

PHILOSOPHY GRADUATE STUDENT MANUAL

Fall 2024

Welcome to the Philosophy Department!

Hello New Students,

This guide is intended to be a quick and easy reference guide for you as you begin your studies with us at Marquette. It is an ever evolving document, written by a number of past DGS's, and revised by me. I believe that all of the information is now up to date.

You will find information listed in the order in which you may need it, beginning with coursework requirements and ending with detailed information regarding the completion of your degree. You will also find more detailed information you will need along the way, such as financial aid and residency requirements.

This manual is intended to be a first stop in the seeking out of information relevant to our program. If there is any information you cannot find here, please ask me or your PGSA Representatives for assistance.

We advise that you revisit this manual at least once a year, if not once a semester, throughout the program. This will ensure that you are making progress in the program, as well as offer reminders about responsibilities and opportunities you have as a graduate student in our department.

Again, welcome to our department!

Owen Goldin, Director of Graduate Studies (2024)

Personnel – Who’s Who and Who’s In Charge of What

A) **The PGSA Representatives** are elected by the graduate student community. There are three representative, two PhD students (serving two year terms, each elected on alternate years) and one MA student. The elected PhD student serves a two-year term, while elected MA students serve a one-year term. PGSA Representatives serve as members of the Graduate Committee; they are given two votes total. PGSA Representatives act as a voice for the graduate student community at large and as liaisons between the faculty and student bodies. The PGSA also organizes the annual Graduate Student Conference, typically held in the spring. If you have any questions regarding the program, suggestions as to how the program can improve, or any other concerns, the PGSA representatives are your first stop.

B) **The Director of Graduate Studies (DGS)** oversees admissions, financial aid, course registration approvals, and other matters concerning graduate students. Appointment for a three-year term is made by the Executive Committee. The DGS will often begin as your default advisor; after that, you will be switched over to another advisor, you are welcome to make recommendations whom you’d like your advisor to be. The DGS is your go-to for nearly everything graduate-student related. For example, if you have questions regarding language or logic requirements, or if a particular course will fulfill a requirement, the DGS will have that information.

C) **Advisors** assist students in the graduate program. See the section on Advising for more information on the role of advisors and finding the best advisor for you.

D) **The Chairperson** oversees the Department. Appointment to this office is made by the Dean of Arts and Sciences on the basis of faculty election. The term is three years.

E) **The Associate Chairperson** oversees semester scheduling and advising the student teaching assistants and lecturers. Graduate student teaching assignments are assigned by the Associate Chair.

F) **The Assistant to the Chair** handles matters concerning the faculty, financial affairs and other matters assigned by the Chair. This person also handles most of the paperwork and records of graduate students in the department, as well as a wide variety of other tasks.

G) **The Graduate Committee** consists of five faculty members (one of which is the DGS) and the PGSA representatives. Faculty is appointed by the Executive Committee and serve a two-year term. PGSA representatives are elected by the graduate student body. Faculty members in the Graduate Committee makes recommendations to the Executive Committee for admission of new students, while the entire committee makes recommendations for offered courses and other departmental business related to the Graduate Program, for instance program changes.

Please note the following, approved by both the department and PGSA:

PGSA Representatives and the Graduate Committee:

The three PGSA representatives are official members of the Department Graduate Committee. Combined, they have 2 votes on the committee. The DGS should include them in all communication regarding the committee, and should work around their schedules in scheduling meetings. Obviously, scheduling is difficult, but there should be at least two PGSA representatives at each meeting to use the two votes. The only activities they should be excluded from are those concerning personnel (graduate admissions or any other particular faculty or graduate student issue).

As members of the committee, the PGSA representatives are encouraged to voice their concerns and opinions on any matter before the committee. They may also propose items for any meeting's agenda, as long as they get it to the DGS in advance. If they find that they are not being invited to meetings or that their concerns and opinions are not welcomed, they should go to the Chair or the PGSA advisor (if he/she is different from the DGS) to determine how best to handle the situation.

Philosophy Graduate Student Checklist – PhD

This checklist will help you keep track of your progress in the philosophy program. In order to graduate, every box must be checked. Course, language, and logic requirements must be completed before you advance to the Qualifying Paper. The Qualifying Paper requirements must be completed before you advance to the Dissertation requirements. For any questions, please contact the DGS.

Doctoral Program Planning Form (DPPF):

<https://www.marquette.edu/grad/documents/doct-prog-planning-092010.pdf>

- Planning Form signed and submitted to Graduate School

Course Requirements (Total 51 Credits): these must include:

- PHIL 6605 Plato, PHIL 6610 Aristotle, PHIL 6630 Plotinus and Early Christian Neo-Platonists, PHIL 6953, **or** Text/Seminar on Ancient Philosophy
- PHIL 6620 Augustine, PHIL 6635 Medieval Islamic Thought, PHIL 6640 St. Thomas Aquinas, PHIL 6954, Text/Seminar on Early or High Medieval Philosophy, **or** PHIL 6955 Text/Seminar on Later Medieval or Renaissance Philosophy
- PHIL 6650 Descartes, PHIL 6652 Post-Cartesian Rationalism, PHIL 6654 Locke/Berkeley, PHIL 6655 Hume, or PHIL 6660 Kant
- Additional course in the history of philosophy
- Course in Metaphysics, Epistemology, or Philosophy of Science
- Course in Ethics, Social/Political Philosophy, or Aesthetics
- Of the above, at least one class must focus on the Catholic intellectual tradition and one must focus on social justice.
- Phil 6970 Teaching Seminar (in your second year)
- Please note that the Graduate School now has Career Skills requirements for all Ph.Ds. <https://www.marquette.edu/grad/phd-career-skills.php> These can be satisfied either by taking PHIL 6960 Seminar in Applied/Professional Philosophy (a regular 3 credit class) or in all of the following zero credit classes offered by the Graduate School during breaks: GRAD 8097-Career Discernment, GRAD 8098-Communication, & GRAD 8099-Diversity, Equity and Inclusion. The latter are taught at various times and formats; consult checkmarq.

Dissertation Credit Requirements:

- 3 Dissertation Credits
- 3 Dissertation Credits
- 3 Dissertation Credits
- 3 Dissertation Credits

Qualifying Paper Requirement:

- Pass Qualifying Paper
- Pass Oral Defense of Qualifying Paper

Dissertation Requirements:

Language Requirements:

- Language One

Logic Requirement:

- Logic

- Approval of Written Proposal
- Oral Defense of Proposal
- Accepted Completed Dissertation
- Oral Defense of Dissertation

Philosophy Graduate Student Checklist – MA HISTORY

This guide will help you keep track of your progress in the philosophy program. In order to graduate, every box must be checked. Course requirements must be completed before you advance to the MQP. For any questions, please contact your PGSA Representatives or DGS.

Note that master's degrees are considered terminal degrees by the Department of Philosophy.

Master Degree Transfer Form:

New MA students need to complete this form and submit to graduate school to get transfer credits approved: <http://www.marquette.edu/grad/documents/form-master-transfer-credit.pdf>.

NOTE THAT MA HISTORY PLAN A IS STILL IN THE BULLETIN BUT THAT WILL SOON CHANGE – IT HAS BEEN TERMINATED AS A POSSIBILITY FOR INCOMING STUDENTS

MA HISTORY PLAN B

(Note, though the Graduate Bulletin has not be revised, MA Plan A is no longer being offered)

Course Requirements (Total 30 Credits):

- PHIL 6605 Plato or PHIL 6610 Aristotle
- PHIL 6620 Augustine or PHIL 6640 St. Thomas Aquinas
- PHIL 6650 Descartes, PHIL 6655 Hume, PHIL 6660 Kant, or PHIL 6662 Hegel
- An additional course in the history of philosophy
- A class in ethics

Up to six credit hours of upper division undergraduate courses approved for graduate credit may be counted toward this degree. Courses must be individually approved by the director of the graduate program.

