

Department of Philosophy

Graduate Student Handbook

Degree Programs Covered by This Handbook:

Ph.D. Logic, Computation and Methodology

Ph.D. Philosophy

Ph.D. Pure and Applied Logic

M.S. Logic, Computation and Methodology

M.A. Philosophy

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# SECTION 1: Welcome & Introduction

Welcome to the Department of Philosophy at Carnegie Mellon University! We are glad to have you join our department as a student, and we hope that your experience with us is personally and professionally fulfilling.

We intend this handbook to be informative about the important departmental procedures and policies relevant to graduate studies here. Our handbook is specific about many of the services that the department provides, and we indicate what we expect in turn from our graduate students. This document lays out all the requirements for the various degree programs and provides other departmental policies and resources for graduate students. New students should familiarize themselves with the relevant timelines and policies pertaining to their degrees.

While this handbook is specific to your academic experience in the department, it is just one element of the Graduate Student Handbook Suite. There are other resources within the suite that you should consult when needed, and students should read relevant university wide policies. [The University-wide Graduate Student Handbook](#) serves as another vital resource for students and as a companion to this document.

Since department regulations are guidelines and cannot be explicit about all circumstances that arise, we apply the “the reasonable person principle.” We expect each member to treat others and to be treated as a reasonable person, understanding that sometimes reasonable people differ and, more important, understanding that reasonable people learn how to improve their cooperative arrangements. Hence, the procedure and policies described in this document are open to revision as we see better how to serve as your teachers and colleagues.

This handbook applies to all graduate degrees offered by the Department of Philosophy, including M.S., M.A., and Ph.D. degrees in Logic, Computation and Methodology, Philosophy, and Pure and Applied Logic. Some policies are specific to a few degree programs and will be noted as such.

# SECTION 2: Program Vision, Mission, and Values

Our vision of philosophy is interdisciplinary, rigorous, applied and relevant. We do research on the foundations of science, ethics, computation, mathematics, value theory, language, and much more. We engage with other disciplines, helping to improve their foundations, methods, and concepts. Our faculty do not remain in the ivory tower, but work with companies, governments, and nonprofits to develop more effective and more ethical technology, techniques, and practices. Our close connections to several other disciplines at

Carnegie Mellon and our proximity to the University of Pittsburgh make for the most exciting venue for interdisciplinary philosophical work in the world today.

## **SECTION 3: Degrees Offered**

Our department offers both PhD and Master's degrees. At the PhD level we have three degree programs: Philosophy; Logic, Computation, and Methodology (LCM); and Pure and Applied Logic. The Philosophy and LCM degrees are designed as interdisciplinary degrees for people interested in working in any of the areas supported by the department. The Pure and Applied Logic degree is focused specifically on logic and is intended for people with a more substantial focus on mathematics or computer science.

At the master's level we offer two degrees: Philosophy and Logic, Computation and Methodology (LCM). The philosophy degree is a traditional philosophy master's degree, focused on providing students with a firm foundation in all areas of analytic philosophy. The LCM degree is more interdisciplinary in nature and allows for more focus on the interface between philosophy and a target field.

## **SECTION 4: Departmental Personnel**

During your time in the Philosophy Department at Carnegie Mellon you will interact with a number of faculty and staff. This is a brief list to help you identify relevant people that you may need to contact. If you are not sure where to start, please ask the Senior Academic Coordinator (Mary Grace Joseph) and she will help to direct you to the correct person. On the faculty side, you will most often interact with these people:

- Your adviser – the faculty member who approves your degree coursework and supervises your research, including master's thesis and Ph.D. dissertation. This person is selected by mutual agreement between the student and adviser. By default, the Director of Graduate Studies is assigned as the adviser for all incoming graduate students unless another adviser arrangement has been made in advance. Students, especially those planning or required to do research and/or write a thesis, should seek out an adviser to work with during their time in the program.
- Your first-year faculty mentor – your first-year faculty mentor is assigned by the department. This person will help you to navigate the personal and bureaucratic difficulties of being a graduate student.
- The Department Head – Peter Spirtes

- This faculty member is in charge of running the department. You may speak with the department head at any time, but most often you will go through one of the other faculty members listed here.
  - Office: Baker Hall 161-D
  - Phone: 412-268-8460 (Office)
  - Email: [ps7z@andrew.cmu.edu](mailto:ps7z@andrew.cmu.edu)
- The Director of Graduate Studies - Adam Bjorndahl
  - This faculty member is in charge of the graduate programs and will function as a faculty resource, in addition to the two people mentioned above.
  - Office: Baker Hall 145-K
  - Email: [abjorn@andrew.cmu.edu](mailto:abjorn@andrew.cmu.edu)
- TA/Grader Supervisors - Christina Bjorndahl and Joel Smith
  - These members are responsible for training and supervising all graduate students working as teaching assistants (TA) or graders.
  - Office: Baker Hall 138 (Christina Bjorndahl) and 161-C (Joel Smith)
  - Email: [cbjorn@andrew.cmu.edu](mailto:cbjorn@andrew.cmu.edu) (Christina Bjorndahl) and [joelms@andrew.cmu.edu](mailto:joelms@andrew.cmu.edu) (Joel Smith)

On the staff side, you will often interact with:

- The Academic Program Manager - Patrick Doyle
  - This staff member is in charge of assigning graduate students working as TAs or graders, arranging directed readings, and updating the Department Graduate Student Handbook and is one of two Graduate Coordinators in the Department of Philosophy
  - Office: Baker Hall 161-G
  - Phone: 412-268-3704 (Office)
  - Email: [pdoyle2@andrew.cmu.edu](mailto:pdoyle2@andrew.cmu.edu)
- The Senior Academic Program Coordinator - Mary Grace Joseph
  - This staff member can help you with enrollment, grades, and scheduling defenses and is one of two Graduate Coordinators in the Department of Philosophy
  - Office: Baker Hall 161-A
  - Phone: 412-268-9459 (Office)
  - Email: [mjoseph@andrew.cmu.edu](mailto:mjoseph@andrew.cmu.edu)
- The Assistant Business Manager - Rosemarie Commisso
  - This staff member can help with financial questions

- Office: Baker Hall 135-M
- Phone: 412-268-8536 (Office)
- Email: [rc6t@andrew.cmu.edu](mailto:rc6t@andrew.cmu.edu)
- The Business Manager - Jackie Defazio
  - This staff member oversees the day-to-day operations of the department
  - Office: Baker Hall 161-F
  - Phone: 412-268-8460 (Office)
  - Email: [jadefazio@cmu.edu](mailto:jadefazio@cmu.edu)

#### Other Important Personnel

- Richard Scheines, Dean of Dietrich College of Humanities and Social Sciences
- Sharon Carver, Dietrich College Dean for Graduate Students
- Ayana Ledford, Associate Dean for Diversity, Equity, and Inclusion
- Graduate Student Department/College Support role
  - Adam Bjorndahl, DGS - assists with academic or personal situations that graduate students may not have the resources to resolve the situation on their own.

## SECTION 5: Departmental Resources

**Offices:** Grad students will be provided with a shared office space in the department. Allocation of the offices is done by seniority and coordinated by the director of graduate studies and senior academic program coordinator. When you arrive in Pittsburgh, you will receive your office key that gives you access to your office and suite (if applicable). We encourage our students to spend time in the office in order to develop a strong cohort of graduate students. Along these lines, students must be respectful of their office- and suite-mates and use office resources, especially those that are shared, appropriately. Students are expected to maintain good working conditions in their offices and common spaces, including cleanliness and properly disposing of food and waste. Alcohol is not permitted in graduate student offices. Grad students who exercise inappropriate use of their offices as determined by the department may have certain office privileges revoked, including loss of access to an office space.

**Shared (Common) spaces:** Beyond departmental office spaces, the University provides numerous public spaces that are available for use including the [common spaces in the Hunt Library](#) and the [Graduate Student Lounge on the third floor of the Cohon University Center](#). Out of courtesy to everyone, all common areas (i.e., kitchenettes, lounges, and copy rooms) should be kept in good shape. Dirty dishes and utensils should not be left in the kitchenettes; spills should be cleaned immediately. The refrigerators are for short-term storage only; all items should be removed after a few days, before any spoilage occurs. All items in the copy



room should be returned to their proper places immediately after use. The lounges/seminar rooms should be kept in order. Student offices and other spaces with more than one occupant are quasi-public spaces, and the same courtesy considerations should be applied.

**Mailboxes:** All graduate students in the department will be assigned a mailbox in the Baker Hall 135 suite. Mailboxes will be assigned alphabetically by last name.

**Copy Machine Availability:** Grad students will be assigned a copy code that will work on any of the two department copy machines located in the Baker Hall 135 and 161 suites. Copy machines are generally accessible during regular work hours 9am-4pm. To report a problem with a copier, you can use [the Tartan Ink website](#) or email [tartaninkcopiers@andrew.cmu.edu](mailto:tartaninkcopiers@andrew.cmu.edu).

**Key/Access Card Distribution:** You will also receive a CMU photo ID card that gives you access to certain campus buildings and spaces after hours. All students, including those that are considered to be fully funded, pay a transportation fee, and your photo ID also works as an unlimited transportation pass on all CMU shuttle and escort services as well as the Pittsburgh Regional Transit (PRT), which includes public buses, Pittsburgh's light rail system (known as the "T"), and the inclines that operate between the Station Square and Mount Washington neighborhoods of Pittsburgh. For a complete list of Photo ID card uses, visit: <https://www.cmu.edu/idplus/services/index.html>.

