



Department of Philosophy

Graduate Studies Guidebook

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MA Program in Philosophy

I. Introduction

This section describes requirements and procedures for masters (MA) students in Philosophy at the University of Memphis. The requirements and procedures described here constitute a supplement to the University of Memphis Graduate School Graduate Catalog (NB: When departmental minimum requirements are more stringent than those stated in the Graduate Catalog, the departmental requirements take precedence). Students should become familiar with the policies and regulations set forth in the Graduate Catalog and with the various pertinent deadlines published each semester in the Schedule of Classes, including the “Report Back” Dates for instructors each semester. The policies and regulations stated here are subject to change by vote of the graduate faculty in Philosophy.

II. Retention Requirements

A student will be retained continuously in the program until completion of the degree providing the following conditions are met:

- (1) Students must maintain a GPA of at least 3.0 (A = 4.0). Should the student’s GPA fall below that mark, a period of one semester will be allowed to correct the deficiency.
- (2) Students must demonstrate satisfactory progress in fulfilling the graduation requirements outlined below.

III. Course Requirements

A total of 33 semester hours are required. At least 24 hours of coursework for the degree must be at the 7000 level or above. Students with approved collateral areas may take up to 9 credit hours of non-Philosophy courses. Students may take a maximum of 6 credit hours of Readings and Research.

(A) Specific course requirements:

- (1) two courses in the history of philosophy;
- (2) two courses in theoretical philosophy;
- (3) two courses in practical philosophy.

(B) Optional course: MA students are not required to take the Proseminar but are welcome to take it. This is a no-credit course, for which you do not register.

Each course taught in the Philosophy Department and counting toward graduation will count toward at least one core area. Normally only courses with a pre-20th-century concentration will count in area (1). No course used to satisfy a course requirement in one area may be counted as satisfying a course requirement in another area (e.g., a course that satisfies (1) may not also be used to satisfy (3)). In other words, “double-dipping” regarding specific course requirements is not permitted. Students who are in doubt over which requirement a course satisfies should consult the Director of Graduate Studies.

IV. Comprehensive Examination

Together with the maintenance of the required GPA, the successful completion of all distribution requirements constitutes passing the MA Comprehensive Exam.

V. Credit for Previous Coursework

There is no provision for transfer credits for MA students.

VI. Application for Admission to Candidacy

Once an MA student has passed the Comprehensive Exam, the Director of Graduate Studies will file the Comprehensive Exam form with the Graduate School. The Application for Admission to Candidacy for the Master's Degree must be filed by the student with the Graduate School by the semester deadline published by the Graduate School online. If this form is not filed by the deadline, the student will not graduate that semester.

See The University of Memphis Academic Calendar for deadline dates. The forms may be obtained from the Graduate School website: www.memphis.edu/gradschool.

VII. Apply to Graduate

An Apply to Graduate Form must be filed by the student with the Graduate School by the deadline published online by the Graduate School in the semester in which the student wishes to graduate. This form may be obtained from the Graduate School website: www.memphis.edu/gradschool.

PhD Program in Philosophy

I. Introduction

This section describes requirements and procedures for doctoral (PhD) students in Philosophy at the University of Memphis. The requirements and procedures described here constitute a supplement to the University of Memphis Graduate School Graduate Catalog (NB: When departmental minimum requirements are more stringent than those stated in the Graduate Catalog, the departmental requirements take precedence). Students should become familiar with the policies and regulations set forth by the Graduate School, which can be found at: www.memphis.edu/gradschool. In particular, students should study the Graduate Catalog and the various pertinent deadlines published each semester in the Schedule of Classes, including the “Report Back” Dates for instructors each semester. The policies and regulations stated here are subject to change by vote of the graduate faculty in Philosophy.

II. Retention Requirements

A student will be retained continuously in the program until completion of the degree providing the following conditions are met:

- (1) Students must maintain a GPA of a least 3.5 (A = 4.0). Should the student’s GPA fall below that mark, a period of one semester will be allowed to correct the deficiency. At the discretion of the Chair and the Director of Graduate Studies, this period may be extended one additional semester.
- (2) Students must demonstrate satisfactory progress in fulfilling the graduation requirements outlined below.

