discuss any other issues that come up occasionally or regularly during the semester. Individual appointments may be made directly with the DGS.

1.4 GRADUATE PROGRAM COMMITTEE (GPC)

The GPC consists of the DGS and two members of the Department's regular faculty (tenure-stream faculty with at least a 50% appointment in Philosophy). The DGS consults the GPC about issues pertaining to the graduate program regulations, student requests, and awards.

1.5 ASSISTANTSHIPS, FELLOWSHIPS, AWARDS

The Department of Philosophy complies with all rules and regulations governing graduate student appointments, including restrictions on percent appointments. Information on this subject can be found in the Graduate Student Handbook provided by the Graduate College.

1.5.1 Teaching Assistantships and Continuation of Financial Aid

The Department of Philosophy is committed to ensuring five years (ten semesters) of financial support to everyone we admit into our Ph.D. program, subject to certain conditions. Most of this financial support generally comes in the form of teaching assistantships, although some fellowships are available. Teaching Assistants who resign their appointments before completing at least three-fourths of the term may be required to pay the full amount of tuition and fees for that term. International students who leave campus must secure clearance from the Office of International Student Affairs.

Each year the Department will review the performance of each eligible student in order to determine whether financial support should be continued for that student. In order to be eligible for continued financial support, a graduate student must be in good standing in the Graduate College and must be making normal progress towards the Ph.D. degree. Teaching assistants further must show that they are capable of satisfactorily performing the duties of a teaching assistant and must have a satisfactory record of performance of these duties, as indicated by reports of supervising teachers and/or by ICES scores reported to the Department.

While the maximum period for which a graduate student is guaranteed financial support from the department and/or Graduate College is five years, in some cases, financial aid may be continued beyond the fifth year. This will be done only as budgetary conditions and the overall needs of our

graduate program permit, and only as the needs of our undergraduate instructional program may warrant. When considering the possibility of extending financial support beyond a fifth year, the Department will take into account a student's performance to date and future promise with respect to research, teaching, and service.

1.5.2 Graduate College Conference Funding

Funding from the Graduate College is available on a competitive basis for presentation of papers at professional meetings (<https://grad.illinois.edu/general/travelaward>); for deadlines, see 7 below. Students do not apply directly to the Graduate College for the conference grants but rather to the Department. The GPC is tasked with reviewing applications and making relevant nominations. The Department may also have funds to support student travel to conferences and other activities. Requests should be submitted to the DGS and the Head in consultation with the student's adviser.

1.5.3 Graduate College Dissertation Completion Fellowships

Prior to their final year of dissertation writing, qualified students can apply for a Graduate College Dissertation Completion Fellowship, which affords students 12 months of financial support without teaching responsibilities in order to complete their dissertation. To be nominated by the department for this fellowship, a student must present a competitive application, and the Preliminary Examination must have been scheduled or passed before the date specified in each year's competition announcement (usually early in the spring semester). For more information see the Graduate College website.

The Department of Philosophy's policies and procedures for the nomination of graduate students for the Graduate College Dissertation Completion Fellowship are as follows:

- (1) A nominee must be making steady progress through the stages of the doctoral program in a timely manner.
- (2) The nominee must demonstrate the ability to complete and defend the dissertation by August of the following year. As a rule of thumb, at least half of the dissertation should be completed at a sufficiently high level of scholarship by the time the nominee applies for this fellowship.
- (3) The student's application should clearly and professionally communicate the core philosophical ideas in the dissertation and the significance of the research to a non-specialist.
- (4) The nominee must be able to demonstrate in the application that their research will make a significant contribution to the scholarship in the field. (The required input from Director of

Dissertation Research usually provides the proof of this significance to the committee.)

(5) All other considerations being equal, nominees who have not had a departmental or university fellowship (or who have had fewer fellowships) will be given preference over nominees who have received fellowship (or more fellowship) awards.

(6) The committee may also consider teaching performance as evidence of productivity in the evaluation of an applicant.

(7) After the evaluation of applications, the GPC will present a summary of information pertinent to their deliberations and make a recommendation to the Head. In close cases or in cases in which the GPC has not reached a unanimous decision, they may choose not to make a recommendation but instead simply forward their reflections so as to inform the Head's decision.

1.5.4 Departmental Awards

C. E. Caton Award is a writing competition. All graduate students in the department are welcome to submit entries, which should be single-authored. The GPC reads each entry and ranks them on the basis of features such as writing style, clarity, ambition, and the extent to which the author is able to defend the paper's main thesis.

Distinguished Graduate Student Teaching Award is awarded annually to an outstanding graduate student instructor. The TA Oversight Committee is tasked with making a recommendation to the Head for this award. In making its recommendation, the committee takes into account an annual report of teaching activities submitted by each graduate student, faculty observations/evaluations of teaching, and any evidence relevant to pedagogical performance. (Graduate students who have served as independent instructors are also eligible to be considered for the Wengert Excellence in Undergraduate Teaching Award, which is awarded to a member of the department, student or faculty, who has demonstrated excellence in the area of undergraduate teaching.) The same student may not receive any teaching award more than once.

Donald and Barbara Smalley Graduate Research Fellowship is awarded to graduate students who are currently enrolled in the Ph.D. program and have begun work on the dissertation. Preference will be given to students who are ABD, although graduate students about to defend their Prelim may also be considered. The same student may not receive this fellowship more than once.

