

Department of Philosophy

PhD Program Handbook

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Academic Requirements

First-Year Orientation and Advising

Just prior to the official start-date of the Autumn Quarter, the Department of Philosophy holds its annual First-Year Orientation Meeting. The first official requirement of the PhD program is for all incoming graduate students to attend this meeting. The purpose of the First-Year Orientation Meeting is to supply incoming students with information about the rules, requirements, and expectations governing the PhD program. The meeting is led by the Department Chair and the Director of Graduate Studies, sometimes with the assistance of additional faculty members. Students are expected to come away from this meeting with a thorough understanding of all program requirements, and they are expected to retain this knowledge, updated and revised as necessary, for the duration of their time in the program. During Orientation Week, incoming students will also have the opportunity to supplement the official account of the program provided at the First-Year Orientation Meeting through various informal discussions with more advanced PhD students, who can answer any questions they may have about the lived experience of a philosophy graduate student at the University of Chicago and also provide helpful advice about how best to negotiate the program requirements.

In addition to participating in the events of Orientation Week, all first-year PhD students are also required to enroll in the First-Year Seminar. This seminar is led by one of the department's faculty members and meets during the Autumn and Winter Quarters. The First-Year Seminar plays a crucial role in fostering a sense of intellectual solidarity among the members of the first-year class and helps to integrate students into the wider community of philosophers at the University of Chicago.

PhD Advising

Throughout the entirety of their time in the program, all graduate students will have a faculty advisor. Faculty advisors serve as the main point of contact between students and the faculty. They are responsible for providing their advisees with guidance and advice and are also responsible for providing periodic reports to the Department on their advisees' progress through the program.

Incoming PhD students are assigned a preliminary faculty advisor with whom they will meet to discuss their initial coursework options. Students meet with their preliminary advisor at least once a quarter for their first two years in the program. These initial advisory meetings are intended to ensure that students stay on track with their coursework and are conforming to program expectations and requirements. Your advisor will also report to the faculty on your progress for the department's annual student review each spring. Students may opt to change preliminary advisors with the consent of the new advisor and the Director of Graduate Studies. You and your preliminary advisor should both be proactive and stay in touch with each other so that you can be helped as needed. That said, you in particular are responsible to make an

appointment with your advisor each quarter and in a timely manner to discuss course registration and to receive approval of courses

During their third year in the program, all PhD students enroll in the Topical Workshop (see below) where, under the supervision of the Director of Graduate Studies, who will serve as their main faculty advisor, they will be given guidance as to how best to prepare for their Topical Examination (also see below). In their third year, students will also begin to meet more regularly with the various faculty members who are most likely to serve on their dissertation committee. Once a student has passed their Topical Examination (see below) and has an approved dissertation project, the chair of their dissertation committee will serve as their primary faculty advisor until the time at which they defend their dissertation and graduate from the program. When students are ready to go on the academic job market, they must enroll in the department's Placement Workshop (see below), where they will receive more targeted advice and guidance from the Department's Placement Director pertaining specifically to the preparation and submission of their job application materials. .

General Expectations Concerning Who Should Serve as One's Advisor

In the first two years (during coursework) the advisor is the person assigned by the department when you entered the program.

During the third year, the informal advisor will be one of the faculty members involved in your dissertation chats and/or Topical Examination. Each third-year student should ask one of these faculty members to take over this function and should communicate this to William Weaver (wweaver@uchicago.edu) and the Director of Graduate Studies (DGS).

This transitional advisor can continue as such until you form a dissertation committee and it has become clear who the dissertation director is or will be. This may be determined before you actually advance to PhD candidacy (by passing the Topical Examination). Please let William and the DGS know if this brings about a change in your primary advisor before you advance to candidacy. When you advance to candidacy, the role of advisor passes to the dissertation director.

First-Year Seminar

All first-year PhD students must enroll in the First-Year Seminar. The seminar typically meets during both the Autumn and Winter Quarters and about half as often as a regular course. It is graded on a pass-fail basis. While the exact organization of the First-Year Seminar varies from year to year at the instructor's discretion, it is meant to address the specific needs of our incoming PhD students and is designed with the following three aims in mind: (1) to lay the groundwork for a philosophical *lingua franca* among the members of the incoming class; (2) to foster intellectual solidarity among the members of the incoming class by stimulating the

regular exchange of philosophical ideas between the members of the cohort; and (3) to introduce incoming students to philosophical writing at a graduate level through a series of short written assignments.

Course Requirements

NOTE: The Department of Philosophy's course requirements have been revised for all students who enter the PhD program in or after Autumn 2022. For questions regarding the previous course requirements (which apply to all students who entered the PhD program prior to Autumn 2022) please contact Department Administrator [William Weaver](#).

Graduate Course Credit: Q-Credits and P-Credits

During their first two years in the program, PhD students are required to complete a variety of graduate-level courses. Such coursework is meant to provide students with the general knowledge that will serve as the foundation upon which they will carry out the more specialized task of writing a doctoral dissertation.

Students must enroll in courses for one of two different kinds of credit:

1. (Q)uality Credit: To receive a Q-credit for a course, a student must complete all the requirements for the course and be awarded a quality grade of A, A-, B+, B, or B-.
2. (P)ass Credit: The requirements for receiving a P-credit for a course are established by the instructor. At a minimum, a student must register in the class and attend regularly, but they need not be required to submit a paper for the course or do all of the coursework that would be required to assign to that student a quality grade. A pass credit will be registered by assigning to a student a grade of P in the Registrar's official database of grades.

This separation of course credits into Q-credits and P-credits is meant to provide students with the flexibility to construct for themselves a course curriculum that allows them to both broaden their horizons by exploring a diverse array of topics that may be of only peripheral interest to them, while, at the same time, affording them adequate time to devote focused attention to those specific courses that most directly support their main research interests.

Number of Required Courses

PhD students are required to complete 8 courses for Q-credit, all of which must come from the Department of Philosophy's course offerings. In addition, students must complete 8 courses for P-credit, up to two of which can be awarded for classes offered in other departments (this can include courses in which the student has received either a grade of P or a quality grade of B- or higher). Students can petition to the Director of Graduate Studies to have more than two

courses from outside the Department count toward their P-credit requirements, provided they believe that there are pedagogical reasons to support such an allowance.

In addition to the Q-credit and P-credit requirements described above, all first-year PhD students must also enroll in the First-Year Seminar, and all second-year PhD students must enroll in the Paper Revision and Publication Workshop (see below). The following describes a normal schedule for completing coursework during a PhD student's first six quarters (or two academic years) in the program:

- First Quarter:
 - 1 course for Q-credit
 - 1 course for P-credit
 - First-Year Seminar
- Second and Third Quarters:
 - First-Year Seminar (Winter Quarter only)
 - 3 courses for Q-credit (with at least one Q-credit per quarter)
 - 3 courses for P-credit (with at least one P-credit per quarter)
- Fourth and Fifth Quarters:
 - 3 courses for Q-credit (with at least one Q-credit per quarter)
 - 3 courses for P-credit (with at least one P-credit per quarter)
- Sixth Quarter:
 - 1 course for Q-credit
 - 1 course for P-credit
 - Paper Revision and Publication Workshop

In a typical quarter, a student will enroll in three classes. At some point during the quarter that student will choose either one or two of those classes to complete for Q-credit. This choice may be made at any point during the quarter, provided that the student is able to complete all the work for the course on the timeline set by the instructor. This arrangement is meant to afford students the flexibility to decide which courses they would like to complete for Q-credit based on their relative interest in the material presented in the courses in which they are enrolled.

Area Distribution Requirements for Q-Credits

In addition to the requirement that a student take 8 courses for Q-credit, the courses taken for Q-credit must satisfy certain area distribution requirements. In particular, students are required to take at least one course for Q-credit in each of the following four areas:

I. Contemporary Practical Philosophy

II. Contemporary Theoretical Philosophy

III. History of Philosophy: Ancient or Medieval Philosophy

IV. History of Philosophy: Modern Philosophy (up to and including the first half of the Twentieth Century)

Graduate courses included in the Department of Philosophy's course offerings will generally be designated as belonging to one or more of these areas. While a course may be designated as belonging to more than one area, it can only count toward a student satisfying one of their area distribution requirements. The decision as to which requirement a course satisfies is left to the instructor's discretion and is to be determined on the basis of the content of the work produced by that student for the course.

Paper Requirement for Q-Credits

Not every course requires a student to write a paper in order to receive a Q-credit. For example, in some courses, such as a logic course, a Q-credit may be awarded to a student based on their performance on a series of homework exercises and exams. Nevertheless, during their first two years in the program, students are required to write at least 5 papers in total for courses that they take for Q-credit. They must do so in accordance with the following schedule:

- At least 1 paper by mid-Spring Quarter of Year 1.
- At least 2 papers by the beginning of Year 2.
- At least 3 papers by the beginning of Spring Quarter of Year 2.
- At least 5 papers by the beginning of Year 3.

Before deciding to enroll in a course for Q-credit, students should consult with the instructor to clarify the options available to them for receiving a Q-credit and, in particular, whether the option exists to write a paper for the course.