Philosophy Graduate Student Checklist – MA SOAP

This guide will help you keep track of your progress in the philosophy program. In order to graduate, every box must be checked. In SOAP program, it is crucially important to keep close contact with your program advisor to plan and assist in completing

your program. It is your responsibility to maintain contact with your advisor throughout the entirety of the program. For any questions, please contact your PGSA Representatives or DGS.

Course Requirements (Total 30 Credits):

- PHIL 6310 History and Theory of Ethics

- PHIL 6605 Plato or PHIL 6610 Aristotle or PHIL 6620 Augustine or PHIL 6640 St. Thomas Aquinas
- PHIL 6650 Descartes, PHIL 6652 Post-Cartesian Rationalism, PHIL 6655 Hume, PHIL 6660 Kant, or PHIL 6662 Hegel
- PHIL 6960 Seminar in Applied/Professional Philosophy
- 2 Graduate Level Philosophy Courses
- 2 Graduate Level Cognate Courses Outside of Philosophy Approved by DGS

Practicum Requirement:

- Practicum in Philosophy (6 credits)

OR

- Practicum in Philosophy (3 credits) +
- Additional 3 Credit Philosophy Elective

Note: A practicum in the SOAP program typically includes the writing of a paper, the length of which is determined by the advisor in discussion with the student.

Here are guidelines for the practicum. SOAP students should read these carefully.

MA SOAP Practicum Guidelines

- Working with a faculty member who serves as the practicum advisor, students develop a project that demonstrates practical applicability of philosophy in some area and/or addresses a practical social, political, or ethical issue/question through philosophical analysis.
- The project should engage both philosophical texts and relevant sources beyond philosophy which may include the arts, news and media, community work or organizations, etc.
- The project should be designed to reach a broader lay audience (not exclusively for scholarly audiences).
- Projects can take many forms subject to approval of the faculty mentor. Some examples include: a podcast, blog, website, a series of op eds, a course curriculum, a children’s book, play, or collection of short stories, ethical analysis of a social or institutional policy. It could also be a research paper that uses philosophy to address a pressing ethical question that arises in a community organization, non-profit, government, or activist group.
- Students are expected to submit an accompanying reflection paper explaining the central purpose of and motivation for the project, central questions/issues the project addresses, and the sources the student consulted in developing the project (this includes a bibliography but may also include discussion of organizations or people the student consulted or interviewed, or artwork the student engaged). The length of the reflection paper depends in part on the nature of the project and is determined by

the faculty mentor in consultation with the student. They are typically 3-5 pages double spaced.

First steps

- To initiate the practicum, a student identifies and confirms a practicum advisor and meets with them to discuss ideas.
- A student is then required to submit a project proposal, which must be approved by the faculty advisor before the student can begin the project.
- The faculty advisor must approve the proposal prior to the semester in which the student will complete the practicum and no later than the close of registration for the semester in which they student will complete the practicum. For example, if the student will register for and complete the practicum in the Spring semester, the faculty supervisor must approve the proposal by the end of the prior fall semester and no later than the close of spring registration in January. The student also submits the approved proposal to the DGS.
- The proposal form is an online form. Open up the bottom of the blue box here: <https://www.marquette.edu/grad/forms.php>
- The proposal should include at least the following information:
 - Project description and rationale
 - An initial set of texts/resources that will inform the project (this can evolve as the project develops)
 - Proposed timelines for completing project tasks, drafts, and the final project submission

See your advisor for more information.

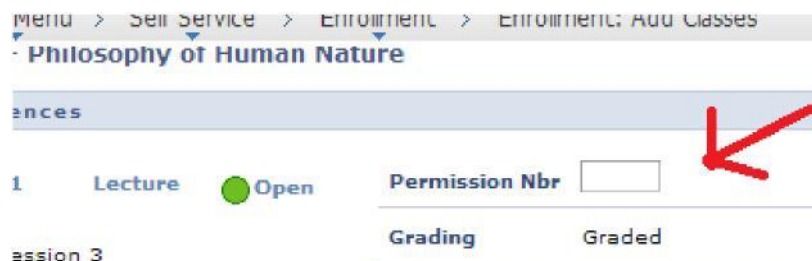
No MQP or foreign language is required for the SOAP MA.

Registration

Steps to Registering for Classes:

In order to register for classes, you need to follow these steps:

1. In consultation with your advisor, choose the courses you wish to take from the course catalog for the upcoming semester.
2. Email the DGS to ask for permission numbers for the courses you have chosen.
3. Log in to Checkmarq, select Self Service > Enrollment > Add Classes
4. Select the term (Fall, Spring, or Summer), and Search for the class.
5. Select the class and enter the permission number in the box on the upper right hand side of the screen:



The screenshot shows a web interface for course enrollment. At the top, there is a breadcrumb trail: 'Home > Self Service > Enrollment > Enrollment: Add Classes'. Below this, the course title 'Philosophy of Human Nature' is displayed. A table lists course details:

Courses	
1	Lecture
	Open
	Permission Nbr <input type="text"/>
	Grading
	Graded

A red arrow points to the 'Permission Nbr' input field.

6. Select Next, and follow the prompts to complete registration.

Information, Tips, and Suggestions for Registration:

All degree-seeking students are required to be registered for something every fall and spring term from the time they are admitted to degree status until they graduate. If a student does not register for anything for a term, the student will be automatically dropped from the program by the Graduate School.

Students are considered to be full-time if they take 7 credits or more, half-time if they take 4-6 credits, or less than half-time if they take less than 4 credits. TAs, RAs, and students on fellowships need to be full-time, as well as some international students according to their visa specifications. The status of being full-time and half-time allows students, among other things, to defer and take out federal student loans. Students earn credits by registering for course work, thesis, or dissertation credits; by registering for the continuation courses; or by registering for a combination of these.

The following are things students might register for. **Note that in the first year of the program, it is advised to take as many courses as possible that will fulfill the course requirements. If you have questions about whether or not a particular course fulfills a particular requirement, ask the DGS. The DGS has the final say as to what courses fulfill which requirements.**

1. Course work.

PhD students are expected to earn 51 credits of course work. Of these, as many as 18 may be transferred from an MA program. History MA students are expected to earn 30 credits of coursework, or 24 credits if they are in the MA Plan A History program. SOAP program requirements differ depending on the individual as approved by their advisor and the DGS. Although philosophy courses from Marquette are the most obvious choices, courses from other departments or institutions might be appropriate. Students should discuss these possibilities with their advisors.

TAs, RAs, and students on fellowships, who need to be full-time and who register only for two courses (6 credits), will keep full-time status either by registering for Dissertation Credits (Phil 8999) (if they are already well advanced in the program; see 3 below) or by enrolling in Phil 9974, 9975, or 9976 by filling in the form "Graduate Assistantship/Fellowship Continuation Approval Form."

1.1 Independent Study

If there is a particular topic that you are interested in studying, and that topic is not already covered by a course offered by the department, you can request an independent study. Independent studies differ depending on the students and faculty involved, but they are generally student-driven, guided reading courses. For example, your independent study might consist in reading on your own and meeting with your faculty member once a week with questions or confusions. Some faculty members may request weekly written work, others will not, but most will require a final research paper typical of graduate level coursework.

Here are the steps to enroll in an independent study:

1. Find a faculty member (within or outside of the philosophy department) with an expertise or interest in your topic.
2. Prepare a suggested reading list and present it to the faculty member. Tell them what you would want to get out of the independent study and how you think they can assist you. Ask if they are willing and available to participate in the study with you.
3. If the faculty member accepts, you will need to work out a proposal. The proposal must include a course title, reading list, a means of assessment (weekly papers, term paper, etc.), the number of credits you will earn, and a schedule of how often you and the faculty member will meet (a "class schedule"). While some of this information can be adjusted, the means of assessment cannot.
4. Download and fill out the Independent Study Request Form from the following link: <http://www.marquette.edu/mucentral/registrar/documents/Form-IndependentStudy6995-GraduateSchool.pdf>
5. You, the faculty member, and the DGS must sign the form.
6. Send the form to the Graduate School for approval along with the independent study proposal. The Graduate School will take it from there; the Graduate School will generate a course and enroll you. You do not need to sign up for the class through Checkmarq.