1.6 PETITIONS

Petitions are used to request a waiver or modification of Department or Graduate College requirements and policies, and to record information on a student's permanent record in the Graduate College. Most petitions must be approved by the Department and then forwarded to the Graduate College for approval. Others, such as requests to enroll in an independent study course, are handled within the Department. Petition forms should be filled out in consultation with the student's adviser, who must sign the petition in the space provided and forward it to the DGS for further approval. In all cases, justifications for the requests must be clearly stated in the space provided on the petition, and all relevant documentation must be attached.

1.7 GRIEVANCES

The Department follows the Graduate College policies for problem solving, including petitions and conflict resolution (for which, see the Graduate College Handbook). Academic conflict may be addressed through informal processes or through a formal grievance process. It is recommended that students first explore the option of informal resolution. If a graduate student has a grievance with respect either to academic work or to assistantship duties, the student and the instructor or supervisor involved should meet and make every attempt to resolve the difficulty. Students who believe they have an academic grievance should also discuss it with their adviser. If discussion with the adviser is inappropriate or unfruitful, discussion with the Director of Graduate Studies or Head is recommended. A student may also elect to file a formal grievance with the Departmental Grievance Committee. A letter outlining the problem should be addressed to the Chair of the Committee, with copies going to all its members. The Committee shall meet promptly and in confidence to consider the case and report its recommendation without delay in writing to the student filing the grievance and to the Head. If all the above efforts fail, a final appeal can be made to the Grievance Committee of the Graduate College.

1.8 LEAVES OF ABSENCE

The Department follows the Graduate College's policies on leaves. Students should keep in mind that there are potentially negative consequences for failing to secure prior approval for an Academic Leave of Absence. Students who do not enroll, and who do not document their status with an Academic Leave of Absence approved by both the Department and the Graduate College before a period of non-enrollment begins, will be considered Absent without Leave. The Department will put an advising hold on any student who is Absent without Leave. A student who is Absent without Leave may be prevented from re-enrolling, may have to complete additional degree requirements if allowed to return, or may be subject to new degree requirements. Please note that an Academic Leave of Absence cannot be requested retroactively,

cannot be used to return to good standing, and cannot be used to extend the time to degree. The maximum allowed Academic Leave of Absence is two terms during a student's degree program. These terms may be consecutive or single terms approved individually.

Requests must be approved by the department prior to the first day of classes of the semester for which the leave is requested. To request a formal academic leave the student must complete the following before the first day of classes of the term of non-enrollment:

- (1) if necessary, submit a petition to request an extension of time to degree;
- (2) in the case of international students, meet with an adviser from International Student and Scholar Services and obtain a signature on the Request for Academic Leave of Absence form;
- (3) submit the written Request for Academic Leave of Absence form to the DGS;
- (4) consult with the DGS and their adviser (if the latter is someone other than the DGS), either by phone or in person, to review the request.

In reviewing a Request for Academic Leave of Absence, the Department will ensure that the requested non-enrollment does not exceed the maximum length permitted and will document the student's academic progress to date (including completed program requirements), as well as any remaining degree requirements and financial support that may be available to the student upon return to the degree program based on current department policies regarding financial support. If the Department approves the leave, it will forward a copy of the approved Request for Academic Leave of Absence form to the Graduate College. A copy will also be provided to the student and another placed in the student's academic record within the Department. (NB: The department may put an advising hold on the student's record until the return from approved Academic Leave.)

Return from approved Academic Leave of Absence:

- (1) All students must provide advanced notification of their intent to return so that the Department may review and confirm their academic status at the proposed time of return. The Department may need to remove an advising hold from the student's record.
- (2) Any student who has not been enrolled for three consecutive terms, including summer, must complete and receive approval of a Graduate College Application for Re-entry. The Approved Academic Leave of Absence form must be attached to the Application for Re-entry.
- (3) Because of student visa requirements, all international students taking leave outside the U.S

must complete and receive approval of a Graduate College Application for Re-entry. The Approved Academic Leave of Absence form must be attached to the Application for Re-entry to document the approved leave terms and for the return to enrolled student status. International students taking leave outside the U.S. should begin this process at least three months in advance in order to allow for document processing and visa issuance, if required.

2. DEGREE REQUIREMENTS

2.1 ADMISSIONS REQUIREMENTS

Admissions requirements are explained on the departmental website at <https://philosophy.illinois.edu/admissions/graduate-admission-and-application>.

2.2 COURSE CREDITS

Graduate courses at the University of Illinois are currently designated by a 400- or 500-level number (e.g., PHIL 421, PHIL 511). Enrollment in courses at the 500-level is generally reserved only for graduate students. Courses offered at the 400-level are open both to graduate students and to advanced undergraduate students. The number of hours assigned to 400- and 500- level courses varies. Degrees are awarded based on the total number of hours completed, not the total number of courses.

2.3 PREPATORY WORK

Prior to beginning the graduate program, each student should have completed (1) a course in symbolic logic, (2) general courses in the history of both ancient and early modern philosophy (dealing with the main figures in each period), and (3) course work in central areas of both practical and theoretical philosophy. Students entering the doctoral program with deficiencies in either or both of the first two areas indicated will be required to remedy them by taking PHIL 202 (Symbolic Logic), PHIL 203 (Ancient Philosophy), and/or PHIL 206 (Early Modern Philosophy), depending upon their particular deficiencies. These courses do not carry graduate credit and will not be counted toward the satisfaction of course and hour requirements in the graduate program; and students taking them to remedy deficiencies must receive a grade of B or higher. Entering students in the doctoral program who have not previously done course work in practical and/or theoretical philosophy will be expected to take PHIL 421 (Ethical Theories), PHIL 426 (Metaphysics), and/or PHIL 430 (Theory of Knowledge) early in their graduate studies.

