DEPARTMENT OF PHILOSOPHY
UNIVERSITY of WASHINGTON

2026-2027 GRADUATE STUDENT HANDBOOK

Contents

2026-2027 GRADUATE STUDENT HANDBOOK 0
Welcome! 1
Our Community 1
General Information for New Graduate Students 1
Department Staff *1*
Directory Information & Privacy *2*
E-Mail *2*
Department Website *3*
Graduate Student Spaces – Use & Conduct *3*
Keys & Building Access *6*
Mailboxes *6*
Photocopies *6*
Department Service *6*
The Graduate School 8
Policies and Procedures *8*
MyGrad Program *9*
Resources and Supports for Graduate Students *9*
Philosophy MA/PhD Program 11
Program Timeline & Milestones *11*
Coursework Requirements *12*
Summary of Graduate School & Department M.A. Requirements *14*
Submitting a Master's Degree Request *15*
Qualifying Paper *15*
PhD in Philosophy 18
Departmental Requirements *18*
Graduate School Requirements *20*
Policies & Procedures 24
Course Registration *24*
Outside Coursework Policies *25*
Satisfactory Progress & evaluations *26*
At-a-Glance: Required Observations and Evaluations *28*
Grading System for Graduate Students *30*
Continuous Enrollment and Official On-leave Policy *33*
Departmental Funding Policy *34*

UW Student International Travel Policy *35*
Grievance Procedures *35*
Leaving the Department *36*
Employment Information for TAs/RAs 37
Union Contract *37*
Salary and Benefits *37*
Eligibility *37*
Pay Dates & Appointment Periods *37*
Workday (UW Payroll) *37*
Graduate Funding 38
Types of Departmental Funding *38*
Non-Departmental Funding *41*
Job Market Preparation & Placement 42
Academic Job Market *42*
Non-Academic Job Market *42*
Appendix A—Voicing Concerns 44
Appendix B—Important Policies 48
UW/UAW Article 20 – Non-discrimination and Harassment *48*
EO 81—Prohibiting Discrimination, Harassment, and Sexual Misconduct *50*
July 23, 2025. A Statement of Principle: Academic Freedom and Responsibility (Section 24-33, Faculty code) *59*
Conflict of Interest Regarding Appointment, Employment, and Academic Decisions (Section 24-50, Faculty code) *60*
Academic Misconduct *61*
Appendix C – Philosophy Courses by Requirement 63
Distribution Requirements *63*
Seminars *64*
Elective *64*
Appendix D - Graduate Program Courses by Course Number 57
Appendix E – M.A./Ph.D. Requirements Checklist 61
How to use this checklist *61*
☐ Teaching Eligibility Requirements (Year 1) *61*
☐ Course Requirements (Years 1 & 2) *61*
☐ Complete Master's Degree with Graduate School *62*
☐ Qualifying Paper (Year 3) *63*
☐ Pre-Dissertation Work (year 3 & beyond) *63*
☐ Dissertation *64*

WELCOME!

On behalf of the faculty and staff, we welcome you to the Department of Philosophy at the University of Washington. We are glad you have joined our department, and we hope you will find your time with us to be one of personal and professional growth.

This handbook contains the policies and practices governing the Department of Philosophy's graduate program, as well as some Graduate School policies and other information that may be of use to graduate students. This includes degree requirements, registration and enrollment information, and more. These regulations are the letter of the law, and many have been determined by the Graduate School, rather than by our department.

That said, you can always seek guidance and advice from either the director of graduate studies (also referred to as the grad director or graduate program coordinator/GPC), **Colin Marshall** (crmarsh@uw.edu) or the graduate program adviser (also referred to as the GPA or grad adviser), **Carla Saulter** (philgpa@uw.edu), and they will help you navigate the system as best as they are able.

Graduate study is exciting, challenging, and sometimes frustrating. We hope you will ultimately find it rewarding. There are a wide variety of services and support systems available to you. Please reach out for assistance when you need it!

OUR COMMUNITY

We in the Department of Philosophy aspire to build an inclusive, supportive, intellectually rigorous community that meets the needs of all of its members. We recognize that philosophers are not walking minds but whole human beings with histories, needs, and feelings.

Our intention is to ensure that everyone in our UW Philosophy community feels respected and cared for—that their identities are honored and their physical and emotional well-being is prioritized. We want to foster an academic environment that enables learning and growth. When we have intellectual—or interpersonal—differences, we will lead with curiosity and prioritize dignity.

We want *you* to feel welcome in this community, and we encourage you to share—either anonymously or directly with leadership—feedback that can help us improve.

GENERAL INFORMATION FOR NEW GRADUATE STUDENTS

DEPARTMENT STAFF

Philosophy staff offices are in the Savery 361 office suite and are always happy to answer questions. Feel free to stop in to say hello or to chat about any concerns or questions you have.

Office Administrator:	**Maria Francom** (francom@uw.edu)
Graduate Program Adviser:	**Carla Saulter** (philgpa@uw.edu)
Program Coordinator:	**Liam Blakey** (liamb20@uw.edu)
Undergraduate Adviser:	**Gina Gould** (gsgould@uw.edu)

To reach all department staff, use philstaff@uw.edu.

DIRECTORY INFORMATION & PRIVACY

Department staff maintain a list of student home addresses and cell phone numbers in case of emergency. *Please keep us informed if you change your address or phone number.* We do not distribute this information.

Additionally, the University of Washington maintains student addresses. Your student address is used by the Office of the Registrar, Office of Student Financial Aid, Student Fiscal Services, and other departments and offices. The sharing of this information is governed by FERPA and Washington State law WAC 478-140-024: Education Records – Release. "Directory information" is defined as a student's:

- Name
- Street address
- Email address
- Telephone number
- Date of birth
- Dates of attendance
- Degrees and awards received
- Major and minor field(s) of study
- Class
- Participation in officially recognized activities and sports
- Most recent previous educational agency or institution attended by the student
- Weight and height, if student is a member of an intercollegiate athletic team

FERPA allows the University to release a student's directory information to anyone unless the student informs the Office of the University Registrar that they do not want directory information to be released. See Family Educational Rights and Privacy Act (FERPA) for Students to find out how to update your information, how to change your authorization to release directory information, the consequences of restricting the release of directory information, and your rights under FERPA.

Department FERPA Release: Because you can change your campus-wide directory release settings at any time, the department requires you to complete a separate FERPA release specific to our department, to let us know what information we can post. All students working as academic student employees must post their UW email and office contact information/office hours on their department website profile page.

E-MAIL

University- and department-related email

All department correspondence will be sent to your **campus e-mail address** (ending in @uw.edu), including messages from the philgrad listserv (the graduate student e-mail list). Important announcements will be posted to this list, so check your email regularly (at least once a day on business days).

Also take care to **send university-related email from your campus e-mail address, and not from a personal account**. As a state institution, UW email is subject to public records requests. If you conduct UW business on personal email, your personal email may be subject to public records requests as well.

Setting up your email

The University of Washington offers a choice between two cloud-based email services to manage your UW email: **UW Exchange Online** and **UW Gmail**. Both of these are FERPA compatible, which is important when you are working as a TA. Please note that *you may not send sensitive information (including student information, like grades) via email,* regardless of the email platform you use.

- See IT Connect's Email and Calendaring page to read about these two options.
- Set up your email preference and make any subsequent changes via the Manage UW NetID Resources portal.

Philgrad Listserv

The main listserv for philosophy graduate students is philgrad@uw.edu. All graduate students, as well as the graduate adviser, are members of this list. You will receive messages from department faculty and staff via this list. You may also send messages to this list from your campus email address. Please remember that the philgrad listserv is owned by the University of Washington and is sponsored by the department. This means that, like all other written correspondence that constitutes official UW business, it is subject to a public records inquiry. Be sure to use it in a professional manner. A good rule of thumb: If you wouldn't want it printed on the front page of the *Seattle Times*, don't put it in email!

DEPARTMENT WEBSITE

The Department of Philosophy web address is phil.washington.edu. Liam Blakey is the department's web editor.

The website has links to upcoming course information, department colloquia or other calendar events, and resources like this handbook and the TA Manual, as well as Graduate Resources, Teaching Resources, Forms, and general information about our program.

Profile Page

Each graduate student has a profile page on the department website. There are some fields you can edit yourself by logging in to the website edit mode using your UW NetID. You can write a brief bio of your academic interests, select your areas of specialty (this will add tags to your profile to help others find you), upload your CV, and add publications that will show up both in your publications section and on the shared departmental research feed.

Graduate students must have a signed FERPA release form on file to have a department profile page. Department ASE positions require students to have a website profile in the graduate student directory that includes their name, UW email, and the time and location of current office hours. Profiles are owned by the department, and staff may update or reformat general directory information like job titles, student status, office hours, and contact information to ensure consistency across directory profiles. Ask Liam if you have questions about updating your profile, and please respond to their requests for quarterly office hours in a timely manner.

We love to celebrate graduate student achievement. If you win an award or have your work featured elsewhere, please let us know, so we can brag about you on our department news feed! This helps prospective students get a sense of what kinds of work our graduate students do and will appear in the news and press section of your department profile to help promote you and your work as you build your academic career. Keeping your profile page up to date can also be useful when applying for jobs at the end of your time here.

GRADUATE STUDENT SPACES – USE & CONDUCT

Areas designated for graduate student use are professional work areas provided to you as a courtesy by the University of Washington. As such, all conduct and interactions that take place in these areas must conform to the professional standards set forth by the university.

Professional Conduct – Several documents govern professional conduct at the University of Washington. See **Appendix B** for policies on Non-Discrimination and Non-Retaliation, Sexual Harassment, Complaints, Affirmative Action, Academic Freedom and Responsibility, Faculty/Student Relationships and Conflicts of Interest, etc.

The following areas in Savery Hall are designated specifically for graduate student use or may be used by graduate students.

The Big Table (SAV 300H)

This is the table in the hallway outside the department's main office. It is used by graduate and undergraduate students for general studying and gathering and for casual wine and cheese receptions after colloquium talks or other events. The Big Table is also the most popular space to hold TA office hours. It is easy to find and has a large chalkboard.

Ty Mears Memorial Graduate Library (SAV 372)

This is a small room adjacent to the Big Table and next to the graduate kitchen that is often used for office hours. It has a door and can therefore be used for more private meetings.

The library contains books purchased for the department's graduate students using funds donated by the family of Ty Mears, a former graduate student in the department. The library and its books are property of the department but are meant to benefit the graduate students and be maintained by the graduate students.

There is a binder in the library with some information about how it should be used, and the graduate students have a library committee to help keep it organized. Books are shelved alphabetically by author within their subject section. There are general categories indicated by stickers on the shelves.

To check out a book, remove the card from the pocket on the inside cover, write your name and date on it, and place the card in the little box on the wall next to the inside of the door. This way, other students can see which books are checked out and to whom. When you are finished with the book, place it in the "book return" area opposite the shelved books.

If you would like to request a book for the library that you plan to use frequently in your philosophical work, submit a book request to the graduate adviser at philgpa@uw.edu. The adviser will get authorization from the department chair to make the purchase and will let you know if the request was approved. The adviser will then purchase the book and check it in to the library when it arrives (by logging the book on the library book list, stamping it with the UW Philosophy stamp, and applying an inside-jacket label and card pocket).

There is limited space in the department library, so don't request books that are already easily available to you via the UW Libraries. Rather, this is a resource to supplement the UW Libraries' offerings by supporting niche interests not otherwise covered.

If you have ideas and energy to improve and maintain the organization of the library, be sure to volunteer for the library committee!

Graduate Kitchen (SAV 373)

The kitchen has a fridge, microwave, espresso machine, and sink for your use. You are responsible for keeping this area clean. The policy is "clean as you go." Do not leave dirty dishes or dirty counters for "when you have more time."

Graduate students have established a kitchen committee to keep an eye on the space and to rally their colleagues if the cleaning has fallen by the wayside. Please help each other keep this area pleasant and usable for all grad students.

Restrooms

There are single-gender restrooms with individual stalls on the main floors of Savery Hall, including the hall across from the graduate student offices. (You are welcome to use whichever restroom best aligns with your identity.) There are all-gender, single-person restrooms on the second- and third-floor mezzanines.

Philosophy Conference Rooms (SAV 359 and 408)

These two conference rooms in Savery Hall are available to graduate students when there are no other activities scheduled in them. Liam Blakey maintains the reservation calendars for the conference rooms, so check with them if you want to reserve a conference room for office hours, a doctoral exam, or any other graduate student meeting.

Graduate Student Offices (SAV 378 & 384)

All graduate students have desks in either Savery 378 or 384. Each desk is individually keyed and includes filing cabinets to securely store belongings and files. The desk number is indicated on a circular sticker on the left side of the upper file cabinet. (This number is important if you ever want to switch desks or return/request keys.)

Please do not hold office hours in the graduate offices. This space is intended to be a quiet workspace for graduate students.

Never leave valuables unattended in the office, and make sure to keep the office doors closed and locked.

The graduate student offices include some shared computer stations and printers. Please restrict printing to departmental business (teaching, course work, and dissertation drafts etc.).

Desk Assignments

Desk assignments are determined by a system created by the graduate students themselves and supported by department staff. The graduate adviser keeps a map of the offices and desk assignments and updates it when changes are made. The graduate adviser also checks out desk keys to graduate students.

Students with seniority in the program have priority for available desks. If a desk is vacated, other students may indicate their interest by sending an email to the grad listserv (philgrad@uw.edu). The student must indicate their intention/desire to move to the open desk and give a time window within which those with seniority may make a counterclaim (about three business days). If a more senior graduate student responds within the time window that they would like the desk, the desk goes to the more senior student. For students with the same seniority, the first to make a claim via the listserv has priority.

The graduate adviser is a member of the philgrad listserv and will see messages related to desk moves. If you have followed the correct process and are ready to move to a new desk, please contact the grad adviser to exchange keys. Make sure to remove all your belongings from your previous desk so that it is ready for another grad student to use.

Each summer, the graduate adviser verifies the desk map to make sure it is correct and that unassigned desks are empty and ready for new students to move in. The adviser will email the philgrad list and advise continuing grads of the deadline to make any changes to their desk assignments and remove their belongings from any unassigned desks. After that deadline, items abandoned on unassigned desks may be removed and empty desks made available to incoming students to claim. The graduate adviser invites new students to choose their desks from the empty desks available at the time of orientation.

At all other times during the academic year, changes are made on an ad hoc basis and initiated by graduate students.

KEYS & BUILDING ACCESS

Office Keys – Our department administrator, Maria Francom, will issue you a key that will open the doors of the designated graduate spaces (offices, kitchen, and library).

Desk Key – Each desk within the two grad offices is individually keyed and comes with a standing file cabinet and small rolling file drawer/stool. The graduate adviser holds these keys and will issue your desk key. If you move desks during your time as a graduate student, be sure to inform the graduate adviser, so they can collect your old key and issue you a new one.

After-hours CAAMS Building Access – After-hours access to the outside doors of Savery Hall, the stairwells, and the elevator is obtained via the CAAMS system by tapping your Husky Card. All entrances to the upper floors (2M and up) are locked before 8 a.m. and after 5 p.m. and require CAAMS access. Your card will be activated when you start your first quarter, but you can lose access if your Husky Card becomes inactive due to lack of registration. CAAMS access is continual as long as your Husky Card is active. Husky cards are activated based on student eligibility. You maintain your eligibility by always being registered for either the current and/or future quarter. Should you lose eligibility due to lack of registration, your eligibility will resume once you have registered. The database picks up new data each night, so if you renew eligibility, your CAAMS access will usually resume the following day.

Make sure to carry your Husky Card with you when you are in the building after hours, so that if the UW police do a building sweep, you will be able to show them that you have permission to be in the building after hours.

MAILBOXES

Mailboxes are in SAV 369 (within the SAV 361 main office suite) and are arranged in alphabetical order. Others on campus can send you physical mail by addressing an envelope with your name and the campus box number 353350.

PHOTOCOPIES

The photocopier is in the mailroom within the Savery 361 main office suite. **The photocopier can only be used for class materials that your students will use** and only for class materials that are relatively short (exams and assignments). Anything approaching article length that needs to be copied for a class should be sent to one of the campus copy centers, where students can then purchase them.

Please don't use department copiers for personal copies (including your own coursework and writing). UW Libraries have printers and copiers for student use. The photocopy machine is also a high-speed scanner. If you need a scan of something for your own work, you are welcome to use this machine for scanning purposes.

DEPARTMENT SERVICE

Every member of the UW Philosophy community is encouraged to participate in building a dynamic, welcoming academic environment for all. Here are some roles that offer formalized ways to contribute to the department.

Graduate Representative

Two graduate representatives ("grad reps") are elected by their fellow graduate students to serve in this role for one year. (Grad reps are elected near the end of spring and serve until the following spring quarter.)

Grad reps organize graduate student meetings: traditionally, one in the fall, to reconnect and assign committees; one in the spring, to elect new grad reps; and others as needed. (After the fall meeting, they should send the list of committee assignments to the grad adviser.) Grad reps also coordinate the selection of an undergraduate student for the Graduate Student Choice award at the Department Awards Ceremony and facilitate communication between graduate students and faculty.

Grad reps attend—and take notes at—faculty meetings, which are held from 3:30–5 p.m. on the first and second Tuesday of every month (during the academic year only) and share their notes with fellow graduate students. Though grad reps will occasionally be asked to communicate to faculty about graduate students, this position is not intended to represent the graduate student community in any official capacity.

Committee Roles

Every graduate student is encouraged to serve on at least one committee per year. Committees are added, adjusted, and removed as grad students' needs and conditions evolve, but here are some examples. (Note: Time commitments vary. It's good practice to check with current committee members about meeting frequency and workload before joining.)

Climate

Graduate students who volunteer for this committee will serve on the department's climate committee, which is tasked with helping to create and maintain a supportive climate for students, faculty, and staff. *(3 members)*

Colloquium

Graduate students who volunteer for this committee will serve on the department's colloquium committee and will work with faculty to select speakers for quarterly colloquia and to plan associated events. *(2 members)*

Curriculum

Graduate students who serve on this committee will participate in the department's curriculum committee. This committee is responsible for setting the course schedule (both graduate and undergraduate) for the following year. The committee must consider: availability of classes satisfying distribution requirements for graduate students and philosophy majors, an appropriate number of courses requiring teaching assistants, and faculty teaching preferences. *(2 members)*

GPSS Senators

The Graduate and Professional Student Senate (GPSS) represents graduate and professional students at UW Seattle. GPSS provides professional, personal, and academic events and resources, including funding for departments and for individual grad students.

