

DEPARTMENT OF PHILOSOPHY

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GRADUATE HANDBOOK

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COLLEGE OF ARTS AND SCIENCES
THE UNIVERSITY OF TENNESSEE KNOXVILLE

Table of Contents

Table of Contents

<u>From the Department Head</u>	4
<u>Introduction</u>	5
<u>1. General Administrative Structure</u>	6
<u>2. General Duties and Responsibilities of Faculty and Students</u>	6
<u>3. Admission Requirements and Application Procedures</u>	7
<u>a. Department and Graduate School Requirements</u>	7
<u>b. M.A. and Ph.D. Admission</u>	7
<u>c. Application Procedures</u>	7
<u>d. Degree and Non-Degree Status</u>	8
<u>e. International Students</u>	8
<u>f. Orientation for New Students</u>	8
<u>4. Financial Support</u>	9
<u>a. Graduate Teaching Assistantships and Associateships</u>	9
<u>b. Application for Assistantships and Associateships</u>	9
<u>c. Orientation for New GTAs and Best Practices in Teaching Program</u>	10
<u>d. Fees and “Full-time” vs. “Part-time” Registration</u>	10
<u>e. Scholarships</u>	11
<u>f. Loans</u>	11
<u>g. Employment in Addition to Assistantship/Associateship</u>	11
<u>h. Support for Travel</u>	11
<u>5. Registration, Course Load, Courses</u>	11
<u>a. Registration</u>	11
<u>b. Course Load</u>	12
<u>c. Types of Courses</u>	12
400-level courses	12
Independent Study (593)	13
Thesis/Dissertation (500, 600), Proseminar (601), Use of Facilities (502)	13
<u>d. Audits, Incompletes, Grades</u>	13
<u>6. Advising, Review of Progress</u>	14
<u>7. Academic Honesty, Appeals</u>	14
<u>8. The M.A. Program</u>	15
<u>a. Course Requirements</u>	15
<u>b. M.A. Committee and Admission to Candidacy</u>	15
<u>c. The Non-Thesis Option</u>	16
<u>d. The Thesis Option</u>	16
<u>e. Time Limit</u>	17

<u>9. The Ph.D. Program</u>	18
<u>a. Course Requirements</u>	18
<u>b. Ph.D. Comprehensive Examination</u>	19
<u>c. Foreign Language Requirement and Alternative</u>	21
<u>d. Bridge Paper, Doctoral Dissertation, and Admission to Candidacy</u>	21
<u>e. The Dissertation</u>	22
<u>f. Time Limit and Leaves of Absence</u>	24
<u>10. Examinations</u>	25
<u>11. Standards, Problems, and Appeals</u>	25
<u>Appendix: Pertinent Web Pages</u>	26

From the Department Head

Welcome! Whether you are a current or prospective graduate student, we hope this publication proves useful 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 has a research-oriented faculty and a tradition of nationally recognized strength, especially in ethical theory and political philosophy, the theory of agency, metaphysics, epistemology, philosophy of science, decision theory, and related areas of both contemporary philosophy and the history of philosophy. The program offers coursework in all, and advanced research supervision in many, of the core areas of philosophical inquiry. The program continues to maintain and to build on its tradition of strength in value theory and related areas of philosophy. 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 is highly valued. The department aims to combine its commitment to the highest standards with a friendly and largely informal departmental culture. This commitment is especially present during our regular talks, seminars, workshops, and conferences, including our annual graduate student conference and Tennessee Value and Agency Conference.

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: <https://catalog.utk.edu/index.php>

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 takes precedence. In addition, we call your attention to the following:

- *Hilltopics*: <https://hilltopics.utk.edu> – 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 accessed through the Graduate School's website: <http://gradschool.utk.edu>.
- The Philosophy Department website: <http://www.utk.edu/philosophy>

1. General Administrative Structure

The Director of Graduate Studies (DGS) is normally the starting place for questions about policy and procedure in the department, and is the advisor of all first-year graduate students. The DGS is also chair of the Graduate Committee, of which the Department Head is a member *ex officio*. The Graduate Committee consists of at least four tenure-line faculty members plus one or two elected representatives of the graduate students who attend meetings when this is 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 Teaching Associates.

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

The department's administrative support personnel, as well as the DGS and the Head, may be reached by phone at (865) 974-3255.

- Director of Graduate Studies: Professor Jon Garthoff (garthoff@utk.edu)
- Head of Department: Professor Mariam Thalos (mthalos@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, and in their design and assessment of comprehensive examinations. Accordingly, they are expected to remain current in the areas of their teaching and assessment. Faculty are also expected to facilitate 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 of these relatively informal contributions to their professional development. Nevertheless, faculty expect all graduate students to make a conscientious effort to take advantage of as many such events and contributions as possible. Success in an eventual academic or professional career calls for a level of commitment substantially exceeding satisfaction of minimal requirements for receipt of a graduate degree.

