

## **The Graduate Program in Philosophy – Academic Handbook** University of California, Riverside

**1. Advising:** Upon entering the program, a student is assigned a faculty mentor who consults with the student each quarter to discuss the student's individual course of study, progress in the program, and recent performance. Students can also consult the Graduate Adviser regularly to discuss their course of study and progress in the program.

Students are expected to contact their faculty advisor at the beginning of each quarter to set up a time to meet.

**2. Coursework for the Ph.D: Courses:** Students are required to take 15 quarter courses for the Ph.D. (whether they enter the program with or a B.A. or with an M.A.) These include a series of three proseminars for first-year graduate students, two in metaphysics and epistemology, and one in moral philosophy (PHIL 275A, PHIL 275B, PHIL 275C). The proseminars are designed to acquaint first-year students with the current state of discussion in central areas of contemporary philosophy and to impart the skills needed to conduct their own research. In addition to the proseminars, there is a distribution requirement. Students must take one additional course (beyond PHIL 275A and PHIL 275B) in metaphysics and epistemology broadly construed, 2 additional courses (beyond PHIL 275C) in the area of ethics, political philosophy, and aesthetics, and three courses in the history of philosophy, with 1 of these in ancient philosophy. Finally, students entering the program in Fall 2018 and beyond are required to enroll in the 3rd and 4th year research seminar, PHIL 276, during winter and spring quarters of their third year and winter quarter of their fourth year, for 2 units on an S/NC basis in the winter quarters of their third and fourth years, and for 4 units on a graded basis in the spring quarter of their third year. The 4 graded units of PHIL 276 count as one of the 15 courses required for the Ph.D. (Students who have advanced to candidacy are exempted from the fourth year winter quarter requirement.)

Of the 15 courses required for the Ph.D., 10 must be seminars and workshops in the 272-285 series. (Only 4 graded units of PHIL 276 count towards the PhD course requirements). Up to 5 courses may be drawn from PHIL 125 (Intermediate Logic), courses in the PHIL 220-266 series (mixed undergraduate/graduate courses with an additional section for graduate students), or PHIL 290-292 (directed studies courses). Courses taken on a Satisfactory (S)/No Credit (NC) basis cannot be used to satisfy course requirements. Students are in addition expected to take one seminar on an S/NC basis each quarter after they have completed their course work until they advance to candidacy. If you decide to take a course on an S/NC basis, you are required to submit the [Graduate Petition to Enroll in a Course for S/NC Credit](#).

Normally students take 9 courses during their first year and 6 during their second year,

finishing the course work by the end of the second year – though it is not uncommon for a student to finish the course work during the fall of the third year.

*Logic Requirement:* The logic requirement for the Ph.D. is completion of PHIL 125 (Intermediate Logic) with a grade of “B” or better. PHIL 124 (Formal Logic) is the pre-requisite for PHIL 125. PHIL 124 is waived for a student who shows sufficient knowledge of logic upon entering the graduate program, as indicated by an optional diagnostic examination administered at the start of each academic year or before PHIL 124 is offered. Students who are unsure about the adequacy of their background are encouraged to take the test for diagnostic purposes. Depending on how a student does on the diagnostic exam, a student may be permitted to audit part or all of PHIL 124 in order to get the needed background for PHIL 125.

*Colloquia and Professional Development Workshop Requirement:* Students must register for the PHIL 270 (Philosophy Colloquia) during each quarter of their first and second years. Students must register for PHIL 400 (Research and Professional Development Workshop) during each quarter of their second and third years.

*Taking Courses Outside the Philosophy Department or at Another UC Campus:* Seminars offered by another UCR department can count towards the course requirement by petition to the Graduate Adviser if it is relevant to your course of study. Check with the Graduate Adviser beforehand to make sure that we will approve.

Students may take seminars in another UC Philosophy Department, and if taken for a grade will count towards distribution requirements, the seminar and course requirement, etc. (Indeed, we encourage students to take seminars on other campuses if relevant to their course of study.) Before enrolling, it is advisable to contact the instructor first. Then use the UC Intercampus Exchange Program Application to enroll. Note that the instructions say that you should file this form four weeks before the beginning of the quarter. Again, if you have questions about a particular seminar at another campus, consult the Graduate Adviser.

*Independent Studies - Philosophy 290:* Students may arrange to take an Independent Study (Philosophy 290) with a faculty member on a topic of special interest or a topic that is not being covered by a current seminar. To arrange an Independent Study, talk to a potential faculty adviser about his or her availability, well before the beginning of the quarter in which you would like to do it. Philosophy 290 must be taken for a grade. Philosophy 290 - Independent Study now requires advance approval by Graduate Division before the quarter begins and they ask for a plan of study. The relevant form, the Petition for Directed Studies (290) also requires signatures of the Instructor and Graduate Adviser.

