

Handbook for Graduate Students

Graduate Program in Philosophy

UC Davis

2014-2015

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 is a small collegial and supportive program with a largely analytic orientation. The faculty specialize in a variety of areas, including history of philosophy (both ancient and modern), metaphysics, epistemology, philosophy of language, philosophy of science (especially biology), philosophy of mathematics, philosophical logic, ethics, metaethics, and social and political philosophy.

The Program has both M.A. and Ph.D. “tracks.” Students who aim to complete a Ph.D. should apply directly to the Ph.D. track, even if they have not yet earned an M.A. in Philosophy. Ph.D. students may earn the M.A. in the course of working toward the Ph.D. Students who do not aim to complete a Ph.D. in philosophy should apply for admission to the M.A. track. Students who enroll in the M.A. track may, however, later petition for admission to the Ph.D. track if they so desire.

The M.A. track in 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, epistemology, and value theory. Students may also focus on an area of specialization, such as philosophy of science or moral philosophy.

The Ph.D. track of the 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 and normal progress during the normative time period, but such support is not guaranteed.

This Handbook contains information about the program. Part II lists the program’s personnel, including the Chair, the Graduate Adviser, the staff Coordinator for the program, and the faculty, along with their specialties. The requirements for the M.A. are presented in Part III and the requirements for the Ph.D. in Part IV, both in informal summaries and in the official language approved by Graduate Council. In any case of doubt, the informal summaries are superseded by the official requirements. Part V explains the Designated Emphasis in Classics and Classical Reception, which is available for Ph.D. students specializing in ancient philosophy. Part VI provides additional general information.

II. Graduate Program Personnel

Program Chair: David Copp

Graduate Adviser: Elaine Landry

Director of Graduate Student Teacher Training and Supervision: Aldo Antonelli

Placement Officer: Bernard Molyneux and Adam Sennet

Chief Administrative Officer: Carmina Caselli

Staff Graduate Coordinator: Heidi Williams

Staff Financial Officer: Nicole Kramer

Faculty:

- Henry Allison, Ph.D. (New School for Social Research), Professor Emeritus (UC San Diego). Kant, Spinoza, German idealism, 18th and 19th 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), Distinguished Professor. Metaethics, moral theory, social political philosophy.
- Gerald Dworkin, Ph.D. (University of California, Berkeley), Distinguished Professor Emeritus. Moral, political and legal philosophy, medical ethics.
- Cody Gilmore, Ph.D. (Princeton University), Associate Professor. Metaphysics, philosophy of mind.
- James Griesemer, Ph.D. (University of Chicago), Professor. Philosophy of biology, history and philosophy of science.
- Elaine Landry, Ph.D. (University of Western Ontario), Professor. Philosophy of mathematics, philosophy of science, analytic philosophy, philosophy of language, logic.
- Han-Ti Lin (Kao), Ph.D. (Carnegie Mellon University), Assistant Professor, Philosophy of mind, foundations of decision theory, epistemology, philosophy of language, philosophy of science.
- John Malcolm, Ph.D. (Princeton University), Professor Emeritus. Greek philosophy, medieval philosophy.
- George J. Matthey II, Ph.D. (University of Pittsburgh), Senior Lecturer. History of modern philosophy, epistemology, logic.
- Robert May, Ph.D. (Massachusetts Institute of Technology), Professor. Philosophy of language, Frege.
- Roberta Millstein, Ph.D. (University of Minnesota), Professor. Philosophy of science, history and philosophy of biology.
- Bernard Molyneux, Ph.D. (Rutgers University), Associate Professor. Philosophy of mind, philosophy of cognitive science.
- Marina Oshana, Ph.D. (University of California, Davis), Professor. Ethics, philosophy of law, history of philosophy.
- Christina Rulli, Ph.D. (Yale University), Assistant Professor. Normative Ethics. Practical Ethics, Bioethics.
- Adam Sennet, Ph.D. (Rutgers University), Associate Professor. Philosophy of language.
- Jan Szaif, D.Phil. (Freie Universität Berlin), 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.
- Note:* Emeritus faculty listed here are members of the Graduate Program in Philosophy but are retired from regular teaching. Under certain circumstances, they may be willing to work with graduate students who share their interests.

III. M.A. Requirements

The official requirements for the M.A. degree are presented formally following this summary. In any case of doubt, the formal and official requirements supersede this summary.

Summary

Students are expected to complete their Master's requirements by the end of their second year or sixth quarter in residence. The Masters in Philosophy requires completion of a set of **required courses** as well as a **Comprehensive Examination** consisting of a substantial paper in some area of philosophy. (The paper also serves as the Second-Year Paper for the Ph.D. Degree.) The Examination is to be taken at the end of the fifth quarter in residence.

The course requirements include five courses (20 units) of core requirement coursework and four courses (16 units) of elective courses for a total of nine courses (36 units) of graduate (200-level) courses in Philosophy. The five core requirements consist of one course in logic, two seminars in the history of philosophy, one seminar in value theory, and one seminar in either metaphysics, epistemology, philosophy of science, philosophy of mind, philosophy of logic and mathematics, or philosophy of language. Once the course requirements are completed, students may take additional classes as needed, although the normal 12 units per quarter are generally fulfilled with a research class (299) or seminars. (If employed as a teaching assistant or instructor, students enroll in the teaching practicum, PHI 396, which counts for 4 units.)

The following twelve sections in Part III contain the official statement of the M.A. requirements as approved by Graduate Council.

1) Admission requirements

The Graduate Program in Philosophy has both Ph.D. and M.A. "tracks." Students who aim to complete a Ph.D. in philosophy should apply directly to the Ph.D. track. (For information, see below, Ph.D. Degree Requirements.) Ph.D. students may earn the M.A. in the course of working toward the Ph.D. Students who do not aim to complete a Ph.D. in philosophy at UC Davis may apply for admission to the M.A. track. Students who enroll in the M.A. track may however later petition for admission to the Ph.D. track if they so desire.

(Students who petition successfully for transfer to the Ph.D. track will be required to satisfy all the requirements for the Ph.D. that are listed below under Ph.D. Degree Requirements – except requirements they have satisfied while in the M.A. track. Deadlines for such students will be the same as they would have been if the students had been admitted directly into the Ph.D. track.)

Admission to the M.A. track 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 a doctoral degree in Philosophy will not be admitted to the M.A. track in philosophy. However, students who have a master's or doctoral degree in an area other than philosophy are eligible for admission to the M.A. track. Applications for admission must include a

completed Office of Graduate Studies application, transcripts from all universities attended, a personal statement, three letters of recommendation, a writing sample, and results from the Verbal, Quantitative, and Analytical sections of the Graduate Record Examination.

2) Plan

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

This plan requires 36 units of graduate courses in Philosophy as outlined in section 3). A comprehensive final examination in Philosophy is required of each candidate. No thesis is required. The student must be in residence for a minimum of three quarters.

3) Course Requirements -- Core and Electives (36 total units)

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.

Each quarter, before a student registers for courses, the faculty member serving as Graduate Adviser (GA) must review the list of courses the student intends to take and sign-off on the list. It is the student's responsibility to present this list to the GA. If a student does not do so, the GA will bring this to the attention of the student's faculty mentor. (For information about the GA and faculty mentors, see below, section 6).

