

DEPARTMENT OF PHILOSOPHY

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GRADUATE HANDBOOK

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(substantive revisions in bold)

COLLEGE OF ARTS AND SCIENCES
THE UNIVERSITY OF TENNESSEE KNOXVILLE

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From the Department Head

Welcome! Whether you are a current or a prospective graduate student, we hope that this publication will prove useful to you as you complete or contemplate graduate study in our department. Please do not hesitate to visit with me, or with our Director of Graduate Studies, for further assistance.

The graduate program of the Department of Philosophy at The University of Tennessee is a well-established program with a research-oriented faculty and a tradition of nationally recognized strength in various areas of value theory. The program offers course work in all, and advanced research supervision in many, of the core areas of philosophical inquiry. The program continues to maintain and build on its tradition of strength in value theory. The faculty are committed to the highest disciplinary, professional, and academic standards.

The graduate program in philosophy at UT is relatively small. Accordingly, students enjoy easy access to faculty, and student-faculty collaboration is not uncommon and highly valued. The department aims to combine its commitment to the highest disciplinary, professional, and academic standards with a friendly and largely informal departmental culture.

Introduction

“In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students.

Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated.

The Department Graduate Handbook does not deviate from established Graduate School Policies noted in the Graduate Catalog, but rather provides the specific ways in which those policies are carried out.”

(The Graduate School, The University of Tennessee, Knoxville)

The purpose of this Handbook is to assist you in meeting the expectation that students be aware of and satisfy all regulations governing their work and study at the university. In addition, it provides information regarding admission and financial aid procedures. In all cases, this is meant to supplement, and not to supersede or override, the general statement of policies and procedures in the:

- Graduate Catalog: <http://catalog.utk.edu/content.php?catoid=2&navoid=27>.

The Handbook should not be regarded as a substitute for familiarity with the Catalog, and in any case of conflict with the Catalog, the latter must take precedence. In addition, we call your attention to the following:

- *Hilltopics*: <http://dos.utk.edu/hilltopics> – a University handbook containing general campus policies and procedures, standards of conduct, academic policies and procedures, and information about student support, services, and organizations
- The Graduate School Appeals Policy: <http://gradschool.utk.edu/GraduateCouncil/AcadPoli/appealprocedure.pdf>
- The Graduate Assistant Handbook: <http://gradschool.utk.edu/GradAsstHandbook.pdf>

(These and other useful publications, forms, and calendars can be found at, or accessed through, the Graduate School's web site: <http://gradschool.utk.edu>.)

- The Philosophy Department web site: <http://www.utk.edu/philosophy>
- The Philosophy Department Blackboard site:
 - Temporary access via <http://online.utk.edu>
 - **New site to be available soon at:** <https://bridge.tennessee.edu/SignIn.aspx>

The latter can also serve as a ready medium for communication, with facilities for group e-mailing as well as group or general discussion boards.

1. General Administrative Structure

The Director of Graduate Studies (DGS) is normally the starting place for questions of policy and procedure in the department, and is the advisor of first-year graduate students. The DGS is also the chair of the Graduate Committee, of which the Department Head is a member *ex officio*. The Committee consists of at least four tenure-line faculty plus an elected representative of the graduate students, to attend meetings when appropriate.

The Graduate Committee is responsible for:

- establishment of graduate curriculum and program requirements, or their recommendation to the department;
- consideration of petitions regarding program requirements;
- admission of students to the program and recommendations to the Head for graduate assistantships and teaching assistantships, graduate associateships, fellowships, and departmental scholarships;
- approval of dissertation and thesis topics and committees;
- oversight of graduate assistants, teaching assistants, and associates.

Graduate students teaching their own courses are also overseen by Course Leaders (see Section 4a, below).

The department is also fortunate to have the able support of Administrative Specialists:

- Cheryl Smith (cjsmith@utk.edu) – Primarily responsible for matters involving budget and stipends, and for working generally with graduate students and the Director of Graduate Studies.
- Susan Williams (swilli40@utk.edu) – Although Susan primarily works with the Director of Undergraduate Studies, she is also responsible for academic support and travel authorization for graduate students..

Both, as well as the DGS and Head, may be reached by phone at (865) 974-3255.

- **Director of Graduate Studies: Professor Jon Garthoff (garthoff@utk.edu)**
- Head of Department: Professor David Reidy (dreidy@utk.edu)

2. General Duties and Responsibilities of Faculty and Students

Faculty are expected to be fair and conscientious in their teaching and evaluation of students in courses, in their supervision of theses and dissertations, in their design and assessment of comprehensive examinations, etc. Accordingly, they are expected to remain current in the areas of their teaching and assessment. The faculty are also expected to facilitate the professional development of graduate students in less formalized ways. These include the administration of departmental colloquia, visiting speakers and workshop series, and the like, as well as advising students with respect to the job search process, career development, and so on. The faculty recognize that it is sometimes difficult for students, given their other obligations, to take advantage of all such relatively informal contributions to their professional development. Nevertheless, the faculty expect all graduate students to make a conscientious effort to take advantage of as many such contributions as possible. Success in an eventual academic or professional career calls for a level of commitment substantially exceeding satisfaction of the minimal requirements for receipt of the degree that makes one eligible for it.

Graduate students are expected to bring a high level of commitment and discipline to their graduate study. They are expected to participate actively in the intellectual life of the department. They are expected to be aware of all regulations governing their work and study at the university, and to complete requirements in a timely fashion. Any exceptions to the policies stated in the Graduate Catalog must be approved by the Dean of The Graduate School. Individual colleges and departments may also have requirements beyond the minimum established by The Graduate School. Any exceptions must be approved by the department's Graduate Committee.

- For important deadlines, forms, etc.: <http://gradschool.utk.edu/CurrentStudents.shtml>.
- *Hilltopics*, a student handbook published each year, contains definitive statements of university policy, student and faculty responsibilities and rights, and disciplinary regulations and procedures: <http://web.utk.edu/~homepage/hilltopics>.

For General Expectations of Graduate Teaching Assistants and Associates, see Section 4a, below.

3. Admission Requirements and Application Procedures

a. Department and Graduate School Requirements

Formal admission must be granted by the Graduate School's Office of Graduate Admissions (<http://admissions.utk.edu/graduate>) before admission to the department becomes final. To be admitted to the Graduate School you must have an undergraduate GPA of at least 2.7 (out of 4.0), or a 3.0 during your senior year. Applicants with previous graduate work must have a grade point average of 3.0 on a 4.0 scale or equivalent on all graduate work. However, while other factors are taken into account, *applicants who do not substantially exceed this level are highly unlikely to be admitted* by the department. Admission by the department also requires GRE scores and letters of recommendation; a writing sample is strongly recommended for admission and required for financial aid. Some other important points:

- Deadlines. The department accepts new students only in the Fall semester. All the documents required for admission must be received by the department by the previous **January 15**. This means that all documentation required by the Graduate School should be sent far enough in advance to allow it to become available to the department in a timely fashion. **January 15** is also the deadline for receipt of applications for financial aid (see below). Applicants are informed of admission and financial aid decisions by the end of February and have until April 15 to inform the department of their decision regarding aid.
- Separate provision of material. In the application process, certain materials are to be submitted to the Graduate School and certain others directly to the department (see below).
- Course prerequisites. The normal prerequisites for admission include four courses: a course in ancient philosophy, a course in the history of modern philosophy, a course in ethics, and a course in basic logic. Under some circumstances, individuals are admitted without having satisfied all of the prerequisites, completing them with undergraduate courses either in Non-Degree status (see below) or as a regular graduate student. (If prerequisite courses are taken for graduate credit as Independent Study, this credit will count neither toward the total hours required for the M.A. degree nor toward fulfillment of any distribution requirement, even if extra work is done.)