If taken for a grade Independent Studies count towards the 15 courses required for the Ph.D. and can be used to satisfy Distribution Requirements, but they do not count as one of your 10 seminars.

*Incompletes:* The Department discourages incompletes, but realizes that they are sometimes unavoidable. Taking an Incomplete during the Fall Quarter should be manageable, since one can presumably complete the course over the holiday break. Likewise, Incompletes taken during the Spring Quarter can be completed over the summer. An Incomplete taken during the Winter Quarter can be more problematic since it can take time away from Spring Quarter courses. Any Incompletes that you have at the end of an academic year should be finished by the first day of the Fall Quarter of the next academic year. Faculty will not accept papers for a course from the previous academic year after that date and the course grade will be changed from I to S.

Graduate Division rules concerning Incompletes: Normally an Incomplete must be finished by the end of the next quarter. Incompletes that are not finished by this date automatically revert to an F. However, an Incomplete can be extended by petition using the Graduate Student General Petition/Extending Incomplete form. It is the student's responsibility to keep track and to file the extension if the course will not be finished by the end of the next quarter.

Students need to be aware of an important (and inflexible) Graduate Division rule concerning *multiple incompletes*: any graduate student who has more than 7 units of Incomplete as of the first day of a quarter (that is, two incomplete courses) is ineligible to TA. Furthermore, if a first year student on fellowship has more than 7 units of Incomplete at the beginning of the quarter, the student's fellowship will be placed on hold. To address this Graduate Division rule, the Philosophy Department adopted the following policy in the Fall of 2013:

If any graduate student has more than 7 units of Incomplete or Grade Delay at the beginning of a quarter (including I's that have become F's), at least one course (4 units) will be changed to an S so that a student has no more than 4 units of I, I/F or GD, assuming that this is permitted by the grading basis and that the student has done sufficient work to be given an S. This grade change will be initiated by the Graduate Adviser in consultation with the instructor and the student, in order to maintain the student's eligibility to TA, or in the case of students on fellowship to maintain eligibility to receive funding. The cut-off date for a student to complete work before this change is made is the first day of the quarter (the first official day of the quarter before instruction begins). The S will be permanent, in the sense that it cannot then be changed to a grade later; thus the student will not be able to count this course towards his or her degree. This policy will not apply if a student who has completed a course has a GD due to an instructor not having submitted the grade.

**3. Master's Degree:** Though we do not admit students only for the Master's Degree, student's who enter the program with only a B.A. may earn an M.A., and occasionally a

student leaves the program after completing the M.A. requirements. The M.A. requirements are 12 courses, with a grade of “B” or better, including the three proseminars for first-year graduate students. Of these 12 courses, 8 courses must be seminars and workshops in the 272-285 series, and up to 4 courses may be drawn from PHIL 125, courses in the PHIL 220-266 series, or PHIL 290-292. The logic requirement for the M.A. degree is completion of PHIL 124 with a grade of “B” or better, though this requirement may be waived for students who show sufficient knowledge of logic upon entering the graduate program, as indicated by an optional logic diagnostic examination.

**M.A. Paper:** Students who enter the program with only a B.A. must complete a Master’s paper (25 pages or less). The MA paper is essentially a re-write of a good seminar paper, followed by an oral exam at which you present and defend your main theses. The MA requirement can be completed during the second or third years of the program, and normally it is done before the end of the third year. Once you have a seminar paper that you are pleased with and would like to spend more time on, you can ask the instructor whether it is suitable for the MA paper, then re-write the paper in response to one round of comments. When the instructor thinks that it is ready to submit, you and the instructor find two more faculty members for the committee (a committee of three) and schedule the oral. The point of the oral exam is to give you the experience of presenting and discussing a paper of yours. You need to bring the [MA paper and exam](#) form to your defense. This form needs to be signed by your committee and the graduate advisor.

You are not required to apply for an official MA from graduate division. However, if you would like to receive an official MA you need to do the following. (1) Before you can take the oral defense, you need to file a Plan 1 Application for Candidacy for MA in Philosophy. This form can be found and submitted on RGRAD ( <https://rgrad.ucr.edu/>). Fill out as much of the form as you can, listing your committee toward the end, then give it to the Graduate Adviser for signature. Note that this form must be submitted by the first day of instruction of the quarter you wish to be awarded the MA. (2) After you have passed the oral exam the [Report of Final Defense for Master’s Degree](#) form must be completed and submitted.