III. Proseminar and Teaching Skills

Proseminar is a required no-credit course for which you do not register. It must be taken in the fall semester of the student’s first year of the Doctoral Program. Teaching Skills is a required course for all Graduate Instructors. Like Proseminar, it is no-credit course, for which you do not register. It should ideally be taken in the spring semester *prior to* the student becoming an Instructor of Record (i.e., prior to the time when graduate students begin to teach their own classes, typically at the beginning of their third year in the program).

IV. Course Requirements

- A total of 72 credit hours above the Bachelor’s degree. At least 60 credit hours must be earned at the 7000 level or higher. At least 24 hours must be earned while the student is in continuous residence.
- With the support of their faculty mentors, students may petition to count up to 9 credit hours of non-Philosophy, graduate-level coursework toward the 72 credit hour minimum required for the PhD.
- Students must take Proseminar and, prior to becoming Graduate Instructors, Teaching Skills.

- No non-Philosophy courses may be taken in the first two years.
- Students may register for no more than 3 credit hours of Readings & Research prior to the third year. The first 3 credit hrs of readings and research is taken as preparation for the Comprehensive Exam. This is referred to later as the, *Comprehensive Examination Readings and Research Course* (or, “CERRC”; see sec. VI).
- Students may take a maximum of 6 credit hours of Readings and Research. It is typical, though not necessary, to use 3 of these 6 hours after the “CERRC” to research and write the dissertation proposal, and for this proposal to count as the “graded” product of this course.
- Students may petition the faculty to take more than 6 credit hours of Readings and Research. The petition must demonstrate why more than 6 hours of Readings and Research is essential to their professional development.

Students must take core courses consisting of:

- (1) four courses in the history of philosophy (at least one in ancient and one in modern);
- (2) two courses in theoretical philosophy;
- (3) two courses in practical philosophy.

Each course taught in the Philosophy Department that counts toward graduation will count towards at least one core area. Normally only courses with a pre-20th-century concentration will count in area (1). No course used to satisfy a core-course requirement may be counted as satisfying a core-course requirement in another area (e.g., a course that satisfies (1) may not also be used to satisfy (3)). In other words, “double-dipping” in core courses is not permitted. Students who are in doubt over which requirement a course satisfies should consult the Director of Graduate Studies.

A minimum of six dissertation credit hours (PHIL 9000) is required for the PhD. No more than 18 credit hours of dissertation will count toward satisfying the total number of graduate hours required for the PhD. Students should always strive to take the minimum number of dissertation hours compatible with program requirements and their own personal financial obligations (the point of this claim can be explained during Advising with the Director of Graduate Students).

V. Credit for Previous Coursework

PhD students with previous graduate coursework may petition the faculty to have this coursework count toward the 72 hrs required for the PhD. Note that transfer credit hours never satisfy core course requirements and all petitions for transfer credit must be made during (or prior to) the first semester of the first year. Maximum allowable hours for transfer is 30. For students who receive department funding, up to 6 hours of graduate credit may be accepted as transfer credits applied toward the PhD with no loss of funding. Additional hours may be transferred by successful petition, with the understanding that approval will incur reductions in promised funding. These reductions will be determined case by case, but as a rule of thumb will be based on the idea that 9 hours is equivalent to one semester of funding; E.g. 9 hours transferred = 1 semester reduction of funding; 12-18 hours transferred = 2 semesters reduction of funding; etc. Note: Students initially admitted without funding who both successfully transfer in more than 6 credit hours *and* later apply for and receive funding, should expect this transfer credit policy to be applied retroactively to the determination of their overall funding package.

VI. Examination Requirements

The PhD Comprehensive Examination (Comp) will be based on a bibliography in the area in which the student intends to write a dissertation. This exam has two components—a written part and an oral part—both of which must be passed in order for the student to pass the Comp. The following guidelines describe how the process works.