- a) **Core Requirements (20 Units).** The core requirements for the degree are to be taken from each of 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.
- I. **Logic (4 Units):** Satisfactory completion of Philosophy 112 (Intermediate Logic) – taken as PHI 298 -- or, subject to the approval of the Graduate Adviser, an equivalent course.
 - II. **History of Philosophy (8 Units):**
 - Ancient (4 Units):** 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 (4 Units):** 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.
 - III. **Normative Philosophy (4 units):** Philosophy 214, 217, or (with the consent of the Graduate Adviser, when the topic is in normative philosophy) either 200A or 200B.
 - IV. **Other (4 units):** 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.

- b) Elective Courses (16 Units):** Any other approved graduate (200-level) courses in Philosophy.
- c) Summary:** 20 units of core requirement coursework and 16 units of elective courses for a total of 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. Full-time students must enroll for 12 units per quarter including research, academic and seminar units. Courses that fulfill any of the program course requirements may not be taken S/U unless the course is normally graded S/U. Once course requirements are completed, students can take additional classes as needed, although the 12 units per quarter are generally fulfilled with a research class (299) and perhaps seminars. Per UC regulations students cannot enroll in more than 12 units of graduate level courses (200) or more than 16 units of combined undergraduate and graduate level (100, 200, 300) courses per quarter.

4) Additional Requirements

N/A

5) Committees

a) **Admissions and Fellowship 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. For details, see section 5a) below, under Ph.D. Degree Requirements.

b) **Course Guidance and Advising Committee**

Along with students' mentors, the faculty member serving as Graduate Adviser and the staff person designated as Graduate Program Co-ordinator assist students in planning to fulfill the requirements for the Master's degree. For more detail, see below, section 6), and, under Ph.D. Degree Requirements, section 5b).

c) **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 disqualified from the program.

6) Advising Structure and Mentoring

The **Graduate Adviser (GA)** is the member of faculty who is the primary source of advice for students in the completion of their Master's degree requirements. The **Graduate Program Coordinator** is a staff person who works closely with the GA and the Program Chair in administering the program. The Graduate Program Coordinator is an additional advising resource. When a student enters the program, the GA assigns a **faculty mentor**, taking into account the student's interests. Each student then has an informal **Advising Committee** consisting of the student's mentor and the GA, and this committee can be consulted for advice regarding the Master's requirements. Mentoring will be as for the doctoral program. See section 5b) below, under the requirements for the Ph.D. The department's policy regarding mentoring can be found at

<http://philosophy.ucdavis.edu/mentoring.html>

7) Advancement to Candidacy

Students are expected to complete their Master's requirements by the end of their second year or sixth quarter in residence. Ordinarily, course requirements for the Master's will 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. Accordingly, students are expected to advance to Candidacy by the end of the fourth quarter in residence, as explained below.

Every student must file an official application for Candidacy for the Degree of Master of Arts after completing one-half of their course requirements and at least one quarter before completing all degree requirements; this is typically the fourth quarter in residence. The Candidacy for the Degree of Master form can be found online at:

<http://www.gradstudies.ucdavis.edu/forms/>. A completed form includes a list of courses the student will take to complete degree requirements. If changes must be made to the student's course plan after s/he has advanced to Candidacy, the Graduate Adviser must recommend these changes to Graduate Studies. Students must have the Graduate Adviser and committee Chair (if applicable) sign the Candidacy form before it can be submitted to Graduate Studies. If the Candidacy is approved, the Office of Graduate Studies will send a copy to: the appropriate graduate staff person and the student; the committee Chair will also receive a copy, if applicable. If the Office of Graduate Studies determines that a student is not eligible for advancement, the department and the student will be told the reasons for the application's deferral. Some reasons for deferring an application include: grade point average below 3.0, outstanding "I" grades in required courses, or insufficient units.

8) Comprehensive Examination Requirement

The Comprehensive Examination is the final requirement for the M.A. The 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.

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. For further

discussion, see the discussion of the Second Year Paper in section 4a) under the requirements for the Ph.D.) The student must achieve a grade of "Pass" on the paper. 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.

Students are strongly encouraged to consult with their mentors and other appropriate faculty members concerning the form and content of the paper. Mentors are responsible for giving pragmatic advice to their students about the preparation of the paper, especially about the choice of paper topic and about the Department's expectations for the paper. The student's mentor must be a member of the graduate program.

The deadline for submission of the first draft of the paper to the student's mentor is the beginning of the fourth quarter of residence in the program. The deadline for submission of the Examination paper is the end of the fifth quarter in residence. The student submits the Examination paper to the Graduate Adviser who then submits it for grading to the Comprehensive Examination Committee described above (in section 5c).

Each member of the Comprehensive Examination Committee will grade the exam "Pass" or "Fail." (This committee is the functional equivalent of the Second Year Paper Committee in the Ph.D. program.) 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 disqualified from the program.

If the Program Committee recommends that the student be allowed a second attempt, the revised paper must be submitted to the Graduate Adviser before the end of the student's sixth quarter in residence. The Comprehensive Examination may not be repeated more than once. A student who does not pass on the second attempt is subject to disqualification from further graduate work in the program.

Once the Comprehensive Examination is passed, the Master's Report Form is signed by the Program Graduate Adviser and then forwarded to the Office of Graduate Studies. The deadlines for completing this requirement are listed each quarter in the campus General Catalog (available on-line at the website of the Office of the Registrar or from the Bookstore). A candidate must be a registered student or in Filing Fee status at the time the program submits the form, with the exception of the summer period between the end of the Spring Quarter and the beginning of Fall Quarter. The program must file the report with Graduate Studies within one week of the end of the quarter in which the student's degree will be conferred.

9) Normative Time to Degree

Students are expected to complete their Master’s requirements by the end of their second year or sixth quarter in residence. Ordinarily, course requirements for the Master’s will 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. Accordingly, students are expected to advance to Candidacy by the end of the fourth quarter in residence, as explained above in section 7).

10) Typical Time Line and Sequence of Events

Year One	Fall	Winter	Spring
	200A Proseminar	200B Proseminar	200 level seminar
	200 level seminar	200 level seminar	200 level seminar
	200 level seminar	396 Teaching Assistant Practicum	396 Teaching Assistant Practicum
Year Two	Fall	Winter	Spring
	(submission of the first draft of the Comprehensive Exam paper to the student’s mentor.)	(advancement to M.A. Candidacy; submission of Comprehensive Exam paper to the Graduate Adviser)	(Comprehensive Exam completed)
	200 level seminar	200 level seminar	200 level seminar
	200 level seminar	200 level seminar	200 level seminar
	396 Teaching Assistant Practicum	396 Teaching Assistant Practicum	396 Teaching Assistant Practicum

11) Sources of Funding

Sources of funding are described below, in section 11) of the Ph.D. Degree Requirements.

12) PELP, In Absentia, and Filing Fee Status

Information about PELP (Planned Educational Leave), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Student Guide: <http://www.gradstudies.ucdavis.edu/publications/>

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.