**Purchasing and Reimbursement Procedures and Policies:** The university has detailed and strict policies relating to the purchase of goods, services, equipment, etc. whether using a general ledger account, restricted accounts and grants. There are also reimbursement policies, along with tax exempt considerations. If graduate students will be making purchases, they must be aware of the department's protocols and work with the business manager and assistant business manager for these purchases.

- **Research and travel support** - All students are provided with an office budget of \$300/year, which can be used for office and research expenses. These funds carry over from year to year. In addition, every student is eligible to be reimbursed up to \$1,500/year for approved conference expenses. Typically, to be approved, the student must be presenting their own paper at the conference in question (students in the final years of their PhD may be granted exceptions to attend conferences that are important for networking purposes). The department will only support one student per paper. Students should contact the Director of Graduate Studies as early as possible to determine if the department can provide financial support, and provide the following information:
  - Name and website of the conference
  - Title of the paper
  - An estimate of the costs including hotel, registration, and transportation. Food is not covered.
  - Other sources of funding applied for (at a minimum, this should include funding at the university level)

<https://www.cmu.edu/graduate/professionaldevelopment/conference-funding/index.html> and from the GSA (<https://www.cmu.edu/stugov/gsa/Resources-for-Graduate-Students/index.html>).

**Department Office, Repairs and Services:** The main Philosophy Department offices are in Baker Hall 161 and 135. If any of the department facilities or offices require service or repair, please report issues to any of the five, full-time Philosophy Department staff.

**Department and/or College Graduate Student Organizations/Graduate Representatives:**

- The department has a subcommittee on Diversity, Equity, and Inclusion consisting of 1-2 faculty, 1-2 staff, and 1-2 graduate students. If you are asked to represent the department on this committee, please consider accepting. Representatives on this committee are selected by the department head.
- Every year, graduate students elect a graduate student representative to the department. This representative sits in department faculty meetings (except those dealing with graduate student and faculty evaluation). They represent the primary conduit for information between the graduate students and faculty. In addition, students should feel free to express concern or ask questions of any faculty member, including – but not limited to – their advisor, their faculty mentor, the director of graduate students, or the department head.
- One graduate student in the department will serve as the representative for the University Graduate Student Assembly (GSA), the branch of CMU's student government that represents graduate students. The GSA performs the following primary functions:
  - Organizing social events throughout the year
  - Advocating on issues important to graduate students
  - Providing funding for graduate organizations and professional development

**Department Approach to Press and Media Relations:** Any student with Press and Media Relations needs should contact Pat Doyle, Academic Program Manager, who is the communications representative of the Philosophy Department.

Department/College/University Brands and Logos: Please refer to [the CMU Brand homepage](#) for information on branding and logos.

## SECTION 6: Advising

### 6.1: Role of an Advisor and Advisor Assignments

**Advisor and Student Roles:** Your graduate student advisor is a core faculty member in the department responsible for supervising your coursework requirements and, when applicable,

your research (e.g. thesis, prospectus, dissertation, etc.). Grad students are expected to meet regularly with their advisor, and the nature and content of these meetings may vary from meeting-to-meeting. The nature and purpose of these meetings should be mutually agreed upon by the student and advisor. Regardless, grad students in the department are responsible for their own progress in the program, including but not limited to progress in coursework, research, responsibilities to the department, and program milestones and deadlines. The advisor is simply a resource meant to guide students through the program and its requirements.

Ph.D. students may need to consider multiple advisors for advising the various stages of their academic career. For example, a Ph.D. student may have one advisor during the Master's phase of their career but may switch advisors for their dissertation research if it makes sense to do so.

By default, the advisor assigned to all new graduate students in the department is the DGS, but the department expects all grad students to proactively seek out a faculty advisor who best aligns with their academic and research interests. Graduate students are encouraged to talk to many different faculty about advising opportunities during their first year. Ph.D. students must have chosen a faculty advisor for the master's thesis before the beginning of their second year (which we define as "before the first day of class of the second year"). Students should approach potential advisors and request that the faculty member advise them. Whether or not a faculty member serves as an adviser is at the faculty member's discretion – the faculty member can say no. Some students have opted to have more than one co-adviser. This is acceptable so long as all parties agree to the arrangement.

**Advising Coursework Requirements:** All students are expected to meet with their advisor (or DGS if no advisor has been chosen) at least once a semester to discuss coursework and to have their course schedule for the next semester approved. Grad students are expected to initiate these regular meetings by contacting their advisor either in-person or via email. Students should also feel free to meet with the Academic Program Manager to ensure that degree requirements are being satisfied. Given the specialized nature of the curriculum, many of your requirements will require approval from your faculty advisor, who it is assumed represents and is an expert in your area of specialization. Your advisor should communicate course approvals for specific degree requirements to the Academic Program Manager via email. The Academic Program Manager will then reflect the course approval in [Stellic, CMU's system for degree auditing](#).

**Adding/Changing an Advisor:** If you are adding or changing your advisor, you and your new advisor must communicate this change to the DGS, the Academic Program Manager, and the Senior Academic Program Coordinator. This may be done via email. The Academic Program Manager and Senior Academic Program Coordinator will reflect the change in advisor in [Student Information Online \(SIO\)](#), the University's online enrollment management tool used by students.

**Ph.D. Student-Advisor Considerations:** After the master's degree is completed, Ph.D students must again select an advisor for the Ph.D. While many students remain with the same advisor, there is no obligation on the part of the student or faculty member to remain with each other. Students are encouraged to explore other options, and may select a different advisor if they so choose. Faculty who have supervised a student's Master's thesis may decline to supervise that student's Ph.D dissertation.

**Who Can Serve as an Advisor:** By default, any faculty member on the research-, teaching-, or tenure-track whose primary appointment is in the philosophy department may serve as an advisor. If the student would like to be supervised by a faculty member who is not in these tracks, or a faculty member from another department, they must secure permission from the Director of Graduate Studies who may consult with other members of the faculty.

**Procedure for written notification of inadequate progress toward degree:** During advising meetings and at various times throughout your time in the program, your advisor should periodically have candid discussions about your research and coursework performance. As well, the department conducts regular graduate student reviews after which students receive a review letter from the DGS outlining their progress to date.

## 6.2: Advisor/Advisee Collaboration

Students regularly engage in collaborative research with faculty members. This may occur with an advisor or with other members of the faculty. Students are not required to conduct collaborative research and are free to decline opportunities offered to them by faculty. However, students are encouraged to seek out relevant faculty members to discuss their research interests. Students should not expect faculty to seek them out.

Students are expected to schedule regular meetings with their advisor to update them on the student's progress through the program. Faculty are not expected to seek out students to inquire about progress on the degree.

Students are invited to raise academic or personal issues with any faculty member. Nevertheless, there may be situations where direct interaction with a particular faculty member is difficult for a student. In such a situation, all graduate students should be aware that addressing such issues is a major part of the duties of both the Department Head and Director of Graduate Studies. All such complaints or concerns will be handled in complete confidence.

A second vehicle for communication is the department's graduate student representative, elected by the students. The representative serves as a formal link between graduate students and faculty. The student representative participates in all the general meetings of the department and, in particular, assists in discussions of proposed curricular changes and provides student input concerning faculty who are candidates for promotion or tenure.

Individual Development Plan (IDP): Individual Development Plans (IDPs) are meant to promote professional and personal growth by formally documenting goals and facilitating dialogue, collaboration, and accountability between advisors and advisees. Carnegie Mellon has developed a set of templates that can be used by doctoral students and their advisors to create an Individual Development Plan. You can find the templates here:

<https://www.cmu.edu/graduate/professional-development/index.html>

## 6.3: Review/Redress of Academic Conflicts

**Departmental appeal process:** Graduate students are encouraged to discuss concerns with any faculty member, especially their advisors, the Director of Graduate Studies, or the Department Head. The department tries to solve problems informally; it is rare that a problem cannot be resolved through informal procedures. In the event that a problem cannot be resolved through informal channels, however, there is a formal grievance procedure. An investigative process commences when a student files a formal grievance in writing with the Department Head. The grievance is heard by a three-person board including the Department Head, a member of the Student Advisory Committee and a department faculty member or suitable substitutes, as determined by the Department Head. The board renders a written recommendation, with copies sent to the student, the Dean's office, and those against whom the grievance was brought (if specific individuals are involved). No person against whom the grievance is brought has a role in investigating it.

If the Department Head is among those against whom the grievance is brought, then the Dean is asked to designate another senior faculty member from the department to substitute for the Department Head on the three-person board. University policies and agreements governing student, staff, and faculty rights supersede this departmental procedure. If a satisfactory settlement is not reached through the activity of the three-person board described above, the student may bring the grievance to the Dean and, subsequently, to the Provost. In this case the departmental board's written recommendation is made a part of the preliminary background information reviewed by the Dean or Provost or other university official before any action is taken.

Note: This grievance procedure is not intended for the resolution of any issue that pertains to discrimination on the basis of any protected category in Title IX (e.g. racial discrimination or discrimination on the basis of sex including sexual harassment). Any student that wishes to file a formal complaint of this sort should contact the Office of Institutional Equity and Title IX:

- Phone: 412-268-7125
- E-mail: [institutionalequity@cmu.edu](mailto:institutionalequity@cmu.edu)
- Address: 4615 Forbes Ave, Suite 330

**Dietrich college appeals process:** Graduate students are encouraged to discuss their concerns with members of their academic department. If they wish, the Associate Dean for Academic Affairs and the Dean are also available at any stage of the process. All discussions will be considered confidential.