2.4 PROGRAM STAGES

The Graduate College Handbook distinguishes three Stages within the Ph.D. program:

Stage I is completed when a student has earned the requisite 32 hours of graduate credit (see 2.5 and 2.7 below for further details), including any courses approved for transfer of credit, and has been formally admitted to Stage II by the Department (via the Second-Year Review, see 2.6 below).

Stage II is completed when a student has earned the requisite 32 additional hours of graduate credit (see 2.7 below for further details); has satisfied the Course Distribution and Symbolic Logic requirements; has passed the Preliminary Examination; and has fulfilled any extra-departmental minor course requirements undertaken voluntarily. The Department of Philosophy requires that the Distribution and Symbolic Logic requirements be satisfied before it will certify to the Graduate College that a student has passed the Preliminary Examination.

Stage III is completed when a student has earned the requisite additional 32 hours of graduate credit (see 2.10 below for further details), prepared a dissertation, and passed the Final (Doctoral Oral) Examination. Students should note that PHIL 599 is a graduate course, and hours from it count toward the 32 hours of graduate credit.

For each stage of the program, the Department reserves the right to require that a student earn additional hours of graduate credit beyond the minimum requirements.

2.5 STAGE I REQUIREMENTS

Of the 32 hours of graduate credit (8 graduate courses) needed in order to complete Stage I, the Department requires that at least 24 hours (6 graduate courses) be earned in regularly scheduled classes or seminars under the PHIL course rubric, and at least 16 of these (4 graduate courses) be at the 500-level. Students should consult the “Course Distribution Requirements” section (2.7 below) in order to familiarize themselves with further distribution requirements that cover the courses taken in Stage I and Stage II combined.

2.6 ADMISSION TO STAGE II

On or before the completion of Stage I of work in the program, the student’s qualifications for further work will be examined. Recommendations on this matter are made to the Department by the GPC. When a student has satisfied all of the relevant course requirements to complete Stage I, the student’s adviser prepares a report on the student’s progress to date. This report (the

“Second-Year Review”) should be submitted to the GPC by no later than the end of the student’s second year in the program. (Ideally, the report will be submitted by the end of the fall semester of the student’s second year in the program.) On the basis of this report and any other, salient considerations (including, e.g., evidence of satisfactory performance of teaching duties), the GPC determines whether the student should be advanced in the program or continued without advancement (deferring the decision to a later date). The GPC may set an examination or require the student to complete some specified, additional work before a final decision is made. The Department also reserves the right to dismiss a student—with the possibility of completing a terminal M.A.—if their overall performance in Stage I is deemed unsatisfactory by the GPC.

2.7 COURSE DISTRIBUTION REQUIREMENTS: STAGES I AND II

Of the 64 hours of graduate course work (16 graduate courses) which must be earned for a student to be advanced to the Third Stage of the Ph.D. program, 8 hours (2 graduate courses, at least one of them a graduate seminar) must be earned in courses in the history of philosophy, 8 hours (2 graduate courses, at least one of them a graduate seminar) in courses in practical philosophy (understood to include moral philosophy, social and political philosophy, and/or aesthetics), and 8 hours (2 graduate courses, at least one of them a graduate seminar) in courses in theoretical philosophy (understood to include metaphysics, epistemology, philosophy of mind, philosophy of language, and/or philosophy of science).

At least 56 hours (14 graduate courses) of the required 64 must be earned in regularly-scheduled, advanced 400-level courses or graduate seminars (500-level) under the PHIL course rubric. (In certain circumstances, such as the approved completion of an extra-departmental minor, this requirement may be reduced to 48 hours [12 graduate courses].) At least 32 hours (8 graduate courses) must be earned in graduate seminars at the 500-level. A maximum of 8 hours (2 graduate courses) of the required 64 may be earned in independent study courses. (NB: Hours earned in independent studies, even at the 500-level, cannot be counted toward the required 32 hours earned in graduate seminars.) The Logic Requirement can be counted towards the total of 64 hours of graduate course work, per the guidelines below (2.7 & 2.8).

Important: While the various area distribution requirements and the Symbolic Logic Requirement need not be satisfied before the end of Stage II, students should already take these into account when choosing courses during Stage I of the program.

2.8 SYMBOLIC LOGIC REQUIREMENT

Students in the Ph.D. Program must also satisfy a Symbolic Logic requirement by passing an appropriate advanced course in symbolic logic (e.g., PHIL 453 or PHIL 454) with a grade of B or

better, or by passing a proficiency examination set by the Department. Completion of the Symbolic Logic Requirement is necessary for the satisfaction of the Preliminary Examination Requirement and, thus, for admission to Stage III of the program. *The advanced logic course may count towards the 64 hours of required graduate course work.*

2.9 STAGE III REQUIREMENTS

Upon earning the 64 hours of required credit, passing the Preliminary Examination, and completing the Course Distribution and Symbolic Logic requirements, the student is admitted to Stage III, which is the dissertation-writing stage of the Ph.D. program. Students should begin Stage III by no later than the beginning of the fall semester of their fourth year in the program.