- Interruption of Study and Readmission. A student not registered for graduate courses for one semester (not including summer) must apply for readmission through the Graduate School at least two weeks prior to desired reentry. There is a \$30.00 readmission fee.

b. M.A. and Ph.D. Admission

We admit highly qualified applicants directly from the baccalaureate to the Ph.D. program. **The M.A. degree may be received while in the Ph.D. program.**

c. Application Procedures

Unless you have previously enrolled in graduate studies at the University of Tennessee or have submitted an application within the past 12 months, application to the Graduate School is done on-line. See: <http://graduateadmissions.utk.edu/apply.shtml>. Required materials include:

- \$60.00 non-refundable application fee.
- An official transcript from every university and/or college attended. Note: the Graduate School permits initial submission of unofficial electronic copies, which facilitates review by departments; however, official copies are required for final approval of admission. In addition, **although the Graduate School does not require submission of transcripts from The University of Tennessee, Knoxville, these must be provided to the department (either through the Graduate School application process or directly).**
- An official copy of your GRE scores sent from the Educational Testing Service: <http://www.ets.org>. Note: an unofficial copy may be provided, either to the Graduate School or directly to the department, for initial evaluation; however, an official copy must be sent to the Graduate School for final approval of admission.
- International students: Consult the *Admission Guide for Graduate International Students* (<http://admissions.utk.edu/graduate/forms/intl.admission.guide.pdf>) for further requirements.
- The Philosophy Department requires recommendations from three people familiar with your academic work. These may be either letters or completed Rating Forms provided by the Graduate School (<http://web.utk.edu/~gsinfo/ratingform.pdf>). The letters may either be submitted electronically as part of the application process or sent to the Director of Graduate Studies, Department of Philosophy, 801 McClung Tower, University of Tennessee, Knoxville TN 37996-0480.
- A sample of your writing (e.g., a paper written for a course) should be sent to the Director of Graduate Studies, clearly identified as a writing sample for admission.

d. Degree and Non-Degree Status

To be eligible for a Master's or Doctorate degree, you must be admitted to a degree program by both the Graduate School and the Philosophy Department.

If you are not seeking a graduate degree, but merely wish to take some graduate courses in philosophy, or to demonstrate competence for eventual acceptance into a degree program, you may be admitted with Non-Degree status. You may apply for such status directly through the Graduate School. However, if you wish to take graduate courses in philosophy, the department would appreciate receiving the highest level of documentation that you are able to provide. In any case, you will need to consult with the Director of Graduate Studies for permission to enroll in graduate courses.

As a Non-Degree student you will not be eligible for financial aid. Some graduate courses may be closed to you at the discretion of the instructor. No more than 15 semester hours may be

taken as a non-degree student without permission from the Graduate School, or without being formally admitted to a degree program. No more than 15 hours taken as a non-degree student will be counted toward your degree should you later apply for and gain admission to a degree program. These courses must be approved by your committee, and must fall within the time limit specified for the degree.

e. International Students

The Graduate School has a special application form and requirements for international applicants: obtainable online at <http://admissions.utk.edu/graduate/apply.shtml>, or contact the Graduate School at 201 Student Services Building, University of Tennessee, Knoxville, TN 37996-0221, or by e-mail at graduateadmissions@utk.edu.

f. Orientation for New Students

The Graduate School offers an on-line Orientation: <http://gradschool.utk.edu/orientation>.

4. Financial Support

The Philosophy Department awards Graduate Teaching Assistantships and Associateships, and some Scholarships. The Graduate School lists offerings of additional Fellowships, Assistantships, and Scholarships on its web site: <http://gradschool.utk.edu/gradfund.shtml>. Some of the Graduate School Fellowships are available only upon nomination by the department. Assistantships and Associateships provide a waiver of tuition and “maintenance” fee, health insurance, and a monthly stipend. However, they do not include the waiver of certain fees (see below).

a. Graduate Teaching Assistantships and Associateships

A Teaching Assistant normally assists a faculty member who is teaching a large lecture class by conducting two discussion groups per semester and grading the assignments submitted by the students in those groups. The faculty member is responsible for helping you develop your teaching skills, for monitoring your progress, and for evaluating your work as a Teaching Assistant. Each discussion group will normally have 20 or 25 students. Assistantships are awarded to outstanding applicants who hold at least a Bachelor’s degree, normally but not always with a Philosophy major. In awarding an Assistantship, GRE scores, letters of recommendation, and your overall record of academic achievement are taken into consideration. As a Teaching Assistant, the normal workload is 50% (requiring about 20 hours per week); 25% Assistantships are sometimes offered, requiring either reduced teaching assignments or simply grading for an instructor.

A Teaching Associate normally teaches **one** undergraduate classes per semester, typically on the 100- or 200-level. Normally, Associates will be individuals who have served in exemplary fashion for at least a year as a Teaching Assistant and demonstrated through their overall record in the program competence to teach the subject matter of the course assigned to them. In any case, a minimum of 18 hours of graduate course work in philosophy is required. Your classes will have 25-35 students. You will be responsible for designing the course, teaching, and grading. However, you must submit your syllabus for approval, at least two weeks in advance, to a faculty Course Leader designated for the course in question. (For the list of faculty Course Leaders, see the department’s Blackboard site.) The workload is normally 50%.

The department is normally able to offer no more than five years total of Assistantship and Associateship support.

See also, from the Graduate School:

- *Graduate Assistant Handbook*: <http://gradschool.utk.edu/GradAsstHandbook.pdf>

For more specific departmental expectations of GTAs:

- Departmental GTA Guidelines (on department's Blackboard site).

b. Application for Assistantships and Associateships

New applicants for admission:

- Apply for admission according to the procedures listed above.
- Send directly to the Director of Graduate Studies in philosophy:
 - financial aid form: <http://www.utk.edu/philosophy/FinAidApplication.pdf>
 - writing sample, if not already submitted for admission
 - any transcripts (e.g., UTK transcripts) not provided to the Graduate School.

Note: Legible copies are acceptable for initial evaluation. However, please remember that, for final acceptance by the Graduate School, official transcripts (and GRE scores) are required.
- The application deadline is **January 15**.

Current students must file (same application deadline):

- departmental financial aid form (see above)
- up-to-date Student Progress Sheet, available on the department's Blackboard site.

Note: It is wise to keep an electronic copy of your Progress Sheet, to facilitate updating for application in subsequent years.

Current students who are already Assistants and Associates must observe the above deadline and procedures, in order to be considered for renewal or promotion the following year.

Selection Process

Following the January 15 deadline, the Graduate Committee provides the Department Head with a ranked list of accepted applicants for Assistantships and Associateships. In the case of new students, this is based on transcripts, GRE scores, letters of recommendation, and writing samples; in some instances, a personal interview may also be required prior to a final decision being made. For students already in the program, account will also be taken of the number of years of prior aid, philosophical promise as indicated by work so far and other participation in the department, progress toward the degree, and past performance as an Assistant or Associate. In all cases, departmental needs are also a factor to be taken into account. The Department Head then informs all applicants by letter – usually by the end of February – concerning the status of their application and makes offers and appointments as funds become available.

