DEPARTMENT OF PHILOSOPHY
UNIVERSITY of WASHINGTON

2020-2021 GRADUATE STUDENT HANDBOOK

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WELCOME!

On behalf of all of the faculty and staff in the department, we would like to offer you the warmest of welcomes to the Department of Philosophy at the University of Washington. We are glad that you have joined our department, and we all 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 (i.e. we do not control some of these policies).

However, you can always seek guidance and advice from either the Graduate Program Coordinator, **Colin Marshall** (crmarsh@uw.edu) or the Graduate Program Adviser, **Britta Anson** (brittama@uw.edu), and they will help you to navigate the system as best as they are able. [1]

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 don't hesitate to reach out for assistance when you need it!

[1] A note on terminology: The Graduate School uses the title Graduate Program Coordinator (GPC) for the faculty representative of a departmental graduate program. Within the department, we will often refer to this position as "Graduate Program Director."

GENERAL INFORMATION FOR NEW GRADUATE STUDENTS

DEPARTMENT STAFF

Most philosophy staff offices are located in the Savery 361 office suite, and we are always happy to answer questions. **[We may be beginning the year fully remote but we are still here for you in virtual space!]** Please don't hesitate to approach the administrator, **Chris Dawson-Ripley** (cdrgonzo@uw.edu); the graduate program advisor, **Britta Anson** (brittama@uw.edu); the curriculum coordinator, **Maisha Barnett** (ashimab@uw.edu); and the undergraduate advisor, **Gina Gould** (gsgould@uw.edu). **Kate Goldyn** (kgoldyn@uw.edu), our development coordinator, is in SAV M380. Additionally, **Jon Mitchell** serves as technology support staff for Savery Hall. He can be reached by email at savtech@uw.edu.

To reach all the department staff use the email 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:

- 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 studies
- 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 he or she does not wish directory information to be released.

See Family Educational Rights and Privacy Act (FERPA) for Students for information about how to update your student address, etc., how to change your authorization to release directory information, consequences of restricting release of directory information, and additional information about your rights under FERPA.

Since you may change your campus-wide directory release settings at any time, the department requires you to complete a separate FERPA release specific to our department activities to let us know what information we are welcome to post. All students working as academic student employees need to post at least their email and office contact information/office hours on their department website profile page.

E-MAIL

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 especially while working as a TA. *Even still, you may not send sensitive information (including student information, like grades) via email.*

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.

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 you need to check your email regularly (at least once a day M-F). 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, you open up your personal email to public records requests as well.

Philgrad Listserv – The main listserv for philosophy graduate students is philgrad@uw.edu. All graduate students, as well as the Graduate Program Advisor (Britta Anson), are members of this list. You may send messages to this list from your campus email address in order to reach other members of the list. 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!

NOTICES/POSTINGS

Class schedules, faculty and TA office numbers and hours, maps of campus, etc. can be found in the main office. This information is also available online. The url for our department's website is: http://phil.uw.edu.

You will find notices of professional meetings, calls for papers, job opportunities, scholarships and fellowship notices, and departmental business posted on the bulletin board in the hallway outside the department office This type of information is normally broadcast first on the philgrad listserv and then posted on the board.

Graduate Student Spaces – Use & Conduct

The following rooms in Savery Hall are designated specifically for graduate student use:

- SAV 300H – big table in hallway outside main office (used for office hours)
- SAV 372 – Ty Mears Memorial Graduate Library (used for office hours)
- SAV 373 – graduate kitchen
- SAV 378 & 384 – graduate student offices

The kitchen has a fridge and microwave, etc. 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."

Conference Rooms 359 and 408 are also available when there are no other activities scheduled in them. The graduate student office includes some shared computer stations and printers. Please restrict printing to departmental business (teaching, course work, and dissertation drafts etc.).

All graduate students have desks in either Savery 378 or 384. Students decide among themselves who gets which desk. Please do not leave valuables unattended in your office at any time. It is important to keep doors of unattended rooms locked at all times as there have been thefts in the past. Office hours are not held in the graduate student offices at any time. There is space for office hours in Savery 372 and 300H. Rooms 359 and 408 can also be used for office hours if they are not reserved for other activities.

It is important to note that the 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 need to conform to the professional standards set forth by the University.

Professional Conduct – Several documents govern professional conduct at the University of Washington. See **Appendix A** 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.

KEYS & BUILDING ACCESS

Office Keys – Our department administrator, Chris Dawson-Ripley, 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 program advisor, Britta Anson, holds these keys and will issue your desk key. If you move desks during your time as a graduate student, be sure to inform Britta and turn in your old desk key and request a new one for your new desk.

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 swiping your UW 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, the CAAMS access will usually resume the following day.

Building Use Permit (BUP) – You should also have a **Building Use Permit (BUP)** if you are in the building after hours. These are issued at the beginning of each academic year. Make sure to carry both your Husky Card and your BUP 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 Savery 369 (within the SAV 361 main office suite) and are arranged in alphabetical order. Within campus, you can be reached by mail by addressing an envelope with your name and the campus box number 353350.

PHOTOCOPIES

The photocopy machine is located in the mailroom within the Savery 361 main office suite. If you are a TA, use the instructor's access code for making copies (your instructor or the office staff will give you the number). If you are teaching your own course, the machine will be programmed to accept the last four digits of your social security number as a copy code. **The photocopy machine 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. **Anything you need photocopied for your own personal use (this includes material for your own coursework and your own writing) needs to be done on your own time, at your own expense.**

The photocopy machine is also a high-speed scanner. A copy code is not required to use the scanner. If you need a scan of something for your own work, you are welcome to use this machine for scanning purposes.

THE GRADUATE SCHOOL – AN INTRODUCTION

The graduate program in the Department of Philosophy is governed by the department 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.