**4. Proposition Requirement:** All Ph.D. students must complete an acceptable proposition normally during their third year in the program. The Proposition paper is a substantial independent research paper written before one undertakes a dissertation. The Proposition is normally 25-40 pages (it should not be more than 40 pages). It should show the ability to mount a sustained thesis and to work with the relevant primary or secondary literature. It should have the form of a journal article, though it is not necessary to publish it. It is a good way to explore a potential dissertation topic and ideally will lead to a dissertation topic, but it does not have to. (After working on a topic you may decide that you don’t want to write a dissertation on this issue.)

To begin work on the Proposition, you should talk to one or two potential faculty advisers

about a topic, then work with the relevant faculty members on a reading list and a focus for the paper. As the paper advances and is in draft form, consult with the main faculty adviser(s) about setting up the rest of the committee – you need a committee of 3 faculty – and circulate to the committee for feedback.

When the final draft is approved, the [Proposition Acceptance](#) form must be completed and submitted to the Graduate Adviser.

**5. Language Requirement:** You need to pass the language exam before you advance to candidacy (that is before you take the oral exam on the Dissertation Prospectus), but it can be taken as soon as you are able to pass. Normally the language exam is taken in Latin or Greek (contact Jozef Muller), German (contact Pierre Keller or Erich Reck) or in French (contact Andy Reath). However, it is possible to take the exam in another language that is relevant to your course of study by petition to the Graduate Adviser.

Once you have passed the exam, ask the faculty examiner to fill out the [Language Requirement](#) form and notify the Graduate Adviser, who will record that you have satisfied the language requirement.

**6. Written and Oral Qualifying Examinations** Students must write a dissertation prospectus and pass a qualifying oral examination before advancing to candidacy. This examination, which is supervised by a faculty committee as stipulated in the regulations of the Graduate Division, concentrates on the students' preparation for writing a dissertation as indicated by the dissertation prospectus. It must be taken after the student has passed the M.A., language, and proposition requirements and normally occurs within two quarters of the completion of these requirements.

*Expectations and procedure, advancement to candidacy:* When you have an idea for a dissertation, talk to one or two potential faculty advisers to develop and focus the topic. You will then write a Dissertation Prospectus. The Prospectus should begin by laying out the problem that you want to address, its importance, and how you plan to approach it in general terms. The second half of the Prospectus should then lay out a rough outline of projected chapters. It should also include a substantial bibliography. The Prospectus is normally 20-25 pages. Different faculty may have different ideas of what should go into a Prospectus, but it is agreed that it is a plan for a dissertation that will inevitably develop as you get into the project, and not a finished document. (Bear in mind that the Prospectus is a dissertation plan – you don't need to have figured out everything that you plan to argue in the dissertation.) As your work on the Prospectus advances, you will want to circulate it to your main faculty advisers for feedback. Once it is approved by your advisers, you take an oral exam at which you present and discuss the topic with the Prospectus Oral Committee. This exam is our "Oral Qualifying Exam." By passing the oral, you "advance to candidacy". [For the record,

Graduate Division also requires a written qualifying exam; we count the Prospectus as the written exam.]

The Prospectus Oral Committee has 5 faculty members – 4 Philosophy faculty and 1 outside member. The outside member is either a UCR non-Philosophy faculty or a non-UCR Philosophy faculty. (Normally the first 4 members of the committee are UCR Philosophy faculty, but you could ask Philosophy faculty from other UC Departments if desired. It is possible to have a committee member who is not a UC faculty member, but the Graduate Division requires special justification – for more information about this possibility, consult your main adviser or the Graduate Adviser.) Scheduling the Prospectus Oral can be more complicated than you expect. First, the Prospectus Oral Committee needs to be approved by Graduate Division at least two weeks prior to the exam, and preferably before that. Second, since it can be difficult to coordinate the schedules of 6 or more different people, it can take some time to find a date that all can make. Allow adequate time to set up your prospectus oral. You need to fill out Form 2 which can be found and submitted on RGRAD ( <https://rgrad.ucr.edu/> ). At the end of the Prospectus Oral after the committee has passed you, the committee files a report and the Dissertation Committee is established – see [Form 3](#).

Before you can advance to candidacy, you need to have satisfied the language requirement (as well as all course and pre-dissertation requirements). When you are ready to advance, inform the Graduate Adviser, since he or she must submit a form showing that you have satisfied all the pre-dissertation PhD requirements.

The Dissertation Committee is normally established at the end of the Prospectus Oral, but at least the Chair of the Dissertation Committee must be specified – at the bottom of [Form 3](#). It is possible to modify or change the Dissertation Committee later in time, by filing the [Dissertation Committee Nomination/Change](#) form with a justification provided by the Graduate Adviser.