Students applying for continuation of funding should bear in mind that funding is on a year-to-year basis and that, while we would not discontinue a student solely for the purposes of recruiting, they are competing with prospective new students. They are also competing with current students not yet funded. Therefore, maintaining marginally adequate progress to the degree may not be sufficient to secure continuation.

Required Paperwork

If you are receiving financial aid from the Philosophy Department for the first time, you must complete all paperwork at the departmental office *no later than August 1*. Administrative Specialist Cheryl Smith (csmith@utk.edu) will enter you electronically into the UT payroll system. After that, you may enroll for classes. You should be sure to consult with Cheryl

sufficiently in advance to be clear as to what documentation is required (e.g., birth certificate, photo driver's license, etc.)

c. Orientation for New GTAs and Best Practices in Teaching Program

During the week before the beginning of classes in the Fall of each year, the Graduate School offers an Orientation for new GTAs: <http://gradschool.utk.edu/orient.shtml>. This is required of all new GTAs before they assume their responsibilities. The Graduate School also offers a Best Practices in Teaching Program: <http://gradschool.utk.edu/orientation/teaching.shtml>. Participation is required of all our GTAs, but if it is not convenient to do so in the first semester, new GTAs may take it in their second – or, with permission, in a subsequent – semester.

d. Fees and “Full-time” vs. “Part-time” Registration

Although Assistantships and Associateships provide tuition and “maintenance fee” waiver and health insurance, they do not cover certain required fees.

- **See the Bursar’s web site for details regarding fees for which you may be responsible:** <http://web.utk.edu/~bursar/volxfees.html>. These include a Program and Services Fee, a Health Fee (see next point), Facilities, Technology, and Transportation Fees.
- Although a 50% departmental Assistantship or Associateship only requires registration for 6 hours (two classes) per semester, this is not considered “full-time” by the Bursar’s Office. Some programs and services (e.g., eligibility to purchase athletic tickets) are available only to students registered for 9 hours or more. **Students enrolled for fewer than 9 hours may elect to add the Student Health Fee, which would otherwise be assessed the first time you used the Student Health Service. In general, your insurance will provide greater benefits when you are seen by an outside doctor if you have been referred by Student Health.** For more information: <http://gradschool.utk.edu/orientation/health.shtml>; (865) 974-3135 for general information, -2337 regarding insurance.
- Fees for audited courses are the same as those taken for credit.
- The Bursar’s office is located at 211 Student Services Building; (865) 974-4495.
- Students should also remember that student loans may require registration for 9-12 hours.
- Philosophy 510 (Philosophical Research) may not be used toward the hours required for the degree, but it may be used toward a 9-hour semester course load.

e. Scholarships

Departmental scholarships involve a lump-sum payment, for one or both semesters. A tuition waiver is not included. However, sometimes scholarships are used to supplement the stipend of an Assistantships or Associateship. There is no need to apply for a departmental scholarship. They are awarded to individuals whom the Graduate Committee deems particularly deserving.

f. Loans

Information can be obtained from the Financial Aid office: <http://finaid.utk.edu/aid>; located at 115 Student Services Building; (865) 974-3131.

g. Employment in Addition to Assistantship/Associateship

Special permission is required from the Associate Dean of Graduate Studies for university employment of more than 50 percent time, and the Graduate School strongly discourages students from seeking additional outside employment. The department shares the Graduate School’s concern that holding multiple jobs makes it very difficult to make adequate and timely

progress toward the degree. However, it is recognized that this is sometimes unavoidable. Be sure to seek as much advice as possible if you are considering exceeding the recommended limit.

[h. Support for Travel](#)

The Graduate Student Senate, in cooperation with the Deans of Students and Graduate Studies, awards funding for presentations or participation in comparable activity at professional meetings. Preference is given to national and international meetings, and an award may be received only once per academic year. Historically, the department has endeavored to provide at least matching funds. See: <http://web.utk.edu/~gss/travelfund/index.html>. The department may also have occasional additional funds available for travel. **Important: Before making travel arrangements, file a Travel Request with Susan Williams (swilli40@utk.edu) and determine what information she requires. University policies may impose certain restrictions.**

[5. Registration, Course Load, Courses](#)

[a. Registration](#)

Registration is done, and course listings are accessed, *via* Student Self-Service “Banner” (accessed through MyUTK [<http://myutk.utk.edu/>]). Philosophy course descriptions are also posted at: <http://www.utk.edu/philosophy/graduatecourses.html>.

- If the philosophy web site has not been updated in a sufficiently timely fashion, do not hesitate to check directly with the department. Also check with the department if graduate courses are closed. You can in some cases be “force”-registered directly by the department.
- For further information on how to register: <http://registrar.utk.edu/registration.shtml>. Additional information may also be obtained from the Registrar’s office at 209 Student Services Building; (865) 974-2101.
- A late fee is charged for failure to register during Priority Registration. See official calendars for various purposes: http://registrar.utk.edu/academic_calendar/index.shtml. Failure to pay tuition and fees before the deadline, as noted each semester on the bill (VoXpress statement), will result in cancellation of the schedule. Retroactive registration is not allowed.

[b. Course Load](#)

Except for students on a 50% departmental Assistantship or Associateship, the normal course load is 9 to 12 hours per semester. Registration for more than 15 hours – or 12 in the summer term – requires prior approval. (For issues regarding fees for students registered for fewer than 9 hours, see 4d., above.)

A student not registered for graduate courses for one semester (not including summer) must apply for readmission through the Graduate School at least two weeks prior to desired reentry.

- Students on an Assistantship or Associateship are discouraged from taking more than 9 hours, and it is sometimes considered advisable to take no more than 6 hours. *Students should be sure to consider this issue with their advisors.* Student loans may require registration for 9-12 hours. Also, see the note above (under “Financial Support”) regarding student fees.
- The Ph.D. program must include at least two consecutive semesters of registration for at least 9 hours; summer semester may be counted. Dissertation Research (600) may count for this. Once registered for 600, you must (with the exception of official Leaves of

Absence) register for at least 3 hours every semester, including summer. See description of Ph.D. program for further details.

- Approval is normally granted for a limited number of courses outside of philosophy, applicable to the degree. See descriptions of the degree programs, below.

Normally, no more than one graduate philosophy course is offered during the summer. Faculty are on nine-month contracts: this means that they are not officially on duty during the summer, and most use those months for extended research and writing.

c. Types of Courses

Courses taken while in the M.A. program may be applied toward hours required for the Ph.D., so long as they have not been included in your Application for Candidacy for the M.A. In addition, even if included in your Application for Candidacy for the M.A., courses taken while in the M.A. program may count toward distribution Requirements for the Ph.D., so long as they exceed the Distribution Requirements for the M.A., and 600-level courses may be used to satisfy 600-level Ph.D. course requirements. This would of course not reduce the total hours required for the Ph.D.

400-level courses

In some departments, 400-level courses do, and in other departments they do not, offer the option of graduate credit with appropriately augmented requirements; if the course is listed in the graduate catalog, it does. Just about all 400-level philosophy courses offer graduate credit with appropriately augmented requirements.

- No more than 1/3 of the hours of courses required for the M.A. may be at the 400-level. For the Ph.D., permission must be gotten from the Graduate Committee for the inclusion of 400-level courses.
- Frequently, a 400-level philosophy course will, with appropriately augmented requirements, meet together with a 500-level course. In that case, you would normally register for the 500-level course. Permission should be gotten from the instructor to do otherwise.
- You may feel free to ask the instructor of a 400-level course to allow you to register for Philosophy 593 instead (Independent Study), with appropriately augmented requirements.