POLICIES AND PROCEDURES

There are many Graduate School rules and requirements you need to know. Some are referred to here, but this Handbook's primary focus is to convey Department of Philosophy graduate program information and does not duplicate all Graduate School Policies and Procedures. It is your responsibility to familiarize yourself with these rules and requirements. *The Graduate Program Advisor is here to help you navigate them, so don't hesitate to ask for assistance with any questions or concerns.*

You can find all Graduate School **Policies and Procedures** at: http://grad.uw.edu/policies-procedures

MYGRAD PROGRAM

MyGrad Program is the primary portal for you (and the graduate advisor) to communicate with the Graduate School to track and document your progress through the graduate program. It is the system that 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: http://grad.uw.edu/for-students-and-post-docs/mygrad-program/

EXPLORE RESOURCES FOR GRADUATE STUDENTS!

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, whereas the central campus administration has an "Admissions" office, all graduate admissions are overseen by the Graduate School's "Graduate Enrollment Management Services" office). It is also the hub of many resources for graduate student professional development and student life. See the Graduate School's Directory for a full list.

Graduate Enrollment Management Services (GEMS)

This is the office that you would have communicated with for help with 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.

Fellowships and Awards

Fellowship and Awards staff administer regional and federal fellowship and scholarship programs which 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 Opportunities & Minorities Achievement Program (GO-MAP)

In support of the University's outreach, recruitment, and retention of ethnic minority and other underrepresented graduate students, GO-MAP presents networking and professional development opportunities for graduate students throughout the academic year, in collaboration with graduate programs and campus units. They also sponsor some diversity funding opportunities for graduate students.

Core Programs

Core Programs 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.

Center for Teaching and Learning

The Center for Teaching and Learning 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 assistants and research assistants, as well as supports and promotes innovation in teaching among the faculty.

PHILOSOPHY MA/PHD PROGRAM

Note: **The Department of Philosophy at the University of Washington does not have a terminal master's program.** All students are admitted to a joint M.A./Ph.D. program. All students, whether or not they have earned an MA at another institution, must complete the MA requirements before entering the PhD program. This is a non-thesis program. There is no language requirement for the M.A. degree.

PROGRAM TIMELINE & MILESTONES

Below is a brief snapshot of the milestones on the way to completing the philosophy doctoral degree. Note that this timeline is a general guideline and may vary. Each milestone is explained in more depth in the pages to come.

YEAR	ACTIVITIES
1	• Attend **TA Conference** (prior to start of Autumn quarter) • Complete **PHIL 504 – Topics in Teaching Philosophy I** (Autumn) • Begin teaching (unless on fellowship) • Begin course/distribution requirements (aim for at least 6 courses, at least 2 of which are seminars) • Begin planning topic for Qualifying Paper – aim to write first draft over summer • Determine whether you may need additional language preparation for your course of study
2	• Complete PhD **course/distribution requirements** (12 courses, 4 of which are seminars; at least 3 in each of the three Areas) – *[Note: it is possible to complete the master's degree with only 11 courses, and 2 seminars completed]* • Begin teaching (if not done in year 1) • Begin qualifying paper, if not already done (Autumn) • Submit full draft of qualifying paper to Faculty Reader & receive written feedback (Winter) • Submit **Qualifying Paper**, 5PM *first Monday in May* (Spring) • Submit **request to award master's degree** by *last day of instruction* (Spring)
3	• Complete **PHIL 502 & PHIL 503 – Pre-Dissertation Workshops I & II** (Autumn & Spring) • Complete **Literature Review** • Submit **Teaching Portfolio** (annually in Autumn, beginning in 3rd year) • Complete **PHIL 505 – Topics in Teaching Philosophy II** (Winter) • **Establish Doctoral Supervisory Committee** *(marks transition to "doctoral student")* • Complete any remaining coursework requirements if not completed in years 1 & 2 • Register for PHIL 600 – Independent Study credits with committee chair • Begin writing Dissertation Prospectus • Explore professional opportunities (fellowships, conferences) • **Eligible for solo teaching / summer teaching**
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) • Begin writing dissertation • Continue professional preparation
5+	• Apply for dissertation writing fellowships • Present at conferences • Publish • Prepare academic job market materials/ Go on job market • Explore alternative careers • Schedule Final Exam (Dissertation Defense) • Submit Final Electronic Dissertation

COURSEWORK REQUIREMENTS

Summary of Course Requirements

M.A.	Ph.D.
(11) philosophy courses; including: • One formal methods course • Four seminars • At least three courses in each of the three distribution areas	(12) philosophy courses; including: • All course requirements for the M.A. degree • Six seminars
First-Year Course: PHIL 504 – Topics in Teaching Philosophy I (Autumn)	Third-Year Courses: PHIL 502 – Pre-Dissertation Workshop I (Autumn) PHIL 505 – Topics in Teaching Philosophy II (Winter) PHIL 503 – Pre-Dissertation Workshop II (Spring)

Teaching Eligibility

TA Conference

The TA Conference 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 (x2)

All first-year students must enroll in PHIL 504 – Topics in Teaching Philosophy I in the Autumn quarter (regardless of whether they have Teaching Assistant appointments that quarter). This is a 1-credit discussion course to help graduate students prepare for working as a teaching assistant and to provide an opportunity to share resources.

All third-year students must enroll in PHIL 505 – Topics in Teaching Philosophy II in the Winter quarter. This is a 1-credit discussion course to help graduate students prepare 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 a forum of teaching support and growth.

12-Course Requirement

To complete the full (M.A./Ph.D.) graduate program, you will need to complete 12 (400- or 500-level) graded philosophy courses in philosophy. 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.

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 taking exam or shorter paper options).

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.]* PHIL 500 does not count as a seminar or as part of the 12-course requirement (unless it was taken in 2001 or before, in which case it counts for both). Seminars are marked with an asterisk ("*") in the table of distribution requirements on the next page.

Formal Methods Requirement

To complete the M.A. degree, students must receive a grade of 3.0 or higher in an approved formal methods course. If using a philosophy (PHIL) course to satisfy this requirement, that course may also count toward the area distribution and 12-course requirements.

Pre-Approved Courses

PHIL 470, PHIL 471, PHIL 472, PHIL 474, and PHIL 483 automatically satisfy the formal methods requirement. The department recommends that graduate students TA for PHIL 120 before enrolling in PHIL 470.

