

UCLA DEPARTMENT OF PHILOSOPHY

**MANUAL
FOR
GRADUATE STUDENTS
IN
PHILOSOPHY**

2022–2023

WELCOME

Welcome to the Graduate Program in Philosophy at UCLA.

This document is meant to collect, in one place, descriptions of the administrative and bureaucratic particulars of the Philosophy Department's Graduate Program. It is ever a work in progress. Suggestions about improving its content are always welcome.

This manual does not contain information about larger aspects of the University, such as Graduate Housing, fees, tuition, etc. Moreover, many of the topics covered here receive their official articulation in documents produced by the Registrar or Graduate Division. Appendix A lists some of those important University publications. Appendix B lists some of the University's other resources that you may find helpful.

Finally, since this document often describes evolving practices, students with questions should always consult with the Graduate Advisor(s).

We hope you find this information useful.

-- The Graduate Advisor(s)

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DEPARTMENTAL OFFICES AND STAFF

Current Department Officers: <http://philosophy.ucla.edu/department-officers/>

Current Staff: <http://philosophy.ucla.edu/people/staff/>

FACULTY OFFICERS

DEPARTMENT CHAIR

The administrative head of the department, with final departmental authority about the use of departmental resources.

VICE CHAIR

Provides support to the Chair.

GRADUATE ADVISOR(S)

Together with the Student Affairs Officer, oversee much of the Graduate Program.

DIVERSITY & INCLUSION OFFICER

The Diversity & Inclusion Officer job is to help students and faculty in their efforts to make a philosophy department that is open to everyone on terms of equality and respect.

DIRECTOR OF GRADUATE ADMISSIONS

Oversees the admission process, with the help of the Student Affairs Officer.

PLACEMENT OFFICER

The faculty member charged with assisting those on the job market. Together with the Student Affairs Officer, this person will coordinate the dossier service and the mock interviews and mock job talks.

TA FACULTY ADVISOR

Advises the pool of Teaching Assistants. Coordinates final TA assignments, together with the Teaching Assistant Coordinator (TAC).

LAW AND PHILOSOPHY PROGRAM DIRECTOR

Oversees the Program in Law and Philosophy.

UNDERGRADUATE PROGRAM DIRECTOR

Aids and improves the undergraduate program, advises undergraduates.

GRADUATE STUDENT OFFICERS

GRADUATE STUDENT REPRESENTATIVES

TEACHING ASSISTANT COORDINATOR (TAC)

ALBRITTON SOCIETY COORDINATOR

SOCIAL CZAR

REPRESENTATIVE TO THE GRADUATE STUDENT ASSOCIATION

PROSPECTIVE COORDINATOR

STAFF

DEPARTMENT COORDINATOR

Supervises the front office, distributes keys, coordinates parking, manages classroom and department room reservations, reimburses graduate student travel and entertainment expenses, and facilitates website updates.

DEPARTMENT MANAGER (MSO)

Manages all administrative services and supervises staff in the department. Oversees department facilities and emergency planning.

STUDENT AFFAIRS OFFICER

/ STAFF GRADUATE & UNDERGRADUATE ADVISOR (SAO)

Coordinates graduate student funding, admissions, and job market letters. Monitors graduate student progress toward the degree and provides all academic advising for undergraduate majors and minors. Coordinates academic year course schedule.

PERSONNEL AND PAYROLL COORDINATOR

In charge of hiring all faculty, staff, and student employees in the department. Advises on benefits, payroll issues, and TA advance loans.

DEPARTMENTAL TECHNOLOGY ANALYST (DTA)

Provides support for departmental computers, email, software, and other departmental computer recourses.

READING ROOM AND EVENTS COORDINATOR

Manages the Reading Room and helps to organize the department's academic conferences and events.

PROGRAM AND MEDIA MANAGER

Responsible for developing, implementing, and managing all print, electronic, and web communication for the Department of Philosophy.

DEGREE REQUIREMENTS

The following presents chronologically, and adds specificity to, the official statement of degree requirements, which is available here:

<https://grad.ucla.edu/programs/humanities/philosophy/>

OVERVIEW OF REQUIREMENTS FOR THE DOCTORATE

Preliminary Requirements: undergraduate work

We hope that students will enter our PhD program having completed an undergraduate course of study that included first-order logic and some breadth in the history of philosophy. The Logic Fluency Requirement and the History Distribution Requirement are designed to ensure either that this is so or that, if not, students will do work in these areas in their time as a graduate student.

The History Distribution Requirement can be satisfied by showing that you studied certain figures as an undergraduate (details below). Students who have not already studied these figures will be asked to include them in their coursework as a graduate student. The Logic Fluency Requirement is satisfied either by passing an exam or by earning a B in an undergraduate logic course (details below).