Graduate students are expected to bring a high level of both commitment and discipline to their graduate study, also 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. The individual colleges and departments may also have requirements beyond the minimum established by the Graduate School. Any exceptions to these requirements must be approved by the department's Graduate Committee; for further details contact the Director of Graduate Studies.

- For important deadlines and forms see: <http://gradschool.utk.edu/CurrentStudents.shtml>.
- *Hilltopics*, a student handbook that is 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>.

Information about General Expectations of Graduate Teaching Assistants and Associates is presented in 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 an applicant must have an undergraduate GPA of at least 2.7 (out of 4.0), or a 3.0 during the senior year. Applicants who have completed previous graduate work must have a grade point average of 3.0 on a 4.0 scale or equivalent in all graduate work. While other factors are taken into account, *applicants who do not substantially exceed this level are unlikely to be admitted* by the department. Admission by the department also requires GRE scores, letters of recommendation, and a writing sample. Some other important points to bear in mind regarding admissions:

Deadlines. The department accepts new students only in the Fall semester. All of the documents required for admission must be received by the department by the previous January 15. This means 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 Section 4 below). Applicants are informed of our admission and financial aid decisions by the end of February and have until April 15 to inform the department of their decision regarding both admission and financial aid.

- 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 Section 3d below) or as a regular graduate student. (If prerequisite courses are taken for graduate credit as Independent Study, this credit may not count toward the total hours required for the M.A. degree or fulfillment of distribution requirements, at the judgment of the Graduate Committee.)
- 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

In addition to considering students with a prior M.A. in philosophy, we also admit highly qualified applicants directly from the baccalaureate into the Ph.D. program. The M.A. degree may be received concurrently while in the Ph.D. program.

c. Application Procedures

Unless the applicant has applied within the past 12 months, application to the Graduate School is done online at: <http://graduateadmissions.utk.edu/apply.shtml>. Required application 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; official copies are required, however, for final approval of admission. In addition, while the Graduate School does not require submission of transcripts from The University of Tennessee, Knoxville, these must be provided to the department through the Graduate School application process.
- An official copy of the applicant's GRE scores sent from the Educational Testing Service: <http://www.ets.org>. Note: while an unofficial copy may be provided for initial evaluation, an official copy must be sent to the Graduate School for final approval. **Note: due to the ongoing Covid-19 pandemic, we are waiving this requirement for all applicants during the 2020-21 admission cycle.**
- International students should consult the *Admission Guide for Graduate International Students* (<http://admissions.utk.edu/graduate/forms/intl.admission.guide.pdf>) for further information and requirements.
- The Philosophy Department requires recommendations from three people familiar with the applicant's academic work. These may be either letters or completed rating forms provided by the Graduate School (<http://web.utk.edu/~gsinfo/ratingform.pdf>). Letters or rating forms should be submitted electronically as part of the application process.
- A writing sample (often a paper written for a course) should be submitted electronically as part of the application process.

d. Degree and Non-Degree Status

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

If you are not seeking a degree, but merely wish to take 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. If you wish to take graduate courses in philosophy, however, the department appreciates receipt of 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.

A Non-Degree student is not eligible for financial aid. Some graduate courses may be closed to non-degree students, at the discretion of the instructor. No more than 15 semester hours may be taken as a non-degree student without obtaining permission from the Graduate School or formal admission 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 and must fall within the time limit for the degree.

e. International Students

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

f. Orientation for New Students

The Graduate School offers an online Orientation at: <http://gradschool.utk.edu/orientation>.

4. Financial Support

The Philosophy Department awards Graduate Teaching Assistantships and Associateships, also scholarships. The Graduate School lists additional Fellowships, Assistantships, and Scholarships on its website: <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 of the “maintenance” fee, together with health insurance and a monthly stipend. They do not include a waiver of certain other 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 develop the assistant’s teaching skills, monitoring their progress, and evaluating their work as Teaching Assistant. Each discussion group normally has 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 overall record of academic achievement are taken into consideration. As a Teaching Assistant, the normal workload is 50% (about 20 hours per week). 25% Assistantships are sometimes offered; these require either reduced teaching assignments or simply grading for an instructor.

A Teaching Associate normally teaches one undergraduate classes per semester, typically at the 100 or 200 level. Normally, Associates are individuals who have served 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. In any case, at least 18 hours of graduate coursework in philosophy is required. A Teaching Associate normally has a class size of 25-35 students. Associates are responsible for designing the course, teaching it, and grading the students’ work. Associates must submit their syllabus for approval, at least two weeks in advance of the first day of classes, to a faculty Course Leader designated for their course. (The Department Head appoints Course Leaders at the start of each academic year.) The workload is normally 50%.