Courses by Petition

Students may petition to count another 400- or 500-level course, either within or outside the philosophy department. Such petitions must explain how the proposed course contributes to the student's research interests/plans. Before filing a petition, therefore, students should meet with their advisor or an appropriate faculty member to discuss their research goals and how alternative courses might be more appropriate in light of those goals. See Outside Coursework Policies for information about petitioning to use an outside course to meet program requirements.

Formal methods courses should help students develop either (i) domain-general methods for analyzing arguments or data, or (ii) specialized quantitative skills that are necessary for conducting research in an area of philosophy that relies heavily on findings in a particular science. Courses in statistical methodology for social scientists, for example, would belong to the former. Courses in mathematical physics or mathematical modeling for climate science would fall into the latter. Courses from a variety of departments (e.g., Sociology, Economics, Law, Psychology, Data Science, Statistics, Center for Statistics and the Social Sciences, etc.) could be successfully petitioned to count towards the formal methods requirement. Additional philosophy classes, like PHIL 473, PHIL 482, PHIL 560, and PHIL 570 might also satisfy the requirement if the content is appropriate.

Example outside courses that might be used to satisfy the formal methods requirement (if approved by petition):

- PSYCH 524 Introduction to Statistics and Data Analysis
- ECON 488 Causal Inference
- LAW B562 Quantitative Methods in the Law

Distribution Requirement

A student must take at least **three** courses in each of the following three distribution areas (courses taken in philosophy in these areas also count toward the 12-course requirement):

Area One

- Greek
- Modern
- Recent

Area Two

- Logic and Philosophy of Mathematics
- Philosophy of Science
- Philosophy of Mind
- Philosophy of Language
- Epistemology
- Metaphysics

Area Three

- Ethics
- Philosophy of Art
- Philosophy of History
- Social and Political Philosophy
- Philosophy of Religion

In some cases, students who have completed graduate-level coursework in these areas at another institution, may petition for release from a distribution requirement. See Satisfying Distribution Requirements with Non-UW Coursework.

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

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 in order to be in good standing. Philosophy related courses outside the department can be taken instead, however these courses must receive prior approval by the Graduate Program Coordinator.

Pre-Dissertation Workshops I & II

All students must register for PHIL 502 – Pre-Dissertation Workshop I in the Autumn and PHIL 503 – Pre-Dissertation Workshop II in the Spring of their third year. These are graded credit/no-credit and are in addition to the 12-course requirement of numerically graded courses. See Pre-Dissertation Workshops and Literature Review for details.

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

COMPLETING THE MASTER'S DEGREE

Students should aim to complete the master's degree at the end of their second year in the program. By the end of the second year, students should have completed, if not all course requirements, then at least the course requirements needed for the master's degree as well as the Qualifying Paper. Students must meet all departmental and Graduate School requirements for the master's degree. If all requirements are met, students submit an official request to award the MA form through MyGrad Program during the Spring quarter of their second year.

SUMMARY OF GRADUATE SCHOOL VS. DEPARTMENT REQUIREMENTS (M.A.)

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

The table below contains a summary of master's degree requirements of both the Graduate School and the Department of Philosophy.

Graduate School Requirements*	**Department Requirements**
• 18 credits numbered 500 and above (includes courses graded S/CR); • 18 credits of *numerically graded* department approved 400-level courses accepted as part of the major and in 500-level courses (excluding 499 & transfer credits); • Minimum cumulative GPA of 3.00; • A Master's Degree Request (submitted through MyGrad Program) filed according to posted quarterly dates and deadlines; • Maintain registration through the end of the quarter in which the degree is conferred or, if eligible, pay the Graduate Registration Waiver Fee • Complete work within six years (includes quarters spent on leave).	• PHIL 504 — Topics in Teaching Philosophy I • Formal Methods course • 11 completed UW Philosophy courses with a grade of 3.0 or above; • Of the 11 completed courses, at least 4 must be seminars; • Distribution of at least three courses in each of Areas 1, 2, & 3; • Passing of qualifying paper at the master's level or above.

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

QUALIFYING PAPER

At the end of the second year, a student must submit a qualifying paper. The Qualifying Paper both serves as the final requirement of the master's degree and as the exam to qualify to continue into the doctoral program.

Description

The qualifying paper will typically be drawn from a seminar paper or other coursework at the University of Washington but must be substantially revised and extended. It should be a 20-30 page paper presenting 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 at the PhD level will be the capacity to do independent philosophical work and dissertation level writing (i.e., to identify a problem or issue in the existing literature, to develop a clear thesis, and to defend that thesis carefully and convincingly, with attention to likely objections).

Deadlines

At the end of the second year of study (by 5 p.m. on the first Monday in May), students must submit the qualifying paper. (Part-time students will 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 such material when you turn in your paper. Use your discretion here. You should be prepared to provide anything in your bibliography upon request, but you don't need to turn in more than the equivalent of a couple of journal articles.

Readings

Students may, and indeed should, receive two sets of comments from a single faculty member on the qualifying paper. This is in addition to any comments received as a result of a paper being submitted as a requirement for a course or seminar. Thus, a paper submitted for a course could be read and commented on once by the course instructor as a part of the grading for the course, and a second and third time either by the course instructor or by another faculty member prior to submission as a qualifying paper. Visiting and emeritus professors (or anyone with a Ph.D. in philosophy) are also eligible readers, but students should remember that these faculty will not be grading the papers. Students should consult with their faculty reader about when to submit their drafts so as to provide the faculty person sufficient time to read the document carefully and provide detailed comments.

Submission Procedures/Anonymity

In order to preserve anonymity for blind readings, the cover page for the paper should list the title, and the faculty reader's name, ***but not the author's name***. Papers should be submitted via email to the Graduate Program Advisor, who will then create a log of the paper titles and their corresponding authors. This log assigns a number to each paper, so that the paper's author remains confidential until after final grades are turned in.

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 well 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.

In addition, in the faculty wide conversations of each qualifying paper, they will talk about 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. 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 in the first place, (3) finding a way to explain why the objection/critique is not as big a concern as one might think.

