

# Handbook for Graduate Students

## Graduate Program in Philosophy

### UC Davis

Revised, 2009-2010

Graduate Students are advised to be aware of the contents of this handbook and relevant parts of the UC Davis *General Catalog* for the year in which they entered the program.

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## **I. Introduction**

The Graduate Program in Philosophy at the University of California, Davis, offers graduate study leading to the M.A. and Ph.D. degrees. Students with a bachelor's degree may apply for admission to the Ph.D. program. No students whose final goal is the M.A. are admitted.

Faculty members' specialties are listed under their names, below. The orientation of the Program is analytic.

The Ph.D. program is designed to promote a professional level of competence in philosophy, and thus to prepare students for careers in teaching and philosophical research at colleges or universities. The "normative time" for the completion of the Ph.D. degree is five years. Such factors as teaching assignments and dissertation topic can have a significant effect on the actual time required to complete the degree in individual cases. The Program endeavors to provide adequate financial support for all continuing students making satisfactory progress during the normative time period, but such support is not guaranteed.

Under ideal conditions the requirements for the M.A. may be completed in a single academic year. The M.A. phase of the graduate program is designed to acquaint the student with a variety of topics and issues in philosophy, with courses required in logic, history of philosophy, metaphysics and epistemology, and value theory. (It is not necessary to obtain the M.A. degree in order to complete the Ph.D. requirements.)

## **II. Faculty**

Henry Allison, Ph.D. (New School for Social Research), Professor Emeritus. Kant, Spinoza, German idealism, eighteenth and nineteenth century philosophy.

G. Aldo Antonelli, Ph.D. (University of Pittsburgh), Professor. Logic and applications; defeasible reasoning and knowledge representation; philosophy of mathematics; philosophy of logic; philosophy of language; early analytic philosophy.

David Copp, Ph.D. (Cornell University), Professor. Moral and political philosophy.

Gerald Dworkin, Ph.D. (University of California, Berkeley), Professor. Moral, political and legal philosophy, medical ethics.

Cody Gilmore, Ph.D. (Princeton University), Assistant Professor. Metaphysics, philosophy of mind.

Michael Glanzberg, Ph.D. (Harvard University), Associate Professor. Philosophy of language, philosophical logic, mathematical logic, philosophy of mathematics.

James Griesemer, Ph.D. (University of Chicago), Professor. Philosophy of biology, history and philosophy of science.

Elaine Landry, Ph.D. (University of Western Ontario), Associate Professor. Philosophy of

mathematics (category theory, set theory, model theory), philosophy of science (physics, logical positivism, realism), analytic philosophy (Frege, Russell, Wittgenstein, Carnap), philosophy of language, logic.

George J. Matthey II, Ph.D. (University of Pittsburgh), Senior Lecturer. History of modern philosophy, epistemology, logic.

John Malcolm, Ph.D. (Princeton University), Professor Emeritus. Greek philosophy, medieval philosophy.

Robert May, Ph.D. (Massachusetts Institute of Technology), Professor. Philosophy of language, Frege.

Roberta Millstein, Ph.D. (University of Minnesota), Associate Professor. Philosophy of science, history and philosophy of biology.

Bernard Molyneux, Ph.D. (Rutgers University), Assistant Professor. Philosophy of mind, philosophy of cognitive science.

Marina Oshana, Ph.D. (University of California, Davis), Professor. Ethics, philosophy of law, history of philosophy.

Adam Sennet, Ph.D. (Rutgers University), Assistant Professor. Philosophy of Language

Jan Szaif, D.Phil. (Freie Universität, Berlin), Associate Professor. History of philosophy, especially ancient philosophy, ontology/metaphysics, ethics.

Paul Teller, Ph.D. (Massachusetts Institute of Technology), Professor Emeritus. Philosophy of physical science, metaphysics, logic.

Michael V. Wedin, Ph.D. (University of Chicago), Professor Emeritus. Greek philosophy, philosophy of language, philosophy of mind.

### **III. M.A. Requirements**

#### **1. Admissions Requirements**

The Graduate Program in Philosophy admits only students who apply for the doctoral degree. Admissions requirements for the doctoral program are described in Section IV below.

#### **2. Plan**

The Master's degree in Philosophy is a Master of Arts (M.A.). It requires completion of Plan II

(Comprehensive Examination).

### **3. Course Requirements**

36 units of graduate (200-level) courses in Philosophy. At least 27 units must be in graduate courses in Philosophy not numbered 299, and at least 12 units must be in graduate courses in Philosophy not numbered 298 or 299.

The core requirements for the degree are to be taken from the four main areas listed below. Any other graduate course in Philosophy may be used as an elective to satisfy the unit requirements stated in the paragraph above.

#### **Logic**

Satisfactory completion of Philosophy 112 (Intermediate Logic) or, subject to the approval of the Graduate Adviser, an equivalent course.

#### **History of Philosophy**

##### **Ancient**

Philosophy 261, 262, 290 (with consent of the Graduate Adviser), or (with the consent of the Graduate Adviser, when the topic is ancient philosophy) either 200A or 200B.

##### **Modern through Kant**

Philosophy 275, 290 (with consent of the Graduate Adviser), or (with the consent of the Graduate Adviser, when the topic is modern philosophy through Kant) either 200A or 200B.

#### **Normative Philosophy**

Philosophy 214, 217, or (with the consent of the Graduate Adviser, when the topic is in normative philosophy) either 200A or 200B.

#### **Other**

Philosophy 201, 202, 203, 210, 212, 237, or (with the consent of the Graduate Adviser, when the topic is in either metaphysics, epistemology, philosophy of mind, philosophy of science, or philosophy of language) either 200A or 200B.

## **4. Additional Requirements**

The student must be in residence for a minimum of three quarters and must pass the Comprehensive Examination, described below.

## **5. Committees**

### **Admissions and Fellowship Committee**

The Graduate Program in Philosophy admits only students who apply for the doctoral degree. Admissions procedures for doctoral students are described below.

### **Course Guidance**

Graduate student advising is aimed primarily at the satisfaction of the requirements for the doctoral degree. No formal study plan is required. The Graduate Adviser and Graduate Program Co-ordinator assist students in planning to fulfill the requirements for the Master's degree.

Full-time students must be enrolled in a minimum of 12 units per quarter, including enrollment in sections of courses 299 and 396.

### **Comprehensive Examination Committee**

The Comprehensive Examination Committee consists of three members of the Program who are appointed by the Graduate Adviser. Each member will grade the exam 'Pass' or 'Fail.' The Graduate Adviser will assign the overall grade of 'Pass' if two or more individual grades are 'Pass,' and will assign the grade of 'Fail' otherwise. If the overall grade is 'Pass,' the student will have completed the requirements for the M.A. degree. If the grade is 'Fail,' the matter will revert to the Program Committee, which may decide to recommend that the student be allowed a second and final attempt or to recommend to the Dean of Graduate Studies that the student be dropped from the program.

A passing paper should develop argumentation that shows good analytical skills and exhibit acceptable interpretative skills in any discussions of the literature relevant to the topic that the paper may contain.

## **6. Advising Structure and Mentoring**

The Graduate Adviser is the primary source of advice for students in the completion of their Master's degree requirements. The Graduate Program Co-ordinator is a further advising resource. Since students are enrolled in the Program to obtain a doctoral degree, there is no further advising relative to the Master's requirements. Mentoring will be as for the doctoral program.

## **7. Typical Time Line and Sequence of Events**

Students are expected to complete their Master's requirements by the end of their second year in residence. Ordinarily, course requirements for the Master's be completed by the end of the fifth quarter in residence. The Comprehensive Examination is to be taken no later than at the end of the fifth quarter in residence, with exceptions to be granted by the Graduate Adviser only under extraordinary circumstances.

## **8. Sources of Funding**

Sources of funding are described under the requirements for the doctoral degree.

## **9. Planned Educational Leave Program**

The policy for granting of leave under the Planned Educational Leave Program is the same for the Master's as for the doctoral degree, and it is described under the program requirements for the doctoral degree.

## **10. Thesis Requirements**

The Master's degree in Philosophy does not require a thesis.

## **11. Comprehensive Examination Requirements**

The Comprehensive Examination consists of a substantial paper in some area of philosophy. The paper also serves as the Second-Year Paper for the Ph.D. Degree. The topic of the paper is chosen by the Graduate Adviser. It is graded by the Comprehensive Examination Committee described above. Comprehensive Examination is to be taken at the end of the fifth quarter in residence, with exceptions to be granted by the Graduate Adviser only under extraordinary circumstances.