IV. Ph.D. Requirements

The official requirements for the Ph.D. are presented following this informal summary. In any case of doubt, the formal and official requirements supersede this summary.

Summary

The four primary requirements for the Ph.D. in Philosophy are (1) the course requirements, (2) the second year paper requirement, (3) the dissertation prospectus and Qualifying Examination, which is followed by admission to Candidacy, and (4) the dissertation. There are, however a number of other specific requirements.

To help with navigation through the program, students are assigned a mentor in their first quarter in the program. During the student's seventh quarter, the student chooses a tentative dissertation supervisor and subsequently writes the dissertation prospectus with that person. The student's dissertation director serves as the student's mentor after admission to Candidacy, following passing of the Qualifying Examination.

In more detail, the requirements are as follows:

(1) **Course Requirements:** The **Basic Course Requirement** is to take a minimum of 13 graduate courses (or 52 units) in philosophy at the 200 level during the first two years or six quarters in the program. (Neither 299s nor 298s count toward the 13 courses.) The 10 graduate courses (or 40 units) of the **Distribution Requirement** are included in the 13 courses required for the Basic Requirement.

The Distribution Requirement: a) Two Proseminars, taken in the fall and winter quarters of the first year in the program. b) Four courses, one in each of logic, ancient philosophy, history of modern philosophy, and normative philosophy or ethics. c) Four courses, each in a different area from among metaphysics, epistemology, philosophy of science, philosophy of mind, and philosophy of language. (Depending on the topics addressed in the Proseminars, a student might be able to apply either or both Proseminar courses toward area requirements b) or c).)

A minimum of 3 courses of the Basic Course Requirement can be satisfied by electives in

philosophy. Once course requirements are completed, students can take additional courses as needed, generally research courses (299s) or seminars.

(2) **The Second Year Paper Requirement:** This is a substantial paper in some area of philosophy, usually a paper written initially for a seminar. **The first draft** of the paper must be submitted to the student's mentor by the first day of the student's fourth quarter in residence. Students are required to present a draft of the paper to a departmental workshop, the **Second Year Workshop**, during their fourth quarter in the program. The **deadline** for submission of the final draft to the Graduate Adviser is the end of the student's fifth quarter.

Second Year Review. At the end of the student's second year or sixth quarter in residence, the Program faculty will assess the student's capacity to write a dissertation and whether the student is making normal progress, as explained below in section 9). 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

(3) **The Qualifying Examination:** This consists primarily in a defense of the **dissertation prospectus**. Students are **required** to take the **prospectus tutorial**, as course 299, normally during the seventh or eighth quarter in the program. The tutorial is intended to help students in working toward a prospectus. The Qualifying Examination is normally taken by the end of the student's ninth quarter in the program. After passing the examination, a student advances to **Candidacy**.

There are a few additional requirements. (4) **Teaching Practicum:** Students must teach at least one section of an undergraduate course during their graduate studies. When teaching, students enroll in PHI 396, the teaching practicum, which counts as one of the courses a student must take in order to be enrolled full-time. (5) **The Workshop Requirement:** Students who have been advanced to Candidacy are required to enroll in three seminars under S/U grading in any quarters following successful completion of the Qualifying Examination. (Do not confuse this with the Second Year Workshop requirement under (2) above.) (6) **Language Requirement:** Depending on a student's area of research, there might be a language requirement. (7) There are also **residence and enrollment requirements**. All students must be enrolled for three courses or 12 units minimum (including in courses 298, 299, and 396) per quarter.

(8) **The Doctoral Dissertation:** The chief requirement for the Ph.D. is the writing and successful defense of the doctoral dissertation. The dissertation is a scholarly piece of work of high quality that contributes significantly to our understanding of a philosophical problem. The work must show ability to pursue independent research. The work is carried out under the supervision of the Dissertation Supervisor and is examined by the Dissertation Committee.

The **normative time** for completing the requirements for the Ph.D. is fifteen quarters or five years from a student's initial enrollment. It is important to be aware as well of what the Program treats as **Normal Progress** to the degree, as explained below in section 9b). This is the standard the Program uses to assess the progress of students through the requirements for the degree. Failure to

make normal progress according to this standard could result in a loss of funding, or it could result in the Program's recommendation to the Dean of Graduate Studies that the student be disqualified from the program. Section 10) below presents a standard time-line toward the degree.

The following thirteen sections in Part IV contain the official statement of the Ph.D. requirements as approved by Graduate Council.

1) Admission Requirements

Admission to the doctoral degree program or the Ph.D. track 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 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 a completed Office of Graduate Studies application, transcripts from all universities attended, a personal statement, 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; all five conduct the final oral examination), and a final oral examination; no exit seminar is required.

3) Course Requirements – Basic and Distribution Requirements (total 52 units)

The course requirements consist of the Basic Course Requirement and the Distribution Requirement, 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 (GA), 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. (The GA is the faculty member who is the primary faculty adviser for students in the program. For more detail, see section 6) below.) 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 4b), 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.

Each quarter, before a student registers for courses, the Graduate Adviser (GA) must review the list of courses the student intends to take and sign off on the list. It is the student's responsibility to present this list to the GA. If a student does not do so, the GA will bring this to the attention of the student's mentor.

Course Requirements are as follows.

a) Basic Course Requirement (total 52 units)

A minimum of 13 graduate courses in philosophy at the 200 level taken for letter grade during the first six quarters in the program. 299s do not count toward the 13, nor do 298s.

There are two exceptions.

(A) With the permission of the Graduate Adviser, 298s may be counted toward the Requirement if taken to enable a student to enroll in upper division courses that provide suitable background for the student's program of study.

(B) Students who are participating in a Designated Emphasis (see the Graduate Student Handbook for information), or who must fulfill a language requirement (see below), have additional required courses; in their cases, the deadline for completing the Course Requirements is the end of the seventh quarter in the program.

b) Distribution Requirement (40 units of the total of 52 units)

The 13 courses of the Basic Course Requirement shall include the following:

I: Both proseminars 200A and 200B (4 units each/8 units total).

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.

With the consent of the Graduate Adviser (GA), either or both of the two proseminars may satisfy an area for the purposes of Distribution Requirements II or III described below. Whether this is so depends on the topic of the course. For example, if a proseminar is in the area of moral philosophy, then, with the consent of the GA, it may satisfy the normative philosophy requirement II d).

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.

II: Four courses (4 units each/16 units total), one from each of the following four areas:

- a) logic – PHI 213 (Advanced Logic for Graduate Students) when offered; otherwise PHI 113 (Metalogic) or PHI 134 (Modal Logic), taken as a 298.
- b) history of philosophy: ancient. PHI 261 (Plato), PHI 262 (Aristotle), or PHI 290 (with consent of the GA)
- c) history of philosophy: modern through Kant. PHI 275 (Kant) or PHI 290 (with consent of the GA)
- d) normative philosophy – ethics or political philosophy. PHI 214 (ethics) or PHI 217 (Political Philosophy).