- (1) Students will form a two-faculty member committee to supervise this exam, choosing faculty members they anticipate inviting to serve on their dissertation committees. In discussion with their students, these faculty members will approve a reading list for the selected area. This bibliography—a substantial portion of which entries must be from the history of philosophy—should be manageable in one semester’s worth of independent work. Students will register for 3 credit hours of Readings & Research course with one of the faculty members on their committee in order to complete this work. This course is referred to as the “Comprehensive Exam Readings and Research Course” abbreviated as “CERRC.”
- (2) Students are offered five essay questions from which they must select three on which to write their essays. At least one question must be about how the history of philosophy relates to the exam topic. The questions will be presented to the student two weeks before the oral exam date. They are not intended to prompt students to defend a thesis in the manner of a dissertation proposal, but to probe their understanding of the material included in the bibliography. Altogether, these questions should be answerable in approximately 12-25 typed, double-spaced pages.
- (3) Students must provide written replies at least 48 hours before the oral exam. Answers must be polished, composed in a professional, academic style, with proper citation. The use of further secondary literature is permissible. The oral exam is one hour long and may include questions concerning the student’s written answers and/or questions about any text included on the bibliography.
- (4) Students are encouraged to complete the Comp as soon as possible during the semester of, or preceding, their third year. Students who fail to pass their Comp by the conclusion of their third year may be ineligible for funding in future years.
- (5) Following initial completion of the written and oral components of the PhD Comp, the faculty committee may
 - (a) pass the exam outright;
 - (b) fail the exam outright;or
 - (c) determine that additional work is required to pass the exam.

In the event of (a) or (b), the results will be recorded and communicated as described in (7) below. In the event of (c), the student faces a choice:

- Option A: complete the revisions required by the Comp Exam committee. This will involve attempting to complete written and/or oral examinations covering the same literature (though the specific questions may be different). At the conclusion of this process, the student will be deemed by the committee to have passed or failed the Comp. If the student fails, this failure will be reported to the Graduate School as described in (7) below.

- Option B: abandon further work in the area of the first exam and begin again in a different area. In this case, the work that the student completed for the first attempt at their Comp will be deemed to constitute a failed attempt. This result will be reported the Graduate School as described in (7) below.
- (6) Passing the Comp and the CERRC is sufficient for passing the MA Comprehensive Exam; so students who pass the PhD Comp will also be deemed to have passed the MA Comp. Students who pass the MA Comp and are later accepted into our PhD program will need to take the PhD Comp.
 - (7) Results of the Comprehensive Examination are not graded in the way that courses are and so cannot be appealed; nor can they be changed after the form has been filed with the Graduate School. A second failure of the Comprehensive Exam will result in termination from the program. The judgment to terminate a student from the program can be appealed. The retention appeals process is formalized and must be followed in all cases. See the section on “Retention Appeals” in the University of Memphis Graduate School Graduate Catalog for information and procedures regarding appeals, [here](#). The results of the Comprehensive Examination process (positive or negative) will be communicated to the Graduate School via the Comprehensive Results Form within the same semester those results are achieved. The link for that form is available on the Graduate School website, [here](#).

VII. Research Tool Requirements

PhD students must demonstrate sufficient ability in *either* (1) one natural language relevant to the student’s dissertation area (or two natural languages if the director of the student’s dissertation determines that this additional capability is required for successful research in the student’s area of specialization) *or* (2) one non-natural language or research tool (e.g., logic, statistics, etc.) if such a language or tool is determined to be most useful to the student’s area of research.

The natural language examination will consist of a translation of a passage of a philosophical text in that language. The translation must be completed within four hours; use of a bilingual dictionary is permitted. Students may also petition to do a translation project instead of a four-hour exam. Petition should be made to the Director of Graduate Studies. (Note: petitions to substitute translation projects for language examinations will not be granted unless, among other things, the Director of Graduate Studies determines that there are faculty members with relevant expertise willing to undertake such projects.) Alternatively, students may use a satisfactory grade in a final examination for a language Reading Course as evidence of satisfying the Research Tool Requirement. This option is possible if it is permitted by the faculty member responsible for advising students in the particular language at issue.

VIII. Mentoring

Students in the PhD program will be assisted and mentored, initially, by a Faculty Mentor and, later, by their Dissertation Committees.