Independent Study (593)

Independent study courses must be arranged with the instructor in advance. It should be recalled that these courses entail extra uncompensated work for instructors; offense should not be taken when requests are denied. *Once permission has been granted, consult with Susan Williams (swilli40@utk.edu) for a section number. Do not automatically register for a section as listed in the Time Schedule: these are generally only place-holders.*

Independent Study may not be used to satisfy distribution requirements or to replace other required courses, except in extraordinary situations and with approval by the Graduate Committee. If prerequisite courses are taken for graduate credit as Independent Study, this credit will count neither toward the total hours required for the M.A. nor toward fulfillment of any distribution requirement, even if extra work is done.

Thesis/Dissertation (500, 600), Proseminar (601), Use of Facilities (502)

- For 500 and 600, see descriptions of the M.A. and Ph.D. programs, below.
- First-year students are required to take 601. It is a requirement for the Ph.D., along with two additional 600-level (seminar-style) courses. (If you take it as part of your M.A., you

need not repeat it.) Content varies. Those who wish to repeat with different content must get permission from the instructor *and request a distinct course number for registration*. Courses taken elsewhere may not be used to satisfy 600-level course requirements.

- Students using university facilities, services or faculty time, including summer term, must be registered. Students not otherwise registered must register for 502 if they wish to have library borrowing privileges or use other university resources.

d. Audits, Incompletes, Grades

- Audits. You must obtain permission to audit a course. You will be permitted to do so as space permits and at the discretion of the instructor. Audited courses do not appear on your official record, nor do you receive a grade for them.
- Incompletes. If you are unable to complete the work for a course, you may request a grade of Incomplete (I). This is a temporary grade given at the discretion of the instructor and represents an understanding of the work required and when it is due. Incompletes are not given automatically: you must get the approval of the instructor. They are awarded only in exceptional cases. They are not to be routinely used as a way of getting a short extension of deadlines.

If you do not remove the I within one calendar year, the Graduate School will change the grade to an F. However, the instructor may impose an earlier deadline. Although grades of I are not computed into the grade point average, *outstanding Incompletes will disadvantage you, other things equal, in the competition for financial aid in the Spring process, and their removal is normally required before you assume a position as GTA in the Fall.*

No student may graduate with an Incomplete on the record. Incompletes must be removed by within one week of graduation.

Note regarding unreported grades. Sometimes, instructors forget to report a grade in a course not graded on the A-F basis (e.g., 500, 510, 600). It then appears on your record as NR. No student may graduate with either an I or an NR on their record, and it is sometimes difficult to arrange for removal on short notice. Students should therefore make it a habit to check their official record after each semester's reporting.

- Grades. You are required to maintain a cumulative 3.0 GPA during your graduate program. If it falls below 3.0 you will be placed on probation. You may then continue to take graduate courses as long as your GPA in every semester is at least 3.0. If your GPA for any one semester falls below 3.0 while you are on probation you will be dismissed (unless you are able to persuade the department to make a case to the graduate school for your continuation and the department is successful in that undertaking – both of which carry long odds). When your cumulative GPA rises above 3.0 again, you will be taken off probation.

Note. Even if your GPA is 3.0 or better, this is not necessarily a good sign for those with aspirations for a career in academic philosophy. If you are not getting mostly As, or are getting even a few grades below B+, this should be taken up with your advisor. It should also be noted that papers receiving an A in a course may still be substantially below the level expected of papers for the Ph.D. Comprehensive Examination.

6. Advising, Review of Progress

The Director of Graduate Studies will be your initial advisor. **The department is currently reviewing its procedures for the advising of students beyond the initial stage.**

By the end of the penultimate year of regular course work (exclusive of courses toward the foreign language requirement or an alternative), Ph.D. students should have begun consultation with their advisor regarding formation of a doctoral committee. Initially, thought should be given to the individual to serve as faculty liaison for the Comprehensive Examination. However, you are free to choose a different individual to chair the eventual doctoral committee. It will be the doctoral committee to approve all course work applied toward the degree and to supervise your dissertation. Although changes may subsequently be made, the committee should be formed upon passage of the Comprehensive Examination. For further details, see the Ph.D. program below.

Progress Sheets. The department will maintain Progress Sheets, which you will be asked to update periodically. (They are available in electronic format permitting easy up-dating.) It is important to do so in a timely fashion. Students applying for GTA funding – whether new or to be continued – must have their Progress Sheets updated by February 1 in order not to be at a disadvantage when funding decisions are made.

The department will meet as a whole once a year for an annual review of all student progress. Students not in good standing or at risk of such will be notified.

Students should always feel free to touch base with the DGS or Department Head in order to discuss their progress and status within the program.

7. Academic Honesty, Appeals

The University of Tennessee honor statement, which you sign when you apply for admission, states that you will not give or receive inappropriate assistance in academic work. This includes a prohibition on plagiarism. Plagiarism consists of using the ideas or words of another without acknowledgment and without giving the source. Full information about University policy regarding plagiarism is at <http://www.lib.utk.edu/instruction/plagiarism>. The Department of Philosophy strongly supports these basic principles of academic honesty. Failure to abide by them will result in your being brought up for academic review, and failing the work for which you plagiarized or otherwise received inappropriate assistance. It may also result in your being suspended from the program and from the university. Any breach of academic honesty will seriously jeopardize your academic future, and will be taken as prima facie evidence of your unsuitability for a responsible academic career.

Hilltopics, a student handbook published each year, contains definitive statements of university policy, student and faculty responsibilities and rights, and disciplinary regulations and procedures. It is available at <http://web.utk.edu/~homepage/hilltopics/default.html>.

Normally grievances should be handled at the departmental level through your advisor, Director of Graduate Studies, or Department Head. Further appeal may be made to the Dean of the College, the Dean of the Graduate School, the Graduate Council, and the Chancellor. Any individual may ultimately appeal to the President of the University. The Appeals Procedure is available at <http://gradschool.utk.edu/GradAppealHbook.pdf>

8. The M.A. Program

At least for the initial year, the department does not normally provide financial support for students admitted to the M.A. program. In addition, only exceptionally strong M.A. graduates will be accepted for eventual continuation into the Ph.D. program. (We do admit highly qualified applicants directly from the Baccalaureate to the Ph.D. program.

The M.A. degree may also be received by those in the Ph.D. program.) Students in the M.A. Program may choose either the thesis or non-thesis option.

For minimal admission requirements and application procedures, see above.

a. Course Requirements

The non-thesis program requires 30 hours of course work. The thesis program requires 24 hours plus at least 6 hours of Philosophy 500 (thesis), including at least 3 hours in the semester in which the Graduate School accepts the thesis. No more than 1/3 of the total required hours may be in 400-level courses. (See also below, regarding Transfer Credit.) Students intending to continue for the Ph.D. in the department normally choose the non-thesis option.

- Proseminar (Philosophy 601). All students are required to take this course in their first semester.
- Distribution Requirements. You must include:
 - two courses in history of philosophy;
 - one course in value theory;
 - one course in contemporary issues in Epistemology, Philosophy of Language, Metaphysics, or Philosophy of Science (ELMS).

The Graduate Committee may count courses taken elsewhere toward these requirements. However, this does not necessarily mean that the courses would be transferred toward the total hours required. Except in extraordinary situations and with approval by the Graduate Committee, Independent Study may not be used to satisfy distribution requirements.