III: Four courses (4 units each/16 units total), each from a different one of the following five areas:

- a) metaphysics. PHI 201 (Metaphysics) or, with the consent of the GA, PHI 212 (Philosophy of Logic and Mathematics)
- b) epistemology. PHI 202 (Theory of Knowledge)
- c) philosophy of science. PHI 210 (Philosophy of Science)

d) philosophy of mind. PHI 203 (Philosophy of Mind)

e) philosophy of language. PHI 237 (Philosophy of Language)

c) Summary

40 units of coursework is required by the Distribution Requirement, which is included in the overall 52 units required by the Basic Course Requirement. Consequently, a minimum of 12 units or 3 courses of the Basic Course Requirement can be satisfied by electives. (Depending on the topics addressed in the Proseminars, a student might be able to apply either or both Proseminar courses toward the Distribution Requirement. Consequently, in some cases, as many as 20 units or 5 courses of the Basic Course Requirement could be satisfied by electives.)

Full-time students must enroll for 12 units per quarter including research, academic and seminar units. 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

Courses that fulfill any of the program course requirements may not be taken S/U unless the course is normally graded S/U. Once course requirements are completed, students can take additional classes as needed, although the 12 units per quarter are generally fulfilled with a research class (299) and perhaps seminars. Per UC regulations students cannot enroll in more than 12 units of graduate level courses (200) or more than 16 units of combined undergraduate and graduate level (100, 200, 300) courses per quarter.

d) Other Means of Satisfying Course Requirements

Under special circumstances, the Graduate Adviser (GA) may allow the substitution of other courses for the satisfaction of the Distribution and Basic Course requirements.

The GA 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 Basic Requirement and the Distribution 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 GA as being in fact at the graduate level. For the Distribution Requirement in Logic, the GA may approve upper-division courses equivalent to course 113 or 134.

With the approval of the GA, up to two courses taken outside of philosophy after enrollment in the graduate program may be counted toward the Basic Requirement.

With the approval of the GA, a course taken through Intercampus Exchange (described below) may count toward the Basic and Distribution Requirements. It may not be counted toward the Proseminar Requirement.

e) 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 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 department 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.

4) Additional and Special Requirements

In addition to the course requirements discussed in section 3), and setting aside the Qualifying Examination and Dissertation Requirements, which are discussed below in section 8), there are four main requirements for the Ph.D. in philosophy: the Second Year Paper Requirement, the Prospectus Tutorial Requirement, the Teaching Assistant Training Practicum, and the Workshop Requirement. Depending on their dissertation topic, some students need to complete a Language Requirement, as explained in section 4e). There are also university residence and enrollment requirements, as explained in section 4f).

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. Among other things, the aim is to determine how well the student is able to work independently and to respond to criticism. In evaluating the paper, faculty 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 that 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. Papers should be in standard academic form. A student should aim to produce a paper that is as close as possible to being publishable.

Students normally should plan to revise or develop their best seminar paper and to submit it as

their Second Year Paper.

Students are strongly encouraged to consult with their mentors and other appropriate faculty members concerning the form and content of the paper. Mentors are responsible for giving pragmatic advice to their students about the preparation of the Second Year Paper, especially about the choice of paper topic and about the Department's expectations for the paper. Students may not enroll in 299s specifically to work on the Second Year Paper. The second proseminar, 200B, is largely devoted to developing students' writing skills and is intended in part to prepare students for writing the Second Year Paper.

The **deadline** for submission of the first draft of the Second Year Paper is the first day of the student's fourth quarter in residence, which in most cases is the Fall Quarter of the student's second year. The draft is to be submitted to the student's mentor. The mentor is not expected to provide comments on the paper. Instead, students are **required** to present a draft of their Second Year Paper to a departmental workshop, the **Second Year Workshop**, during the student's fourth quarter in the program, which in most cases is the Fall Quarter of the student's second year. Students should then revise the paper in light of comments received at the workshop. (Students who transfer from the M.A. track to the Ph.D track may petition the Graduate Adviser to be exempted from the Workshop requirement if they have already completed the Comprehensive Examination requirement of the MA track. See section 8), above, under M.A. Degree Requirements.

The **deadline** for the official submission of the Second Year Paper is the last day of the student's 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 is to be submitted to the Graduate Adviser.

Second Year Paper Committee. The Second Year 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 that, 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.

A student who achieves a grade of Satisfactory and who has also completed the Course Requirements will have completed the requirements for the M.A. in Philosophy. See the Master's Degree Requirements, above, especially section 8).

Second-Year Assessment and Normal Progress. At the end of the sixth quarter in residence, the Program faculty will assess the student's capacity to write a dissertation and whether the student is making normal progress, as explained below in section 9). 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 or regarding whether the student is making normal progress, the Graduate Adviser will recommend to the Dean of Graduate Studies that the student be disqualified from the program.

b) The Prospectus Tutorial Requirement

The Prospectus Tutorial is taken as course 299, for eight to twelve units, normally during the seventh or eighth quarter in the program. 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 after the student has completed the Course Requirements. Ordinarily, the Course Requirements will be completed by the end of the student's sixth quarter, in which case the Prospectus Tutorial would be taken during seventh or eighth quarters.

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 student's mentor and the Graduate Adviser, normally by the end of the student's sixth or seventh quarter of residence. This faculty member is the student's tentative dissertation director but of course a student may in the end select someone else as his or her dissertation director.

c) The Teaching Assistant Training Practicum

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) The Doctoral Workshop Requirement

To facilitate and support progress in dissertation research, students who have been advanced to Candidacy are required to enroll in three graduate seminars in philosophy under S/U grading in any quarters following successful completion of the Qualifying Examination. These seminars serve as workshops in which students work on issues arising from their dissertation topics in a group setting. The rationale for this requirement is to require students working on their dissertations to remain in contact with the intellectual life of the department and to expose their thinking to group assessment. Successful work in the workshops will provide evidence of progress in dissertation research.

e) Language Requirement

A student who has decided on a possible dissertation topic is required to meet with the Graduate Adviser (GA) to determine whether a knowledge of any foreign languages is required in order to carry out the project. The GA 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 GA. It is the student's responsibility to inform the GA 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.

f) Residence and Enrollment Requirements

Students must be registered and in 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 and Fellowship 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 Coordinator, a staff person who works with the faculty member serving as Graduate Adviser and with the Program Chair in administering the program. Admissions files are then 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 up to 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 fellowships, teaching assistantships and research assistantships.

b) Course Guidance and Advising Committee

Each student has an informal Advising Committee consisting of the student's mentor and the Graduate Adviser (GA). When a student enters the program, the GA assigns a **faculty mentor**, taking into account the student's interests. When the student begins to work on the Dissertation Prospectus, the student selects a **tentative dissertation supervisor**, who serves as the student's mentor until the student is admitted to Candidacy. The **dissertation supervisor** then serves as the student's mentor. For details, see section 6), below, and see the department's policy on mentoring at <http://philosophy.ucdavis.edu/mentoring.html>.

c) Second Year Paper Committee

The Second Year Paper Committee is a three-person committee chosen to evaluate a student's Second Year Paper by the Graduate Adviser in consultation with relevant faculty. The Committee's composition reflects the topic of the student's paper.

Members of the Committee assign the paper grades of Satisfactory, Revise, or Unsatisfactory. The criterion for assigning a paper the grade of Satisfactory is as follows: the paper must display both the expository and analytical skills characteristic of good work in the field and a capacity for original philosophical work, which may be critical in character.