Each department may designate two senators to serve in the GPSS senate. GPSS Senators must be appointed by the grad adviser, but the adviser supports the appointment of senators elected by the philosophy graduate students. You can find more information about serving as a GPSS Senator here. *(2 members)*

Grad Offices

This committee should include one point person from each office (378 and 384). Members' main role is to organize periodic cleanups of the space and to ensure that common spaces (such as bookshelves and coat racks) are kept free of unwanted items. The grad adviser will work with the committee on this. *(2 members)*

Graduate Student Conference

Every other year, UW Philosophy grad students host a philosophy conference fall quarter. Members of this committee plan and run the conference. Some of the major duties include selecting the theme and keynote speakers, reviewing the submitted papers, and managing logistics on the day of the conference. *(3 members)*

Kitchen

The kitchen committee ensures that the graduate student kitchen stays clean, and that expired food is periodically removed from the refrigerator. *(2 members)*

Social

This committee identifies and creates opportunities for grad students to connect socially. Some examples: intramural sports leagues, parties, visits to natural areas and cultural landmarks, and group meals. *(2 members)*

Ty Mears Library

Members organize and maintain the books in the Ty Mears Memorial Library, making sure all current books have name plates, check-out pockets, and UW stamps and are recorded in the Ty Mears Library database. They also monitor the check-out system (following up at the end of each quarter about books that are checked out), vet requests for book purchases, work with the graduate adviser to order requested books (after checking with the Philosophy librarian to see if they are already in the library budget), and check with grad students at the end of each quarter for seminar book donations. *(2 members)*

Works in Progress Lunches

This committee—which will also include at least one faculty member—organizes informal lunchtime presentations for grad students and faculty members to receive constructive feedback on new projects. The committee is responsible for creating the schedule (including soliciting volunteers) and hosting the meetings, which will occasionally include a Zoom component. *(2 members)*

THE GRADUATE SCHOOL

The graduate program in the Department of Philosophy is governed by the department's graduate faculty, within the larger body of the Graduate School. Graduate School policies and procedures apply to all graduate students and provide the framework within which the department applies additional, department-specific policies and procedures. All graduate degrees are awarded by the Graduate School (at the recommendation of the department). Therefore, students must meet both Graduate School and departmental requirements.

The Graduate School is the central administrative body governing graduate programs at the University of Washington and contains departments within it that mirror other university departments that serve undergraduate students. (For example, the graduate school equivalent of the undergraduate admissions office is the Graduate Enrollment Management Services office).

See the Graduate School's Directory for a full list of department contacts.

POLICIES AND PROCEDURES

This handbook's primary focus is to convey Department of Philosophy graduate program information and does not duplicate all Graduate School policies and procedures. There are many Graduate School rules and requirements you need to know. Some are referred to here, but you can find more detailed information on the Graduate School's Policies page and in their useful Graduate Student Handbook.

It is your responsibility to familiarize yourself with these rules and requirements. *The graduate adviser is here to help you navigate them, so don't hesitate to ask for assistance with any questions or concerns.*

MYGRAD PROGRAM

MyGrad Program is the primary portal for you (and the graduate adviser) to communicate with the Graduate School to track and document your progress through the graduate program. It is the system you will use to request your master's degree, schedule your general and final exams (in the Ph.D. stage), request leave (if necessary), and submit any necessary petitions to the dean. You can access MyGrad Program using your UWNetID and password at grad.uw.edu/mygrad-program/.

RESOURCES AND SUPPORTS FOR GRADUATE STUDENTS

Both the Graduate School and the larger university community offer resources and supports for graduate students. Here are some that might be helpful to you during your time in the program.

Center for International Relations and Cultural Leadership Exchange (CIRCLE)

CIRCLE provides social and community-building opportunities to UW's international students. They plan regular activities and events for international graduate students, including many welcome events at the start of the academic year.

Center for Teaching and Learning

The Center for Teaching and Learning (CTL) is a collaboration of the Graduate School, UW Libraries, and Undergraduate Academic Affairs that brings together individuals, departments, and communities to share best practices and evidence-based research on teaching, learning and mentoring. The center offers training to graduate students who are teaching or research assistants and supports and promotes innovation in teaching among the faculty.

Counseling Center

The UW Counseling Center is available to both graduate and undergraduate students at UW. The center provides both crisis and ongoing support—either at their office in Schmitz Hall or via Zoom. To reach the Counseling Center, visit their website or call (206) 543-1240.

Disability Resources for Students (DRS)

Disability Resources for Students can help you establish official academic accommodations and/or navigate any issues with campus accessibility. DRS supports students with physical disabilities and learning needs, as well as students who are navigating chronic illness or who need accommodations related to pregnancy and parenting.

Fellowships and Awards

Fellowship and Awards staff administer regional and federal fellowship and scholarship programs that require Graduate School involvement, including the application process for Fulbright and other international and research abroad programs for students and faculty, and fellowships funded by private gifts to the university. The staff also administer discretionary tuition waivers and *explain and monitor policy concerning graduate student appointments.*

Graduate Enrollment Management Services (GEMS)

This is the office that oversees graduate admissions. It also provides ongoing student support, facilitating completion of master's and doctoral degrees by assisting graduate students, faculty, and staff in understanding and

implementing many of the policies, requirements, and procedures relating to the completion of these degrees. Contact GEMS at uwgrad@uw.edu or (206) 685-2630 or schedule a (virtual) student advising appointment.

Graduate Student Equity & Excellence (GSEE)

"For more than 50 years, GSEE has worked with graduate students, staff, faculty, and campus leadership to develop initiatives that strengthen graduate diversity, enhance academic opportunities, and encourage and support research exploring cultural diversity. GSEE aims to cultivate a culturally and ethnically diverse academic and social environment in which all graduate students can learn and thrive while attending the University of Washington.

"GSEE promotes and supports:

- Outreach, Recruitment and Graduate Student Success
- Professional Development and Community Building
- Graduate Funding Opportunities
- Scholarship and Research
- Advocacy, Consulting and Advising"

Health Services

UW offers a wide range of physical and mental health services to enrolled students. If you need health care and aren't sure where to start, visit wellbeing.uw.edu/.

International Student Services (ISS)

ISS advises international students with F-1 or J-1 visas enrolled in undergraduate, graduate, and professional degree programs at UW. If you have questions or concerns about your visa status, ISS is a great place to start.

Q Center

"Located in the Husky Union Building on the University of Washington campus, the Q Center has proudly served LGBTQ+ students, staff, and faculty for over 20 years. We're here to foster a brave, affirming, and inclusive community where everyone's gender and sexual identities are celebrated.

Through programs, resources, and support, we empower students and staff to thrive personally, socially, and academically. Guided by values of justice, respect, and liberation, the Q Center is a space where all individuals can find connection, healing, and the freedom to be their authentic selves."

The center also maintains a helpful list of all-gender restrooms on campus.

Safe Campus

Safe Campus is a resource to address safety concerns and prevent violence—in all of its forms—at UW. If you have a safety concern—either for yourself or someone else—you can contact Safe Campus (206-685-7233; safecampus@uw.edu) to be connected to resources that can help you address them. All calls are private, and you can choose to remain anonymous.

Student Success – Office of Graduate Student Affairs

Student Success offers professional development and support for graduate students in the form of workshops, events, and online content, such as guides covering how to find a mentor, find community on campus, and look for a job in academia.

PHILOSOPHY MA/PHD PROGRAM

Note: **The UW Department of Philosophy offers a joint M.A./Ph.D. program.** All students, regardless of whether they have earned an M.A. at another institution, must complete the M.A. requirements before entering the Ph.D. program. The M.A. is a non-thesis program. There is no language requirement for the M.A. degree or for the Ph.D.

PROGRAM TIMELINE & MILESTONES

Here is a brief snapshot of the milestones on the way to completing the philosophy doctoral degree. This timeline is a general guideline and may vary. Each milestone is explained in more depth later in this section.

YEAR	ACTIVITIES
1	• Attend **TA Program on Teaching and Learning** (prior to start of autumn quarter) • Complete **PHIL 504 – Topics in Teaching Philosophy I** (autumn) • Begin teaching (unless on fellowship or working as an RA) • Begin course/distribution requirements (aim for at least 6 courses, 2-3 of which are seminars) • Determine whether you need additional language preparation for your course of study
2	• Complete PhD **course/distribution requirements** (12 courses, 6 of which are seminars; 2 History, 2 S/E/M, 2 Value courses) *[Note: Only 11 courses, and 4 seminars are required for the master's degree, but students should aim to complete all PhD coursework by the end of year two.]* • Begin teaching (if not done in year one) • Identify a topic and a reader for your qualifying paper (winter) • Complete culminating presentation for the master's degree (spring) • Submit **request to award master's degree** by *last day of instruction* (spring) • Submit full draft of qualifying paper to faculty reader (late spring/early summer if possible; early autumn of year three at the latest)
3	• Register for PHIL 600 – Independent Study credits with qualifying paper reader • Submit qualifying paper by 5 p.m. the Monday before the week of Thanksgiving break, which is typically the third Monday of November • Complete **PHIL 502 & PHIL 503 – Pre-Dissertation Workshops I & II** (winter & spring) • Complete **literature review** (part of PHIL 502) • Submit **teaching portfolio** (annually in winter, beginning in third year) • Complete **PHIL 505 – Topics in Teaching Philosophy II** (winter) • **Establish doctoral supervisory committee** • Complete any remaining coursework requirements if not completed in first two years • Register for PHIL 600 – Independent Study credits with committee chair • Begin writing dissertation prospectus • Explore professional opportunities (fellowships, conferences) • **If interested, apply for a solo teaching position for summer quarter**
4	• Schedule general exam • **Establish reading committee** (usually all or most members of the supervisory committee also serve as readers of the dissertation) • Register for PHIL 800 – Dissertation credits (the quarter after passing the general exam) with committee chair • Begin writing dissertation • Continue professional preparation and exploring professional opportunities (fellowships, conferences, publications)
5	• Apply for dissertation writing fellowships • Present at conferences • Publish

YEAR	ACTIVITIES
	• Prepare academic job market materials/enter job market • Explore alternative careers (if not pursuing an academic path) • Schedule final exam (dissertation defense) • Submit final electronic dissertation

COURSEWORK REQUIREMENTS

Summary of Course Requirements

M.A.	Ph.D.
11 philosophy courses; including: • Four seminars • Eight courses in the required distribution areas: History (2); Science, Epistemology & Metaphysics (2); and Value (2)	12 philosophy courses; including: • All course requirements for the M.A. degree • Six seminars
First-Year Courses: PHIL 500 – First-year seminar PHIL 504 – Topics in Teaching Philosophy I (Autumn)	Third-Year Courses: PHIL 505 – Topics in Teaching Philosophy II (Winter) PHIL 502 – Pre-Dissertation Workshop I (Autumn) – *including literature review* PHIL 503 – Pre-Dissertation Workshop II (Spring)

Required Teaching Courses & Training

TA Program

The TA Program on Teaching and Learning is hosted by the Center for Teaching and Learning (CTL) each year prior to the start of autumn quarter. It is a requirement of the Graduate School that all new TAs attend this training session. The Department of Philosophy requires all incoming graduate students to attend this training as part of orientation, regardless of whether they are scheduled to teach in their first year.

Teaching Courses)

- **PHIL 504 – Topics in Teaching Philosophy I** (1 credit, CR/NC) – *Required in autumn of year one (regardless of teaching appointments).* This discussion course helps prepare graduate students for working as teaching assistants and provides an opportunity to share resources.
- **PHIL 505 – Topics in Teaching Philosophy II** (1 credit, CR/NC) – *Required in winter of year three.* This discussion course helps prepare graduate students to teach as an instructor of record.

Both courses may be repeated up to five times for credit if a student wants to continue using these as a forum of teaching support and growth.

Course Load

In the first two years of the program, students must complete **at least two *graduate philosophy* courses per quarter** with a grade of 3.0 or better to remain in good standing. Philosophy-related courses outside the department can be taken instead; however, these courses must receive prior approval by the grad director.

Graduate Writing Requirement – For all 400- and 500-level courses (other than logic and related courses), graduate students must write longer term papers (rather than exam or shorter paper options).

12-Course Requirement

To complete the full (M.A./Ph.D.) graduate program, students must complete 12 (400- or 500-level) graded philosophy (PHIL) courses. It is recommended that you complete these in your first two years, but *you can complete the M.A. portion with only eleven courses*. These courses must be numerically graded with a grade of 3.0 or better and be taken at the University of Washington.

Seminar Requirement

At least ***six*** of the 12 courses required must be seminars. (*You can complete the M.A. with only four of the seminars completed.)* Seminars are marked with an asterisk ("*") in the table of distribution requirements in Appendix C.

Logic Requirement

In their first two years of the graduate program, all graduate students must demonstrate proficiency in basic formal logic (predicate calculus, up to and including functions, relations, and identity). Students can demonstrate proficiency by providing proof that they have taken an introductory logic course in a previous degree program (and earned a 3.0 or better), passing an examination in this material (normally offered each fall and often in spring), or taking PHIL 120 (Intro to Logic) during their first two years of study and achieving a grade of 3.0 or better. (Note that graduate students do not receive credit for 100-level courses, and PHIL 120 does not count toward the 12-course requirement.)

Distribution Requirements

To complete the M.A. degree, students must complete courses distributed across three broad areas of philosophy. Of the student's 12 required courses, six must be distributed as follows.

1. **History** (2 courses) – This area includes Greek and Roman philosophy, modern philosophy, and recent philosophy (i.e., twentieth-century philosophy). If a class in the history of Chinese philosophy is offered at the 400- or 500-level, it will also count towards this requirement.
2. **Science, Epistemology & Metaphysics (S/E/M)** (2 courses) – This area includes logic and philosophy of mathematics, philosophy of science, philosophy of mind, philosophy of language, epistemology, and metaphysics.
3. **Value** (2 courses) – This area includes ethics, philosophy of art, philosophy of history, social and political philosophy, and philosophy of religion.

In some cases, students who have completed graduate-level coursework in these areas at another institution may petition for release from up to two courses across one or more areas of the distribution requirements. See Satisfying Distribution Requirements with Non-UW Coursework.

See Appendix C – Philosophy Courses by Requirement and Appendix D – Graduate Program Courses by Course Number for a full list of philosophy courses that fulfil distribution and other requirements.

M.A. Culminating presentation

UW master's programs must include a final culminating experience in addition to the required coursework. In our department, this should be a short, informal presentation at our Works-in-Progress series (or similar department event). You can present an idea you're developing for your QP, a paper you've written for a course or journal, or something else entirely. In the spirit of the works-in-progress series, the "culminating experience" is meant to be relatively low-stakes: an opportunity to talk about something you're interested in with others.

Pre-Dissertation Workshops I & II

After submitting the qualifying paper, all students must register for PHIL 502 – Pre-Dissertation Workshop I PHIL 503 – Pre-Dissertation Workshop II. These workshops are graded credit/no-credit and are required in addition to the 12 numerically graded courses. See Pre-Dissertation Workshops and Literature Review for details.

See Outside Coursework Policies and Satisfactory Progress for additional important information.

Degree Audit in MyPlan

You should periodically check your degree audit to track your progress and to make sure that all courses are being counted toward your degree in the way that you expect. Some requirements (like the qualifying paper, courses counted by petition, or PHIL 401 courses with variable distribution areas) must be manually added to the degree audit by the graduate adviser. If you have any questions about your degree audit, ask the graduate adviser.

Log in to MyPlan using your UW NetID and password and go to Audit a UW Degree Program (DARS).

Select the "Graduate" tab and then use the dropdown menu to choose the degree you want to audit (either "Philosophy MA" or "Philosophy PhD"). If you are a master's student trying to complete all philosophy courses in two years, be sure to check both degree audits to make sure you're completing all coursework; the master's degree audit will only count 11 courses and four seminars (while the PhD audit will count the full 12 courses and six seminars).

SUMMARY OF GRADUATE SCHOOL & DEPARTMENT M.A. REQUIREMENTS

It is the responsibility of each master's degree candidate to meet both the **Graduate School** and **department** requirements. *The student must satisfy the degree requirements that are in force at the time the degree is awarded.* See Appendix E for a Program Requirements Worksheet.

The following are the requirements to be awarded the master's degree in philosophy. Graduate School requirements are designated with "(GS)".

- PHIL 504: Topics in Teaching Philosophy I
- Introductory logic (PHIL 120), or proof of having taken an equivalent course and earning a minimum grade of 3.0 at the undergraduate level
- 11 graded 400- and 500-level PHIL courses taken in the UW philosophy department with a grade of 3.0 or above, including:
    - 4 philosophy seminars
    - 2 History courses
    - 2 SEM courses
    - 2 Value courses
- A culminating presentation to the department
- A Master's Degree Request (submitted through MyGrad Program) filed according to posted quarterly dates and deadlines (GS)
- Maintain registration through the end of the quarter in which the degree is conferred (GS)
- Complete work within six years (includes quarters spent on leave) (GS)

This is a summary of requirements. For full details, see the Graduate School's Graduation Requirements and related policies and procedures.

SUBMITTING A MASTER'S DEGREE REQUEST

All graduate degrees are awarded by the Graduate School (at the recommendation of the department), not by the department itself. This means that your degree will not be awarded without completing the Graduate School's procedures to request the awarding of the degree.

The student must file a Master's Degree Request with the Graduate School (submitted through MyGrad Program) according to posted quarterly dates and deadlines. The filing of the application is solely the responsibility of the student.

Master's requests must be submitted during the academic quarter in which the degree requirements will be completed. Requests will be processed beginning immediately after the end of the quarter. First, the department reviews the request and verifies that all requirements have been met. Then the department approves the request, sending our recommendation to the Graduate School to confer the degree. The Graduate School then begins reviewing the request. All requirements for the degree must be met by the end of the current quarter if the application is to be approved.

Master's degree requests are valid for one quarter. If the requirements for the degree are not met in the quarter the application is submitted, the application is void, and the student must file a new application in a subsequent quarter. (If you are not sure whether you'll complete your requirements in a given quarter, you should still apply for the degree. There are no negative consequences if you don't finish.)

QUALIFYING PAPER

In the fall term of their third year, students must submit a qualifying paper. The qualifying paper serves as the exam to continue into the doctoral program. Each winter, the grad director aims to meet with second-year students to review the qualifying papers process (documented below) in detail.

Description

The qualifying paper is typically a substantially revised and extended version of a seminar paper. Typically, qualifying papers range from 7,000 to 10,000 words, which is about the range for a standard journal article. The paper should present an argument of relatively narrow focus, written for a professional reader. The paper should identify an issue or problem to address, state a clear thesis, and attempt to make an original contribution rather than simply surveying the relevant literature. The qualifying paper is intended to demonstrate proficiency in philosophical argumentation and writing and the capacity to respond appropriately to constructive feedback. The standard for passing the paper will be the capacity to do independent philosophical work and dissertation-level writing: to identify a problem or issue in the existing literature, develop a clear thesis, and defend that thesis carefully and convincingly, with attention to likely objections. The qualifying paper rubric provides a more detailed sense of what we look for in a qualifying paper.

Deadlines

Students in their third year submit their qualifying paper to the graduate adviser at philgpa@uw.edu **by 5 p.m. on the Monday before the week of Thanksgiving break (10 days before Thanksgiving), which is typically the third Monday in November**. This is a hard deadline unless a student has a pre-existing, faculty-approved extension. Failure to submit the qualifying paper by the deadline may result in failure to continue into the doctoral

program. (Part-time students should submit their qualifying paper for evaluation upon completion of the 11-course requirement. The paper deadline for part-time students will be determined on a case-by-case basis.)

Graders are likely to want to look at any literature that plays a central role in the argument of your paper, so please provide copies of any material you rely on extensively that is not easily accessible (e.g., drafts of forthcoming papers that cannot be found online). In most cases, however, no such supplemental material is needed.

Reading Committee & Feedback

Students should identify a primary faculty reader for their paper, ideally sometime in the spring quarter of their second year. This person, who will chair the reading committee that assesses the final paper, can advise the student on the viability of a particular topic and will provide at least two sets of comments on paper drafts. The student, in consultation with their primary faculty reader, should also identify two additional faculty members with relevant expertise to serve on the three-person reading committee.

Students should consult with their faculty reader about when to submit their drafts to ensure that the person has sufficient time to read the document carefully and provide detailed comments; they should create a plan—ideally, in the spring quarter of the second year—that works for both the student and the reader. Each round of feedback (or "read") will take a minimum of two weeks. This means the first draft for the reader should be ready in the first weeks of autumn quarter. There is no limit to the number of reads—or readers—for a qualifying paper; the only constraint is time. If you want to receive significant feedback from more than one faculty member, it is best to start the process in spring quarter of your second year. Students should talk with their faculty reader about whether they think additional feedback from other faculty might be helpful.