Grading Procedure

Qualifying papers will be graded by the entire faculty (excluding members on leave that quarter). Each faculty member will assign a grade in the following range:

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

When the first phase of grading is complete, the Graduate Program Advisor will circulate preliminary grades and comments to the entire faculty for discussion at the designated faculty meeting for the annual review of graduate students.

This meeting takes place on the Monday of finals week for spring quarter. At that meeting, the department will decide whether each candidate is to be:

- awarded an M.A. and admitted to the Ph.D. program
- awarded an M.A. and invited to revise or submit a different paper
- awarded a terminal M.A.
- dropped from the program without a degree

In rare circumstances and at the discretion of the faculty, alternative outcomes may be considered.

Clear or marginal passes from all readers is an automatic Ph.D. pass. Otherwise, the candidate's entire record is examined, including courses completed, GPA, and quarterly faculty comments. In this way, even a candidate who has not earned clear or marginal passes from all their readers may be given a Ph.D. level pass. Those who pass only at the M.A. level on the first submission may be invited to resubmit a substantially revised paper or a completely new one at the end of the summer that same year. The Graduate Program Coordinator will notify students in this position which option the faculty will require.

When submitting the paper, each candidate should specify where, when, and by whom they would like to be notified of the final results; each candidate is also asked whether they want to donate an anonymous copy of their paper and comments to the philosophy library for consultation by others.

Note: Each winter, the Graduate Program Coordinator meets with first year students to go over the qualifying papers process in detail.

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. The request will be processed beginning immediately after the end of the quarter. First the department will review the request and verify 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. Thereafter, the application is void and the student must file a new application during the quarter in which work for the degree is to be completed. (This is truly not a big deal, so if you are uncertain whether you'll complete your requirements in a given quarter or not, it's better to err on the side of applying for it.)

PHD IN PHILOSOPHY

In order to qualify for the doctoral degree, it is the responsibility of the student to 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 at the Ph.D. level.

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 MA degree do count toward this requirement and many students may have completed this requirement during the MA portion of the degree. A student's supervisory committee may, however, require additional courses.

Language Requirement

There is no departmental language requirement. However, in 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 needed language skills as early as possible in their career. The student should consult with the Graduate Program Coordinator during the first and second year in the M.A. program to ensure that they are developing any needed language skills.

Pre-Dissertation Workshops and Literature Review

In the fall and spring of the third year, students are required to enroll in the department's Pre-Dissertation Workshop series (PHIL 502 & PHIL 503). These credit/no credit courses are designed to help students make the transition from coursework to dissertation writing. [Note: Prior to Autumn 2020, this requirement was met by taking PHIL 500 Proseminar in both Autumn and Spring of the third year.]

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 multiple times 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, a CV that helps you get a job, 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 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 regarding 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 at least 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 student sends most recent draft to the rest of the committee.
2. Committee members review the prospectus – 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 at any specific time, and plan accordingly). Students should never expect 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 Doctoral Degree Requirements):

- The student must earn a minimum of 90 credits, 60 of which must come from the University of Washington.
- 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.

Read the Graduate School's policies:

- Appointment of Doctoral Supervisory Committee
- Memorandum 13, Supervisory Committees for Graduate Students

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)

Read the Graduate School's policies:

- Doctoral Supervisory Committee Roles and Responsibilities
- Graduate School Representative (GSR) Eligibility
- Graduate Faculty Locator (look-up tool)

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 Advisor. Then 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

The student must pass the general examination. *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 their 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, 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 when 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 and
- **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.

To schedule the 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 a room is available at your desired time) **[Note: while campus activities are remote – all exams will be held via teleconference]**
3. Book a conference room for your exam by emailing Maisha Barnett at philinfo@uw.edu with the details of your request – get confirmation of booking **[Note: if the exam is held fully remote due to stay at home orders, the committee chair should set up the teleconference meeting. See the Graduate School's guidance on virtual meetings and exams.]**
4. Submit the Request to Schedule the General Exam in MyGrad Program – this request is first routed to the department for approval before getting sent to the Graduate School.
5. To get departmental approval to schedule the exam, request written confirmation (email is fine) from your committee the **date, time, and location** of the exam that you have submitted in your Request to Schedule *and submit to the Graduate Program Adviser*. The simplest way to do this is to send one email to the entire committee as well as to Britta Anson that includes all the necessary details, and request that all committee members reply with "I approve" or "I confirm" etc.
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, the Graduate School identifies and designates the student 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 General Examination: Admission to Candidacy for Doctoral Degree

Doctoral Reading Committee

After the General Examination, the Graduate Program Coordinator 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 issuing a warrant for a Final Examination and; (c) approve a candidate's dissertation. See Appointment and Responsibilities of a Doctoral Reading Committee.

Dissertation Credits (PHIL 800)

After achieving candidacy following passing the General Exam (approval of the prospectus), students should begin registering for PHIL 800 Dissertation credits to work on the dissertation. The candidate must register for **a minimum of 27 dissertation credits** (PHIL 800) over a period of at least three quarters. Credits for the dissertation ordinarily *should equal at least one third of the total credits.* Keep in mind that this includes the minimum 2-credit registration requirement in the quarter of your Final Exam (dissertation defense).

With the exception of summer quarter, students are limited to a maximum of 10 dissertation credits (PHIL 800) per quarter.

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 "N's" on the transcript will automatically be changed to that numeric grade.

Preparing the Dissertation

The Graduate School publishes Electronic Thesis/Dissertation (ETD) Formatting Guidelines. It is recommended that students read and familiarize themselves with the requirements before they begin to write the dissertation. A dissertation must meet these format 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 a General Examination in a previous quarter (i.e. 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 and;
- the entire supervisory committee has agreed that the student is prepared and has approved the student to schedule a Final Examination. The chairperson typically coordinates with the student when committee members will be asked to grant permission for scheduling the 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 revisions that may be necessary prior to scheduling 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!**

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 GPA at brittama@uw.edu.
2. Set up doodle poll (or similar) to poll Reading Committee members for availability regarding date and time of Final Exam.
3. Once shared availability is determined, schedule a conference room for your Final Exam with Maisha Barnett (ashimab@uw.edu). **(Note: While campus operations are remote – you may need to schedule a fully-remote exam. See the Graduate School's guidance on virtual exams.)**

4. Send confirmation email all committee members (copy brittama@uw.edu) asking them to each reply to confirm their permission to schedule, and the agreed-upon date, time, and location of the exam. Britta needs record that each member has confirmed all these details.
5. Submit your request to schedule the doctoral exam via MyGrad Program.
6. Let Britta know that you have submitted the official request and she will approve in MyGrad Program once 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 Britta that the request is pending.*

Day of Final Exam – Policies and Procedures

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.