The department’s financial aid offers are normally renewable, given satisfactory progress, for up to five years total of Assistantship and Associateship support. Though not guaranteed, in some cases a sixth year of Assistantship or Associateship support is available.

See also, from the Graduate School:

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

b. Application for Assistantships and Associateships

New applicants for admission:

- Apply for admission according to the procedures listed above in Section 3.
- 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.

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 of funding or promotion to a new position for 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 Assistant or Associate. In all cases, departmental needs are also a factor taken into account. The Department Head informs all applicants by letter – usually by the end of February – concerning the status of their application, and makes additional 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 do not discontinue students 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 of financial support.

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*. Please consult with one of the department's administrative support personnel about the specifics of paperwork required for financial aid.

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 in this program is not, however, required. In addition to these Graduate School orientations, there is a required departmental orientation for new graduate students, typically scheduled for Friday afternoon during the first week of classes.

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 website 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), and 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 the Student Health Service is used. In general, insurance will provide greater benefits with outside doctors if a student has been referred by Student Health. For more information see: <http://gradschool.utk.edu/orientation/health.shtml>; or call (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, or (865) 974-4495.

- Students should also remember that student loans may require registration for 9-12 hours of coursework.
- Philosophy 510 (Philosophical Research) may not be used toward the total number of hours required for the degree, but it may be used toward meeting a minimum required semester course load.

e. Scholarships

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

f. Loans

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

g. Employment in Addition to Assistantship/Associateship

Special permission is required from the Dean of the Graduate School 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 difficult to make adequate and timely progress toward the degree. It is recognized, however, that this is sometimes unavoidable. Be sure to seek advice as far in advance as possible if you are considering exceeding the recommended limit.

h. Support for Travel

The Graduate Student Senate, in cooperation with the Dean of Students and the Dean of the Graduate School, 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: <http://web.utk.edu/~gss/travelfund/index.html>. Historically, the department has endeavored to provide at least matching funds when Graduate Student Senate awards are received. The department may also have occasional additional funds available for travel. Important: *Before making travel arrangements*, file a Travel Request with the departmental administrative support person responsible for financial matters and determine what information is required. University policies may impose certain restrictions.

5. Registration, Course Load, Courses

a. Registration

Registration is completed, 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 website has not been updated, do not hesitate to check directly with the department about course offerings. Also check with the department if graduate course registration is closed, sometimes students can be "force"-registered by the department.
- For further information on how to register see: <http://registrar.utk.edu/registration.shtml>. Additional information may also be obtained from the Registrar's office at 209 Student Services Building or (865) 974-2101.
- A late fee is charged for failure to register during Priority Registration. See the 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 (VolXpress statement), results in cancellation of course registrations. Retroactive course registration is not allowed.

b. Course Load

Except for students on a 50% departmental Assistantship or Associateship, the normal course load is 9-12 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 Section 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 only 6 hours. *Students should be sure to discuss this issue with their advisors.* Student loans may require registration for 9-12 hours. Also, please see the information above (in Section 4 “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, as may Dissertation Research (600). Once registered for 600, a student must (with the exception of official leave of absence) register for at least 3 hours every semester, including summer. See the description of the Ph.D. program in Section 9 below for further details.
- Approval is normally granted for a limited number of courses outside of philosophy to be applied toward the degree. See the descriptions of the degree programs below.

Graduate philosophy courses are not normally 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 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 the Application for Candidacy for the M.A. In addition, even if included in the Application for Candidacy for the M.A., courses taken while in the M.A. program may count toward distribution Requirements for the Ph.D. Also, 600-level courses may be used to satisfy 600-level Ph.D. course requirements. None of this should be understood, however, in a way that reduces 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 a course is listed in the graduate catalog, it does. Nearly all 400-level philosophy courses may be taken for 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 given by the Graduate Committee for the inclusion of 400-level courses.
- Frequently, a 400-level philosophy course will meet together with a 500-level course. In that case, a philosophy graduate student would normally register in the 500-level course. Permission must be given by the instructor to do otherwise.
- You may 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. Since 593 entails extra uncompensated work for instructors, offense should not be taken if a request is denied. *Once permission has been granted, consult with administrative support personnel for a section number; do not automatically register for a section as listed in the Time Schedule.*

Independent Study may not be used to satisfy distribution or other requirements without prior approval by the Graduate Committee. If prerequisite courses are taken for graduate credit as Independent Study, this credit counts 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, 600, and 601, please see descriptions of the M.A. and Ph.D. programs below.
- 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 to have library borrowing privileges or other use of university resources.