Submission

Papers should be submitted via email to the graduate adviser by **5 p.m. on the Monday before the week of Thanksgiving break, which is typically the third Monday in November**. The grad adviser will share the paper with the student's reading committee.

When submitting the paper, the student should specify where, when, and by whom they would like to be notified of the results. The student is also asked whether they want to donate an anonymous copy of their paper and comments to a department Canvas page for consultation by other philosophy graduate students.

Grading Procedure

Qualifying papers will be graded individually by each member of your reading committee. Each member will assign one of the following grades.

- Clear Pass
- Marginal Pass
- Marginal Fail
- Clear Fail

When the first phase of grading is complete, the committee will meet to decide on a final outcome. If all three members assign a passing grade to the paper, it passes automatically. If there is disagreement, the committee will engage in an in-depth discussion and will likely review the student's entire record, including courses completed, GPA, and quarterly faculty comments. Typically, if the reading committee does not pass a qualifying paper, students will be offered a chance to revise or rewrite. If revisions are required, the reading committee will discuss with the student what revisions they would like to see. Revisions will be due no later than the first Monday in May of the same academic year.

Students are likely to be notified of whether they have passed without revisions or if further revisions are required to pass in finals week of autumn quarter (typically the third week of December).

Rubric for Grading Qualifying Papers

Faculty grading qualifying papers will use the following rubric. The rubric is qualitative; along each dimension, faculty will provide relevant commentary but not quantitative scores. The rubric describes what a clearly passing qualifying paper should achieve. If you have any questions about how to interpret any of these criteria, or about how any given criterion applies to your writing, please use this as an opportunity to speak with your reader.

1. *Thesis*: Identifies a problem or issue in the existing literature. Develops and states a clear thesis. In particular:
    - The intended meaning of polysemous words articulated in the thesis should be (a) defined or (b) illustrated by example. Further, if necessary, the intended meaning should be distinguished from possible misinterpretations.
    - The author's thesis should be distinguished from those of other authors. In particular, if the student is defending a thesis that has already been defended in the literature, then they must state so and explain in what way their argument is novel.
2. *Argumentation*: The paper should have a well-developed argument. In particular,
    - The paper should, in its interpretation, synthesis, approach, or argument, make a clear philosophical "move" by the standards of the sub-field in which the paper engages.
    - The paper should articulate key premises and assumptions and show how they support the author's main point(s).
    - The paper should defend its thesis by anticipating likely objections—especially those that have already been made, in print, to relevantly similar arguments.
    - The paper should have a scope appropriate for accomplishing all of the above.
3. *Engagement with literature*: The paper displays awareness of existing literature relevant to the paper's topic. Paper engages conceptually with existing scholarship and makes good use of this material. Paper includes an appropriate reference list, and sources are cited according to existing academic norms.
4. *Organization*: There is a clear and logical organizational plan that builds discussion—through its use of paper sections, paragraphs, topic sentences, and transitions—to defend the thesis and anticipate and respond to likely objections. Avoids extraneous material and tangents.
5. *Prose*: Presents ideas clearly and concisely, with an academic writing style appropriate to area and that avoids inappropriate informality, overly ornate language, and unnecessary jargon.

Faculty will also discuss the process by which students wrote their papers. In particular, they will discuss:

1. *Independence*: In the process of writing the qualifying paper, the student should demonstrate the capacity to do relatively independent work (outside of a class structure): the student should take some initiative in articulating their thesis, finding articles, identifying likely objections, and developing the organization and prose. The student should also demonstrate independence in scheduling and meeting draft deadlines with the reader.
2. *Responsiveness to comments*: The paper should be responsive to the reader's critiques and comments. This involves charitably understanding the spirit of the reader's comment or critique and its implications for the strength and content of one's claims, interpretation, argument, and/or approach to situating the project within the literature. In cases of reader objections/critiques, appropriate responses can include: (1) adding to or modifying one's view so that the objection/critique is no longer relevant, (2) biting the bullet and

explaining why one's view is preferable over modifying it so as to avoid the objection, (3) finding a way to explain why the objection/critique is not as big a concern as one might think.

PHD IN PHILOSOPHY

To qualify for the doctoral degree, students must meet the doctoral degree requirements of both the Graduate School and the department.

DEPARTMENTAL REQUIREMENTS

Admission Requirements

Admission to the Ph.D. program is based on the level of performance in the M.A. program and is contingent upon passing the qualifying paper.

12-Course Requirement

Students must complete 12 philosophy courses, of which at least six are seminars, with a grade of 3.0 or higher. Courses taken for the M.A. degree count toward this requirement, and many students will have completed this requirement during the M.A. portion of the degree. A student's supervisory committee may, however, require additional courses.

Language Requirement

There is no departmental language requirement. However, when writing a dissertation, students must be able to deal with primary sources in their original language. For example, a reading knowledge of Greek is necessary for work on Plato or Aristotle, and of German for work on Kant. All language requirements are determined by the student's supervisory committee. A student should develop the language skills needed as early as possible in their career. The student should consult with the grad director during their first and second years in the M.A. program to ensure that they are developing any needed language skills.

Eligibility to Establish a Doctoral Supervisory Committee

Philosophy graduate students are eligible to establish a doctoral supervisory committee in the academic year following their completion of the master's degree. Ideally, this will coincide with the student's third year in the program after passing the qualifying paper process and enrollment in the Pre-Dissertation Workshop series, but if the student has passed the qualifying paper, they may begin the Pre-Dissertation Workshop series prior to being eligible to form a doctoral supervisory committee, as they complete their remaining master's coursework.

Pre-Dissertation Workshops and Literature Review

In the winter and spring following qualifying paper submission, students are required to enroll in the department's Pre-Dissertation Workshop series (PHIL 502 and PHIL 503). These credit/no credit courses are designed to help students make the transition from coursework to dissertation writing.

PHIL 502 – Pre-Dissertation Workshop I

This course introduces doctoral students to the cognitive, emotional, and physical labor of writing a dissertation. Topics include the cultivation of productive work habits, identifying a dissertation project, and forming the doctoral supervisory committee. Students will be asked to read past proposals, meet with faculty members in their area, lead class discussions on articles of relevance to their likely dissertation topic, and complete a 20-page literature review (surveying work in the area in which they expect to write a dissertation).

The literature review paper is not just a Pre-Dissertation Workshop assignment; it is a requirement of the program. It will be graded (pass/fail) by two faculty members in the student's area of concentration, as well as by the instructor of the Pre-Dissertation Workshop. The literature review should be a paper that reports on approximately 12-15 articles, book chapters, or books central to the likely area of the student's dissertation project. Rather than simply providing an annotated bibliography, it should be written with an eye to marking out key positions, identifying common themes, gaps, or other problems, and providing the reader with an organized picture of what has been written in the area. Inability to complete this requirement in a timely fashion and to departmental expectations will be considered unsatisfactory progress.

PHIL 503 – Pre-Dissertation Workshop II

In this course, students develop a piece of academic writing (prospectus draft, dissertation chapter, or conference paper), polish their CV, and continue developing the skill of giving and receiving critical feedback. This course may be repeated for credit, so, while it is required for third-year students (who usually use it to draft the prospectus), more advanced students may wish to register for it in subsequent years to keep producing work that brings them closer to their goals (a finished dissertation, some publications, an effective CV, etc.).

Dissertation Prospectus

The dissertation prospectus is a substantial document (approx. 15-20 pages), developed under the guidance of a doctoral supervisory committee, that describes a clearly thought-out project and roadmap for your dissertation. It will include a clear articulation of the topic or problem that you plan to address, motivation for the topic (showing how it fits into the existing literature and what gap it fills), and a general outline of the dissertation (plans for each chapter, including discussion of anticipated objections). In some cases, the prospectus document will end up serving as the introduction for the dissertation.

Preparing a prospectus and readying it for the general exam takes a significant amount of time—and rounds of review. You should begin development of the written draft of the prospectus by working primarily with the chair of your committee (see Doctoral Supervisory Committee to learn how to form a committee). You will likely need to go through several rounds of revision with your committee chair before moving forward with the development of the prospectus, and then several rounds with the other committee members. **You should expect the process to take several quarters, depending on a variety of factors.** The development of the prospectus follows the following protocol.

1. The supervisory committee chair informs the student that the prospectus draft is in good enough shape to begin circulating, and the student sends the most recent draft to the rest of the committee.
2. Committee members review the prospectus. Note that review time may vary considerably based on individual faculty availability and workload. Students should communicate with committee members to ask how much review time they anticipate needing, and plan accordingly. Students should never expect a turnaround of fewer than 14 days, and in general should expect each round of review to be considerably longer.
3. Committee members indicate to the committee chair what (if any) changes are needed before the exam can be scheduled.
4. The committee chair and members consult, and then the chair communicates with the graduate student.
5. The graduate student makes necessary changes and seeks approval for those changes from committee members.
6. Steps 2-5 repeat until no further changes are needed.
7. Once no further changes are needed, the graduate student is told to move forward to scheduling the general exam (see General Examination).

GRADUATE SCHOOL REQUIREMENTS

The student must satisfy the requirements for the degree that are in force at the time the degree is to be awarded.

Ten-Year Requirement

The student must complete all work for the doctoral degree within 10 years. This includes quarters spent on leave or out of status, as well as applicable work for the master's degree from the University of Washington.

Total Credit and GPA Requirements

Completion of the master's degree automatically meets some of the Graduate School requirements of the doctoral degree. The following is a summary of additional requirements (for full details see the Graduate School's Graduate Degree Requirements).

- The student must earn a minimum of 90 credits
- A minimum cumulative GPA of 3.0 is required for a graduate degree at the university.

Doctoral Supervisory Committee

A doctoral supervisory committee is appointed to guide and assist a graduate student working toward the doctoral degree and is expected to evaluate the student's performance throughout the program. Your doctoral supervisory committee oversees the development of your prospectus and will eventually conduct your general exam. Appointment of the supervisory committee indicates that the graduate faculty in the student's field finds the student's background and achievement sufficient basis for admission into a program of doctoral study and research.

You should begin to form a supervisory committee after completing the master's portion of the program—ideally in the third year in conjunction with taking the Pre-Dissertation Workshop series—and the committee should be formally established no later than four months prior to the general exam.

A doctoral supervisory committee consists of *at least four members*: a chair (your primary dissertation adviser), a graduate school representative (GSR) from outside the department to oversee the committee's processes on behalf of the Graduate School, and (at least) two additional members. Any committee must comply with the following.

- At least three members (including the chair and the GSR) must be members of the graduate faculty with an endorsement to chair doctoral committees (GE).
- A majority must be graduate faculty members (G/GE).

For more information, see the Graduate School's Policy 4.2: Supervisory Committee for Graduate Students.

To establish your committee, first identify a faculty adviser who agrees to serve as committee chair. In conversation with that faculty member, identify the additional potential members. Get confirmation *in writing* (email is fine) from each committee member indicating their agreement to serve on your committee and *in which capacity* (chair, GSR, or member) and forward to the graduate adviser. The graduate adviser will establish your committee with the Graduate School via MyGrad Program. *Once you have a committee, you will be able to see your committee listed in MyGrad Program.*

General Examination – Admission to Candidacy for Doctoral Degree

Students must pass the general examination to advance to PhD candidacy. *Registration as a graduate student is required the quarter the exam is taken and candidacy is conferred.* To conform to the department's expected timeline and milestones, students should plan to schedule and pass the general exam in their fourth year.

In the Philosophy department, the general examination consists of a presentation of the student's dissertation prospectus. Preparing a prospectus and readying it for the general exam takes a significant amount of time and rounds of review—first with the committee chair and then with other members of the committee (see Dissertation Prospectus for details). **It is strongly recommended that the student, after receiving approval from their supervisory committee chair, submit drafts of the prospectus to all committee members several months prior to the date they hope to schedule the examination.** The most recent version of the prospectus, upon which the exam will be based, must be circulated to all committee members **at least** two weeks prior to the examination. All decisions about such drafts should be made in consultation with the chair of the committee.

A general examination may be scheduled if:

- The student has completed 60 credits (some of these credits may be taken the same quarter of the exam)
- All required program examinations that do not need Graduate School approval have been completed
- **The chair of the supervisory committee has secured the other committee members' agreement that the student is ready to schedule the general examination**

At least four members of a supervisory committee (including the chair, graduate school representative, and one additional graduate faculty member) must be present at the examination.

Here are the steps to schedule a general exam.

1. After receiving permission from your committee chair, contact your committee members to determine a date and time for the exam that works with everyone's schedules.
2. Find a location (review the department conference room calendars to ensure that a room is available at your desired time)
3. Book a conference room for your exam by emailing Liam Blakey at philinfo@uw.edu with the details of your request. Make sure you receive confirmation of your booking.
   (Note: If the exam will be conducted remotely, see the Graduate School's Instructions for Virtual Doctoral Examinations.)
4. Submit the Request to Schedule the General Exam in MyGrad Program; this request is first routed to the department for approval before being sent to the Graduate School.
5. To get departmental approval to schedule the exam, request written confirmation (email is fine) from your committee members that they can attend the exam at the **date, time, and location** that you have submitted in your Request to Schedule, then *submit the confirmations to the graduate adviser*. The simplest way to do this is to send one email to the entire committee (cc'ing philgap@uw.edu) that includes all the necessary details, and request that all committee members reply all with "I approve," "I confirm," "I can attend," or similar.
6. The graduate adviser will approve the request to schedule on behalf of the department, once written agreement from all committee members is on file.

After passing the general examination, students are designated by the Graduate School as a candidate for the appropriate doctoral degree. After achieving candidate status, the student then focuses on completing their research, writing the dissertation, and preparing for the final examination, in addition to their normal teaching duties.

The candidate's certificate and the doctoral degree may not be awarded the same quarter. That is, students must advance to candidacy in a quarter prior to the quarter in which they defend their dissertation.

See Graduate School Policy 1.1: Graduate Degree Requirements.

Doctoral Reading Committee

After the general examination, the grad adviser uses MyGrad Program to inform the Dean of The Graduate School of at least three members of the supervisory committee who will serve on the reading committee. This will likely be the same as (or a subset of) the doctoral supervisory committee. The reading committee must read and approve the entire dissertation and be present at the final exam (dissertation defense). At least one of the members of the reading committee must hold an endorsement to chair doctoral committees. The reading committee is appointed to read and approve the dissertation. It is the responsibility of a reading committee to (a) ensure that the dissertation is a significant contribution to knowledge and is an acceptable piece of scholarly writing; (b) determine the appropriateness of a candidate's dissertation as a basis for scheduling a final examination; and (c) approve a candidate's dissertation. See grad.uw.edu/policies/4-2-supervisory-committee-for-graduate-students/.

Dissertation Credits (PHIL 800)

After achieving candidacy (passing the general exam), students should begin registering for PHIL 800 - Dissertation credits to work on their dissertation. The candidate must register for **a minimum of 27 dissertation credits** (PHIL 800) over a period of at least three quarters. Keep in mind that this includes the minimum two-credit registration requirement in the quarter of your final exam (dissertation defense). Credits for the dissertation ordinarily *should equal at least one third of the total credits.*

With the exception of summer quarter, students are limited to a maximum of 10 dissertation credits (PHIL 800) per quarter. In summer quarter, students may register for up to 18 dissertation credits, with the permission of their committee chair.

Dissertation credits must always be taken with your dissertation chair. They will enter a grade of "N" (indicating "in progress") for all quarters of dissertation credit prior to the quarter of the defense. In the quarter of the defense, the chair will enter a numeric grade for the dissertation, at which point, all "Ns" on the transcript will automatically be changed to that numeric grade.

Preparing the Dissertation

The Graduate School publishes Electronic Thesis/Dissertation (ETD) Formatting Guidelines. Students should read and familiarize themselves with the requirements as they write the dissertation. A dissertation must meet these formatting requirements before being accepted by the Graduate School.

Final Examination -- Dissertation Defense

Eligibility to Schedule

Registration as a graduate student is required the quarter the examination is taken and the degree is conferred. This is of particular importance to note if you plan to defend during the summer or if you have been on leave.

A final examination may be scheduled if:

- A student passed the general examination in a previous quarter (has advanced to candidacy)
- A reading committee is officially established with the Graduate School
- The reading committee has read an entire draft of the dissertation
- The entire supervisory committee has agreed that the student is prepared and has approved the student to schedule a final examination

Scheduling the Final Exam

Students should plan to schedule the final exam well in advance. Be sure to provide all members of the reading committee with the completed dissertation in plenty of time to allow for rounds of revision that may be necessary before the exam. When the supervisory committee agrees that the doctoral candidate is prepared to take the final examination, the student can request a final examination. **It is the student's responsibility to make this request!**

Here are the steps to schedule a final exam.

1. After the committee chair has determined that the committee agrees it is time to schedule the final exam, obtain official (written) approval from supervisory committee members to schedule the exam. Send confirmation of approval to the graduate adviser at philgpa@uw.edu.
2. Send an electronic scheduling poll to supervisory committee members regarding the date and time of the final exam.
3. Once shared availability is determined, schedule a conference room for your final exam with the program coordinator, Liam Blakey. (Note: if the exam will be conducted remotely, see the Graduate School's Instructions for Virtual Doctoral Examinations.)
4. Send a confirmation email to all committee members (copy philgpa@uw.edu) asking them to each reply to confirm their permission to schedule, and the agreed-upon date, time, and location of the exam. We must have a written record that each member has confirmed all these details.
5. Submit your request to schedule the doctoral exam via MyGrad Program and notify the graduate adviser.
6. The graduate adviser will approve in MyGrad Program after all committee members' confirmations are received. (Note: MyGrad Program does not provide automated notifications when a request to schedule is submitted, so you need to notify the adviser that the request is pending.)

Day of Final Exam – Policies and Procedures

At least four members of a supervisory committee (including the chair, GSR, and one additional graduate faculty member) must be present at the examination.

See Graduate School policies:

- Final Examination: Dissertation Defense
- If a Committee Member is Missing
- Instructions for Virtual Doctoral Examinations

Signing the Committee Signature Form – This is done by the committee chair, *not the student*. The committee signature form should be printed ahead of time from MyGrad Program by the committee chair (the graduate adviser can help with this if necessary). If the final examination is satisfactory, the supervisory committee chair obtains signatures from all committee members on the committee signature form and submits it to the graduate adviser, who then informs the Graduate School that the student has passed. (Note: If the exam is conducted virtually, members may each sign their own copy of the committee signature form and email to the adviser, who will compile them; the graduate adviser can explain the proper procedure in this case.) Any members of the committee who do not agree with the majority opinion are encouraged to submit a minority report to the dean of the Graduate School. If the examination is unsatisfactory, the supervisory committee may recommend that the dean of the Graduate School permit a second examination after a period of additional study.

Reading Committee Approval of the Final Dissertation

A student may be tasked with making some final minor changes to their dissertation at the time of the defense. After these changes have been made to the satisfaction of the reading committee, the committee members must submit their final approval of the dissertation via MyGrad Program Committee View. **All reading committee approvals must be submitted by the last day of the exam quarter for the student to graduate that quarter.**

Final Submission of the Electronic Thesis/Dissertation (ETD)

The student's dissertation must be accepted by the dean of the Graduate School as a significant contribution to knowledge and clearly indicating training in research.

Read Thesis/Dissertation details before scheduling the final exam to make sure to leave enough time to complete these final steps by the quarter's deadline. The Graduate School provides information about copyright, plagiarism, writing and publishing considerations, and other important information for preparing to submit your ETD.