Any graduate student who has exhausted normal grievance procedures within the department may present a grievance to the office of the Dean of the college. The Dean may request statements or testimony from other parties involved, and will consider the grievance in an ad hoc committee composed of the Dean, a faculty member from a department not involved in the grievance and a graduate student from a second uninvolved department. The committee will present its decision in writing to all parties involved.

Please refer to the Summary of [Graduate Student Appeal and Grievance Procedures](#) for connection to University policies and procedures.

## **SECTION 7: Doctoral Degree Requirements**

### **7.1: Residency Requirements**

All students are expected to be in residence at the Pittsburgh campus. This includes semesters on departmental or outside fellowships. We do not permit distance learning. In special circumstances, students may spend a semester studying at another university. In such a case, the student should have explicit permission from the DGS and the student's adviser. Students on leave are, obviously, not constrained to remain in Pittsburgh.

U.S. government regulations require F-1 and J-1 international students to be enrolled in an in-person degree program, with in-person expectation coursework. Even though this immigration requirement is specifically for international students, residency requirements in a degree program must be consistent for both international and domestic students.

### **7.2: Expected Timeline**

Coursework requirements for the Ph.D. can be fulfilled in three years by taking three courses each semester. Ph.D. coursework must be completed by the end of the third year, at the latest. Electives should be chosen in consultation with the student's faculty advisor, the Director of Graduate Studies, and/or the Academic Program Manager to ensure that the courses chosen will support the student's career goals. For courses counting toward an interdisciplinary elective, an area of specialization, or a target field breadth, students should

consult their faculty adviser. Students seeking employment in philosophy need to develop at least one area of competence outside their area of specialization.

All Ph.D. students in the Philosophy and LCM program are required to write and defend a Master's thesis. This is true even if the student has already received a Master's degree elsewhere. While a thesis is not a requirement of our master's programs, master's students in both Philosophy and LCM may have the opportunity to write a thesis with special permission from the DGS and the student's faculty advisor. Master's students who have been granted permission to write a thesis are said to be on the "thesis track" of the master's program. By default, all Master's students are admitted on the "course-based track" and are not expected to write a thesis. Any master's student planning to write a thesis should receive permission and finalize plans with their thesis advisor prior to the start of classes in their second year in the program.

Occasionally the department will waive the mathematics master's requirement for PAL students who already have an equivalent degree. If a student wishes such a waiver, they must secure it from the DGS in the first year of the program. If a student's master's degree requirement is waived, their funding guarantee from the department will be reduced by one year. The student can retain this year of support if the student opts to pursue a separate master's degree in Logic, Computation, and Methodology. The mathematics master's waiver for students entering the PAL program with a master's in mathematics from another institution is not guaranteed and is granted on a case-by-case basis.

To remain in good standing Ph.D. students in the LCM and Philosophy tracks must complete the M.S. or M.A. degree by the end of the Spring term in year 3. Students in the PAL track must complete the Master's degree in mathematics by the end of year 3, although they are strongly encouraged to finish it earlier. All students must complete and successfully defend a prospectus by the end of Spring term in year 4. In addition, students must be making adequate progress toward completing their degree requirements. Finally, students must be completing their TA, grading, or research assistant duties adequately.

**Ph.D. Incentives and Free Semesters:** By default, Ph.D. students are expected to perform departmental service in the form of serving as a teaching assistant (TA), grader, or sole instructor for one class per semester in order to receive their semester funding. Because the Ph.D. program is funded 12-months, all Ph.D. students are also expected to teach an undergraduate philosophy course during the summer in order to receive summer funding. By default, all Ph.D. students are given 2 free semesters and one free summer to be used at any time prior to the end of year 5. A free semester is a semester during which Ph.D. students do not need to TA, grade, or teach but still receive funding from the department. Traditionally, Ph.D. students will use one free semester in their first semester in the program and their second free semester in their final semester in the program (the semester during which they defend their dissertation). By default, the free semesters are scheduled that way. However, if a first-year Ph.D. student wishes to save their first free semester for later, they may let the Academic Program Manager know, and the Academic Program Manager will assign them a TA or grader position in their first semester instead. Similarly, any student is permitted to use

what is designated their final free semester earlier than their final semester. Although this is not typically advised because of the demands of both teaching and writing a dissertation, it is permitted. The free summer works the same way: by invoking their free summer, students may receive their full summer stipend without having to perform summer teaching duties.

There are ways of earning additional free semesters, which we refer to as “schedule incentives.” For example, students who successfully defend their Master's thesis by the end of Fall Term in year 3 will receive an additional semester release from teaching or grading duties to be used any time before the end of year 5. Defending the master's thesis before the end of the fall in year 3 is considered one semester early and earns students the master's defense schedule incentive, which entitles them to an additional free semester.

Additionally, Ph.D. students who successfully defend a prospectus by the end of Fall Term in year 4 will receive one additional summer of unencumbered support. Defending the prospectus before the end of fall in year 4 is considered one semester early and earns students the prospectus defense schedule incentive, which entitles them to an additional free summer.

Some students will have the opportunity to work on a faculty grant during the semester or during the summer. Doing so buys students out of having to TA, grade, or teach. However, as required by the program, students must have a minimum of two semesters of TAing, grading, or teaching experience in the department. This applies even to students who are supported fully on grants or fellowships. Any student being supported on a grant must let the Academic Program Manager know prior to that semester's TA and grader positions being assigned.

Each year, the department names one, new incoming Ph.D. student as the department's Dietrich Scholars Fellow. The Dietrich Scholars Fellowship is a college-level award that supports its fellows by relieving them from having to TA, grade, or teach in their first year (fall, spring, and summer) in their Ph.D. program. Because this fellowship provides the entire first year free of departmental service, students awarded the Dietrich Scholars Fellow do not receive the additional first free semester that the other students get.

When the department admits a doctoral student with financial support, it does so with the expectation that full support will be continued through the fifth year of study, provided the student is making satisfactory progress. Students who have defended a prospectus are enrolled with “ABD” (All But Dissertation) status. Twice per year (usually in January and June), the Director of Graduate Studies will write a letter to each student outlining academic progress. The Department's commitment of support for the following academic year will be made in the June letter. Support beyond five years will be decided year-to-year based on circumstances and is not guaranteed for any student.

## **Graduate Student Important Deadlines**

### **Ph.D. Students:**



All coursework must be completed by the end of the fourth year; coursework for the master's degree must be completed by the end of the third year. Aside from coursework, there are 3 major defense milestones:

1. Master's defense
  - Must be completed by the end of the spring semester\* of the third year.
  - The master's thesis must be circulated to the department at least 2 weeks prior to the defense date.
  - Students who defend by the end of the fall semester\* in their third year will receive an "early incentive" bonus of 1 additional semester free from teaching.
2. Prospectus defense
  - Must be completed by the end of the spring semester\* of the fourth year.
  - The prospectus must be circulated to the department at least 2 weeks prior to the defense date.
  - Students who defend by the end of the fall semester\* in their fourth year will receive an "early incentive" bonus of 1 summer of financial support.
3. Dissertation defense
  - Must be completed by the end of the fifth year.
  - Summer defenses require advisor approval (and typically a visa extension, if applicable).
  - The dissertation must be circulated to the department at least 2 weeks prior to the defense date.

### **Master's Student Timeline**

All coursework must be completed by the end of the second year. If pursuing the thesis-based option, permission must be secured by the end of the fall semester\* of the second year, though it is strongly encouraged to do so earlier. Note that this requires an advisor.

Master's defense (thesis-based option only)

1. Must be completed by the end of the second year.
2. Summer defenses require advisor approval (and typically a visa extension, if applicable).
3. The thesis must be circulated to the department at least 2 weeks prior to the defense date.

\* The "end of a semester" is the last day of the examination period for that semester, which is typically about 1 week after the last day of classes.

## **7.3: Registration Process**

By rule, all graduate students must be enrolled in a minimum of 36 units of graduate coursework each semester they are in the program. Course numbers use a 5-digit course code in which the first two digits designate the department that teaches the course, and the last three digits indicate the level of the course. Philosophy's department code is 80.

Therefore, all Philosophy Department courses will appear in the following format: 80-xxx. Courses that are 500-level or below are considered to be undergraduate courses while anything 600-level or higher is considered to be graduate-level. For example, the Philosophy Core Seminar that all graduate students take in their first semester uses the course code 80-600. Since all graduate students must be enrolled in 36-units of graduate coursework during the semester, then at least 36 units on your semester schedule must be xx-600 or higher. Students are eligible to take undergraduate courses, but undergraduate courses do not count in the program; nor do they count toward your full-time status in the program. Students are responsible for ensuring that they meet the requirements for full-time status.

Some departments distinguish between master's-level courses and PhD-level courses. The Philosophy Department does not make such distinctions. From the Department's perspective, Ph.D. students in the department are permitted to enroll in master's-level courses in other departments in order to satisfy a coursework requirement (subject to advisor approval). Likewise, master's students in the department are permitted to enroll in Ph.D.-level courses in other departments in order to satisfy a degree requirement (subject to advisor approval).

Prior to your first semester, the Senior Academic Coordinator may pre-enroll you in several core and/or required courses. This is done to provide you with enrollment options for when you arrive. For example, students are usually pre-enrolled in 80-600: Core Seminar. You will revise your selection of Fall term enrollments once you arrive on campus. Students who plan to TA or grade for the department in a given semester must have that semester's schedule planned prior to accepting a TA or grader assignment and may not be eligible to TA or grade if they do not have a planned schedule. Scheduling decisions are made in consultation with the Director of Graduate Studies, who helps you to form both short- and long-term plans for completing your degree requirements. Students can plan their schedules using [Student Information Online \(SIO\)](#). Progress through your degree program can be tracked using the [Stellic Degree Audit Application system](#). Both SIO and Stellic can be accessed using your CMU Andrew ID credentials.