d. Audits, Incompletes, Grades

- Audits. A student must obtain permission from the instructor to audit a course. Audited courses do not appear on a student's official record, nor do students receive a grade.
- Incompletes. If a student is unable to complete the work for a course, they may request a grade of Incomplete (I). This is a temporary grade given entirely at the discretion of the instructor representing that an understanding has been reached about what work required and when it is due. Incompletes are not given automatically: a student must receive the approval of the instructor. They are awarded only in exceptional cases and are not to be routinely used as a short extension of deadlines.
If a student does not remove the I within one calendar year, the Graduate School will change the grade to an F. Instructors are free, however, to impose an earlier deadline. Though grades of I are not computed in grade point averages, *outstanding Incompletes disadvantage students, other things equal, in competition for financial aid during the Spring semester process, and their removal may be required before assuming a position as GTA in the Fall semester.* No student may graduate with an Incomplete on their record. Incompletes must be removed at least one week prior to 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 often 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. Students are required to maintain a cumulative 3.0 GPA during the graduate program. If this average falls below 3.0, the student is placed on probation. A student may then continue to take graduate courses as long as their GPA every semester is at least 3.0. If a student's GPA for any one semester falls below 3.0 while are on probation, they will be dismissed (unless the student persuades the department to make a case to the Graduate School for continuation and the department succeeds in that undertaking). When a student's cumulative GPA rises above 3.0 again, they are 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 receiving mostly As and A-s, or are getting any grades below B+, this should be taken up with your advisor as early as possible.

6. Advising, Review of Progress

The Director of Graduate Studies is a student's initial advisor. At the conclusion of the first year each student is assigned a faculty adviser who is typically not the Director of Graduate Studies; the Director of Graduate Studies will consult with the student prior to making this assignment. There is no expectation that this faculty adviser will be the student's eventual thesis supervisor, though that is of course permitted.

By the end of the penultimate year of regular coursework (excluding courses toward the foreign language requirement or alternative), Ph.D. students should have begun consultation with their advisor about formation of a doctoral committee. In consultation with the Graduate Committee, the doctoral committee approves all coursework applied toward the degree and supervises dissertation work. Although changes may subsequently be made, the committee should be formed as soon as possible following completion of the "Bridge Paper". For further details see Section 9 about the Ph.D. program below.

Progress Sheets. The department maintains Progress Sheets, which students are asked to update periodically. (They are available in electronic format to permit easy updating.) It is very important to do so in a timely fashion. Students applying for GTA funding – whether new or continuing – must have their Progress Sheets updated by January 15 in order not to be at a disadvantage when funding decisions are made.

The tenure-line faculty meets as a whole once a year, typically in May, for an annual review of student progress. Each student receives a formal progress review from their adviser following this meeting, which they must sign and return to the Director of Graduate Studies. Students not in good standing or at risk of such will be notified in this progress report.

Students should always feel free to touch base with the Director of Graduate Studies or with the Department Head, to discuss their progress and status within the program.

7. Academic Honesty, Appeals

The University of Tennessee honor statement, which is signed upon applying for admission, states that a student 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 on University policy regarding plagiarism is at: <http://www.lib.utk.edu/instruction/plagiarism>. The Department of Philosophy strongly supports these principles of academic honesty. Failure to abide by them results in the student being brought up for academic review and failing the work for which the student plagiarized or otherwise received inappropriate assistance. It may furthermore result in suspension from the program or from the university. Any breach of academic honesty seriously jeopardizes a student's academic future, and is taken as prima facie evidence of unsuitability for a responsible academic career.

Hilltopics 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, the Director of Graduate Studies, or the Department Head. Further appeals may be made to the Dean of the College of Arts and Sciences, the Dean of the Graduate School, the Graduate Council, or the Chancellor. Individuals 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

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 concurrently 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 Section 3 above.

a. Course Requirements

The non-thesis program requires 30 hours of coursework. The thesis program requires 24 hours plus at least 6 hours of Philosophy 500 (thesis), including at least 3 hours during 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.)

- **Distribution Requirements.** A student must complete:
 - two courses in history of philosophy;
 - one course in contemporary issues in ethics (broadly construed to include ethical theory, value theory, political philosophy, and applied ethics);
 - one course in contemporary issues in ELMS (epistemology, philosophy of language, metaphysics, and philosophy of science).The Graduate Committee may count courses taken elsewhere as fulfillment of these requirements. This does not necessarily mean, however, that the courses count toward the total hours required. Except with advance 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, courses taken outside of philosophy may be counted toward the required total. Typically no more than 6 hours outside of philosophy are allowed. To include 6 hours from a single department outside philosophy on the Admission to Candidacy form, approval from that department for it to count as a minor must be obtained, and a member of that department must serve on the M.A. Committee.
- **Transfer Credit.** The Graduate Committee may approve transfer of up to 9 hours of philosophy courses taken elsewhere, subject to the following conditions:
 - the course was taken for graduate credit;
 - a grade of B or better was received;
 - the course was taken as part of a graduate program in which at least a B average was maintained;
 - the course was not used toward a previous degree;
 - the course has been approved both by the M.A. committee and by the Dean of the Graduate School on the Admission to Candidacy form;
 - the course was completed within six years prior to 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. M.A. Committee and Admission to Candidacy

Application for Admission to Candidacy (also application for graduation) must be submitted to the Graduate School by the last day of classes of the semester preceding that during which a student plans to graduate. The Graduate School requires this be done “as soon as possible”,

however, after completion of all prerequisite work and 9 hours of graduate coursework with a cumulative GPA of 3.0. The application form must list all courses to be used for the degree and must have the signatures of all members of the M.A. committee. Outstanding Incompletes must be removed not later than one week prior to graduation.