- Non-Philosophy Courses. With the approval of the Graduate Committee, you may take courses outside of philosophy as part of the required total. Typically, no more than 6 hours are allowed. If you intend to include 6 hours in a single outside department on your Admission to Candidacy form, you will need to obtain approval from that department for it to count as a minor, and a member of the minor must serve on your M.A. Committee.
- Transfer Credit. The Graduate Committee may permit transfer of up to 9 hours of philosophy courses taken elsewhere, subject to the following conditions:
 - you took the course for graduate credit;
 - you received a grade of B or better;
 - you took the course as part of a graduate program in which you maintained at least a B average;
 - the course was not used toward a previous degree;
 - the course has been approved by your M.A. committee and the Dean of the Graduate School on the Admission to Candidacy form;
 - the course was completed within six years prior to your receiving the degree.Transferred courses cannot be used to satisfy thesis or 600-level course requirements. In addition, the use of transfer courses may be judged by the Graduate Committee to require a reduction in the otherwise permitted number of 400-level courses.

b. Time Limit

M.A. students have six calendar years to complete the degree, from the beginning of the semester of the first course counted toward the degree. Students who change degree programs during this period may be granted an extension by the Graduate School. However, all courses used toward the degree must have been taken within six calendar years of graduation.

c. M.A. Committee and Admission to Candidacy

Application for Admission to Candidacy (as well as application for graduation) must be submitted to the Graduate School by the last day of classes of the semester preceding that in which you plan to graduate. However, the Graduate School requires that this be done “as soon as possible” after completion of all prerequisite work and 9 hours of graduate course work with a cumulative GPA of 3.0. The application form must list all courses to be used for the degree and have the signatures of your M.A. committee. Outstanding Incompletes must be removed not later than one week prior to graduation.

Note. If you have taken more courses than are needed for the M.A., it is to your advantage not to list them on the Admission to Candidacy form. They might in that case not be allowed by the Graduate School toward the Ph.D.

The M.A. committee will consist of three members, all holding the rank of Assistant Professor or above. If you have a minor, the minor department must be represented on the committee.

d. Non-Thesis Option

For the non-thesis option, in addition to 30 hours of course work there will be (a) a Comprehensive Examination and (b) a culminating experience consisting in a Presentation.

M.A. Comprehensive Examination

- Examination Committee. During the semester before you wish to take the exam, and in consultation with your advisor, select two other faculty from whom you have taken courses to serve as your examination committee. (This committee may be the same as your M.A. committee.) The Director of Graduate Studies will review and approve the proposed committee composition and the courses to be used for the degree. Consult the Graduate School Calendar for deadlines for scheduling the exam.
- Study Guide. The chair of the examination committee will solicit questions from all instructors in the courses used for the degree, and the committee will construct a Study Guide on this basis. (The committee may revise and combine questions in this process.) The study guide will consist of 8 questions, at least some of which require the student to integrate material from two or more courses. For students with a minor, the study questions and exam may include one provided by an instructor in a course in the minor field. The student will receive the Study Guide six weeks before the exam. Any problems of obscurity, unclarity, or ambiguity must be reported to the chair within three days.
- The Exam. The exam will consist of 6 of the 8 questions on the Study Guide, of which the student will answer 3. Students will be allowed three hours to write the exam. The committee and all instructors whose material was covered in the questions answered will grade the exam. If the committee cannot agree whether the student passes or fails, there will be an oral exam. (The oral exam is not for the purpose of appeals.) Students who fail the exam may apply to retake it, based on a new Study Guide, no earlier than the next semester. Results of the second exam are final.

Note. When originally scheduling the exam, be sure to bear in mind – along with the Time Limit for receipt of the degree – that it can be re-taken no earlier than the semester following that in which it is originally taken.

Presentation

In addition to the exam, non-thesis students are required to give a presentation either at a professional conference or at a departmental colloquium. M.A. committee approval of the adequacy of this presentation is a prerequisite for obtaining the degree.

e. Thesis Option

In addition to 24 hours of course work, you must register for at least 6 hours of Philosophy 500 while working on your thesis.

- Thesis Committee. Secure the permission of an individual to serve as Chair of your thesis committee. With that person you will determine your subject area and select at least two additional faculty members for the committee. At least two must be from the Philosophy Department, and all must hold the rank of Assistant Professor or above. (In most cases, this is the same committee that would have signed your Admission to Candidacy form.)
- Graduate Committee Approval. When you have secured the agreement of the individuals in question, propose your committee and topic to the Graduate Committee. This would normally be done no later than the semester following completion of course work for the M.A. It must in any case be done early in the first semester you start taking Philosophy 500, and *no later than one year preceding the deadline for receipt of the degree*. The Graduate Committee may require revisions to your proposal.
- Philosophy 500. You do not need to remain continuously registered for 500, but you should be registered during any semester you are working on your thesis, must have a total of at least 6 hours, and must be registered for at least 3 hours in the semester in which the Graduate School accepts the thesis.
- Graduate School Thesis Consultant. Theses are submitted in electronic format to the Graduate School's Thesis/Dissertation Consultant. The consultant will review to assure that it is appropriately presented. If it is not accepted, the student must make corrections and resubmit the material. Therefore, confer with the Consultant regarding any possible issues in advance of preparing the final copy, and consult the *Guide to the Preparation of Theses and Dissertations*: web.utk.edu/~thesis/guide10.pdf. Workshops are also held periodically throughout the year. Consult the Graduate School website for dates: <http://gradschool.utk.edu/CurrentStudents.shtml>.
- Oral Exam. The thesis committee must receive your thesis at least two weeks before the *Graduate School deadline for scheduling the oral examination*. (The deadline for scheduling is two weeks before the deadline for holding the exam, which is in turn two weeks before the deadline for the Graduate School's acceptance of the final copy of the thesis. Consult the Graduate School Calendar.) When, after a substantive review of the thesis, the complete committee has approved a proposed defense date, you may schedule the exam. A copy of your thesis is to be kept in the department office for two weeks in advance of the exam, to be made available to the other members of the department.
- Final Copy. Approval of the final copy (as recorded on the appropriate Graduate School form) must be obtained from the thesis committee and the Graduate School at least one week before Commencement. This same deadline applies to the removal of any remaining incompletes.
As a condition of the degree, you must grant royalty-free permission to the university to reproduce and publicly distribute, including by electronic and digital technologies now known or developed in the future, on a non-commercial basis, copies of the thesis or dissertation. Copies approved for final submission will be catalogued and placed on the ETD website (<http://etd.utk.edu>). At this time, the electronic copies will be publicly distributed.

9. The Ph.D. Program

The department admits highly qualified applicants directly from the Baccalaureate to the Ph.D. program. (The M.A. degree may be received by those in the Ph.D. program.)

For minimal admission requirements and application procedures, see above.

a. Course Requirements

Students with an M.A. in philosophy from our department, and normally those with an M.A. in philosophy from elsewhere, are required to take an additional 24 hours of graduate course work. Those without a previous advanced degree are required to take 48 hours. For those with an advanced degree in another field, the minimum number of hours is to be determined by the Graduate Committee. (In most such cases, only an estimate can be given in advance of at least a semester's work in the department.) In all cases, the dissertation committee may require additional hours if this is deemed essential to the project; additional hours will also be required if you opt for an alternative to the foreign language requirement (see below). In addition, a minimum of 24 hours of dissertation research (Philosophy 600) is required.