1.2 Auditing Classes

If you are interested in taking a class but do not want to officially enroll in it, you can

audit the class instead. When you are officially enrolled as an auditor, the course will appear on your transcript as AU but you will not receive a grade. Audited classes have no effect on your GPA and will not count toward satisfaction of required courses or credit hours. They do however require tuition or tuition credits.

If you are interested in auditing a course, email the professor and ask for a time to meet with them. They will give you information about what would be expected of you as an auditor and give you permission to audit the class.

To officially register as an auditor for a course, you need to fill out the Auditor Request Form: <http://marquette.edu/grad/documents/Audit.pdf>. Both you and the instructor will be required to sign, and return the form to the Graduate School.

2. Foreign Language Courses.

Students in the PhD program need to demonstrate a reading knowledge of a language besides English. The regular choices are French or German and either French, German, Latin, or Greek for the second requirement. Another foreign language may be substituted if necessary to the student's course of study and approved by the DGS.

Language requirements can be satisfied in the following ways:

a) Language Course:

Students can take a three-credit course offered by the department of Foreign Languages and Literatures. (To register for these courses, contact the department of Foreign Languages and Literatures in Lalumiere Hall.) The tuition will be charged at the normal Graduate School tuition rate and the language credits will be in addition to the regular course credits required for the program. The grade earned will be included in the student term as well as in the cumulative credits and grade point average.

Normally these classes will be special 6 week summer classes aimed at the sort of reading knowledge appropriate for graduate students, but in the event that such classes are not available, undergraduate language classes may do. A pass for a class at an "intermediate" level satisfies the language requirement.

Students who are TA/GA/RAs may have funds to cover the course credited to their accounts by the graduate school; there is a limited number of such credits available. The course grade will appear on your transcript.

b) Language Exam:

Alternately, you may approach a faculty member who has language competency in a given language to test out. You will arrange with this faculty member to do a test. You are encouraged to visit the several language reading groups that we normally offer and inquire with the instructor if they believe you are ready to test out.

Here are some language competencies in our department:

French: Pol Vandeveldel

German: Javier Ibáñez-Noé, Pol Vandeveldel

Spanish: Stephanie Rivera Berruz, Javiera Perez-Gomez, Javier Ibáñez-Noé, Grant Silva

Danish: Noel Adams

Greek: Owen Goldin, David Twetten

Latin: David Twetten, James South, Richard Taylor

Arabic: Richard Taylor

3. Logic Credits.

All students in the PhD program must prove competency in symbolic logic. This requirement can be satisfied in the following ways:

- a. Students can take a three-credit course offered by the philosophy department. The tuition is charged at the normal Graduate School tuition rate and the logic credits will be in addition to regular course requirements. The grade earned will be included in the student term as well as in the cumulative credits and grade point average.

If a qualifying logic course is offered during the Fall or Spring terms, the course will be billed like any other. TA/RA/GA students will not pay tuition for these courses so long as the total number of credit hours remains within the amount allotted in their award. There may be opportunities for tuition to be paid for all students in the event that the course is offered in the summer, but this depends on if funds are available and cannot be guaranteed. If you are interested in a logic course that is being offered in the Summer term, contact the DGS as soon as possible to find out if there are funds available to cover those credits.

- b. Logic Exam:

Students can opt to take a logic exam administered by a department member. If you are interested in this option, contact the DGS for more information. Sample exams are available. Typically, exams must be scheduled before November 15th in Fall semesters and April 15th in Spring semesters.

c. Transfer Logic Credit:

Students can transfer credit from an undergraduate or graduate course from another institution. This course must be approved as satisfying the logic requirement by the DGS. If you believe a course from previous study will satisfy this requirement, contact the DGS for approval. The DGS may ask for a syllabus from the course in order to determine whether or not it will satisfy the requirement.

4. Dissertation Credits (Phil 8999).

Every PhD student is responsible for taking 12 dissertation credits. They are billed like any other credits. These may be taken at any time in the program, but usually not during the first year. Students who receive financial aid should register for these dissertation credits while on aid. As a rule of thumb, if you receive 9 credits of tuition aid per semester while working as a TA, and only take 2 courses (6 credits) you should also enroll for 3 credits of 8999.

Checkmarq has this as a variable credit course. **Make sure that you register for the correct number of credits.** We have had some problems in the past with students failing to do so.

5. Continuation Courses

Students who have finished their course work will keep their status active by registering for continuation courses. These zero-credit courses are linked to the students' progress in the program and are graded as Satisfactory or Unsatisfactory. Continuation courses generate a tuition or fee that is currently \$100 per semester; the fee is the same regardless of the course that is taken (full-time, half-time, or less than half-time). The status must be justified by the amount of academic work that is being done. Here are the different options:

5.1 If students have not yet passed the qualifying paper and are thus not advanced to candidacy, they can register for PHIL 9987, 9988, or 9989, depending on their degree and depending on the status they can have (full-time, half-time, or less than half-time).

5.2 If students have already taken the Qualifying Paper Preparation course, but have not yet passed the qualifying paper (for example, because they failed or because they postponed taking them) you need to re-register for the above course, for which this form is required:
<https://www.marquette.edu/central/registrar/documents/form-graduate-school-repeat-course-permission.pdf>

5.3 For students who are advanced to candidacy (have finished course work, satisfied language and residency requirements, and passed the dissertation qualifying paper) and are working on their dissertation outline or the dissertation, they register for Doctoral Dissertation Continuation courses (Phil 9997, 9998, or 9999) These Doctoral Dissertation Continuation courses may not be taken until all 12 dissertation credits (i.e., Phil. 8999) have been taken.

5.4 If, for reasons approved by the department and the Graduate School, a student cannot do academic work during a semester, but wants to remain active as a graduate student, the student will register for the Graduate Standing Continuation course (Phil 9970).

Note on Continuous Enrollment:

<https://bulletin.marquette.edu/graduate/policies/continuous-enrollment/continuous-enrollment.pdf> This is a method of keeping track of the fact that students are often engaged in working towards their degree in ways other than course work. e.g., writing a proposal or preparing for the DQP or for the dissertation qualifying paper. It maintains your connection to Marquette, allowing you to use the library and e-mail, for example. The University is required by federal regulations to assure the government that all students are actually doing productive work, and not merely avoiding repaying loans. Therefore advisers are required to sign a report at the end of each semester confirming progress (and sign the appropriate registration request form at the time of registration) and the DGS submits a grade for continuation courses at the end of the semester. So, for example, if you pass the dissertation qualifying paper and start writing your dissertation, but then take an adjunct job that takes all your time, the government regards that as working, not studying.

You always need consent to have continuous enrollment status, and it is graded Satisfactory/Unsatisfactory depending on your progress.

If you are not taking courses and do not sign up for continuous enrollment, you will be regarded as having voluntarily dropped from the program. It is thus important to maintain your status.

Transferring Credits

Marquette's policy concerning the transfer of credits from another institution to Marquette, or from undergraduate studies to Marquette can be found here. <https://bulletin.marquette.edu/policies/transfer-course-credit-policy/graduate/> you need to fill out a form from the Graduate School website.

To transfer credit into Marquette's MA program, use this form:

<https://www.marquette.edu/grad/documents/form-master-transfer-credit.pdf>

Credits are transferred into the PhD program through the same Doctoral Program Planning Form (DPPF) that you need for everything else, and which you should fill out immediately:

<https://www.marquette.edu/grad/documents/doct-prog-planning-092010.pdf>

This does not actually process the transfer. For that there is in the works a special form, which not yet available at the time of the writing of this handbook. Contact the DGS about this sometime after the start of the fall 2024 semester, to make sure the transfer goes through.