Logic Requirement

The PhD program has a logic requirement that must be fulfilled in one of the following three ways:

1. By receiving a Q-credit for Introduction to Logic (PHIL 30000). Introduction to Logic is offered every Autumn Quarter. A Q-credit received for Introduction to Logic will count toward a student's overall Q-credit requirements, but will not satisfy any area distribution requirement.
2. By passing a course equivalent to Introduction to Logic (or to some more advanced logic course) at another institution or in another department at the University of Chicago with a grade of B+ or higher. Whether or not a course can satisfy the logic requirement will be determined by the current instructor(s) of Introduction to Logic on the basis of either an interview with the student making the request or such evidence as the syllabus for the course, the textbook for the course, and any other relevant course materials which the student can provide. Satisfying the logic requirement in this way will count neither toward a student's overall Q-credit requirements nor toward their area distribution requirements.

3. By receiving a Q-credit for a more advanced graduate course in logic - e.g., Accelerated Introduction to Logic (PHIL 30012) - offered in the department. A Q-credit received for such an advanced logic course will count toward a student's overall Q-credit requirements and may also satisfy the Contemporary Theoretical Philosophy area distribution requirement.

Deadlines for Coursework and Incompletes

Coursework must be completed in a timely manner. While faculty are free to set their own due dates for completing coursework, for submitting course papers the default expectations are as follows:

- For a course in Autumn Quarter, the paper must be turned in by the end of Winter Quarter of the same academic year.
- For a course in Winter Quarter, the paper must be turned in by the end of Spring Quarter of the same academic year.
- For a course in Spring Quarter, the paper must be turned in before the end of July in the Summer Quarter of the same academic year.

At the discretion of the instructor, coursework not completed on time may be regarded as an "incomplete." This means that the instructor will permit a student to complete the work for a course after the deadline they have set. The instructor sets the time period for completion of the incomplete coursework, subject to the following limitation: a grade for a course must be submitted by the beginning of the subsequent academic year in which the course was taken, in order for that course to count toward the fulfillment of the course requirements for the PhD. This date is an absolute deadline and is not subject to further extensions by individual faculty members. In addition, students in their first year are not permitted to take any incompletes for classes they enroll in during their first quarter in the program.

A Note on Foreign Language Study

There is no official foreign language requirement that all PhD students must meet. Nevertheless, for many students, it will be advisable to acquire competence in one or more languages other than English depending on their area of specialization. Moreover, a student's dissertation committee may impose upon a student a formal requirement to demonstrate linguistic competence in a foreign language in order to conduct research under their supervision. For example, a student intending to write a thesis on Ancient Greek Philosophy or Hellenistic or Roman Philosophy will likely be required to receive a "High Pass" on the [University's Reading Comprehension Assessment](#) in either Greek or Latin. All students should consult with their faculty advisors and the Director of Graduate Studies to determine which linguistic competencies may be required for their planned course of study.

Transfer Credits

Students wishing to obtain transfer credit for courses taken at other institutions must petition the Director of Graduate Studies, who will confer with the Department's Graduate Program Committee before making a decision. Students requesting transfer credits must provide evidence in support of their transfer application at the request of the Committee. Such evidence may include course descriptions, syllabi, assignments, written work completed for the course, and other supporting materials. Students who are transferring to the University of Chicago from other PhD programs must make such a request for transfer credit upon their initial entry into the program. Students who take a course at another institution while enrolled in the PhD program should consult with the Director of Graduate Studies beforehand, and must still petition the Graduate Program Committee to have the course deemed eligible for transfer credit.

The following policy relating to transfer credits applies to the Philosophy PhD program. Special requirements enacted for joint programs take precedence over this policy.

1. Of the 8 required Q-credits that students must acquire, no more than 2 credits can be transferred from other institutions.
2. Only courses taken while enrolled in a doctoral program in Philosophy can count toward a student's Q-credit requirements.
3. Transferred credits are not allowed to count toward a student's area distribution requirements.

Note that logic courses taken outside the Department may fulfill the Department's logic requirement but may not be otherwise used to meet departmental course requirements.

Paper Revision and Publication Workshop

The aim of the Paper Revision and Publication (PRP) Workshop is to provide our graduate students with support and assistance to prepare papers to submit for publication in academic philosophy journals. Preparing papers to submit to journals for review and revising papers in response to the feedback received from journal editors and referees is an essential part of professional academic life, and students applying for academic positions with no publications to their name are at a disadvantage in today's highly competitive job market. While students are strongly encouraged to continue to seek personalized advice about publishing from their dissertation committee members, the Department of Philosophy has determined that the need exists to provide its graduate students with more standardized programming, in the form of an annually recurring workshop, that is specifically aimed at supporting their initial efforts to publish in academic journals. The PRP Workshop was designed with the following three aims in mind: (1) to provide students with a basic understanding of the various steps involved in publishing in academic journals and to create a forum in which students can solicit concrete advice from faculty members about the publishing process; (2) to direct and actively encourage students to submit at least one paper to a journal for review on a timeline that would allow

accepted submissions to be listed as publications on a student's CV by the time they go on the academic job market; and (3) to create and foster a departmental culture in which the continued revision of work with the ultimate aim of publication in academic journals is viewed as an essential aspect of the professional training of our graduate students and in which both faculty and students work together to establish more ambitious norms for publishing while in graduate school.

The PRP Workshop meets weekly in the Spring Quarter. Participation in the PRP Workshop is mandatory for all students in year 2 of the program but is open to students in years 3-5 as well. Any student in years 3-5 of the program who wishes to participate in the workshop must apply to do so no later than week 9 of the preceding Winter quarter. Applications to participate in the workshop must include a draft of the paper that the student intends to revise in the workshop along with a brief statement outlining where they plan to submit their paper and a rough timeline to submission. Applications will be reviewed by the Graduate Program Committee, which will make a decision as to which students will be allowed to participate in the workshop. In making these decisions, preference will be given to fifth- over fourth-year students, and to fourth- over third-year students, with further consideration being given to how often a student has presented in the workshop in the past. Regardless of whether they are participating in the workshop or not, all students in years 2-5 are welcome to attend the workshop sessions. First-year students and students in year 6 and up are not allowed to attend or participate in the workshop.

Master of Arts Degree Requirements

The Department of Philosophy does not admit students directly into an MA program. Students seeking a terminal master's degree should apply to the Master of Arts Program in the Humanities (MAPH), a three-quarter program of interdisciplinary study. Further details about the MAPH program are available at <http://maph.uchicago.edu/>.

Master's degrees are awarded only to students who are enrolled in a PhD program at the University of Chicago. These can be either (i) doctoral students in another discipline who seek a "secondary" MA in Philosophy, in conjunction with their doctoral studies in that other discipline; or (ii) doctoral students in Philosophy who want an MA. The requirements for the degree are the same in either case. The requirements can be satisfied entirely by coursework; no thesis is required. These requirements are as follows:

- **Quality:** No course for which the student received a grade lower than a B+ will satisfy any requirement for the MA.
- **Level:** Only courses taken at the graduate level (i.e., with a course-number of 30000 or higher) can satisfy any requirement for the MA.
- **Quantity:** The student must complete at least 8 courses in Philosophy at the University of Chicago. (Reading and research courses do not count toward satisfying this requirement, nor do courses taken pass/fail, with the exception of the First-Year Seminar, which may count as one course, if passed.)

- **Distribution:** The student must have taken at least one course in each of the Department of Philosophy's four areas:
 - **Area I:** Contemporary Practical Philosophy
 - **Area II:** Contemporary Theoretical Philosophy
 - **Area III:** History of Philosophy: Ancient or Medieval Philosophy
 - **Area IV:** History of Philosophy: Modern Philosophy (up to and including the first half of the Twentieth Century)

- **Elementary Logic:** The student must demonstrate competence in elementary logic. This can be achieved taking Introduction to Logic (PHIL 30000), or any more advanced logic course offered by the Department. Alternatively, a student may fulfill the requirement by passing a course equivalent to Introduction to Logic (or to some more advanced logic course) at another institution or in another department at the University of Chicago with a grade of B+ or higher. Whether or not a course can satisfy the logic requirement will be determined by the current instructor(s) of Introduction to Logic on the basis of either an interview with the student making the request or such evidence as the syllabus for the course, the textbook for the course, and any other relevant course materials which the student can provide. Satisfying the logic requirement in this way will count neither toward a student's eight course requirement nor toward their area distribution requirements. Philosophy 30000 can count as one of the minimum eight courses, but it does not satisfy the Area II requirement. A more advanced logic class does both.

Application Procedures

Doctoral Students in the Department of Philosophy may apply for the MA at any time after they have completed the requirements. To do so, students should (1) contact the Department Administrator so that the proper paperwork is submitted verifying that all coursework requirements for the MA have been met; and (2) contact the office of the Dean of Students in order to gain access to the degree application screen in the My.UChicago portal. In filling out this application, students should set their expected graduation date to the date on which they anticipate receiving the PhD.

Students in a PhD program at the University of Chicago in a department other than Philosophy who wish to receive a "secondary" MA in Philosophy must first apply for admission to the MA program in the Department of Philosophy. No student can apply unless they have taken at least three Philosophy courses, and it is expected that students will apply soon after completing that number of courses.

To initiate the application process, students should first read [the University's requirements for a second MA](#), and then set up an appointment with [Michael Beetley](#) in the Office of the Dean of Students in the Division of Humanities who will direct them through the required paperwork and obtain:

1. The applicant's transcript of courses taken for the BA,
2. A transcript of the applicant's courses at the University of Chicago taken up to the time of the application.