## **IV. Ph.D. Requirements**

### **1. Admissions Requirements**

Admission to the doctoral degree program in Philosophy requires a Bachelor's degree in any area from an accredited college or university. Students who already have a Master's Degree

in Philosophy or some other area from another institution may be admitted, as may students with a doctoral degree in an area other than philosophy. Students with a doctoral degree in Philosophy will not be admitted. Applications for admission must include transcripts, a personal statement, at least three letters of recommendation, a writing sample, and results from the Verbal, Quantitative, and Analytical sections of the Graduate Record Examination.

## **2. Dissertation Plan**

The dissertation in philosophy is to be completed under Plan A, which requires a committee of five members, three of whom are designated as reading members (see [http://academicsenate.ucdavis.edu/cej/manual/dd\\_regs.htm#520](http://academicsenate.ucdavis.edu/cej/manual/dd_regs.htm#520)). Other requirements for the dissertation are described below.

## **3. Course Requirements**

The Course Requirements consist of the Podium Course Requirement, the Regular Graduate Course Requirement, the Proseminar Requirement, the Distribution Requirement, the Prospectus Tutorial, and the Teaching Assistant Training Practicum, which are described below.

A listing of established courses offered by the Philosophy Department is to be found in the UC Davis *General Catalog*. With the exception of upper-division (100-level) logic courses that may be used to satisfy the logic distribution requirement described below (or their prerequisite), there are only three kinds of philosophy courses in which graduate students may enroll on the Davis campus.

*Regular Graduate Courses* : All 200-level courses with the exception of courses 298 and 299 are regular graduate courses. Most of the courses students will take for the purpose of completing the Course Requirements will be regular graduate courses.

*298 Group Study* : With the approval of the Graduate Adviser, students may enroll in a section of course 298 as preparation for regular graduate courses or to study material not available in regular graduate courses. When a student is enrolled in course 298, he or she is expected to attend the lectures and do the reading for a designated 100-level course to obtain background in an area. The designated background course is designated by the instructor in course 298. At the same time, the student is expected, in keeping with the standards appropriate to graduate education, to complete additional reading, fulfill appropriate graduate-level writing requirements, and attend meetings with the faculty member for the lecture course, together with other graduate students who are also enrolled for the purpose of group study.

*299 Individual Study*: Students enroll under the number 299 for the Prospectus Tutorial (see section 6 below) and dissertation research, as well as to study material not covered in regular graduate courses or group study courses.

Courses in which a student receives a grade of C, D, F or Unsatisfactory may be repeated with the consent of the Graduate Adviser and the Dean of Graduate Studies. All repeated courses must be taken for a letter grade and only the most recently assigned grade will be used in computing the student's grade point average.

Any regular graduate course may be repeated for credit with the prior approval of the Graduate Adviser and the Dean of Graduate Studies, provided that the specific subject matter of the course varies.

Students advanced to Candidacy may take an unlimited number of courses on an S/U basis, within the normal maximum unit load. S/U petitions must be filed with the Office of Graduate Studies by the end of the fifth week of the quarter.

Specific Course Requirements are as follows.

### **A. Podium Course Requirement**

Every student must complete a total of 16 podium courses, not including individual study courses (numbered 299) or Teaching Assistant Training Practicum courses. Any course which satisfies the Regular Graduate Course, Proseminar, or Distribution Requirements counts toward the satisfaction of the Podium Course Requirement. Students are permitted to take courses through the second quarter of the third year to complete the Podium Course Requirement. Any course beyond the 16 courses, with the exception of the Prospectus Tutorial 299 and the Teaching Assistant Training Practicum 396, is considered an elective course for the purposes of satisfying this requirement. In exceptional cases, the Graduate Adviser may extend this limit to the end of the third year of residence. Students are expected to carry appropriate quarterly course loads as follows:

- No Teaching Assistantship: 3 courses per quarter
- Teaching Assistantship: 2 courses per quarter plus course 396

### **B. Regular Graduate Course Requirement**

Every student must complete at least 14 regular graduate courses, including the proseminars 200A and 200B. Any regular graduate course satisfying the Distribution Requirement counts toward the satisfaction of the Regular Graduate Course Requirement. Courses numbered 298 are considered elective courses for the purposes of satisfying this requirement, though they may count toward the Podium Course Requirement. Two such courses may be applied to the Podium Course Requirement. Timing for the completion of the Regular Graduate Course Requirement is the same as for the Podium Course Requirement.

Students who have completed their course requirements are encouraged to attend regular graduate courses.

### **C. Proseminar Requirement**

Students must complete both proseminar courses, 200A and 200B.

In their first year, graduate students must enroll in Philosophy 200A in Fall Quarter and Philosophy 200B in Winter Quarter. The content and staffing of these proseminars may vary from year to year. Enrollment is limited to first-year students. Each of the two proseminars may satisfy an area for the purposes of the Distribution Requirement described below and will satisfy the Podium Course and Regular Graduate Course Requirements.

The purpose of the Proseminar Requirement is to immerse students in a concentrated study of philosophy during their first two quarters. The proseminars provide an opportunity for close interaction with faculty members and fellow incoming students, as well as intensive experience in philosophical writing, discussion, and presentation of written work.

### **D. Distribution Requirement**

Every student must take eight courses to satisfy the Distribution Requirement. All distribution requirement courses count toward the Regular Graduate Course and Podium Course Requirements. Depending on whether the student applies two, one, or no Proseminar courses toward the distribution requirement, the student will have eight, seven or six elective Regular Graduate Courses, respectively. One course is to be selected from each of the first four areas. Four additional courses, each from a different area, are to be selected from a group of five areas. The areas are as follows.

#### **Logic**

Philosophy 213, when offered. Otherwise, either Philosophy 113 or Philosophy 134. Students who take course 113 or 134 toward the requirement must first complete prerequisite course Philosophy 112 or an equivalent course. Usually students will complete the logic requirement during their first year.

#### **History of Philosophy: Ancient**

Philosophy 261, 262, 290 (with consent of the Graduate Adviser), or (with the consent of the Graduate Adviser, when the topic is ancient philosophy) either 200A or 200B.

#### **History of Philosophy: Modern through Kant**

Philosophy 275, 290 (with consent of the Graduate Adviser), or (with the consent of the Graduate Adviser, when the topic is modern philosophy through Kant), either 200A or 200B.

## **Normative Philosophy**

Philosophy 214, 217, or (with the consent of the Graduate Adviser, when the topic is normative philosophy) either 200A or 200B.

## **Other**

Four courses, each from a different one of the following five areas.

### **Metaphysics**

Philosophy 201, 212, or (with the consent of the Graduate Adviser, when the topic is metaphysics) either 200A or 200 B.

### **Epistemology**

Philosophy 202, or (with the consent of the Graduate Adviser, when the topic is epistemology) either 200A or 200 B.

### **Philosophy of Science**

Philosophy 210 or (with the consent of the Graduate Adviser, when the topic is philosophy of science) either 200A or 200 B.

### **Philosophy of Mind**

Philosophy 203, or (with the consent of the Graduate Adviser, when the topic is philosophy of mind) either 200A or 200 B.

### **Philosophy of Language**

Philosophy 237 or (with the consent of the Graduate Adviser, when the topic is philosophy of language) either 200A or 200 B.

## **E. Other Requirements**

Students must complete a Prospectus Tutorial, described below in Section 4. This is an individual study course, numbered 299, for 8 to 12 units of credit. Students must also complete one course in Teaching Assistant Training Practicum, numbered 396, described below in Section 4.

## **F. Other Means of Satisfying Course Requirements**

Under special circumstances, the Graduate Adviser may allow the substitution of other

courses for the satisfaction of the Distribution and Regular Graduate Course requirements.

The Graduate Adviser may approve up to four courses in philosophy taken at the graduate level at other institutions towards satisfaction of the Course Requirements other than the Proseminar Requirement. Any approved course may be applied to any combination of the Porium Course Requirement and the Regular Graduate Course Requirement. Ordinarily, the level of the course is based on the official transcript issued by the institution at which the student has taken the course, but other courses may be approved by the Graduate Adviser as being in fact at the graduate level. For the Distribution Requirement in Logic, the Graduate Adviser may approve upper-division courses equivalent to course 113 or 134.