(1) Faculty Mentors

Upon admission to the PhD program, students will be assigned Faculty Mentors. They will meet with their Faculty Mentors at least twice a year. The Faculty Mentors will provide continuous assistance for their students up until the time their students have

chosen their dissertation directors. Along with the Director of Graduate Studies, the Faculty Mentors will be responsible for advising the student on his or her overall progress, reviewing course selections, anticipating the need to develop particular skills or areas of expertise, and encouraging the student at the appropriate time to formulate a dissertation topic and form a dissertation committee. One-on-one meetings between the students and their Faculty Mentors will provide an opportunity to address concerns or suggestions regarding the program, as well as an opportunity to inform students about whether they are meeting the expectations of the department.

(2) Teaching Mentors

Faculty members will serve as Teaching Mentors to graduate students in two ways. First, all graduate students working as Teaching Assistants will have their work as Teaching Assistants supervised and evaluated by the faculty members they are assisting in the classroom. Second, once Doctoral students begin to teach their own classes (typically, in their third year in the program) they will be assigned a Teaching Mentor who will supervise and evaluate their work by reviewing student syllabi, composing written evaluations based on classroom visits, and generally advising the students about their teaching, grading, and course materials.

(3) Dissertation Committee

During the third year of residence in the program, students (in consultation with their Faculty Mentors) will choose their dissertation directors and, subsequently, dissertation committees. The dissertation committees will be comprised of at least four members: a director plus three or more additional readers. The dissertation director will be the student's primary mentor regarding the dissertation, but all members of the committee will work with the director in providing the student with advice and assistance regarding the dissertation.

All members of the dissertation committee must have Graduate Faculty Status. The University bestows the designation "Graduate Faculty" upon faculty following a review of their credentials and recommendation by their colleagues. The University maintains 3 levels of graduate faculty membership status: Full, Associate, and External. Only Full members of the Graduate Faculty may chair doctoral committees. Full or Associate members of the Graduate Faculty may serve as voting members on doctoral committees. Only one External member of the Graduate Faculty may serve as a voting member on doctoral committees. The dissertation committee should be formed no later than the end of the student's third year. A Faculty Advisory Committee Form must be filed with the Graduate School at that time.

IX. Dissertation Proposal Defense

Before beginning the dissertation, a student must submit a dissertation proposal (see Appendix C for more information regarding the dissertation proposal) and pass a 1.5 hour oral examination on the proposal. The oral exam will cover the feasibility of the project, the student's preparation for carrying out the project, and the student's knowledge of the area of philosophy in which the proposed dissertation falls.

X. Annual Review of PhD Students

At the end of each Spring semester, the Philosophy Department faculty meets to discuss the progress of PhD students: their academic progress, their attendance of the Proseminar and Teaching Skills courses, and their performance as teaching and/or research assistants and instructors. If, in the opinion of the faculty, a student is not making adequate progress in the program, that student will be asked to meet with the Director of Graduate Studies, the Chairperson, the student's Faculty Mentor, and/or the student's Dissertation Advisor(s) to discuss the student's progress in the program.

XI. Application for Admission to Candidacy

When PhD students have passed both the Comprehensive Exam and the Dissertation Proposal Defense, and when they have, in addition, satisfied all course and Research Tool requirements, a Departmental Recommendation of Admission to Doctoral Candidacy (Late) form must be submitted to the Graduate School. Late Doctoral Candidacy status means the dissertation is the only remaining requirement. The student is then classified as ABD (All But Dissertation). The Application for Admission to Candidacy for the Ph.D. Degree must be filed with the Graduate School by the last day to add classes for the semester in which the student wishes to graduate. See the University Academic Calendar for deadline dates. There are no exceptions. The form may be obtained from the Graduate School website, [here](#).

XII. Dissertation

An acceptable dissertation is a requirement for all doctoral degrees. The dissertation must represent a significant scholarly effort that culminates in an original contribution to the field of inquiry. It should reflect the candidate's ability to conduct independent research and interpret in a logical manner the facts and phenomena revealed by the research.

Students must follow the University of Memphis Graduate School policies concerning theses and dissertations. These policies can be found on the Graduate School website, [here](#).