As your timeline or plans change, it is important to update the DPP

Advising

You are given a default advisor when you enter the program, which will be the DGS for your first year. You will be assigned a new advisor as of your second year. You should change your advisor if your advisor is not someone who shares your philosophical interests. Your advisor should be someone with whom you share more or less the same philosophical interests, and with whom you get along and work well with. You should discuss with your advisor general issues concerning your status and progress in the program, courses that would be good for you to take, gripes or difficulties you are encountering here, etc. Students are responsible for meeting with their advisers regularly (i.e., at least twice each semester) and are responsible for the choices they make. Advisers cannot give financial or visa advice. You are responsible for making sure that you comply with any government loan terms or visa requirements. There are resources available to help you, such as the office of financial aid, or the office of international education.

Here are some recommendations:

- 1) Make sure you know who is your advisor. Look on CheckMarq if you don't know.
- 2) Make an appointment to come in for advising during registration time, prepared to discuss which courses you would like to take. It is especially critical for students taking courses to register for each of their courses promptly. Have any necessary forms printed and ready before you meet with your advisor.

3) If you are a first-year PhD student, there is some special paperwork to take care of.

- a) Are you already coming here with some graduate credits? As many as 18 credits of philosophy can go towards the doctorate; as many as 6 credits in some other subject. **You must request that these credits be transferred.** You can do this by filing a doctoral program planning form (See below).
- b) By the end of the first year you need to fill out a "Doctoral Program Planning Form" (DPPF). A blank form can be printed out from:
<https://www.marquette.edu/grad/documents/doct-prog-planning-092010.pdf>
This requires consultation with your advisor, and his or her signature.
After your meeting with your advisor, you will bring the completed and signed DPPF to the DGS.

- 4) If you are a returning PhD student, you should have a look at the most recent DPPF on file and see if there are any changes to the timetable that are serious enough to impact the anticipated date of the degree. If there are, then you need to fill out an amendment to the DPPF, at

<https://www.marquette.edu/grad/documents/doct-prog-plan-amend.pdf>

and proceed as above.

5) Following your meeting with your advisor you should plan to meet with the DGS. At this meeting you will finalize paperwork. The DGS can provide you with permission numbers for classes over email. Once you have these numbers, you can register for classes. Please do this in a timely manner. We limit class size and some classes may fill out rapidly.

Courses with insufficient students registered at the close of early registration are canceled by the department. Unregistered students are considered to have voluntarily withdrawn by the graduate school. You may be faced with having to re-apply both to the graduate school and the department if you delay your registration.

6) If you have any questions about the advising and registration process, please do not hesitate to ask the DGS.

Residency requirement

This requirement is intended to immerse graduate students in the intellectual life of the campus community. There are two ways this requirement can be satisfied:

(1) the student completes 9 credits of course work, or its equivalent per term, for two terms within an 18-month period (for example 3 courses in the Spring and 3 courses in the Fall of the same year); or

(2) the student completes at least 6 credits of course work, or its equivalent per term, for three terms within an 18-month period (for example, 2 courses in the Fall, 2 courses in the following Spring and 2 courses in the following Fall).

Plans for satisfying the residency requirement must be stated on the Doctoral Program Planning Form.

RAs and TAs

Graduate Assistantships (RA and TA) are normally awarded only to PhD students. These contracts are signed yearly, and typically renewable for up to four years, assuming the student remains in good standing in the department.

RAs are funded students who assist faculty in research projects. These assistantships last for one year for PhD students who come into the program with an MA, and two years for those without an MA.

Teaching Assistant (TA): TAs are funded students who either assist in the teaching of “supersections” of PHIL 1001 or have full responsibility teaching their own classes (to be an “instructor of record”). Teaching Assistantships typically last three years for PhD students. Only those who have completed the teaching seminar are eligible to teach their own classes.

NOTE: All assistantships are granted on a yearly basis, and renewed so long as the student maintains good standing in the program. An RA or TA may be dropped from funding if they do not meet this requirement.

NOTE: Occasionally, graduate students whose aid line has expired are offered to teach classes on an ad hoc basis.

Requirements for Eligibility for TA Positions

To be eligible for TA or position, students must:

- 1) An MA degree or equivalent (not necessarily in Philosophy) is required to be an instructor of record.
- 2) Complete the Teaching Seminar. This seminar is a one credit course for which you will need to register like any other class. You should take the teaching seminar during your first year as a TA, when, typically, you will be a TA for a supersection of PHIL 1001.
- 3) Interested MA students can also take the Teaching Seminar, and should email the DGS for more information.
- 4) Funded students will typically receive funding for the Teaching Seminar credit. Others should speak with the DGS to determine whether funding is available.
- 5) If applicable, returning TAs must maintain acceptable teaching scores.
- 6) TAs must maintain good standing in the program. See the department's webpage for more information as to what qualifies as "good standing"; click on the link "Graduate," then click on the link "Policies, Procedures and Forms," and then click on "Requirements for the Ph.D. Program." Then scroll down a few pages to find the relevant criteria.

Financial Aid

All students must register to request financial aid on the financial aid form available from the Graduate School web site. Even students currently on aid lines must register. (Please see <https://www.marquette.edu/grad/financial-aid-forms.php> **You should register for financial aid on this website every year, whether or not you are on a funding line.**)

Colloquia and Conferences

As a graduate student in philosophy, it is expected that you attend colloquia and present your papers at conferences. Our department and university hosts a number of talks each semester. You should attend as many of these talks as possible, whether or not the topic is of particular interest to you - you may be surprised at how relevant they may be to your own work. Furthermore, your attendance is another way in which to engross yourself into the philosophical community; many big names come through Marquette, and you will have opportunities to meet with speakers after their presentations during receptions, dinners, and other events. Take advantage of these opportunities!

As you move through the program, you are expected to submit your work to conferences and/or zoom colloquia. Presenting at these events not only will add lines to the ever-important CV, it also gives you the opportunity to get feedback from a variety of audiences from a variety of backgrounds. As wonderful as our professors may be, you should never limit yourself to their perspectives and feedback alone. Attending and presenting at conferences will not only help you develop as a writer and philosopher, but could also put you in touch with people who specialize

in your area of interest and can recommend texts and contacts. Present your work as often as you can!

It is a great idea to continually check for calls for abstracts and calls for papers. I suggest philevents. <https://philevents.org/> If you create an account you will receive occasional emails with new announced events.

Conference Funding

Due to the current budget, conference funding hard to come by. There are few university resources, and it is advised that you research outside funding options.

Sometimes there is money in the departmental budget that to support graduate student participation in conferences. The amount allotted is not much, though. The departmental chair will send out an email asking for applications for such funding.

The Graduate School offers some support for conference participation.

These are the deadlines for the funding cycles for that:

- September 15 (for travel between September 16 - November 1)
- November 1 (for travel between November 2 – February 1)
- February 1 (for travel between February 2 – April 15)
- April 15 (for travel between April 16 – July 1)
- July 1 (for travel between July 2 - September 15)

For information and application forms, see

<http://www.marquette.edu/grad/documents/RevisedTravAwdForm.pdf>

On rare occasion faculty members have grant funds that they can use to assist students working in their research area with conference costs.

Look for outside funding. Outside funding could be in the form of grants, fellowships, or funding offered through the conference host. Professional conferences will sometimes offer discounts and awards for graduate students who have had their papers accepted. Keep an eye on the listservs to see what funding awards are available.