In addition, the applicant must submit:

1. A sample of their best philosophical writing. This may but need not be a paper written for one of the applicant's already completed Philosophy courses at the University.
2. A brief letter from the Department Chair or Director of Graduate Studies of the applicant's home department supporting the application. The letter should explain why the student is seeking an MA in philosophy to complement their doctoral studies.
3. Names of two faculty in the Department of Philosophy who can comment on work done by the applicant and on their philosophical potential.
4. A statement by the applicant that explains why they are seeking an MA in Philosophy.

Topical Workshop

In their third year, all PhD students must enroll in the Topical Workshop, which meets regularly in both the Autumn and Winter Quarters, and which is led by the current Director of Graduate Studies. In this workshop, students develop, present, and discuss materials that they plan to use in their Topical Examination, such as dissertation project overviews and preliminary chapter drafts. The main purpose of the Topical Workshop is to help students establish expectations for what will be required for them to advance to PhD candidacy, to advise students on issues such as the overall direction of their research and the composition of the dissertation committee, and to initiate regular conversations between students and the faculty members who are most likely to serve as their dissertation committee members. While preparation for the Topical Examination may continue during the Spring Quarter and, if necessary, over the summer, at the conclusion of the Topical Workshop, students should have a clear sense of the subsequent steps that must be taken in order for them to pass their Topical Examination and advance to candidacy in a timely manner.

Topical Examination

The Topical Examination is an oral examination administered by the members of a student's dissertation committee with the aim of evaluating the viability of the proposed dissertation project and the student's ability to execute that project within a reasonable amount of time and at a sufficiently high standard of quality to merit awarding them a PhD. Students will be admitted to PhD candidacy **only** after they have officially passed their Topical Examination. The Department's expectation is that students will have advanced to candidacy (including passing their Topical Examination) by the end of their third year. Students must have advanced to candidacy **by the end of their fourth year to remain in the program.**

During their third year, in connection with the Topical Workshop, students will establish, with their prospective dissertation committee chair, concrete plans for the Topical Examination. Those plans will include:

- a determination of the faculty members who will serve on the dissertation committee
- the expected character of the materials to be submitted by the student on which the Topical Examination will be based
- the expected date of the Topical Examination

Though the details will vary (depending on the subject matter, the state of the research, etc.) and are largely left up to the discretion of the committee, the materials must include a substantial new piece (around 25 double-spaced pages) of written work by the student. This could be a draft of a chapter, an exposition of a central argument, or a detailed abstract (or outline) of the whole dissertation. (It is expected that students will abide by these agreements; but, if there are unanticipated problems, they may petition their advisors and the Director of Graduate Studies, in writing, for a revision).

Students cannot take their Topical Examination until they have met all other program requirements. There can be exceptions to this, depending on circumstances, but students will have to petition their committee and the Director of Graduate Studies for such an exception in advance.

Beginning with their fourth year in the program, the Department requires all students to submit a written progress report on their progress by the end of Winter Quarter of each year. The report should be submitted to the Director of Graduate Studies and the student's dissertation committee. In addition to this report, students who have advanced to candidacy must submit a substantial piece of new writing (25-30 pages in length) to the chair of their dissertation committee. The student will be notified whether or not she is making good progress following the annual review meetings in Spring.

It is very much in each student's own interest to be well along with her dissertation as soon as possible, for a few related reasons, as all students are obligated to participate in course assistantships and/or teach a stand-alone course as part of their pedagogical training requirements, which can be time and energy consuming. Additionally, dissertation completion fellowships, which come with added financial benefits, are awarded competitively on a Division-wide basis.

Dissertation Completion Fellowships

Dissertation Completion Fellowships (DCF) are designed to help students complete the writing of their dissertation in the final year of graduate study. A number of DCFs are available through a competition sponsored by the Division of Humanities. PhD students in Philosophy become eligible to hold these divisional fellowships at the beginning of their sixth year. Application materials must be submitted online during the Winter Quarter of the previous year, in

accordance with the terms and deadlines laid down by the Department for the application procedure. The applications are evaluated by the Department's Graduate Program Committee, and on the basis of the Committee's report, the Department nominates its candidates for divisional DCFs at the end of Winter Quarter. The number of nominated candidates depends upon (1) the number of applicants who fully meet the conditions of eligibility; and (2) the quality of the applications. Final awards are announced in the middle of the Spring Quarter.

There are a number of divisional DCFs, each of which has slightly different conditions of eligibility. Some of these DCFs are only awarded to students in their sixth year in the program. Other DCFs can be held by students in their seventh or eighth year of the PhD program. No DCF can be held by students who are beyond their eighth year in the program. The stipends associated with DCFs generally align with the standard stipend that the University pays to its PhD students, along with an added financial bonus. The two conditions of eligibility that pertain to all of the DCFs are the following: (1) applicants must have been formally admitted to candidacy at the time of nomination and have at least one completed and approved chapter of their dissertation; and (2) in the judgment of the members of their dissertation committee, applicants must be in a position to complete their dissertation within a year of the time that the award goes into effect. The Department of Philosophy is strict about enforcing this second condition of eligibility. Students who have conformed to the Department's time expectations are most likely to have met this condition.

For further details and other conditions of eligibility pertaining to DCFs and other internal fellowships offered through the division, please see the [Division of Humanities Internal Fellowships](#) website.

Annual Student Evaluations

Department Review

The Department of Philosophy reviews all of its PhD students annually to ensure that they are making satisfactory progress through the program. The review takes place in the middle weeks of Spring Quarter, beginning with the most advanced students and concluding with the most recent entrants to the program. All final evaluations are made by the faculty as a whole and their findings are then communicated to the students by the Director of Graduate Studies (DGS) in an end-of-year status report detailing, for each student, whether or that not student is making satisfactory progress through the program, and if not, what specific steps they must take to remain in good standing in the program.

All students must submit a written report on their progress to the DGS (copying Department Administrator [William Weaver](#)) by the end of Winter Quarter. The content of this report as well as the other materials on which the Department will base its annual evaluation will vary depending on what year of the program a student is in:

- **First-Year Students:** The evaluation of students in their first year in the program will be based on course grades, confidential progress reports written by their faculty course instructors, and an advisor's summary report. A sample first-year progress report can be found here.
- **Second-Year Students:** The evaluation of students in their second year in the program will be based on course grades, confidential progress reports written by their faculty course instructors, an advisor's summary report, and the student's final submission for the Paper Revision and Publication Workshop which will be read and assessed by the Department's Graduate Program Committee. If a student's work is deemed to be unsatisfactory by the Graduate Program Committee, they will not be allowed to continue in the program. A sample second-year progress report can be found here.
- **Third-Year Students:** The evaluation of students in their third year in the program will be based on a report from the DGS on their performance in the Topical Workshop and a summary report of their Topical Examination, provided that it has taken place. A sample third-year progress report can be found here.
- **Students in Year 4 and above:** By their fourth year in the program, students are expected to have passed their Topical Examination and advanced to candidacy. The evaluation of students who have advanced to candidacy will be based on a summary report of their progress supplied by their dissertation committee chair. Students who have advanced to candidacy are required to submit a substantial piece of new work to their dissertation committee members at the time at which they submit their progress report to the DGS. If, on the basis of these materials, their progress is deemed to be unsatisfactory, the Department may encourage the student to form a new dissertation committee, or to select a new dissertation topic, or (in accordance with the procedures for academic withdrawal outlined below) they may be withdrawn from the program. For a summary of specific benchmarks for student progress—and when in the program students have to achieve them—see the Summary of Time Expectations and also the PhD Funding section below.

To ensure that PhD students continue to make steady progress towards the completion of their dissertation, the University requires all students in year 6 and above to complete and submit to the Department a Degree Completion Plan, to be signed by the DGS and the student's dissertation committee chair, which details the remaining work that needs to be completed on the dissertation and specifies the timeline on which the student proposes to carry out that work.

Academic Withdrawal

After advancing to candidacy, every PhD student is expected to make steady progress toward the completion of their dissertation. To this end, all students who have advanced to candidacy are required to schedule at least one meeting with a plurality of the members of their dissertation committee during each academic year in which they remain in the program. The

purpose of such meetings is to certify that the student is continuing to make adequate progress on their dissertation.

In rare cases, the faculty of the Department of Philosophy, after careful evaluation and collective discussion of a student's performance, may find it necessary to withdraw a student from the program. To ensure that such situations are handled responsibly, the Department has adopted the following procedural guidelines for academic withdrawal:

1. No student will be asked to leave the program who has not already been placed on academic probation for a period of at least one academic quarter.
2. At the time at which a student is placed on academic probation, that student will be notified of the reasons for their probation, the specific steps they must take to have their probation removed and to be returned to good academic standing, and the financial consequences of their academic withdrawal, in case those steps are not fulfilled.
3. If a student is informed that they will be administratively withdrawn from the program, they will no longer be eligible to register in the Philosophy PhD program beginning in the academic quarter immediately following their initial notice of withdrawal. No student will receive an initial notice of withdrawal from the program during the last four weeks of either the Autumn or Winter Quarter, or during the last two weeks of the Spring Quarter. (The point of this last requirement is not to prolong or postpone the process, but rather to require the faculty to act soon enough to give affected students sufficient notice to adjust their immediate plans and goals.)

