Graduate Student Handbook

Status of this Handbook
This Handbook provides an official statement of the academic policies and processes associated with the Philosophy PhD program. Students in the program are also subject to the policies and procedures of the Laney Graduate School Student Handbook. When there is a conflict between the PHIL Handbook and the LGS Handbook, the LGS policy will prevail, unless the LGS Handbook allows for an exception at the level of the PHIL program. In addition, PHIL students are subject to Emory University policies that apply to all Emory University students or to all Emory University community members (e.g., the Open Expression Policy). Should there be a conflict between the PHIL Handbook or the LGS Handbook and a University policy, the University policy will prevail unless the University policy provides an exception at the level of the Laney Graduate School or the program.

Consistent with the Collective Bargaining Agreement (CBA) between Emory University and SEIU/EmoryUnite! PHIL program students are generally members of the bargaining unit when they are enrolled in LGS. As members of the bargaining unit, and consistent with all other provisions of the CBA, PHIL students are available to be assigned to bargaining unit positions. These positions involve work in the form of teaching or research service. Bargaining unit members are also eligible for all benefits provided to them by the CBA, limited by any exceptions provided in the CBA itself.

Should there be a conflict between this Handbook and the CBA regarding the terms and conditions of work, the CBA shall prevail. The CBA itself is the authoritative source for relevant terms and conditions of employment. A non-inclusive list of the employment topics covered by the CBA include stipend amounts and conditions; all benefits including health insurance, hardship and other funds, professional development funds, vacation and leave policies; the process for appointment a bargaining unit member to a bargaining unit position; workload and work hour rules; workplace safety and workspace provisions; and the grievance and arbitration procedure, again among other issues.

If you have any questions about which policy applies, please contact Senior Associate Dean Jeffrey Staton at jeffrey.staton@emory.edu, and copy the director of your program.

EOE Notice
Emory is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other characteristics protected by state or federal law. Emory University does not discriminate in admissions, educational programs, or employment, including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. Students, faculty, and staff are assured of participation in university programs and in the use of facilities without such discrimination. Emory University complies with Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity, and affirmative action (for protected veterans and individuals with disabilities). Inquiries regarding this policy should be directed to the Emory University Department of Equity and Civil Rights Compliance, 201 Dowman Drive, Administration Building, Atlanta, GA 30322. Telephone: 404-727-9867 (V) | 404-712-2049 (TDD).

Doctoral study in Philosophy at Emory entails a structured curriculum of coursework, departmental examinations (logic, languages, comprehensive portfolio papers), and training in professionalization and teaching. Updated: September 2025

I. Curricular Structure

A. Course Requirements

Students are required to take full time course work for three years, totaling no less than 85 credit hours (54 in seminars, 4 in program courses PHIL 700 and 777, and 27 by summer enrollment in PHIL 599 and 799), observing the following curricular requirements:

PHIL 700: Professionalization Seminar. This 2-credit course is required of all Philosophy PhD students in their first semester of study at Emory University. This course is taken in addition to three philosophy seminars. See III. Teaching and Professionalization Training, below.

PHIL 777: Pedagogy Seminar. This 2-credit course is required of all Philosophy PhD students in their third semester of study at Emory University. It focuses on the theory and practice of effective teaching, specifically within the discipline of Philosophy. This course is taken in addition to three seminars. See III. Teaching and Professionalization Training, below.

PHIL 797r: Area of Specialization Directed Study. In the fall of their third year, students pursue a semester long directed reading designed to round out their breadth in their AOS, which may be a topical or historical area. This directed reading must culminate in a written project such as a literature review or term paper to be evaluated by a committee of three faculty members. Whatever kind of project is pursued, it must be accompanied by an annotated bibliography.

PHIL 797r: Dissertation Prospectus Directed Study. In the spring of their third year, students pursue a semester long directed reading on their particular dissertation topic. The reading will be led by the dissertation director in consultation with the dissertation committee (see under IV. The Doctor of Philosophy, PhD, below). This directed reading culminates in a prospectus to be defended by the end of term. A successful prospectus defense is a condition for passing the directed study.