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

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

c. The Non-Thesis Option

For the non-thesis option, in addition to 30 hours of coursework there is (a) a Comprehensive Examination and (b) a culminating experience consisting in a presentation.

M.A. Comprehensive Examination

- Examination Committee. During the semester before the student takes the exam, in consultation with their advisor, the student selects two other faculty from whom they have taken courses to serve as their examination committee. (This committee may be the same as the M.A. committee.) The Director of Graduate Studies must approve both the proposed committee composition and the courses used for the degree. Consult the Graduate School Calendar for deadlines for scheduling the exam.
- Study Guide. The chair of the examination committee solicits questions from all of the instructors of courses used for the degree, and the committee constructs a study guide on this basis. (The committee may revise and combine questions in this process.) The study guide comprises 8 questions, at least some of which 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 receives the Study Guide six weeks before the exam. Any concerns about obscurity, unclarity, or ambiguity must be reported to the chair within three days.
- The Exam. The exam consists of 6 of the 8 questions on the study guide, of which the student answers 3. Students are allowed three hours to write the exam. (Students with documented learning needs may receive additional time as appropriate, in compliance with university policies.) The committee and all instructors whose material was covered in the questions answered grade the exam. If the committee cannot agree whether the student passes or fails, there is an oral exam. (The oral exam is not for the purpose of appeals.) Students with documented learning needs making an oral exam inappropriate will receive reasonable accommodation, in compliance with university policies. Students who fail the exam may apply to retake it with a new study guide no earlier than the following semester. Results of the second exam are final.

Note. When originally scheduling the exam, be sure to bear in mind – together with the time limit for receipt of the degree – that it can be retaken 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 at a professional conference, departmental colloquium, or Tennessee Humanities Center research seminar. M.A. committee approval of the adequacy of this presentation is a required to obtain the degree.

d. The Thesis Option

In addition to 24 hours of coursework, a student pursuing the thesis option must register for at least 6 hours of Philosophy 500 while working on the thesis.

- Thesis Committee. Secure the permission of an individual to serve as the chair of the thesis committee. With that person determine a 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 typical cases, this is the same committee that signed the Admission to Candidacy form.)
- Graduate Committee Approval. Once the agreement of the committee members has been, propose the committee and topic to the Graduate Committee. This is normally done no later than the semester following completion of coursework for the M.A. It must in any case be done early in the first semester in which Philosophy 500 is taken, and *no later than one year preceding the deadline for receipt of degree*. The Graduate Committee may require revisions to your proposal.
- Philosophy 500. It is not necessary to remain continuously registered for 500, but a student should register in 500 during any semester they are working on their thesis, must register for a total of at least 6 hours of 500, and must register for at least 3 hours of 500 during 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 reviews the thesis to assure that it is appropriately presented. If the thesis is not accepted, the student must make corrections and then resubmit the material. 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. Relevant workshops are also held periodically. Consult the Graduate School website for dates: <http://gradschool.utk.edu/CurrentStudents.shtml>.
- Oral Exam. The thesis committee must receive the thesis *at least two weeks before the Graduate School deadline for scheduling the oral examination*. (This deadline 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 full committee has approved the proposed defense date, the exam may be scheduled. A copy of the thesis is to be kept in the department office for two weeks in advance of the exam, to be made available to 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 removing any remaining incompletes remaining on a student's record.
As a condition of receiving the degree, a student 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 are catalogued and placed on the ETD website (<http://etd.utk.edu>). At this time, these electronic copies are publicly distributed.

e. Time Limit

M.A. students have six calendar years to complete the degree, counting from the start 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. All courses toward the degree must have been taken, however, within six calendar years of graduation.

9. The Ph.D. Program

The department admits highly qualified applicants, either with a prior philosophy M.A. or directly from the Baccalaureate, to the Ph.D. program. (The M.A. degree may be received concurrently by those in the Ph.D. program.)

For minimal admission requirements and application procedures, see Section 3 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 coursework. 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 determined by the Graduate Committee. (In most such cases, only an estimate is 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 are also required if a student opts for an alternative to the foreign language requirement (see Section 9d below). In addition, a minimum of 24 hours of dissertation research (Philosophy 600) is required.