The research nature of doctoral degrees requires a student to work closely with the Director of Dissertation Research, who oversees the graduate student's research project and dissertation. It is the student's responsibility to find a Director of Dissertation Research. Students are encouraged to establish this relationship early. Doctoral students in Stage III must have a Director of Dissertation Research in order to be in good standing.

In addition to a Director of Research, the student is required by the Department to have a Dissertation Committee, which is officially appointed by the Head, in consultation with both the student and the DGS. The purpose of this committee is to advise the student on dissertation research and to effectively monitor the student's progress in the period between the Preliminary Examination and the Final Examination. Accordingly, the Dissertation Committee should be formed as soon as possible after the successful completion of the Preliminary Examination. (The membership of the Dissertation Committee may be, and often is, the same as that of both the Preliminary Examination Committee and the Final Examination Committee, on which, see 4.1 and 4.2 below.) The Director of Dissertation Research, who serves as the student's adviser during Stage III, also usually serves as Chair of the Dissertation Committee. A student may have multiple advisers and, hence, multiple Chairs and Directors of Research. The titles given to these committee members on the student's dissertation title page are Co-Chair and Co-Director of Research.

This Dissertation Committee must include at least two members of the Department's faculty who are current members of the Graduate Faculty and who hold a $\geq 50\%$ appointment in Philosophy. Its Chair and Director of Research must each be a tenure-stream member of the Graduate Faculty at Illinois with a $\geq 0\%$ appointment in Philosophy at the time of the committee's initial constitution. Long-term NTT faculty can serve on dissertation committees, albeit not as the Chair or Director of Research, provided they have secured the relevant credentialing from the Graduate College.

It is the responsibility of the Dissertation Committee to ensure that the student has a specialist's knowledge of the general area within which the dissertation topic falls and to supervise the student's preparation of the dissertation itself. In consultation with the DGS, students may change their Director(s) of Dissertation Research at any time. All students in Stage III of the

program should at all times have a committee consisting of at least four members. If the adviser or another committee member leaves or is otherwise unable to serve, the DGS should be notified immediately, and a replacement should be found within four weeks.

The Dissertation Committee will hold a meeting with the student within 30 days of its initial appointment to discuss the student's plans for the dissertation. At this meeting, the student will be expected to present their thesis proposal and bibliography, revised in light of any comments received at the Preliminary Examination and/or suggestions by their adviser(s). When the membership of the Preliminary Examination Committee and the Dissertation Committee are identical, this meeting can be waived, provided the Preliminary Examination was passed without any qualifications.

In either case, the student and their Dissertation Committee will hold a formal progress meeting no later than one semester after a successful Preliminary Examination to discuss the student's work. At least four weeks prior to this progress meeting, the student is expected to give each committee member a draft of a substantial portion of the thesis (i.e., at least one chapter). Immediately following the initial meeting and each formal progress meeting, it is the responsibility of the Chair of the Dissertation Committee to make a brief written report of the student's progress to the DGS, which will become a part of the student's permanent file.

Students should seek the advice of their adviser and Dissertations Committees at every stage of the work on the dissertation. Progress meetings, in which the entire committee is present, should occur at least once a year until the student successfully defends the dissertation. (The student and Dissertation Committee may elect to hold additional meetings.) The student should also meet independently with their Director(s) of Research at least once in both the fall and spring semesters.

Additional Stage III Requirements: Students should enroll in PHIL 599, as described in 2.14 below.

2.10 EXTRA-DEPARTMENTAL MINORS

Beyond demonstrating competence through the Preliminary Examination (see 4.1 below), the student is *not* required to have a minor field of study either within or outside the Department. However, where a student's advanced study of philosophy would be strengthened by the inclusion of work in a related field, the student may offer work outside the Department in partial

satisfaction of the course requirements for the Ph. D. degree. The amount of such work is limited to 8 hours (2 graduate courses), and requires approval from the Director of Graduate Studies. If the student wishes the work to count as an *extra-departmental minor*, the maximum amount of work is 16 hours (4 graduate courses). The specific amount and nature of work required for an extra-departmental minor will be determined by the department or division concerned, subject to the approval of both the student's adviser and the DGS.

Adviser in Extra-Departmental Minor: To ensure proper cohesion and purpose in work counted toward an extra-departmental minor, each candidate pursuing such a minor must secure a member of the graduate faculty in the chosen field to supervise the student's work and, at its completion, to certify to the Department of Philosophy that the requirements for a minor in that field have been satisfied. A student wishing to pursue an extra-departmental minor is normally expected to choose the minor field and secure an adviser in that field by the time the student completes Stage I of the program.

2.11 M.A. REQUIREMENTS

Upon completion of the requisite 32 hours of graduate credit for Stage I, students may earn an M.A. degree in philosophy, provided they satisfy the following three conditions: (a) completion of one full year of residence studying philosophy at the University of Illinois; (b) formal submission of a substantial essay as a master's thesis; (c) a successful defense of the thesis in the form of an oral examination conducted by a committee (usually consisting of the student's adviser and one other member of the Philosophy faculty) appointed by the Head of the Department, in consultation with the DGS. The M.A. degree earned in this way is normally a terminal degree.