After the final examination, the candidate has until the end of the quarter to complete any final edits required by their committee at the exam and to submit an electronic thesis/dissertation (ETD) to the Graduate School.

Registration as a graduate student is required in the quarter that the dissertation is submitted. If a student needs extra time beyond the end of the quarter in which they pass the final exam to submit their dissertation, they can pay a $250 Graduate Registration Waiver fee to submit the dissertation up to two weeks following the end of the quarter. Note that this will mean that the student is awarded the degree at the end of the following quarter.

Diplomas are sent out approximately 3 to 4 months after graduation. If it's been that long and you still haven't received your diploma, contact the Office of Graduation and Academic Records at ugradoff@uw.edu or (206) 543-1803.

POLICIES & PROCEDURES

COURSE REGISTRATION

It is the student's responsibility to know registration deadlines and to register in a timely fashion. Registration deadlines are listed in the UW's Academic Calendar. If you hold an ASE appointment, you MUST be registered as a full-time student. The University of Washington defines full-time registration for graduate students as at least 10 credits per quarter during the academic year and two credits in summer quarter. Quarterly and yearly course schedules for present and upcoming quarters are available in the main office and on the department website.

A course offered in the Philosophy department carries graduate credit and may be used to satisfy the distribution requirement only if it is at the 400-level or above. Graduate students may enroll in a 300-level course as a reading course (see below) only with the prior approval of both the instructor and the grad director.

A philosophy course offered in another department may be counted as part of the course requirement if it is taught by a member of the Philosophy department.

In the description of the course requirement, the word "course" refers to specific course content rather than general course number. Thus, two offerings of PHIL 520 would count as two courses if one were on Aristotle's ethics and the other on Plato's *Parmenides*, but as one course if both dealt with Aristotle's ethics.

See Appendix C and Appendix D for information about which courses fulfill specific program requirements.

Minimum Registration

To qualify for full-time status, all graduate students must be registered for a minimum of 10 credits each quarter (except summer). All graduate students are assumed to be full-time students unless an alternate arrangement has been made with the department. Students who have completed the M.A. should register for the appropriate number of 600 (pre-doctoral) or 800 (dissertation) credits to meet the 10-credit minimum. 600-level credits are for

post-master's students who have not yet passed their general exam. 800-level credits are for students who have passed their general exam (advanced to candidacy). To register for 600- and 800- level credits, you will need the faculty member's registration code.

Reading Courses

A student who wishes to satisfy part of the course requirements by taking reading courses (PHIL 584) must submit to the grad director a description of the course (including a syllabus) signed by the instructor. The grad director will then decide whether to allow the course to be counted toward the 12-course requirement. (Note: a reading course approved to count toward the 12-course requirement will not automatically also meet a distribution requirement. Students seeking to have a reading course count towards a distribution requirement will need to submit a petition. See Petitions to the Faculty for more information.) Normally, such a course will be permitted only if the student has already taken all the regular courses in that field, so it is wise to obtain the approval of the grad director before enrolling in the course. After obtaining the instructor's permission, the registration procedure for a reading course is similar to that of the 600 and 800 courses; use the instructor's faculty code as the entry code.

Faculty Codes

The code is based on the instructor's office number. For faculty members on the third floor of Savery Hall, add "33" to their office number. (For example, Michael Blake's office number is 388, and his faculty code is 33388.) For faculty members on 3M (the mezzanine), add "44" to their office number. (For example, Paul Franco's office number is M381, and his faculty code is 44381.)

OUTSIDE COURSEWORK POLICIES

"Outside coursework" refers to anything other than a 400- or 500-level numerically graded graduate course taken in the UW Department of Philosophy while matriculated in our graduate program.

Petitions to the Faculty

Students who seek to use any outside courses to satisfy UW Philosophy graduate program requirements must submit a petition to the grad director, who will bring it to the department faculty. Such a petition should include a copy of the syllabus of the course in question, as well as a brief explanation of why the course content is relevant to the philosophical field that the student wishes to study. The petition should also include the name of the proposed course, the course date and location, and which program requirement it will satisfy.

The department faculty will decide **on an individual basis** whether outside courses may be used to satisfy program requirements.

Types of Outside Coursework

Transfer Credit

The Department of Philosophy ***does not accept credit transfers*** from other universities. However, in some cases, the faculty may grant a petition to use non-UW coursework to satisfy a *distribution requirement* (see below).

Satisfying Distribution Requirements with Non-UW Coursework

In some circumstances, graduate coursework completed at another accredited institution can be used to satisfy distribution requirements (up to two courses in one or more areas). It is important to note here that non-UW coursework *will not be transferred for credit and will not count toward credit requirements or the 12-course requirement*. Instead, the satisfaction of a distribution requirement with a non-UW course releases the student to choose more courses in their fields of specialization among their 12 courses. This must be requested via petition to the faculty.

The petition should describe the past courses, the work they involved, and which distribution requirements they potentially satisfy.

Graduate Non-Matriculated (GNM) Credit

The faculty will consider petitions to count up to two graduate courses taken at the University of Washington as a **Graduate Non-Matriculated (GNM)** student toward program requirements.

UW Courses Outside Philosophy

A student may take up to three non-philosophy UW graduate courses with the approval of the grad director as part of a program of specialization. Note: These outside courses will be counted toward the course load requirement (for purposes of satisfactory progress), but courses outside philosophy do not normally satisfy the distribution requirement or the 11- and 12-course requirements without a petition to the faculty. (If the course is at the 500-level, it can possibly be counted towards the seminar requirement, depending on the format and requirements of the course.)

SATISFACTORY PROGRESS & EVALUATIONS

Satisfactory Progress (pre-MA)

Students must complete all registration requirements and master's degree course requirements outlined in the Course Requirements section. Students are expected to complete two courses per term in the first year, and sufficient coursework to obtain the master's degree in the second year. Advancement to dissertation work and timely completion of both the MA and PhD degrees requires steady progress in completing course requirements. For progress to be satisfactory, students must complete at least four of these six courses per year of coursework.

We recognize that students sometimes need to take incompletes. In these situations, we hope that students can resolve any incompletes from the academic year over the summer. If a student has completed fewer than four courses for the year by the end of that year's summer or failed to meet other program milestones, this will result in a discussion by faculty and consideration for an academic alert at the beginning of autumn quarter.

Multiple and/or long-standing incompletes, especially if they delay completing the master's degree on schedule, may compromise good standing in the program as well as continued eligibility for funding.

Academic Alert

The UW Graduate School implements an academic alert process to "indicate unsatisfactory performance, to communicate clear expectations to… student[s], and consequences should those expectations not be met in the time indicated." See the Graduate School's Policy 3.7: Academic Performance and Progress.

Individual departments have latitude in how they implement academic alerts. For the sake of equity, the Philosophy Department takes the following approach with all students.

- No student is placed on an academic alert without prior notification.
- Should a student not meet one of the minimum benchmarks (see below), the faculty will formally discuss the student's progress, with the aim of finding the best way for the student to succeed in the program. Students will be told about the meeting in advance and be invited to submit a statement and any relevant material about their circumstances.
- If the faculty concludes, after the discussion, that it is appropriate to do so, the student will be given a notification along with conditions that must be met by a specified date.

- If a student does not meet these conditions, the grad director will recommend to the Dean of the Graduate School that the student be placed on an academic alert.
- If the student is not making satisfactory progress at the end of the next quarter, the grad director will make a recommendation of a final academic alert.
- If the student is not making satisfactory progress at the end of the quarter after being placed on a final academic alert, the department will recommend that the student be dropped from the program.

We emphasize that the faculty's goal in any of these steps is to help students find a path forward in the program. Accordingly, academic alerts and final academic alerts are very rare.

Minimum Benchmarks

Pre-MA students must complete at least four courses in a complete academic year (including the summer). All work for a given course must be submitted—but not necessarily graded—before the start of the fourth regular (non-summer) quarter to be considered complete. For example, a student who completed three courses during their first year in the program would need to submit sufficient material to complete a fourth course before the start of the following autumn quarter.

As part of satisfactory progress, a student must submit the qualifying paper in the first quarter of their third year. If a student is invited to revise and resubmit the paper, it must be submitted by the stipulated due date, typically on the first Monday in May of the same academic year.

Students who have completed the qualifying paper must:

- Continue to meet pre-MA minimum benchmarks if not yet awarded the MA
- Complete the literature review (and receive a grade for PHIL 502) no later than the start of the third regular (non-summer) quarter after being enrolled in PHIL 502
  For example, if a student takes PHIL 502 in winter of the third year but takes an incomplete in the class, the literature review should be submitted and the class completed by start of winter quarter of the fourth year.
- Complete the prospectus and schedule the general exam by the end of seventh regular quarter after submitting the qualifying paper
  For example, if the qualifying paper is submitted in fall of the third year, the general exam would be scheduled no later than the end of winter quarter during the fifth year.
- After passing the general exam, produce at least one manuscript or chapter *draft* every two consecutive quarters

All students must adhere to basic norms of academic integrity, as described in SGP 209: Student Conduct Policy for Academic Misconduct and Behavioral Misconduct.

All time-indexed benchmarks are automatically extended when students take official leave.

Academic Performance Reports

Every quarter, instructors of 400- and 500-level philosophy courses provide written feedback—in the form of academic performance reports—about graduate students enrolled in their courses who have not yet passed the qualifying paper. These reports are intended to provide helpful and constructive feedback to students to support their growth as academic professionals. The grad adviser collects reports for each student, stores them in a folder in the student's academic record, and shares the folder with the student. (If you have not yet received access to your academic performance reports, contact the grad adviser.) Only the grad adviser and the student have access to the folder.

At the end of every spring quarter, first-, second-, and third-year students' academic performance reports will be compiled and made available to faculty members to help them prepare for the end-of-year faculty meeting to discuss graduate student progress. (Note that faculty members generally do not read individual student reports unless they are a student's adviser or that student's academic progress is in question.)

Annual Self-Evaluations

Each spring, all graduate students are required to complete an annual self-evaluation (the Self-Evaluation Form is found on the Forms page of the department website). Students who have not yet formed a dissertation committee are required to meet with their faculty adviser to review this self-evaluation. Graduate students who have formed a dissertation committee are required to meet with their dissertation chair to review this self-evaluation. These requirements must be completed by the first Monday of finals week of spring quarter.

Satisfactory Progress for Doctoral Students

Beyond the minimum benchmarks described above, a student's supervisory committee determines whether a student in the Ph.D. program is making satisfactory progress. Satisfactory progress for the Ph.D. program includes steady and substantial progress toward the completion of the dissertation. The steps to address failure to make satisfactory progress are the same as described for the master's program.

Teaching Evaluation, Satisfactory Progress, and Funding Eligibility

A student's continued eligibility for TA funding is contingent upon satisfactorily fulfilling their duties and continuing to make academic progress. Failure to meet these standards may result in losing eligibility for funding. In determining whether continuing graduate student service appointees are successful in their graduate work and teaching duties, the department considers:

- The applicant's academic record of coursework and completion of requirements
- The degree of excellence in the applicant's teaching, research, and related activities

To evaluate the quality of teaching done by a graduate student who holds a teaching appointment, evidence is obtained from sources such as the following.

- Evaluations received from the Office of Educational Assessment and administered by the TA, or comparable procedures devised within the department
- Teaching observation reports: evaluations by the professor responsible for the course that should be based on at least one visit to the appointee's class or based on other methods agreeable to both parties (see Philosophy Department TA Handbook for more details)
- Faculty evaluations of a TA's general performance beyond the classroom (usually performed in a TA's first two quarters)
- Annual student self-evaluations, which take place spring quarter (see Annual Self-Evaluations)

AT-A-GLANCE: REQUIRED OBSERVATIONS AND EVALUATIONS

Submitting Evaluations

All evaluations (with the exception of student evaluations submitted directly to OEA) should be submitted *both* to the graduate student/TA being evaluated *and* to the graduate adviser (philgpa@uw.edu).

FOR TEACHING ASSISTANTS (EMPLOYMENT EVALUATION)

EVALUATION TYPE	DESCRIPTION	FREQUENCY REQUIRED
Faculty Evaluation of TA Job Performance*	General job performance evaluation – written feedback about TA's performance of the duties outlined in the job description	First two quarters that a student TAs At the instructor's discretion thereafter
Faculty Course Observation Report*	Completed "Class Observation Report" (see Forms) or narrative on TA's teaching performance	First two quarters that student TAs At least once annually thereafter
Peer Course Observation Report	Completed "Class Observation Report" (see Forms) or narrative on TA's teaching performance	At least once annually
Student Evaluation of TA	Students complete written and scantron evaluations of all instructors/TAs	Every quarter of teaching

*This evaluation has minimum requirements according to Graduate School policy. Department of Philosophy requirements meet and/or exceed Graduate School requirements (see https://grad.uw.edu/policies/5-1-departmental-responsibilities-regarding-instruction-by-tas/).

FOR ALL GRADUATE STUDENTS (ACADEMIC PROGRESS)

EVALUATION TYPE	DESCRIPTION	FREQUENCY REQUIRED
Faculty evaluation of graduate student course performance	Narrative evaluation of general performance in seminar setting (including, but not limited to written assignments)	Every quarter until qualifying paper is passed
End-of-Year Self Evaluation & Adviser Assessment	Both graduate student and faculty adviser complete respective forms assessing general academic progress during the year (see Forms)	Once annually, usually in the spring

GRADING SYSTEM FOR GRADUATE STUDENTS

The University of Washington assigns grades numerically within the 4.0 system, rather than by letter.

Department of Philosophy Graduate Student Grade Rubric

The following represents the department's standards for course grades for graduate students.

Numerical Grade	Interpretive Statement
4.0	Excellent and exceptional work for a graduate student; work at this level is creative, thorough, well-reasoned, insightful, well-written, and shows clear recognition and incisive understanding of the salient issues.
3.7	Strong work for a graduate student. Work at this level shows some signs of creativity, is thorough and well-reasoned, and demonstrates clear recognition and good understanding of the salient issues.
3.5	Competent work for a graduate student; generally well-reasoned and thorough, but not especially creative or insightful. Shows adequate understanding of the issues, although that understanding may be somewhat incomplete.
3.3	Adequate work for a graduate student, but with some indication that understanding of the important issues is less than complete and perhaps inadequate in other respects. The work is, however, above the minimal expectations for the course.
3.0	Barely meets the minimal expectations for the course; understanding of salient issues is incomplete and overall performance, if consistently at this level, would be below the level of adequate graduate level performance in the Philosophy department.
2.9	Below the level of adequate graduate performance in Philosophy. Does not count for the Philosophy department's 11- and 12-course requirements or for any of its distribution requirements. While the Graduate School accepts grades of 2.7-2.9 as graduate credit, a student must maintain an average of 3.0 to maintain graduate standing in the eyes of the Graduate School.
2.6	Below the minimum level for graduate credit.

Graduate School Grading System for Graduate Students

Graduate student grades are described in SGP 110: Grades, Honors, and Scholarship. Per these regulations, "In reporting grades for graduate students, graduate degree-offering units shall use the system described herein. Grades shall be entered as numbers, the possible values being 4.0, 3.9,... and decreasing by one-tenth until 1.7 is reached. Grades below 1.7 will be recorded as 0.0 by the Registrar and no credit is earned. A minimum of 2.7 is required in each course that is counted toward a graduate degree. A minimum cumulative grade-point average of 3.0 is required for graduation."

Correspondence between number grades and letter grades is as follows.

Letter	Number
A	4.0-3.9
A-	3.8-3.5
B+	3.4-3.1
B	3.0-2.9
B-	2.8-2.5
C+	2.4-2.1
C	2.0-1.7
E	1.6-0.0

The following letter grades also may be used.

I Incomplete. An Incomplete may be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control.

To obtain credit for the course, a student must successfully complete the work—and the instructor must submit a grade—by the grading deadline of the following quarter. Students can submit work for incomplete courses beyond that deadline with permission from the divisional dean. In no case may an incomplete be converted into a passing grade after a lapse of two years or more. An incomplete received by the graduate student does not automatically convert to a grade of 0.0, but the "I" will remain as a permanent part of the student's record.

N No grade. Used only for hyphenated courses and courses numbered 600 (Independent Study and Research), 601 (Internship), 700 (Thesis), 750 (Internship), 800 (Dissertation), and 801 (Practice Doctorate Project/Capstone). An N grade indicates that satisfactory progress is being made, but evaluation depends on completion of the research, thesis, internship, or dissertation, at which time the instructor or supervisory committee chair should change the N grade(s) to reflect the final evaluation.

S/NS Satisfactory/Not Satisfactory. A graduate student, with the approval of the grad director or supervisory committee chair, may elect to be graded S/NS in any numerically graded course for which they are eligible. If a student does not so elect, then they will be graded on a numerical basis. If approval is granted, the student must elect the S/NS option either when registering or no later than the end of the seventh week of the quarter. The instructor shall submit a numeric grade to the Registrar, who shall convert grades of 2.7 and above to S and grades lower than 2.7 to NS.

CR/NC Credit/No Credit. With the approval of the faculty in the academic unit, any course may be designated for grading on the CR/NC basis by notice in the appropriate Time Schedule. For such courses, the instructor will submit a grade of CR or NC to be recorded by the Registrar's Office for each student in the course at the end of the quarter. All courses numbered 600, 601, 700, 800, and 801 may be graded with a decimal grade, a CR/NC or N at the instructors' option.

W Withdrawal. Refer to the University of Washington time schedule or homepage at www.washington.edu/students/reg/wdoffleave.html.

HW Hardship withdrawal. Grade assigned when a graduate student is allowed a hardship withdrawal from a course after the seventh week of the quarter.

Repeating Courses

Graduate students may repeat any course. Both the first and second grades will be included in the cumulative GPA. Subsequent grades will not be included but will appear on the permanent record. The number of credits earned in the course will apply toward degree requirements only once.

GPA

A cumulative GPA of 3.00 or above is required to receive a degree from the Graduate School. A graduate student's GPA is calculated entirely on the basis of numeric grades in 400- and 500-level courses. The grades of S, NS, CR, NC, and N are excluded, as are all grades in courses numbered 600 or 800, and in courses at the 100, 200, and 300 levels. Failure to maintain a 3.00 GPA, either cumulative or for a given quarter, constitutes low scholarship and may lead to a change-in-status action by the Graduate School. Failure to maintain satisfactory performance and progress toward a degree may also result in a change-in-status action by the Graduate School or academic unit.

Withdrawal Policy

During the first two weeks of the quarter, graduate students may withdraw from all courses for any reason by filing an appropriate form with the Registrar. The date of complete withdrawal is recorded on the student's transcript.

Starting the third week of the quarter, a grade of W is recorded when graduate students drop any course or withdraw completely.

Graduate students have until the end of each quarter to withdraw completely from all courses.

The withdrawal policies stated above apply to quarters of the regular academic year. The deadlines for summer quarter are established by the dean of summer quarter and may be different.

Unofficial withdrawal from a course results in a grade of 0.0.

CONTINUOUS ENROLLMENT AND OFFICIAL ON-LEAVE POLICY

To maintain graduate status, a student must be enrolled on a full-time, part-time, or on-leave basis from the time of first enrollment in the Graduate School until completion of all requirements for the graduate degree. Summer quarter on-leave enrollment is automatic for all graduate students who were either registered or on-leave the prior spring quarter. Failure to maintain continuous enrollment constitutes evidence that the student has resigned from the Graduate School.