After your first semester, you will enroll in classes on your own. Class choices should be made in consultation with your advisor and/or the Director of Graduate Studies. **It is your responsibility to ensure that you are making satisfactory progress toward your degree.** If you have any concerns about course requirements, see the Director of Graduate Studies as soon as possible.

## 7.4: Required Units for Degree Attainment

### **Course Requirements: Ph.D. in Philosophy (minimum of 162 units)**

The Philosophy PhD is primarily intended for students interested in a continuing career in academic analytic philosophy. The program's flexible requirements provide broad curricular grounding in both traditional and formal philosophy, interdisciplinary exposure, steady

involvement in research, and the opportunity to practice the craft of teaching in a top-notch undergraduate environment.

#### CORE (2 COURSES, 24 units)

- Core Seminar I & II are required for all students with no exceptions.

#### FORMAL METHODS (2.5 COURSES, 30 units)

- 3 Formal Methods Minis (FMM) (18 units)
  - Any 3 will do, but Tools & Techniques should only be taken by those who need an extra “bridge” into formal/technical material.
- 1 “formal methods” course, broadly construed. If this is not in the Logic category, one of the Formal Methods minis must be Classical Logic. (12 units)

#### BREADTH (5 COURSES, 60 units)

- 5 courses total, with at least one from each of:
  - Philosophy of Science, Philosophy of Math, and Epistemology
  - Language, Linguistics, and Mind
  - Value Theory
  - History

#### INTERDISCIPLINARY (1 COURSE, 12 units)

- 1 course outside of Philosophy, e.g.:
  - from another department at CMU
  - from a non-Philosophy (and non-HPS) department at Pitt
  - one or more internships, subject to advisor and DGS approval. International students wishing to pursue an internship should work with [the Office of International Education](#) to apply for [Curricular Practical Training \(CPT\)](#) and ensure that the internship is compliant with University and federal rules (see section 7.13 for more information on internships)

#### PROFESSIONAL DEVELOPMENT SEMINAR (1.5 COURSES, 18 units)

- sections A, B, and C of 80-811: Professional Development Seminar

#### ELECTIVE (3 COURSES, 36 units)

- Any 3 courses from our department.
- Optionally, one of these may instead be a second Interdisciplinary course.

MASTER'S THESIS (must be defended by end of year 3)

PROSPECTUS (must be defended by the end of year 4)

PHD THESIS

Notes

- This is 13.5 courses in total. No course may be used to satisfy more than one requirement.
- No more than 2 directed readings may be used to satisfy non-elective requirements.
- At least 2 courses must be seminars (see course list): advanced, discussion-based courses that engage with professional philosophy and include a significant writing component.

**Course Requirements: Ph.D. in Logic, Computation, and Methodology (minimum of 120 units)**

The LCM PhD is primarily intended for students interested in a career outside of philosophy, be it academic or in industry. The program's flexible requirements are geared towards establishing relevant domain specialization (e.g., within mathematics, machine learning, statistics, logic, etc.) while incorporating steady involvement in research and the opportunity to practice the craft of teaching in a top-notch undergraduate environment.

CORE (2 COURSES, 24 units)

- Core Seminar I & II are required for all students with no exceptions.

FORMAL METHODS (1 COURSE, 12 units)

- 2 Formal Methods Minis (FMM)
  - Excluding Tools & Techniques.

TARGET FIELD BREADTH (3 COURSES, 36 units)

- 3 graduate level courses in Mathematics, Computer Science, Statistics, or the relevant technical discipline (which might include Philosophy) outside the area of specialization.
- These courses must be sufficiently different from one another to provide breadth in the target field.
- Courses taken in the target field breadth area should receive approval from the faculty advisor.
- One of these course requirements can be satisfied through one or more internships, subject to advisor and DGS approval. International students wishing to pursue an internship should work with [the Office of International Education](#) to apply for [Curricular Practical Training \(CPT\)](#) and ensure that the internship is compliant with University and federal rules (see section 7.13 for more information on internships)

PHILOSOPHY BREADTH (1 COURSE, 12 units)

- 1 graduate course in Philosophy outside the area of specialization.

SPECIALIZATION (3 COURSES, 36 units)

- 3 graduate level courses in the area of specialization (math, cs, stats, ml, etc.).
- At least 1 of these courses must be in Philosophy.
- Courses taken in the area of specialization should receive approval from faculty advisor

#### PROFESSIONAL DEVELOPMENT SEMINAR (1.5 COURSES, 18 units)

- sections A, B, and C of 80-811: Professional Development Seminar

#### MASTER'S THESIS (must be defended before the end of year 3)

- Can be replaced by a master's degree from another CMU department.

#### PROSPECTUS (must be defended before the end of year 4)

#### PHD THESIS

#### Notes

- This is 11.5 courses in total. No course may be used to satisfy more than one requirement. (Exception: courses used towards a master's degree can also be used to satisfy the "Target Field Breadth" and "Specialization" requirements.)

- All courses must be approved each year by a "topic advisor" for use in the individual categories. This is to ensure that the breadth courses are truly broad and that the target field makes sense

#### **Course Requirements: Ph.D. in Pure and Applied Logic (PAL) (minimum of 144 units)**

The PAL Ph.D. is an interdisciplinary program designed to support students seeking a career in Mathematics (either in industry or academia), but interested in working in an area of logic supported by the Department of Philosophy. As part of the program, students are expected to earn a Master of Science from the Department of Mathematical Sciences by the middle of their third year, and complete a Ph.D. thesis by the end of their fifth year.

#### CORE (2 COURSES)

- Core Seminar I & II are required for all students with no exceptions.

#### FORMAL METHODS (1 COURSE)

- 2 Formal Methods Minis (FMM)
  - Excluding Tools & Techniques.

#### PHILOSOPHY BREADTH (1 COURSE)

- 1 course in Philosophy outside the area of specialization

#### MASTER'S DEGREE (~8 COURSES)

- Must be in Mathematics or Computer Science. This typically consists in 8 graduate-level courses.

#### PROSPECTUS

#### PHD THESIS

## Notes

- Including the courses for the master's degree, this is 12 courses in total. No course may be used to satisfy more than one requirement.
- Students who join our department and already have an M.S. in Mathematics or Computer Science may apply to have the master's degree requirement waived. If this is approved, the student's guaranteed funding will be reduced from 5 to 4 years.

### **Course Requirements: M.A. in Philosophy (minimum of 120 or 144 units)**

The Philosophy M.A. provides exciting opportunities to pursue postgraduate studies in philosophy for students with a degree in philosophy who wish to continue their work in a more focused and advanced way, as well as for students with a degree in another field who wish to add a concentration in philosophy. Students in this program will develop an understanding of a wide variety of philosophical subfields. The flexible course of study can be tailored to a student's interests and background. A purely course-based option is also available for students who do not wish to continue in academia. The M.A. coursework mirrors that of the Ph.D. with a few key differences noted below.

#### Thesis-based (10 courses)

- Reduce the number of formal methods minis from 3 to 2.
- Reduce the number breadth courses from 5 to 4.
- Reduce the number of electives from 3 to 1.
- Remove Prospectus and PhD Thesis requirements.
- Only 1 course must be a seminar (instead of 2).

#### Course-based (12 courses)

- Reduce the number of formal methods minis from 3 to 2.
- Reduce the number of breadth courses from 5 to 4.
- Remove Master's Thesis, Prospectus, and PhD Thesis requirements.
- Only 1 course must be a seminar (instead of 2).

### **Course Requirements: M.S. in Logic, Computation, and Methodology (minimum of 120 or 144 units)**

The LCM MS offers unique opportunities for study in areas where the department has distinguished formal research strengths—the same research areas that are open to PhD candidates. It is well suited for students who are looking to enhance their training in selected areas of formal philosophy, in order either to pursue a vocation outside of academia or to prepare for further graduate study in analytic philosophy, cognitive psychology, computer science, mathematics, or statistics. A purely course-based option is also available for students who do not wish to continue in academia. The M.S. track mirrors the coursework of the Ph.D., but the course-based track requires two additional courses.

#### Thesis-based (10 courses)

- Remove Prospectus and PhD Thesis requirements.

### Course-based (12 courses)

- Remove Master's Thesis, Prospectus, and PhD Thesis requirements.
- Add 2 additional courses in Philosophy, which can be either Breadth or Specialization.

## 7.5: Core Courses

All graduate students are required to complete the Core Seminars, 80-600: Core Seminar I and 80-602: Core Seminar II, in the fall and spring of their first year in the program respectively. Additionally, master's students complete a total of two semesters of a professional development seminar (80-811) to be taken in the spring semesters of years one and two in the program. Ph.D. students complete a total of three semesters of the professional development seminar in each spring semester of years 1-3. Students must successfully complete all required categories and areas of their degree program and should consult with their faculty advisor about what courses may satisfy particular requirements. All graduate students are required to take a certain number of "Formal Methods" courses, which are courses that introduce students to some of the key formal tools used in philosophy in areas such as classical logic, causation, algorithmic complexity, and epistemic logic and topology. The number of formal methods courses required varies depending on the degree program (see 7.4 Required Units for Degree Attainment). Coursework and research deadlines are spelled out in the Ph.D. and Master's Student Timelines in section 7.2 Expected Timeline.