All PhD students should be aware of the following departmental policy: students who have not completed their PhDs after seven years in the program will no longer be allowed to register in the Philosophy PhD degree program. Students will, however, still be allowed to graduate past the seventh year with their department's and division's permission. Those students removed from their programs at the end of the seventh year who go on to complete their dissertations will be allowed to petition the Department to graduate. If the Department accepts the dissertation and certifies that the student can demonstrate current knowledge of their field, the student can graduate with a PhD but will also be required to pay a graduation fee in the quarter in which they plan to graduate.

Placement Workshop

This workshop is for Philosophy PhD students who are planning on seeking an academic job as a philosophy professor. The workshop is taught by the Department's Placement Director, with the assistance of other members of the departmental faculty.

The workshop is designed to help students to complete and polish all the required components of a job dossier and to provide other sorts of preparation for going on the academic job market in philosophy. Individual sessions of the workshop are devoted to discussing and working together through drafts of the following:

1. The various components of each job seeker's dossier: the cover letter, CV, research statement, short and long dissertation abstracts, teaching portfolio, and writing sample;
2. The research and teaching "spiels" that job seekers need to prepare in advance of their job interviews;
3. And their job talks and accompanying materials. In addition, members of the workshop will discuss and work on writing samples, personal websites, interview skills, job talk presentation skills, and the teaching of sample classes.

The workshop will also provide the framework within which further additional placement-related events will be scheduled on behalf of graduate students planning to go on the market, such as mock interviews, practice job-talks, and practice sample undergraduate classes. Each year, the Placement Workshop hosts the Department of Philosophy Graduate Student Research Symposium, at which all students on the job market for the first time give lectures and answer audience questions.

Each annual sequence of the Placement workshop meets for the first three times at the end of the Spring Quarter of a given academic year and then meets again for an additional seven times, resuming prior to the start of the following Autumn Quarter, with the first two fall meetings taking place during the middle two weeks of September, *before* the University of Chicago's academic year officially starts.

In order to enroll in the initial Spring Quarter meetings of the workshop, a student must first secure the permission of their dissertation committee. This involves a judgment on the part of that committee that there is a reasonable chance that the student in question will be far enough along with their dissertation to begin looking for a job during the following Autumn Quarter. In order for that student to continue to participate in the workshop in that quarter, the dissertation committee must make a further determination, by the end of the intervening summer, that the student in question is, indeed, now ready to go on the job market. Both of those determinations are to be communicated by the chair of the student's dissertation committee to the Placement Director.

The Placement Workshop is required for all students who are planning to go on the job market; and it is open only to students who have secured permission to participate in it. Students who are not involved in the workshop during a given Autumn Quarter will be presumed by the Department not to be planning on seeking jobs for the first time during that quarter.

It is possible to have the requirement of taking the Placement Workshop waived under special circumstances, if the petition to have it waived is approved by both the members of the student's dissertation committee and the Placement Director. The Placement Director for 2023-24 is Kevin Davey (kjdavey@uchicago.edu).

Dissertation and Final Oral Exam

Students must inform their dissertation committee members of their intention to schedule a dissertation defense during the quarter prior to that in which they plan to defend. The student's

committee members will then consult with one another concerning whether the dissertation is in sufficiently final form to warrant the fixing of a date for the oral examination. Committee members will normally have seen the bulk of the work of the dissertation before making this judgment. Students should consult with their dissertation committee chair and other dissertation committee members about the specific material they will need to see and the time required in order for this judgment to be made. When a student's dissertation committee judges that that student is ready to defend, the student must coordinate with the dissertation committee and Department Administrator William Weaver (wweaver@uchicago.edu) to schedule a date and time for the dissertation defense.

Students should consult with their dissertation committee concerning the deadline for submission of a final draft of the dissertation to the committee. To allow the committee sufficient time to review the work, a final draft of the dissertation is normally submitted several weeks to a month before the defense date. Students should be aware that, in practice, in order to graduate in a given quarter, the final draft of the dissertation must be submitted to the dissertation committee in the first week or two of that quarter, so that the defense can take place prior to the Dissertation Office's deadline for submitting the final form of the dissertation, leaving time for any necessary revisions noted during the defense. All students are encouraged to visit the [Dissertation Office Website](#) to review the University's dissertation policies and to determine the precise deadline by which the approved dissertation must be submitted in a given quarter for the degree to be granted in that same quarter. Note also that an exam cannot be scheduled for at least two weeks after the formal request has been submitted.

The defense usually must take place at the University of Chicago, preferably in the Autumn, Winter, or Spring Quarters. Summer defenses may be scheduled at the discretion of the student's dissertation committee members. Defenses can occur online as well, depending on student and faculty schedules.

The student and at least one member of the dissertation committee must be physically present at the defense.

The student should submit to the Department Administrator within the timeline noted:

- the scheduled date, time, and the members of the committee, and any special room requirements, *at least 4 weeks prior to the defense, or as soon as the date and time of the defense are settled*
- an electronic copy (.doc or .docx) of a 1-2 paragraph abstract, *at least 3 weeks prior to the defense*
- and, if available, an electronic copy of a 10-page abstract of the dissertation, *at least 3 weeks prior to the defense*

It is customary for the final oral exam to be a public event, with various faculty and graduate students from the Department of Philosophy, as well as family members of the doctoral candidate and other members of the general public, in attendance. However, at the student's discretion, the final oral exam may also be arranged as a private event, attendance at which, for all participants other than the examining committee members, is by invitation only. In either

case, the Department Administrator William Weaver (wweaver@uchicago.edu), will help to arrange a room for the defense and, if necessary, will publicize the event to the relevant parts of the philosophical community at large.

If a student passes the oral exam, then it is a possibility in the final phase of the exam that the members of the student's dissertation committee will request a final round of revisions to the dissertation. The final granting of the degree is conditional upon the completion of these final revisions. These are to be made promptly after the exam and prior to the official submission of the PhD document to the Dissertation Office. After the dissertation is submitted, the student is encouraged to provide each member of the dissertation committee with an electronic version of the document in its final form.

Dissertation Submission Information

All students will work with the Dissertation Office in the library to submit their dissertation. Please familiarize yourself a quarter in advance of defending your dissertation with their deadlines and procedures.

[See also the Dissertation Office website.](#)

Phone: 773.702.7404

Email: phd@lib.uchicago.edu

The office is located in Regenstein Library, Room 100 B, on the first floor next to the cafe.

Graduation and Convocation

[General Schedule and Information](#)

[Humanities Division -- applying for a degree, withdrawing, deadlines, etc.](#)

Summary of Time Expectations

The Division of Humanities website contains a detailed discussion about [the funding package for PhD students](#) at the University of Chicago. **Please note that starting with the incoming cohort in Autumn 2023, the Department of Philosophy will be advancing its timeline to candidacy and will offer its PhD students funding for a maximum of 7 years, which is the department's expected time to degree.** In particular, beginning with the incoming cohort in Autumn 2023, the following three conditions apply:

1. If, by the end of **Year 3** in the program, a student has not advanced to candidacy, they will automatically be placed on academic probation;
2. If, by the end of **Year 4** in the program, a student has not advanced to candidacy, they will be administratively withdrawn from the program; and

3. If, by the end of **Year 7** in the program, a student has not completed all requirements for the PhD, they will be administratively withdrawn from the program.

The following schedule describes what the Department views as "reasonable" progress through the PhD program. If the expectations outlined below are all met by a student, then that student will almost certainly remain in academic good standing with the department throughout their time in the program, complete all program requirements in a timely manner, and be well-prepared to seek employment on the academic job market:

By the end of **Year 1** in the program, students are expected to have:

- attended the First-Year Orientation Meeting and other scheduled orientation week events
- attended and received a passing grade for the First-Year Seminar
- completed 4 courses for Q-Credit (writing at least 2 papers)
- completed 4 courses for P-Credit

By the end of **Year 2** in the program, students are further expected to have:

- completed 8 courses for Q-Credit (writing at least 5 papers and satisfying all area requirements)
- completed 8 courses for P-Credit
- attended the Paper Revision and Publication Workshop
- completed the logic requirement

By the end of **Year 3** in the program, students are further expected to have:

- completed all outstanding course requirements
- attended the Topical Workshop
- formed a dissertation committee, one of the members of which has agreed to serve as the committee chair
- passed the Topical Examination
- completed 2 positions as a Graduate Student--TA and all other applicable requirements of the Department's Pedagogical Training Plan

By the end of **Year 4** in the program, students are further expected to have:

- completed all outstanding requirements to advance to candidacy
- continued to make progress on the dissertation in consultation with faculty advisors
- completed 4 positions as a Graduate Student--TA and all other applicable requirements of the Department's Pedagogical Training Plan

By the end of **Year 5** in the program, students are further expected to have:

- completed all outstanding requirements to advance to candidacy

- continued to make progress on the dissertation in consultation with faculty advisors
- completed 5 positions as a Graduate Student--TA and all other applicable requirements of the Department's Pedagogical Training Plan
- submitted an application for a Dissertation Completion Fellowship (if so desired)

By the end of **Year 6** in the program, students are further expected to have:

- completed the dissertation and defended it by passing the Final Oral Exam or continued to make progress on the dissertation in consultation with faculty advisors
- submitted an application for a Dissertation Completion Fellowship (if so desired)
- completed 6 positions as a Graduate Student--TA and all other applicable requirements of the Department's Pedagogical Training Plan
- taught 1 standalone course
- participated in the Placement Workshop in the Spring Quarter

By the end of **Year 7** in the program, students are further expected to have:

- completed the Placement Workshop and all other requirements needed to graduate from the program
- completed the dissertation and defended it by passing the Final Oral Exam

Teaching Requirements

NOTE: The Department of Philosophy's Pedagogical Training Plan has been recently revised. For questions regarding the previous teaching requirements, please contact Department Administrator [William Weaver](#).