Academic Review

The Philosophy Department evaluates the academic performance of its graduate students at the close of each term. Graduate students must maintain a grade point average of at least 3.00 in *all* course work, including prerequisites and other course work that does not apply to the degree. *It should be noted, however, that students who successfully complete their program typically earn GPAs substantially higher than that.* Also, satisfactory academic work is not determined exclusively by course grades. All degree graduate students, including those registered in Continuous Enrollment courses, must make substantial and concrete progress toward their degrees. All students in professional or clinical settings must maintain fully professional behavior at all times. If, in the judgment of the department, a student is not doing satisfactory work, either a warning letter will be issued by the department to the student or a recommendation will be made to the Vice Provost for Research and Dean of the Graduate School that the student be dropped from the graduate program. Examples of unsatisfactory work include, but are not limited to:

- 1) any difficulty maintaining the required 3.00 grade point average, such as a weak first or second term, multiple incompletes, accumulating three Cs (nine hours) or a combination of four BCs and Cs (12 hours), or one grade of F or U.
- 2) a term without substantial and concrete progress toward completion of program requirements, such as a language examination, a qualifying paper, a thesis or dissertation outline, the thesis or dissertation itself, and so on.
- 3) unprofessional behavior in practicum settings.

End of Semester Review Letters

After the Academic Review meeting, advisors will write letters to their advisees with information relevant to them. These letters report the end of semester review of the student's progress, grades, and strengths and weaknesses. These letters should be taken seriously, and students should meet with their advisors if they have any questions regarding the letter's contents and any other concerns they may have.

Opportunities to Enrich the Program

PGSA

The Philosophy Graduate Student Association (PGSA) is simply the society of all current Graduate Students of Philosophy at Marquette University. The purpose of the PGSA is to provide its members with opportunities to enhance their preparation for their vocations within the field of academic philosophy. To this end, the PGSA Representatives host biannual meetings wherein they provide students with information about professional development opportunities, perform advising and program support services (such as preparation sessions for the doctoral qualifying exams), and act as a liaison between students and faculty. The PGSA is led and directed entirely by graduate students, and thus exists as a platform from which Marquette University graduate students can enrich their education and preparation for an academic career.

Membership in the PGSA is open to all philosophy graduate students and there are no dues.

Center For Teaching and Learning

The CTL is an invaluable resource, offering programming throughout the year on pedagogy at the college level. The Productive Graduate Student Teaching Retreat is especially recommended. It is held every spring. Here is a link that shows you the programming at a past event:
<https://marquette-ctl.libcal.com/event/12283775>

Graduate Student Career Development Boot Camp

This event is held each May following the end of the academic semester and it traditionally begins on the day following commencement ceremonies. It is a week-long in-residence workshop open to all graduate students and recent alums. The bootcamp focuses on six key elements: (1) discerning career values; (2) exploring career opportunities; (3) partnering with Marquette alums working in professional careers; (4) identifying transferable skills; (5) visiting local employers for an immersive career development experience; (6) participating in a networking luncheon with Milwaukee area employers. On day three of the bootcamp, facilitators take students on a series of site visits across the city of Milwaukee visiting a local government agency, a non-profit, and a for-profit organization to learn about the distinct work environments and cultures within those organizations. The week is capped off with an employer networking lunch where graduate students will have an opportunity to meet and connect with local employers over lunch.

Inter-University Visitation

The consortium of Midwest Catholic Graduate Schools (MCGS), which includes Loyola University, Chicago, Ill.; Marquette University, Milwaukee, Wis.; University of Notre Dame, South Bend, Ind.; and St. Louis University, St. Louis, Mo.; has established the protocol whereby a degree-seeking student at one university may take course work at any of the other three universities to apply toward degree requirements at the home institution. With prior approvals, the student enrolls at the home institution and makes financial arrangements there, but attends classes, on a short-term basis, as a visiting student at the host university. Final grades are forwarded from the host to the home university for listing on the student's permanent record. The following restrictions apply:

1. Participation is restricted to those fields of study which are under the academic jurisdiction of the graduate deans at both the home and the host institutions.
2. Non-degree or temporary students may not participate.
3. The degree-seeking student must have completed at least the equivalent of one full term at the home university before visiting one of the other institutions.

A student may gain approval for more than one visitation at more than one host institution, but no more than nine credit semester hours of courses from host institutions can become part of a degree program at the home institution. To participate, a student must complete, for each course to be taken at a host institution, an Interuniversity Visitation Enrollment Form and must obtain required signatures of approval. Because of the paperwork involved and the number of approvals that must be obtained, the student must begin the interuniversity visitation application process no later than June 1 for a fall term visitation, contact the Graduate School Office for additional information and enrollment forms.

Coursework at the Medical College of Wisconsin

Under a special arrangement by the Graduate Schools of Marquette University and the Medical College of Wisconsin (MCW), students at each institution are eligible to enroll in courses at each institution. Philosophy Department students interested in enrolling in a course at MCW should consult with their advisors and then request permission to enroll from the Philosophy Department Director of Graduate Studies. This permission ensures that the students will receive graduate level credit at Marquette for that coursework at MCW. Enrollment also requires permission of the Director of Graduate Studies at MCW. For information on the MCW Program and Courses see: <http://www.mcw.edu/bioethics/>.

Coursework at UWM

Marquette and the University of Wisconsin--Milwaukee will allow their graduate students to enroll in certain courses at either university under a new agreement. Students from one university may take a course at the other institution as long as the course is not offered at the student's primary school. Students also may enroll in a course if completing it would allow a student to graduate at the end of the term at the home university. Initial exchange ideas include Marquette philosophy students taking Arabic courses at UWM while UWM students may take courses in genetics at Marquette. Prior approval from both graduate schools is required before enrolling in a course. Prior approval must be given by the Marquette University Philosophy Department

Graduate Program Director or Department Chair. For Course listings at the University of Wisconsin - Milwaukee, see <https://catalog.uwm.edu/course-search/>

Other Opportunities

We are a very active department. We sponsor a colloquium series, an annual Aquinas Lecture, foreign language reading groups, the Midwest Seminar in Ancient and Medieval Philosophy, and (in some years) the Brown Bag Workshop series. Other departments also sponsor events of philosophical interest, and the UWM Philosophy department sponsors interesting colloquia. Graduate students are expected to participate in these events and thereby contribute to the greater intellectual life of the department.

Detailed Requirements for M.A. Programs

1. MA in the History of Philosophy:

Plan A: Thesis option is not longer available. The Graduate School Bulletin has yet to be revised to reflect this.

Plan B:

1. 30 hours graduate course work. 18 of these must be in philosophy and must include:

- Plato or Aristotle (Phil 6605 or 6610)
- Augustine or Aquinas (Phil 6620 or 6640)

- Descartes, Hume, Kant or Hegel (Phil 6650, 6655, 6660, 6662) and
- a fourth course in the history of philosophy to be approved by the DGS.
- a course in ethics

2. MA Qualifying Paper

3. Grade point average of 3.0

2. MA in Social and Applied Philosophy (SOAP):

1. 30 hours graduate course work. These credits must include:

- History and Theory of Ethics (Phil 6310), Seminar in Applied/Professional Philosophy (Phil 6960)
- one of Plato (Phil 6605), Aristotle (Phil 6610), Augustine (Phil 6620), or St. Thomas Aquinas (Phil 6640)
- one of Descartes (Phil 6650), Post-Cartesian Rationalism (Phil 6652) Kant (Phil 6660), or Hegel (Phil 6662)
- two philosophy electives
- a Practicum (Phil 6965) for 6 credits, or for three credits plus one more philosophy course
- two graduate level cognate courses

2. Grade point average of 3.0.

Explanation of Requirements for M.A. Programs

A. Foreign Languages (MA History Plan A): Students must have reading knowledge of French or German or another foreign language approved by the department. See above.

There are no language requirements for the MA in the history of philosophy and for the MA in Social and Applied Philosophy.

B. Courses outside of Philosophy especially appropriate for the SOAP major might include: Human Resources Management, al Issues in Business, Multicultural Counseling, Human Growth and Development, Dispute Resolution Leg Theory, Jurisprudence, Ethics in Health Care, Research Seminar in Political Philosophy, Urban Policy, Moral Theology, and Clinical Topics in Bioethics. These must have the approval of the Director of Graduate Studies.

C. MA Qualifying Paper

Students opting for the MQP must submit one qualifying paper. Generally, these papers will be a minimum of 4000 words. The MQP due date for the fall semester is October 15. The MQP submission deadline for the spring semester is March 15.