The Graduate Adviser assigns the paper an overall grade on the basis explained above in section 4a). If GA assigns the grade of 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.

The Second Year Paper Committee is the functional equivalent of the Comprehensive Examination Committee in the M.A. Program. See the Master's Degree Requirements, above, especially sections 5c) and 8).

d) 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 that the Committee Chair 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.

The Committee administers the Qualifying Examination (QE) for the degree of Doctor of Philosophy, which is a formal requirement of the Davis Division of the Academic Senate. See section 8a) below for details. In Philosophy, the QE is administered after the student has decided on a dissertation topic and has submitted a Dissertation Prospectus.

The QE will evaluate the student's command of the field and the relevant literature, ensuring that the student has both breadth and depth of knowledge, and it will not focus solely on the proposed dissertation research. The QE will determine whether the student is academically qualified to write a successful dissertation on the chosen topic. The Qualifying Examination Committee will need to be convinced, in light of the student's project and qualifications, that the dissertation has the potential to make a fruitful and original contribution. In addition, the QE provides an opportunity for the Committee to provide important guidance to the student regarding his or her chosen research topic.

The Committee will reach a decision on the student's performance immediately after the oral exam. The committee, having reached a unanimous decision, shall inform the student of its decision to:

- “Pass” (no conditions may be appended to this decision),
- “Not Pass”, or
- “Fail”.

If a unanimous decision takes the form of “Not Pass” or “Fail”, the Chair of the QE committee must include in its report a specific statement, agreed to by all members of the committee, explaining its decision and must inform the student of its decision.

If the decision takes the form of “Not Pass,” the Chair’s report should specify whether the student is required to retake all or part of the examination, list any additional requirements, and state the exact timeline for completion of requirements to achieve a “Pass.” A student who receives a “Not Pass” may attempt the QE one additional time; the QE report must list the specific conditions and timing for the second exam. After a second examination, a vote of “Not Pass” is unacceptable; only “Pass” or “Fail” is recognized. Only one retake of the qualifying examination is allowed.

e) Dissertation Reading 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. See section 7), below.

The Committee contains five members, three of whom direct the student in the dissertation research and preparation. These are known informally as “reading members.” One of the reading members, chosen by the student, in consultation with the Graduate Adviser (GA), serves as Chair of the Committee. This person normally is also the student’s **Dissertation Supervisor**. As noted above, the Chair of the Dissertation Committee may not be the person who served as Chair of the Qualifying Examination Committee. The Chair of the Dissertation Committee must be a member of the program and must be immediately involved with the planning and execution of the work done in preparing the dissertation.

The student should discuss the formation of the Committee with the GA in advance of filing for Candidacy. This will enable the GA 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.

The dissertation must be submitted to each member of the Dissertation Committee at least one month before the student expects to make requested revisions; Committee members are expected to respond within 4 weeks, not including summer months for nine month faculty. Informing Committee members of progress as writing proceeds helps the members to plan to read the dissertation and provide feedback within this time frame. The dissertation must be approved and signed by the Dissertation Committee before it is submitted to Graduate Studies

for final approval.

If the Dissertation 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 Dissertation Committee administers and evaluates the Final Examination, which consists of an oral defense of the Dissertation. The Final Examination must be held after dissertation is presented to the “reading members” of the Dissertation Committee but before a final decision has been made. The dissertation must be presented to each member of the Dissertation Committee at least one month before the Final Examination.

For additional details about the Dissertation Requirement, see section 8), below.

6) Advising and Mentoring

The **Graduate Adviser** (GA) is the faculty member who is the primary general adviser for students. His or her role is to be aware of each student's progress in the program and to confer with students regularly to discuss their progress. The GA works closely with the **Graduate Program Chair** in administering the program. The **Graduate Program Coordinator** is a member of staff who works closely with the GA and the Program Chair and who is an additional source of advice about the formal satisfaction of requirements. On entering the program, each student is assigned a **faculty mentor** by the GA, in consultation with the student, and taking into account the student's interests. The mentor works with the student during the student's first two years of study. During the student's seventh quarter in the program, the student chooses a **tentative dissertation supervisor** and subsequently takes the Prospectus Tutorial with that faculty member. The tentative dissertation supervisor serves as the student's mentor during the period after coursework and before admission to Candidacy. The **dissertation director** serves as the student's mentor after admission to Candidacy.

Each quarter, before a student registers for courses, the GA must review the list of courses the student intends to take and sign-off on the list. It is the student's responsibility to present this list to the GA. If a student does not do so, the GA should bring this to the mentor's attention as something to discuss with the student.

Mentors of students in their first and second years in the program are responsible for giving pragmatic advice to their students about the preparation of the Second Year Paper, especially about the choice of paper topic and about the Program's expectations for the paper.

For more information about mentoring, see the section of the Handbook entitled “Mentoring.” And see <http://philosophy.ucdavis.edu/mentoring.html>

7) Advancement to Candidacy

On passing the Qualifying Examination, 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 C.Phil. (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) Qualifying Examination and Dissertation Requirements

a) Qualifying Examination

1. General Information

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)).

A student who passes the Qualifying Examination is eligible for advancement to Candidacy. The qualifying exam should be taken by the end of the ninth quarter and must be taken by the end of the twelfth quarter of residence. Otherwise, unless there are extenuating circumstances, the Graduate Adviser will recommend to the Program faculty that they should recommend to the Dean of Graduate Studies that the student be disqualified from the Philosophy Ph.D. program.

In order to be eligible to take the Qualifying Examination, a student must have completed the Course Requirements, the Comprehensive Examination Requirement (Second Year Paper Requirement), the Prospectus Tutorial Requirement, and the Language Requirement (if applicable). In addition, a student must have a Grade Point Average of at least a B (3.0) in all course work taken while in graduate standing. 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.

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 (QE) in Philosophy is administered after the student has decided on a dissertation topic and has submitted a Dissertation Prospectus. The QE will evaluate the student's command of the field and the relevant literature, ensuring that the student has both breadth and depth of knowledge, and it will not focus solely on the proposed dissertation research. The Qualifying Examination will determine whether the student is academically qualified to write a successful dissertation on the chosen topic, to conceptualize the topic, undertake scholarly research and successfully produce the dissertation. The student is expected to demonstrate that he or she has the expertise required by the nature of the proposed topic and that the topic is manageable and focused and of suitable scope. The Qualifying Examination Committee will need to be convinced, in light of the student's project and qualifications, that the dissertation has the potential to make a fruitful and original contribution. In addition, the QE provides an opportunity for the Committee to provide important guidance to the student regarding his or her chosen research topic.

The Qualifying Examination will consist of written and oral examinations.

2. Written Portion of the Exam – Dissertation Prospectus

The written portion of the exam consists of a research proposal called the Dissertation Prospectus. The Prospectus should be provided to members of the Qualifying Examination Committee at least 10 days before the qualifying exam.

The Prospectus is an independently prepared proposal of 10 to 20 pages describing the student's dissertation topic, research aims, hypotheses, methodology, and progress to date. It includes a bibliography of works consulted. The proposal will serve as evidence of the student's proficiency in philosophical writing. The Prospectus will be discussed during the oral portion of the examination.