Coursework as a Graduate Student

Candidates for the Ph.D. will complete 16 courses, all but two of which must be graduate or upper-division courses in the Philosophy Department at UCLA (Philos 100–Philos 289). The remaining two courses may be courses in another department, but cannot be lower division Philosophy courses. Only courses in Groups I-IV satisfy the course requirements; “Special Studies” courses, including 500 series, the 290’s, and individual studies courses, do not. (See the “electives” section below for the conditions in which courses outside of UCLA Philosophy may count toward the 16 courses.)

Courses are to be chosen so as to satisfy the more specific course requirements detailed below. Two of the required 16 courses may be taken on an S/U basis as long as a total of 14 graduate or upper-division courses are taken for a letter grade within the Philosophy Department at UCLA and are passed with a grade of B or better, satisfying the specific requirements below. Only elective courses may be taken S/U (and at most two).

Passing the departmental Foreign Language Reading Exam in French, German, Latin, or Greek counts as having taken one of the 16 courses and reduces the total number of required courses to 15, 14 of which are required to be taken for a letter grade within the Philosophy Department and passed with a grade of B or better. (When relevant to a student’s doctoral research, another language may be substituted with the consent

of the department.)

Courses taken before entering the graduate program do not count toward satisfaction of course requirements (other than towards the history distribution requirement). (Students who have completed a substantial amount of graduate work elsewhere may petition the Graduate Advisor(s) for limited exceptions to this policy.)

Students are to enter their third year with only two *elective courses outstanding*. All non-elective course requirements are to be completed in the first two years. (In the third year, students will write the proposition, details of which appear in a later section.) All course requirements must be completed before taking one's pre-dissertation orals and advancing to candidacy.

Other Requirements: exams, research, teaching, and the dissertation

In addition to satisfying the course requirements, candidates for the Ph.D. take the Master's Competency Exam and pass the Logic Fluency Exam during their first year. In their third year they write the proposition. They must pass an oral examination on their Dissertation Proposal by the end of their fourth year. The last stage is completing the Dissertation. In addition, students must complete three quarters of a teaching practicum to earn the PhD (this is ordinarily done in the course of TA-ing).

Students are expected to enroll in 12 units each quarter while in residence, throughout their career at UCLA (i.e. until the time they graduate and leave the program, even after they have completed their course requirements). This is very important for the financing of our graduate program.

REQUIREMENTS TO BE MET DURING THE FIRST YEAR

During the first year students enroll in three courses each term and take either three or four exams, detailed below. Choose your courses with an eye to the following requirements:

The Logic Fluency Requirement

Students must either pass the Logic Fluency exam, which covers basic material (primarily derivations and symbolizations) in first order logic, or pass Philosophy 132 with a grade of "B" or better. Students who have passed Philosophy 132 or its equivalent before entering the graduate program are not exempted from this requirement. The Exam will be given before classes begin. The Department will finance a refresher session a few days before the Exam. It is required of all First Year students, except that students who have never taken a logic course may request to skip the Exam in favor of auditing 31 in fall or winter and taking 132 in spring.

Students who do not pass the Exam are required to enroll in or audit 132

in the spring. If auditing, the student must still do all the homework and take all the exams. They will be graded on the same basis as enrolled students. Sample exam questions to practice on are provided. If taken, Philosophy 132 counts towards the course requirements as an elective. If the student chooses to take the course S/U, an S will be awarded for work that would earn a B or better. *Note: taking Philosophy 132 requires doing homework and taking exams via the same computer application used in Philosophy 31. Talk to the instructor of those courses for further information, and consider familiarizing yourself with the application in advance of taking 132*

Students who have not satisfied the Requirement in their first year may take the Exam again in their second year, and if they do not pass, they must enroll in or audit 132 in the spring of their second year.

History Distribution Requirement

Students must take or have taken *for a grade* graduate or undergraduate courses that devote substantial attention to each of the following: Plato, Aristotle, an important medieval philosopher, Descartes, a British empiricist, and Kant.

Students may complete this requirement by petitioning the Graduate Advisor(s) for credit for courses taken previous to entering the program, and/or by taking undergraduate or graduate courses that cover the relevant material, and/or by taking (all or part of) Philosophy 100A–C, (Philosophy 100A satisfies the requirement for Plato and Aristotle; 100B satisfies the requirement for an important medieval philosopher and Descartes; 100C satisfies the requirement for a British empiricist and Kant.)

To aid in selecting courses during the first year, **students should file their petitions for credit for prior work (the “History Distribution Petition”) with the Graduate Advisor(s) during the first three weeks of their first year.** The History Distribution Petition is available at <https://philosophy.ucla.edu/wp-content/uploads/2019/08/HistoryDistributionPetition.pdf>.