Students who do not pass the Second-Year Review required for admission to Stage II of the program can also earn an M.A. degree in the way described above. If a student in Stage II fails the Preliminary Examination, the committee may decide that the dissertation proposal and preliminary examination nevertheless suffice as the aforementioned substantial essay and oral examination for the terminal M.A. degree. Students who are passed into Stage III of the Ph.D. program will be granted an M.A. automatically. As per Graduate College regulations, students who entered the program with an M.A. in philosophy cannot obtain an additional M.A. in philosophy from the University of Illinois.

2.12 CREDIT FOR COURSEWORK AT OTHER INSTITUTIONS

Students who enter the graduate program after having already earned an M.A. in philosophy from another institution may petition to transfer up to 24 hours of credit (6 graduate courses)

toward the Ph.D., reducing the number of hours of credit needed to be admitted to Stages II and III accordingly. Students who enter the Ph.D. program *without* having completed an M.A. in philosophy from another institution but who have completed some post-undergraduate coursework can also petition for a transfer of credit. In this case no more than 12 hours of transfer credit (3 graduate courses) will be allowed. All students who transfer coursework from another institution will be required to complete at least 8 hours of graduate credit (2 graduate courses) in 500-level graduate seminars in the Department of Philosophy at the University of Illinois before being advanced to Stage II.

The procedure for transfer of credit requires a formal petition made to the DGS. The petitioner should attach to their petition a statement summarizing the content of the courses, including texts and readings, hours of class meetings per week, and final grade. Syllabi are required, and term papers are highly desirable. The GPC will review the petition. If a student is judged, on the basis of their work here, to need more credit hours in our program than they would be required to take were the petition granted, their petition may be denied, in whole or in part, or the decision may be postponed. The petition may also be denied, in whole or in part, if the courses from the student's previous institution are not deemed equivalent to the Department of Philosophy's graduate courses. The GPC also has discretion to decide whether any transferred courses satisfy the Department of Philosophy's "Course Distribution Requirements."

2.13 REGISTRATION REQUIREMENTS AND PROCEDURES

The Graduate College establishes minimum course loads for graduate students to maintain full-time status. The Graduate College considers 8 hours to be the minimum credit load for determination of full-time status for students carrying 25% to 67% teaching assistantships. For registration requirements applying to students who hold fellowships, please consult the Graduate College Handbook. It is important to note that fellowships generally require students to be continuously registered for graduate coursework, in some cases in the summer as well.

Students register online for all classes at Illinois. Links to the current course catalogue and registration instructions are available at <http://registrar.illinois.edu/registration/>. All planned coursework must be approved by the student's adviser before the student registers. Every semester, the adviser sets aside some time for students to come in for advising before registration begins. Students who register before consulting with their advisers may be asked to change their course registration.

Registration in PHIL 599: Students may register for PHIL 599 Thesis Research after a faculty member has agreed to supervise their dissertation and they are ready to schedule the Preliminary Examination. Once other credit requirements have been satisfied and the Preliminary Examination has been scheduled, international students *must* register for the required hours of

599 every fall and spring semester until the thesis is deposited, in order to comply with U.S. immigration regulations.

Credit/No-Credit Option: Graduate students in philosophy are not permitted to take courses under the Credit/No- Credit option to satisfy the credit requirements for advanced degrees.

3. PROGRESS TO DEGREE

IMPORTANT NOTE: The Graduate College establishes time limits on degree completion. See the Graduate College Handbook for detailed information.

3.1 GRADE POINT AVERAGE (GPA) POLICIES

Graduate students in Philosophy must maintain a grade-point average of 3.33. (NB: This average is slightly higher than the grade-point average required for the Ph.D. by the Graduate College.) A student is permitted to have no more than two incomplete (“I”) grades at any time. If a student’s GPA falls below the specified minimum or the student has more than two I grades at any time, the student will be placed on academic probation and financial aid may be rescinded. If the student fails to improve their GPA, reduce their number of I grades to two or fewer, and/or resolve any F’s by rule resulting from a previous I grade within a year of the end of the course in question, they may be dismissed from the program of study.

3.2 INCOMPLETE GRADES

The Department of Philosophy expects all work assigned in courses to be completed within the term in which it has been assigned. Deferred-grades are given only in thesis-related courses (PHIL 590 and 599). Incomplete (“I”) grades may be granted at the discretion of the instructor, and after approval from the DGS, when unusual circumstances warrant granting the student the privilege of completing the work after the close of the term. No more than one I grade is permitted per semester, unless special approval has been provided by the DGS. Under no circumstances may a student take an I grade from an instructor who will not be affiliated with the University of Illinois in the following semester. Students with incomplete grades in more than 8 hours of work (2 graduate courses) will not be permitted to register for further work without special approval by the DGS and Head. A student who has an F grade will not be allowed to take incompletes.

An I grade must be replaced by a letter grade on the university’s grade point scale by the

following deadlines:

(1) For I grades assigned in the fall semester, the deadline is Reading Day of the spring semester immediately following.

(2) For I grades assigned in the spring semester, the deadline is the 10th day of instruction of the fall semester immediately following.

(3) For I grades assigned in the summer semester, the deadline is Reading Day of the fall semester immediately following.

If these deadlines are not met, the I grade is automatically converted to an F. Students should note that the deadline listed above are the deadlines for submission of grades *by the instructor*. Accordingly, students should submit any outstanding work to the instructor by an agreed-upon date in advance of the relevant deadline. Students should remember that the instructor has the right to approve or not to approve submission of an I grade; if not approved, the instructor will assign a grade based on the student's record relative to the entire body of work assigned in the class, including the final examination or paper. When registering for each semester, students should plan their schedules carefully in order to ensure that they will be able to complete all course requirements by the designated deadlines. A student will not be certified for a degree with an I grade in the academic record.