With the approval of the Graduate Adviser, up to two courses taken outside of philosophy after enrollment in the graduate program may be counted toward the Porium Course Requirement.

With the approval of the Graduate Adviser, a course taken through Intercampus Exchange (described below) may count toward the Porium Course, Regular Graduate Course, and Distribution requirements. It may not be counted toward the Proseminar Requirement.

## **G. Intercampus Exchange**

The Intercampus Exchange Program affords a great opportunity for students to take advantage of courses, scholars, research facilities and programs available on one of the other eight UC campuses. If a student has completed at least one quarter in residence at Davis and wants to take a course at another UC campus, he or she may apply through the Intercampus Exchange Program. The student must have the approval of the Graduate Adviser, the Chair of the Program or group in which he or she wants to study on the host campus, and the Dean of Graduate Studies on both the Davis and host campus. Fees are paid at Davis and registration packets are completed at both campuses. The student will have library, health center and other student privileges on the host campus, but is considered a student in residence at Davis. Grades are transferred to Davis and will appear on the regular transcript. Applications for Intercampus Exchange may be obtained at the Office of Graduate Studies and should be filed three weeks prior to the beginning of the quarter in which the student wishes to participate. A separate application is required each quarter the student attends another campus.

## **Summary Table**

### **Doctoral Degree Course Requirements**

**Podium Course Requirement:** Sixteen courses, not including 299 or 396.

**Regular Graduate Course Requirement:** Fourteen courses at the 200-level, not including 298 or 299.

**Proseminar Requirement:** Two courses: 200A and 200B.

**Distribution Requirement:** One course from each of the following four areas.

**Logic:** Course 213 if available; otherwise course 113 or 134, to be completed during the first year.

**History Philosophy: Ancient:** Philosophy 261, 262, 290 (with consent of the Graduate Adviser), or (with the consent of the Graduate Adviser, when the topic is ancient philosophy) either 200A or 200B.

**History of Philosophy: Modern through Kant:** Philosophy 275, 290 (with consent of the Graduate Adviser) or (with the consent of the Graduate Adviser, when the topic is modern philosophy) either 200A or 200B.

**Normative Philosophy:** Philosophy 214, 217, or (with the consent of the Graduate Adviser, when the topic is normative philosophy) either 200A or 200B.

**Other:** Four courses the following areas, each course from a different area.

**Metaphysics:** Philosophy 201, 212, or (with the consent of the Graduate Adviser, when the topic is metaphysics) either 200A or 200 B.

**Epistemology:** Philosophy 202, or (with the consent of the Graduate Adviser, when the topic is epistemology) either 200A or 200 B.

**Philosophy of Science:** Philosophy 210 or (with the consent of the Graduate Adviser, when the topic is philosophy of science) either 200A or 200 B.

**Philosophy of Mind:** Philosophy 203, or (with the consent of the Graduate Adviser, when the topic is philosophy of mind) either 200A or 200 B.

**Philosophy of Language:** Philosophy 237 or (with the consent of the Graduate Adviser, when the topic is philosophy of language) either 200A or 200 B.

**Prospectus Tutorial:** Course 299 for 8 or 12 units.

**Teaching Assistant Training Practicum:** Course 396,

All courses satisfying the Regular Graduate Course Requirement satisfy the Podium Course Requirement. All courses satisfying the Distribution Requirement satisfy the Regular Graduate Course Requirement. The Proseminar may satisfy the Distribution Requirement if the topic of the course is in the distribution area.

#### **4. Special Requirements**

##### **A. Language Requirement**

A student who has decided on a possible dissertation topic is required to meet with the Graduate Adviser to determine whether a knowledge of any foreign languages is required in order to carry out the project. The Graduate Adviser will consult with relevant faculty in making this determination. If knowledge of one or more foreign language is required, the student will be required to demonstrate the needed competence by examination. Any required language exams must be passed prior to admission to the Qualifying Examination (see below), and ordinarily before the end of the fourth year of residence. Students must also attain competence in any other languages deemed necessary for their research by the dissertation committee. Students who plan to work in the history of philosophy should consult with relevant faculty at the outset of their graduate studies about obtaining the necessary competence.

Language exams are scheduled on an individual basis by the Graduate Adviser. It is the student's responsibility to inform the Graduate Adviser of his or her preparedness to take the exam. Language examinations normally last three hours. They consist of the translation of a philosophical text into English. The first part of the exam, two hours in length, is taken without benefit of a dictionary. The second part, taken in the hour remaining, continues the translation with the aid of a dictionary. The first part should reveal an ability to read well without a dictionary; the second should provide evidence of the ability to conduct research in the language in question. Students may receive unit credit for 299s taken in preparation for the language exam, though this credit may not be applied to any of the Course Requirements listed above. Graduate students should be aware that appropriate departments offer special courses for graduate students to prepare for such exams.

##### **B. Prospectus Tutorial**

The Prospectus Tutorial is taken as course 299, for eight to twelve units. It is intended to help students to make the transition from coursework to dissertation writing and, more specifically, to afford them guidance in working toward a dissertation Prospectus. The Prospectus Tutorial is to be taken the quarter after the student has completed the Course Requirements. Ordinarily, the Course Requirements will be completed by the end of the student's eighth quarter, in which case the Prospectus Tutorial would be taken during the Spring Quarter of the third year.

The aim of the Prospectus Tutorial is to provide guidance to the student in producing a Prospectus. A Prospectus includes an overall outline of a dissertation, with some

development of some of the ideas and problems to be pursued in it.

The supervising faculty member for the Prospectus Tutorial is selected by the student in consultation with the Graduate Adviser. This faculty member may, but need not, be the student's anticipated dissertation director or one of the anticipated dissertation committee members.

### **C. Teaching Requirement**

Students must teach at least one section of an undergraduate course during their period of graduate study. This requirement may be fulfilled by serving as a teaching assistant or as an instructor in a course. Teaching assistants will enroll in four units of course 396, Teaching Assistant Training Practicum.

### **D. Residence and Enrollment Requirements**

Students must be registered and in University residence for a minimum of six regular quarters. Two consecutive regular Summer Sessions may be counted as the equivalent of one regular quarter if at least two units are taken in each session. There is no unit requirement established by the University (but note the Program Course Requirements above).

Students must ordinarily be registered in order to be employed by the Philosophy Department, to hold fellowships or scholarships, and (except in the case of the filing fee option) to take examinations for the Ph.D., though under special circumstances it is sometimes possible to hire students who are not currently enrolled.

All students must be enrolled for 12 units minimum (including in courses 298 and 299) per quarter. If employed as a teaching assistant or instructor, students are expected to enroll in 4 units of Philosophy 396 (Teaching Assistant Training Practicum) and at least 8 units of other coursework. Graduate students in residence are encouraged to take no more than 12 units of 200-level courses.

## **5. Committees**

### **A. Admissions Committee**

The Admissions and Fellowship Committee is responsible for making recommendations to the Graduate Program Committee regarding admission to the graduate program and student financial support.

Admissions files are assembled by the Graduate Program Co-ordinator and made available to the Admissions Committee. Committee members read the files and together rank the

candidates in order of potential success in the Program. The Committee recommends for admission the highest-ranked applicants for the number of students to whom offers of admission are to be made. The Committee also compiles a waiting list of students who may be offered admissions if initial offers are declined. Also on the basis of the ranking, the Committee recommends students for campus-based fellowships and Philosophy Department-based teaching assistantships and research assistantships.

## **B. Course Guidance**

Advice on selecting courses is given primarily by the Graduate Adviser, with assistance from the Graduate Program Co-ordinator and faculty mentors, described in Section 8 below.

## **6. Examination Requirements**

### **A. Second-Year-Paper Requirement**

The purpose of the Second-Year Paper is to provide the faculty with evidence of the student's potential for writing an acceptable dissertation and for ultimately producing work of professional quality. The paper submitted in satisfaction of the second-year-paper requirement may but need not be a development of a paper from a previous course. Faculty members evaluating the paper are looking for the sort of independence of thought, philosophical acuity, and analytical and interpretive skills that are essential for writing a successful dissertation. Papers in which positions or arguments are subjected to analytical scrutiny, and papers which provide well-argued and competent interpretations of historical texts, are examples of appropriate papers. Accordingly, papers should normally be on well-focused, manageable topics, and their goals should be clearly expressed. Students are strongly encouraged to consult with appropriate faculty members concerning the form and content of the paper.