Pedagogical Training

The Department of Philosophy views the pedagogical training of its students as an integral part of its PhD program. Above and beyond its role in professional academic life, the teaching of philosophy stands in a symbiotic relation of mutual support with the activity of philosophizing itself. For this reason, even those doctoral students who decide not to pursue a career in academia will benefit greatly from having acquired the myriad of complex social, communication, and organizational skills that underwrite effective teaching.

PhD students will acquire teaching experience through course assistantships, guest lectureships in faculty-led courses, and one standalone lectureship, in which they will serve as the sole instructor for an undergraduate-level philosophy course. In addition, students will be required to participate in a number of pedagogical training and mentoring activities, all with the aim of becoming excellent teachers of philosophy. For a detailed account of the teaching that Philosophy students do while enrolled in the program, see the Department of

Philosophy's [Pedagogical Training Plan](#). The Department's Pedagogical Training Plan has been specifically designed to ensure that all graduates of our PhD program are able to:

- design and teach introductory courses in philosophy
- design and teach upper-level undergraduate courses in their field of specialization
- create instructive assignments for students and provide helpful and constructive feedback on their work
- effectively facilitate in-class discussion
- deliver effective lectures
- cultivate and maintain an inclusive classroom environment
- describe their own approach to the education of students and provide thoughtful rationales for their pedagogical choices

Teaching Experiences

Grad Student--TA

The first teaching opportunities for PhD students come in the form of Graduate Student – TA positions, in which students provide instructional assistance to faculty members in undergraduate-level philosophy courses. The duties of a teaching assistant (TA) vary from course to course, but usually include: (1) holding regularly-scheduled office hours, during which the TA will meet with students and address their individual questions relating to the course material; (2) hosting discussion sections, in which the TA will lead and facilitate discussion amongst the students about the course material and, at the faculty instructor's discretion, either review or supplement this material; and (3) grading and providing feedback on papers and exams. All PhD students are assigned two (2) Graduate Student – TA positions per year in each of their third and fourth years in the program, and one (1) Graduate Student – TA position per year in each of their fifth and sixth years in the program. For a detailed schedule of TA assignments, see the Department's Pedagogical Training Plan.

The faculty instructor responsible for the course in which a PhD student serves as a TA is responsible for monitoring that student's teaching progress and for providing guidance to that student on the art of facilitating productive philosophical discourse and encouraging active student participation in class discussions. In addition, other faculty members will periodically observe a student's teaching and provide them with feedback and advice on effective pedagogical methods. Students will also receive further pedagogical instruction through [Chicago Center for Teaching](#) programs and departmental workshops.

The job of a TA is to learn to teach by observing the instructor, to teach sections with instructor guidance, and to assist in the evaluation of student work.

Graduate Student--TA assignments are based on projected enrollment. Each assistant may expect to work with up to 25 students. Before being a TA, students should attend BOTH the

department's Pedagogy Program TA training event (see Pedagogy Program below) and the Chicago Center for Teaching's "Teaching@Chicago" event (the TA section of it).

Responsibilities for TAs may include but will not necessarily be limited to the following:

- Assisting faculty in planning course outlines, preparing syllabi, planning paper assignments and exams
- Attending all course lectures
- Conducting discussion or review sessions
- Evaluating and commenting on student papers and exams
- Holding weekly office hours
- Committing an average of about 15 hours per week, including attendance of class lectures

Assignments - Normally, students will be assigned Graduate Student–TA roles during their third through sixth years. Preferences are sought from students in the Spring Quarter and assignments are made in late spring or early summer.

Evaluation - Graduate Student--TA evaluation forms are given to the TA to distribute at the end of the term. After the evaluations are returned to the office by a student in the class, and after grades have been turned in, a .pdf copy will be scanned and emailed to the TA and the faculty of the course. The original evaluation forms are kept in the student's database file and hard copy file in the office and may be accessed upon request during office hours.

Lectureships

As they progress through the program, PhD students will be required to deliver occasional guest lectures in faculty-led departmental courses. These guest lectures will sometimes occur in the context of a course for which the student is serving as a TA, but may also be scheduled to take place in another course for which that student is particularly well-suited to serve as an instructor. The material presented by a student in a guest lecture will be workshopped in advance with the faculty member in whose course the guest lecture is to take place, and this faculty member will provide guidance to that student as to how to present this material most effectively.

In either their fifth or sixth year in the program, after having gained sufficient teaching experience as a Graduate Student – TA and guest lecturer, PhD students are given the opportunity to teach a standalone course. This course may either consist of a tutorial offered to students enrolled in the intensive track of the undergraduate philosophy major, or it may consist of a section of a departmental course for which that student has already served as a TA or for which they have demonstrated all competencies required to provide high-quality instruction. The determination as to what course a student should teach will be made by each student in consultation with the DGS and their dissertation committee chair. This determination will be based on three factors: (1) a sample course syllabus submitted to the department during the student's fourth year in the program, (2) faculty observation and feedback on the student's prior guest lectures in departmental courses, and (3) a report from the student's dissertation committee regarding progress toward completing the dissertation.

Building a Teaching Dossier

Over the course of their graduate school career, PhD students will accrue various teaching-related materials, including the syllabi of courses in which they have served as either TA or instructor, written reports by faculty teaching mentors on their teaching performance in those courses, and undergraduate evaluations for those courses. When a PhD student prepares to go on the academic job market, with the assistance of the Department's Placement Director, all of these materials will be gathered together into a comprehensive teaching dossier to be included with any applications that that student submits for academic positions post-graduation. In addition, one of that student's faculty recommendation letters will document and survey the highlights of that student's teaching career at the University of Chicago.

Pedagogy Program

The Department of Philosophy Pedagogy Program is for Philosophy PhD students. It is a non-credit program designed to enhance participants' pedagogical preparedness, specifically in the field of philosophy. The program involves a number of components. It will be run each year by a graduate student coordinator. In 2023-24, the coordinator will be PhD student Maggie Sandholm (msandholm@uchicago.edu), assisted by Department Administrator William Weaver (wweaver@uchicago.edu).

Required Elements

The following Pedagogy Program elements will be requirements for students who began in the PhD Program starting in 2017-18. Students who entered the program before that are not required to fulfill the following four elements:

Participation Once in the Chicago Center for Teaching (CCT) CA Training (this comprises one section of the CCT's "Teaching at Chicago" event, conducted each year during orientation week): Ideally, students should participate in this event in Autumn Quarter of their third year in the PhD program.

Attendance at a Department of Philosophy TA Training (featuring the Director of Undergraduate Studies and past CAs): Ideally, students should attend this training, which is usually held in either Autumn or Winter Quarter, in their third year in the PhD program.

Attendance at a Department of Philosophy Classroom Climate Workshop (featuring the Department of Philosophy Outreach Coordinator and/or departmental faculty or personnel from the CCT): Ideally, students should attend this in Winter Quarter of their third year in the PhD program.

Participation in the CCT Course Design and College Teaching Seminar (CCTE 50000):

Ideally, students should attend this in their fourth year in the PhD program. It should be completed before teaching the tutorial in the fifth year. If this course does not run, the DGS can designate a substitute.

Optional Elements

The following Pedagogy Program elements are optional, but all PhD students are encouraged to participate in them.

Participation in Course Visitations and Peer Consultations: The Pedagogy Program offers graduate students the opportunity to team up and discuss practical and pedagogical issues related to their teaching. In a quarter where one of the students is teaching, two other students will attend her class or discussion section and provide her with feedback about her teaching through a joint written report and a subsequent face-to-face conversation. To that end, the graduate instructor will provide the observers with a report crafted through subsequent stages that will facilitate their observers' visit and their subsequent feedback. The graduate student coordinator will facilitate the schedule for these visits.

Attendance at Two Presentations by Department Alumni: At least one of these presentations will be held each academic year. Each presenter will make available to participants a syllabus for a course they have recently taught at their home institution and will lead a discussion of the design of this course in the context of the kind of institution, level of student preparation, pedagogical aims, and so forth, appropriate to that institution.

Attendance at Two Faculty-Led Discussions on Pedagogical Topics: At least one of these discussions will be held each academic year. Suitable topics include: teaching in specific areas of the discipline (e.g., logic, history of philosophy, contemporary philosophy); lecturing versus leading discussions; gender and the philosophy classroom; writing essay prompts; and so forth. Faculty presenters may provide materials for students to read in preparation for these meetings.

Participation in More Programs at the Chicago Center for Teaching (CCT): examples of really useful CCT programming, among others, are " Fundamentals of Teaching Workshop," "Course Design and College Teaching," "Seminar/Workshop on Teaching Portfolios," and various programs on inclusive teaching. Students can also have CCT teaching consultants visit their classes and provide feedback. For the full range of programming and services available, see the [Chicago Center for Teaching website](#).