See Graduate School policies:

- Final Examination: Dissertation Defense
- If a Committee Member is Missing
- Video Conferencing in Doctoral Examinations

Signing the Exam Warrant – This is done by the committee chair, *not the student*. The exam warrant should be printed ahead of time from MyGrad Program by the committee chair (Britta can help with this if necessary). If the final examination is satisfactory, the supervisory committee chair obtains signatures from all committee members on the exam warrant and submits it to the Graduate Program Advisor, who then informs the Graduate School that the student has passed **(Note: if exam is conducted virtually, Britta will explain how to email approval in lieu of signature)**. 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 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 in order 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, 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.

PH.D. IN CLASSICS AND PHILOSOPHY

ADMISSION

Application to this program will be made after the student earns an M.A. and before the general examination, but course work completed prior to formal application can be accepted toward the program requirements. The requirements for this program are in addition to the regular requirements of the Philosophy department.

REQUIREMENTS

The student must complete four courses (400- or 500-level) in the Classics department, at least one of which must be at the 500 level. Because it is understood that students have different needs and interests, no particular courses are required, but each student will be expected to come up with a coherent course of study, to be approved by advisers in both departments.

A member of the Classics department will be a member of the student's supervisory and dissertation committees.

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 on the web. If you hold a GSA appointment, you MUST be registered as a full-time student. The University of Washington defines full time, for graduate students, as being registered for at least 10 credits (2 during summer quarter).

A departmental course description sheet is prepared prior to registration each quarter. Copies are available in the office and on the department website. This sheet provides detailed information about each course and lists required textbooks. In addition, 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 Graduate Program Coordinator.

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.

Minimum Registration

All graduate students must be registered for a minimum of 10 credits each quarter (except summer) in order to qualify for full-time status. Please note that 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 student who have not yet passed their General Exam. 800 level credits are for students who have passed their General Exam (i.e. advanced to candidacy). Entry codes are required for these courses. The code consists of the last five digits of the office phone number of the student's adviser (for 600 credits) or supervisory committee chair's (for 800 credits).

Reading Courses

A student who wishes to satisfy part of the course requirement by taking reading courses (PHIL 584) must submit to the Graduate Program Coordinator a description of the course (including a syllabus) signed by the instructor. The Graduate Program Coordinator 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 the section on "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. It is wise to obtain the approval of the Graduate Program Coordinator before enrolling in the course. After obtaining the instructor's permission, registration procedure for a reading course is similar to that of the 600 and 800 courses: use the last five digits of the instructor's phone number as the entry code.

OUTSIDE COURSEWORK POLICIES

"Outside coursework" refers here to anything other than a 400- or 500-level numerically graded graduate coursework 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 Graduate Program Coordinator (Colin Marshall), who will bring it to the Department Faculty. Such a petition ought to contain 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. Include in your request the name of the proposed course, place and date when it was taken, and which program requirement you hope it will satisfy.

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

Formal Methods Requirement note: Outside courses approved to satisfy the formal methods requirement *do not* automatically also satisfy the 12-course requirement. Students hoping to use an outside course to satisfy both requirements must submit separate petitions for each request. In the case that two petitions are made, one might be approved and the other rejected. Students are advised to consult with relevant faculty members and file a petition *before* taking the course in question.

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 (up to two) distribution requirements. 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. In general, students wishing to make these petitions should wait until Spring of their first year.

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 Graduate Program Coordinator (Colin Marshall) 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.

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. As part of satisfactory progress, a student must submit the qualifying paper at the end of their second year. If a student is invited to revise and resubmit the paper, it must be submitted by the stipulated due date, typically the first day of the fall quarter of the third year.

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 make progress toward completing 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 academic probation 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.

Probation

If a student is in danger of being placed on academic probation, they are typically given an unofficial warning by the department faculty along with conditions that must be met in order to avoid official academic probation. If a student does not meet these conditions, the Graduate Program Coordinator will recommend to the dean of the Graduate School that the student be placed on academic probation. If the student is not making satisfactory progress at the end of the next quarter, the Graduate Program Coordinator will make a recommendation of final probation. If the student is not making satisfactory progress at the end of the quarter after that, the Department will make a recommendation that the student be dropped from the program.

Coursework Performance Evaluations

For each course taken, instructors are encouraged to place a written evaluation in the student's file. Students are encouraged to read these evaluations each quarter to get a better idea about their progress in the program. Please contact the Graduate Program Advisor to request access to items in your student file.

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 advisor to go over this self-evaluation. Graduate students who have formed a dissertation committee are required to meet with their dissertation chair to go over this self-evaluation. These requirements must be completed by the first Monday of finals week of spring quarter.

Satisfactory Progress for Doctoral Students

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. Sanctions for 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 - An evaluation 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);
- Quarterly faculty evaluations of TAs general performance (beyond the classroom) placed in student file;
- Yearly student self-evaluations, which take place in spring quarter. This involves filling out the self-evaluation form and meeting with the Graduate Program Coordinator and/or the student's faculty advisor (see Philosophy Department TA Handbook for more details).

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 the Graduate School's Memo 19: Grading System for Graduate Students. Per Memo 19, "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. 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 Chairperson should change the N grade(s) to one reflecting the final evaluation.

S/NS Satisfactory/Not-Satisfactory. A graduate student, with the approval of the Graduate Program Coordinator or Supervisory Committee Chairperson, may elect to be graded S/NS in any numerically graded course for which he or she is eligible. If a student does not so elect, then he/she 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 Registration Office. 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 applies 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.