The second-year paper will be due no later than the last day of the fifth quarter in residence. Ordinarily, this will be at the end of Winter Quarter of the student's second year. The Graduate Adviser may alter the deadline under extraordinary circumstances, but the deadline shall otherwise be understood as firm. The paper will be evaluated by a three-person committee chosen by the Graduate Adviser in consultation with relevant faculty. The criterion for receiving the grade of Satisfactory is as follows: the student is expected to produce a paper which, in addition to showing the expository and analytical skills characteristic of good work in the field, displays a capacity for original philosophical work, which may be critical in character. Members of the evaluating committee shall assign grades of Satisfactory, Revise, or Unsatisfactory. The Graduate Adviser will assign an overall grade in accordance with the following scheme:

- 2 or 3 grades of Satisfactory: Satisfactory
- 2 or 3 grades of Revise, or 1 grade of Satisfactory and 1 grade of Revise: Revise

- 2 or 3 grades of Unsatisfactory: Unsatisfactory

If the grade is Revise, the student will have three weeks after the paper is returned to revise it and submit it to the committee for a new reading. Committee members will then submit grades of Satisfactory or Unsatisfactory, and the overall grade will be Satisfactory if and only if the revision receives at least two grades of Satisfactory.

## **B. Second-Year Assessment**

At the end of the sixth quarter in residence, the Program faculty will assess the student's capacity to write a dissertation. Ordinarily, this will be at the end of Spring Quarter of the student's second year. The assessment will take into account both the result of the Second-Year-Paper Requirement and the general performance of the student during the first six quarters in residence, as evidenced by course grades, instructors' written qualitative assessments of course work, and written comments on the student's papers. If the Program faculty's assessment leads to a negative conclusion regarding the student's capacity to write a dissertation, the Graduate Adviser will recommend to the Dean of Graduate Studies that the student be dropped from the program.

## **C. Qualifying Examination**

NOTE: The Qualifying Examination for the degree of Doctor of Philosophy is a formal requirement of the Davis Division of the Academic Senate (Regulation 540(A)). Specific procedures for the Qualifying Examination are subject to change by the Graduate Council, and so the regulations may have changed since the drafting of this handbook. Students are therefore advised to check with the Office of Graduate Studies to understand the current procedures before they begin their preparation for the Examination.

The Qualifying Examination must be taken by the end of the ninth quarter of residence. Otherwise, the Program faculty will consider recommending to the Dean of Graduate Studies that the student be disqualified from the Philosophy Ph.D. program. This timing is independent of the quarter in which the Prospectus Tutorial is taken.

Only students who have completed the Course Requirements, Special Requirements, and Examination Requirements and have at least a Grade Point Average of B (3.0) in all course work taken while in graduate standing are eligible to take the Qualifying Examination. Students must be officially registered during the quarter in which the Examination is taken.

Permission to take the Qualifying Examination must be obtained from both the Graduate Adviser and either the prospective Chair of the Qualifying Examination Committee, the prospective Dissertation director, or the supervisor of the Prospectus Tutorial (section 4 above).

The Graduate Adviser or Chair must apply to the Office of Graduate Studies on the student's

behalf for the setting of the exam, and this must be done at least 8 weeks before the proposed exam date. Hence it is vital for the student to consult with the Graduate Adviser and prospective members of the Qualifying Examination Committee well in advance of the proposed time of the exam.

The Qualifying Examination in Philosophy is oral. It is administered after the student has decided on a dissertation topic and has submitted a Dissertation Prospectus. The purpose of the Examination is to test the areas of expertise required by the nature of the proposed topic and to assess the student's competence to write a successful dissertation on it. The student is expected to demonstrate that he or she has a manageable and focused topic of suitable scope (neither too broad or too narrow). The Qualifying Examination Committee will need to be convinced that the student has outlined a research project by means of which he or she can make a fruitful and original contribution. To do this, the student will also need to demonstrate familiarity with the relevant literature.

#### **D. The Qualifying Examination Committee**

The Qualifying Examination Committee will be appointed in accordance with Graduate Council policies. Prospective members of the Committee, including the Chair, are recommended to the Graduate Council by the Graduate Adviser after consultation with the student.

The Committee consists of five or more members. One member serves as Chair of the Committee. It is important to keep in mind in choosing a Committee Chair that that person may not subsequently serve as Chair of the student's Dissertation Committee. Graduate Council policy on Qualifying Examination Committees requires that at least one member of the Committee not be a member of the Graduate Program in Philosophy. Changes in Committee membership are allowed only for special reasons on petition to the Office of Graduate Studies to reconstitute the Committee.

#### **E. Results of the Qualifying Examination**

After receiving notification from the Chair of the Qualifying Examination Committee, the Dean of Graduate Studies officially informs the student in writing of the results. (The student will already have been unofficially informed by the Committee Chair.) The following are the possible results:

- i) Pass
- ii) Not Pass, with option to retake the exam within a specified time period
- iii) Not Pass, with option to satisfy specific requirements in lieu of a retake
- iv) Fail

If the result is ii, the retake must be held with the same Committee unless a request to reconstitute the Committee is approved. If the result is iii, failure to satisfy the specific requirements within a specified time will result in failure of the Examination. An initial grade of

“Fail,” failure to pass on the retake or failure to satisfy specific requirements in a timely manner will result in a recommendation to the Dean of Graduate Studies for the student’s disqualification from further study for the Ph.D. in the Philosophy Graduate Program.

## **7. Advancement to Candidacy**

Upon passing the Qualifying Exam, the student completes and the Graduate Adviser approves an application for advancement to Candidacy for the Ph.D. degree. The application includes the proposed membership of the student’s Dissertation Committee and is also signed by the proposed dissertation director. The student then pays a Candidacy fee at the Cashier’s Office and submits the form to the Office of Graduate Studies. The application must be filed at least one quarter before completion of all degree requirements. A copy of the application is to be placed in the student’s file in the Philosophy Graduate Program office.

Students who have advanced to candidacy are eligible to apply for the degree of Candidate in Philosophy. This degree is a formal indication that the student has advanced to Candidacy; it is not intended as a terminal degree. This degree may be useful for students wishing to complete their dissertations while teaching elsewhere or holding any other outside position.

Students should be aware of the Office of Graduate Studies “Time to Degree Policy,” which states that the Dissertation is to be completed four years from the date the Qualifying Examination is passed, and not the date at which they are admitted to Candidacy.

## **8. Advising Structure and Mentoring**

The Graduate Adviser is the primary general adviser for students. He or she is recommended for appointment by the Graduate Program Chair and appointed to a two-year term by the Dean of Graduate Studies to serve as the official in charge of matters affecting graduate students with regard to the academic program. In particular, there are a number of forms and applications for which only the Graduate Adviser’s signature is recognized as official Program approval. It is the Graduate Adviser’s duty to evaluate a wide range of academic requests made by graduate students throughout their careers, to monitor and report on each student’s progress each year, and to act as the student’s primary source of academic information. The Graduate Program Co-ordinator provides advice about formal satisfaction of requirements.

Students should meet regularly with the Graduate Adviser to discuss their progress; academic regulations require that this occur at least once each quarter, to review and approve the student’s course of study for that quarter. There is no requirement for submission of a formal plan of study. The role of the Graduate Adviser is to be aware of each student’s progress in the program and to confer with students regularly to discuss their progress. A student’s course of study can be disapproved and the Graduate Adviser has the power to place a “hold” on the registration of students who pursue a program of study not approved of. Such “holds” remain in effect until the student meets with the Graduate Adviser and resolves any conflicts between the desires of the student and the Program’s program for that student.

Some of the other responsibilities of the Graduate Adviser are to:

- Review and act on petitions to drop or add courses of any sort and to take courses on an S/U basis.
- Review and approve legitimate petitions for Advancement to M.A. Candidacy.
- Recommend, following consultation with the student, the formation of Qualifying Examination Committees and of Dissertation Committees.
- Recommend, following student request, PELP petitions. Students should consult the Graduate Adviser regarding any questions about academic policies.

The faculty member from whom the student takes the Prospectus Tutorial serves as an adviser during the period after coursework and before admission to Candidacy. The dissertation director serves as an adviser after admission to Candidacy.