3.3 ANNUAL REVIEWS

In accordance with Graduate College policies on annual reviews (<https://grad.illinois.edu/gradhandbook/3/chapter6>) and the requirement that a graduate student be making satisfactory academic progress in order to hold an assistantship, the Department of Philosophy conducts an annual review of all its enrolled graduate students. This annual review is intended to help students progress through the graduate program by providing regular feedback, allowing timely identification of any deficiencies, clarification of expectations, and identification of opportunities for improvement. The Department of Philosophy uses annual reviews not only to monitor students' progress to degree but also to inform its decisions regarding possible summer funding, fellowship awards, and TA support in the coming year.

Timeline:

(1) In mid-March the DGS sends out the departmental annual review template to all enrolled, degree-seeking students, asking them to fill in the self-reporting section of the template. This section requests information on the student's academic accomplishments and on the completion of program requirements, including courses and their area distribution and the formation of

and/or work with the Preliminary Examination or Dissertation Committee.

(2) Students return the form to the DGS within two weeks. The student's adviser also reviews the information provided by the student and provides the DGS with a written evaluation of the student's performance, setting goals for the coming academic year. The adviser's feedback is due to the DGS within 10 days after the student has submitted the form.

(3) By the end of instruction in the spring semester (and usually by April 30), the faculty will meet to discuss the progress of all graduate students on the basis of the student self-reporting on the annual evaluation form as well as any feedback from advisers.

(4) On the basis of the faculty's discussions, the DGS fills out the evaluative portion of the annual review forms and sends them to students. By May 15, the DGS meets individually with students to discuss the review.

(5) The DGS places the original of the review in the student's file.

(6) The Department provides the Graduate College with an aggregate summary of all reviews.

It should be noted that a student's progress may also be reviewed at any time. If a student is judged not to be making satisfactory progress, he or she will be notified by the DGS according to the policies established by the Graduate College. Continued unsatisfactory progress may result in revocation of financial aid, change to limited status, and/or dismissal from the program.

3.4 CRITERIA FOR SATISFACTORY PROGRESS

Students will be making satisfactory progress only if all of the following criteria are met:

(1) The student's overall GPA is above the minimum (see 3.1 above).

(2) The student has no more than two current I grades and no grades of F by rule resulting from previous I grades.

(3) The student has consistently maintained the requisite full-time course load.

(4) The student is not barred from registration by the Graduate College and has not been put on probationary or limited status by the Graduate College.

(5) The student's overall timeline for completion of the degree in stages I, II, and III is within Graduate College and departmental time limits for support.

4. THE DISSERTATION

The doctoral dissertation in philosophy is an extended piece of written work that demonstrates the student's ability to do independent research and to contribute to the philosophical discourse. The dissertation should demonstrate that the student has a specialist's knowledge of a topic of significance to philosophy and the ability to say something about the topic of importance to other specialists in the same area.

Dissertations are generally from 150 to 250 pages in length, but a shorter or a longer work might in some cases be appropriate. A dissertation is a single-authored work that usually takes the form of either an extended, book-length discussion of a topic ("book dissertation") or a collection of essays ("paper dissertation") related to one another in a substantial way. (The department will not accept dissertations composed of papers that are not closely and substantially related.) Other forms might be appropriate in particular cases (e.g., for a dissertation in symbolic logic). It is the responsibility of the student's Dissertation Committee to decide what sort of a work will satisfy the stated requirements and to approve accordingly the form of the dissertation. More generally, students should seek the advice of their adviser and Dissertation Committee at every stage of the work on the dissertation.

4.1 THE PRELIMINARY EXAMINATION

The Graduate College requires that each doctoral student undergo an examination or some other review of progress at the end of Stage II, i.e., when coursework requirements have been fulfilled. The Preliminary Examination (or dissertation proposal defense) is an oral examination administered by a committee appointed by the Dean of the Graduate College upon recommendation of the Head or the Head's authorized delegate. The purpose of the Preliminary Examination itself is to test the quality and promise of the student's proposed dissertation project, to evaluate the quality of the student's preliminary work on this project, and to determine whether the student is competent to carry out the planned research.

Prior to the Preliminary Examination, the student must submit to the members of their committee the following "prelim materials":

(1) A sketch of the dissertation project—the topic and thesis of the dissertation as well as envisaged themes, chapters, arguments, and conclusions insofar as these are known (approx. 5- 10 double-spaced pages).

(2) A paper or chapter that includes a substantial discussion of at least one of the themes or arguments of the dissertation project. The paper or chapter should discuss relevant philosophical

literature but should be more than a mere literature review—it should use the relevant literature to motivate the proposed dissertation project (approx. 20-30 double-spaced pages).

(3) A selected but comprehensive bibliography of relevant primary and secondary literature.

Typically, the exam must be taken by the end of the student's third year in the program. If the Preliminary Examination is not passed before the start of the student's fourth year in the program, the student will be put on probation. If the exam is not passed by the end of the spring semester of a student's fourth year in the program, the student will lose departmental financial support and/or be dismissed from the program. In extraordinary circumstances, a student can petition for a one-time extension, thereby allowing them to take the Preliminary Examination in their fifth year.