3. Oral Portion of the Exam

The oral portion of the qualifying exam will be 2-3 hours in length and is intended to demonstrate the student's philosophical ability, competence to complete the proposed dissertation, and broad knowledge of the field of study.

The Qualifying Examination Committee will evaluate the student's general qualifications and potential for philosophical work as well as the student's preparation in the field of the proposed dissertation based upon the student's Dissertation Prospectus and performance in the oral examination.

4. 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.

5. Outcome of the Qualifying Examination

The committee will reach a decision on the student's performance immediately after the oral exam. The committee, having reached a unanimous decision, shall inform the student of its decision to:

- "Pass" (no conditions may be appended to this decision),
- "Not Pass" (the Chair's report should specify whether the student is required to retake all or part of the examination, list any additional requirements, and state the exact timeline for completion of requirements to achieve a "Pass"), or
- "Fail".

If a unanimous decision takes the form of "Not Pass" or "Fail", the Chair of the QE committee must include in its report a specific statement, agreed to by all members of the committee, explaining its decision and must inform the student of its decision. If the decision takes the form of "Not Pass", the student may attempt the QE one additional time; the QE report must list the specific conditions and timing for the second exam. After a second examination, a vote of "Not Pass" is unacceptable; only "Pass" or "Fail" is recognized. Only one retake of the qualifying examination is allowed.

A second examination must be held with the same Committee unless a request to reconstitute the Committee is approved. If the result of the first examination is "Not Pass," failure to satisfy the specific requirements within the specified timeline will result in failure of the Examination.

Should the student receive a "Fail" on the first or second attempt at the exam, the student will be recommended for disqualification from the program to the Dean of Graduate Studies.

b) Dissertation Requirements

1. The Dissertation Reading Committee and Dissertation Supervisor

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 consists of five members, three of whom direct the student in the dissertation research and preparation. These three members are known informally as "reading members." One of the reading members, chosen by the student, in consultation with the Graduate Adviser (GA), serves as Chair of the Committee. This person normally is also the student's Dissertation

Supervisor. (As noted above, the Chair of the Dissertation Committee may not be the person who served as Chair of the Qualifying Examination Committee.)

The student should discuss the formation of the Committee with the GA in advance of filing for Candidacy. This will enable the GA 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.

2. The Dissertation

The dissertation is a scholarly piece of work of high quality that contributes significantly to our understanding of a philosophical problem. The work must be of such character as to show ability to pursue independent research. The work is carried out under the supervision of a member of program while the student is enrolled in the program. This person is the Dissertation Supervisor and also, normally, the chair of the Dissertation Committee. The chair of the Dissertation Committee must be a member of the program and must be immediately involved with the planning and execution of the work done in preparing the dissertation. Students should meet regularly with their Dissertation Supervisor and Dissertation Committee.

The dissertation must be submitted to each member of the Dissertation Committee at least one month before the student expects to make requested revisions; Committee members are expected to respond within 4 weeks, not including summer months for nine month faculty. Informing Committee members of progress as writing proceeds helps the members to plan to read the dissertation and provide feedback within this time frame. The dissertation must be approved and signed by the Dissertation Committee before it is submitted to Graduate Studies for final approval.

If the Dissertation 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.

3. 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 the Dissertation is presented to the "reading members" of the Dissertation Committee but before a final decision has been made. The Final Examination 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 Graduate Student Handbook.

4. Filing the Dissertation

Filing of a Ph.D. dissertation with the Office of Graduate Studies is normally the last requirement satisfied by the candidate. The deadlines for completing this requirement are listed each quarter in the campus General Catalog (available online at the website of the Office of the Registrar or from the Bookstore). A candidate must be a registered student or in Filing Fee status at the time of filing a dissertation, with the exception of the summer period between the end of the Spring Quarter and the beginning of Fall Quarter. The Ph.D. Dissertation will be prepared, submitted and filed according to regulations instituted by the Office of Graduate Studies <http://gradstudies.ucdavis.edu/students/filing.html>. Satisfaction of this requirement must be verified by the Dissertation Committee Chair.

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.

9) Normative Time, Time to Degree and Normal Progress

- a) **Normative time** for completion to degree is fifteen quarters or five years after initial enrollment. (Please note that Graduate Studies, following UC policy, will not permit a graduate student to have an academic appointment as Teaching Assistant, Reader, or Associate In, for more than a total of eighteen regular academic quarters, or six years.)
1. Normative time for Advancement to Candidacy is the time required to complete all Course Requirements and other requirements preliminary to taking the Qualifying Examination. This is nine quarters or three years. The Qualifying Examination should be taken by the end of the ninth quarter of residency. (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.)
 2. Normative time in Candidacy is the time recommended for completion of the dissertation after Advancement to Candidacy. This is six quarters or two years.
- b) **Normal Progress** is the standard the Program uses to assess the progress of students through the requirements for the degree. Failure to make normal progress according to this standard could result in a loss of funding since the Program's promise of funding to a student is conditional on the student's making normal progress. Moreover, failure to make normal

progress could result in the Program's deciding to recommend to the Dean of Graduate Studies that the student be disqualified from the program. To make Normal Progress, students must at least meet the following benchmarks:

1. The student must complete the Course Requirements, including the Basic and Distribution Requirements, by the end of the sixth quarter of residence. (Students who are participating in a Designated Emphasis or who have to satisfy a language requirement must complete the Course Requirements by the end of the seventh quarter of residence.) For details, see section 3), above.
2. The student must receive a grade of "Satisfactory" on the Second Year Paper and complete the Second Year Paper requirement by the end of the sixth quarter of residence. For details, see section 4a), above.
3. The student must receive an evaluation of "Satisfactory" in the Program's Second Year Assessment at the end of the sixth quarter of residence. 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.
4. The student must designate a faculty member as his/her tentative dissertation supervisor by the end of the seventh quarter of residence, which is normally the Fall Quarter of his/her third year in the program.
5. The student must complete the prospectus tutorial (PHI 299) with the tentative dissertation supervisor by the end of the ninth quarter in the program, which is normally the Spring Quarter of the third year.
6. The student must successfully defend his/her Dissertation Prospectus, pass the Qualifying Examination and be admitted to Candidacy by the end of the twelfth quarter of residence, which is normally the Spring Quarter of the fourth year.
7. After being admitted to Candidacy, the student must work with the Dissertation Supervisor and make acceptable progress. If the Dissertation Supervisor together with the Dissertation Committee judge 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.