The Graduate adviser will assign each incoming graduate student two additional faculty advisers who will serve as their mentors during the first two years, offering guidance in planning a course of study until the student begins doing independent work on his or her dissertation. When new students arrive, they should arrange to meet with their faculty advisers within the first two weeks of Fall Quarter. Before enrolling for each subsequent quarter, the student will consult with his or her faculty advisers to discuss course selection in light of the student’s background, interests, and progress in meeting the program requirements. The student should keep the Graduate Adviser and his or her faculty advisers abreast of his or her progress and concerns.

## 9. Normative Time and Time to Degree

Normative time for completion to degree is five years after initial enrollment. With the approval of the Graduate Adviser, students with previous graduate work may transfer up to four courses toward the degree, which would shorten their time to degree accordingly.

## 10. Typical Time Line and Sequence of Events

Year	Fall Quarter	Winter Quarter	Spring Quarter
1	Logic Proseminar Course	Proseminar Courses	Courses
2	Courses	Courses Second-Year Paper (due last day of quarter)	Courses Second-Year Assessment

		Master's Examination	
<b>3</b>	Courses	Prospectus Tutorial	Oral Qualifying Examination (by the end of the quarter)
<b>4</b>	Dissertation work	Dissertation work	Dissertation work
<b>5</b>	Dissertation work	Dissertation work	Dissertation work (defend by July 1)

## **11. Sources of Funding**

The primary source of funding for graduate students is Teaching Assistantships, where students conduct discussion sections of larger lecture courses. A limited number of Summer Sessions courses, in which the student is the instructor of record, are available for students who have completed a Master's degree. In some courses, students serve as Readers to assist the instructor in grading. Students may apply for campus-wide fellowships and are encouraged to do so. Some funds are available for students to assist faculty in their research.

## **12. PELP and Filing Fee Status**

Students may participate in the Planned Educational Leave Program (PELP, described in detail in Section 6B below). This affords the opportunity to suspend registration for a specified length of time. Leave of one year or less does not affect student financial support, but after that point, the student loses a quarter of financial aid for each quarter of leave taken.

Students who have completed all dissertation work except the oral defense or filing the dissertation are eligible to move to Filing Fee status. Students on Filing Fee pay a greatly reduced registration fee. In return, they are expected not to use campus resources except those required for the Final Examination and filing the dissertation.

## **13. Dissertation Requirements**

### **A. The Committee**

In accordance with Graduate Council policies, the Dissertation Committee is formally appointed by the Dean of Graduate Studies in response to the student's application for Candidacy. The Committee contains five members, three of whom direct the student in the dissertation research and preparation. These are known as "reading members." One of the

reading members, chosen by the student, in consultation with the Graduate Adviser, serves as Chair of the Committee. (As noted above, the Chair of the Dissertation Committee may not be the person who served as Chair of the Qualifying Examination Committee.) If the Committee judges that the student is not making acceptable progress on the dissertation, a written warning may be sent to the student. A student who continues to make inadequate progress for a year or more after receiving a written warning is subject to disqualification. The student should discuss the formation of the Committee with the Graduate Adviser in advance of filing for Candidacy. This will enable the Graduate Adviser to determine whether the proposed Committee members will be available and willing to serve. Changes in an appointed Committee require submission to the Office of Graduate Studies of a request to reconstitute the Committee and approval in accordance with Graduate Council policies. Changes are usually granted only for reason of 1) extended absence from campus, 2) illness, or 3) a real and justified change in the student's topic. Disagreement over the quality of a student's performance is never grounds for a change in Committee membership.

## **B. Filing the Dissertation**

The dissertation should conform to the MLA Style Manual. Detailed instructions on the form of the dissertation and abstract may be obtained from the Office of Graduate Studies. A copy of the dissertation must be filed with the Office of Graduate Studies by their established deadline for graduation in a given quarter. This copy must be approved by the reading members of the Committee, who express their approval by signing the title page.

At the time of the filing, the student is encouraged to sign an agreement with University Microfilms, Inc., for the microfilming of the dissertation and the printing of the abstract. Arrangements for copyrighting and obtaining reprints of the abstract may also be made at this time. Dissertations will be withheld from microfilming only at the written request of the student's graduate program, and then for a period not in excess of three years from the date of the filing. Complete information is available from the Office of Graduate Studies.

## **C. Final Examination**

The Final Examination consists of an oral defense of the Dissertation. The Final Examination may not occur for at least one month after the date of the application for advancement to candidacy and must be held after dissertation is presented to the "reading members" of the committee but before a final decision has been made. It is administered and evaluated by the Dissertation Committee and is open to other faculty, graduate students, and scholars. All persons attending may question the candidate, time permitting.

Students may be on Filing Fee status when the exam occurs. Further details are available from the Graduate Adviser and are outlined in the General Information section of this handbook.

## **V. Designated Emphasis**

The Graduate Program in Philosophy is working to establish a Designated Emphasis in Classics and the Classical Tradition.

## **VI. General Information**

Note: In the remainder of this document the Office of Graduate Studies will be abbreviated as 'OGS.'

### **1. Courses**

A listing of established courses offered by the Philosophy Department is to be found in the UC Davis General Catalog. Graduate students may enroll in graduate (200-level) courses only, unless permission is obtained from the Graduate Adviser.

Courses in which a student receives a grade of C, D, F or Unsatisfactory may be repeated with the consent of the Graduate Adviser and the Dean of Graduate Studies. All repeated courses must be taken for a letter grade and only the most recently assigned grade will be used in computing the student's grade point average.

Any course may be repeated for credit with the prior approval of the Graduate Adviser and the Dean of Graduate Studies, provided that the specific subject matter of the course differs each time it is taken.

With the approval of the Graduate Adviser, a student may elect to take one course per quarter on a Satisfactory/Unsatisfactory (S/U) basis. Students advanced to candidacy may take an unlimited number of courses on an S/U basis, within the normal maximum unit load. S/U petitions must be filed with the OGS by the end of the fifth week of the quarter. The Philosophy Department endeavors to plan its course offerings in advance, thus helping students plan their future schedules with some knowledge of the courses that will be available to them. Information regarding the courses to be offered in the near future may be obtained from the Student Affairs Coordinator.

### **2. Registration**

All students are required to be registered during the regular academic year from the time of first registration until receipt of the terminal degree, unless they receive approval for leave of absence under the Planned Educational Leave Program (PELP) or qualify for Filing Fee status. Students who fail to register are regarded as having withdrawn from the University and are not guaranteed readmission. Further details regarding re-admissions are given below. Academic Senate regulations require that every graduate student consult with the Graduate Adviser before enrolling in classes each quarter. If a student does not seek or does not follow appropriate advice, the Graduate Adviser may request that a "hold" be placed by the OGS on

that student's registration for the following quarter. Students must be enrolled in order to:

i) be appointed as Teaching Assistants, Research Assistants, Readers, Associate-Instructors, and Visiting Lecturers;

ii) hold Fellowships or Graduate Scholarships;

iii) take Qualifying Examinations; and

iv) use University facilities (e.g. library check-out privileges) or faculty time for research and other studies. Some exceptions are given below for students under the filing fee option.

### **3. California Residency**

#### **A. How to become a resident of California**

Physical presence in California and intent to stay for more than one year must be demonstrated before one can be considered a resident for tuition purposes. It is important to know how to show intent. If you delay taking steps to establish intent, you will delay the earliest time you can be considered a resident for fee purposes.

#### **B. Who can become a resident**

Adult citizens, permanent residents of the U.S.A. (green card holders), refugees, asylees and asylee applicants, and students with visas of type A, E, G, I, K, or L can establish legal residence.

#### **C. What steps must be taken**

You must take action to document your intent to become a California resident. These actions include, but are not limited to: obtaining a California driver's license (or ID card if you are a non-driver); registering to vote and voting; using a California permanent address on all records; and paying income taxes as a resident of California from the date you moved here. Be sure not to file a full-year resident tax return in another state if you claim part of the year you were a California resident. Vehicles must be registered in California within twenty days of arrival in the state.

#### **D. When these steps must be taken**

Take these steps one full year before the start of the quarter in which you wish to be classified

as a resident. The exact deadline can be obtained from the Residence Deputy.

### **E. Financial independence of parents**

A student does not need to be financially independent of his or her parents. A student who is financially dependent in the current and preceding calendar year shall be approved for reclassification as a California resident only if no factors exist which evidence the student's continuing residence in another state.