XIII. Oral Dissertation Defense

After completion of the dissertation and all course and language requirements, candidates will be given a final oral examination dealing primarily with the dissertation and its relation to the candidate's major field of study. The exam will be conducted by the student's dissertation committee and will be open to the public. Defense dates must be made public and students are responsible for completing the required announcement form at least *three weeks in* advance. This form can be found on the Graduate School website, [here](#).

Note Carefully: When you complete the Graduate School dissertation announcement form, a copy

will be emailed to you. You must immediately forward this copy to the philosophy department office staff, at philosophy@memphis.edu, to ensure ample time to arrange a room and post announcements of your defense. Failure to forward this form at least two weeks in advance may result in a delay of your defense.

XIV. Apply to Graduate

An Apply to Graduate Form must be filed with the Graduate School by the deadline which the Graduate School sets for this each semester. This form can be obtained from the Graduate School website: www.memphis.edu/gradschool.

XV. Professional Development and Job Search Support

The department supports PhD students seeking academic employment in a number of ways. In the final year of study the two most important of these are a mock job talk and mock interview. Although neither of these is strictly required, both are recommended, and the former is expected. For the mock job talk, students must contact the Director of Programming to schedule and should do this 2-3 weeks in advance. Students must also supply a title and abstract at least three days prior. All things being equal, students should present in a brown bag format in the 1 p.m. slot on a Friday, and not during final exams. The talk is not part of the signature colloquia series, so will not be advertised publicly, but will be advertised intra-departmentally.

For the Mock Interview, students should contact the Director of Placement. Students must also submit a complete application dossier to the Director of Placement at least 3 days prior to the scheduled interview. The Director of Placement will be responsible for scheduling faculty, arranging a space for the faculty to conduct the interview, coordinating the meeting, and passing the application dossier from the student to faculty.

Appendix A

MA Student Record Form

Name _____ UUID _____

Date Admitted: by Department _____ by Grad School _____

Undergraduate Courses Required _____

Course Requirements

Summary: (a) 33 credit hours required; (b) at least 24 credit hours at 7000-level or above; (c) non-Philosophy courses: no more than 9 credit hours; (d) two courses each in History of Philosophy, Theoretical Philosophy, and Practical Philosophy. Students may take a maximum of 6 credit hours of Readings and Research.

History of Philosophy (course title, instructor, semester and year)

1. _____
2. _____

Theoretical Philosophy (2 courses)

1. _____
2. _____

Practical Philosophy (2 courses)

1. _____
2. _____

Readings and Research (2 courses maximum)

1. _____
2. _____

Optional

Proseminar (no registration required)

Degree Awarded: _____

Appendix B

PhD Student Record Form

Name _____ UUID _____

Date Admitted: by Department _____ by Grad School _____

Status _____

Course Requirements

Summary: (a) 72 credit hours required (9 graduate-level credit hours of which may be taken outside of Philosophy, following successful petition); (b) at least 60 credit hours at the 7000-level or higher; (c) at least 24 credit hours while in continuous residence; (d) Proseminar and, for Graduate Instructors, Teaching Skills; (e) no non-Philosophy coursework in the first two years; (f) only 3 credit hours of Readings & Research may be taken prior to or in the third year, and this must be in conjunction with the CERRC and Comp; (g) students may take a maximum of 6 credit hours of Readings and Research but more hours may be granted through successful petition; (h) four courses in History of Philosophy (at least 1 ancient and 1 modern) and 2 courses each in Theoretical Philosophy and Practical Philosophy.

History of Philosophy (course title, instructor, semester and year)

- 1. Ancient: _____
2. Modern: _____
3. _____
4. _____

Theoretical Philosophy (2 courses)

- 1. _____
2. _____

Practical Philosophy (2 courses)

- 1. _____
2. _____

Proseminar (once; no-credit course) _____

Teaching Skills (for Graduate Instructors; once; no-credit course) _____

Research Tool (1 required)

Natural language: _____ Non-natural language: _____



Comprehensive Examination

First Attempt

Area: _____

Faculty 1: _____ Faculty 2: _____

Date (oral exam): _____

Outcome: _____

Second Attempt (if necessary)