- Proseminar (Philosophy 601). This course must be taken twice, in consecutive years, by each Ph.D. student. Students with a prior philosophy M.A. must take the course in the fall of each of their first two years in the program. Students without a prior philosophy M.A. normally take this course in the fall of their 2nd and 3rd years in the program, but are permitted to take it during each of their first two years instead. If this course is taken in our M.A. program, once or twice (provided the courses were taken in consecutive years), that fulfills this requirement of the Ph.D. program. 601 alternates years between a focus on ethics broadly construed (including ethical theory, value theory, political philosophy, and applied ethics) a focus on ELMS (including epistemology, philosophy of language, metaphysics, and philosophy of science). Each proseminar offering has an associated comprehensive examination. These exams are described below in Section 9e.
- Distribution Requirements. Between M.A. and Ph.D. studies, a student must complete:
 - Intermediate Logic (Philosophy 435);
 - two courses in the history of philosophy;
 - one course in contemporary issues in ELMS (epistemology, philosophy of language, metaphysics, and philosophy of science);
 - one course in contemporary issues in ethics (broadly construed to include value theory, ethical theory, political philosophy, and applied ethics).

The Graduate Committee must approve use of courses taken outside the department for fulfillment of distribution requirements. The Graduate Committee must also approve use of courses taken as Independent Study to satisfy distribution requirements.

- Dissertation Research (Philosophy 600). A minimum of 24 hours of Philosophy 600 must be taken before the dissertation is approved and – excepting official leaves of absence (see Section 9b below) – *students must remain continuously enrolled for a minimum of 3 hours per semester, including summers, once registration for 600 begins*. Students must also register for 600 in the semester when they defend their dissertation and graduate. Normally, only students who have passed the Ph.D. Comprehensive Examination (see Section 9e below) and completed all coursework for the Ph.D. (with the exception of work toward the foreign 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, a student may take courses outside philosophy as part of the required total. Typically, no more than 6 non-philosophy 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. They must be listed, however, on the Admission to Candidacy form.
- Residence Requirement. A student's Ph.D. program must include a period of *at least two consecutive semesters in which they are registered at UT-Knoxville for at least 9 hours per semester.* Summer courses may count toward this requirement, as may Philosophy 600, but audited courses do not count.

b. Ph.D. Comprehensive Examination

The Comprehensive Exam must be passed within five years of first enrollment in the doctoral program. It should normally be passed in the first two years by students who enter with a prior M.A. in philosophy, and within three years by students without a prior M.A. in philosophy.

The Comprehensive Exam comprises three components: an ethics exam, an ELMS exam, and a history exam. Each component exam must be passed for the overall Exam to be passed.

Each ethics or ELMS exam is held during the Fall semester in conjunction with the Proseminar (601). A student may only take the exam if they attend the seminar. Students who have a prior philosophy M.A. must take these proseminars and associated exams during their first two years in the program. Students without a prior philosophy M.A. normally take them in their 2nd and 3rd years in the program, but are entitled to take them during the first two years. The proseminar alternates years between ethics (broadly construed) and ELMS, so any student who takes the proseminar in consecutive years has the opportunity to take both an ethics exam and an ELMS exam. The topic of the proseminar may vary from year to year and by instructor, but the topic will not be highly specialized, as the course is understood to be in the service of comprehensive assessment.

The history exam is held annually during the Spring semester. It is not associated with a specific course offering. The exam is comprehensive of the history of philosophy, but it alternates years between greater focus on ancient philosophy and greater focus on modern philosophy. Students may choose the year in which they take the history exam.

Examination Committees and Grading

- Each year the Head appoints two Comprehensive Examination Committees, one in conjunction with the proseminar and one to administer and evaluate the history exam. Each comprises three tenure-line faculty. The proseminar examination committee comprises the Director of Graduate Studies, the proseminar instructor, and one other faculty member (or two, if the Director of Graduate Studies is the proseminar instructor). The proseminar instructor chairs this committee. The history examination committee comprises the Director of Graduate Studies and two other faculty members. The Head designates one of these committee members as chair.
- For proseminar exams, the format is as follows. The student submits two theses to defend and explore by a deadline specified by the proseminar examination committee. The exam committee then supplements the student's two theses with two questions, normally on unrelated topics and composed by the proseminar instructor with an eye toward the comprehensive function of the assessment. In advance of the exam, the student chooses one of their theses and one of the committee's questions, and then composes a brief (maximum 500 words) defense of or reply to each of these. The exam

itself is oral, and consists in student responses to questions from the committee. The exam is one hour long, with the understanding that roughly 20 minutes is devoted to each of the student's two written submissions and roughly 10 minutes is devoted to each of the other two prompts. Students who have documented learning needs that make an oral exam (or the time limit) inappropriate will receive reasonable accommodations, in compliance with university policies.