### **F. When to petition to be classified as a resident**

Pick up the petition from the Registrar's Office during the quarter preceding the one for which you seek reclassification. Turn in the completed petition at least two weeks before the start of the quarter for which you seek resident status.

### **G. Questions on Residency**

Only the Residence Deputy is authorized to provide information on residency regulations. (See address and phone number in the campus phone directory). Written information can be found in the UCD General Catalog and in other publications available from the Residence Deputy.

### **H. Further information**

This is not a full summary of residence requirements and regulations. You are encouraged to contact the Residence Deputy and discuss your plans. Informing yourself thoroughly at this time may save you prolonged payment of non-resident fees later. The above information applies only to students who are at least 18 when they move to California.

## **4. Graduate Fees**

Throughout their graduate careers students are required to pay specific fees. The basis fees are outlined below. Further information is available in the UC Davis General Catalog.

### **A. Application Fee**

New applicants to the University of California must pay an application fee of \$40.00. Effective June 1988 applicants are required to pay the application fee to every campus of the University to which they apply. Applicants to UC Davis who have been registered graduate

students on another UC campus must pay the regular application fee.

## **B. Readmission Fee**

A \$40.00 readmission fee is required of all students applying for readmission after an extended absence. Students applying for Planned Educational Leave are also required to pay a \$40.00 fee.

## **C. Registration and Educational Fee**

Every full-time graduate student must pay fees for each quarter in which he or she registers, regardless of the number of enrolled units. These fees include a Registration Fee, a Memorial Union Fee, a Graduate Student Association Fee, an Educational Fee and a Health Insurance Fee. These and all other fees are subject to change without notice. Current levels for these fees are always listed in the quarterly Class Schedule and Room Directory. Fees are substantially higher for students who have not established California residency. Approved part-time students pay the full Registration Fee and one-half the Educational Fee. Approved part-time non-resident students pay these fees and one-half the non-resident tuition fee.

## **D. Candidacy Fee**

Each applicant is charged a fee of \$25.00 for advancement to candidacy for the Doctor of Philosophy degree. No student can be formally advanced to candidacy for the degree without payment of this fee.

## **E. Filing Fee**

The Filing Fee was established expressly to assist those students who had completed all requirements for degrees except filing theses or dissertations and/or taking formal final examinations (master's comprehensive examinations or doctoral final oral examinations). Those Ph.D. students who began graduate study Fall 1978 or after and those students who have elected to join the Fee-Offset Grant Program may only use the Filing Fee under exceptional circumstances which are described under the Normative Time Program below.

To prevent abuses of the Filing Fee procedures, definite limitations on eligibility for the fee have been established. In general, these limitations are based upon the principle that students using University facilities or making demands upon faculty time other than the time involved in the reading of dissertations or theses or in holding final examinations are not eligible to employ the Filing Fee procedure. Students paying only the Filing Fee are not registered students eligible for the privileges accorded regularly enrolled students. In particular, students using the Filing Fee:

- i) may not make use of University educational facilities, such as the library (unless the student has purchased a library use card);
- ii) are not eligible for the services of the University Health Center or for University housing;
- iii) may not take course work of any kind;
- iv) may not make use of faculty time except as noted above;
- v) may not hold any academic student appointment titles\* (e.g. Teaching Assistant, Associate-In, Reader, etc.);
- vi) may not receive a fellowship or financial aid.

\*A student on Filing Fee may work one quarter (or one quarter if on PELP). If the student desires to work further, an exception may be requested through the Dean of Graduate Studies. Any exceptions granted will be very rare.

Students who plan to make use of library or other facilities or to take courses must register as regular students. Students who plan to be away from the campus but to be in an instructional relationship with faculty members must register as regular students (a student outside the State of California may be able to register for reduced fees). Students planning to take Qualifying Examinations for the Ph.D. must register as regular students. Completion of formal course work or residency requirements does not entitle a student to apply for the Filing Fee unless she or he will use no University facilities or faculty time except as noted above.

Students wishing to make use of the Filing Fee procedure should secure a Filing Fee application from the OGS, obtain the signatures of the Graduate Adviser and major professor, and return the form to the OGS before they stop registering. The Filing Fee (one half the Registration Fee) is payable at the time the thesis or dissertation is filed or the comprehensive examination is completed. The fee may also be paid at the time the application is submitted to the OGS. The Filing Fee is assessed only once and may be deferred to a later quarter if the student does not finish at the anticipated time.

## **5. Normative Time**

Normative time is the number of years considered to be reasonable for completion of a particular doctorate program by a well-prepared full-time student. The time varies by program, from 4 to 6 years and is measured from the time a student begins graduate study at any level at UCD. Normative time in the Philosophy Department is approximately 5 years (see Satisfactory Progress, page 33). Up to three quarters of any kind of non-registered status is allowed, without penalty, provided the student meets all the conditions for not being registered.

## **6. Withdrawals, Leaves, Readmissions**

A student who withdraws or breaks registration without filing for PELP is not guaranteed readmission; her or his application for readmission will be subject to the same review as a new application. If readmitted, the student must fulfill all programmatic requirements in existence at the quarter of readmission.

### **A. Withdrawal**

Leaving the University during a quarter entails obtaining a withdrawal petition from the Registrar's Office, having it approved as directed, and then filing it with the registrar. Failure to follow this procedure may result in an "F" grade being given for each course in which the student is enrolled.

### **B. Planned Education Leave Program (PELP)**

The Planned Educational Leave Program is designed to allow students to suspend their program of studies for good cause (i.e., illness, temporary departure from the University for employment or research away from the campus, preparing for examinations, if doing so at a distance from the campus; financial problems; personal problems), leave the campus, and be guaranteed the right to return later to resume academic work with a minimum of procedural difficulty. A \$40.00 fee is charged for application to this program. The signature of the Graduate Adviser on the PELP application guarantees the student readmission for the quarter specified on the form. In giving approval for the leave, the Graduate Adviser is certifying that there will be space available for the returning student. Planned Educational Leave is recommended for those students who are certain of the quarter in which they plan to return and who plan to be away no longer than three quarters. If they are not certain of their return date, then it is suggested that the Readmission Application be used. PELP may also be used as a means of withdrawal if a student leaves in the middle of the quarter and the period of the leave is to be for more than one quarter.

#### **i) Duration of Leave**

The minimum Planned Educational Leave is one full quarter; the maximum is three quarters. Students may shorten leaves by submitting a written request at least eight weeks prior to the start of the quarter in which she or he plans to enroll. Both the Graduate Adviser and the Dean of Graduate Studies must indicate their approval. A student may also lengthen the leave by a written request submitted to the Graduate Adviser and the Dean at least three weeks prior to the start of the quarter in which she or he had planned to return.

#### **ii) Availability of University Services:**

A student on leave shall not be eligible to receive normal University services during the period of PELP, except as follows:

a) Placement and Student Employment Services

b) Advising and counseling

c) Housing When a student returns from PELP she/he is considered a continuing student with similar housing priority as other continuing students. Students may remain in Student Family Housing for one quarter while on PELP.

d) Financial Aid Grants and other financial aid are discontinued for the period of the leave, but financial aid counseling is available.

e) Optional Health Services A student on PELP may purchase, at her or his own option, a health card which will entitle her or him to full student health benefits. If students are out of the area, they may purchase an optional health insurance plan to provide coverage.

### iii) Academic Credit

Students on PELP are not eligible to enroll in concurrent courses on the Davis campus and shall not earn academic credit at Davis during the period of the leave.

### iv) Employment

University appointment of graduate students on PELP will be discouraged and will be prohibited for salary titles ordinarily used for support of graduate students, such as Teaching Assistants, Associates-In, Readers, etc.

## C. Readmission

Students who cease to register for any reason without either a prior PELP application or approved Filing Fee status must submit a Readmission Application in order to register again. However, readmission is not automatic and cannot be guaranteed. The application for readmission is evaluated in competition with all other applicants for the program. The Readmission application requires a \$40.00 fee.

## 7. Financial Aid

The majority of graduate students receive some form of financial assistance. The Philosophy Program makes every effort to give financial support to qualified students who are making satisfactory progress in the program until the end of the established normative time period.