CONTINOUS 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 in order 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 the International Student Services Office 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 graduate program coordinator 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. (http://www.grad.washington.edu/policies/general/reinstatement.shtml)

Students who have previously passed their qualifying paper(s), 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 getting to 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 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 (mostly 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 2018, will receive their last quarter of guaranteed departmental funding in Spring 2023.

*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.

Funding Beyond Guaranteed Packages

It is our current practice to do our best to maintain financial support to all our students who are in good standing. Students who are beyond their funding packages are still eligible to apply for funding, and it will be awarded based on the student's good standing and funding availability.

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 they 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 onto the end of the student's original funding package. For example, a student who started in Autumn 2018 who defers one quarter of their funding package in their first five years will receive that deferred funding in Autumn 2023. A student who defers 2 or 3 quarters of funding will receive funding through Winter 2024 or Spring 2024 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 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. See: http://www.washington.edu/ombud/

Academic Grievances

The Graduate School has formal grievance procedures both for issues pertaining to teaching assistant appointments—Executive Order 28: http://www.grad.washington.edu/students/fa/executiveorders.shtml and for issues having to do with academic due process and fair treatment—Graduate School Memorandum #33: http://www.grad.washington.edu/policies/memoranda/index.shtml

In both these situations, the student is encouraged first to attempt to resolve a grievance with the faculty or staff member(s) most directly concerned. The director or chairperson of the unit also may be asked to conciliate the grievance, and, failing that, the dean of the school or college. 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 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 A of this manual. Grievance procedures are available to students, teaching assistants, research assistants, classified and professional staff, and faculty. The Ombudsman for Sexual Harassment (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 (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.

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, 2020 – June 30, 2021) - $2,436 for Premaster; $2,619 for Intermediate; $2,814 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, currently set at $248 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) in order to be eligible for ASE employment and benefits. (In summer quarter, only 2 credits are needed to be "full time.)

PAY DATES & APPOINTMENT PERIODS

University of Washington employees are paid twice per month, on the **10th** and **25th** (or 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 the UW's Integrated Service Center to manage HR, Payroll & Benefits Support. Log in to Workday to access your paystubs, update direct deposit, and get 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) in order to focus more deeply on research.

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 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 few Research Assistant positions. These include:

Program on Ethics Research Assistant – The Program on Ethics typically hires one RA per year in order to provide administrative assistance, outreach and event planning, as well as research assistance for the Program Director and core faculty. Graduate Students beyond the 2nd year are eligible to apply for this position.

Managing Editor of *Philosophy of Science* – The PHOS RA works with Editor-in-Chief, Andrea Woody, to handle various administrative duties for the journal *Philosophy of Science*.

Neuroethics Research Assistant – Neuroethics RAs report to the Neuroethics Thrust Lead, Sara Goering, and work closely with her and with scientists at the Center for Sensorimotor Neural Engineering (CSNE) on neuroethics-related projects.

Summer Teaching

Students who are Ph.D. candidates and are eligible to teach their own courses may be able 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.

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 2018-2019 range from $16.00-$31.44/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, supervising

and scheduling undergraduate tutors and 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 (3rd 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 student travel to conferences and is able to apply for travel funding from the Graduate School on behalf of students. All funding outlined below is, of course, 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, Chris Dawson-Ripley for review. You can download this form from the department's Forms page.

Chris will let you know if you are eligible for travel funds, and what considerations you need to consider when making your travel plans in order to meet state regulations regarding travel reimbursements (i.e. maximum expenses for certain categories, and necessary paperwork to submit for reimbursement).

Requests for funding must be approved by the Chair (Andrea Woody) and the Graduate Program Coordinator (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 Chris before booking any tickets!
- Up to 2 nights lodging – not to exceed per diem

Student generally 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 funds are available.

Local Conferences (within driving distance): Students may be reimbursed for registration fee 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 in order to be eligible for funding.

International 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 you 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.**

Academic Job Market

For the first year a student is on the job market, if that student gets interviews at the Eastern APA, the Department will contribute up to $900 towards the costs of attending the conference. This funding is in addition to coverage of one conference for that student as outlined above. Note: The student must be an active graduate student for this money to be available. Funding for students on official leave will be decided on a case-by-case basis.

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 to serve as invited speakers.
2. Student must be confirmed as a presenter before funds are requested. Chris requests these funds, not you. The student must be in a degree program and enrolled in courses at the time of travel.
3. Funds may be used only for airfare or fares supporting alternative modes of transportation (e.g. mileage, taxis); they may not be used for registration, 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 Travel 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.

Other Department Funding

Graduate students are encouraged to talk to the Graduate Program Adviser or the Graduate Program Coordinator 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.

GO-MAP Diversity Fellowships – This is a subset of the Graduate School's fellowship list and includes information on fellowships intended to support underrepresented minority 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 given out to 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. Fundamental to the program's success are its state-of-the-art campus location in Mary Gates Hall, convenient evening hours, and the employment of current and recently graduated UW students and graduate students.

Resident Adviser (RA) with Housing Services – Advisory positions in University residence halls paying room and board are available for graduate students without partners or families living with them. Find out about being a Resident Adviser.

Graduate student employment in other UW departments – From time to time other 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 the UW jobs page, UWHires (search for category "Academic Student Employee").

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.

JOB MARKET PREPARATION & PLACEMENT

ACADEMIC JOB MARKET

The department makes every effort to place graduates 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 Philosophy Graduate Resources Canvas site.

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 Graduate Program Coordinator, and the Graduate 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 – IMPORTANT POLICIES

UW/UAW ARTICLE 20 – NON-DESCRIMINATION 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.

EXECUTIVE ORDER NO. 31 – NON-DISCRIMINATION AND AFFIRMATIVE ACTION

UW Policy Directory – Presidential Orders (http://www.washington.edu/admin/rules/policies/PO/EO31.html)

1. Non-discrimination and Non-Retaliation

The University of Washington, as an institution established and maintained by the people of the state, is committed to providing equality of opportunity and an environment that fosters respect for all members of the University community. This policy has the goal of promoting an environment that is free of discrimination, harassment, and retaliation. To facilitate that goal, the University retains the authority to discipline or take appropriate corrective action for any conduct that is deemed unacceptable or inappropriate, regardless of whether the conduct rises to the level of unlawful discrimination, harassment, or retaliation.