Course Distribution Requirement in History and Traditions. Students must complete 5 graduate courses in history and traditions. The courses include one from each of these four areas:

Ancient Mediterranean
Modern (early modern or Kant)
19th Century
20th Century
Plus one additional course in any of the above areas.

Students who entered with an MA may have the fifth course waived by providing the DGS with evidence of a successfully completed Philosophy graduate course in a period of the history of philosophy from their prior institution. The requirement is to be met by the end of the student's third year.

Second year milestone review. Each student at the end of their second year submits a dossier to the GSC including: two research papers (approx. 3000 words), a research narrative, a teaching narrative, a brief service statement, and a timeline for reaching candidacy by end of third year. Upon receipt, the DGS will schedule a 30-minute advising appointment with the DGS, the GSC (sans graduate student member), and the pre-dissertation advisor. Further details to follow.

B. Curriculum Policy

Students Admitted with an MA. Students who have received the MA degree or its equivalent from an accredited institution are held to the same timetable of requirements as incoming students without

the MA, but take no additional courses in their third year beyond the two directed studies outlined above (AOS and dissertation prospectus). This reduces their course load by four courses.

Course Credit and Load. Graduate philosophy courses are 3 credit hours, excepting PHIL 700 and 777, which are 2 credit hours each. The normal full-time course load for students is 9 hours per semester (3 courses). Course numbers followed by the letter "r" indicate that the course may be repeated for credit when the subject matter changes.

First Semester. During the first semester of graduate study, regardless of standing, all students take PHIL 700 and three graduate courses in Philosophy. After successful completion of the first semester students may, with the approval of the Director of Graduate Studies, register for courses offered by other departments and programs.

Cross-listed Courses. All courses cross-listed with Philosophy count toward the credit hour requirement of the degree.

Courses in Other Departments. Courses hosted by other departments and not cross-listed with philosophy do not normally count toward the credit hour requirement for the degree. Students may petition the Director of Graduate Studies for such a course to count toward their degree, however, by providing an account of its relevance to their philosophical education.
A number of Emory graduate programs offer Graduate Certificates via an organized sequence of courses, for a complete list see here. (Filter by Certificate.)

Directed Studies. Directed study opportunities (beyond the AOS and Prospectus directed studies) are available to students after their second semester. A student may register for no more than two such additional directed studies (regardless of department) during his/her time at Emory. Students considering enrollment in a directed study should consult with their faculty advisor and with the Director of Graduate Studies during the prior semester. Enrollment is dependent upon approval by the professor in question. No more than two students may take such additional directed studies with a professor at any one time.

PHIL 599r/799r. These courses fulfill different roles in the program and students are automatically enrolled in them by the department's Academic Department Administrator. PHIL 599r: Thesis Research is for students not yet in candidacy and PHIL 799r: Advanced Research for those in candidacy. PHIL 599 is used for enrolling students pursuing a Master's thesis or for students beyond their third year who are not yet in candidacy. PHIL 799 is used for enrolling students in candidacy for dissertation research. These courses are also used to continue full time enrollment over the summer. PHIL 599 and 799 are graded Satisfactory/Unsatisfactory and require evidence of accomplishment for the S grade to be awarded. PHIL 599 and 799 are graded by the student's pre-dissertation advisor or MA thesis advisor (PHIL 599) or by the student's dissertation director (PHIL 799). At the start of each term (semester or summer) of enrollment in 599 or 799, students provide their advisors/directors with a one paragraph proposal of their planned activities for the term; at the term's close, they provide a one paragraph report detailing their progress on what they proposed. The advisor/director informs the Director of Graduate Studies of the student's grade for the term in question and the DGS submits the grades. Students must provide such evidence to their advisor/director of good progress in their research over the course of the term to receive a Satisfactory grade; it is not automatically awarded. Students failing to provide such evidence will be graded as Unsatisfactory and thereby placed on LGS probation (see "Probation" under V. General Policy and Procedure, below).