## 7.6: Electives

Graduate students have a wide range of choices in selecting what courses to take for their graduate degree. Courses used to fulfill required categories should be determined in consultation with the faculty advisor. Only the M.A. and Ph.D. in Philosophy have an elective category. Any three courses 80-6xx or above that are not already counting for another category may be used to satisfy the elective category in the M.A. or Ph.D. in Philosophy.

In addition to required courses that satisfy a degree requirement, students are permitted to enroll in elective courses they wish to take at CMU as long as they are making progress in their degree program.

## 7.7: Department Policy on Double Counting Courses

Courses may not be double counted except by special permission.

## 7.8: Department Policy for Courses Outside the Department/College

Courses outside of the Philosophy Department or Dietrich College may not be double counted except by special permission.

## 7.9: Course Exemptions

Undergraduate courses, either from a previous degree, transferred into CMU, or taken at CMU, cannot count toward requirements of the graduate programs. All courses counting toward requirements of the graduate curriculum must be graduate-level. Any exception to this policy must be approved by the Director of Graduate Studies.

Course waivers are not permitted. Any exception to this policy must be approved by the Director of Graduate Studies.

## 7.10: Protocol for Evaluation of Transfer Credit

In general, courses counting toward the graduate curriculum should be taken at CMU. Occasionally, students will request that a graduate course from another institution count toward their degree program at CMU. If and how a course from another institution is counted in our graduate curriculum is up to the department. Specifically, the Director of Graduate Studies, in consultation with the student's faculty advisor and/or a subject matter expert in the Philosophy Department or the relevant department at CMU, will decide whether or not a course may transfer. The department will base its decision on the content contained within the course syllabus for the class the student wishes to transfer to CMU, and transfer courses are considered on a case-by-case basis. A course in which the student earns below a grade of B will not be counted toward the requirements for the degree. Undergraduate courses from other institutions will not be considered for transfer credit. Students considering a transfer request should send syllabi to the Director of Graduate Studies who will initiate the review process.

## 7.11: Teaching Requirements/Opportunities

**Ph.D. Students:** During their first semester at Carnegie Mellon, doctoral students typically do not serve as teaching assistants because they are expected to begin focusing on areas of interest with department faculty. This initial research ideally lays the groundwork for the students' future thesis work, including learning the state-of-the-art in a particular research area or studying a technical or formal framework. Students are strongly advised to start identifying a research area early on, as this is necessary for timely completion of the master's thesis.

Beginning in the second semester, doctoral students are expected to serve as teaching assistants. This may be done in a variety of ways, e.g., as a grader or as a Teaching Assistant (TA), who conducts office hours and leads discussion and review sections. While the department recognizes that not all doctoral students desire academic employment upon



completion of the degree, it is committed to preparing all students to ably pursue this option. To this end, doctoral students are required to serve as TAs or graders for at least two semesters, and are strongly encouraged to gain the experience necessary to be allowed full responsibility for one or more courses. Detailed information on being a TA can be found in the Philosophy Department Teaching Assistant Handbook. In addition, the Eberly Center for Teaching Excellence offers regular seminars to help students refine their teaching methods and also make use of appropriate technology. All first-semester Ph.D. students, as well as master's students who are serving as a TA or grader for the first time, are required to attend the Eberly Center's Graduate and Undergraduate Student Instructor Orientation (GUSIO), which is offered the week prior to the start of Fall semester classes. Graduate students who are teaching for the first time must also attend a one-day workshop offered by the department which is usually held during f week. Once a grad student has sufficient experience as a TA and has demonstrated excellence leading recitations and lecturing, students may have the opportunity to serve as sole instructor of a semester-length course.

**Ph.D. Incentives:** See section 7.2: Expected Timeline for information on incentives for Ph.D. students.

**Master's Students:** While master's students are not required by the department to teach, there are often opportunities for master's students to serve as a TA, grader, or, on occasion a sole instructor of a course and receive a stipend. TA, grader, and sole instructor opportunities for master's students are not guaranteed and priority for TA and grader openings must be given to Ph.D. students.

**Act 153 Clearances:** Students working with individuals under the age of 18 will be required to obtain clearances under the Pennsylvania Child Protective Services Law, known as "Act 153", including the following clearances: (1) a Pennsylvania Child Abuse History Clearance; (2) a Pennsylvania State Police Criminal Record Check; and (3) a Federal Bureau of Investigation Criminal Background Check (collectively, the "Clearances"). The FBI Criminal Background Check requires you to submit your fingerprints at an authorized fingerprint site. If the University determines that you are covered by Act 153, we will notify you and assist you in obtaining the clearances. Failure to obtain any required clearances may impact your ability to serve as a teaching or research assistant. Any graduate student teaching in Summer Session 2, which includes a population of pre-college students, will be required to get these clearances.

Graduate students may also have the opportunity to work as Research Assistants (RA) during a semester, instead of as a teaching assistant or grader. Students working as RAs are expected to work 15 hours per week.

Students are expected to perform their grading, teaching assistant, or research assistant duties to the satisfaction of the faculty member supervising that work. Should a student demonstrate an unwillingness to perform the required duties in a satisfactory way, this may jeopardize their funding or result in them being placed in "bad standing."

**Teaching/Grading and English Proficiency:** Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns. The full university policy can be reviewed [here](#).

The fluency of all instructional personnel will be rated by Language Support in the Student Academic Success Center to determine at what level of responsibility the student can TA. In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any non-native speaker of English), Language Support in the Student Academic Success Center helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the [Student Academic Success Center](#) website for additional information.

In the Philosophy Department, non-native English speaking students must have an ITA score of at least Restricted 2 in order to serve as a grader for a class. However, students are encouraged to attain a minimum score of Restricted 1 or Pass. Restricted 1 allows students to lead recitations, which means they can serve as a grader or a TA. A score of Pass gives students permission to serve as grader, TA, or sole instructor of an undergraduate class.

## 7.12: Research Requirements/Opportunities

While only Ph.D. students are required to do research in the form of a master's thesis, Ph.D. prospectus, and Ph.D. dissertation, both Ph.D. and master's students may have opportunities to serve as Research Assistants (RA) and do other research related to their program of study. A master's thesis is not a requirement of the master's program. However, master's students may be approved to write a master's thesis.

**Ph.D. Students: Requirements for Master's degree:** All students in the LCM and Philosophy PhD programs are required to complete a Master's degree as part of their regular degree process. Please see the section on the Master's thesis for a detailed discussion of this process. Students in the PAL track are required to complete a Master's degree in mathematics.

**Ph.D. Students: Defenses and Committees:** All Ph.D. students are required to do research in the form of a Master's thesis (unless otherwise noted) as well as a Ph.D. thesis, often referred to as a dissertation. Prior to being approved to write a dissertation, Ph.D. students must first defend a Ph.D. prospectus prior to the end of the fourth year. Master's thesis, Ph.D. prospectus, and Ph.D. thesis (dissertation) all must be defended to a committee of faculty. Once the student's advisor has approved a draft of the thesis or prospectus for a defense, the student should contact all committee members to arrange a date and time for the thesis

defense. When a time has been arranged, the student should inform the Senior Academic Coordinator of the time. The student must supply the Senior Academic Coordinator with a copy of the thesis or dissertation no less than one week prior to the defense. This copy will be placed on display in the departmental office.

All defenses are open to the public and may be attended by anyone. They are scheduled to last two hours. It is not unusual for other faculty and students to attend thesis and dissertation defenses. The student is expected to provide a presentation for approximately 40 minutes, after which time the faculty on the committee will ask questions. If time permits, anyone attending the thesis will then be invited to ask questions. The student must complete the consent to publicly livestream form for any defense that is live-streamed (e.g. via zoom).

After the defense, the faculty will deliberate in order to determine if the student (a) passed outright, (b) passed on condition that some changes are made to the document, or (c) failed the defense. Faculty who are not on the committee may participate in the private deliberation after the defense, but they do not have a formal vote on the outcome.

If a student fails the defense, they must schedule another one. They cannot advance in the program or be awarded the degree until they have passed a defense and made all required changes to the thesis document. Failing a defense does not extend any deadlines for remaining in good standing. Students who have been passed with changes required will not be regarded as having completed that stage of the degree until after the required changes have been turned in and approved by the committee.

By default, any faculty member on the research-, teaching-, or tenure-track whose primary appointment is in the philosophy department may serve a member of the committee. Any member who is not on one of these tracks, or who is not a member of the philosophy department, must be approved by the Director of Graduate Studies who may consult with other members of the faculty.

After a student is certified for a degree (either M.S./M.A. or Ph.D.), it is the responsibility of the student to provide a final copy of the thesis or dissertation to the CMU library. If the student fails to submit a final version within six months, then the department will submit the most recent version provided to the adviser on the student's behalf, regardless of possible substantive or typographical errors. Students are thus strongly encouraged to ensure that a fully-corrected version is submitted within six months of certification. More information on submitting your thesis or dissertation can be found on the library's publishing and copyright page.

**Ph.D. committees:** It is the responsibility of the student to arrange for a Ph.D. proposal and thesis committee. Choosing faculty for the committee should be done in consultation with the student's adviser. Both Ph.D. and prospectus committees must include two members from within the department and one member from outside the department. The outside member may be from other departments at Carnegie Mellon or from another institution. The outside

member must be approved by the Director of Graduate Studies prior to the defense. All committees may include more members if this is desired.

**Master's Students:** Master's students approved to write a thesis by the DGS and a thesis advisor are said to be on the thesis-track. It is the responsibility of the master's student to identify a thesis advisor and seek official department approval from the DGS. It is recommended that master's students who are interested in writing a thesis solidify their plans, including an advisor and a topic, prior to the start of their second year in the program. At the latest, thesis approval must be secured before the end of the fall semester of the second year. If approval is not given prior to the end of the fall semester of the second year, then the student will have to pursue the course-based master's degree.