University policy:

- Prohibits discrimination or harassment against a member of the University community because of race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status.
- Prohibits any member of the University community, including, but not limited to, academic personnel, staff, temporary staff, academic student employees, student employees, and students at all University campuses and locations, from discriminating against or unlawfully harassing a member of the public on any of the above grounds while engaged in activities directly related to the nature of their University affiliation.
- Prohibits retaliation against any individual who reports concerns regarding discrimination or harassment, or who cooperates with or participates in any investigation of allegations of discrimination, harassment, or retaliation under this policy, or any individual who is perceived to have engaged in any of these actions.

This policy is adopted in compliance with Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq) and the Pregnancy Discrimination Act, Title IX of the Education Amendments of 1972 (20 USC § 1681), Title I and II of the Americans with Disabilities Act (ADA) of 1990 as amended, the Rehabilitation Act of 1973 (P.L. 93-11) and 45 C.F.R. Part 84, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq), Title IV of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq), Chapter 49.60 RCW, and Gender Equality in Higher Education (Chapter 28B.110 RCW).

2. Affirmative Action and Diversity

In accordance with Executive Order 11246, as amended, and other applicable federal and state laws and regulations, the University, as a federal contractor, takes affirmative action to ensure equality of opportunity in all aspects of employment without regard to race, color, religion, sex, and national origin, and to employ and advance individuals with disabilities and protected veterans.

3. Access for individuals with disabilities

In accordance with the Americans with Disabilities Act (ADA), as amended, the Rehabilitation Act of 1973, and applicable federal and state laws, the University is committed to providing access and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities.

4. Definitions

Terms used in this policy are intended to have the meaning given to them by applicable federal or state laws and regulations.

A. **Discrimination** is conduct that treats a person less favorably because of the person's race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity of expression, disability or veteran status.

B. **Harassment** is conduct directed at a person because of the person's race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, disability, or veteran status that is unwelcome and sufficiently severe, persistent, or pervasive that:
   1) It could reasonably be expected to create an intimidating, hostile, or offensive work or learning environment, or
   2) It has the purpose or effect of unreasonably interfering with an individual's work or academic performance. Harassment is a form of discrimination.

C. **Retaliation** means to take adverse action against individuals because they have (or are perceived to have) reported concerns under this policy or cooperated with or participated in any investigation related to this policy.

D. **Sexual Harassment** is a form of harassment characterized by:
   1) Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature 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 that is of a sexual nature and that is sufficiently severe, persistent, or pervasive that it could reasonably be expected to create an intimidating, hostile, or offensive working or learning environment, or has the purpose or effect of unreasonably interfering with an individual's academic or work performance. This also includes acts of sexual violence, such as sexual assault and sexual exploitation.

Domestic violence, relationship violence, stalking, and sexual assault are addressed in Executive Order No. 51, Sexual Violence Elimination Policy, and Chapter 478-121 WAC, Student Conduct Code for the University of Washington. Depending on the circumstances, each or all policies may apply.

E. **Veteran status** includes protected veterans as defined by current federal and state laws. It also includes individuals affiliated with the United States armed forces as defined by any federal or state law establishing protection for veteran service, including the Uniformed Services Employment and Reemployment Rights Act (USERRA), Executive Order 11246, and Chapter 49.60 RCW.

5. Application of policy

A. **Academic Freedom –** The University will interpret this policy on nondiscrimination and non-retaliation in the context of academic freedom in the University environment.

B. **Selective Admissions –** The University's admission policy provides for a selective admission process with the objective of attracting students who demonstrate the strongest prospects for high quality academic work. This selective admission process shall assure that the University's educational opportunities shall be open to all qualified applicants without regard to race, color, creed, religion, national origin, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, disability, or veteran status. The process of admission shall be mindful of the need for diversity in the student body and for highly-trained individuals from all segments of the population.

C. **Employment –** The University will recruit, hire, train, and promote individuals without regard to race, color, creed, religion, national origin, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, disability, or veteran status and based upon their qualifications and ability to do the job. Except as required by law, all personnel-related decisions or provisions such as compensation, benefits, layoffs, return from layoff, University-sponsored training, education, tuition assistance, and social and recreational programs will be administered without regard to race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, disability, or veteran

status. Additionally, in accordance with Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), the University prohibits discrimination and harassment in any aspect of employment on the basis of genetic information. The University will also not request or require genetic information of an employee or family member of the employee, except as specifically allowed by GINA.

D. **Recruitment –** The University seeks affirmatively to recruit qualified minority group members, women, protected veterans, and individuals with disabilities in all levels of employment as part of its commitment as a federal contractor.

E. **Nondiscrimination –** Except as otherwise required by law and as provided in Section 6 below:
   1) The University will operate its programs, services, and facilities without regard to race, color, creed, religion, national origin, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, disability, or veteran status, and
   2) The University will make its programs, services, and facilities available only to organizations or government agencies that assure the University that they do not discriminate against any person because of race, color, creed, religion, national origin, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, disability, or veteran status.

F. **University Housing –** Except as required by law, assignments to University residence halls and other housing facilities provided for students are made without regard to race, color, creed, religion, national origin, age, disability, sexual orientation, gender identity or expression, or veteran status.

G. **Contracting –** The University will make reasonable efforts to lease, contract, subcontract, purchase and enter into cooperative agreements only with those firms and organizations that comply with all applicable federal and state nondiscrimination laws, including, but not limited to: Executive Order 11246, Title VII of the Civil Rights Act, 42 U.S.C. Sec. 2000e et seq.; the Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.; and Washington State's Law Against Discrimination, Chapter 49.60 RCW.

6. Exceptions

A. **Organizations Not Subject to Applicable Laws –** This policy does not apply to organizations and government agencies that are not subject to otherwise applicable state or federal laws or regulations concerning nondiscrimination and non-retaliation.

B. **University Housing –** In accordance with RCW 49.60.222, the University may consider sex, marital status, or families with children status in assignments to residence halls and other student housing.