**7. Dissertation and Final Oral Examination** A dissertation to be presented as prescribed by the Graduate Council is prepared under the direction of the candidate's dissertation committee. After completion of the dissertation, the candidate is examined in its defense by the dissertation committee.

*Dissertation:* Your dissertation committee will have at least 3 faculty, but sometimes it can be larger and it is possible to have philosophy faculty from other UC departments on the committee (or non- philosophy faculty if appropriate). The committee is established at the Prospectus Oral (on [Form 3](#)). Normally you work closely with one or two main faculty advisers, but it is advisable to circulate chapters to your entire committee for feedback as your work progresses.

Once the dissertation is completed, an oral defense is scheduled (which can be waived in some circumstances). [Form 5](#) should be prepared at the time of the oral, as well as the Signature Page, so that the dissertation committee can sign each document. Graduate Division has various formatting requirements for the dissertation. Information about these requirements and other procedures can be found at <http://graduate.ucr.edu/dissertation.html>.

## 8. ADDITIONAL INFORMATION

**A. Enrollment in courses: What courses should I enroll in?** Full-time enrollment requires 12 units per quarter. You may sign up for more than 12 units in a quarter, but not less. First year students enroll in the Pro-seminar offered each quarter and 2 other seminars. In addition, they must sign up for Phil 270: Colloquium (1 unit) each quarter. Students often enroll in Philosophy 124 as a fourth course, either on a graded basis or for S/NC (Satisfactory-No Credit). [See the notes on Philosophy 124 below.]

Second year students normally enroll in 2 courses for credit and Philosophy 302: Teaching Practicum (4 units). Each quarter you are a TA you enroll in Phil 302 to bring your enrollment to full-time. In addition, you need to enroll in Philosophy 270 (1 unit) and Philosophy 400: Professional Development Workshop (1 unit). [See notes on Philosophy 270 and 400 below.]

Third year students: if you have not completed your course work, you should enroll in some courses for credit as needed and Philosophy 302. To bring your enrollment to full-time, you may enroll in a seminar on an S/NC basis or units of Philosophy 297 (up to 6 units as needed). Philosophy 297 is used to work on the Master's Paper or the Proposition. If you have completed your coursework, you normally enroll in 1 seminar on an S/NC basis, Philosophy 302, and 4 units of Philosophy 297. In addition, all 3<sup>rd</sup> year students must enroll in Philosophy 400 (1 unit).

Fourth year students and above normally enroll in 1 seminar on an S/NC basis (until they advance to candidacy), Philosophy 302 and units of Philosophy 297 as needed to bring their enrollment to full-time. Once you have advanced to candidacy you may simply enroll in Philosophy 302 and units of Philosophy 299, to be used for dissertation research.

Notes on  
above:

- Since Philosophy 124 does not count as one of the 15 courses required for the PhD, students who need to take Philosophy 124 (because they either did not take or did not pass the Logic Diagnostic test) often take it as a 4<sup>th</sup> course, normally on an S/NC basis. (Students who take Philosophy 124 as one of their 3 courses may take it for a grade.)

Students taking Philosophy 124 on an S/NC basis may attend those parts of the course that they need to learn in order to pass the final exam. Here we recommend that you consult with the faculty member who administers the Logic Requirement (now Michael Nelson) to see what parts of Philosophy 124 you need to complete. Passing the Philosophy 124 final satisfies the MA logic requirement and ensures that you have the background to take Philosophy 125, which is required for the PhD.

- Philosophy 270 and Philosophy 400: First and second year students must enroll in Philosophy 270 each quarter, and second and third year students must enroll in Philosophy 400 each quarter. (If you omit to sign up for either during some quarter, you can make it up in a later quarter.) NB: in order to advance to candidacy, you need 6 units of Philosophy 270 and 6 units of Philosophy 400. If you don't have these units, there will be a problem when you advance to candidacy. The expectation for Philosophy 270 is that you attend regular Department colloquia. The expectation for Philosophy 400 is that you attend the scheduled workshops, which meet 2-3 times per quarter.
- The Department has an informal seminar requirement that students who have completed their course work continue to take 1 seminar on an S/NC basis until they advance to candidacy. The rationale for this requirement is to encourage students to continue to broaden their background and to remain involved in the life of the Department. (The requirements for getting an S in a seminar vary, but generally are not burdensome – check with the instructor. However, you won't get the S unless you attend regularly and satisfy the requirements, whatever they are.)