Department Colloquia. The department sponsors a colloquium series extending throughout the academic year. Speakers include both members of the Emory faculty and invited guests from other universities. All students are fully expected to attend the colloquium as part of their normal graduate education.

Incompletes. A grade of "Incomplete" can be given in a course only under the most extraordinary circumstances, such as serious illness, and then only after the faculty member has consulted with the Director of Graduate Studies. Permission granted, the requisite course work must then be completed before the end of the following semester.

C. Discursive Norms for Graduate Seminars

The Philosophy Department is committed to rich and inclusive graduate seminars. It thus expects all participants to engage the material and one another in thoughtful, respectful, and generous ways. Participants should share their thoughts and leave room for, as well as respond to, others. Participants bring distinct dispositions, interests and background knowledges to class, and speak from positions of diverse social standing. A strong seminar not only tolerates but also embraces such differences and the insights and issues they generate, which can include disagreement. When disagreements arise, participants should be respectful and thoughtful regardless of whether one receives or delivers an objection.

Just as there are multiple viewpoints and learning styles in a given classroom, so too there are various pedagogies and a wide range of valuable learning outcomes. The above norms are thus intended to function in accord with specific seminar requirements and objectives, subject matter, and enrollment size.

Graduate seminars can prove transformative when participants are open to learning new things and to changing their minds. To reach that goal, participants should respond thoughtfully and creatively to texts, remain open and responsive to one another, and continually co-create a community of inquirers that strives to foster the well-being and growth of all of its members.

If problems arise regarding seminar conduct, steps will be taken to address counter-productive behaviors. Concerned students should communicate directly with the instructor and should the situation persist, with the DGS or Chair, who will respond in accord with the LGS Conduct Code.

II. Departmental Examinations and Requirements

A. Language/Logic Requirement

All graduate students must fulfill the Language/Logic requirement. Students may either take: 1) the two language option: pass two translation exams in two languages relevant to their research training, or 2) the language/logic option: pass one translation exam in one language and pass the Logic Exam.

Language and Logic Exams are regularly offered twice a year. The logic exam is offered during the Fall Final Exam week and the Spring Final Exam Week of Emory College of Arts and Sciences at the time the Registrar assigns for the final exam for PHIL 110. If the Registrar assigns more than one time for the final exam for PHIL 110 (due to multiple sections of the course), then graduate students must take the exam at the first, earliest of these times. Language exams are offered on the fourth Friday of both the Fall and Spring semesters from 10:00 am-12:00pm. The ADA has a sample of past Language and Logic Exams on file, which students can consult, as well as a copy of the grading rubric used for language exams.

For the Logic Exam, the following topics are covered: 1) basic logical concepts and the analysis of arguments; 2) basic informal logic and fallacies (including language and definition); 3) basics of deductive reasoning, including propositions, syllogisms, truth tables (including indirect truth tables), propositional logic, and first-order predicate logic; and 4) basics of inductive reasoning, including analogical, causal, and probabilistic explanations. The exam follows the terminology and notation system used in Hurley and Watson*, A Concise Introduction to Logic* (Cengage). Copies can be found in the Sullivan and Woodruff Libraries. A score of 70 is required to pass the exam.

For the Language Exam, students translate a passage of philosophical prose (approximately 400 words) in a two-hour period. The exam is done in handwritten blue books (provided). No electronics are permitted (no computers, laptops, tablets, or phones). Phones must be turned in before taking the exam. Students may use their own or a departmental print dictionary for the exam (if we do not have a dictionary for the language you would like to test in, we will purchase one). Students may test in any language other than English. Students who have completed an undergraduate degree at a foreign

university where English is not the primary language of instruction may petition for a waiver from an exam in that language.