C. **Citizenship Status –** It is not a violation of this policy to discriminate because of citizenship status which is otherwise required in order to comply with law, regulation, or executive order, or required by federal, state, or local government contract, or which the State Attorney General determines to be essential for an employer to do business with an agency or department of the federal, state, or local government.

7. Complaint Procedures

The University provides internal procedures for the investigation and resolution of complaints alleging discrimination, harassment, or retaliation under this policy. The process for bringing a complaint against a University employee is described in Administrative Policy Statement 46.3, Resolution of Complaints Against University Employees. The process for bringing a complaint against a University student is described in Chapter 478-121 WAC, Student Conduct Code for the University of Washington.

8. Responsibility to Report and Cooperate

All University employees, including academic personnel, staff, temporary staff, academic student employees, and student employees are required to report to their supervisors or the administrative heads of their organizations any complaints of discrimination, harassment or sexual harassment. And/or retaliation they receive. In addition, all University employees are encouraged to inform their supervisors or the administrative heads of their units (and their Academic Human Resources Consultant or Human Resources Consultant), of inappropriate or discriminatory or retaliatory workplace behavior they observe. Supervisors and administrative heads who receive such reports have the responsibility to initiate a response by contacting an appropriate office as indicated in APS 46.3.

All University employees are also required to participate, provide information as requested, including personnel or student files and records and other materials recorded in any form, and otherwise fully cooperate with the processes described in APS 46.3.

9. Consequences of Violation of Policy

Any member of the University community who violates any aspect of this policy is subject to corrective or disciplinary action, including, but not limited to, termination of employment or termination from educational programs.

June 1972; October 24, 1974; April 1975; October 26, 1976; March 12, 1978; April 20, 1979; December 5, 1983; July 20, 1998; June 25, 2008; August 17, 2012; June 21, 2016.

For related information, see:

- Executive Order No. 51, "Sexual Violence Elimination Policy"
- Executive Order No. 56, "Reporting Suspected Child Abuse or Neglect"
- Administrative Policy Statement 46.2, "Affirmative Action Program"
- Administrative Policy Statement 46.3, "Resolution of Complaints Against University Employees"
- Administrative Policy Statement 46.5, "Policy on Reasonable Accommodation of Employees With Disabilities"
- *Student Governance and Policies*, Chapter 208, "Reasonable Accommodation of Students with Disabilities"

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

http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2433

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)

http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2450

[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 B – PHILOSOPHY COURSES BY REQUIREMENT

DISTRIBUTION REQUIREMENTS

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

Area One

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*

Area Two

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*
PHIL 574 Meta-archaeology: Phil and Archaeology

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 490 Advanced Topics in Epistemology
PHIL 550 Sem in Epistemology*
PHIL 562 Sem in Social Structure of Science*

Metaphysics

PHIL 456 Metaphysics
PHIL 556 Sem in Metaphysics*
PHIL 587 Contemporary Analytic Phil

Area Three

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 538 Phil of Human Rights
PHIL 540 Sem in Ethics*

Philosophy of Art

PHIL 445 Phil of Art
PHIL 446 Development of Aesthetic Theory
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 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]

FORMAL METHODS

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
[Or other course by petition]

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 Autumn of third year)*
PHIL 503 Pre-Dissertation Workshop II *(Required in Spring of third year)*

Other (Non-course) Credits

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

APPENDIX C – GRADUATE PROGRAM COURSES BY COURSE NUMBER

Course Title	Crs Req	Area 1	Area 2	Area 3	Sem	Formal Methods	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 406 Philosophical Topics in Feminism	X			X			
PHIL 407 International Justice	X			X			
PHIL 408 Philosophy of Diversity	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 422 Studies in Continental Rationalism	X	X					
PHIL 426 Twentieth-Century Philosophy	X	X					
PHIL 430 Hellenistic Philosophy	X	X					
PHIL 431 Philosophy of Plato	X	X					

Course Title	Crs Req	Area 1	Area 2	Area 3	Sem	Formal Methods	Notes
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 446 Development of Aesthetic Theory	X			X			
PHIL 449 Philosophy of Film	X						
PHIL 450 Epistemology	X		X				
PHIL 453 Philosophy of Language	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			
PHIL 470 Intermediate Logic	X		X			X	
PHIL 471 Advanced Logic	X		X			X	

Course Title	Crs Req	Area 1	Area 2	Area 3	Sem	Formal Methods	Notes
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 490 Advanced Topics in Epistemology	X		X				
PHIL 502 Pre-Dissertation Workshop I							Required CR/NC course in third year
PHIL 503 Pre-Dissertation Workshop II							Required CR/NC course in third year
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 538 Philosophy of Human Rights	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		
PHIL 556 Seminar in Metaphysics	X		X		X		

Course Title	Crs Req	Area 1	Area 2	Area 3	Sem	Formal Methods	Notes
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 574 Meta-archaeology: Philosophy and Archaeology	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 D – M.A./Ph.D. Program 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 B – Philosophy Courses by Requirement or (Appendix C – Graduate Program Courses by Course Number to check which courses fulfill which course requirements

☐ TEACHING ELIGIBILITY REQUIREMENTS (YEAR 1)

☐ Attend TA Conference

☐ 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. _____

☐ Formal Methods course

1. _____

☐ Three courses in distribution area 1

1. _____

2. _____

3. _____

☐ Three courses in distribution area 2

1. _____

2. _____

3. _____

☐ Three courses in distribution area 3

1. _____

2. _____

3. _____

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

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

☐ QUALIFYING PAPER (YEAR 2)

☐ Submit electronic copy of qualifying paper to the Graduate Advisor by **5pm** on the ***first Monday in May***

☐ Pass at MA level (meets MA requirements)

☐ Pass at PhD level (qualifies to enter PhD portion of the graduate program)

☐ 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

☐ PRE-DISSERTATION WORK (YEAR 3 & BEYOND)

☐ PHIL 502 Pre-Dissertation Workshop I (Autumn of third year)

- ☐ Complete 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 (3rd year, or at least 4 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