On-Leave Status

If a leave of absence becomes necessary at some point in a graduate student's career, it is the student's responsibility to request leave from the department and complete an official UW Graduate School on-leave form via MyGrad Program. Requests for leaves of absence are considered on a case-by-case basis within the department, and can, particularly if the request comes during the student's first two years in the program, require a department vote. Students in their first two years in the program are expected not to take leave except for medical reasons or other exceptional circumstances. Students who request leave during their third through fifth years of funding will be required to give advance notice of when they plan to return if they want to resume funding (e.g., giving notice by January to be guaranteed funding for the following fall quarter).

To be eligible for on-leave status, a student must have registered for at least one quarter as a graduate student at the University of Washington immediately prior to going on-leave; **international students must complete three consecutive quarters** (please consult International Student Services for eligibility). Students must request this leave on a quarterly basis and pay a non-refundable, quarterly fee.

An on-leave student is entitled to use the university libraries but is not entitled to any of the other university privileges of a regularly enrolled and registered student. An on-leave student returning to the university on or before the termination of the period of the leave (aka, "coming off leave") just needs to register in the usual manner as a full- or part-time student. A student who returns before the termination of the on-leave period and maintains registration for any part of a quarter cancels on-leave status. Please note: Periods spent on leave are included as part of the maximum time periods allowed for completion of a graduate degree.

Reinstatement

A matriculated student previously registered in the Graduate School who has failed to maintain graduate student status (on-leave status or registration) but who wishes to resume studies in their previous graduate program must submit a reinstatement request to the Graduate School. This request will be approved or denied based on the recommendation of the department and meeting eligibility requirements. See Reinstatement.

A student applying for readmission must:

(1) Contact the grad director and submit a request for consideration for reinstatement
(2) File a graduate school reinstatement application (after departmental approval has been granted). The grad school reinstatement application includes a $250 fee

Students who have previously passed their qualifying paper, but have not yet finished the general exam, must also:

(1) Submit a preliminary draft of a dissertation project research agenda, to include a project description (5-6 pages), list of likely sources (e.g., 6-10), and a timeline for taking the general exam
(2) Identify a faculty member who is willing to serve as chair for the likely dissertation project; this person will have the option of stepping down from that role if the project changes significantly prior to the general exam or if the timeline is not met

Students who have already passed their general exam and are in the dissertation-writing stage must:

(1) Submit a timeline for completion of the dissertation
(2) Reaffirm commitment from their committee members or ensure that a full reading committee is established if a prior committee member is no longer available or willing to continue on the committee

Requests for reinstatement will be assessed in reference to the record the student acquired while enrolled in the graduate program (both scholarship and teaching), and the proposed program of study and will be submitted to a vote of the faculty. Reinstatement may depend on funding availability.

Time to Degree and Limits for On-Leave Status

The Graduate School allows six years to complete requirements for a master's degree and ten years for a doctoral degree. Periods spent on leave or out of status are included in these limits.

DEPARTMENTAL FUNDING POLICY

Funding Packages

We currently offer incoming students funding packages consisting of 50% FTE Academic Student Employee (ASE) appointments (most often teaching assistant positions) for the first five academic years of the program (autumn, winter, and spring quarters). All department funding is contingent upon continued satisfactory academic progress and satisfactory fulfillment of teaching duties. If satisfactory progress requirements are met, funding is guaranteed for the first five calendar years. Guaranteed funding packages expire five years from the quarter of admission (as described in the letter offering admission).* For example, students who enter in autumn 2026 will receive their last quarter of guaranteed departmental funding in Spring 2031.

*For students who entered the program prior to Autumn 2017, funding packages expire after receiving 15 quarters of department funding.

Annual Funding Application (Survey)

Each year, typically in the winter quarter, all graduate students will be required to request funding (if needed) for the following year via an online survey. This is necessary for the department to know how many students would like TA appointments the following year. *Students who have guaranteed funding packages that cover the year still are required to complete the request for funding* but are guaranteed to receive a TA appointment (or equivalent ASE position) for the quarters requested. Students who are beyond their funding packages are still eligible to fill out the survey, but there is no guarantee that we will be able to fund students past their packages.

Deferring Departmental Funding

In some cases, the department may agree to defer up to three quarters of a student's funding package into the sixth year. A student may wish to defer a quarter of departmental funding during their first five years, either because they are on leave or have obtained outside funding. Funding may only be deferred with approval of the faculty, and requests will be considered on a case-by-case basis. Deferred quarters will be added to the end of the student's original funding package. For example, a student who started in autumn 2022 who defers one quarter of their funding package in their first five years will receive that deferred funding in autumn 2027. A student who defers two or three quarters of funding will receive funding through winter 2028 or spring 2028, respectively. Students may not defer guaranteed funding beyond their sixth year.

Definition of Department Funding

Departmental funding is funding paid directly by the Department of Philosophy or obtained on behalf of the student by the Department of Philosophy or any faculty member of the Department of Philosophy.

UW STUDENT INTERNATIONAL TRAVEL POLICY

UW Students who travel internationally for official academic purposes must meet three pre-departure requirements of the Student International Travel Policy.

1. Register international travel with the Office of Global Affairs.
2. Purchase comprehensive medical and evacuation insurance while abroad.
3. Request a waiver for travel to high-risk destinations.

GRIEVANCE PROCEDURES

Methods for the treatment of grievances at the University of Washington vary depending on the nature of the grievance. Although, in general, the best rule is to try to resolve the difficulty at the point closest to its source, a number of possible avenues are available in many cases.

The University Ombud

If you are unsure of the kind of grievance you have or have other general questions, the Ombud may be the best place to start. The Ombud protects the rights and interests of members of the university community, including students, faculty, and staff. The Ombud cannot overrule or overturn decisions but investigates to determine fairness and objectivity. The Ombud can also recommend changes in rules, regulations, and procedures. For more information, see washington.edu/ombud/.

Academic Grievances

The university has formal guidelines for issues pertaining to teaching assistant appointments in Executive Order 28: Graduate Student Service Appointments and the Graduate School's Policy 5.1: Departmental Responsibilities Regarding Instruction by TAs. If these guidelines are not being followed, graduate students are encouraged to first attempt to resolve a grievance with the faculty or staff member(s) most directly concerned. The director or chair of the unit also may be asked to conciliate the grievance, and, failing that, the dean of the school or college will get involved. In cases where a resolution is not achieved by one of these means, a grievance may be filed with the Graduate School. It is advisable first to discuss the matter informally with the Graduate School to determine if a formal grievance is warranted.

Discrimination

Discrimination based on a person's race, religion, creed, color, sex, sexual orientation, national origin, age, disability, status as a veteran or Vietnam-era veteran, or through sexual harassment, is prohibited by University of Washington policy as well as state and federal laws. The primary contacts for discrimination issues are the Office of Minority Affairs and Diversity (206-685-0518), the Office of Risk Management (206-221-7932), the Vice Provost (206-543-6616), and the Ombudsman for Sexual Harassment (206-543-6028).

Sexual Harassment

Sexual harassment is defined as the use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for their refusal, or as the creation by a member of the University community of an intimidating, hostile, or offensive working or educational environment through verbal or physical conduct of a sexual nature. See Appendix B of this manual. Grievance procedures are available to

students, teaching assistants, research assistants, classified and professional staff, and faculty. The Ombudsman for Sexual Harassment (206-543-6028) responds to and seeks to resolve informal complaints confidentially and has information regarding available options. Formal grievances may also be filed with the Provost's Office (206-543-7632) and the Office of Risk Management (206-221-7932).

Assistantship/Work Grievance

Your TA/RA/SA appointment classifies you as an Academic Student Employee (ASE) and is governed by a contract between the University of Washington and the UAW. It is important for you to familiarize yourself with this union contract, and the procedures it outlines for dealing with a work-related grievance.

LEAVING THE DEPARTMENT

In the inevitable whirlwind of big emotions and looming deadlines that come with graduating or leaving the department, many grad students leave behind cherished belongings and important documents. When making your transition plans, please don't overlook your department workspace!

Removing Belongings

Make sure to remove all your belongings from your desk and storage cabinets—and any shared spaces—in the grad offices and kitchen. This includes food and dishes stored in the kitchen, photos, clothing items, plants, course readings, personal documents, and teaching materials.

If you need assistance moving large items or heavy books off campus, contact the grad adviser.

If you have student papers in your file cabinet, please work with staff to ensure that they are stored or disposed of according to FERPA guidelines.

If there are items you can't or don't want to take with you, consider sharing them with other grad students. You can offer items directly to colleagues or send an email to the philgrad list. You can donate books that are relevant to specific fields of study to the Ty Mears Library. (Please clear book donations with the grad adviser.) Other items—working electronics, office supplies, etc.—can be offered in the "free" box in the hallway outside the grad offices.

If, due to extenuating circumstances, you cannot move all of your belongings by the end of your last quarter in the program, the department can store up to two boxes per student for up to six months. Please work with the grad adviser to pack and store the boxes—and to set up a plan for picking them up.

Returning Books

If you've borrowed any books from the Ty Mears Library, make sure to place them on the "return" shelf in the back corner of the room. The grad adviser or members of the Library Committee will process and reshelve them.

Don't forget to return books lent to you by faculty or other grad students!

Checking Out

When you have completed your move-out and all department-related work and celebrations, you're ready to check out. Let the grad adviser know that you have completed your move out, so they can prepare your desk for incoming graduate students. Return your office and desk keys to the grad adviser.

EMPLOYMENT INFORMATION FOR TAS/RAS

UNION CONTRACT

Graduate students with 50% FTE Academic Students Employee (ASE) appointments (including teaching assistants, research assistants and staff assistants) are represented by the UAW 4121 union and covered by the UAW Contract. This contract lays out the obligations of both the university and ASEs. You should familiarize yourself with this contract.

SALARY AND BENEFITS

ASE positions of 50% FTE include the following:

- **Monthly Salary** (effective July 1, 2026 – June 30, 2027) - $3,612 for premaster; $3,794 for intermediate; $3,984 for candidates (passed general exam)
- **Tuition waiver** – A quarterly tuition waiver covering the operating fee, building fee, and technology fee. (Students are responsible for remaining fees, which are currently set at $284 per quarter. See Quarterly Tuition and Fees for details.)
- **Health insurance –** For each quarter hired as an ASE, employees are automatically covered by the Graduate Appointee Insurance Program (GAIP). Students who are covered by GAIP for the *entire academic year* (autumn, winter, and spring) are also covered in summer quarter.

ELIGIBILITY

Graduate students must be enrolled full time (registered for at least 10 credits throughout the relevant quarter) to be eligible for ASE employment and benefits. (In summer quarter, only two credits are needed to be considered full time.)

PAY DATES & APPOINTMENT PERIODS

University of Washington employees are paid twice per month, on the **10th** and **25th** (or the closest business day if these dates fall on a weekend) for work done in the previous pay period.

Each month is divided into two pay periods: the 1st through the 15th, and 16th through the end of the month. Salaried employees receive half their monthly salary for each pay period worked.

Quarterly ASE appointments cover the following dates. (Note that these dates do not align exactly with the dates of instruction.)

- Autumn: September 16 – December 15
- Winter: December 16 – March 15
- Spring: March 16 – June 15

Therefore, an ASE who works a full academic year will receive their first paycheck on **October 10** (for the September 16-30 pay period) and will receive their last paycheck on **June 25** (for the June 1-15 pay period).

WORKDAY (UW PAYROLL)

Workday is the tool used by UW's Integrated Service Center to manage HR, Payroll, and Benefits support. Log in to Workday to access your paystubs, update direct deposit, and download tax documents.

GRADUATE FUNDING

TYPES OF DEPARTMENTAL FUNDING

Fellowship Quarter

We do our best to provide first-year students with one quarter of fellowship funding (a quarter off from teaching), so they can focus more deeply on research and course work.

Stipends

In recent years, we have been able to provide incoming students with a small moving stipend in the first year, and summer stipends in the first two summers, contingent upon continuation in the program and registration for the following autumn. This funding is dependent upon available department resources.

Teaching Assistant

Most department funding comes in the form of teaching assistantships. TAs are an integral part of our undergraduate teaching in the department, and our graduate students get a broad range of experience teaching multiple subfields of philosophy. Teaching assistants work with the faculty, attend lectures, lead discussion sections, hold office hours, and grade weekly assignments, essays, and exams.

Research Assistant

The department currently has a limited number of research assistant positions.

Program on Ethics Research Assistant – The Program on Ethics typically hires an RA to provide administrative support, outreach, and event planning, as well as research assistance for the program director and core faculty. In past years, this has been a 50% ASE position, but more recently, it has been an hourly position, requiring roughly 20 hours of work per quarter. When the position is hourly, it is in addition to a TA assignment.

Graduate students beyond the second year are eligible to apply for this position.

Neuroethics Research Assistant – Neuroethics RAs report to the Neuroethics Thrust Lead, Sara Goering, and work closely with her and with scientists at various labs on neuroethics-related projects.

Summer Teaching

Students beyond their third year in the program who have completed the master's degree and the qualifying paper are eligible to teach during summer quarter. Teaching a course during summer quarter does not count as part of a guaranteed funding package. Many factors go into assigning summer teaching positions. Satisfactory progress and teaching performance are important considerations for these positions, as are the number of positions available, whether the student has exhausted funding eligibility, the length of time the student has been in the program, the kinds of courses offered during that term, and the kinds of courses a particular student is prepared to teach. Summer teaching is run by the Summer Programs office and courses run based on enrollment. It's possible for courses to be cancelled due to low enrollment.

Hourly Student Appointments

In some instances, graduate students may be hired for other employment on an hourly basis. Pay rates for hourly work depends on the nature of the work, and in 2026–2027 range from $21.30–$54.33 per hour.

Writing Center Supervisor

The department typically hires one graduate student each academic year to serve as the supervisor of the Philosophy Writing Center. The writing center supervisor oversees the running of the writing center by supervising and scheduling undergraduate tutors and (occasionally, as demand dictates) covering some tutoring shifts themselves. This is a part-time, hourly position usually held in addition to a TAship.

Melvin Rader Summer Grants for Innovative Philosophical Projects

Thanks to generous support from the Melvin Rader fund, the philosophy department is able to offer a competitive program to distribute small summer grants to advanced philosophy graduate students (third year and beyond). These grants, for up to $2,000, help fund innovative philosophical projects that contribute to the student's scholarship, teaching, and/or professional development. Projects that are related to the student's dissertation topic are encouraged.

Philosophy Departmental Dissertation Fellowship

This one-quarter dissertation fellowship is sometimes offered to our graduate students if departmental funding allows. Students are nominated by their dissertation chair to the departmental faculty and are considered only if they have not received other dissertation funding.

Travel Funding

The department has some funds available for graduate students to travel to conferences. The department can also apply for travel funding from the Graduate School on behalf of students. All funding outlined below is contingent on funds being available at any given time.

Funding for your travel or activity may come from the Philosophy Department, or from the Graduate School. Both entities have rules and deadlines regarding their funding, so it is in your best interest to familiarize yourself with these various rules and regulations.

Before Making Any Travel Arrangements – Complete a Travel Request Form!

Before you make your travel arrangements, if you wish to request travel funding from the department (including departmental nomination for Graduate School travel grants), you must first submit a completed **Travel Funding Request for Graduate Students** to the department administrator, Maria Francom, for review. You can download this form from the department's Forms page.

Maria will let you know if you are eligible for travel funds and will advise you about state regulations regarding travel reimbursements (e.g., maximum expenses for certain categories and necessary paperwork to submit for reimbursement).

Requests for funding must be approved by the department chair (Ian Schnee) and the grad director (Colin Marshall).

Conferences

Domestic Conferences: The Department will fund each graduate student for one domestic conference per academic year for up to $900 to include:

- Registration fee
- Airfare (must be charged to the department's central travel account)
  You must talk to Maria before booking any tickets!

- Up to two nights lodging – not to exceed per diem

Typically, a student must present a paper at the conference to be eligible for travel funding. (The student must submit a conference brochure showing their presentation as part of their request for travel funding.) Chairing a session does not make one eligible. Giving formal comments on a paper has sometimes been supported if funds are available.

Local Conferences (within driving distance): Students may be reimbursed for registration and carpooling fees. Local conferences can be funded in addition to the student's one domestic conference. Students do not need to present or comment to be eligible for funding.

International Conferences: These conferences will be handled on a case-by-case basis. Important: Students planning to travel internationally must comply with all parts of the UW Student International Travel Policy.

Additional Conferences: Students may request funding for additional conferences, **especially if they have spent less than $900 on a previous conference.** For example, if you attended a conference and only spent $500, you could be supported up to $400 for a second conference. Funding will be contingent upon departmental resources at the time.

Graduate School Funding via Graduate Student Travel Awards

Definition and Policy

1. Graduate student travel awards are available to assist graduate students with travel fares to major or international conferences so they can present papers or posters or serve as invited speakers.
2. A student must be confirmed as a presenter before funds are requested. (Note that the department requests these funds from the Graduate School.) The student must be in a degree program and enrolled in courses at the time of travel.
3. Funds may be used only for conference registration, airfare, or other transportation costs (e.g., mileage, taxis); they may not be used for hotels, food, or other travel expenses.
4. Individual students are limited to one award every other year.
5. Priority will be given to graduate students who do not have other significant funding available for the travel and/or who have not received Graduate School travel funding in the past.

Maximum award amounts are $300 for domestic travel and $500 for international travel.

A limited amount of funding is available each period noted below to support graduate student travel within that period. Funding will be approved by the Graduate School after stated deadlines with adjustments to maintain equity in the process. **Funding will not be awarded retroactively.** See the Graduate School's instructions on Graduate School Conference Presentation Awards for information about deadlines.

Students are also encouraged to apply for travel funding from the Graduate and Professional Student Senate (GPSS). See GPSS Funding Opportunities for more details.

Colloquium Dinner Costs

The department will fund dinner for 2-3 graduate students for each departmental colloquium lunch and dinner. Attending dinners is a good way to meet and talk with outside speakers and is encouraged.

Other Department Funding

Graduate students are encouraged to talk to the grad adviser or grad director about funding for other expenses that may come up in the course of their graduate school career.

NON-DEPARTMENTAL FUNDING

GPSS Funding Opportunities

The Graduate and Professional Student Senate (GPSS) provides a number of funding opportunities for graduate students, including:

- **Travel grants**
- **Diversity funds**
- **Special allocations**
- **Departmental allocations**

Fellowships, Traineeships, and Scholarships

Philosophy for Children Graduate Fellowships – Several of our graduate students participate in this affiliate program.

The Graduate School List of Fellowships – The Graduate School provides its own fellowships and administers several external national fellowships as well. The list also includes other fellowships for graduate students that are not administered by the Graduate School.

GSEE Diversity Fellowships – This is a subset of the Graduate School's fellowship list and includes information on fellowships intended to support underrepresented graduate students who show evidence of strong academic achievement in the face of social, economic, and/or educational disadvantages. Many of these require departmental nomination.

College of Arts & Sciences Humanities Scholarships – The Dean's Office at the College of Arts & Sciences administers several humanities scholarships. Philosophy students have recently been awarded Alvord Endowed Fellowships in the Humanities as well as Fritz/Hunter/Macfarlane Humanities Scholarships. These fellowships require departmental nomination.

Simpson Center for the Humanities – The Simpson Center for the Humanities offers varied opportunities for intellectual community, professional development, and financial support that advance cross-disciplinary understanding, collaboration, and research.

GFIS– The Graduate Funding Information Service (GFIS), based in the Allen Library Research Commons, provides information for funding beyond campus as well. Besides their blog, their resources include funding databases (personal consultations are available for help with using the databases).