The language departments at Emory frequently offer intensive courses for reading knowledge. Interested students are advised to make contact with the respective departments for scheduling. In rare circumstances, the graduate school may hire an instructor to teach an intensive language summer course (in Ancient Greek, for example) given adequate enrollment. The Philosophy department occasionally runs non-credit reading groups in languages other than English.

B. Grant Writing Requirement

During their third year in the program, students are required to write a grant proposal for external (non-Emory) funding for their fourth year. Students who receive major external funding will be guaranteed a sixth year of funding at Emory. Students do not actually have to apply for a grant (should deadlines not allow), they can satisfy the requirement by submitting a completed proposal to the DGS.

The graduate school runs a program of workshops devoted to grant writing targeted at graduate students. The department encourages its students to participate in such programs in the quest for external funding for their research. Details can be found here.

III. Pedagogical Training

Emory philosophy students are provided with professionalization training commensurate with the current demands of the discipline, including teaching duties. Successful completion of such training and teaching duties is a condition for the awarding of all advanced degrees. Special arrangements may be made for students admitted with an MA degree and extensive teaching experience elsewhere.

Students receive training and support in a graduated, closely supervised series of teaching responsibilities culminating in the creation of a course of their own design.

A. TATTO Teacher Training

TATTO. All PhD students participate in the Teaching Assistant Training and Teaching Opportunity (TATTO) course sponsored by the Laney Graduate School. The program has four stages.

TATT 600 (Graduate School Workshop). This is the Laney Graduate School's foundational training in pedagogy for all new doctoral Teaching Assistants. It is a one-unit course offered asynchronously and should be taken prior to or in the same semester as a student's first teaching experience. The course covers topics such as pedagogical foundations; teaching tools and resources for pedagogical engagement; active learning in the classroom or lab; AI and teaching; and federal and university policies including the Clery Act and Title IX, FERPA, and academic integrity and the undergraduate Honor Code.

PHIL 777: Pedagogy Seminar. All PhD students take a 2-credit PHIL 777 pedagogy seminar in their third semester of study, dealing with issues specific to the theory and practice of teaching philosophy at the college and university level.

TATT 605 (Teaching Assistantship). Students serve one semester as a Teaching Assistant in the fall semester of their second year. During the late spring to early summer of their first year, the DGS sends out a list of possible courses for TA assignment and asks the students to rank their preferences. Every effort is made to assign students their first preference. Students receiving lower preference courses for their TAship receive priority consideration in the assignment of teaching associateships in spring (see below).

Teaching Assistants typically attend classes, grade assignments, and hold regular office hours. The duties of a Teaching Assistant are determined by the faculty member responsible for the course. As TAs, students are automatically registered for TATT 605.

TATT 610 (Teaching Associateship). Students serve one semester working with a faculty member as a Co-Teacher in the spring semester of their second year. In early September of their second year, the DGS sends out a list of possible courses for co-teaching and asks the students to rank their preferences. Every effort is made to assign students their first preference.

In addition to the duties of an Assistant described above, a Co-Teacher typically helps construct a course syllabus and course requirements, evaluates student work, lectures or leads class several times over the course of the semester, and helps write exams or other assignments. The duties of a Co-Teacher are determined by the faculty member responsible for the course. In all cases, the professor is obliged to observe and provide feedback on the student's teaching. Co-teachers should arrange a first meeting prior to the deadline for book orders (i.e., October for spring courses). As Co-Teachers, students are automatically registered for TATT 610.

B. Teaching Under the CBA

The CBA regulates teaching service that PHIL program students provide to Emory University. The TATTO program is academic, and for this reason, the PHIL TATTO program requirements are limited to TATTO course enrollments. That said, when you are taking experimental learning courses in TATTO, you may also be providing teaching service. Further, you may be assigned to other teaching duties consistent with the terms of the CBA. You may not be assigned to a teaching position without the approval of the PHIL DGS.