First Year Seminar

During the first year, Ph.D. candidates will complete, with a B grade or higher, the three courses constituting the Seminar for First-Year Graduate Students (200A, 200B, and 200C). This series of seminars provides an overview of philosophy through the 20th century.

Master's Comprehensive Examination, in three parts

During the first year, each student will take, in three parts, the Master's Comprehensive Examination (or MAC Exam).

The MAC Exam is based on material covered in the Seminar for First-Year

Graduate Students (200A–C). It is given in three parts, each part covering one quarter of the Seminar and typically administered by the instructor for that quarter no later than the first week of the next quarter. (The instructor for 200C typically administers the MAC Exam for 200C during the last week of Spring quarter.)

The examination is passed or failed as a whole, which does not necessarily require passing of all three parts. Passage of the MAC exam is a necessary condition for being awarded the MA degree. The Department does not require any written examination to be passed by students as a condition of advancing to candidacy. It does, however, require each student to take the Master's Comprehensive Examination, which the Department may use for diagnostic purposes.

The Logic Course Requirement

In addition to satisfying the Logic Fluency Requirement (see above), students must also complete one upper-division (or higher) course in advanced logic (e.g. Philosophy 135, 136), or similar technical subject including probability and inductive logic (Philosophy 133B). This course is normally to be taken in the philosophy department, but may be taken elsewhere at the discretion of the Graduate Advisor(s).

The History Graduate Course Requirement (2 courses)

Students must complete two graduate courses on pre-Twentieth Century figures (Philos 201–220 or 245), one of which is not concurrent with an undergraduate course. At least one of these two courses is to be completed during the first year. Note that *only* philosophers whose primary work was completed before the Twentieth Century are counted as historical figures for the purposes of the History Graduate Course Requirement. Note, too, that if 245 is used to satisfy the History requirement, that same course cannot be used to satisfy the Ethics or the Special Area requirement (no course may be double-counted).

REQUIREMENTS TO BE MET DURING THE FIRST OR THE SECOND YEAR

The Ethics Graduate Course Requirement

Students must complete one four-unit graduate course in ethics or value theory (Philos 240–259).

The Metaphysics and Epistemology Graduate Course Requirement

Students must complete one four-unit graduate course in metaphysics or epistemology (Philos 270–289, 232, 234, 235 and often, by petition, other philosophy of science courses).

The Special Area Requirement


Students who write a proposition (see below) on a topic in metaphysics or epistemology (including work in the history of philosophy about such topics) must take one *additional* graduate seminar in ethics and value

theory, choosing from among Philosophy 241, 245, 246, 247, and 248. Students who write a proposition on a topic in ethics or value theory (including work in the history of philosophy about such topics) must take one *additional* graduate seminar in metaphysics or epistemology, choosing from among Philosophy 232, 275, 281, 282, 283, 286 and 287.

Electives and Tools Requirement

Students are to take enough electives (typically five) to make a total of 14 upper-division and graduate level courses in philosophy (not including individual studies courses) at UCLA. These five electives must be taken for a letter grade. (Courses taken to fulfill the specific requirements described above count toward this total. Only courses in Groups I-IV satisfy the requirement; “Special Studies” courses, including 500 series, the 290’s, and individual studies courses, do not.)

In addition, students are to complete two additional elective courses, sometimes called the “Tools Requirement” because they are intended to play a supporting role in your research. These courses may be taken on an S/U basis and may, with the approval of the Graduate Advisor(s), be taken outside of the UCLA Philosophy Department (i.e. in another department at UCLA or in the Philosophy Department of some other institution). Students should consult with faculty members within their area of interest as to the appropriateness of courses outside of the department. One of these additional electives may be waived by passing the Department’s Foreign Language Reading Exam in French, German, Latin, or Greek. When relevant to a student’s doctoral research, another language may be substituted with the consent of the department.

It should also be mentioned here that it is sometimes possible to have a course satisfy one requirement and to have a second course *with the same course number* satisfy another distinct requirement. To see whether this is possible, simply look up the description of the course [on the registrar’s website](#) and see if it includes the language “May be repeated for credit with consent of instructor.” In addition to obtaining the consent of the instructor, one should also obviously ensure that the content/topic of the course is different between the two instances of the course. If there are any questions on this, consult the SAO or the Graduate Advisor(s). 

Upon completing the requirements for the M.A. (see below) students are encouraged to file for that degree.

REQUIREMENTS TO BE MET DURING THE SECOND YEAR

Teaching Requirement

Students will begin their teaching practicum during their second year. Ph.D. candidates must complete three quarters of Philosophy 375: Teaching Apprentice Practicum to earn their degree (this is normally done in the course of TA-ing).