Teaching and Other Employment

Instructor positions at the Robinson Center for Young Scholars

Tutoring – The department often receives requests for tutors, especially for Intro to Logic (120), but also for Intro to Phil (100) and Practical Reasoning (115). If you are interested in tutoring, leave your name and number with Gina Gould, the undergraduate advisor. Your telephone number will be shared with interested students. Payment is handled between the student and the tutor.

Some tutoring/teaching opportunities are available through the University of Washington's Center for Learning and Undergraduate Enrichment (CLUE). CLUE is a free late-night, multidisciplinary study center housed in the Office of Undergraduate Education.

Resident Adviser (RA) with Housing Services – Advisory positions in University of Washington residence halls are available for graduate students without partners or families living with them. These positions cover housing costs. You can find more information about these positions here.

Graduate student employment in other UW departments – From time-to-time, teaching assistant, research assistant, or staff assistant positions for graduate students may be available in other academic departments, administrative offices, or even the University Press. Keep abreast of current opportunities by following the Graduate Funding Information Service (GFIS) Blog (subscribe for email updates) and checking UW Handshake.

Teaching Outside the UW – Advanced PhD candidates who are beyond their funding packages and/or are seeking additional teaching experience may also consider seeking employment at other Seattle-area institutions such as Seattle University, Seattle Pacific University, and Seattle Colleges (Central, North, South, SVI).

Non-Academic Employment – Some graduate students seek non-academic job experience while completing their dissertations. The department and the Career & Internship Center have resources available to help in a non-academic job search.

Student Financial Aid

The Office of Student Financial Aid is another possible source of funding for graduate students. Students who are not Washington residents (for tuition purposes) can still qualify for federal aid.

Other Financial Supports and Resources

Student Technology Loan Program – STLP is a student-led program that lends technical equipment—such as laptops, desktops, projectors, and cameras—to other students.

Husky Food Pantry – STLP is a student-led program that lends technical equipment—such as laptops, desktops, projectors, and cameras—to other students.

Crowdsourced Financial Tips – In 2023, a philosophy graduate student created a Google doc with a list of financial resources and supports that she knew of. Since then, other graduate students have added to the list. Feel free to add any resources you know about.

JOB MARKET PREPARATION & PLACEMENT

ACADEMIC JOB MARKET

The department makes every effort to place graduates who are interested in pursuing careers in academia in academic positions. Students should talk with the chair of the department Placement Committee as soon as they are far enough along in their work to begin thinking about looking for a job.

The department Placement Committee hosts workshops on a variety of topics throughout the year. You can find workshop materials from previous workshops, general placement advice from faculty and former graduate students, and sample academic job application materials on the department's Philosophy Graduate Resources Canvas page.

NON-ACADEMIC JOB MARKET

The department supports students in pursuing non-academic jobs as well. If you are interested in pursuing non-academic jobs, be sure to let your chair, the grad director, and the grad adviser know. They will connect you with

resources to guide you in your search. In particular, the Career & Internship Center has many great resources for graduate students.

APPENDIX A—VOICING CONCERNS

The Climate Committee created the following resource, adapted with permission from the Department of Dance and available on the UW Philosophy website, to help students navigate concerns and challenges during their time here. Though much of this information is targeted at undergraduate students, some of it will apply to your role as a student or your role as a UW employee. The information that applies to graduate students is also available in other parts of this handbook.

How do I voice a concern in the Department of Philosophy?

You are always welcome and encouraged to bring forward concerns or questions within the Department of Philosophy. Department personnel will respect and protect confidentiality (unless there is a risk of immediate danger to yourself or others) and will never participate in or tolerate retaliation.

What is a "concern"?

Concerns might arise in a class, a shared space, a campus event, or an interpersonal exchange. Concerns might relate (but are not limited) to topics such as:

- Interpersonal conflict
- Academic misconduct
- Inappropriate relationships and other conflicts of interest
- Sexual or gender-based misconduct
- Bias & discrimination
- Harassment
- Environmental health and safety
- Risk of violence or self-harm

You may have concerns about your own experience or something you witnessed. Both are important. The severity of your concern may change over time. It is never too early or too late to speak up. You can repeat your concern if the issue persists. And sometimes you might be concerned, but you are not sure how to describe it or whom to tell. You can safely talk to our department contacts (or other campus resources) about *any* concern in order to explore possible next steps.

Whom can I contact?

Talk to someone who is not directly involved

It can be helpful to talk through the issue with someone to help determine what to do next. For example, you could speak to a peer, a graduate student mentor, a faculty mentor, or a union representative.

If you feel comfortable and safe, address concerns informally through thoughtful dialogue with the individual(s) closest to the situation.

Usually this means contacting your course instructor, TA, faculty mentor, or dissertation supervisor. Explain your concerns or questions and ask for clarification and assistance. When appropriate, be willing to offer suggestions on an outcome that would most help you. If you meet in person to express a concern, you can always bring someone with you for support.

If you are not comfortable contacting someone involved or if you tried and were not comfortable with the outcome, you have additional options. Some examples:

- Department Chair: Ian Schnee
- Submit anonymous feedback
- Department Undergraduate Adviser: Gina Gould
- Department Graduate Adviser: Carla Saulter
- Faculty Graduate Program Coordinator: Colin Marshall

Still unsure of who to talk with? Here are some suggestions:

What if…	**Suggested Contacts**
I have *non-emergency* safety concerns about facilities, activities, or behaviors?	You can alert any department employee about safety concerns, including: • Department Chair • Undergraduate Advisor: Gina Gould • Graduate Advisor: Carla Saulter • UAW 4121 Contract Enforcement Working Group (For graduate students & post-docs) *In the event of any injury (yourself or someone else), always file an OARS report within 24 hours.*
I have concerns involving a syllabus, my grade, or other class activities?	• Start with a person directly involved (e.g. a peer or course instructor) • Department Chair
I have concerns involving student academic misconduct or dishonesty?	• Start with a person directly involved such as the course instructor • Department Chair • Report It (Campus Office)
I have other concerns involving a fellow student?	• Course instructor (if applicable) • Department Chair • Safe Campus (Campus Office) • Report It (Campus Office)
I have concerns involving a department instructor?	• Department Chair • Undergraduate Adviser • Graduate Adviser
I have concerns involving a staff member?	Department Chair
I have concerns involving the Department Chair	• Faculty Graduate Program Coordinator • The Divisional Dean: Social Sciences • The Dean of the College of Arts and Sciences

What happens with course evaluation forms?

Course evaluation forms are primarily meant to provide *feedback to your instructor(s)* about the learning experience in a specific class.

The Department Chair will receive some summary data analysis from these evaluations, but the Chair typically does not receive the written student comments. Comments are only provided to the instructor. If you wish to provide specific feedback or express a concern to the department chair, please contact the chair directly.

Campus-wide Resources

The University has additional resources to address concerns that are not or cannot be addressed at the department level.

University Ombud

The Office of the Ombud serves the entire University of Washington community by providing collaborative and confidential support services for preventing, managing, and resolving conflict at this university. Through active participation in the problem-solving process, clients develop the ability to prevent, manage, and resolve conflicts.

Discrimination, Harassment, or Sexual Misconduct

The Civil Rights Compliance Office provides resources, support, reporting, and referrals for anyone with concerns related to discrimination, harassment, or sexual misconduct. Federal and state laws collectively prohibit discrimination based on protected characteristics, including age, citizenship, disability, national origin or shared ancestry, race, sex, gender, veteran status, and more.

Violence and Violence Prevention

SafeCampus is the University of Washington's violence-prevention and response Program, which supports students, staff, faculty and community members in preventing violence.

Student Conduct and "Report It"

The UW Office of Community Standards & Student Conduct (CSSC) is responsible for maintaining and implementing the UW Student Conduct Code. CSSC has an online "Report It" tool to make reporting incidents of student misconduct easy for faculty, staff, and students.

Employee Conduct and Bias*

The University maintains various systems to help students who have concerns about the behavior of University employees. This includes the online Reporting System for Incidences of Bias and the Civil Rights Compliance Office
*Employees include faculty, staff, and (sometimes) graduate students.

Student Disability Support & Accommodations

UW Disability Resources for Students (DRS) partners with students with disabilities to request accommodations that grant access to educational opportunities. Students can register with DRS to request academic accommodations.

Employee Disability Support & Accommodations

The UW Disability Services Office (DSO) partners with employees to explore reasonable accommodations for employees (including student employees) and job applicants with medical conditions or disabilities.

Physical Safety and Accident Reporting

The University's Office of Environmental Health & Safety (EHS) is responsible for all aspects of physical safety associated with university activities and operations. EHS maintains an Online Accident Reporting System (OARS) to track work-related problems so preventative measures can be implemented. This includes near misses, hazardous

conditions, and accidents or injuries involving employees, students, UW volunteers working on or off campus, or members of the public visiting campus. After reporting the incident to an appropriate supervisor, always make sure to submit an OARS report.

APPENDIX B—IMPORTANT POLICIES

UW/UAW ARTICLE 20 – NON-DISCRIMINATION AND HARASSMENT

From the Current UAW/UW Collective Bargaining Agreement (effective 6/3/2018 – 4/30/2021): https://hr.uw.edu/labor/unions/uaw/contract

Section 1. Non-Discrimination. Neither the Employer nor the Union shall discriminate against any employee by reason of the following status: age, sex (except where age or sex is a bona fide occupational qualification), race or ethnic origin, color, creed, national origin, religion, disability, disabled or Vietnam era veteran status, political affiliation, marital status, sexual orientation, gender expression or identity, pregnancy status, HIV status, or membership or non-membership in a union. The University prohibits retaliation against any ASE who reports concerns regarding discrimination or harassment, who cooperates with or participates in any investigation of allegations of discrimination, harassment, or retaliation, or any individual who is perceived to have engaged in any of these actions.

Section 2. Sexual Harassment. No employee shall be subjected to discrimination in the form of sexual harassment, currently defined in the University of Washington Handbook (Volume 4, Part 1, Chapter 2) as (1) unwelcome sexual advances or requests for sexual favors by a person who has authority over the recipient when (a) submission to such conduct is made either an implicit or explicit condition of the individual's employment, academic status, or ability to use University facilities and services, or (b) submission to or rejection of the conduct is used as the basis for a decision that affects tangible aspects of the individual's employment, academic status, or use of University facilities; or (2) unwelcome and unsolicited language or conduct by a member of the University community that is of a sexual nature or is based on the recipient's sex and that is sufficiently offensive or pervasive that it could reasonably be expected to create an intimidating, hostile, or offensive University environment.

Section 3. Micro-aggressions. Micro-aggressions are everyday exchanges—including words and actions—that denigrate and exclude individuals based on their membership in a group or class of individuals.

The Union and University shall meet, as requested, up to three (3) times per calendar years 2018, 2019 and 2020 to evaluate progress on the joint goal of eliminating micro-aggressions against ASEs and discuss plans to advance that goal.

Section 4. The University shall provide ASEs with information about its non-discrimination and harassment policies.

Section 5. Complaints. A discrimination complaint may be filed with the University Complaint Investigation and Resolution Office (UCIRO) and/or as a grievance in accordance with Article 8 of this Agreement. Employees may also file discrimination complaints with appropriate federal or state agencies. The parties agree to encourage the filing of discrimination complaints through the University Complaint Investigation and Resolution Office.

Timeline: A grievance alleging a violation of this article must be submitted within 180 days of an alleged occurrence.

Interim Measures**:** When a grievance or complaint is filed, the University will implement interim measures as appropriate. Such measures shall be designed to allow the ASE to learn and work in an environment free from discrimination.

Remedies: The University shall implement appropriate remedies if a complaint and/or grievance is sustained. Such remedies/measures shall be designed to allow the ASE to continue learning and working in an environment free from discrimination.

Representation: ASEs shall have the right to be represented by an advocate of their choice, including a Union representative, in the grievance or arbitration process.

UCIRO shall include a statement in the initial e-mail they send out to all complainants that says "Union members may have rights under their respective Collective Bargaining Agreements. For more information you may contact your union or Labor Relations at laborrel@uw.edu or https://hr.uw.edu/labor/unions."

Section 6. The Union and the University are committed to a diverse ASE workforce. Therefore, the parties will establish a joint committee to discuss methods of recruiting and retaining, and encouraging career development of, ASEs who belong to underrepresented groups as defined in the University Handbook. The parties will also discuss and develop ways of improving the climate of ASE workplaces, particularly in cases when ASEs perceive disparate treatment (for example, as a result of native language/dialect or parental status).

Starting in Academic Year 2018-2019 and every year thereafter, the Union and the University shall jointly administer an equity survey for all ASEs focused on ASE-specific concerns. In the first Quarter following ratification, the University and the Union shall jointly agree upon baseline questions to be used through the life of the contract. In Fall Quarter of each year the survey shall be distributed through a low cost platform (Catalyst Google, Survey Monkey, etc.) to all ASEs. In addition, any department or hiring unit may decide, on a volunteer basis, to jointly develop a department-specific survey, with additional questions to be distributed by a Department Chair or designee and an ASE in the Department designated by the Union. Responses from all surveys shall be available to the Union and the University. Once the surveys have closed and no later than the end of Spring quarter of that year, the Union and the University shall hold a Joint Labor Management meeting to discuss results and strategize further steps for promoting equity, inclusion, transparency and accountability.

Section 7. Workplace Behavior. The Employer and the Union agree that all employees should work in an environment that fosters mutual respect and professionalism. The parties agree that all employees should be free from everyday exchanges—including words and actions—that denigrate or exclude individuals based on their membership in a group or class. The parties agree that such inappropriate behavior in the workplace does not further the University's business needs, employee well-being, or productivity. All employees are responsible for contributing to such an environment and are expected to treat others with courtesy and respect.

Inappropriate workplace behavior by ASEs, Faculty, supervisors and/or managers will not be tolerated.

Section 8. Lactation. The University shall provide a reasonable amount of break time for an ASE to express breast milk for the nursing child each time such employee has need to express the milk. The University shall provide a space, other than a public bathroom, that is clean, shielded from view, and free from intrusion from coworkers and the public, in reasonable proximity to the lactating parent's work location which may be used to express breast milk. The University shall ensure that employees have access to adequate space to store a pump and an insulated food container.

The University shall maintain a webpage listing the established lactation stations of which the University is aware, to include access instructions, and what equipment is available at each station (e.g., sink, refrigerator). It is understood that the lactation stations listed on this webpage do not represent a comprehensive list. The parties may add lactation stations to this webpage periodically, which will be discussed at the request of either party. These lactation stations will be available to all ASEs. The website address for the lactation stations will be included in ASE appointment letters.

Section 9. Bathroom Equity. The University shall provide that all ASEs have adequate access to all-gender bathrooms. Adequate access may include a reasonable amount of travel time.

The University shall publicize the location of every all-gender bathroom on campus on a website.

EO 81—PROHIBITING DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT

Purpose

The University is committed to fostering an environment in which all members of its community can participate fully in University programs and activities free from discrimination, harassment, sexual misconduct, and retaliation. This order establishes the University's standards for preventing and responding to such conduct, including compliance with applicable federal and state laws, which include but are not limited to:

- Title VI and Title VII of the Civil Rights Act of 1964,
- Title IX of the Education Amendments of 1972,
- Violence Against Women Act (VAWA) and Jeanne Clery Act,
- Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act,
- Washington State Civil Rights Initiative (I-200), and
- Washington Law Against Discrimination (WLAD).

Statement of Nondiscrimination: The University prohibits discrimination in all programs and activities, including education, employment, and patient care, based on an individual's actual or perceived protected characteristics. Protected characteristics include race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status. Upon learning of conduct that may constitute discrimination, the University will take prompt and effective action to address it, remedy its effects, and prevent recurrence.

Scope

This order applies to all University programs and activities and to all University community members, including University personnel, students, and other individuals participating in or attempting to participate in University programs or activities. This order applies to conduct that:

- Occurs within a University program or activity, whether in a physical or online location;
- Occurs outside a University program or activity but has the effect of limiting or denying a person's participation in or access to a University program or activity or otherwise adversely affects the terms, conditions, or privileges of a person's University educational or employment experience.

Integration with University Governance and Legal Requirements

The University will uphold all applicable provisions of the Washington Administrative Code (WAC), including Chapter 478-121 WAC, the Student Conduct Code for the University of Washington.
This order aligns and operates in coordination with other University rules, codes, orders, and policies. These include but are not limited to:

- Faculty Code;
- Presidential Executive Orders and Administrative Policy Statements;
- Human Resources policies and workplace rules, including workplace violence;
- Collective Bargaining Agreements;
- Hospital and clinical system policies;
- Other uniformly adopted University regulations or procedures.

When a report or complaint under this order involves multiple procedures, areas of governance, or legal standards, Compliance and Risk Services will coordinate with relevant offices to determine how applicable processes will be applied.

Definitions

Complainant—A person who is alleged to have experienced conduct prohibited by this order, whether or not a report has been made that a violation of the order has been committed against the person.

Complaint—An oral or written request to the University to investigate and make a determination about prohibited conduct under this order.

Confidential Employees—Individuals designated by the University to receive disclosures of prohibited conduct without being required or encouraged to report the information to Civil Rights Compliance (CRC). These employees typically include licensed mental health professionals, medical providers, campus-based confidential advocates, the University Ombud, and others specifically identified by the University as confidential resources.

Hostile Environment—An environment in a University program or activity that is so severe or pervasive that it creates an abusive, intimidating, or offensive atmosphere based on a protected characteristic. Whether a hostile environment has been created is a determination created after a fact-specific inquiry in accordance with applicable standards and will be based on the totality of the circumstances, including the context, location, nature, scope, frequency, and duration of the conduct, as well as the identity, number, and relationships of the persons involved.

Personnel—All individuals holding positions defined in Administrative Policy Statement 40.1, including faculty and other academic personnel, professional staff, classified staff, student employees, academic student employees, and other staff exempt from civil service.

Prohibited Conduct—Conduct listed under the heading "Definitions of Prohibited Conduct Under This Order" below, all of which are prohibited in any University program or activity.

Protected Characteristics—A personal characteristic protected under federal or state law that is included in the University's statement of nondiscrimination.

Report—A notification to an employee or University unit or office of an alleged occurrence of prohibited conduct.
Respondent—A person who is alleged to have engaged in conduct prohibited by this order.

Student—A student, for purposes of this order, is defined in the University's Student Conduct Code, WAC 478-121-050.

Unit Leader—A unit leader is an executive head reporting directly to the President or the Provost.

University Program or Activity—All the operations of the University, including locations, events, or circumstances over which the University exercises substantial control over both the respondent and the context in which the conduct occurred. The University's program or activity can include on-campus, off-campus, or online conduct, and applies to employment, admissions, and medical centers and clinics.

Definitions of Prohibited Conduct Under This Order

Discrimination—Any differential treatment of a person compared to others in similar circumstances, that denies or limits a person's equal access to University programs or activities or adversely affects a person's employment or education at the University, based in whole or in part on actual or perceived protected characteristics.

Discriminatory Harassment—Unwelcome conduct based on an individual's actual or perceived protected characteristics that is so severe, pervasive, or persistent that a reasonable person would find it limits or interferes with the individual's access to University programs or activities, or adversely affects the conditions of the individual's University employment. Discriminatory harassment, as defined by this order, does not include conduct that falls under this order's definition of sexual harassment.

Sexual Harassment—Sexual harassment under this order includes both conduct that constitutes sexual harassment under federal Title IX regulations and other forms of sex-based conduct that violate University standards, whether or not they fall within the jurisdictional scope of Title IX. All such conduct is prohibited and may result in University action.