Per the CBA's Appointment Letters article, your first enrollment in TATTO 605 is not considered teaching service. It is a purely an academic activity. Beyond this first enrollment in TATTO 605, you will be appointed to a bargaining unit teaching position whenever you enroll in either TATTO 605 or 610. You may also hold such an appointment without a corresponding TATTO enrollment (e.g., you teach a course having completed your TATTO requirements). You may be assigned to a bargaining unit teaching position up to four times (again not including your first enrollment in TATT 605). After you have been assigned to four teaching appointments, should you be asked to teach again, you may choose to consent or decline the assignment. In addition, you will be compensated for this work at the rate described in CBA article on Stipend and Compensation.

C. Additional Departmental Policy

Grading Protection. No TA or co-teacher shall be responsible for, undertake, or complete more of the grading or related assessment of required undergraduate student work that serves as a basis for the final course grade than the instructor of record.

Teaching One's Own Course. Students teach courses of their own design during three semesters, typically once in the fall or spring of their third year and then in both fall and spring of their fifth year. Student syllabi are subject to approval by the Teaching Coordinator of the Graduate Studies Committee. Syllabi are to be submitted to the Teaching Coordinator prior to the deadline for book orders (please note that these deadlines are extremely early: for fall courses, book orders are due in March, for spring courses, October).

While teaching their own course, students are to be observed teaching by their faculty advisor or by the Teaching Coordinator of the Graduate Studies Committee should their advisor be on leave.

IV. Professionalization Training & Support

The following aspects of our program have been designed to introduce and familiarize students with philosophy as a profession. Successful completion of these features is requisite for the awarding of any advanced degree.

PHIL 700: Professionalization Seminar. This seminar is required of all philosophy PhD students in their first year of study at Emory University. The course seeks to provide students with an opportunity to reflect on and develop professional skills geared toward success and advancement in the discipline. The course typically includes presentations by many Emory philosophy professors as coordinated by the course's instructor, and familiarization with the resources available for professional development via the Woodruff Library, the College of Arts and Sciences, the Graduate School, and related Centers and Institutes at Emory, as well as the American Philosophical Association.

Academic Professional Ethics Requirements (JPE). All graduate students at Emory University are required to undergo training in academic professional ethics. Satisfaction of this requirement entails completion of the three part "Jones Program in Ethics" (JPE). Completion of elements 1 and 2 are required for candidacy, and 3 is required for graduation.

1. JPE 600: A 6 hour core seminar in scholarly integrity, supported by the Laney Graduate School in collaboration with the Emory Center for Ethics. Participation in this seminar will be recorded on the student's transcript.

2. Program-Based Instruction: A minimum of 6 hours of program-based ethics material. The disposition of this discussion time is at the program's discretion. These discussions may take place within existing courses, such as methodology or professionalization courses. They may also take the form of faculty-led workshops or journal clubs. The intention of this part of the program is to promote student discussions with their own program faculty, and to integrate explicit attention to ethics into the regular course of graduate education.

3. JPE 610: Minimum of 4 workshops. These workshops will be sponsored by the LGS, the Emory Center for Ethics, and will include any other relevant occasional lectures or workshops. Students will register for these sessions individually, and participation will be recorded on the student's transcript. JPE 610 is required for graduation.

Grant Writing Requirement: See II. Departmental Examinations and Requirements, D. Grant Writing Requirement above.

Professional Development Support (PDS) Funds. The graduate school provides students with funding for purposes of conference participation, research (including archive work), and training (including advanced language study), along with other similar professional development activities. PhD students are eligible to apply for up to $2500 per category for research, training, and conference funding. Funds are not guaranteed and are determined by the eligibility and priority guidelines outlined in the PDS Handbook. Note that all university-funded travel must be booked in accordance with the guidelines found in the PDS handbook.

Support Beyond the Fifth Year. Students preparing to enter their sixth year of graduate study are eligible to apply for Dean's Teaching Fellowships, which are awarded by the Graduate School on a competitive basis. A number of other fellowships and funding opportunities are available at the university library, the writing center, and other units on campus (through funds from Laney Graduate School and partners). For a complete list see here.