Area: _____

Faculty 1: _____ Faculty 2: _____

Date (oral exam): _____

Outcome: _____

Certificate

Dissertation Proposal Defense

Date: _____

Dissertation

Title: _____

Chair: _____ Co-Chair: _____

Reader: _____ Reader: _____

Reader: _____ Reader: _____

Oral Defense Date: _____ Outcome: _____

Application for Admission to Candidacy: _____

Apply to Graduate: _____

Degree Awarded: _____

Appendix C

Dissertation Proposal

A dissertation proposal should contain the following:

1. Table of contents for the proposal
2. Abstract (approximately 150 words)
3. Summary of the dissertation project (5-10 pages)
4. Description of the contents of each chapter/essay (5-10 pages)
5. Schedule for completion
6. Bibliography (as complete as possible)
7. Curriculum vitae

Appendix D

Timetables

Ideal Timetables for MA Program and PhD Program

We expect all students to complete their MA program requirements in two years and PhD students in five years -- at the latest. Examples of courses necessary to complete requirements follow this note. (Note: Students are expected to know the additional Research Tool, Comprehensive Exam, and Dissertation requirements for the PhD degree. These are explained above.)

MA and PhD Course Requirements

The following tables detail the ideal MA and PhD timetables for the completion of course requirements. The tables are given as examples, not recommendations, of courses that students may take to complete the program requirements. **Students who choose to take non-philosophy courses, whether or not they are pursuing Certificate Programs, should remember that only 9 credit hours acquired from such courses can provide credits toward their philosophy degree program. Moreover, students who pursue non-philosophy coursework are likely to take longer to complete their philosophy degree program. Despite this, students on funding should not expect to have their funding extended in such a circumstance.** Absent other customized arrangements, MA students on Graduate Assistantship funding who remain in good standing will have two years of funding; PhD students on Graduate Assistantship funding who remain in good standing will have five years of funding. In no case should a student expect additional funding for study or research. This should be kept in mind while reading the following ideal timetables to complete Philosophy Program Degree Requirements.

The abbreviations used in the tables are explained as follows: T=Theoretical Course, P=Practical Course, H=History Course, R&R = Readings and Research Course, DISS = Dissertation, CERRC = Comprehensive Exam Reading & Research Course, PRT = Pass Research Tool Exam, AG= Apply and Submit Forms for Graduation, DDP = Defend Dissertation Proposal, and DD = Defend Dissertation. GI = Graduate Instructor of Record

Example of MA Course Progression

FIRST YEAR

Semester 1

PHIL 6441 (T)
PHIL 7203 (T)
PHIL 7040 (P)

Semester 2

PHIL 7442 (P)
PHIL 7203 (H)
PHIL 7414 (T)

SECOND YEAR

Semester 1

PHIL 7030 (T)
PHIL 7201 (H)
PHIL 7551 (P)

Semester 2

PHIL 7421 (T)
PHIL 7541 (P)
PHIL 7994 (P)
AG in February

Example of PhD Course Progression

FIRST YEAR

Semester 1

PHIL 6441 (T)
PHIL 8203 (T)
PHIL 8040 (P)
PHIL 8001 (Proseminar)

Semester 2

PHIL 8442 (P)
PHIL 8203 (H)
PHIL 8414 (T)

SECOND YEAR

Semester 1

PHIL 8030 (T)
PHIL 8201 (H)
PHIL 8551 (P)

Semester 2

PHIL 8421 (T)
PHIL 8541 (P)
PHIL 8514 (T)
PHIL 8002 (Teaching Skills)

THIRD YEAR

Semester 1

PHIL 8201 (H)
PHIL 8541 (P)
PHIL 8994 (CERRC)
GI (start independent teaching)

Semester 2

PHIL 8301 (H)
PHIL 8551 (P)
PHIL 8994 (R&R), PRT, DDP
GI

FOURTH YEAR

Semester 1

DDP (if not already completed)
PHIL 8541 (P)
PHIL 8020 (H)
PHIL 8414 (T)
GI

Semester 2

PHIL 9000 (DISS)
GI

FIFTH YEAR

Semester 1

PHIL 9000
GI

Semester 2

PHIL 9000
AG in February
DD, GI