**Grading system for research:** Students who are writing a thesis or dissertation may be enrolled in an official thesis course, 80-991: Thesis Research, for variable units. This course allows students engaged in thesis research to fulfill some or all of their required 36 semester units without having to enroll in courses so that they may focus solely on research. Ph.D. students who are All But Dissertation (ABD) will be enrolled in 36 units of 80-991 automatically in each semester they are ABD. Master's students on the thesis track may also fulfill their full-time status using 80-991 as long as they are making progress on their required coursework.

This course receives a mixed letter grade following CMU's graduate student grading scale, and the grade is determined by the thesis advisor. However, the grade for the final thesis or dissertation project receives an internal grade following both the defense and any required revisions. The advisor, perhaps in consultation with committee members, will determine any necessary or recommended revisions as well as the final grade.

*Resources and Regulations Governing Research at Carnegie Mellon:*

- [Office of Sponsored Programs](#)
- [Office of Research Integrity & Compliance](#)
- [Intellectual Property Policy](#)
- [Policy on Restricted Research](#)
- [Human Subjects in Research Policy](#)

## 7.13: Internship/Co-op Requirements and Opportunities

**Internships:** Students may have opportunities to pursue summer or semester internships in order to earn money during their course of study. With respect to Ph.D. students, they would opt out of departmental summer funding to work and earn money at a job site. Internships can be used to satisfy a requirement of both the master's and Ph.D. programs in both Philosophy and Logic, Computation, and Methodology.

**Internships for F-1 Students:** Students who are currently in F-1 student status will need to

apply for either Optional Practical Training (OPT) or Curricular Practical Training (CPT) through the Office of International Education (OIE). It is best to discuss which option makes the most sense with an OIE representative. Under CPT, the work performed on the job must be directly related to the student's major area of study. Students may apply for CPT for a summer internship when summer course registration opens. F-1 students will receive a new CPT I-20, which serves as work authorization for your employer. They will need to complete a [mandatory canvas course](#) and prepare a [CPT Academic Advisor Recommendation form](#), which they will submit through the [MyOIE portal](#). To assist the employer, it is recommended that students share with them [OIE's Employer Template Letter](#). [Full instructions for CPT can be found on the CPT handout](#).

Optional Practical Training (OPT) is a work authorization for F-1 students allowing them the opportunity to apply knowledge gained in their degree program to off-campus work. The work must be directly related to the student's level and major field of study. OPT is recommended by OIE and authorized by the U.S. Citizenship and Immigration Services (USCIS). This authorization can take 3 to 5 months to obtain. The maximum amount of time granted to work on F-1 OPT status is 12 months per advanced degree level. Students do not need a job offer to apply for OPT.

Please refer to the following resources for more information on OPT and CPT

- [Employment Opportunities for F-1 Students](#)
- [OIE resource on Job Applications and Work Authorization](#)

Because the process of attaining work authorization is involved, **F-1 students considering an internship or any opportunity that would require CPT or OPT should begin the process of applying for the appropriate work authorization many months in advance of the work start date.** F-1 students pursuing an internship are advised to inform their advisor, the DGS, the Senior Academic Program Coordinator, and the Academic Program Manager as soon as possible.

**ABD F-1 Students and Internships:** Students who have no course requirements remaining and are said to be All But Dissertation (ABD) may do an internship as long as the work being done for the internship is directly relevant to the students' dissertation research.

Students doing an internship to fulfill a requirement of their degree program will be enrolled in an internship course, 80-990: Internship. The units are variable depending on the scope and length of the internship. There may be additional costs for internships done over the summer.

It is important to bear in mind that **internships are not guaranteed nor is it guaranteed that an internship will receive approval as a requirement of a degree program.** Likewise, **F-1 students who have an internship offer still need to receive approval from the department as well as the Office of International Education (OIE). F-1 students who do not get the necessary approval will not be able to accept the internship offer.**

International students are required to consult with the Office of International Education for

eligibility for work authorization before starting or seeking an internship/co-op or consulting opportunity. International students will benefit from proactively reviewing OIE guidance regarding off-campus work authorization. Off-campus work authorization processing times can take several weeks or months, and international students will benefit from starting the off-campus work authorization process as early as possible.

## **SECTION 8: Dissertation Preparation & Requirements**

### **8.1: PhD Qualifying Exam Requirement**

The Philosophy Department does not require or administer qualifying exams.

### **8.2: PhD Criteria for Advancement to Candidacy**

**Department Criteria for Doctoral Student Status:** Students who are admitted to a doctoral program are admitted as doctoral students. To advance to All But Dissertation status, a doctoral student must have completed all Ph.D. coursework requirements, successfully defend the master's thesis, and have their master's degree certified.

Please refer to the [University Policy for Doctoral Student Status](#), for information on time limits on doctoral candidacy status.

Tuition and fees charged for candidates in each status

Please refer to information about and links to [University-level ABD status](#), including definitions, forms, and [frequently asked questions](#) for further details on All But Dissertation status.

### **8.3: PhD Dissertation**

Please refer to section 7.12: Research Requirements/Opportunities for details on Ph.D. defenses and committees. The membership of a dissertation committee may change following prior to or after the defense of the prospectus. However, approval of any new members after the prospectus defense will be subject to review of the remaining committee members and may require the student to defend the prospectus again.

# **SECTION 9: Department Policies & Protocols**

## **9.1: Petition Procedures**

In general, there are no exceptions to policies outlined in this handbook. However, students may petition for exceptions to the DGS, who may involve other members of the department, such as the department head. The petition process for any exception may be initiated with an email to the DGS.

## **9.2: Department Policy for Withdrawing from a Course**

Students may drop a course during the drop period (first 6 weeks of class) as long as they otherwise remain full time in graduate coursework and continue to make progress toward their degree of study. After the drop period, students may only withdraw from courses. A withdrawal with carry a grade of W. This should only be done in consultation with the student's advisor and/or the DGS. Master's students have one "voucher" per 12 months. A voucher allows master's students to drop a class after the drop period and up until the final day of the semester (last day of regular classes). A voucher may also be used to convert a class to Pass/No Pass. Please see the [Pass/No Pass policy for details and grade conversions](#).

## **9.3: Requirements for Those Without a Bachelor's Degree in Discipline**

The Philosophy Department regularly admits students without a background or prior degree in philosophy. Students are nonetheless expected to fulfill all required courses and earn satisfactory (B or above) grades in all philosophy courses, which includes the philosophy core seminars.

## **9.4: Process for Completing a Master's Degree en route to a PhD**

Anyone admitted to a Ph.D. program will earn a master's degree en route to their Ph.D. Students are responsible for ensuring they have satisfied all of the requirements for the master's degree prior to year 3 in the program.

Students who are admitted with a prior, relevant master's degree from another institution may have the opportunity to have their master's requirement waived. In exchange, guaranteed funding would be reduced from 5 years to 4 years. Such an arrangement is not guaranteed for incoming students with prior master's degrees and must get approval from the DGS.

## 9.5: New Policies / “Grandfather” Policy

Information about degree attainment and departmental and/or college policies and protocols are binding, but also evolve: degree attainment criteria change and policies and protocols are updated. When policies are changed, it is because the department believes the new rules offer an improvement; any such changes will be discussed at a meeting with the graduate students. However, students currently enrolled whose degree program is affected by a change in policy may choose to be governed by the older policy that was in place at the time of their matriculation. In case degree requirements are changed and certain courses are no longer offered, the department will try to find some compromise that allows those students to satisfy the original requirements.

## 9.6: Time Away from Academic Responsibilities

Doctoral students should reference [University expectation](#) for information related to time away from their program.

Graduate students should not assume that their time off follows the academic calendar of courses. Many are coming from an undergraduate environment where their university employment followed their course schedule. Graduate students may be expected to carry out certain teaching or research responsibilities that fall outside of the academic calendar.

University Holidays are also student holidays, and students need to consult their faculty about coverage if they have challenges with taking time off during University Holidays. For example, if there is essential research that must be monitored continuously, students should speak with their faculty about arrangements to take an equal number of days off at another time.

## 9.7: Other Policies and Protocols

Please refer to the statute of limitations as outlined in the [Doctoral Student Status Policy](#) for the University policy on time to degree.

**Colloquia attendance:** The department sponsors seminars and colloquia by researchers from within and outside Carnegie Mellon, which are attended by faculty, graduate students, and staff. Students are encouraged to meet and interact with these visiting scholars. This is extremely important, both to get a sense of the academic projects that are pursued outside Carnegie Mellon and to get to know the leaders of such projects. This applies not only to seminars directly relevant to a student’s research interests; the seminars provide an opportunity to widen one’s perspective on the field.

**Leaves of absence:**



Students must apply in writing for leaves of absence. Students are only permitted four consecutive semesters on leave of absence before being withdrawn from the graduate program, unless explicit permission is provided by the Director of Graduate Studies.

Students who have been withdrawn must apply for readmission to the graduate program. In general, two kinds of leaves are recognized: professional and personal. Professional leaves include periods away from a program when working as an intern or trainee on a job or when participating in extended research or educational activities at other institutions. No support is available for professional leaves. Personal leaves include limited periods away from a program for personal reasons, e.g., maternity leaves or illness. Personal leaves need not result in full-time absences. In cases where a student on support wishes to maintain part-time registration in a program, e.g., to take a reduced load of classes during a period of partial personal leave, pro-rata support may be requested. Long-term personal leaves are discouraged.