- Proseminar (Philosophy 601). Required of all students in their first semester. If you took it while in our M.A. program, you do not need to repeat it.
- Distribution Requirements. Between M.A. and Ph.D. studies, your courses must include:
 - Intermediate Logic (Philosophy 435);
 - three courses in the history of philosophy (at least one each in modern and ancient/medieval);
 - two contemporary ELMS courses (Epistemology, Language, Metaphysics, or Philosophy of Science);
 - two value theory courses.

Normally, at least one course in each distribution area must be taken in this department; the Graduate Committee must approve the uses of courses taken elsewhere. Except in extraordinary situations, and with approval by the Graduate Committee, Independent Study may not be used to satisfy distribution requirements.

- 600-level Course Requirement. Two 600-level courses must be taken in addition to Philosophy 601. If you did this while in the M.A. program, you may petition the Graduate Committee to have this satisfy the requirement. However, normally at least one 600-level course must be part of the Ph.D. program.
- Dissertation Research (Philosophy 600). You must take a minimum of 24 hours of Philosophy 600 before the dissertation can be approved and – with the exception of official leaves of absence (see below) – *remain continuously enrolled for a minimum of 3 hours per semester, including summers, once you have begun registering for 600*. You must be registered during the semester you defend your dissertation and graduate. Normally, only students who have passed the Ph.D. Comprehensive Examination (see below) and completed all course work for the Ph.D. (with the exception of work toward the language requirement or alternative) are eligible to sign up for Philosophy 600; exceptions must be granted by the Graduate Committee.
- Non-Philosophy Courses. With the approval of the Graduate Committee, you may take courses outside of philosophy as part of the required total. Typically, no more than 6 hours are allowed.
- Transfer Credit. Unlike the M.A. program, although the Graduate Committee may accept courses taken elsewhere as satisfying requirements of the Ph.D. program, they are not officially transferred. However, they must be listed on the Admission to Candidacy form.

- Residence Requirement. Your Ph.D. program must include a period of at least *two consecutive semesters* in which you are registered at UT-Knoxville for at least 9 hours per semester. Summers count toward this, as does Philosophy 600. Audits do not count.

b. Time Limit and Leaves of Absence

The Ph.D. Comprehensive Examination must be passed within five years, and all requirements for the degree completed within eight years, from the time of a student's first enrollment in the Ph.D. program. All courses used toward the degree must normally have been taken within six calendar years of graduation. Exceptions are granted by the Graduate School only by way of approval of a departmental plan for "updating" work in older courses.

- Leaves of Absence. Students who have begun registering for Philosophy 600 are exempted from the requirement of continuous registration during a period of official leave of absence. The latter may be granted for up to 6 semesters, including summers. A leave of absence is a period during which you need not pay tuition, and are not using faculty, library or university facilities. (You may be working on your dissertation on your own during the period.) Except in extraordinary circumstances, only one leave of absence will be granted during your graduate career. Requests for leave of absence must be submitted to the department head, with a line provided for the head's signature, prior to forwarding by the head for final approval by the Graduate School.

c. Doctoral Committee and Admission to Candidacy

By the end of the penultimate year of course work, Ph.D. students should have begun consultation regarding formation of a doctoral committee.

- Initially, thought should be given to the individual who would serve as faculty liaison for the Comprehensive Examination process (see below). However, you are free to choose a different individual to chair the eventual doctoral committee. The doctoral committee must approve all course work to be applied toward the degree and will supervise your dissertation. Although changes may subsequently be made, the committee should be formed by the end of the next regular (Spring or Fall) semester after that in which you passed the Comprehensive Examination.
- The chair of the doctoral committee and at least two other members must have Graduate School approval to direct dissertations. (If there is someone you wish to have on your committee who is not approved to direct, the department can request such approval. Be sure to have the department initiate the process sufficiently in advance of any relevant deadlines.) One member of the committee must be from a department other than philosophy.

The Graduate School has a form to be used for approval of the doctoral committee. *This is distinct from the Admission to Candidacy form.*

- The Admission to Candidacy form includes a list of all courses to be used for the degree. It must be approved by both the doctoral committee and the Graduate School by the last day of classes of the semester preceding the semester in which you plan to graduate.
- According to the Graduate School, a student "normally" files for Admission to Candidacy after passing the Ph.D. Comprehensive Examination, fulfilling the language requirement (or a departmentally approved alternative), and maintaining a B average in all course work. However, the Graduate School will also conditionally approve applications for which the language requirement has not been completed. Therefore, we normally require you to file for Admission to Candidacy by the end of the next regular (Spring or Fall) semester after that in which you passed the Comprehensive Examination.
- You need not remove Incompletes to be admitted to candidacy, but both Incompletes and NRs ("Non-Reported") must be removed by one week prior to graduation.

(Sometimes, instructors forget to report a grade in a course not graded on the A-F basis, e.g., 500, 510, 600. Since it is sometimes difficult to arrange for removal on short notice, students should make it a habit to check their official record after each semester's reporting.)

d. Foreign Language Requirement and Alternative

Students must either satisfy the foreign language requirement or an alternative approved by the department and their doctoral committee. Currently, the alternatives are either: (a) an additional graduate course in philosophy, beyond what would otherwise be required, plus satisfactory participation in a departmental Dissertation Research Seminar; or (b) at least two courses outside of philosophy as approved by your doctoral committee, beyond the number of hours otherwise required for the degree. Normally, it is expected that the foreign language requirement, or the alternative, will be completed within a year of passage of the Comprehensive Examination.

The language requirement is normally satisfied by demonstrating a reading knowledge of French, German, Latin, or Classical Greek. However, the Graduate Committee may approve an alternative language on the basis of research relevance. Bi-lingual or multi-lingual students with a native foreign language in which there exists a significant body of philosophical literature are normally exempted from the requirement. However, the final authority as to requirement of a specific language, or languages, rests in every case with the doctoral committee, according to its perception of the demands of the research project.

Reading knowledge is demonstrated by passing the language examination given by the appropriate department or, as an option for French and German, by getting a B or better in French 302 or German 332. (Note that these courses have prerequisites.) The examination requires translation of a 300-word passage. The passage is normally selected (except for Latin and Greek) by the philosophy department. To this end, be sure to give the Director of Graduate Studies sufficient advance notice. The exam is graded by the language department. It may be repeated until passed. French 302 and German 332 cannot be repeated to satisfy the requirement, but the examination option will remain. Language exams are ordinarily scheduled once per semester, and there is an application deadline. The application form is available at <http://gradschool.utk.edu/CurrentStudents.shtml>. Currently, the exams are scheduled for October 26, 2013, and March 29 and July 12, 2014, 1:00-3:00.

e. Ph.D. Comprehensive (Portfolio) Examination

The Comprehensive Exam must be passed within five years of first enrollment in the doctoral program.

Procedures

1. Normally as early as possible in the last semester of regular course work, the student will choose a faculty member to serve as liaison in the process of preparing a portfolio of three papers.
2. The student and liaison will decide on a faculty member with competence in the field of each paper, to serve as mentor for that paper. (A proposed mentor may refuse the request.) The mentor will provide advice as requested and serve as consultant in the process of revision of drafts of the paper. The liaison may be one of the mentors. In any case, the student must work with at least two different mentors on the three papers.
3. The portfolio is expected to represent and demonstrate broad disciplinary competence. To this end, one paper will be on a contemporary ELMS topic, one on a topic in value theory, **and a third either on an exegetical topic involving a figure or figures in the**

history of philosophy or on a contemporary topic by way of substantial and critically informed interaction with a historical figure or figures. The topics of the chosen papers will be distributed to the faculty by the liaison, and must be approved by a majority of the faculty **voting on the question. The topics are to be presented in an abstract of 250-300 words. Approval of a topic signifies that it has been judged reasonable to pursue it. However, faculty members may still have or anticipate possible objections, and they are urged to give voice to these for the benefit of the student.** [The portions in bold are revisions effective 8/1/11.]