10) Typical time line and sequence of events

Year One	Fall	Winter	Spring
	200A Proseminar	200B Proseminar	200 level course
	200 level course	200 level course	200 level course
	200 level course	200 level course (or TAship with 396)	200 level course (or TAship with 396)
Year Two	Fall (first draft of Second Year Paper, Second Year Workshop)	Winter (Second Year Paper due last day of quarter)	Spring (Second Year Assessment)
	200 level course	200 level course	200 level course
	200 level course	200 level course	200 level course
	200 level course (or TAship with 396)	200 level course (or TAship with 396)	200 level course (or TAship with 396)
Year Three	Fall (designate tentative Dissertation Director)	Winter	Spring (advancement to Ph.D. Candidacy)
	Qualifying Exam Preparation	PHI 299 Prospectus Tutorial	Qualifying Examination
Years Four-Five	Dissertation Research and Writing, Doctoral Workshops, and Completion		

11) Sources of funding

The primary source of funding for graduate students is Teaching Assistantships, where students conduct discussion sections of larger lecture courses. There are also fellowships that are awarded by the Program and by other units on and off the campus. There are some campus-wide fellowships. 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. In some cases, students teach during regular academic quarters as instructor of record, under the title Associate In. Some funds are available for students to assist faculty in their research. (Please note that Graduate Studies, following UC policy, will not permit a graduate student to have an academic appointment as Teaching Assistant, Reader, or Associate In, for more than a total of eighteen regular academic quarters, or six years.)

12) PELP, In Absentia and Filing Fee status

Students may participate in the Planned Educational Leave Program (PELP). 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.

Information about PELP (Planned Educational Leave), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Student Guide: <http://www.gradstudies.ucdavis.edu/publications/>

13) Leaving the Program Prior to Completion of the Ph.D. Requirements

Should a student leave the program prior to completing the requirements for the Ph.D., they may still be eligible to receive the Master's if they have fulfilled all the requirements (see Master's section). Students can use the Change of Degree Objective form available from the Registrar's

Office: <http://registrar.ucdavis.edu/PDFFiles/D065PetitionForChangeOfGraduateMajor.pdf>

V. Designated Emphasis

Students with an interest in ancient Greek philosophy may elect to pursue the Designated Emphasis in Classics and Classical Receptions. The Designated Emphasis explores the civilizations of Greek and Roman antiquity, and focuses on the influence exerted by the achievements of the Greeks and Romans on later centuries.

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 and on the Department's website: <http://philosophy.ucdavis.edu/>.

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 Graduate Coordinator.

Graduate students may enroll in graduate (200-level) courses only, unless permission is obtained from the Graduate Adviser. Any course may be repeated for credit provided that the specific subject matter of the course differs each time it is taken.

With the approval of the Graduate Adviser and Dean of Graduate Studies, 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.

Courses in which a student receives an unsatisfactory grade 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.

2. Colloquia, Workshops, and Discussion Groups

The program has an active colloquium series and schedules talks throughout the year, normally on Friday afternoons. Speakers are drawn from other universities both in this country and internationally. Information can be found on the department's website at <http://philosophy.ucdavis.edu/events-1>. Graduate students are very strongly encouraged to attend the colloquia.

On most Fridays during term, if a colloquium is not scheduled, the program holds a workshop featuring a talk either by a member of the department's faculty or by a graduate student.

There are active workshops and discussion groups for graduate students interested in a number of fields. Two workshops that meet on a weekly basis during term are the philosophy of biology Lab and DaGERS, the Davis Group in Ethics and Related Subjects.

3. Library Facilities

In addition to the facilities available on campus at Shields Library, registered UC Davis 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. Prior reservations are required. Further details are available from the Philosophy Department staff.

4. Professional Development

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 colloquium series as well as the workshop 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.

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. Professional Travel

Students are encouraged to submit papers to professional meetings as well as graduate student conferences. Small travel grants are available to enable students to travel to present papers at such meetings.

Students may apply to the program chair for a grant. Funds are made available until the annual budget for this purpose is expended. Students are only eligible for one travel grant per academic year unless funds budgeted for this purpose remain unexpended at the end of the year. Slightly larger grants are available for travel to conferences outside North America than for travel within the continent. In allocating funds, priority is given to funding travel to professional meetings. Travel to graduate student conferences will be funded only for students in their first two years in the program who have not previously had a departmental travel grant.

Funding for travel is also available from the OGS and from the Graduate Student Union. Students in their fourth and subsequent years in the program must apply for any funding for which they are eligible from the OGS and GSU in order to be eligible for a departmental travel grant.

C. Publication

Students are encouraged to submit papers to journals for publication. Mentors, advisers, and seminar instructors will happily advise students about publication.

5. Program Committee Meetings

A. Representative to the Graduate Program Committee

The Graduate Program Committee administers the program. Some meetings of the Committee are open to graduate students and students are encouraged to attend. Any graduate student is free to propose to the Program Chair or the Graduate Adviser an item for discussion at a Program Committee meeting.

The graduate student body of the Program has one vote to be used at meetings on all issues except those deemed to be executive issues, such as personnel issues. Students are expected to elect a representative to attend meetings and vote on their behalf.

B. Annual Meeting

Each year near the end of the Spring quarter, the Program Committee meets to assess the academic progress of students. This is a closed meeting.

One central issue discussed about each student is whether he or she is making Normal Progress. 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. 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. Letters are received by students after the end of Spring Quarter.

At the beginning of each academic year, each student should meet with the Program Chair and his or her mentor or dissertation director to discuss his or her progress in the program and to address problems.

6. Normal 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 or Normal 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 in the annual meeting and in the assignment of the Program's financial aid to continuing students. The seven main criteria for Normal Progress are spelled out above, in section 9b) under the Ph.D. requirements.

7, Teaching Appointments for Graduate Students

Teaching positions are the primary source of funding for graduate students in the program. There are three kinds of position: (1) Teaching Assistantships, where students conduct discussion sections of larger lecture courses; (2) Readerships, where students assist the instructor in grading; (3) Instructor positions, where students who have completed a Master's degree teach as instructor of record in a course under the title Associate-In. Some positions of the latter two kinds are available in Summer Sessions.

Graduate student teachers are employed by the university (as GSE's) under the terms of a union contract. Employment contracts for teaching appointments are issued to students by the department roughly one month before the beginning of the quarter of employment.

Decisions about the assignment of teaching positions to continuing students for an upcoming academic year are made initially at the end of the Spring Quarter of the preceding year. All eligible students should apply to the Program's Graduate Coordinator, stating their preferences for the quarters in which they wish an appointment and for the courses in which they would prefer to assist. Taking this information into account, the Program makes initial specific assignments. However, due to a variety of factors, final assignments for a quarter are not made until about a month before the beginning of the quarter.

Supervision of teaching assistants, associate instructors, and readers is under the auspices of the Director of Graduate Student Teacher Training and Supervision together with the Program Chair.

8. Placement

The Program takes placement of its students very seriously and it has a strong placement record. See <http://philosophy.ucdavis.edu/graduate-program/ph.d.-placement>.

The Program's placement officer assists students in locating and securing employment. In Spring Quarter, the placement officer meets with all those who will be seeking employment in the following academic year to begin planning the searches. Job seekers put together dossiers and review them with the placement officer. Graduate students are urged to contact the placement officer as soon as they begin to consider entering the job market.

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 community college level. The M.A. is generally required for such a position. Taking this kind of work prematurely will slow down progress towards the Ph.D. The second kind of job is the limited, non-tenure track, full-time position. Such positions may be given to students who have completed all but their dissertations (ABD), a stage in the student's work which is formally recognized by UC Davis with the Candidate in Philosophy degree. It can be difficult to make significant progress on the dissertation under such employment conditions. 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.