The paper cannot previously have been accepted (a) as a term paper or (b) as publication at the time it is submitted as the qualifying paper. If the paper is based on a course paper, the student will have to show to the DGS how the MQP goes beyond the original.

Students will be considered to have passed the requirement for the MA program after successful passing of the qualifying paper. If the student fails the MQP, s/he may retake it one more time the next semester. MA students may not switch assessment methods after one failure. Students who do not successfully defend their papers will not receive an MA degree.

Rubric for the MQP and current policies concerning grading them can be found here:
<https://www.marquette.edu/philosophy/documents/mqp-approved-0324.pdf>

In theory, neither students nor grading committee know the identity of each other. (In practice this is difficult and we are in the process of considering how to deal with the matter.) If the MQP does not pass, the student consults with the chair of the committee and learns their identity alone

Requirements for Ph.D. Program

- A. 51 hours of graduate course work plus 12 dissertation credits.
- B. Foreign language requirement'
- C. Logic requirement
For details on A, B, and C, see above.

- D. Doctoral Dissertation Proposal and Oral Defense, Doctoral Dissertation and Oral Defense
- E. Grade point average of 3.0
- F. Residency requirements (See above)

Information on the Ph.D. Dissertation Qualifying Paper (DQP)

The purpose of the Dissertation Qualifying Paper:

The Dissertation Qualifying Paper serves to prepare you to successfully write philosophy papers that are of a high enough quality to be published in refereed journals. Publishing in refereed journals is one the main ways professional philosophers make advances and contributions to the field. You will not be prepared to succeed on the job market if you cannot publish articles in referred journals.

Policies concerning the Ph.D. Qualifying paper can be found in this document.

<https://www.marquette.edu/philosophy/documents/dqp-updated.pdf> The policies are likely to be revised, and as soon as the revisions are approved by the department, they go into effect. The policies in the link are, however, our current policies (as of August 2024). I will make every effort to update this link on this document, when the policy is revised. You should double check the policies in place prior to submission of your essay.

Explanation of Requirements for Ph.D. Program

- A. 51 credits of course work, equivalent to 17 classes (including the teaching seminar). They may include up to 18 hours of philosophy credits from an MA degree or up to 6 hours in other fields, as approved by the Department.
- B. 12 credits of Phil. 8999 Dissertation credits (See above).
- C. Foreign Languages: See above

D. Dissertation Qualifying Paper (DQP) and Oral Defense:

E. Advancement to Candidacy:

Students are advanced to candidacy on the recommendation of the Department. They must have completed all course work, language requirements, the logic requirement, residency requirements, and passed the DQP. A student cannot advance to candidacy until all requirements, as listed on the **Doctoral Program Planning Form** have been completed

F. Dissertation (See Additional Information on the Dissertation below)

1. The Proposal

Work on the proposal is now regarded as part of your dissertation project, and so will be covered by continuous enrollment status.

- a. The student finds a faculty member willing to work with him or her on a dissertation in a given area.
- b. The student and director delimit the topic to a precise problem. They discuss provisional names of second readers and other members of the committee. The student may at this point discuss his or her provisional plans with the provisional committee members.
- c. The student reviews the published results of work already done on the topic.
- d. The student and the Director agree on the sources, primary and secondary, to be used.
- e. The student writes a proposal, following the Graduate School guidelines.
- f. Once the proposal is acceptable to the director, the student talks to the Director of Graduate Studies to see which faculty members are available to sit on the committee. Committees normally have three faculty members.
- g. The student asks faculty members to sit on the committee. The faculty members read the proposal, and if they are still willing to work on the project, a defense of the proposal is set up.
- h. At the meeting, faculty members may ask for revisions of the proposal. Note that this is an important meeting, since all parties involved with the dissertation are signing an agreement concerning the contents of the dissertation. Among the issues to be considered are: whether the student is prepared to read the primary texts in the original languages, any deficiencies in the bibliography, the extent to which the student will be expected to consult the works in the bibliography, whether the thesis to be defended is clearly stated in the proposal, whether the methodology for defending the thesis is clearly stated in the proposal, whether a page limit should be established for the dissertation, whether the dissertation, as proposed, can be completed in a reasonable time period.
- i. Once all members agree to sign off, the proposal is given to the Director of Graduate Studies. He or she reviews the document, asks for any necessary revisions, signs off on the

proposal and forwards the proposal to the Graduate School. It is the Graduate School that ultimately accepts the proposal.

2. The Dissertation is then written under the direction of the director and the second reader.

3. The Defense:

Graduate School policies are here. <https://www.marquette.edu/grad/documents/dissertation-directives.pdf> Since policies are ever evolving, it should be noted that in the event of a conflict between Graduate School policies and departmental policies, Graduate School policies take precedence

Once the director agrees that the dissertation is defensible, the dissertation is ready to go to the full committee, and the 60 day clock may be started.

Dissertation defenses may be online. See <https://www.marquette.edu/grad/dissertation-defense-schedule.php>

The departmental procedure the student follows is:

A) Submit the dissertation to the Director. They will let the other committee members know that the dissertation is, in their opinions, ready for defense. The form must have a projected defense date that is at least 60 days from the date the dissertation is distributed to committee members. The date selected for the defense should fit the teaching and research schedules of the committee members. The committee members have 30 days to read the dissertation.

B) This date should be provided to the Assistant to the Chair. The department secretary will schedule a room for the defense unless it is online in which case the director will set it up. The Assistant to the Chair prepares the “Announcement for the Public Defense of the Dissertation.” This form must contain the EXACT title of the dissertation and the time and date of the defense. All committee members must sign the Public Announcement” form at least 30 days prior to the defense.

C) The student must deliver the dissertation defense program (outlined in the Graduate School Guidelines) to the department at least 30 days prior to the defense. The student should request that the Office staff deliver it and the “Public Announcement” to the Graduate School.

D) After a successful defense (and the incorporation of any necessary changes to the dissertation), the student provides an electronic copy of the dissertation to the Graduate School and one hard copy to the Department. The student should check with the Graduate School for the exact requirements for submitting the final dissertation, as well as any associated fees.

G) The student’s cumulative GPA must conform to the requirements of the Graduate School. These are as follows:

Grading System

The following letter grades and their achievement equivalents are used by instructors in the Graduate School to evaluate a student's performance in a course. Quality points corresponding to each letter grade determine a student's academic average and eligibility to graduate. Each grade, A through F, has a specific quality point value. The quality points earned in any course equal the quality point value of the grade multiplied by the number of semester hours credited. The grade point average (G.P.A.) is found by dividing the total quality points earned by the total number of semester hours credited in those courses for which quality point grades have been assigned. Note: Credits that are accepted for a Marquette degree, if transferred from another university, will not be included when calculating the student's G.P.A.

All graduate students must maintain a grade point average of at least 3.00 to graduate. (For the effect of BC, C, F, UW and U grades, refer to Academic Review.) Graduate students may not be assigned a CD or a D grade in any course whatsoever, including undergraduate courses. Normally, graduate courses are not repeated for a higher grade.

The Graduate School's description of the possible course grades is as follows:

Grade	Grade Points	Description
A	4.00	Excellent
A-	3.67	
B+	3.33	
B	3.00	Satisfactory
B-	2.67	
C+	2.33	
C	2.00	Minimally Acceptable
C-	1.67	
D	1.00	
F	0.00	Failure
FA	0.00	
WF	0.00	

However, as noted above, students who successfully complete their program typically earn GPAs substantially higher than that. **A QPA of 3.00 or better is required to graduate.**

More Dissertation Information and Dissertation Guidelines

A dissertation and its defense are the final requirements for the Ph.D. degree. Conventionally understood to be an original and substantive contribution to the student's field, a dissertation is the result of sustained thought, research, consultation, and writing. As such, it can take many months, even years, of effort. The dissertation stage, however, requires timely progress from initial stages to successful completion. These guidelines should assist you in planning and executing this important project.