In order to meet these requirements and deadlines, a student should choose an area of specialization and find a member of the Graduate Faculty at Illinois with a $\geq 0\%$ appointment in the Department of Philosophy willing to serve as his or her Prelim Adviser by no later than the end of spring semester of their second year in the Ph.D. program. The Prelim Adviser will help the student formulate a thesis topic and compile a bibliography of writings relevant to that topic. The student and the adviser should formulate a concrete plan for prelim-related work that the student will complete during their second year in the program, including the summer between the second and third year, so that the student has a draft of the relevant "prelim materials" ready by the beginning of their third year in the program. Students may have more than one Prelim Adviser.

By the end of the fall semester of the student's third year, the student and their Prelim Adviser should find three additional faculty members willing to serve on the student's Preliminary Examination Committee and begin working with these additional faculty members on various aspects of the student's dissertation proposal, in preparation for the Preliminary Examination. Drafts of the "prelim materials" should be submitted to the Prelim Adviser at this point. In accordance with Graduate College regulations, the Department of Philosophy will recommend to the Graduate College that the Prelim Adviser together with these three additional faculty members serve as the student's Preliminary Examination Committee.

The Graduate College specifies the following requirements for the formation of the Preliminary Examination Committee:

(1) The committee must have at least four faculty members.

(2) At least three of the committee members must be current members of the Graduate Faculty.

(3) At least two members of the committee must be tenured at the Urbana-Champaign campus of the University of Illinois.

(4) The Chair of the committee must be a member of the Graduate Faculty.

(5) The Dean of the Graduate College must approve, in advance, individuals who are not members of the Graduate Faculty to serve as voting members of the committee.

In addition to these general requirements of the Graduate College, the Department requires that the Preliminary Examination Committee include at least two members of the Department's faculty who are current members of the Graduate Faculty and who hold a $\geq 50\%$ appointment in Philosophy. Its Chair and Director of Research must each be a tenure-stream member of the Graduate Faculty at Illinois with a $\geq 0\%$ appointment in Philosophy at the time of the committee's initial constitution. Long-term NTT faculty can serve on a Preliminary Examination Committee, albeit not as the Chair or Director of Research, provided they have secured the relevant credentialing from the Graduate College.

The members of the Preliminary Examination Committee may, but need not, subsequently serve on the Dissertation Committee. Typically, the student's adviser serves as the Chair of the Preliminary Examination Committee and subsequently as both the Chair and the Director of Research for the Dissertation Committee, but these roles may also be played by different faculty members. If there is more than one Prelim Adviser, each of them will be designated Co-Chair of this committee.

No later than three weeks before the end of the spring semester of the student's third year, the student must submit the final version of the "prelim materials" to their Prelim Adviser and other committee members. It is expected that the student will work closely with his or her adviser and other members of their Preliminary Examination Committee during the fall and early parts of the spring semester of the third year, so that by the time the "prelim materials" are formally submitted, the student will already have discussed them in some detail with all members of their Preliminary Examination Committee.

Once the "prelim materials" are submitted, the Prelim Adviser will schedule a two-hour period during which all four members of the Preliminary Examination Committee will conduct an oral examination on all components of the "prelim materials." The Preliminary Examination should be scheduled at least 15 working days (three weeks) before the proposed date. A final version of the student's "prelim materials" must be distributed to all committee members at least 10 working days (two weeks) before the proposed Preliminary Examination date.

During the Preliminary Examination, the committee will focus not only on the specifics of the proposed dissertation project but also on more general questions about philosophical issues fundamental to the proposed thesis and that test familiarity with basic literature in the field. The student, the committee chair, and at least one additional voting member of the committee must be physically present for the entire duration of the Preliminary Examination. All voting members of the committee must be present in person or participate via teleconference or other electronic communication media for the entire duration of the Preliminary Examination and the deliberation and determination of the result.

In accordance with the policies of the Graduate College, decisions of the Preliminary Examination Committee must be unanimous. The student's Preliminary Examination Committee may:

(1) Pass the candidate. Upon passing the Preliminary Examination, the student proceeds to Stage III, provided that all other program requirements have been fulfilled.

(2) Fail the candidate. A program may, but is not required to, grant the student one additional opportunity to take the Preliminary Examination after completing additional course work, independent study, or research as recommended by the committee. However, if a second attempt is granted, a new committee must be formally appointed by the Graduate College. (This new committee may, but need not, consist of the same members as the original committee.)

(3) Defer the decision. If this option is chosen, the same committee must re-examine the student within 180 calendar days of the date of first exam, and the outcome of the second exam must be pass or fail.

If for any reason more than five years elapse between a doctoral student's Preliminary and Final Examinations, the Graduate College requires the student to pass a second preliminary examination in order to demonstrate that their broad knowledge of the field remains current.

IMPORTANT NOTE: The Graduate College requires that students be registered for the semester in which they take the Preliminary Examination. For this purpose only, "academic term" is defined as extending to and including the day before the first day of the following academic semester.

4.2 THE FINAL EXAMINATION

The Final Examination (commonly known as the "dissertation defense") is an oral evaluation administered by a committee appointed by the Dean of the Graduate College upon recommendation of the Head or the Head's authorized delegate in consultation with the student

and the Director of Graduate Studies. The Final Examination will be held upon completion of the dissertation to determine whether the student shall be certified to the Graduate College for the award of the Ph.D. The committee should ideally include faculty members from more than one area of specialization in order to provide diversity in viewpoint, methodology, and academic discipline.