Students who wish to obtain credit for attending a Pedagogy Program event are normally expected to attend the entire event, from scheduled beginning to scheduled end. If conflicts with other departmental obligations (such as teaching or attending class) require you to miss a part of a session, you must discuss this with the Department Administrator in advance of the event if you wish to receive credit for your attendance. Students who fulfill both the required and the optional elements will receive a departmental certificate (which can be noted on their CV) stating that they have officially completed the Pedagogy Program. There is no time limit while students are in the PhD program for finishing these requirements.

PhD Program Funding

Overall Program Funding

The Division of Humanities website has a detailed discussion about the [funding package for PhD students](#) at the University of Chicago. Additional fellowships and awards are available to support [language study](#), [conference travel](#), and [research travel](#). The precise terms of your admission and aid package will be communicated to you upon admission to the Department of Philosophy.

Please note that starting with the incoming cohort in Autumn 2023, the Department of Philosophy will offer its PhD students funding for a maximum of 7 years, which is the department's expected time to degree.

Funding for Conference Travel

Division of the Humanities Conference Grants

The Division of the Humanities Conference Grant provides up to \$400 in reimbursement for eligible travel expenses (airfare or gasoline) to an academic conference. Other expenses (i.e. rental cars, parking, food, lodging, conference fees) are not covered.

Eligibility: Doctoral students in the Division of the Humanities who will be presenting a conference paper. Students can receive the grant a maximum of three times in their graduate careers, and only once in any given academic year (July 1 through June 30 of the following year).

Application: Verify eligibility and get the appropriate paperwork from the Dean of Students Secretary in Walker 111.

Deadline: Rolling, but students must verify eligibility and get the appropriate paperwork from the Dean of Students Secretary in Walker 111 BEFORE traveling.

Feel free to stop by the Dean of Students front desk or call at 2-1552 with any questions, or visit:

[Conference Travel Reimbursement](#)

Graduate Council Travel Fund

Click here to apply to the [Graduate Council Travel Fund](#).

Departmental Conference Travel Fund

In the 2023-24 academic year, the Department of Philosophy will again make limited internal funds available to help PhD students with travel funding when they are giving a paper at a conference or are official respondents on panels. For now, we will be restricting such travel grants to these specific situations. Funds will be granted on a first-come, first-serve basis.

Levels of Travel Funding

The Department will provide the following funds, depending on the type of travel involved:

- Up to \$1,000 for transcontinental travel for students who have not secured a Division of Humanities, Graduate Council, or other conference travel grant
- Up to \$500 for North American travel for students who have not secured a Division of Humanities, Graduate Council, or other conference travel grant
- Up to \$500 for transcontinental travel for students who have secured a Division of Humanities, Graduate Council, or other conference travel grant, but whose initial grant will not fully cover the travel costs
- Up to \$400 for North American travel for students who have secured a Division of Humanities, Graduate Council, or other conference travel grant, but whose initial grant will not fully cover the travel costs

Funding Application Regulations

Current PhD students can apply for departmental funds **once** during the 2023-24 fiscal year (conceived of as July 1-June 30). If funding permits, the department may provide graduate students with funds to travel to more than one conference in a given year. All requests for additional travel funds must be approved by the Chair/Director of Graduate Studies. Accepted PhD students who have not yet matriculated in the PhD program may apply for funding for travel undertaken after July 1 of the year in which they will enter the program. PhD students currently on academic leave, or recent departmental PhDs cannot apply for these funds.

PhD students who are eligible to apply to either the [Division of Humanities Conference Reimbursement Grant](#) or the [Graduate Council Travel Grant](#) **must apply to those grants first** before applying to the department for a travel grant. They must also disclose to the department if the conference itself is providing them funding (and the amount of such funding). Such funds will count as their already having received a travel grant.

Application Procedures

Students can apply for departmental travel funds by sending a completed Department of Philosophy Conference Travel Funding Application Form to departmental staff and by indicating on this form how much funding they estimate they will need. They must turn in the form to staff **at least two weeks** before their conference trip. On the application form, students must show evidence (e.g., copies of emails) that they have already applied to both the Division of Humanities and Graduate Council travel funds for their trip if they are eligible to do so. They must also indicate what level of funding, if any, they received from these funds. If they are ineligible to apply to either the Division of Humanities or Graduate Council travel funds because of their previous usage of those funds, they must indicate this as well on the application form.

Once they receive the completed application form, staff will confirm a student's eligibility for departmental funds and will notify students within a couple of days whether they will receive a departmental grant and, if successful, the level of funding they will receive. (Note that although our deadline for applying for departmental travel funds is two weeks before the trip, students are encouraged to apply to ALL relevant travel funds way before that.)

Reimbursement Mechanisms

Students must save original travel receipts for expenses for which they want to be reimbursed and give them to departmental staff. Students will also need to provide a current address and contact information on their application form. (Note that international students may have to fill out additional paperwork.) Staff will reimburse students through the university's e-payment system, and a check should arrive at their current address in 2-3 weeks. Obviously, students cannot be reimbursed twice for the same expense from different granting entities. Note as well that the University does not usually allow students to be reimbursed in advance of trips.

Joint Degree Program Requirements

Joint Program in Ancient Greek and Roman Philosophy

Requirements for the Joint Program in Ancient Greek and Roman Philosophy for Students Enrolling in the Program In or After 2023-24

Contact the director of the program, [Gabriel Richardson Lear](#), with any questions or if you are considering the joint program in Ancient Greek and Roman Philosophy. The requirements for

the joint program will be specified on an individual basis in consultation with the Directors of Graduate Studies for the Departments of Philosophy and Classics.

Requirements for the Joint Program in Ancient Greek and Roman Philosophy for Students Enrolling in the Program Prior to 2023-24

Course Requirements

a. Number of Required Courses

Students must complete at least twelve courses in their first two years of study: the First-Year Seminar and eleven graduate courses. **(An exception with respect to completing the Greek [or Latin] prose survey is noted below.)**

First-year students must enroll in the First-Year Seminar. This is a year-long course that has generally met in past years four or five times a quarter, although its exact organization and scheduling varies from year to year according to the instructor's discretion. It is graded on a pass-fail basis.

In addition, eleven graduate courses must be completed with a grade of B or better.

- at least nine of these courses must be in the Department of Philosophy listings;
- **at least two of these courses must be graduate-level courses originating in the Department of Classics (i.e., one quarter of the graduate literature survey plus one other);**
- reading and research courses do not count among these eleven classes;
- at least one must be a graduate seminar in Philosophy.

b. Distribution of Required Courses

Students are required to take one course in each of the following three areas of contemporary philosophy:

- Value theory (listed in the course descriptions as I)
- Philosophy of science and logic (listed in the course descriptions as II)
- Epistemology and metaphysics (listed in the course descriptions as III)

and three courses on the history of philosophy as follows:

- A figure or movement in either Ancient or Medieval Philosophy (listed in the course descriptions as IV)

- A figure or movement in Modern Philosophy from the 17th through 19th centuries (listed in the course descriptions as V)
- One additional course on a figure or movement in either IV or V
- **One quarter (prose or poetry) of the graduate-level literature survey offered in the Department of Classics. Normally, students will take the quarter devoted to Greek prose (usually winter, alternating years), but may take Greek poetry, Latin prose, or Latin poetry if that better suits the student's philosophical interests. Students are advised that they must have the equivalent of three years of language study before they will be allowed to take the survey.**

It should be noted that not all graduate courses satisfy a field distribution requirement; those not classified in the published course descriptions as belonging to I-V cannot be used to satisfy the distribution requirement. Nor can Philosophy 30000 (Elementary Logic) be used to satisfy a field distribution requirement.

c. Logic Requirement

There is a requirement in logic that can be satisfied in several ways.

- By passing Philosophy 30000 (Elementary Logic) with a grade of B or higher. Philosophy 30000 is offered every Autumn quarter. It counts toward the twelve-course requirement but does not satisfy the field II distribution requirement.
- By passing a course equivalent (or better) to Philosophy 30000 (Elementary Logic), at another institution or in another department at Chicago, with a grade of B+ or higher. The equivalence of the course in question to Philosophy 30000 will be determined by the instructor in Philosophy 30000 in the year in question, on the basis of an interview with the student, and such evidence as the syllabus for the course, the textbook for the course, and any other course materials provided by the student. Note that satisfying the logic requirement in this way will count neither toward one of the twelve required courses nor toward satisfying the field II distribution requirement.
- By passing an advanced graduate course in logic with a grade of B or higher. Passing an advanced graduate course in logic would both satisfy the logic requirement and count toward the field II distribution requirement.

d. Required Progress

Courses must be completed, with a grade of B or better, according to the following timetable.

- *two* courses should be completed by the beginning of the winter quarter of the first year
- *four* courses (at least three in the Department of Philosophy) should be completed by the beginning of the third quarter
- *six* courses should be completed by September 30 of the second year
- *ten* courses should be completed by the end of the fifth quarter

- all *twelve* courses (eleven plus the First-Year Seminar) must be completed by September 30 following the sixth quarter ***with the following exception: if the Greek (or Latin) literature survey was offered in the student's first year and if s/he was not prepared at that time to take it, s/he may complete that requirement in the third year.***

e. Incompletes

At the discretion of the instructor, coursework not completed on time may be regarded as an "incomplete." This means that the instructor will permit a student to complete the work for a course after the normal deadline.