In the Philosophy Department, students are encouraged to begin to think about their dissertation as early as possible, even while they are completing course work. Classes and paper topics might be selected in part as ways to explore potential topics. Faculty members, who might assist with the preparation of the dissertation, including the advisor, could be consulted as well. Since the dissertation is to be the student's original contribution to the scholarly community, at every stage in the dissertation process the student is ultimately responsible for the dissertation's topic, writing, and submission.

The initial stage in this process will be for the student, in consultation with the advisor, to secure a dissertation director. The director should be someone who is knowledgeable in the field in which the student proposes to work and with whom the student can have a comfortable and productive working relationship. The director, in consultation with the student and the Director of Graduate Studies, sets up a dissertation committee consisting of the director, a second reader, and an additional readers. It is fine to have a member of the committee from a different discipline or from a different university, but there must be two members of the committee from within our own department.

The role of the second reader and the roles of the remaining committee members in the preparation of the dissertation are flexible and will be determined after consultation among the student, the director and the committee members. All three committee members will read the final version of the dissertation and will participate in the oral defense, but the director and second reader are to be most closely involved with the preparation of the thesis. The formal process for setting up the defense date was outlined in a memo from Fr. Jones distributed to students and faculty on December 30, 1998:

The process will begin not less than sixty days before the proposed date for the dissertation defense. The members of the committee will have 30 days to examine the dissertation during which period each member of the committee will determine whether the dissertation should proceed to defense and whether he or she is willing to agree to the proposed defense date and sign the necessary forms for formally setting the date.

Following distribution of the final version to the entire committee, the Committee has 30 days in which to determine whether the dissertation should proceed to defense. If it is so approved, the

Committee members will sign the required forms for setting the date for the oral defense. While setting up the committee, the student needs to prepare a Dissertation Outline, guidelines for which are available from the Graduate School. Some students do this while studying for their Doctoral Qualifying Examination. Outlines, which frequently undergo several revisions as they circulate among the student, director, second reader and potential committee members, should be submitted no more than 3-4 months after the DQP is passed and defended. The student is encouraged to submit an Outline and obtain approval for it even earlier. The earlier that an Outline is approved, the sooner the student can begin to work in earnest. Dissertations should not diverge substantially from the Outline so it is important to begin with a clear statement of purpose and procedure that can serve as a reference for all subsequent efforts on the dissertation. The Outline has the formal character of a contract and should not be considered easily revisable.

Since dissertations are such individual undertakings, their preparation will vary from student to student, but successful and timely completion of a dissertation always depends on sustained work. The best way for students to sustain their work is for them to keep in close consultation with their directors. At least one formal communication each month is thus strongly recommended, and more frequent meetings, phone calls, and emailing exchanges are common. In these communications, the director and the student discuss the student's reading, writing, and general progress. Directors may suggest or require certain avenues of inquiry; they may set deadlines; and they will read the initial drafts of the dissertation's chapters. These are drafts in the sense that they represent the student's best current efforts but are not yet approved by the dissertation committee; they are not hasty, casual rough copies but crafted pieces of writing with complete citation conventions.

Directors will read these drafts in a timely fashion and return them to students with suggested alterations. At this stage of the process, some directors may draw on the second reader by circulating early drafts to her or him; others may wait until these drafts have been reworked. The second reader typically communicates a formal response to the student through the director, though students should feel free to call on the expertise and advice of the second reader at any time.

Both students and readers, thus, have clear responsibilities in the preparation of a dissertation. Directors will read, comment, advise, and encourage; but students, ultimately, must write their dissertations, and so primary responsibility rests with them. Students should be aware that faculty members have many responsibilities and cannot be expected to read chapters, much less entire dissertations, on short notice. Students should also be aware that they are expected to complete all work including the dissertation within 6 years.

The Graduate School has specific deadlines for the submission of a dissertation; it is the responsibility of the student to meet the requirements and deadlines of the Graduate School. More information on these and on the specifics of submitting a dissertation is available at the

Graduate School. The annual Graduate School Bulletin announces the exact dates by which a defense must be held and a dissertation submitted, but in general the defense must occur no less than one month before graduation and it must be publicly announced still another month before that. Since the committee must read a polished version before it can assent to announcement of a defense, such a version needs to be available not less than three months prior to anticipated graduation. Students and directors are advised to keep these requirements in mind as they craft timetables.

Many students require three years before they are admitted to candidacy and therefore have less than three years in which to complete their dissertations. ***Consequently, students cannot allow months to pass without verifiable progress, and those who do so risk not getting their Ph.D., which is never guaranteed to them.*** In such situations, or at any time when a dissertation does not seem to be progressing adequately, the Director of Graduate Studies or the Chair of the Department may be called upon for consultation.

Students should see that they are fully aware of dissertation guidelines, timetables and associated departmental and Graduate School policies expediting progress through this last stage of the Ph.D. program. The successful completion of the dissertation is a most challenging and rewarding project in which both students and the department takes great pride. hat oral defense may take place no less than 30 days after the signing of the required forms.

Guidelines on the Sequence for Completing Your Dissertation

The starting point is at the beginning of your last semester of courses.

You are now finishing course work. You have passed your two foreign language exams. Of course, you put some thought into which 2 languages you chose to study so they will be of use, perhaps absolutely essential, to your dissertation. Of course, you chose your courses with some thought to the area(s) in which you intend to be an expert and do research and publish.

- Last semester courses: If it can be worked out, consider having one of your courses be an independent study. The subject of the independent study can be your dissertation outline proposal. Here's the idea. Say you think you're going to write a dissertation on Aquinas on the soul. See if someone on the faculty—perhaps your future director—will do an independent study with you on Aquinas on the soul. This can give you a nice start into the post DQP phase of your career.
- Dissertation Qualifying Paper (DQP) preparation: If you complete courses in the spring semester, plan to submit your dissertation qualifying paper not later than the following semester. You should submit your paper no later than the semester after the completion of course work. After all, your course work is preparation your qualifying paper. You are not inventing the wheel; you are preparing to make a contribution to the philosophical literature on a specific topic or area.

A number of our Ph.D. students after completing the DQP realize they have virtually no idea about what subject they intend to write a dissertation. It has been suggested above that practical ways to avoid this predicament include an independent study at the end of course work on your proposed dissertation area or topic, and choosing an area for your DQP which will be your area for your dissertation. Perhaps more importantly, by your second year in grad school, you should be thinking about your dissertation topic. Pin down an area, e.g., philosophy of religion. The test is something like this: What really interests me philosophically? What is important to me? To what sorts of issues do I wish to devote my professional career? Constantly ask yourself these questions. You are then likely to arrive at an area for your dissertation. As you get closer to completion of the DQP, start fine tuning. Say you have read and have been impressed by Alston's claim that religious experience can be a ground for religious belief but you hold that Alston's work needs to be explored further in greater depth. Now you're starting to develop a thesis topic. Asking and answering these questions can greatly reduce the time required to write an outline after completion of the DQP.

The dissertation outline is an agreement between you and the members of the board about what you will do in the dissertation. It is not supposed to be an abridged dissertation. Follow the headings of the Graduate school form and provide the basic knowledge you and the members of your board need in order to agree on what the work of the dissertation is (by

specifying the originality of your work given the state of the literature on the topic), how it will be done (offer a brief description of each of the chapters), when it will be completed (offer a schedule of when you plan to finish each chapter), how long it will be, what bibliography you will use, etc. After you have written the outline proposal following the grad school form to the letter, submit it to your director. If he or she approves it and the second reader does so as well, then it should be submitted to the rest of the committee for approval. Once this is done, you are on your way to actually writing the dissertation. This process should not take more than 90 days from the time you orally defend your dissertation qualifying paper, and should never take more than 120 days short of emergency personal factors.