The composition of the Final Examination Committee will normally be identical to that of the Dissertation Committee, allowing for any changes either requested by the student or necessitated by a change in status of its members.

The Graduate College specifies the following requirements for the formation of the Final Examination Committee:

- (1) The committee must have at least four faculty members.
- (2) At least three of the committee members must be current members of the Graduate Faculty.
- (3) At least two members of the committee must be tenured at the Urbana-Champaign campus of the University of Illinois.
- (4) The Chair of the committee must be a member of the Graduate Faculty.
- (5) The Dean of the Graduate College must approve, in advance, individuals who are not members of the Graduate Faculty to serve as voting members of the committee.

In addition to the membership requirements imposed by the Graduate College, the Department requires that the Final Examination Committee include at least two members of the Department's faculty who are current members of the Graduate Faculty and who hold a $\geq 50\%$ appointment in Philosophy. Its Chair and Director of Research must each be a tenure-stream member of the Graduate Faculty at Illinois with a $\geq 0\%$ appointment in Philosophy at the time of the committee's initial constitution. Long-term NTT faculty can serve on a Final Examination Committee, albeit not as the Chair or Director of Research, provided they have secured the relevant credentialing from the Graduate College.

The Final Examination Committee is usually chaired (or co-chaired) by the Director(s) of Dissertation Research, but this is not obligatory. The Chair must, however, be a member of the Graduate Faculty.

The Final Examination should be scheduled at least 20 working days (four weeks) before the proposed date. A finished copy of the final version of the dissertation, approved by the Director

of Dissertation Research, should be in the hands of all committee members at least 15 working days (three weeks) before the proposed defense date.

The student, Chair, and at least one additional voting member of the committee must be physically present for the entire duration of the Final Examination. All voting members of the committee must be present in person or participate via teleconference or other electronic communication media for the entire duration of the Final Examination and the deliberation and determination of the result. According to Graduate College regulations, all Final Examinations are oral and open to the public. Members of the department, including graduate students, are encouraged to attend. Like the Preliminary Examination, the Final Examination is generally scheduled for two hours.

Upon completion of the examination, the voting members of the committee must make one of two decisions:

(1) Pass the candidate. The candidate passes the Final Examination if and only if the Director(s) of Dissertation Research votes Pass and no more than one of the remaining committee members votes Fail. The committee will indicate on the Final Exam Result form if revisions are required. The committee will sign the Thesis/Dissertation Approval form after the completion of the examination and the completion of any required revisions.

(2) Fail the candidate. The candidate fails the Final Examination if the Director(s) of Dissertation Research votes Fail or if two or more Committee members vote Fail. A program may, but is not required to, grant the student another opportunity to take the examination after completing additional research or writing as recommended by the committee. However, a new committee must be formally appointed by the Graduate College. (This new committee may, but need not, consist of the same members as the original committee.) After a fail result, a student may only be allowed to take the Final Examination one additional time while working toward the completion of any one program of study.

The result of the examination is communicated to the student and to the Graduate College as soon as possible after the conclusion of the exam. All committee member votes and the examination result must be recorded with the Graduate College on the same Final Exam Result form.

IMPORTANT NOTE: The Graduate College requires that all doctoral candidates be registered for the entire academic term during which they take the Final Examination, regardless of when the dissertation will be deposited or when the degree will be conferred. For this purpose only, “academic term” is defined as extending to and including the day before the first day of the following academic semester. If enough thesis credits have been accumulated, registration for

zero hours is acceptable. See the Graduate College for registration options, including *in absentia* registration, zero hours registration, and GC 599. The Graduate College does not require students to be registered at the time of deposit. For formatting and other Graduate College requirements regarding the dissertation, please consult the relevant sections in Graduate College Handbook as well as the guidelines provided by the Thesis Office at <https://grad.illinois.edu/thesis>.

5. COLLEGIALITY AND PROFESSIONAL BEHAVIOR

The Philosophy Colloquium meets frequently throughout the year for the presentation and discussion of papers presented by selected speakers, including members of the Department of Philosophy, visitors from outside the university, and others. The Colloquium is an important part of the graduate program in philosophy, and all students are expected to participate. Graduate students working on their dissertations will be encouraged to present some of their work in mock job talks, especially during the year in which they plan to enter the job market.

The Department of Philosophy fosters a healthy environment of collegiality, collaboration, and amicable relations, and graduate students are expected to adhere to such standards by communicating and working together with their peers in a civil manner, and by collegially sharing the office space in the Department that is provided to graduate students as available.

6. GRADUATE STUDENT REPRESENTATIVES

The Graduate Philosophy Organization is tasked with electing graduate student representatives annually. These representatives will be invited to meet regularly with the Head and to attend departmental faculty meetings (except where personnel or other matters requiring confidentiality are under discussion).

7. IMPORTANT DEADLINES AND DATES

Important deadlines will be announced each semester via email and posted on the Graduate College website (<https://grad.illinois.edu/general/calendar/current>). The following annual deadlines are approximate. *Please note that department deadlines may be 2 or more weeks earlier than those of the Graduate College in order to accommodate review at the Department level.*

- October: Conference Travel Grant applications
- February: Conference Travel Grant applications
- April: Graduate College Dissertation Completion Fellowship