V. The Doctor of Philosophy, PhD

A. Doctoral Candidacy: The Dissertation Prospectus

In addition to the successful completion of all course requirements, departmental examinations and requirements, and teaching responsibilities (items I–III above), the Doctor of Philosophy degree requires: A) entering doctoral candidacy by passing a written dissertation prospectus and an oral defense of it; and B) writing a doctoral dissertation and passing an oral defense of it. Students failing to satisfy these requirements may be eligible for a Master's degree (see C below).

In order to be admitted to doctoral candidacy, the student must have completed three years of coursework in residence (including PHIL 700 and PHIL 777), for a minimum of 85 credit hours at the 500 level or above, met all logic and foreign language requirements, passed the comprehensive portfolio requirement, successfully completed elements 1 and 2 of the Jones Program in Ethics, and submitted a dissertation prospectus acceptable to the faculty.

The student is expected to successfully defend his/her dissertation prospectus during the spring semester of their third year as part of their PHIL 797r Dissertation Prospectus directed study. Failure to do this will result in a grade of U for the course, thereby placing the student on LGS probation. Students who have met all program requirements for an approved dissertation prospectus should file a dissertation committee form to obtain LGS approval for their committees.

Beginning with the class of 2017, students must reach candidacy by September 15 at the start of their fourth year (students who started before the fall of 2017 must meet the candidacy deadline in effect when they first enrolled, and must be in candidacy no later than August 1 before their fifth year). Students who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions are lifted when the student enters candidacy.

The Dissertation Prospectus. Students prepare a dissertation prospectus in their third year as part of their PHIL 797r Dissertation Prospectus directed study. The choice of the director of the prospectus is determined by the student with the approval of the faculty member concerned. In consultation with the student, the director proposes at least two additional faculty members as committee members to the Graduate Studies Committee for approval. A faculty member from another institution may serve as a prospectus committee member for special reasons, such as the subject matter of the proposed dissertation. This requires the approval of the graduate faculty of the department and the Graduate School. Note that LGS requires that the "Dissertation Committee" form, submitted at the time of the prospectus defense, include no fewer than three Emory faculty members, even in cases where a faculty member from another institution is serving as a prospectus committee member.

When the director and committee members are satisfied with the dissertation prospectus and the research it proposes, the student submits it to the graduate faculty of the department for formal approval. The prospectus is to be presented during the student's sixth semester, as part of the Dissertation Prospectus Directed Study (PHIL 797r). The prospectus includes a descriptive statement of the problem of the dissertation, an outline of the contents, a timeline for completion, and a bibliography of basic works to be used. The prospectus is normally approximately 10–12 double-spaced pages exclusive of bibliography. For guidelines, see this document.

The oral defense of the prospectus is chaired by the director of the prospectus committee. A copy of the prospectus is made available to all members of the department one week or more prior to the defense. All members of the department are invited to attend. The student presenting the prospectus and the members of the student's prospectus committee are required to be present. An accepted prospectus marks the formal beginning of the student's dissertation work. Upon acceptance of it, the student enters doctoral candidacy (i.e., is ABD, "all but dissertation"). Students who fail to do this may be eligible for a Master's degree. Sample successful prospectuses are on file in the department office.

B. The Dissertation: Research and Defense

The Dissertation Committee. This committee is composed of the same members of the graduate faculty who supervised the preparation and successful oral defense of the prospectus. The chair of the committee is the dissertation director (Co-Directors of two Emory faculty members are possible with GSC approval). This committee of three members works closely with the student in the preparation of the dissertation and guides it to completion.

After the successful defense of the dissertation prospectus, the dissertation director (in consultation with the student) proposes two additional people for the dissertation committee. At the director's and student's discretion, these additional people may serve as either "readers" (receiving the completed dissertation before the defense and preparing questions about it for the defense) or as "members" in full standing (working with the student in the development of the dissertation prior to the defense). No more than two people on the committee may serve as readers, though no one need do so.