**Philosophy 297, 299:** Philosophy 290 is the rubric for independent study that would be used by a student still doing course work. **Philosophy 297** should be used by students doing independent research after they have completed their course work and before they advance to candidacy (e.g., work on the Proposition, Dissertation prospectus, etc.). Students may sign up for up to 6 units of 297 per quarter. **Philosophy 299** should be used by students who have advanced to candidacy for dissertation research. Students may sign up for up to 12 units of 299 per quarter. **Philosophy 297 and 299** do not need Graduate Division approval. To sign up for units of Philosophy 297 or 299, please fill out the [Enrollment Verification Form for 297 and 299](#), get the signature of the faculty member who will advise the research, and submit the form to the Graduate Affairs Administrator:

## **B. Normative**

### **Time:**

15 courses (including distributions and seminar requirement) by end of second year, or fall of third year.

Master's paper – before beginning of third year

Proposition – end of third year or beginning of fourth

year

Prospectus – end of fourth year. Students who do not advance by the end of the fourth year must fill out a timetable.

Those students who enter the program in Fall 2018 and after must advance to candidacy by the first day of their 16<sup>th</sup> quarter of full time enrollment in the program. Those who do not will not be permitted to continue in the program.

Dissertation: – years 5 and 6, defend by the end of the 6<sup>th</sup> year. (Some students take 7 years to finish. The main issue here is that while we try and have generally been able to help students find TA employment for up to 6 years, a fifth year of TA employment is not guaranteed and a sixth year of TA employment is more uncertain – priority is given to students in their 6<sup>th</sup> year, which is the first year “off commitment”.)

*Timetables:* Graduate Division expects all students to advance to candidacy by the end of their 4<sup>th</sup> year. However, if you do not advance by the end of the 4<sup>th</sup> year (and many students do not) you must fill out the Timetable to Completion of PhD Oral Qualifying Exam in order to register for your 5<sup>th</sup> year. (Note: Graduate Division will place a hold on your registration and on your employment, which is lifted after they have approved your timetable.) This timetable form asks you to list the requirements for advancement that remain and a schedule for completion. You should meet either with your faculty adviser or with the Graduate Adviser to work out a reasonable schedule for advancing to candidacy. A student who files a timetable and does not meet the proposed schedule may file another timetable, and in some cases will be asked to file a different timetable form (Timetable to Completion of PhD Degree). Consult the Graduate Adviser if you are unsure which form to use.

NB: if Graduate Division notifies you that they have placed a hold on your registration due to a time table issue, it is your responsibility to consult with relevant faculty and fill out the timetable. We will support you, but you need to take the initial steps.

**C. Remote Participation in an Oral Exam:** Graduate Division (following rules set by the Graduate Council) currently allows one member of an oral examining committee (for an Oral qualifying Exam or a Dissertation Defense) to participate remotely (i.e. by video-conference, Skype, etc.). However, this person may not be the chair of the committee, and Graduate Division requires some justification and prior approval – as explained in the [Petition for Remote Participation](#) form. The form needs to be filled out by the student and signed by the Graduate Advisor. Consult your committee members and the Graduate Adviser in advance if you need to have a committee member participate

remotely. In the case of a Prospectus Oral, the remote participation form should be submitted at the same time as Form 2 (requesting approval of the examining committee).

**D. Leave of absence/withdrawal:** Information on taking a leave of absence or on withdrawing from the program may be found and submitted on RGRAD (<https://rgrad.ucr.edu/>).

**E. Filing Fee status:** A student who has or will have completed his or her dissertation can go on Filing Fee status for one quarter in order to defend the dissertation. Filing Fee status enables you to pay reduced fees for that quarter, but you may only be on that status for one quarter. The relevant form is found and submitted on RGRAD ( <https://rgrad.ucr.edu/> ).

Re-applying to the program to go on filing fee status: Students who have used up their support before completing their dissertation often withdraw from the program in order to avoid paying tuition and fees while completing their dissertation. These students can continue to work with their faculty adviser on their dissertation. When the dissertation is complete and you are ready to defend, you may then re- apply to the program to go on Filing Fee Status for one quarter in order to defend the dissertation and complete your degree. Students who have withdrawn and are re-applying to go on filing fee status must pay the admission fee, and (though this seems unnecessary) must complete the entire application. Currently that means that you must request one letter of recommendation from a faculty member, normally your dissertation director (the letter can be short!), a statement of purpose (it can be short – explain that you are re-applying to go on filing fee status to defend your dissertation...), and a personal history statement that explains what you have been doing since withdrawing (it can be short – explain that you have been working on your dissertation since you left the program...). You do not need to complete the section on test scores. Transcripts are required as well, but normally the Department has them on file and will attach them.