However, the Program does not have the resources to support all of its graduate students who need and deserve financial assistance. Consequently, students needing financial aid are urged to apply to all of the available sources. Note that there is a separate application process for each of the sources of aid discussed below. The three general sources of financial aid for graduate students at this University are: their home program, the Office of Graduate Studies; and the Financial Aid Office. Information regarding other sources of aid from non-University sources is posted on the Graduate Students Bulletin Board as it is received by the Program.

### **A. Philosophy Program Aid Available**

Teaching Assistantships, Readerships, Associate Instructor, Research Assistantships, Clerical Assistantships.

The Program has available a limited amount of money from the OGS. Fellowship applications for continuing students are due in the graduate office by January 15 each year.

The Program has available, on a regular basis, a number of full-year Teaching Assistantships (50% time). The number and monthly stipend for these positions varies from year to year.

Readerships are paid at an hourly rate and are available to qualified graduate students. The number of readerships available at any given time depends on the need for them in undergraduate courses.

The Program has a limited number of half-time Associate Instructor (Associate-In) positions available. Associates teach introductory level or special lower division courses. The number of these positions available in a given year depends on the allocation of funds from the University. An M.A. degree is required.

Faculty members who receive research grants may employ research assistants. These positions are open irregularly, and special expertise in the area of research is usually required. From time to time, the Program staff employs students for sundry tasks, e.g., keeping the office open when staff is away. These clerical assistantships are irregular and paid on an hourly basis.

Applications for all these positions are available from the Philosophy Program staff. Teaching Assistantship and Associate-In applications should be completed during spring quarter prior to the academic year for which positions are sought. Readership applications may be accepted at any time. Summer Session applications are due in October of the year prior. The Program makes every effort to give full support to all qualified students through their fifth years of residence, if they are making satisfactory progress in the program.

The assignments of TA positions to continuing students takes place at the end of the Spring Quarter. Prior to this meeting, all students eligible for assistantships should state in their applications their preferences for the quarters in which they wish an appointment. Taking this information into account, the Program makes specific quarter assignments of assistantships.

Assignments can then be delayed or changed only on the basis of departmental teaching needs. For quarters in which students have been assigned a TA position, assignment of specific course duties takes place in the following way: One month prior to the start of each quarter, students who will be teaching in that quarter must submit their ranked preferences to the Program chair. The chair, in consultation with the course instructors, appoints the assistants as soon as possible, but in no case later than the end of the quarter prior to the one in question (or by the middle of September for Fall quarter assignments).

Those Associate Instructor positions known to have been funded at the end of Spring Quarter will also be assigned. The Program informs qualified students of their general chances of receiving an Associate-In position if further funding becomes available.

Supervision of teaching assistants, associate instructors, and readers is under the auspices of the Graduate Teaching Supervisor. Normally, the supervisor is the Program Chair.

Outside Support: Because the Program has insufficient resources to support all of its students, it has adopted the following rules concerning financial support (other than fellowships) for students who have a fellowship from an external source.

i) The student's combined support (the outside fellowship, plus Program support, minus all the student's financial obligations to UCD, such as students fees) will not exceed one and one third the support that would be received from three TAs (excluding the fee waiver). Support from outside the Program will be considered fellowship support if it so qualifies for income tax purposes.

ii) When students apply for financial support they are expected to inform the Program of any fellowship support from outside the Program applied for, received, or anticipated.

## **B. Graduate Studies Office Aid Available**

### **Fellowships, Scholarships, and Research Awards.**

#### **i) Fellowships and Scholarships**

Detailed information and application forms for fellowships and graduate scholarships may be obtained from the OGS, 252 Mrak Hall. There are three types of awards: (1) Chancellor's Graduate Fellowships based on academic merit and financial need, (2) general awards based on academic merit alone, and (3) Graduate Opportunity Fellowships (GOF/Affirmative Action) that support students from ethnic minority groups traditionally underrepresented in graduate programs; women in certain disciplines; and students with disabilities. Students will not be considered for awards if their grade point average in undergraduate work or completed graduate work is less than 3.5 on a 4.0 scale. (3.25 for NRTF)

These awards are made primarily on the basis of scholarship and promise of outstanding academic and professional contribution. In evaluating applications, consideration is given to

the extent and quality of previous work; evidence of ability in research or other creative accomplishment; evidence of intellectual capacity; and promise of productive scholarship. Items included in such evaluation are the following: GRE scores, undergraduate and graduate GPA, academic transcripts, statement of purpose, letters of recommendation and other documentation (e.g., publications, awards).

It should be noted that the application procedures for new students and those for continuing and re-entry students differ. Details of procedures are to be found in the reference book, Annual Register of Grant Support, available in the OGS and at Shields Library. All required documents must be filed by January 15 prior to the academic year for which the award is sought. Other important dates in the award process are to be found in the Graduate Student Support Calendar (see page 29). Consult the OGS for current award amounts. Many regulations apply to students holding these awards. Since award holders are expected to devote full time to graduate study or research, these regulations limit the employment of students holding awards. Furthermore, award holders are not permitted to hold a second major fellowship, scholarship, or other award. With regard to employment, the general rule is that award holders may not be employed more than 25% of full time, and even that much only if employment does not hinder the student's progress towards the degree. This 25% limit is calculated relative to the time-span of the award (usually nine months), thus allowing students to work 50% time for three months (one academic quarter) if they work no more than 25% in a second quarter and not at all for the rest of the award period (or, 25% employment in each of the three quarters, etc.). Thus, award holders can receive funding as a TA or Associate-In for one quarter along with more limited appointment in a second quarter (e.g., a Readership). Exceptions to these policies may be considered and approved or denied by the Dean of Graduate Studies in each case.

#### ii) UCD Graduate Humanities Research Awards:

Research Awards are provided to registered students who need additional financial support in the conduct of their research project. Summer funds are available to students registered in the preceding Spring quarter.

Awards are made once a year for a period from July 1 to June 30 of the following year. Applications are usually available in the preceding February in the OGS. They are due in early May to the Program Chair. Applicants must submit a detailed budget breakdown, a detailed statement of the proposed project and a supporting letter from their major professor (usually the individual supervising their dissertation research). Awards are announced in early June.

Funds may not be used for travel to scholarly meetings, preparation of thesis copy, per diem expenses, living expenses, and so on.

Funds may be used for such purposes as computer time, photocopying and other reproduction of documents, transportation costs of travel to distant research facilities, and needed equipment (equipment always becomes the property of the University).

Students are urged to apply for these awards. Further information is available from the

Graduate Adviser or the OGS.

### **C. Financial Aid Office**

The UCD Financial Aid Office offers aid to graduate students with demonstrable financial need in the form of grants, loans, and work-study funding. Graduate students may apply for a variety of aid by obtaining a financial aid packet from the Financial Aid Office in Dutton Hall and filling out and submitting the form "Free Application for Federal Student Aid" (FAFSA). Directions for completing and submitting the FAFSA and required supporting documentation are detailed in the financial aid instructions included in the application. Upon receiving the completed FAFSA and supporting documents, the Financial Aid Office determines the student's needs and assigns funds from a combination of available sources. The Financial Aid Office accepts completed FAFSA from graduate students after January 1 and before March 2. Support is awarded on a first-come-first-served basis.

A student who demonstrates financial need may be offered a low-interest loan, some work-study funds, and a grant together in a single financial aid package. The student then has the option of accepting or declining all, some, or none of the offered aid. The student might accept the grant and work study while declining the offered loan.

The Financial Aid Office attempts to notify applicants of awards by June 30. This target date is subject to revision in the event of changes in federal regulations. Students who receive funding through the Financial Aid Office and who then receive funding from another source, for instance from their home Program or from the OGS, must report the additional funds to the Financial Aid Office immediately. Failure to do so may result in having to repay all funds received, along with other penalties.

The Financial Aid Office also offers financial aid counseling to all students interested in these sources of aid.

### **D. Emergency and Short-Term Loans**

The Short-Term Loan Office, located in University House Annex, offers emergency services to help students meet educational expenses. This service is not affiliated with other channels of financial aid in any way. The Short-Term Loan Office provides emergency, short-term, and teaching assistant loans to students who find themselves low on funds needed for education-related expenses but who can demonstrate a definite source of income for their education with which to repay the loan. All regularly enrolled students are eligible for the loans, as are students admitted to UCD but not yet registered. Students need not be eligible for other financial assistance in order to apply. Students are not eligible if they have ever defaulted on a student loan. Students may have all types of loans simultaneously. Payment record is taken into account in reviewing loan applications. The application form for these loans requires itemization of expenses and proof of some source of repayment. Cost of books, research expenses, fees, and even necessary living expenses such as food and housing are acceptable education expenses. Conditions and amounts available for each type of loan are:

i) Emergency Loans - maximum of \$200.00. Must be repaid within 30 days; funds are available immediately upon approval; interest of 1% per month charged on overdue loans; interest-free if repaid on time; not available between quarters or during the summer (except to summer school students).

ii) Short-Term Loans - maximum of \$300.00 (or amount of in-state registration fees for one quarter).