The instructor sets the time period for completion of the incomplete, subject to the following limitation: all coursework must be submitted by September 30th following the quarter in which the course was taken in order to count toward fulfillment of the requirements for the MA and PhD. This date is an absolute deadline and is not subject to further extensions by individual faculty members.

f. Grades

Satisfactory grades for work toward the PhD in philosophy are A, A-, B+, and B.

For Philosophy faculty, those grades mean the following. A: pass with distinction; A-: high pass; B+: pass; B: low pass.

Other Requirements

g. Foreign Language Exam

Any student intending to write a thesis on Ancient Greek or Roman philosophy must pass the Departmental or University exam in Greek (the latter with a "High Pass"). Any student intending to write a thesis on Hellenistic or Roman philosophy must also pass the Departmental or University exam in Latin (the latter with a "High Pass").

In addition to these language requirements, all students in the program are strongly encouraged to develop competence in Latin as well as Greek, regardless of their dissertation topic. If possible, all such students should also develop reading knowledge of German or French in addition. Students should meet with the program director to develop an individual plan for this further language learning.

h. Revision Workshop Essay, Topical, and Dissertation

Requirements are the same as for students in the standard track with the exception that the Revision Workshop Essay and Dissertation must be on a topic in ancient Greek or Roman philosophy.

i. The Placement Workshop

This workshop is for Philosophy PhD students who are planning on seeking an academic job as a philosophy professor. The workshop is taught by the Placement Director, with the assistance of other members of the departmental faculty. It is designed to help students to complete and polish all the required components of a job dossier and to provide other sorts of preparation for going on the academic job market. [Here is more information on the Placement Workshop.](#)

Summary of Time Expectations

By the end of the sixth quarter (normally, the second year):

- Ten courses (not including Greek prose survey) plus first year seminar completed
- Second Year essay completed
- **Language exam(s) completed.**

By the end of the ninth quarter (normally, spring of the third year):

- **Greek (or Latin) prose survey completed**
- A first tentative draft of a Dissertation Sketch submitted and a preliminary meeting with the potential committee held.

By the beginning of the tenth quarter (normally, fall of the fourth year):

- A final Dissertation Sketch, including the schedule and format for the approved, following a meeting with the dissertation committee.

By the beginning of the eleventh quarter (normally, winter of the fourth year):

- Topical passed.
- At this point the student is admitted to candidacy for the PhD.

Students who do not meet the above expectations may not be permitted to continue in the program.

By the end of the fourteenth quarter (normally, winter of the fifth year):

- The student should have completed enough material to be competitive for a Dissertation Completion Fellowship: at least one chapter of the dissertation and enough material blocked out to give advisors reason to believe that the thesis can be completed by the beginning of the student's seventh year.
- Prior to the fall quarter in which they wish to go on the job market, graduate students must enroll in the Placement Workshop.

Joint Program in German Philosophy

Requirements for the Joint Program in German Philosophy for Students Enrolling in the Program In or After 2023-24

Contact the director of the program, [James Conant](#), with any questions or if you are considering the joint program in German Philosophy. The requirements for the joint program will be specified on an individual basis in consultation with the Directors of Graduate Studies for the Departments of Philosophy and German Studies.

Requirements for the Joint Program in German Philosophy for Students Enrolling in the Program Prior to 2023-24

Course Requirements

a. Number of Required Courses

Students must complete at least twelve courses in their first two years of study: the first year seminar and eleven graduate courses. First-year students must enroll in the First-Year Seminar. This is a year-long course that has generally met in past years four or five times a quarter, although its exact organization and scheduling varies from year to year according to the instructor's discretion. It is graded on a pass-fail basis.

In addition, eleven graduate courses must be completed with a grade of B or better.

- at least ten of these courses must be in the Department of Philosophy listings;
- **at least two of these courses must be graduate-level courses in the German Studies Department (i.e., they must be listed or co-listed as Germanic Studies courses)**
- reading and research courses do not count among these eleven classes
- at least one must be a graduate seminar in Philosophy
- Participation in a Workshop can count at most for one course toward the 11 course requirement, and only at the discretion of the faculty director(s). Workshops do not fulfill field distribution requirements.

b. Distribution of Required Courses

Students are required to take one course in each of the following three areas of contemporary philosophy:

- Value theory (listed in the course descriptions as I)
- Philosophy of science and logic (listed in the course descriptions as II)
- Epistemology and metaphysics (listed in the course descriptions as III)

and three courses on the history of philosophy as follows:

- A figure or movement in either Ancient or Medieval Philosophy (listed in the course descriptions as IV)
- A figure or movement in Modern Philosophy from the 17th through 19th centuries (listed in the course descriptions as V)
- One additional course on a figure or movement in either IV or V

It should be noted that not all graduate courses satisfy a field distribution requirement; those not classified in the published course descriptions as belonging to I-V cannot be used to satisfy the distribution requirement. Nor can Philosophy 30000 (Elementary Logic) be used to satisfy a field distribution requirement.

c. Logic Requirement

There is a requirement in logic that can be satisfied in several ways.

- By passing Philosophy 30000 (Elementary Logic) with a grade of B or higher. Philosophy 30000 is offered every Autumn quarter. It counts toward the eleven course requirement but does not satisfy the field II distribution requirement.
- By passing a course equivalent (or better) to Philosophy 30000 (Elementary Logic), at another institution or in another department at Chicago, with a grade of B+ or higher. the equivalence of the course in question to Philosophy 30000 will be determined by the instructor in Philosophy 30000 in the year in question, on the basis of an interview with the student, and such evidence as the syllabus for the course, the textbook for the course, and any other course materials which the student can provide. Note that satisfying the logic requirement in this way will count neither towards one of the twelve required courses nor towards satisfying the field II distribution requirement.
- By passing an advanced graduate course in logic with a grade of B or higher. Passing an advanced graduate course in logic would both satisfy the logic requirement and count towards the field II distribution requirement.

d. Required Progress

Courses must be completed, with a grade of B or better, according to the following timetable.

- *two* courses should be completed by the beginning of the winter quarter of the first year
- *four* courses (at least three in the Dept. of Philosophy) should be completed by the beginning of the third quarter
- *six* courses should be completed by 30 September of the second year
- *ten* courses should be completed by the end of the fifth quarter
- all *twelve* courses (eleven plus the first year seminar) must be completed by 30 September following the sixth quarter

In addition to this timetable, students will be in the Topical Examination Workshop in their third year, so they would be ill-advised not to have their course requirements completed by the early part of the summer.

e. Incompletes

At the discretion of the instructor, coursework not completed on time may be regarded as an "incomplete." This means that the instructor will permit a student to complete the work for a course after the normal deadline.

The instructor sets the time period for completion of the incomplete, subject to the following limitation: all coursework must be submitted by September 30th following the quarter in which the course was taken in order to count toward fulfillment of the requirements for the MA and PhD. This date is an absolute deadline and is not subject to further extensions by individual faculty members.

f. Grades

Satisfactory grades for work toward the Ph.D. in philosophy are A, A-, B+, and B.

For Philosophy faculty, those grades mean the following. A: pass with distinction; A-: high pass; B+: pass; B: low pass.

Other Requirements

g. Foreign Language Exam

Any student intending to write a thesis on a topic in German philosophy must pass the Departmental or University exam in German with a "High Pass".

Such students may take the Departmental exam in German a maximum of three times (as opposed to two times, which is the rule for the other Philosophy graduate students).

h. Topical Examination and Dissertation

Requirements are the same as for students in the standard track with the exception that the Dissertation must be on a topic in German philosophy.

i. The Placement Workshop

This workshop is for Philosophy PhD students who are planning on seeking an academic job as a philosophy professor. The workshop is taught by the Placement Director, with the assistance of other members of the departmental faculty. It is designed to help students to complete and polish all the required components of a job dossier and to provide other sorts of preparation for going on the academic job market. Here is [more information on the Placement Workshop](#).

Summary of Time Expectations

By the end of the sixth quarter (normally, the second year):

- Eleven courses plus first year seminar completed
- **Language exam completed.**

By the end of the eighth quarter (normally, winter of the third year):

- A first tentative draft of a Dissertation Sketch submitted and a preliminary meeting with the potential committee held.

By the end of the ninth quarter (normally, spring of the third year):

- Topical Examination passed
- Language Requirement satisfied
- At this point the student is admitted to candidacy for the PhD

Students who do not meet the above expectations may be refused permission to continue in the program.

By the end of the fourteenth quarter (normally, winter of the fifth year):

- The student should have completed enough material to be competitive for Dissertation Completion Fellowships: at least one chapter of the dissertation and enough material blocked out to give advisors reason to believe that the thesis can be completed by the beginning of the student's seventh year.
- Prior to the fall quarter in which they wish to go on the job market, graduate students must enroll in the Placement Workshop.

Cooperative Program in Philosophy and Linguistics

Requirements for the Cooperative Program in Philosophy and Linguistics for Students Enrolling in the Program In or After 2023-24

Contact the director of the program, [Malte Willer](#), with any questions or if you are considering the Cooperative Program in Philosophy and Linguistics. The requirements for the joint program will be specified on an individual basis in consultation with the Directors of Graduate Studies for the Departments of Philosophy and Linguistics.

Requirements for the Cooperative Program in Philosophy and Linguistics for Students Enrolling in the Program Prior to 2023-24

Number of Required Courses

Students must complete at least twelve courses in their first two years of study: the First-Year Seminar and eleven graduate courses. First-year students must enroll in the First-Year Seminar. This is a year-long course that has generally met in past years four or five times a quarter, although its exact organization and scheduling varies from year to year according to the instructor's discretion. It is graded on a pass-fail basis.