The university has adopted a maternity leave protocol for graduate students. The department is supportive of graduate students who choose to have families, and we will work to craft the program to fit graduate students who are pregnant or have children.

Because of legal circumstances outside the control of the department, leaves are complicated for foreign students who are on student visas. The department will do what it can to support both professional and personal leaves for these students, but such students should be aware of the constraints imposed by United States immigration law. Any concerns should be discussed with the Director of Graduate Studies. For more information about deferrals or leaves of absence, please visit: <https://www.cmu.edu/es/deferrals-andleaves/index.html>

**Student-Professor Relationship:** Students regularly engage in collaborative research with faculty members. This may occur with an adviser or with other members of the faculty. Students are not required to conduct collaborative research, and are free to decline opportunities offered to them by faculty. However, students are encouraged to seek out relevant faculty members to discuss their research interests. Students should not expect faculty to seek them out.

Students are expected to schedule regular meetings with their adviser to update them on the student's progress through the program. Faculty are not expected to seek out students to inquire about progress on the degree.

Students are invited to raise academic or personal issues with any faculty member. Nevertheless, there may be situations where direct interaction with a particular faculty member is difficult for a student. In such a situation, all graduate students should be aware that addressing such issues is a major part of the duties of both the Department Head and Director of Graduate Studies. All such complaints or concerns will be handled in complete confidence.

A second vehicle for communication is the department's graduate student representative, elected by the students. The representative serves as a formal link between graduate students and faculty. The student representative participates in all the general meetings of the department and, in particular, assists in discussions of proposed curricular changes and provides student input concerning faculty who are candidates for promotion or tenure.

**Academic Integrity:** Students are expected to adhere to the university's policy on academic integrity found here: <https://www.cmu.edu/policies/student-and-student-life/academicintegrity.html>. Any student found by their instructor or adviser to have violated this policy will be immediately placed in bad standing. Students may petition the department for special consideration by appealing to the DGS. The department as a whole will consider a student's request.

**Full-time/Part-time Status Requirements:** Full-time enrollment requires a minimum of 36 units/term. Our graduate programs are designed so that they may be completed on time by enrolling in 36 units/term. Typically, graduate courses count 12 units each, and undergraduate courses count 9 units each. Unless specific arrangements have been made, all PhD students are expected to enroll in full-time.

By CMU policy, all students must be registered students (minimum of five units) whenever they complete requirements, including defending and submitting a master's thesis. This will require paying tuition for those units. The registration requirement is waived during the summer if the student was enrolled full-time during the previous spring semester. The department cannot waive this requirement.

All Carnegie Mellon students who enroll for 19 or more units in a semester must pay the Student Activities Fee at the Cashier's Office. The monies generated by this fee are administered by the Student Government organization to support various campus activities. The Graduate Student Assembly (GSA) receives some of this money, and it in turn divides some of its allocation among graduate student departments.

**Statute of Limitations:** Students will complete all requirements for the Ph.D. degree within a maximum of ten years from original matriculation as a doctoral student. Once this time-to-degree limit has lapsed, the person may resume work towards a doctoral degree only if newly admitted to a currently offered doctoral degree program under criteria determined by that program.

Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean, defer the lapse of All But Dissertation status for a period commensurate with the duration of that interruption. Students, who are pursuing the Ph.D. degree as part-time students for all semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit.

**Coursework Policies:** Should a student receive a failing grade (a grade of 'R') in any graduate level course, they will be placed in bad standing and prohibited from enrolling in the next semester. Students may petition for special consideration which will be considered by the faculty as a whole.

Individual course requirements may be waived at the discretion of the Director of Graduate studies (DGS) if the student has taken an equivalent graduate-level class at another institution. Students who would like to apply for a waiver should make an appointment to discuss the issue with the DGS as soon as possible. To this appointment, the student should bring a copy of the transcript for the relevant course and a copy of the syllabus for the course. The DGS will likely consult with an instructor of the CMU course or course offered at another institution to determine if the courses are equivalent.

If a course is being used to fulfill a requirement, the student must have received a grade of B or higher. Only graduate level (600 or above) level courses can be used to fulfill course requirements at both the masters and PhD level.

To receive a master's degree a student must have a cumulative QPA of 3.25 or higher at the time the degree is awarded. This applies to students in both the masters and PhD programs who are seeking a master's degree.

Students are encouraged to take courses in other departments at Carnegie Mellon to broaden their training; indeed, the interdisciplinary character of all our programs demands that. Full-time students may also take one course per semester at the University of Pittsburgh without having to pay additional tuition. Students register for courses at other participating Pittsburgh schools through the Pittsburgh Council on Higher Education (PCHE):  
<https://www.cmu.edu/hub/registrar/registration/cross/outgoing.html>.

Such courses appear on the student's transcripts and count toward requirements (if appropriate). Students should discuss their plans for taking cross-registration courses with the Director of Graduate Studies and through the receipt of transfer credit from other accredited institutions.

The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through PCHE will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors or QPA calculations. (Note: suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.)

**Orientation for new graduate students:** All incoming students are required to attend a departmental graduate student orientation, which is usually held on the Wednesday, Thursday, and Friday before classes begin. This orientation provides information about a

number of important features of the department and is also the setting where a number of administrative matters will be sorted out. There is also a university-wide graduate student orientation. The Director of Graduate Studies will contact you in the summer regarding the timing of graduate student orientation. Additionally, all incoming international students are required to attend a mandatory International Graduate Student Orientation and Immigration check-in prior to the start of their program start date.

**Parental and Maternity Accommodation Protocol:** Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. Students who have children while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in coursework should consider either working with their course instructor to receive incomplete grades, or elect to drop to part-time status or to take a semester leave of absence. Students engaged in research must work with their faculty to develop plans for the research for the time they are away.

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Parental and Maternity Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student. Planning for the student's discussion with her academic contact(s) (advisor, associate dean, etc.) will be reviewed during this meeting. Please refer to the [University Student Parental Accommodation Protocols](#) for more information.

**Withdrawal from program:** Students who wish to withdraw from the program should notify the director of graduate studies of their decision. Should a student who has withdrawn from the program wish to re-enter, they must petition the department for readmission. In some circumstances, the department may require the student to reapply through the regular admission process.

**Commencement:** There are two commencement ceremonies: one run by the department and one run by the university. Students who wish to participate in the university wide ceremonies should inquire about policies regarding participation in those ceremonies.

Students who wish to participate in the departmental May commencement ceremony may do so as long as they have (a) completed all requirements for their degree prior to the commencement or (b) the Director of Graduate Studies provides certification, in writing, that the student will complete his or her degree prior to August of that calendar year. Students who are expected to complete their degree requirements later than the August deadline are allowed to participate in the ceremony the following year. In all cases, only students who have fulfilled their graduation requirements by the May deadline receive their actual diplomas or doctoral hoods during the May commencement ceremony.

As soon as the student has decided to participate in the ceremony, they should inform their adviser and the Director of Graduate Studies so that a suitable representative from the department can attend the ceremony to award the degree.

## **SECTION 10: Grading & Evaluation**

### **10.1: Grading Scale/System**

Please refer to the University grading scale for information about graduate student grading and evaluation: <https://www.cmu.edu/policies/student-and-student-life/grading.html>

### **10.2: Department Policy on Grades for Retaking a Course**

Any student who earns a grade of B- or less for a required course must retake the class at a later date. If retaking the course places the student outside of the timeline for completion of the degree program, then the student may be placed in bad standing and jeopardize future guaranteed funding.

### **10.3: Department Policy on Pass/Fail**

Graduate students who wish to take a course pass/fail must do so with the guidance and approval of their advisor. Please be aware of Pass/Fail deadlines and policies. If taking a course Pass/Fail (also referred to as "Pass/No Pass") places a student outside of the timeline for completion of the degree program, then the student may be placed in bad standing and jeopardize future guaranteed funding.

### **10.4: Department Policy for Incompletes**

Incomplete grades for semester courses should be granted in rare, exceptional circumstances. Students who are given the option of an incomplete grade should make arrangements with the faculty member to complete the remaining work for the class and are advised to fill out an [incomplete grade agreement form](#) with the instructor. All incomplete grades will have a default grade. If no further work is done, the grade will convert to the default grade at the end of the subsequent semester in which the incomplete grade was given. The student and instructor should determine an appropriate timeline for finishing the remaining work, and the deadline set by the instructor may differ from when an incomplete will default.

### **10.5: Directed Readings**

Graduate students will often request to do a Directed Reading with a faculty member in the

department on a topic of interest to both the student and the faculty member. Details for any directed reading should be arranged between the student and the faculty member. The student and the faculty member should provide those details, including the number of units, to the Academic Program Manager and the Senior Academic Coordinator, who are responsible for enrolling the student in the directed reading (80-990: Directed Reading). By default, directed readings do not fulfill a requirement of any graduate degree program in the department. However, with permission from the instructor of the directed reading and the DGS, a directed reading may fulfill a requirement. No more than 2 directed readings may be used to satisfy non-elective requirements, and unit counts apply to all degree requirements being satisfied by a directed reading.

## 10.6: QPA Requirements for Graduation

Students are expected to carry at least a 3.0 QPA throughout the program. Grades lower than B will not satisfy requirements for the program and may jeopardize a student's ability to graduate or conduct the necessary research required of Ph.D. students.

## 10.7: Satisfactory Academic Standing

**Standing:** By default, all students are students in "good standing." Students can be placed in "bad standing" by failing to complete their degree requirements in a satisfactory and timely manner as detailed in other sections of this document.