Maximum repayment period of five months; loans must be paid back by end of academic year or before date of graduation, whichever comes first; repayment schedule determined according to repayment resources; interest free unless student leaves school prior to repayment; funds available three working days after loan approval.

iii) Assistant Loans - maximum of one month's salary available to TA's and Associate-In's only; available prior to and during Fall Quarter, or the first quarter of your appointment; interest of 1% per quarter; repayment by payroll deduction over a maximum of six months; loans must be paid back by end of academic year or before date of graduation, whichever comes first; funds available four working days after loan approval.

Further details are available from the Short-Term Loan Office. Short-Term and Assistant loans require an appointment with the Short-Term Loan Office. Appointments may be made by telephone.

## **E. Graduate Student Emergency Loan Fund (GSELF)**

Maximum Loan Amount -- \$2,000.00

The GSELF managed by OGS, is designed specifically to meet the unexpected needs of graduate students. The loan program offers a minimal application procedure and a liberal repayment schedule tailored individually, and is interest free if repaid in 90 days. Registered graduate students in good standing are eligible. Application and information available in the OGS.

## **F. Graduate Student Support Calendar**

January 1 (before March 2) submit completed FAFSA applications to the Financial Aid Office.

January 15 Final filing date for all fellowship applications

March 1 Date for filing application for Teaching Assistant and Associate Instructor positions.

March 15 Approximate date for announcement of general fellowship awards.

April 15 Final date for acceptance or rejection of fellowship awards by recipients

## **8. Professional Activities and Travel Resources**

## **A. Professional Activities**

The Program strongly urges all graduate students to engage in professional activities as part of their graduate education. In particular, students are urged to attend the Philosophy Department's annual colloquium series. Attendance at talks and lectures and participation in discussion are seen as valuable experience in becoming integrated into the academic profession. The colloquium series is run by the graduate students, with the assistance of a faculty adviser. A graduate student Colloquium Committee solicits nominations for speakers and selects those who will visit the campus. Graduate students also are in charge of transportation, lodging, meals, etc.

Students should try to attend talks by visitors and speakers at other universities and colleges in the area, particularly at UC Berkeley. Notices of events at other campuses are posted in the department as received. Students are also urged to attend the annual Pacific Division meeting of the American Philosophical Association.

Department-funded University transportation is sometimes available free of charge to groups of three or more who wish to attend these and other professional activities at locations away from Davis. Vehicles which seat from five to fifteen passengers are available to students who are also University employees. Details are available from the Philosophy Department's Principal Staff Assistant.

## **B. Policy on Graduate Travel Support**

i) If the department has available travel funds, support for meetings and trips on the West Coast may be determined at the time of the request, and an advance may be provided. Available funding for trips to the Midwest or the East Coast will be determined at the end of the fiscal year and trips will be reimbursed retroactively.

ii) Funding will be available only to students nearing the end of their work who have been offered a job interview or to students who are presenting a paper or are otherwise on the program of an APA or other philosophical meeting. Students who are listed on the program of a meeting will be eligible to receive Graduate Research Travel funds from the OGS.

iii) Funding will not be available for students who wish to travel to another campus to hear a special lecture. Students should discuss such trips with faculty who may be attending and who will be willing to offer rides. Inter-campus travel may also be available from the Office of Research for such trips.

## **9. UC Berkeley Library Facilities**

Registered UCD students also have library privileges at other University of California campuses. Students wishing to utilize facilities at UC Berkeley can take the inter-campus bus at \$5.50 one-way. Prior reservations are required. Further details are available from the

Philosophy Department staff.

## **10. Placement**

The Program appoints a placement officer to assist students in locating and securing employment. Early in the Fall Quarter the placement officer meets with all job seekers to put together, review, or update the dossiers. General strategies for job seeking are discussed. Graduate students are urged to contact the placement officer as soon as they begin to look at the job market.

Students should recognize that there are three basic types of employment opportunities in philosophy at the college level. The first is part-time, temporary employment which is common among the campuses of the state university system and on the junior and community college level. A number of our graduate students have been employed on this basis. The M.A. degree is generally required for such a position. This kind of work, while perhaps lucrative to the post-M.A. student, will slow down progress towards the Ph.D. The second kind of job is the limited (non-tenure track) full-time position. In today's job market, such positions are usually given to students having completed all but their dissertations (ABD), a stage in the student's work which is formally recognized by this University with the Candidate in Philosophy degree. It is quite difficult to make significant progress on the dissertation under such employment conditions, particularly if the job requires teaching four courses each semester, as is common. The third type is the potentially permanent position which usually carries with it the possibility of tenure. Such jobs are generally reserved for those with a Ph.D. at the time of appointment, but may be given to ABD's.

Most tenure-track and full-time limited appointments require interviews at the annual meetings of the American Philosophical Association. Interviews for the best jobs are usually held at the meeting of the Eastern Division, which annually occurs on the East Coast between Christmas and New Year's. Students who believe that they are serious candidates for such jobs should make every effort to attend these meetings. The Pacific Division meeting, during Spring break, generally has very little to offer by way of job openings.

Students who are on the job market will be supported with a one-time grant to reimburse in part the hotel and airfare costs incurred in travel to professional meetings. The amount of the grant is affected each year by any budget constraints and by the number of students on the job market.

Job listings are posted on the bulletin board in the Philosophy Department office, but many job openings are only listed in *Jobs for Philosophers (JFP)*, which is available to members of the APA free of charge. Students who will soon be seeking employment should become members of the APA so that they can receive this publication when it is issued. Recent copies of JFP are always available from the placement officer. Students can arrange to have placement notices mailed to them if they are not in residence.

## 12. Participation in Program Committee Meetings

All graduate students are invited to attend open meetings of the Graduate Program Committee. Some meetings (including those regarding personnel matters) are deemed executive and are closed to graduate students. The agenda for all open meetings is distributed in advance to graduate students as well as faculty. Any graduate student is free to inform the Program chair of proposals for agenda items.

The graduate student body of the Program has one vote to be used in voting at open meetings. Students are to determine among themselves how to cast their one ballot.

## 13. Annual Meeting

Each year near the end of the Spring quarter, the faculty meets to assess the progress of students and to allocate Program financial aid. Any information provided by a student to the Graduate Adviser or the student's other advisers will be taken into account. Faculty members who cannot attend the meeting submit information on their students and advisees and also may submit proxy votes concerning financial aid allocations. Afterwards, the Program instructs the Graduate Adviser to provide each student with a written or oral report summarizing the Program Committee's opinion, including strengths, weaknesses and advice (e.g., to concentrate more on a certain area, leave the program, etc.). These letters also contain awards of financial aid, if made. Letters are received by students after the end of Spring Quarter. Meetings between all faculty and graduate students are held as needed to discuss the state of the graduate program.

At the beginning of each academic year, graduate students should meet with the Program Chair and the Graduate Adviser to clarify the program and to address problems.

## 14. Satisfactory Progress

Given the normative time of five years for the Ph.D. program, graduate students are expected to achieve certain established academic goals at fixed times during their academic careers. Satisfactory progress in the Ph.D. program is defined in terms of these fixed goals. Satisfactory progress plays a major role in determining how students are evaluated at the end of each academic year and in the assignment of the Program's financial aid to continuing students.

As a general rule, satisfactory progress is considered in terms of the attainment, by the end of the indicated years, of the following:

**First year:** Completion of Logic and Proseminar Requirements. Completion of 36 units of course work, including 396. Cumulative GPA of 3.0 or higher.

**Second year:** Completion of 36 units of course work, including 396. Cumulative G.P.A. of 3.0 or higher. Passing of Second-Year Paper.

**Third year:** Completion of all Course Requirements. Cumulative GPA of 3.0 or higher. Completion of Qualifying Examination and the Language Requirement, if needed. Advancement to Candidacy.

**Fourth year:** Substantial progress toward completion of dissertation.