- **Title IX Hostile Environment Sexual Harassment—**Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a University program or activity.
- **Other Sexual Harassment (Non Title IX)—**Unwelcome conduct on the basis of sex that does not meet the Title IX definition and is objectively offensive and so severe *or* pervasive that it unreasonably interferes with, limits, or effectively denies a person's ability to participate in or benefit from a University program or activity, or otherwise adversely affects the terms and conditions of a person's University employment.
- **Quid Pro Quo Sexual Harassment—**When an employee of the University, or other person with actual or apparent authority to provide an aid, benefit, or service of the University, conditions the provision of a University aid, benefit, or service on a person's participation in unwelcome sexual conduct.

Sexual Assault—The penetration, no matter how slight, of a person's genitals or anus with any body part or object without the person's consent, or mouth-to-genital, genital-to-genital, hand-to-genital, mouth-to-anus, or hand-to-anus contact between two people without the consent of one of the individuals; or causing another person to touch the person's own or another's body in the manners described without the person's consent.

Unwanted Sexual Contact (Fondling)—The intentional sexual touching of the buttocks, breasts, or clothed genitals of an individual without the individual's consent; or mouth-to-mouth contact between two people without the consent of one of the individuals; or causing another person to touch the person's own or another's body in the manners described without the person's consent. Contact is considered "sexual" unless:

- The contact can be proven to be inadvertent.
- The conduct is both minimal and unlikely to have sexual motivation or purpose, as shown by the context of the act.

Sexual Exploitation—Any nonconsensual or abusive conduct that takes sexual advantage of another person for the purposes of sexual arousal or gratification, financial gain, or other personal benefit. Examples of sexual exploitation include:

- Transmitting, distributing, publishing, or threatening to transmit, distribute, or publish photos, video, or other recordings, images, or generated images of a private and sexual nature, including consensual sexual activity, without the consent of the subject(s);

- Taking, making, sharing, or directly transmitting photographs, films, digital images, or generated images of the private body parts of another person without that person's consent;
- Prostituting another person; or
- Surreptitiously watching or knowingly allowing another to surreptitiously watch otherwise consensual sexual activity.

Stalking—Engaging in a course of conduct directed at a specific individual that would cause a reasonable individual to fear for the individual's own safety or the safety of others, or to suffer substantial emotional distress. Stalking includes acts engaged in through electronic media, the internet, social networks, blogs, cell phones, or text messages. For the purposes of this section:

- "Course of conduct" means two or more acts including but not limited to acts in which the respondent directly, indirectly, or through another person or people, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property;
- For the purposes of this section, "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Indecent Exposure—The intentional exposure of a person's own genitals when done in a place or manner in which such exposure is likely to cause affront or alarm.

Domestic Violence—Physical or sexual violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom a complainant shares a child in common, by a person cohabitating or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic violence laws of Washington, or by any other person against a complainant who is protected from that person's acts under the domestic or family violence laws of Washington.

Dating Violence—Physical or sexual violence, or the threat of such violence, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship will be determined based on the length and type of relationship as well as the frequency of interaction between the individuals involved in the relationship. Dating violence can also include emotional abuse, including behaviors that are intended to intimidate or isolate someone.

Retaliation—Conduct that intimidates, threatens, coerces, harasses, or treats differently any individual for the purpose of interfering with any right or privilege secured by this order or because the person has requested an accommodation or made a report or complaint, testified, assisted, served as a witness, or participated or refused to participate in any manner in an investigation, proceeding, hearing, or related resolution process under this order and associated procedures. Nothing in this definition precludes the University from requiring University personnel to participate as a witness in, or otherwise assist with, an investigation, proceeding, or hearing pursuant to this order.

Consent Is Defined for the Purposes of This Order

Consent to sexual activity means that at the time of and throughout the sexual activity, there are words or conduct that reasonably communicate freely given agreement to engage in that activity between or among the participants. For the purposes of determining whether consent was present:

- Consent cannot be inferred solely from silence, passivity, or lack of resistance to sexual contact, and relying on nonverbal communication alone may not be sufficient to establish consent;
- Consent cannot be inferred solely from an existing or previous dating or sexual relationship and past consent alone is not sufficient to establish future consent;

- Even in the context of a relationship of a romantic or intimate nature, there must be mutual consent to engage in sexual activity;
- Consent given to one person does not constitute consent given to another person;
- Consent to one sexual act or contact does not constitute consent to other sexual acts or contacts;
- Consent can be withdrawn at any time, and once consent for a particular activity is withdrawn and reasonably communicated that sexual contact and activity must stop immediately; and
- Consent cannot be obtained through the use of force or threat; from an individual who is incapacitated where the other person knew or reasonably should have known that the individual was incapacitated; or from a person who is under the statutory age of consent as defined under Chapter 9A.44 RCW (Sex Offenses).

As used in the definition of consent, incapacity means a complainant lacks the ability to understand the facts, nature, extent, or implications of the sexual activity for any reason including but not limited to being asleep, unconscious, unaware that the sexual activity is occurring, mentally or physically impaired due to an intellectual disability or other disability, or mentally or physically incapacitated due to the effects of alcohol or other intoxicants, whether consumed voluntarily or involuntarily.

When assessing whether a person "knew or reasonably should have known" a complainant was incapacitated, indicators of incapacitation include but are not limited to stumbling, falling down, an inability to stand or walk on one's own, slurred speech or incoherent communication, an inability to focus one's eyes, confusion about what is happening around one, unusual combativeness, or emotional volatility, incontinence, or vomiting.

The absence of any of these behaviors, however, does not necessarily mean that a person is capable of giving consent or is not incapacitated. Capacity will be determined based on all the facts and circumstances.

A respondent's use of alcohol or drugs is not a valid defense to a charge of sexual assault or unwanted sexual contact. A respondent will be held to the standard of a reasonable sober person when evaluating whether the respondent knew or reasonably should have known the other person was incapacitated.

Responsibilities Are Assigned to Specific University Personnel

The University assigns specific responsibilities to individuals and offices to ensure the consistent and effective implementation of this order. Fulfilling these responsibilities is required for participation in applicable University roles.

Vice President for Compliance and Risk Services

The Vice President for Compliance and Risk Services (CRS), in consultation with the President, provides institutional leadership in civil rights compliance, risk management, and related regulatory matters.

The CRS Vice President has the authority to delegate to the Title IX Coordinator, Title VI Coordinator, ADA/504 Coordinator, and other designated personnel reporting to the vice president, the following responsibilities:

- Coordinating University compliance with applicable civil rights laws;
- Interpreting and enforcing this order to ensure consistent, fair, and timely implementation;
- Establishing and amending procedures to ensure compliance with this order and federal and state law;
- Resolving conflicts between this order and other University policies, in consultation with the President or designee. Resolution of conflicts between this order and Board of Regents policy requires consultation with the Secretary of the Board of Regents or designee. Resolution of conflicts between this order and the Faculty Code requires consultation with the Secretary of the Faculty or designee;
- Overseeing responses to reports and complaints of prohibited conduct under this order in alignment with the Faculty Code, medical center & clinic procedures, and other intersecting policies and procedures;
- Monitoring and determining whether individual reports and complaints of prohibited conduct have collectively created, or are otherwise indicative of, a discriminatory or hostile environment within a University program or activity, based on the totality of the circumstances;

- Delegating responsibilities under this order, as necessary and with Presidential consultation, to ensure legal compliance;
- Providing or approving training required under this order;
- Reviewing and approving all official, centrally coordinated websites and publications that reference civil rights, Title IX, Title VI, Title VII, the ADA, or options, support, processes, and procedures related to harassment, discrimination, or sexual misconduct;
- Monitoring access and effectiveness of this order and associated procedures;
- Managing, investigating, coordinating, and providing institutional responses to inquiries, complaints, and investigations from external and regulatory agencies, within the scope of this order;
- Consulting with units to ensure compliance with civil rights laws in the operation of programs and activities.

Unit Leaders, Managers, and Supervisors
Unit leaders, managers, and supervisors are responsible for:

- Ensuring University personnel within their areas complete training required under this order;
- Supporting and reinforcing reporting requirements under this order;
- Responding appropriately when concerns are raised, including referring reports to Civil Rights Compliance (CRC), a unit within CRS;
- Coordinating with CRC or other designated personnel to ensure timely and appropriate resolution to reports and complaints;
- Coordinating with CRS to use tools and to implement guidance for compliance with civil rights laws;
- Coordinating with CRS or UW Human Resources to support implementation of sanctions and remedies following a determination that a violation of this order has occurred.

All University Personnel
All University personnel are responsible for completing training required under this order, complying with applicable reporting obligations, and participating in resolution processes when required. Participation by complainants and respondents in resolution processes is voluntary; however, the University may proceed with resolution even in the absence of participation.

UW Human Resources
UW Human Resources personnel has further responsibility for the following activities regarding University personnel:

- Supporting implementation of supportive and interim measures;
- Addressing workplace concerns related to conduct not covered by this order;
- Conducting or coordinating investigations under this order, as jointly determined with CRS;
- Assisting with workplace disruptions or conflicts during and after an investigation or other resolution process;
- Supporting implementation of sanctions and remedies following a determination that a violation of this order has occurred.

Policy Statements

1. Training Must Be Completed by University Personnel and Students
CRS provides required training and additional education programs to facilitate compliance with this order and to promote an environment of inclusion and respect.

- All University personnel must complete training as specified by CRS;

- Personnel designated to receive, investigate, or otherwise resolve reports or complaints of conduct prohibited by this order must complete additional training regularly as specified by CRS;
- Confidential employees must complete additional training regularly as specified by CRS;
- All students must complete training as specified by CRS.

2. University Personnel Is Required to Report Prohibited Conduct

The University responds to reports of conduct prohibited by this order by offering support, resources, and resolution options, and stopping such conduct, preventing its recurrence, and remedying its effects. Conduct that raises immediate safety concerns or also may be a crime can be reported to the University, law enforcement, or both.

2.1. Required Reporting by University Personnel

- Non-confidential University personnel must report conduct involving a University student that occurred during the student's enrollment that may violate this order;
- Unit leaders, managers, supervisors, and all human resources professionals must report UW workplace-related conduct that may violate this order;
- Failure to comply with required reporting may result in disciplinary or corrective action;
- Additional guidance and limited exceptions to required reporting are maintained by CRS.

2.2. Optional Reporting

- Complainants who have experienced conduct prohibited by this order are encouraged but not required to report their experiences;
- All members of the University community and the public are encouraged to report concerns or knowledge of potential prohibited conduct.

2.3. How to Report

- Reports may be made to CRC orally or in writing via phone, email, mail, or the University's online reporting form;
- Options to provide anonymous reports or anonymous content within a report are included on the CRC website. Anonymous reports may limit the University's ability to respond, investigate, or offer support. In some cases, anonymous reports may trigger an attempt to identify to protect safety, prevent recurrence, or comply with applicable law.

3. One Central Office Will Review and Respond to Reports

All reports of potential prohibited conduct, including anonymous reports or reports with limited information, will be reviewed by CRS to determine the appropriate response.

3.1. Preliminary Inquiry

CRS may conduct a preliminary inquiry to gather limited facts and consult with relevant offices for the purpose of determining required or appropriate next steps.

3.2. Individual Incidents and Broader Patterns of Conduct

The University may consider both individual incidents and broader patterns of conduct when determining whether a hostile environment exists, including under Title VI.

3.3. Review Data Annually

CRS will review available data at least annually to identify patterns, repeated conduct, or related incidents that may require additional response.

3.4. Depending on the Circumstances, Possible University Responses Include:

- Taking no further action, where legally permissible or based on insufficient information;
- Offering reasonable supportive measures to affected individuals;
- Implementing interim protective measures;
- Taking informal action such as removing graffiti or making someone aware of the impact of the conduct;
- Referring the matter to another University office;
- Offering alternative resolution options;
- Initiating a formal investigation under this order and applicable procedures;
- Monitoring for ongoing or pervasive civil rights concerns.

3.5. Coordination with UW Medicine and Other Healthcare Units

CRS will coordinate with UW Medicine and other healthcare units as needed when reports involve patients or clinical environments, following any necessary immediate action to ensure safety or care continuity.

4. Reasonable Supportive Measures Are Available

Supportive measures are individualized, non-punitive services offered to the complainants and respondents to restore or preserve access to University programs or activities or deter further conduct.

- Reasonable supportive measures may be implemented regardless of whether a formal complaint or investigation is initiated;
- CRS is responsible for approving and coordinating the implementation of supportive measures, in consultation with appropriate offices.

5. Interim Protective Measures May Be Implemented

Interim protective measures are actions the University may take at any stage of a matter under this order to address safety, prevent retaliation, or ensure continued access to University programs or activities.

- These measures may involve changes that affect a respondent's access to certain programs and privileges;
- Interim protective measures do not constitute a determination that prohibited conduct occurred and do not replace the outcome of an investigation or resolution process;
- Interim protective measures may include but are not limited to temporary emergency suspension for students and administrative leave or reassignment for employees, consistent with procedural requirements in the Student Conduct Code and Faculty Code.

6. Reasonable Accommodations Must Be Implemented

Employees have responsibilities for providing reasonable accommodation as required under University policy. Responsibilities are set forth in Administrative Policy Statements 46.5, 46.6, and 46.7, and Student Governance and Policies, Chapter 208, or other applicable rules or policies.

7. The University Complies with the Clery Act

Clery Act requires issuance of timely warnings and emergency notifications for incidents that pose a serious or ongoing threat to the University community, as well as the publication of certain crime statistics. Timely warnings will not include personally identifying information.

8. Free Speech and Academic Freedom Are Core Values of the University

As indicated in the Freedom of Expression and Community Standards and the Faculty Code, Chapter 24, Section 24-33, free speech and academic freedom are core values of the University and are protected by the U.S. Constitution, federal and state law, and University policy. Consistent with those standards, speech that is protected by the First Amendment is not prohibited under this order. However, speech or conduct that meets the definition of

discriminatory harassment, creates a hostile environment, or otherwise violates this order may result in disciplinary consequences. The University is committed to supporting the exercise of constitutionally protected expression in University controlled facilities and property while maintaining a safe and welcoming environment in which all members of our community can live, learn, and work. The University may offer outreach, education, or supportive resources to individuals affected by protected expression, even when no violation of this order has occurred.

9. Conduct That Does Not Violate This Order

Some conduct may not constitute a violation of this order but may still affect individuals or the University community. In such cases, the University may respond with supportive resources, informal outreach, educational programming, or other measures to promote a respectful environment.

- Conduct that does not violate this order may be addressed under other University rules, orders, policies, regulations, or codes.
- CRS will not initiate a conduct proceeding based solely on personal alcohol or other drug use disclosed by a student complainant or witness in connection with a report or complaint under this order.
- Nothing in this order restricts University employees from providing clinical and professional services in accordance with applicable laws and professional standards.

10. CRS Will Determine Which Procedures Apply to a Report or Complaint

The University uses a range of procedures to resolve reports and complaints under this order. CRS is responsible for determining which procedures apply based on the nature of the conduct, the role of the respondent, and applicable legal or policy requirements. All procedures provide a fair, prompt, and impartial process for resolving complaints. Some procedures apply only to specific categories of conduct. Others are based on the respondent's role within the University. Regardless of the process used, all complainants and respondents will be informed of their rights, responsibilities, the procedural steps involved, and the status and outcome.

10.1. Applicable Processes

10.1.1. The Title IX procedures apply when the alleged prohibited conduct meets the federal definitions under Title IX, and when such conduct is alleged to have occurred in the University's program or activity as defined by Title IX regulations. This includes any building owned or controlled by a student organization that is officially recognized by the University. Title IX procedures only apply to conduct prohibited under Title IX occurring against a person in the United States. For student respondents, Title IX procedures are integrated into the University's Student Conduct Code, Chapter 478-121 WAC.

10.1.2. General Procedures apply when the alleged prohibited conduct does not meet the federal definitions and jurisdictional guidance under Title IX.

For reports involving University personnel respondents, these procedures are integrated into applicable University processes, including collective bargaining agreements and the Faculty Code. In the event of a legal conflict with other processes, the General Procedures referenced in this order take precedence.
For reports involving student respondents, these procedures are integrated into Chapter 478-121 WAC, Student Conduct Code for the University of Washington. In the event of a conflict with the Student Conduct Code and the General Procedures, the procedures set forth in Chapter 478-121 WAC take precedence.
Complaints from or against patients will follow the relevant hospital or clinic procedures which integrate elements of this order and related procedures as appropriate and required by law.

10.2. Standard and Burden of Proof

All determinations under this order are made using the preponderance of the evidence standard. A violation is established when the evidence shows it is more likely than not that prohibited conduct occurred. The burden of proof rests with the University.

10.3. Notice of Outcome
CRS will notify the respondents and complainants of the outcome of any investigation or formal resolution process, consistent with applicable laws and privacy protections, unless the complainant is anonymous or has confirmed that they do not want notice of the outcome.

10.4. Sanctions and Remedies
Respondents found to have violated this order are subject to sanctions or corrective action, up to and including dismissal, depending on the nature of the conduct and the procedures used. The University may also implement remedies for the complainant or broader community as appropriate.

10.5. Employer Prohibited Nondisclosure
The University may not require an employee to sign an agreement that prevents an employee from disclosing or discussing conduct or the existence of a settlement involving prohibited conduct by this order.

10.6. Procedural Reference
A full description of applicable procedures for responding to reports and complaints is available on the Civil Rights Compliance University Policies webpage.

External Contact Information
The following external agencies are available to individuals with concerns about the University's application of this order or its compliance with federal and state civil rights laws:

- U.S. Department of Education, Office for Civil Rights
- U.S. Department of Health and Human Services, Office for Civil Rights
- U.S. Department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity
- U.S. Department of Justice, Civil Rights Division
- U.S. Equal Employment Opportunity Commission (EEOC)
- Washington State Human Rights Commission
- Additional federal agencies related to federal grants.

University Contact Information
Questions about this order may be directed to Compliance and Risk Services, Civil Rights Compliance.
Contact information for the Title IX Coordinator, Title VI Coordinator, and ADA Coordinator can be found on the Civil Rights Compliance webpage.

History

JULY 23, 2025. A STATEMENT OF PRINCIPLE: ACADEMIC FREEDOM AND RESPONSIBILITY (SECTION 24-33, FACULTY CODE)

https://policy.uw.edu/directory/fcg/fcg-chapter-24-appointment-and-promotion-of-faculty-members/Academic freedom is the freedom to discuss all relevant matters in teaching, to explore all avenues of scholarship, research, and creative expression, and to speak or write without institutional discipline or restraint on matters of public concern as well as on matters related to shared governance and the general welfare of the University.

Faculty members have the right to academic freedom and the right to examine and communicate ideas by any lawful means even should such activities generate hostility or pressure against the faculty member or the University. Their exercise of constitutionally protected freedom of association, assembly, and expression, including participation in political activities, does not constitute a violation of duties to the University, to their profession, or to students and may not result in disciplinary action or adverse merit evaluation.

A faculty member's academic responsibility requires the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that when one is speaking on matters of public interest, one is not speaking for the institution.

Membership in the academic community imposes on students, faculty members, administrators, and regents an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways that injure individuals and damage institutional facilities or disrupt the classes of one's instructors or colleagues. Speakers on campus must not only be protected from violence, but also be given an opportunity to be heard. Those who seek to call attention to grievances must not do so in ways that clearly and significantly impede the functions of the University.