If a student is placed in bad standing, then that student cannot enroll in classes and they will no longer be provided with any financial support. For international students, this will jeopardize their student visa. A student in bad standing must apply to be returned to good standing and allowed to re-enroll. Removing students from bad standing is done at the discretion of the Director of Graduate Studies and the Department Head.

Students can appeal any/all decisions related to standing. Please reference the [Summary of Graduate Student Appeal and Grievance Procedures](#) for further guidance on appeals.

## 10.8: Regular Reviews and Evaluations by Department

**GRADUATE STUDENT REVIEWS:** Every semester the department conducts a regular review of the graduate students in all degree programs. Prior to the end of each semester, students are requested to fill out a form detailing their progress in the program. The form is required, and failure to fill it out in a timely manner is grounds for being placed in bad standing. Missing a specified milestone for completion of coursework, master thesis, prospectus, or dissertation defenses constitutes grounds for being placed in bad standing.

The review is conducted by the entire faculty and all decisions represent decisions of the department as whole. The faculty determine whether the student is making satisfactory progress toward the degree and whether they are conducting their TA and grading duties adequately. If a student is found to be making insufficient progress, the faculty will decide whether to put the student in bad standing or to impose requirements to remain in good standing. In addition, the review provides an opportunity for the faculty to provide feedback about a student's career trajectory and suggest areas for improvement.

The results of the evaluation will be communicated to the student by the DGS in a paper copy letter delivered to the student's mailbox or by email to the student's university email address. Students are expected to regularly check their mailbox and read the letter promptly.

Students who feel as though they have been inappropriately placed in bad standing or are unhappy with the requirements imposed are encouraged to first speak with the director of graduate studies. If they remain unhappy, they are free to follow the departmental grievance procedure.

## **SECTION 11: Funding & Financial Support**

### **11.1: Statement of Department Financial Support**

Financial support awards are made in the initial offer letters admitting students to the graduate program. Please see the graduate student FAQ for information about the regular financial packages offered to students. Many Master's students serve as TA or graders, but this not guaranteed (unless the offer letter indicates otherwise).

This may be done in a variety of ways, e.g., as a grader, or as a course assistant who conducts office hours and/or leads discussion and review sections. The department does not guarantee employment as a TA or grader for master's students. While the department recognizes that not all master's students desire further academic study upon completion of the degree, it is committed to preparing all students to ably pursue this option because demonstrated teaching ability is an asset for most Ph.D. and other advanced degree programs.

By default students are allowed only one position as a TA/grader in the department. We will not permit students to serve as a TA/grader in our department while also serving in a similar capacity in another department. In exceptional circumstances, a waiver might be granted on a semester-by-semester basis. Any student interested in such a waiver must speak with the DGS and Academic Program Manager about the possibility.

Detailed information on being a teaching assistant can be found in the Philosophy Department Teaching Assistant Handbook. In addition, the Eberly Center for Teaching Excellence offers regular seminars to help students refine their teaching methods and also make use of appropriate technology.

Students working with individuals under the age of 18 may be required to obtain clearances under the Pennsylvania Child Protective Services Law, known as "Act 153", including the following clearances: (1) a Pennsylvania Child Abuse History Clearance; (2) a Pennsylvania State Police Criminal Record Check; and (3) a Federal Bureau of Investigation Criminal Background Check (collectively, the "Clearances"). The FBI Criminal Background Check requires you to submit your fingerprints at an authorized fingerprint site. If the University determines that you are covered by Act 153, we will notify you and assist you in obtaining the clearances. Failure to obtain any required clearances may impact your ability to serve as a teaching or research assistant.

Graduate students may also have the opportunity to work as a research assistant (RA) during a semester, instead of as a teaching assistant or grader. Students working as RAs are expected to work 15 hours per week.

**Entry into PhD program:** Master's students who wish to enter the PhD program must apply during the normal application period. Their applications will be considered along with all other applications for the PhD program. There is no guarantee of admission to the PhD program, regardless of performance in the master's program. If admitted to the PhD program, all coursework will count toward the PhD degree. Students are usually admitted as third year PhD students. Specifics will be detailed in the admission letter.

## 11.2: Stipend

All information about a student's financial package is included in their initial offer letter. All Ph.D. students in good standing are provided with a stipend. To receive this stipend, the student must serve as a grader, teaching assistant, or research assistant. Doctoral students may receive financial support through outside fellowships awarded, for example, by the National Science Foundation. These external awards typically provide partial tuition support and a stipend. The department often supplements partial tuition awards to provide full tuition support for doctoral students. The Fellowships and Scholarships Office provides useful information on external fellowships. Any concerns about a student's financial offer should be discussed with the DGS.

## 11.3: Health Insurance Requirement



All full-time students are required to have medical insurance that meets certain standards of coverage. During the “Open Enrollment” period, students have the opportunity to select which SHIP, Student Health Insurance Plan, they prefer or waive it completely. To qualify for a waiver, students must verify that they have active medical insurance that meets university requirements. Students (and families where applicable) are responsible for reviewing these requirements and verifying that their medical insurance meets them. Waiver applications must be submitted prior to a student's Open Enrollment deadline. If you choose to not address this then you will be enrolled in the default SHIP insurance plan. See the University Health Services site for more information:

<https://www.cmu.edu/health-services/student-insurance/insurance-literacy.html>

Each academic year students must enroll in or waive the Student Health Insurance Plan (SHIP). To begin reviewing your options please log into SIO, and view the insurance portal. Optional dental and vision plans are available during a student's open enrollment period, and if selected are the financial responsibility of the student.

CMU covers 100% of the CMU Student Health Insurance Plan for eligible students. The HUB's [website](#) also has information specific to health insurance coverage and waivers for doctoral students.

## 11.4: Department Fees

Please review University-Wide Graduate Student Handbook for information about Technology, Student Activities, and Transportation fees that all students, even those that are said to have guaranteed funding, must pay.

## 11.5: Travel/Conference and Research Funding

All students are provided with an office budget of \$300/year, which can be used for office and research expenses. These funds carry over from year to year. In addition, every student is eligible to be reimbursed up to \$1,500/year for approved conference expenses. Typically, to be approved, the student must be presenting their own paper at the conference in question (students in the final years of their PhD may be granted exceptions to attend conferences that are important for networking purposes). The department will only support one student per paper. Students should contact the Director of Graduate Studies as early as possible to determine if the department can provide financial support, and provide the following information:

- Name and website of the conference
- Title of the paper

- An estimate of the costs including hotel, registration, and transportation. Food is not covered.

Other sources of funding may also be applied for at the University level. Please see the those available from the Graduate Student Assembly: <https://www.cmu.edu/stugov/gsa/Resources-for-Graduate-Students/index.html>.

As well, the [Office of Graduate & Postdoctoral Affairs website](#) provides other related funding opportunities (GuSH, Conference, and Professional Development funding)

## 11.6: Funding Payment Schedule

Doctoral stipends are provided for 12 months. Doctoral students are paid in regular intervals twice per month.

## 11.7: Additional Sources of Internal & External Financial Support

Doctoral students may receive financial support through outside fellowships awarded, for example, by the National Science Foundation. These external awards typically provide partial tuition support and a stipend. The department often supplements partial tuition awards to provide full tuition support for doctoral students. The Fellowships and Scholarships Office provides useful information on external fellowships. Any concerns about a student's financial offer should be discussed with the DGS. Students who receive outside funding should consult with the Business Manager to see how much of the stipend is covered by the funding source.

There are also funding and fellowship opportunities within CMU, including Dietrich College's Dietrich Scholars Award, which is given to an incoming Ph.D. student to cover the first year's stipend.

## 11.8: Availability of Summer Employment

The Philosophy Department's summer undergraduate offerings are usually taught by doctoral and master's students in the department. For doctoral students, the summer months of the 12-month stipend are tied to teaching unless the student receives outside funding or uses a fellowship or free summer. Master's students may have the opportunity to teach summer courses when available. All summer teaching depends on availability and the student's preparedness for teaching summer classes. International students must meet the appropriate ITA scores requirements, and all students should have at least one semester of experience TAing or grading for the class they wish to teach in the summer.

## 11.9: Department Policy on Outside Employment

Students are expected to devote all of their time to their program requirements. This is true

for students on departmental fellowships as well as students who are serving as a TA or grader. Coursework and research assignments are planned to completely occupy full-time students, which ordinarily precludes outside employment and consulting. Doctoral students are asked to decline such work and concentrate on their graduate studies, with their stipends serving as financial compensation.

Only in exceptional cases, which would provide helpful experience in addition to remuneration, may doctoral students pursue opportunities for outside consulting or employment. Regardless, coursework, research, and teaching assignments must take precedence over outside work. Before assuming outside commitments all full-time graduate students must consult the Director of Graduate Studies, their academic advisor, or the Department Head. Also, students should be careful about consulting where conflict-of-interest and intellectual property issues may arise.

International students must contact the Office of International Education (OIE) regarding their ability to hold employment

## 11.10: Requirements for the Continuation of Funding

For Ph.D. students to continue receiving funding, they must continue to make progress in their program, remain in good standing, satisfy all TA/grader requirements, and maintain satisfactory academic progress as defined by the University. Ph.D. students' guaranteed funding is five years. A sixth year of funding may be granted in exceptional circumstances but is never guaranteed. No student will receive a seventh year of funding.

## 11.11: Procedure for Written Notification of Change in Financial Support

If a student is deemed to be in bad standing, the student will be notified about funding implications following the graduate review meeting, which convenes at the end of each semester. Any student in need of additional funding should reference the [University resources](#) for emergency support.