In addition, eleven graduate-level courses must be completed with a grade of B or better. Of these eleven courses:

- at least ten must be in the Department of Philosophy listings;
- reading and research courses do not count among these eleven classes
- at least one must be a graduate seminar in Philosophy
- participation in a workshop can count at most for one course toward the 11 course requirement, and only at the discretion of the faculty director(s). Workshops do not fulfill field distribution requirements
- one is an elective course which may be offered either by the Department of Philosophy or by another department.

In addition, students in the Cooperative Program:

- **must complete four graduate-level courses in Linguistics prior to graduation, with those courses being distributed as specified below;** one of the four required

Linguistics courses may also count toward the elective component of the initial eleven-course requirement, if taken during the first two years of the program.

Distribution of Required Courses

Students are required to take one course in each of the following three areas of contemporary philosophy:

- Value theory (listed in the course descriptions as I)
- Philosophy of science and logic (listed in the course descriptions as II)
- Epistemology and metaphysics (listed in the course descriptions as III)

and three courses on the history of philosophy as follows:

- A figure or movement in either Ancient or Medieval Philosophy (listed in the course descriptions as IV)
- A figure or movement in Modern Philosophy from the 17th through 19th centuries (listed in the course descriptions as V)
- One additional course on a figure or movement in either IV or V

It should be noted that not all graduate philosophy courses satisfy a field distribution requirement; those not classified in the published course descriptions as belonging to I-V cannot be used to satisfy the distribution requirement. Nor can Philosophy 30000 (Elementary Logic) be used to satisfy a field distribution requirement.

In addition, students in the Cooperative Program must complete four graduate-level courses in Linguistics prior to graduation and these must be distributed as follows:

- a two-course sequence from one of three "foundational sequences" in phonology, syntax or semantics/pragmatics ([here are some descriptions of these courses](#))
- a graduate seminar in Linguistics in the same area as the foundational course (so phonology, syntax or semantics) already taken by the graduate student
- one additional course in any area offered by the Linguistics Department.

Any course co-listed in both the Departments of Philosophy and Linguistics may be counted toward satisfying either the Philosophy or the Linguistics component of the Cooperative Program's total course requirement, but not both. At most, one the four required Linguistics courses may count toward the overall Philosophy Course Distribution, and then only if taken in the first two years. **This means that in order to satisfy the total course requirement for the Cooperative Program, a graduate student in Philosophy must complete at least three courses beyond the number normally required to satisfy the standard course requirement for a PhD in Philosophy.**

Logic Requirement

The requirement in logic for students in the Cooperative Program can be satisfied in any of the following ways:

- By taking and passing Elementary and Intermediate Logic with grades of A- or higher.
- By passing a course equivalent (or better) to Philosophy 30000 (Elementary Logic), at another institution or in another department at Chicago, with a grade of A- or higher. (The equivalence of the course in question to Philosophy 30000 will be determined by the instructor in Philosophy 30000 in the year in question, on the basis of an interview with the student, and such evidence as the syllabus for the course, the textbook for the course, and any other course materials which the student can provide.) And then going on to take and pass Intermediate Logic with a grade of A- or higher.
- By passing any advanced graduate course in logic with a grade of A- or higher.
- Note: passing an advanced graduate course in logic both satisfies the logic requirement and counts towards the field II distribution requirement for the Philosophy PhD.

Required Progress

Courses must be completed, with a grade of B or better, according to the following timetable.

- *two* courses should be completed by the beginning of the winter quarter of the first year
- *four* courses (at least three in the Philosophy Department) should be completed by the beginning of the third quarter
- *six* courses should be completed by 30 September of the second year
- *nine* courses should be completed by the end of the fifth quarter
- all *twelve* courses (eleven plus the First-Year Seminar) must be completed by 30 September following the sixth quarter
- **four courses in Linguistics, distributed in the manner specified above, completed prior to graduation.**

Incompletes

At the discretion of the instructor, coursework not completed on time may be regarded as an "incomplete." This means that the instructor will permit a student to complete the work for a course after the normal deadline.

The instructor sets the time period for completion of the incomplete, subject to the following limitation: all coursework must be submitted by September 30th following the quarter in which the course was taken in order to count toward fulfillment of the requirements for the MA and PhD. This date is an absolute deadline and is not subject to further extensions by individual faculty members.

Grades

Satisfactory grades for work toward the PhD in philosophy are A, A-, B+, and B.

For Philosophy faculty, those grades mean the following. A: pass with distinction; A-: high pass; B+: pass; B: low pass.

Foreign Language Exam

Any student intending to write a thesis on a topic in philosophy of language must pass the Departmental or University exam in a foreign language with a "High Pass".

Such students may take the Departmental exam in a particular language a maximum of three times (as opposed to two times, which is the rule for other Philosophy graduate students).

Revision Workshop, Topical, and Dissertation

Requirements for students in the Cooperative Program are the same as for students in the standard Philosophy PhD track with the exception that the essay submitted for the Revision Workshop and Dissertation must each be on a topic in philosophy of language.

The Placement Workshop

This workshop is for Philosophy PhD students who are planning on seeking an academic job as a philosophy professor. The workshop is taught by the Placement Director, with the assistance of other members of the departmental faculty. It is designed to help students to complete and polish all the required components of a job dossier and to provide other sorts of preparation for going on the academic job market. Here is [more information on the Placement Workshop](#).

Summary of Time Expectations

By the end of the sixth quarter (normally, the second year):

- Ten courses plus first year seminar completed
- Revision Workshop essay submitted
- **Logic requirement completed**
- **Language exam completed**

By the end of the eighth quarter (normally, winter of the third year):

- A first tentative draft of a Dissertation Sketch submitted and a preliminary meeting with the potential committee held

By the end of the tenth quarter (normally, fall of the fourth year):

- Topical passed
- At this point the student is admitted to candidacy for the PhD

Students who do not meet the above expectations may not be permitted to continue in the program.

By the end of the fourteenth quarter (normally, winter of the fifth year):

- The student should have completed enough material to be competitive for a Dissertation Completion Fellowship: at least one chapter of the dissertation and enough material blocked out to give advisors reason to believe that the thesis can be completed by the beginning of the student's seventh year

Prior to graduation:

- **Four courses in Linguistics as specified above**
- Prior to the fall quarter in which they wish to go on the job market, graduate students must enroll in the Placement Workshop.

Joint Program in Social Thought and Philosophy

Requirements for the Joint Program in Social Thought and Philosophy for Students Enrolling in the Program In or After 2023-24

Contact the chair of the Department of Philosophy, [Matt Boyle](#), or the Chair of the Committee on Social Thought, [Gabriel Richardson Lear](#), with any questions or if you are considering the joint program in Social Thought and Philosophy. The requirements for the joint program will be specified on an individual basis in consultation with the Directors of Graduate Studies for the Department of Philosophy and the Committee on Social Thought.

Requirements for the Joint Program in Social Thought and Philosophy for Students Enrolling in the Program Prior to 2023-24

- Students enrolled in a the joint degree program in Social Thought and Philosophy must satisfy all the normal requirements for the degree in Social Thought. This includes passing the Fundamentals Examination, securing a high pass in a foreign language

examination, satisfying all the requirements of the Social Thought Pedagogical Training Plan, and successfully defending their dissertation.

- Students enrolled in the joint degree program in Social Thought and Philosophy must satisfy the normal requirements for the degree in philosophy, with the following qualifications:
 - Participation
- The philosophy department requires that all doctoral students satisfy a logic requirement and complete the First-Year Seminar. The First-Year Seminar requirement will be waived for students admitted to the Joint Program through Social Thought.
- The requirements do not include all the teaching requirements for the Philosophy doctoral program.
- The 12-course requirement for philosophy students is subject to the following distribution requirement:

Students are required to take one course in each of the following three areas of contemporary philosophy:

- * Value theory (listed in the course descriptions as (I))
- * Philosophy of science, philosophy of language, and logic (listed in the course descriptions as (II))
- * Epistemology and metaphysics (listed in the course descriptions as (III))

and three courses on the history of philosophy as follows:

- A figure or movement in either Ancient or Medieval Philosophy, listed in the course descriptions as (IV)
- A figure or movement in Modern Philosophy from the 17th through 19th centuries (listed in the course descriptions as (V))
- One additional course on a figure or movement in either (IV) or (V).

Candidates for the joint degree may satisfy one of the required history courses through courses listed as Social Thought graduate courses.

1. Philosophy students are expected to complete the course requirement in the first two years of study. Because students in the joint program will be taking courses and satisfying requirements in both the Department of Philosophy and the Committee on Social Thought, the expectation that coursework be completed within the first two years shall be amended to allow a schedule consistent with the obvious demands made on the students' time. The student's advisors in the Committee and also in Philosophy shall monitor the student's progress annually and set whatever time limits are deemed appropriate.
2. The Department of Philosophy's requirements for the topical examination and the writing of the dissertation shall be followed in the normal way: students in the joint program will be expected to pass their topical examination and be advanced to candidacy in Philosophy by the end of their fourth year in residence.

The student's dissertation committee shall consist of at least three faculty, including at least two members of the Department of Philosophy and at least one member of the Committee on Social Thought.