- For history exams, the format is as follows. The committee formulates eight questions or theses, six from the period of focus (ancient or modern) and two from other periods. The student then selects four of these prompts to constitute the basis for the exam, including at least one from outside the period of focus. In advance of the exam the student selects two prompts and composes a brief (maximum 500 words) defense of or reply to each of these. The exam itself is oral, and consists in student responses to questions from the committee. The exam is one hour long, with the understanding that roughly 20 minutes is devoted to each of the student's two written submissions and roughly 10 minutes is devoted to each of the other two prompts. Students who have documented learning needs that make an oral exam (or the time limit) inappropriate will receive reasonable accommodations, in compliance with university policies.
- Each exam is given an evaluation of either PASS or NO PASS, as is determined by a majority vote of the examination committee. The standard for receiving an evaluation of PASS is if the student's performance exhibits sufficient competence that they can begin to undertake directed independent research within the broad area of evaluation. This competence consists in sufficiently broad knowledge in the area and a satisfactory level of philosophical acuity, which in turn consists in intellectual skills such as rigor, creativity, and appreciation of the relative importance of relevant claims and considerations. An evaluation of NO PASS is given if the performance fails to exhibit such competence.
- If a student receives an evaluation of NO PASS in a proseminar exam, they may retake the exam once during the same academic year, normally with the same evaluation committee. When retaking a proseminar exam a student may (with the committee's permission) resubmit the same theses, or may instead submit new ones.
- If a student receives an evaluation of NO PASS in a history exam they may retake the exam once in the future, provided they do so within two years.
- Passing the overall comprehensive examination requires an evaluation of PASS on a proseminar ethics exam, a proseminar ELMS exam, and a history exam. Thus if any of these components are failed twice, the result of the overall examination is NO PASS.
- A result of NO PASS in the overall examination triggers a review by the entire tenure-line philosophy faculty. Whether the student is given additional opportunities to retake the comprehensive examination is determined by majority vote.
- Note: Students who entered the Ph.D. program prior to 2019 are entitled to complete the "portfolio" system, described in the superseded 2013 Philosophy Graduate Handbook, to fulfill the Ph.D. Comprehensive Examination. In this case the student is also not required to complete the "Bridge Paper" described in section 9d below. Students who entered the Ph.D. program prior to 2019 are furthermore entitled to substitute an approved portfolio paper within a subfield of philosophy (ethics, ELMS, or history) for passing a component of the Comprehensive Examination described above. If one such substitution is used, then the student must also complete a Bridge Paper; if two such substitutions are used, however, then no Bridge Paper is required.

c. Foreign Language Requirement and Alternative

Students must either satisfy the foreign language requirement or an alternative approved by the department and the student's doctoral committee. The alternative is at least two courses outside philosophy as approved by the doctoral committee, beyond the number otherwise required. Normally the foreign language requirement or alternative is completed within a year of completing other coursework and passing the Comprehensive Examination.

The foreign language requirement is satisfied by demonstrating reading knowledge any natural language other than English. Bilingual or multi-lingual students with native fluency in a language other than English are exempted from the requirement.

Since the foreign language alternative is satisfied by additional non-philosophy coursework, the students who hold a graduate degree in a discipline other than philosophy are exempted from the foreign language requirement.

Reading knowledge of a language is demonstrated by passing the examination offered by the appropriate department or by receiving a grade of B or above in French 302, German 332, or the equivalent course in another language. (Note that these courses have prerequisites.) Be sure to give the Director of Graduate Studies sufficient advance notice if requesting to take a foreign language exam. 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 foreign language requirement, but the examination option remains. Language exams are ordinarily scheduled only once each semester, and there is a deadline to apply to take one. The language examination application form is available at: <http://gradschool.utk.edu/CurrentStudents.shtml>.

d. Bridge Paper, Doctoral Dissertation, and Admission to Candidacy

By the end of the penultimate year of coursework, Ph.D. students should begin consultation with their adviser regarding future independent research. This includes both completion of a required "Bridge Paper" and eventual formation of a doctoral dissertation committee. The student should begin work on a Bridge Paper around the time that they their complete coursework and their Comprehensive Examination.

Students normally register for Philosophy 510 while working on the Bridge Paper.

The Bridge Paper is the length of a short journal article (6000-8000 words). It is typically in the student's main area of specialization and completed under direction of the student's dissertation supervisor, though neither of those are required. In any case the paper has one faculty adviser who actively engages in advising the paper and provides professional advice about submitting the paper (and other work) to conferences for presentation and, if appropriate, to journals for publication. The standard for success in a Bridge Paper is if it is suitable for submission to a professional conference. Once a student completes a paper judged to meet this standard by both the paper's adviser and a second faculty member designated by the Director of Graduate Studies in consultation with both the student and their adviser, the student may form a doctoral committee and begin dissertation work.