Of the five people on the dissertation committee (whether members or readers): a) one must be from outside Emory Philosophy, either a faculty member at Emory in a program other than Philosophy or a faculty member at another institution regardless of program, and b) no fewer than three must be Emory Philosophy faculty members (not affiliated faculty). In cases where committee members leave for other institutions or retire, see LGS policy here.

PHIL 799r: Dissertation Research. Upon successfully defending the dissertation prospectus, students in candidacy are enrolled full time for 9 credit hours in PHIL 799r: Dissertation Research. Students in candidacy are automatically enrolled in this course for each semester, including summers, up to and including the semester of their dissertation defense. For further details, see above, "PHIL 599r/799r" in I. Curricular Structure.

Limits on Time to Degree. The expectation is that students will complete the dissertation and graduate in six years. As of Fall 2017, any student who has not completed the PhD by the end of his/her 7th year is subject to being dropped from the program. The student and his/her dissertation director may petition the Graduate Studies Committee for a one-year extension on the basis of evidence that the student is making appropriate progress toward the degree and that a completion date has been determined. The petition must include a timeline signed by the student and dissertation director and some explanation for why the student has not completed the degree. The GSC will forward the petition and their recommendation to the Dean of the graduate school who will approve or deny the request for this one- year extension. Only two such extensions may be considered (i.e., 9 year maximum time to completion).

This policy is effective starting fall semester 2017. Students who started before then remain covered by the policy in effect when they first enrolled (9 years in advanced standing before needing to petition for a one-year extension as per the above, with two such extensions possibly considered).

The Dissertation. Dissertations submitted to the department are expected to be 200–400 pages (60,000–120,000 words, inclusive of text, notes, and of bibliography), formatted according to Graduate School guidelines. In exceptional cases, these strictures may be waived by the Graduate Studies Committee, on recommendation of the dissertation director.

The Dissertation Defense. Approximately four weeks before the oral examination the dissertation is made available to faculty members and graduate students of the department. At this time a formal announcement of the examination date, time, place, and title of dissertation is given to all faculty and graduate students in the department and circulated to other appropriate departments and interested faculty. The examination has a public character within the university community and wider community of scholars. In particular, graduate students in philosophy are welcome to attend the examination. The examination itself is chaired and conducted by the director of the dissertation.

C. The Master of Arts

The Philosophy department does not offer a terminal Masters program for entering students. There are, however, two ways in which students admitted into the PhD program may earn an MA:

1) Students reaching candidacy en route to the PhD have satisfied the requirements for an MA. Conferral of the actual Master's degree (including transcript annotation), should the student desire it, is dependent upon formal application to the graduate school; see http://www.gs.emory.edu/academics/ policies/completion.html. Master degrees are not awarded retroactively after completion of the PhD.

2) Under extraordinary circumstances, students admitted to the doctoral program may leave the program before completing the requirements for a PhD, either of their own volition or as a result of concerns regarding making good progress. Under these circumstances, students may elect to earn a terminal MA degree. To do so requires completing two years of course work (36 credit hours of seminars and 4 of PHIL 700 and 777), passing the logic exam, the language exams, the comprehensive portfolios, and then completing a Master's thesis.

The Graduate Studies Committee must review and approve all requests for consideration of a terminal MA degree prior to the submission of any request to LGS. See the LGS student handbook for further details, here.

The Master's thesis. The length of the Master's thesis is 80–120 pages (24,000–36,000 words, inclusive of text, notes, and of bibliography), formatted according to Graduate School guidelines. In exceptional cases, this limit may be waived by the Graduate Studies Committee, on recommendation of the thesis advisor.

The choice of the advisor of the Master's thesis is determined by the student with the approval of the faculty member concerned. In consultation with the student, the advisor proposes two additional faculty members as committee members to the Graduate Studies Committee for approval. The Master's committee is comprised of these three faculty members (there are no "readers"). There is no oral defense of a Master's thesis, the degree is awarded by majority vote of the committee.