Tenure-track and full-time limited appointments may 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 fall and spring quarters. Students who believe that they are serious candidates for such jobs should make every effort to attend these meetings.

The Department will subsidize the expenses of job candidates for a maximum of two years provided that (a) the student has been admitted to Candidacy and (b) the student's dissertation supervisor, the Graduate Adviser, and the placement officer certify that the student is ready to be on the market. Job candidates are asked to use Interfolio, an on-line service that will handle confidential dossiers, including letters of reference, writing samples, teaching evaluations, and so on. Interfolio will send a student's dossiers to potential employers. The department will subsidize the cost of using Interfolio as well as expenses incurred attending APA meetings for interviews. The amount of the subsidy may be affected by budget constraints and by the number of students on the job market.

Job listings are usually listed in *PhilJobs: Jobs for Philosophers* (JFP), which is available to members of the APA free of charge, or on-line on the APA website. Students who will soon be seeking employment should become members of the APA so that they can receive this publication when it is issued.

9. Post-Doctoral Lecturership Program

In some cases, students who have finished the Ph.D. may have difficulty finding regular employment and may benefit from additional teaching experience to help them on the job market. When circumstances permit – depending on the Department's budget and teaching needs and on a student's field of research – the Department may hire former students who are in this position as lecturers for a maximum of three quarters. After three quarters as a post-doctoral lecturer, a former student may apply for other lecturer positions but will not be given priority in the search process.

10. Funding

A. Funding by the Program

Graduate students making Normal Progress in the Ph.D. program and who are otherwise doing satisfactory work receive some form of funding, budget permitting. Funding normally includes a stipend and a remission of all fees and tuition. However, the Program does not have the resources to support students enrolled in the M.A. track, nor can it generally support students who have been enrolled for more than the five years of normative time for the Ph.D.

The primary source of funding for graduate students is Teaching Assistantships, where students conduct discussion sections of larger lecture courses. There are also fellowships that are awarded by the Program and by other units on and off the campus. There are some campus-wide fellowships. 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. In some cases, students teach during regular academic quarters as instructor of record, under the title Associate-In. Some funds are available for students to assist faculty in their research.

(Note that Graduate Studies, following UC policy, will not permit a graduate student to have an academic appointment as Teaching Assistant, Reader, or Associate-In, for more than a total of eighteen regular academic quarters, or six years.)

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. There are also fellowships available from non-University sources.

Because the Program has limited resources, it has adopted the following rules concerning the financial support it will provide to students who have a fellowship from an external source: 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 students normally receive from the department during the academic year (excluding the fee waiver). Support from outside the Program will be considered fellowship support if it so qualifies for income tax purposes. Students are expected to inform the Program of any fellowship support from outside the Program applied for, received, or anticipated.

B. Graduate Studies Office Fellowships, Scholarships, and Research Awards.

Detailed information and application forms for fellowships and graduate scholarships may be obtained from the OGS. 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 that support students from ethnic minority groups traditionally underrepresented in graduate programs, women in certain disciplines, and students with disabilities. These awards are made primarily on the basis of scholarship and promise of outstanding academic and professional contribution.

It should be noted that the application procedures for new students and those for continuing and re-entry students differ. Details of procedures, including application deadlines, can be found on the OGS website. 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.

C. UC Davis Humanities Institute Awards

The Humanities Institute provides support for graduate research in the humanities, including dissertation fellowships, summer research stipends, and summer travel funds.

The Dissertation Year Fellowship program is open to advanced graduate students. The awards are intended to facilitate the completion of dissertation research that will make significant and original contributions to research in the humanities. Fellows receive a full academic year of funding support. Students must be nominated by the departments in order to apply for this award.

D. Financial Aid

The UCD Financial Aid Office offers aid to graduate students with demonstrable financial need in the form of grants, loans, and work-study funding. The Financial Aid Office also offers financial aid counseling to all students interested in these sources of aid.

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 Short-Term Loan Office offers emergency services to help students meet educational expenses. This service 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.

For additional information, consult the Program's Graduate Coordinator.

11. Registration, Tuition and Fees

A. 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 be appointed as Teaching Assistants, Research Assistants, Readers, Associate-Ins, and Visiting Lecturers, to hold Fellowships or Graduate Scholarships, to take Qualifying Examinations, and to use University facilities or faculty time for research and other studies. Some exceptions are given below for students under the filing fee option.

B. Tuition and Educational Fees

Graduate students with financial support from the department normally have their tuition and educational fees waived by the university, provided that they are California residents.

Tuition and educational fees are substantially higher for students who have not established California residency, including both international students and students who are residents of other states when they first enroll. The program can waive the additional fees for only the first year after a student enters the program. Fortunately, residents of other states are normally eligible to establish residency within one year. For further information, see C below.

Throughout their graduate careers students are required to pay specific fees for specific services. These fees are not waived. The basic fees are outlined below. Further information is available in the UC Davis General Catalog.

C. Non-Resident Tuition and California Residency

(i) Residents of other states within the U.S.A. may be eligible to establish California residency after a year of living in California. To avoid having to pay supplemental non-resident tuition, it is important to establish residency. Adult citizens, permanent residents of the U.S.A., and certain other individuals are eligible under certain circumstances. Physical presence in California and intent to stay for more than one year must be demonstrated. It is important to know how to show intent. Delay in taking steps to establish intent will delay the earliest time a student can be considered a resident for fee purposes. For further information, consult the Program's Graduate Coordinator promptly after entering the program.

(ii) International students normally are not eligible to establish California residency. However, once they are admitted to candidacy for the Ph.D. the university will waive the supplemental non-resident tuition for three years. For additional information, consult the Program's Graduate Coordinator.

D. Candidacy Fee

Each applicant is charged a fee for advancement to candidacy. No student can be formally advanced to candidacy 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). Students may only use the Filing Fee under exceptional circumstances. Consult the Program's Graduate Coordinator for further information.

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 may

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

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.

12. Withdrawals, Leaves, Readmissions

A student who withdraws or breaks registration without filing for PELP (see B, below) 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 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.

A student shall not be eligible to receive normal University services during the period of PELP, except placement and student employment services, advising and counseling including financial aid advising, housing, and certain health services. 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. Students on PELP are not eligible for employment as Teaching Assistants, Associates-In, or Readers. Consult the Program's Graduate Coordinator for further information.

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. 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 fee.

13. Living in Davis

A. Housing and Transportation

Most students live in Davis or Sacramento. The university has a housing office and there is Student Family Housing in Davis for students who have families.

There is a convenient system of public transportation in Davis operated by Unitrans. The fleet of busses includes a few vintage London double-deckers. Bicycle is, however, the preferred mode of transportation in the city.

Information about living in Davis and the surrounding area can be found on-line. See: <http://daviswiki.org/>.

B. Health Insurance

The University of California requires that all students have health insurance. To help students meet the Health Insurance Requirement, UC Davis automatically enrolls all registered graduate students in the University of California Student Health Insurance Plan (UC SHIP). Fees for UC SHIP coverage are paid each term along with registration fees. (Students who have comparable insurance and do not want to be enrolled in UC SHIP may apply for a waiver.)