Information about forming a doctoral committee:

- The doctoral committee supervises the dissertation, and must approve all coursework applied toward the degree. Though changes may subsequently be made, the committee should be formed by the end of the next regular (Spring or Fall) semester following that during which the Bridge Paper is approved.

- At least two doctoral committee members must be tenure-line University of Tennessee faculty members. At least 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 their doctoral committee. This form 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 the student graduates.
- 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 departmentally approved alternative), and maintaining a B average in all coursework. The Graduate School also conditionally approves applications, however, for which the language requirement has not been completed. Thus we normally require students to file for Admission to Candidacy by the end of the next regular (Spring or Fall) semester after that in which the Bridge Paper is passed.
- You need not remove Incompletes to be admitted to candidacy, but all Incompletes and NRs (“Non-Reported”) must be removed no later than one week prior to graduation. (At times, instructors forget to report a grade in a course not graded on the A-F basis, such as 500, 510, 600. Since it can be difficult to arrange for removal on short notice, students should check their official record after each semester.)

e. 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 a student has completed all coursework (possibly excepting courses needed to fulfill the foreign language requirement) and passed the Comprehensive Examination, they are eligible to register for Philosophy 600.

A student must take a minimum of 24 hours of Philosophy 600 before their 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 registration for 600 begins*. A student also must register for 600 in the semester they defend their dissertation and graduate.

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

- Once a student secures permission from the proposed doctoral committee (see Section 9c above), they should 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 plans for defending the prospectus (Dissertation Preliminary Examination). The Graduate Committee either approves the proposal or recommends 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 this is not the same as the Admission to Candidacy form (see Section 9c 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 the Bridge Paper is approved.

Dissertation Preliminary Examination (Prospectus Defense)

Having formed a doctoral committee and received initial approval of the dissertation topic from the Graduate Committee, a student should:

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

Dissertation Defense

- The doctoral committee will inform a student how far in advance of the oral defense they need to receive the defense draft of your dissertation. All committee members must have a chance to thoroughly read and comment on the *complete* dissertation well in advance of the scheduled defense. No defense date should be set until all members either agree the draft they have read is defensible or are confident the student will be able to make needed revisions. In no case will a student give the committee 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 for more specific information. It is in turn two weeks before the deadline for holding the examination.) A complete copy of the dissertation defense draft is to be placed in the departmental office at least one week before the defense date, so that remaining department members may access it.
- The defense must be scheduled at least one week prior to the date it occurs. This is in turn at least two weeks prior to the deadline for acceptance of the final dissertation copy by the doctoral committee and the Graduate School. There is a Graduate School form for scheduling the defense.
- A student may be required by their doctoral committee to make further changes to the dissertation after the defense.
- 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 the doctoral committee before assuming that a summer defense is possible.

Final Copy of the Dissertation

Approval of the final copy, or provisional approval conditional upon further revision, is obtained from the dissertation director and doctoral committee after a successful dissertation defense.

- Graduate School Dissertation Consultant. All dissertations are submitted electronically to the Graduate School's Thesis/Dissertation Consultant. This consultant reviews the dissertation to ensure it is appropriately presented and formatted. 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 about thesis formatting are held periodically. 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 doctoral committee and the Graduate School at least

one week before Commencement. As a condition of receiving their degree, a student 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, these electronic copies are publicly distributed.

f. 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. Exceptions are granted by the Graduate School only by way of approval of a departmental plan for "updating" work in older courses. These are maximum times allowed, and should not be construed as satisfactory progress. Students with a prior philosophy M.A. should aim to complete coursework and the Comprehensive Examination within two years, and should aim to complete all requirements for the degree within five years. Students without a philosophy M.A. should aim to complete coursework and the Comprehensive Examination within three years, and should aim to complete all requirements for the degree within six years.

- Leaves of Absence. A student who has begun registering for Philosophy 600 is exempt from the requirement of continuous registration in 600 during a period of official leave of absence. The latter may be granted for up to two years. A leave of absence is a period during which a student need not pay tuition and is not using faculty, library, or university facilities. (A student may work on their dissertation on their own during the leave period.) Except in extraordinary circumstances, at most one leave of absence will be granted during a student's graduate career. Requests for leave of absence are submitted to the department head, with a line provided for the head's signature, prior to being forwarded by the head for final approval by the Graduate School.

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. 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 coursework (exclusive of courses toward the foreign language requirement or alternative): begin consultation with advisor regarding the Bridge Paper and the formation of doctoral committee.
- By end of next Fall or Spring semester after that in which Bridge Paper is completed:
 - If not already done, form doctoral committee.
 - File for Admission to Candidacy.
 - Obtain Graduate Committee approval of dissertation topic and plans for defense of the dissertation prospectus.
- Within calendar year of passage of the Bridge Paper: 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>
- 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>