4. Portfolio Semester: The student will normally take the next regular semester (Spring or Fall), free of course work, to prepare the portfolio. During this semester, you may sign up for either 6 or 9 hours of Philosophical Research (510) with the liaison. These hours will not count toward the total hours required for the Ph.D.
5. Student Responsibilities: Students are primarily responsible for soliciting feedback from the mentor. A mentor is expected to return a draft with comments by no later than three weeks. If you do not receive feedback in a timely fashion, do not hesitate to follow up. And in general, do not hesitate to seek clarification and advice as needed. The faculty liaison will intervene if requested or if it is deemed necessary.
6. Faculty Liaison Responsibilities: While liaisons have no responsibilities with respect to the substantive criticism or development of portfolio papers, they are expected to keep in regular contact with those students they're serving; they may also want to keep written records relating to the portfolio process, including comments given by faculty mentors.
7. Typically, but not necessarily, a portfolio paper takes its start from a paper written for a course. If you think that this might be the case, consult with the professor for whom the paper was originally written. If you received comments on it, be sure that you are clear about them, and take account of them *before* submitting a first draft of the portfolio paper. (The original professor need not be the mentor.)
Note: Papers receiving an A in a course may still be substantially below the level expected of papers for the Comprehensive Examination.
8. The faculty mentor is charged with giving the paper two careful readings, making extensive and valuable suggestions for improvement. **Although the student may consult further in the process of revision, the mentor is not permitted to comment on more than two drafts.** (Thus the student should do considerable work on the paper between the first and second reading.) The mentor will provide **written** comments within three weeks. [The portion in bold is a revision effective 8/1/11.]
9. The student will finish revising and submit the papers to the liaison *not later than the beginning of the next regular term*. The liaison will distribute the papers to the appropriate examination committee (see below). In other words, if the student finishes course work at the end of Fall (Spring) semester, s/he takes Spring (Fall) as the Portfolio Semester, and submits the portfolio at the beginning of the following Fall (Spring) semester. The due dates are September 20 (Fall) and February 12 (Spring).
Note: The papers need not be submitted together, so long as they are all submitted by the due date.
10. Portfolios (comprising all three papers) will be 60-75 pages in length, using normal fonts.
11. Students whose portfolios fail will be dismissed from the Ph.D. program.
12. One or more portfolio papers may serve as the basis for the dissertation proposal.

Examination Committees and Grading

- The Head will appoint three Comprehensive Portfolio Examination Committees. They will consist of three, and only three, graduate faculty in each of the following areas: ELMS, History of Philosophy, and Value Theory. Typically, faculty will not serve on more than

one committee at the same time. The liaison will submit the appropriate papers to each committee.

- **Papers will be given one of following designations: Honors Pass, Pass, Fail. In the case of a Fail on a single paper in a first round of evaluation, the student will be required to submit a revised or a new paper to the committee in the same area. Students will have 15 weeks to submit a revised or new paper.**
- **Passing the Portfolio examination requires a Pass or higher on all three papers. Thus students initially receiving a Fail on more than one paper will be considered to have failed the examination in the first round.**
- **A result of overall Fail in either the first or second round will trigger a review by the three committees as a committee of the whole. A majority vote of the committee of the whole is required to pass.**

[The portion in bold is a revision effective 8/1/11.]

Advice to Portfolio Writers

The portfolio is expected to demonstrate broad disciplinary competence, including the ability to write philosophical papers at a level approximating what is expected of a dissertation. Papers should articulate and defend a clear thesis and think through lines of possible objection in a critically informed way, displaying a thought process of one's own as opposed to mere skill in reporting what others have said. It is not necessary to aim for comprehensiveness in reference to relevant scholarly literature. However, there should be at least reasonable demonstration of an awareness of relevant prominent figures or contributions. A paper does not need to be close to publishable in order to pass. However, the model for its production should be the sorts of papers typically published in top journals. [Revision effective 8/1/11]

- The single most important bit of advice is “do what we ask of you in making revisions.”
- Many students begin the process with a paper originally submitted for a course. When you get a term paper back that you're proud of, make an appointment with the professor to discuss the possibility of using the paper for portfolio purposes. Make sure that before this appointment you have carefully reviewed his or her comments on the paper, and that you have thought carefully about how you would respond to these comments. Share your responses with the professor. During the appointment, discuss what further steps would be necessary to turn this paper into a portfolio paper. Be sure that you obtain permission from the professor to work with him or her as a mentor, if that is your wish.
- When the faculty approves paper topics at the beginning of the process, we are only concerned to see that they satisfy the distribution requirement. This is not a vote of confidence with respect to the merits of any of the papers. That comes at the end of the process, in the evaluations of the examination committees.
- Your faculty liaison is the person responsible for ensuring that you and your faculty consultants are working effectively.
- In revising, do not simply change the wording here and there. Read more, re-organize, do *deep* revisions. A deep revision should be thought of as a successor paper – perhaps even as a new paper. In any case, the organization may need to change radically. Also, don't be reluctant to revise even beyond what the mentor recommends; s/he might not catch all problems (just don't revise it in ways that conflict with the recommendations). Finally, it helps to carefully outline each draft before you produce a successor paper, so you can see what you really said, and not operate under the illusion that the paper is clearer than it really is. In any case, even if your paper initially got an “A” in a course,

substantial and deep revisions will normally be necessary to turn it into an acceptable portfolio paper.

f. The Dissertation

All requirements for the degree, including acceptance of the dissertation by the Graduate School, must be completed within eight years from first enrollment in the doctoral program.

Philosophy 600

Once you have passed the Comprehensive Examination, you are eligible to start registering for Philosophy 600.

You must take a minimum of 24 hours of Philosophy 600 before the dissertation can be approved and – with the exception of official leaves of absence – *remain continuously enrolled* for a minimum of 3 hours per semester, including summers, once you have begun registering for 600. You must be registered during the semester you defend your dissertation and graduate.

Doctoral Committee, Admission to Candidacy, and Initial Approval of Topic

- Once you have secured permission from the doctoral committee (see above), or proposed committee, present the list of members, via the Director of Graduate Studies, to the Graduate Committee, along with a brief description of the proposed dissertation topic and your plans for defense of the dissertation prospectus (Dissertation Preliminary Examination). The Graduate Committee will either approve your proposal or recommend changes. In addition, in light of the proposed topic, it may recommend changes to the doctoral committee.
- Remember that there is a form, to be filed with the Graduate School, for the approval of doctoral committees. Also remember that this is not the same as the Admission to Candidacy form (see above).
- All of this should be done by no later than the end of the next regular (Spring or Fall) semester following the semester in which you pass the Comprehensive Examination.

Dissertation Preliminary Examination (Prospectus Defense)

Having formed your doctoral committee and gotten initial approval of the topic from the Graduate Committee:

- In consultation with your committee, develop a prospectus that includes a statement of the thesis, bibliography, and either a breakdown of the contents of each chapter of the dissertation or a substantial written portion together with a projected outline of the whole.
- Hold a full committee meeting to review and discuss these materials. This should be done *no later than one year after first enrolling in Philosophy 600*. Failure to meet this requirement could put your continued financial aid in jeopardy.
- Students who pass this exam will be allowed to continue with their dissertations. Students who do not pass will be allowed to take it one more time. A second fail will mean the student is asked to leave the program unless two-thirds of regular full-time faculty approve an alternative plan of action.