Students and faculty are entitled to an atmosphere conducive to learning and to evenhanded treatment in all aspects of the instructor-student relationship. Faculty members may not refuse to enroll or teach a student because of the student's beliefs or the possible uses to which the student may put the knowledge to be gained in a course. Students should not be forced by the authority inherent in the instructional relationship to make particular personal choices as to political action or their own roles in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance. (Examples of such matters include but are not limited to personality, personal beliefs, race, sex, gender, religion, political activity, sexual orientation, or sexual, romantic, familial, or other personal relationships.)

It is the responsibility of the faculty members to present the subject matter of their courses as approved by the faculty in their collective responsibility for the curriculum. Within the approved curriculum, faculty members are free to express ideas and teach as they see fit, based on their mastery of their subjects and their own scholarship.

Section 13-31, April 16, 1956 [formerly Section 24-37]; S-A 83, April 30, 1991; S-A 85, May 27, 1992; S-A 131, January 9, 2014: all with Presidential approval.

CONFLICT OF INTEREST REGARDING APPOINTMENT, EMPLOYMENT, AND ACADEMIC DECISIONS (SECTION 24-50, FACULTY CODE)

https://policy.uw.edu/directory/fcg/fcg-chapter-24-appointment-and-promotion-of-faculty-members/ [Faculty/Student Relationships and Conflicts of Interest]

A conflict of interest exists when a person participating in a decision has a substantial connection or interest related to individual(s) affected by the decision that might bias or otherwise threaten the integrity of the decision process or that might be perceived by a reasonable person as biasing or threatening such decisions. This includes familial, romantic, or sexual relationships and financial conflicts of interest. This may also include some professional relationships. No list of rules can provide direction for all the varying circumstances that may arise; good judgment of individuals is essential.

The procedures set forth in this chapter shall apply in all cases, except that no faculty member, department chair, dean, or other administrative officer shall vote, make recommendations, or in any other way participate in the decision of any matter which may directly affect the employment, appointment, tenure, promotion, salary, or other status or interest of a faculty or staff member with whom he or she has a conflict of interest. [See also Executive Order No. 32.]

In addition, no faculty member, teaching assistant, research assistant, department chair, dean, or other administrative officer shall vote, make recommendations, or in any other way participate in the decision of any matter which may directly affect the employment, promotion, academic status or evaluation of a student with whom he or she has a conflict of interest.

Conflicts of interest resulting from romantic or sexual relationships are detrimental to the functioning of the University because, if present, the professional authority under which decisions are made may be called into question. The University's responsibilities to the public and to individual members of the University community may be compromised if such conflicts of interest are not avoided.

The faculty's decision-making responsibilities should not restrict the faculty's rights as citizens, including the personal rights of association and expression, unless the exercise of those freedoms conflicts with the institutional necessity of impartiality in academic and employment decisions. In that case, the faculty member must restrict his or her participation in such decisions.

State law and University rules preclude a faculty member from participating in decisions which directly benefit a member of his or her family. The same rules should apply to decisions involving sexual or romantic relationships between faculty and students, since these relationships, like formal family relationships, may call into question the ability of the faculty member to assess the performance of another solely on academic or professional merit.

Romantic or sexual relationships between faculty and students may in some instances infringe on the rights of that student or other students or colleagues. The possibility of sexual harassment may arise, if the faculty member's immediate power to influence a student's academic progress brings into question the ability of the student genuinely to consent freely to the relationship. The possibility of impeding the student's academic or professional progress may also arise if the faculty member is already in a position of significant decision-making authority with respect to the student, since the faculty member must abstain from further participation in such decisions, thereby denying the student access to the faculty member's professional assessment. The possibility of an unwelcome, hostile or offensive academic environment may also arise if the faculty member fails clearly to separate personal interests from his or her professional decision-making.

Faculty members should be aware that the harms listed above do not arise only from existing relationships, but may also arise if an individual in a position of authority to a student makes overt sexual or romantic advances upon that student. Even if the advances are welcome, the faculty member should remove him or herself from the teaching or supervisory role, which may impede the student's academic progress. If the advances are unwelcome, the student may suffer unneeded stress, and the academic relationship may suffer.

S-A 38, March 22, 1971 with Presidential approval; RC, December 4, 2013; S-A 137, March 30, 2016 with Presidential approval.

ACADEMIC MISCONDUCT

From WAC 478-121-107 http://apps.leg.wa.gov/wac/default.aspx?cite=478-121-107

Academic misconduct includes:

(1) "Cheating" which includes, but is not limited to:
    (a) The use of unauthorized assistance in taking quizzes, tests, or examinations, or completing assignments;
    (b) The acquisition, use, or distribution of unpublished materials created by another student without the express permission of the original author(s);
    (c) Using online sources, such as solution manuals, without the permission of the instructor to complete assignments, exams, tests, or quizzes; or
    (d) Requesting, hiring, or otherwise encouraging someone to take a course, exam, test, or complete assignments for a student.

(2) "Falsification," which is the intentional use or submission of falsified data, records, or other information including, but not limited to, records of internship or practicum experiences or attendance at any required event(s), or scholarly research.

(3) "Plagiarism," which is the submission or presentation of someone else's words, composition, research, or expressed ideas, whether published or unpublished, without attribution. Plagiarism includes, but is not limited to:
    (a) The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; or
    (b) The unacknowledged use of materials prepared by another person or acquired from an entity engaging in the selling of term papers or other academic materials.

(4) Unauthorized collaboration.

(5) Engaging in behavior specifically prohibited by an instructor in the course of class instruction or in a course syllabus.

(6) Multiple submissions of the same work in separate courses without the express permission of the instructor(s).

(7) Taking deliberate action to destroy or damage another's academic work in order to gain an advantage for oneself or another.

(8) The recording of instructional content without the express permission of the instructor(s), unless approved as a disability accommodation, and/or the dissemination or use of such unauthorized records.

APPENDIX C – PHILOSOPHY COURSES BY REQUIREMENT

DISTRIBUTION REQUIREMENTS

Courses indicated with an asterisk (*) also count toward the seminar requirement [all fulfill 12-course requirement]

History

Greek

PHIL 430 Hellenistic Phil
PHIL 431 Phil of Plato
PHIL 433 Phil of Aristotle
PHIL 520 Sem in Ancient Phil*

Modern

PHIL 422 Studies in Continental Rationalism
PHIL 436 British Empiricism
PHIL 437 Phil of Hume
PHIL 438 Phil of Kant
PHIL 522 Sem in Modern Phil*

Recent

PHIL 426 Twentieth-Century Phil
PHIL 526 Sem in Recent Phil*

Other Traditions

PHIL 419 Latin American Phil

SEM (Science, Epistemology, Metaphysics)

Logic and Philosophy of Mathematics

PHIL 470 Intermediate Logic
PHIL 471 Advanced Logic
PHIL 472 Axiomatic Set Theory
PHIL 473 Phil of Mathematics
PHIL 474 Modal Logic
PHIL 483 Induction and Probability
PHIL 570 Sem in Logic*

Philosophy of Science

PHIL 459 Phil of Medicine
PHIL 460 Phil of Science
PHIL 466 Phil of the Social Sciences
PHIL 481 Phil of Biology
PHIL 482 Phil of Physical Science
PHIL 483 Induction and Probability
PHIL 560 Sem in the Phil of Science*
PHIL 564 Sem in Phil of the Cognitive Sciences*
PHIL 566 Sem in Phil of the Social Sciences*

Philosophy of Mind

PHIL 463 Phil of Mind
PHIL 464 Philosophical Issues in the Cognitive Sciences
PHIL 563 Sem in the Phil of Mind*

Philosophy of Language

PHIL 453 Phil of Language
PHIL 479 Semantics II

Epistemology

PHIL 450 Epistemology
PHIL 462 Social Structure of Science
PHIL 550 Sem in Epistemology*
PHIL 562 Sem in Social Structure of Science*

Metaphysics

PHIL 455 The Nature of Race/Racism
PHIL 456 Metaphysics
PHIL 556 Sem in Metaphysics*
PHIL 587 Contemp Analytic Phil

Value

Ethics

PHIL 412 Ethical Theory
PHIL 413 Metaethical Theory
PHIL 415 Advanced Topics in Animal Welfare
PHIL 416 Ethics and Climate Change
PHIL 417 Advanced Topics in Environmental Phil
PHIL 418 Jewish Phil
PHIL 440 Ethics
PHIL 441 Public Health Ethics
PHIL 442 Neuroethics
PHIL 540 Sem in Ethics*

Philosophy of Art

PHIL 445 Phil of Art
448 Philosophy and Video Games
PHIL 449 Phil of Film
PHIL 545 Sem in the Phil of Art*

Philosophy of History

PHIL 465 Phil of History
PHIL 565 Sem in the Phil of History*

Social and Political Philosophy

PHIL 404 Ethics and Politics of Immigration
PHIL 405 The Political Phil of Race
PHIL 406 Philosophical Topics in Feminism
PHIL 407 International Justice
PHIL 408 Phil of Diversity
PHIL 409 Phil of Disability
PHIL 410 Social Phil
PHIL 411 Justice in Health Care
PHIL 414 Phil of Law
PHIL 510 Sem in Social Phil*
PHIL 514 Sem in Legal Phil*

Philosophy of Religion

PHIL 467 Phil of Religion

Variable Courses

PHIL 401 Advanced Topics in Phil – Distribution area varies by topic *[grad students may not register when offered as undergraduate honors capstone]*

SEMINARS

PHIL 510 Sem in Social Phil
PHIL 514 Sem in Legal Phil
PHIL 520 Sem in Ancient Phil
PHIL 522 Sem in Modern Phil
PHIL 526 Sem in Recent Phil
PHIL 540 Sem in Ethics
PHIL 545 Sem in the Phil of Art
PHIL 550 Sem in Epistemology
PHIL 556 Sem in Metaphysics
PHIL 560 Sem in the Phil of Science
PHIL 563 Sem in the Phil of Mind
PHIL 564 Sem in Phil of the Cognitive Sciences
PHIL 565 Sem in the Phil of History
PHIL 566 Sem in Phil of the Social Sciences
PHIL 570 Sem in Logic

ELECTIVE

PHIL 595 Philosophical Inquiry in Schools

This course may be used as an elective toward the 12-course requirement but does not fulfill any other program requirements. It is a part of the Philosophy for Children fellowship program.

Additional Courses

The following philosophy credits do not fulfill the 12-course requirement.

Teaching Philosophy

PHIL 504 Topics in Teaching Philosophy I *(Required in first year)*
PHIL 505 Topics in Teaching Philosophy II *(Required in third year)*

Pre-Dissertation Writing

PHIL 502 Pre-Dissertation Workshop I *(Required in the year after students submit a QP)*
PHIL 503 Pre-Dissertation Workshop II *(Required in the year after students submit a QP)*

Other (Non-course) Credits

PHIL 584 Reading in Philosophy
PHIL 600 Independent Study or Research
PHIL 800 Doctoral Dissertation

APPENDIX D - GRADUATE PROGRAM COURSES BY COURSE NUMBER

Course Title	Crs Req	History	SEM	Value	Seminar	Logic	Notes
PHIL 401 Advanced Topics in Philosophy*	**	*	*	*			*Topic varies – instructor determines which distribution area a given course fulfills. ***Grads may not register when offered as the undergraduate honors course*
PHIL 405 The Political Philosophy of Race	X						
PHIL 406 Philosophical Topics in Feminism	X			X			
PHIL 407 International Justice	X			X			
PHIL 409 Philosophy of Disability	X			X			
PHIL 410 Social Philosophy	X			X			
PHIL 411 Justice in Health Care	X			X			
PHIL 412 Ethical Theory	X			X			
PHIL 413 Metaethical Theory	X			X			
PHIL 414 Philosophy of Law	X			X			
PHIL 415 Advanced Topics in Animal Welfare	X			X			
PHIL 416 Ethics and Climate Change	X			X			
PHIL 417 Advanced Topics in Environmental Philosophy	X			X			
PHIL 418 Jewish Philosophy	X			X			
PHIL 419 Latin American Philosophy	X	X					
PHIL 422 Studies in Continental Rationalism	X	X					
PHIL 426 Twentieth-Century Philosophy	X	X					
PHIL 430 Hellenistic Philosophy	X	X					

Course Title	Crs Req	History	SEM	Value	Seminar	Logic	Notes
PHIL 431 Philosophy of Plato	X	X					
PHIL 433 Philosophy of Aristotle	X	X					
PHIL 436 British Empiricism	X	X					
PHIL 437 Philosophy of Hume	X	X					
PHIL 438 Philosophy of Kant	X	X					
PHIL 440 Ethics	X			X			
PHIL 441 Public Health Ethics	X			X			
PHIL 442 Neuroethics	X						
PHIL 445 Philosophy of Art	X			X			
PHIL 448 Philosophy and Video Games	X			X			
PHIL 449 Philosophy of Film	X						
PHIL 450 Epistemology	X		X				
PHIL 453 Philosophy of Language	X		X				
PHIL 455 The Nature of Race and Racism	X		X				
PHIL 456 Metaphysics	X		X				
PHIL 459 Philosophy of Medicine	X		X				
PHIL 460 Philosophy of Science	X		X				
PHIL 462 Social Structure of Science	X		X				
PHIL 463 Philosophy of Mind	X		X				
PHIL 464 Philosophical Issues in the Cognitive Sciences	X		X				
PHIL 465 Philosophy of History	X			X			
PHIL 466 Philosophy of the Social Sciences	X		X				
PHIL 467 Philosophy of Religion	X			X			

Course Title	Crs Req	History	SEM	Value	Seminar	Logic	Notes
PHIL 470 Intermediate Logic	X		X			X	
PHIL 471 Advanced Logic	X		X			X	
PHIL 472 Axiomatic Set Theory	X		X			X	
PHIL 473 Philosophy of Mathematics	X		X				
PHIL 474 Modal Logic	X		X			X	
PHIL 479 Semantics II	X		X				
PHIL 481 Philosophy of Biology	X		X				
PHIL 482 Philosophy of Physical Science	X		X				
PHIL 483 Induction and Probability	X		X			X	
PHIL 502 Pre-Dissertation Workshop I							Required CR/NC course after submitting QP
PHIL 503 Pre-Dissertation Workshop II							Required CR/NC course after submitting QP
PHIL 504 Topics in Teaching Philosophy I							Required CR/NC course in first year
PHIL 505 Topics in Teaching Philosophy II							Required CR/NC course in third year
PHIL 510 Seminar in Social Philosophy	X			X	X		
PHIL 514 Seminar in Legal Philosophy	X			X	X		
PHIL 520 Seminar in Ancient Philosophy	X	X			X		
PHIL 522 Seminar in Modern Philosophy	X	X			X		
PHIL 526 Seminar in Recent Philosophy	X	X					
PHIL 540 Seminar in Ethics	X			X	X		
PHIL 545 Seminar in the Philosophy of Art	X			X	X		
PHIL 550 Seminar in Epistemology	X		X		X		

Course Title	Crs Req	History	SEM	Value	Seminar	Logic	Notes
PHIL 556 Seminar in Metaphysics	X		X		X		
PHIL 560 Seminar in the Philosophy of Science	X		X		X		
PHIL 562 Seminar in Social Structure of Science	X		X		X		
PHIL 563 Seminar in the Philosophy of Mind	X		X		X		
PHIL 564 Seminar in Philosophy of the Cognitive Sciences	X		X		X		
PHIL 565 Seminar in the Philosophy of History	X			X	X		
PHIL 566 Seminar in Philosophy of the Social Sciences	X		X		X		
PHIL 570 Seminar in Logic	X		X		X		
PHIL 584 Reading in Philosophy							Used to supplement 3-credit courses. In some cases, may count as an elective course by petition. See Reading Courses for details.
PHIL 587 Contemporary Analytic Philosophy	X		X				
PHIL 595 Philosophical Inquiry in Schools	X						
PHIL 600 Independent Study or Research							For students pre-General Exam working on a prospectus, etc.
PHIL 800 Doctoral Dissertation							For students beyond the General Exam

APPENDIX E – M.A./PH.D. REQUIREMENTS CHECKLIST

You may also run a degree audit in MyGrad Program to see your progress toward fulfilling program requirements.

HOW TO USE THIS CHECKLIST

1. Carefully review the Graduate Student Handbook for details about the program. In particular, the section PHILOSOPHY MA/PHD PROGRAM provides details about these requirements
2. Fill in completed courses under the specific requirement(s) they meet. Note: courses may fulfill multiple requirements at once.
3. Reference Appendix C – Philosophy Courses by Requirement or (Appendix D – Graduate Program Courses by Course Number to check which courses fulfill which course requirements

☐ TEACHING ELIGIBILITY REQUIREMENTS (YEAR 1)

☐ Attend Center for Teaching and Learning's "Teaching at UW" workshop

☐ PHIL 504 – Topics in Teaching Philosophy I (Autumn)

☐ COURSE REQUIREMENTS (YEARS 1 & 2)

It is recommended to complete all course requirements in the first two years (unless choosing to delay for approved interdisciplinary coursework).

All courses must be graded at a 3.0 or higher.

☐ Twelve philosophy courses (☐ 11 courses needed for MA degree)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

10. _____

11. _____

12. _____

☐ Logic (PHIL 120 or equivalent)

1. _____

☐ Two courses in History distribution area

1. _____

2. _____

☐ Two courses in SEM (Science, Epistemology, Metaphysics) distribution area

1. _____

2. _____

☐ Two courses in Value distribution area

1. _____

2. _____

☐ Six seminars (☐ four seminars needed for MA degree)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

☐ COMPLETE MASTER'S DEGREE WITH GRADUATE SCHOOL

In addition to the above departmental requirement, you must meet the following Graduate School requirements in order to be awarded the master's degree:

☐ Submit Request to Award Master's Degree in MyGrad Program according to posted quarterly dates and deadlines

☐ 18 credits numbered 500 and above

☐ 18 credits *numerically graded* 400- and 500-level courses counted toward degree

☐ Cumulative GPA of 3.0

☐ Registered in quarter degree is sought

☐ Work completed within six years

☐ QUALIFYING PAPER (YEAR 3)

☐ Submit electronic copy of qualifying paper to the Graduate Advisor by **5pm** on the Monday of the week before Thanksgiving break (typically the third Monday of November)

☐ Pass the qualifying paper or (if requested) resubmit a revised version by the first Monday in May

☐ PRE-DISSERTATION WORK (YEAR 3 & BEYOND)

☐ PHIL 502 Pre-Dissertation Workshop I (winter of third year_ – *includes Literature Review requirement*

☐ PHIL 505 Topics in Teaching Philosophy II (winter of third year)

☐ PHIL 503 Pre-Dissertation Workshop II (spring of third year)

☐ Establish a Doctoral Supervisory Committee (third year, or at least four months prior to General Exam) *[When your committee is established, it will appear in MyGrad Program]*

Committee:

1. Chair: _____
2. GSR: _____
3. Member: _____
4. Member: _____

☐ Continue to register for 10 credits per quarter; Register for PHIL 600 Independent Study to work on prospectus if coursework is completed

☐ Complete dissertation prospectus with guidance of Supervisory Committee

☐ Schedule and pass the General Exam

☐ DISSERTATION

☐ Complete (at least) 27 credits of PHIL 800 Dissertation credits over at least three quarters

☐ Establish Dissertation Reading Committee (usually a subset of the Supervisory Committee)

☐ Write dissertation with guidance of committee

☐ Schedule and pass the Final Exam (dissertation defense)

☐ Obtain final dissertation approval from Reading Committee members (in MyGrad Program)

☐ Final submission of electronic thesis/dissertation (ETD) – upload to ProQuest ETD Administrator site

☐ Complete Survey of Earned Doctorates (SED) online & upload Certificate of Completion to the administrative documents section of the ProQuest ETD Administrator site