VI. General Policy and Procedure

A. Assessment of Progress

Student academic progress is monitored each semester by the Director of Graduate Studies and reviewed on an annual basis by the Philosophy faculty as a whole. At the end of each semester, the DGS places on probation any student failing to make satisfactory academic progress in the program requirements for his/her respective semester in the program (see "Probation" below).

Annual Letter. At the end of the spring semester, the DGS solicits comments on each student from all faculty members who have had formal academic contact with the student (as student in seminar and/or directed readings, advisee, TA, co-teacher, research assistant, etc.) and composes a composite letter on behalf of the faculty as a whole detailing student academic progress in satisfying the requirements of the program as outlined in this handbook. The DGS's letter is sent to the student in question after the end of each year and becomes part of his/her permanent file.

B. Probation

Students are automatically placed on probation when they:

a) fail to reach candidacy before the beginning of their fourth year (by September 15),
b) receive a GPA of less than 3.33 in any semester,

c) receive an F, U, IF, or IU in any course (including PHIL 599 and 799), or
d) receive two or more incompletes in a semester or an incomplete in one 9 credit course.
Complete details on LGS policy are found here.

Students placed on probation consult with their faculty advisor and the Director of Graduate Studies to devise a plan for completing the outstanding requirements so as to return to good standing by the end of the following semester.

Students who are placed on probation for a second time, whether in consecutive semesters or not, may be encouraged to consider a terminal MA degree. Students who are placed on probation for three consecutive semesters, regardless of the reason, are subject to termination by LGS.

C. Grievance Policy

Students who have a grievance related to how the rules and procedures pertaining to their degree should report it to the Director of Graduate Studies. (If the grievance concerns the DGS, the student should report it to the Chair.) The student should describe the grievance and relevant details in a letter addressed to the DGS, who will try, if possible, to resolve the grievance in conversation with the student and relevant parties. If this is not successful, the DGS will appoint a committee of three Philosophy faculty members (or faculty members outside Philosophy if the situation warrants) or use an existing standing committee, who will review the grievance and propose an appropriate response. If it is impossible to resolve the grievance within this committee or within the framework of the Philosophy administrative structure, the DGS will forward the grievance to the Office of the Senior Associate Dean of the Laney Graduate School. From this point forward, the grievance will be handled according to the Grievance Procedure outlined in the Laney Graduate School Handbook. Please note that this grievance procedure is academic. The procedure for pursuing a grievance under the CBA is described in Article 9: Grievance and Arbitration.

Students who experience discrimination, harassment, and/or sexual misconduct are encouraged to report such matters immediately. Such reports can be made to the DGS, Chair, or any faculty member in the department. Students may also report directly to the Dean of Students in LGS, Jennifer Cason (ADMIN 209, jcason2@emory.edu; 404-727-2661), or to the Office of Equity and Inclusion, which is located in ADMIN 305 (http://equityandinclusion.emory.edu/). Because Emory is a mandatory reporting institution any report indicating a possible Title IX violation must be handed over to the university's Title IX officer in the Office of Equity and Inclusion. Apart from cases of sexual assault, the complainant will have input on the resolution of the case. For further details see the Laney Graduate School Handbook (under "Honor, Conduct and Grievance" and/or "Selected University Policies: Sexual Misconduct").

D. "Ten Hour" Rule

A full-time LGS student who receives a stipend may work in an employment capacity for up to 10 hours per week without seeking permission from an advisor, program leader, or the LGS Dean's office. A fulltime LGS student who receives a stipend must seek approval from their DGS and the LGS Dean's office when they wish to work in an employment capacity for more than 10 hours per week. Graduate students who identify training opportunities aligned with their program of study should consider enrolling in GRAD 705R. For more information, please visit the LGS internship and experiential learning page. Please see the LGS handbook 2.51–2.52 for further details. Note that the Graduate School prohibits any student on financial aid from working in non-academic work in excess of ten hours per week.