● **Picking Your Dissertation Director, 2nd Reader, and Committee:**

This is important. It is essential to pick a director who is (a) an expert in your area if not your specific topic, and (b) someone with whom you have a good professional relationship. It is highly desirable to pick a director with whom you have taken courses. It is highly desirable to have a detailed conversation with the proposed director before you write the outline to be sure that the director is willing to direct and is on the same page with you about your dissertation. After the director accepts, you and the director should then discuss candidates for the position of 2nd reader. Once the proposal is acceptable to the director, the student talks to the Director of Graduate Studies to see what faculty members are available to sit on the committee. Committees now have three members. The 2nd reader may or may not read the dissertation chapter by chapter and work with you and the director as you progress. The 2nd reader may or may not read first drafts. The precise details and preferred procedures will need to be worked out between you, the director, and 2nd reader. The 2nd reader should have some expertise in the area of your dissertation, perhaps very considerable expertise. After the 2nd reader has accepted, you should choose the other 2 members of your committee in consultation with your director, get their acceptance, and ascertain what their role will be in the project. While perhaps desirable, it is not absolutely required that all the other members of your committee be experts in the area of your dissertation. After the outline has been read by all members and tentatively approved, you are required to have a meeting with all committee members to have the outline formally approved. This way all members know what is expected. Such strategy will likely reduce the chances of problems down the road. Tip: If you are uncomfortable with a faculty member or have a personality conflict with a faculty member, do not have that faculty member be a member of your committee. Do not ask a faculty member who is on leave or sabbatical to be on your committee. These faculty members are on leave or sabbatical to focus on their own research and normally are not asked to be members of dissertation committees. Finally, remember that the committee and the final version of the Dissertation Proposal must be formally approved by the Graduate Director acting in behalf of the Department. Only then is it submitted to the Graduate School for its approval, the final step.

● **Writing your dissertation**

1. Work regularly with your director and perhaps your 2nd reader. Setting up a regular time (say 3:00 every other Monday) to discuss your progress is most helpful and keeps you on track.

2. You should expect to stay in Milwaukee while you're writing your dissertation. The chances that you will finish and finish in a reasonable time frame go up dramatically if you stay part of the Marquette community. They go down dramatically if you leave the area. Unless there are compelling reasons to the contrary, the Department strongly discourages students from leaving the Milwaukee area before the dissertation is complete.

3. We expect you to write a dissertation of high quality. You are attempting to earn the highest academic degree in the land. This point should be remembered.

4. Take your mental health seriously. There will be highs and lows. Recognize this and make a real effort to keep things in perspective when you discover bumps in the road.

Finishing your dissertation in a timely manner is impressive and will give you a significant advantage on the job market. If you do your part, the philosophy department will do whatever it can to assist you in finding a full time position in a university philosophy department.

Time Limit and Extension

The Graduate School policy is that all work for a Ph.D. must be completed within 8 years. This is a serious deadline. If the work has not been completed within the 6 years allocated, students have to request an extension and explain in a letter why the work could not be completed within 6 years and how it will be completed with the extension. If eight years have passed and students have not been granted an extension they may be dropped from the program. The final decision in matters of extension lies with the Graduate School.

Procedure for Requesting an 'I' Grade in a Graduate Course

The purpose of establishing this procedure is to discourage taking 'I' grades in graduate courses. The following procedure should be followed in any request for an 'I' grade. Permission for a grade of "I" must be obtained before the completion of the course from both the Director of Graduate Studies and the professor teaching the course for which the grade is sought. First, then, the student must present the request for an 'I' grade to the Director of Graduate Studies who will then consult with the professor involved and give a recommendation. Second, the student must then receive permission from the professor to take the 'I' grade. The final decision on the 'I' grade remains with the professor.

The graduate school imposes strict time limits on 'I' grades. If you fail to remove an incomplete by the limit imposed by the graduate school, you will forfeit that course, receive no credits and have to pay to re-take it. Thus it is **your** responsibility to clear any 'I' grades by the posted deadline. For clarification on these matters, contact the graduate school.

Steps for Reporting Misconduct

In the event that you feel uncomfortable with your interactions with faculty, peers, your own students, or others in the department or university, report your experiences to the **Chair**. Sexual, racial, or any other types of harassment are not tolerated in this department or university, and should be reported to prevent any future problems or escalations.

When you speak with the Chair, the information you provide is on the record. Please note that the Chair is required to report incidents of crimes and/or sexual misconduct, whether or not you have indicated that you do not want action taken. See the following website for the University reporting policies: <http://www.marquette.edu/sexual-misconduct/reporting.shtml>

While it can be stressful to report instances of bullying or abuse, it is crucially important to stop the behavior as soon as possible. Speaking to the Chair is the way to do this, without any fear of retaliation. The Chair will take the necessary steps to ensure that the problem is solved.

One crucial responsibility of the Chair is to maintain the health and safety of those in the department to the best of her ability. To this end, the Chair is more than happy to meet with every graduate student on an individual basis. If for whatever reason you do not feel comfortable going directly to the Chair, speak with one of your **PGSA Representatives**. Your PGSA Representative will report your concerns to the Chair on your behalf unless you request otherwise. They will alternatively, on your request, accompany you to speak to the Chair or assist you in setting up a private meeting.

Marquette University also has an anonymous reporting system called **EthicsPoint**, which you can access through the following link:
<https://secure.ethicspoint.com/domain/media/en/gui/13821/index.html>

Student Procedures for Contesting Philosophy Grades Considered Unjust

1. Any student may at any time consult the teacher about the grades received for work done. The exercise of this right neither requires a fixed procedure nor is it subject to procedural conditions.
 2. Grades that may be contested under these procedures are any final grade in a course, provided this action is initiated before the calendar date fixed for the removal of the X and I grades.
 3. The student must first consult the teacher to find out the teacher's reasons for the grade. When there are special circumstances that make this first step inadvisable, the chair of the department (or the chair's delegate) shall be judge of the inadvisability of making this first step.
 4. Where the student is not satisfied with the reasons given by the teacher or where the student has acceptable reasons for not seeing the teacher first, the student will present his case in writing to the chair of the department (or delegate). The student should present what graded work he/she has and may request that the final exam be supplied by the teacher.
 5. Where the chair (or delegate) and one other faculty member, after consulting with the teacher about the disputed grade, find no ground for the charge of injustice, the chair (or delegate) must inform the student that no further departmental action is possible.
 6. Where there is some color of injustice, the chair (or delegate) shall appoint a committee of three regular members of the department not including the teacher who assigned the contested grade. The chair (or delegate) may appoint himself to such a committee, whose membership is privileged information.
 7. The committee may proceed from written evidence or may consult the teacher and/or the student according to its judgment of what is necessary in a given case.
 8. The committee (through the chair) shall give one of three decisions: a) that the grade given was just and that the grade will stand; b) that the teacher reconsider the grade in the light of what the committee has discovered and that the teacher's reconsidered grade will stand; c) that the committee give a departmental grade that it considers just and that this be indicated on the official record of the student as a departmental grade.
 9. The review and determination of the appeal shall be completed within 3 weeks of the initiation of the appeal.
 10. The decision of the committee shall be the final action inside the department and any appeal beyond the department is made to the Dean of the student's college. September 1974.
- Academic Honesty**

This is serious business. For definitions and procedures see
<https://bulletin.marquette.edu/policies/academic-misconduct-policy/>

Research Misconduct

Marquette University has a duty to ensure the integrity of research and will respond to any allegation of research misconduct in a thorough, competent, timely, objective, and fair manner. Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. The research misconduct policy applies to faculty, students, and others who are employed by or affiliated with Marquette University. Students who are accused of misconduct related to grant-funded research shall be governed by the procedures of the research misconduct policy, found at https://www.marquette.edu/orsp/documents/ResearchMisconductEXECUTIVESUMMARY1_09.pdf

Marquette University Statement on Human Dignity and Diversity

<https://www.marquette.edu/diversity/about.php>

Marquette Policy on Discrimination and Harassment

<https://www.marquette.edu/sexual-misconduct>