Dissertation Defense

- Your doctoral committee will inform you how far in advance of the oral defense they want to have the defense draft of your dissertation. They must all have a chance to thoroughly read and comment on the *complete* dissertation well before the deadline for scheduling the defense. No discussion of a defense date will take place until all members either agree that the draft they have read is defensible or are confident that the student will be

able to make needed revisions. *No exceptions!* In no case will you give them a defense draft later than two weeks before the deadline for scheduling oral exams. (This is a Graduate School deadline: check the semester Graduate Calendar. It is in turn two weeks before the deadline for holding the examination.) A complete copy of your dissertation defense draft is to be placed in the departmental office for the remaining members of the Department at least one week before the defense date.

- The defense will be scheduled at least one week prior to the date on which it is occur. This is in turn at least two weeks prior to the deadline for acceptance of the final dissertation copy by the committee and the Graduate School. There is a Graduate School form for scheduling the defense.
- You might be required by your committee to make further changes in the dissertation after the defense. Therefore you should leave enough time for this eventuality.
- Do not assume that faculty members are available to read or comment on a dissertation draft or attend a defense during the summer. Faculty members are on nine-month appointments and are not on duty and hence not obligated to be available during the summer. Check with all members of your committee before assuming that you can defend during the summer.

Final Copy of the Dissertation

Approval of the final copy, or provisional approval conditional upon further revision, will be obtained from the dissertation director and committee at the completion of a successful dissertation defense.

- Graduate School Dissertation Consultant. Dissertations are submitted in electronic format to the Graduate School's Thesis/Dissertation Consultant. The consultant will review to assure that it is appropriately presented. If it is not accepted, the student must make corrections and resubmit the material. Therefore, confer with the Consultant regarding any possible issues in advance of preparing the final copy, and consult the *Guide to the Preparation of Theses and Dissertations*: web.utk.edu/~thesis/guide10.pdf. Workshops are also held periodically throughout the year. Consult the Graduate School website for dates: <http://gradschool.utk.edu/CurrentStudents.shtml>.
- Final Copy. Approval of the final copy (as recorded on the appropriate Graduate School form) must be obtained from the dissertation committee and the Graduate School at least one week before Commencement. As a condition of the degree, you must grant royalty-free permission to the university to reproduce and publicly distribute, including by electronic and digital technologies now known or developed in the future, on a non-commercial basis, copies of the thesis or dissertation. Copies approved for final submission will be catalogued and placed on the ETD website (<http://etd.utk.edu>). At this time, the electronic copies will be publicly distributed.

10. Examinations

M.A. Non-Thesis Comprehensive Examination

- See section 8d, above.

M.A. Thesis Examination

- See section 8e, above.

Ph.D. Foreign Language Examination

- See section 9d, above.

Ph.D. Portfolio Comprehensive Examination

- See section 9e, above.

Ph.D. Dissertation Preliminary Examination (Prospectus Defense)

- See section 9f, above.

Ph.D. Dissertation Defense

- See section 9f, above.

11. Standards, Problems, and Appeals

Required grade point average for continuation in program

- See Section 5d, above.

Other academic triggers for dismissal

- Academic dishonesty: see Section 7, above.
- Persistent failure to make adequate progress toward degree (see below).

Adequate progress toward degree: M.A. Students

- Maintenance of required Grade Point Average (see above).
- (Thesis option) No later than one year preceding deadline for receipt of the degree: Obtain Graduate Committee approval of M.A. committee and thesis topic.

Adequate progress toward degree: Ph.D. students

- Maintenance of required Grade Point Average (see above).
- By the end of penultimate year of regular course work (exclusive of courses toward the foreign language requirement or alternative): Begin consultation with advisor regarding formation of doctoral committee.
- As early as possible in last semester of regular course work: Obtain faculty liaison and mentors for Comprehensive Examination process.
- Within five years of first enrollment in Ph.D. program: passage of Comprehensive Examination.
 - (Portfolio Semester) Fall or Spring semester following completion of regular course work: Work with faculty liaison and mentors toward Comprehensive Examination.
 - Early in Fall or Spring semester following Portfolio Semester:
 - Submit papers for Comprehensive Examination (see deadlines, Section 9e, above).
 - Submit any required re-submissions within 15 weeks of report of grade.
- By end of next Fall or Spring semester after that in which Comprehensive Examination is passed:
 - If not already done, form doctoral committee.
 - File for Admission to Candidacy.
 - Obtain Graduate Committee approval of dissertation topic and plans for defense of prospectus.
- Within calendar year of passage of Comprehensive Examination: defense of dissertation prospectus.

Procedure for determination of adequate progress: annual reviews

- See section 6, above.

Procedure for removal of Incompletes

- See section 5d, above.

Department and University appeals processes

- See section 7, above

Appendix: Pertinent Web Pages

Philosophy Department

Phone: (865) 974-3255

- Departmental Web Site
<http://www.utk.edu/philosophy>
- Departmental Blackboard Site Access
<http://online.utk.edu>

- Best Practices in Teaching
<http://gradschool.utk.edu/orientation/teaching.shtml>

- Bursar
<http://web.utk.edu/~bursar/>

- Center for International Education
<http://web.utk.edu/~globe/index.php>

- Counseling Center
www.utk.edu/counselingcenter

- Course Listings (see also Circle Park Online)
<http://www.utk.edu/timetable>

- Educational Testing Service (for GREs)
<http://www.ets.org>

- Financial Aid Office
<http://finaid.utk.edu/aid>

- Graduate School: Calendars, Catalog, Forms, Funding, etc.
<http://gradschool.utk.edu>

- Graduate Student Appeals Procedure
<http://gradschool.utk.edu/GradAppealHbook.pdf>

- Graduate Student Senate (includes form for travel funds)
<http://web.utk.edu/~gss>

- Graduate and International Admissions
<http://admissions.utk.edu/graduate>

- Health Program
<http://gradschool.utk.edu/orientation/health.shtml>

- Housing
<http://uthousing.utk.edu/sutherland/sutherlandresources.htm>

- International House

<http://web.utk.edu/~ihouse>

- Judicial Affairs

<http://web.utk.edu/~osja/>

- Learning Center (Tennessee Teaching and Learning Center)

<http://tenntlc.utk.edu/>

- Library Website for Graduate Students

<http://www.lib.utk.edu/refs/gradservices.html>

- MyUTK (<http://myutk.utk.edu/>)

- Office of Equity and Diversity

<http://oed.utk.edu>

- Office of Information Technology

<http://oit.utk.edu/>

- Office of Minority Student Affairs/Black Cultural Center

<http://omsa.utk.edu>

- On-line Orientation for New Graduate Students

<http://gradschool.utk.edu/orientation>

- Research Compliance/Research with Human Subjects

<http://research.utk.edu/compliance>

- Registrar

<http://registrar.utk.edu>

- SPEAK Testing Program

<http://gradschool.utk.edu/speaktest.shtml>

- Tenn TLC (Tennessee Teaching and Learning Center)

<http://tenntlc.utk.edu/>

- Thesis/Dissertation Website

<http://web.utk.edu/~thesis>

- VolAware

<http://volaware.utk.edu>