REQUIREMENTS TO BE MET DURING THE THIRD YEAR

Proposition Requirement

Before beginning dissertation work (and before taking the qualifying oral examinations and advancing to candidacy), students spend most of an academic year writing and revising an extended paper – the Proposition – of between 7500 and 9000 words (25-30 pages) that treats some specific philosophical problem. The Proposition must be completed before a student can advance to candidacy. For more detailed timeline and instruction, please consult the later section, “The Proposition.”

Immediately after the Proposition is completed, a student must choose an interim advisor to guide them through the initial stages of advancing to candidacy. (Please see the section “Advancing to Candidacy” below for details.)

Doctoral Oral Qualifying Examination

After completing the course requirements and the proposition, students sign up for independent research with a faculty member (or faculty members) to develop a project for a dissertation. The student assembles a proposal—a substantial piece of work that outlines the project and some of its central questions and ideas. When the student’s primary faculty advisor on the project feels the proposal is sufficiently developed, the student forms a committee (in consultation with his or her primary faculty advisor) and schedules an oral qualifying examination. All other requirements *must* be completed before the oral examination may be taken. Students must pass this exam to advance to candidacy for the Ph.D. Students can take their qualifying exam and advance to candidacy as early as the Spring of their third year. Students must advance to candidacy by **the end of the Spring quarter of their fourth year**. (For administrative details about this process, see the later section “Advancing to Candidacy”.)

Upon advancing, students earn another degree: the C.Phil., or “Candidate in Philosophy.”

REQUIREMENTS TO BE MET BETWEEN THE FOURTH YEAR AND THE SIXTH YEAR

Dissertation

Under the direction of the doctoral committee, students complete a dissertation that represents an original contribution in a chosen field. This dissertation should be completed and filed no later than the end of the seventh year.

Final Oral Examination

At the Oral Qualifying Examination, a student’s doctoral committee will decide whether the student will be required to take a Final Oral Examination upon completion of the dissertation.

REQUIREMENTS FOR THE MASTER'S DEGREE

For the M.A. degree, students must pass with a grade of B or better a total of nine upper division or graduate courses, including the First Year Seminar and a course satisfying the Logic Course Requirement (e.g. Philosophy 133B, 135, 136). At least five of the nine must be graduate courses. They must also pass the MAC exam. Students are encouraged to apply for the M.A. degree as soon as they have satisfied the relevant requirements.

Students that enter our PhD program with an M.A. in Philosophy from another school would need to petition the Graduate Division to be eligible to receive an M.A. degree here. These petitions are rarely granted. (See: Standards and Procedures for Graduate Study, pg. 6.)

SUMMARY AND OVERVIEW OF THE DEGREE PROGRAM

- FIRST YEAR** Complete 200A–C and six other courses, with an eye to satisfying the course requirements. File the History Distribution Petition, pass the Logic Fluency Requirement, take the Master’s Comprehensive Exam (the MAC Exam). File for the MA, when ready.
- SECOND YEAR** Complete the remaining five courses in such a way as to satisfy the course requirements. Begin teaching.
- THIRD YEAR** Write the Proposition. Complete any remaining requirements. Begin research for the Oral Qualifying Exam.
- FOURTH YEAR** Pass the Oral Qualifying Exam and Advance to Candidacy, earning the C.Phil. degree. Begin work on the Dissertation.
- FIFTH YEAR** Continue writing the Dissertation. In preparation for the job market, complete a draft of the dissertation.
- SIXTH YEAR** Engage the job market. Complete the Dissertation.

TYPICAL ENROLLMENT THROUGH THE PHILOSOPHY PHD

Students are always to enroll in twelve units each quarter. Doing so is extremely important for the financing of the department. Each course is four units.

FIRST YEAR ENROLLMENT

Fall Philos 200A: First Year Seminar
 Course
 Course

Winter Philos 200B: First Year Seminar
 Philos 135
 Course

Spring Philos 200C: First Year Seminar
 Course (if needed, Philos 132: Logic, Second Course: see note below)
 Course

NOTES: One history course/seminar and one logic course are to be taken in the first year. *Philos 132 involves computer-based homework and exams.* Talk to the instructor of that course. Other requirements to keep in mind: Ethics Graduate Course, M&E Graduate Course, Special Area Seminar, second History course/seminar, History Distribution Requirement.

SECOND YEAR ENROLLMENT

Fall Philos 495: Teaching College Philosophy
 Philos 375: Teaching Apprentice Practicum
 Course

Winter Philos 375: Teaching Apprentice Practicum
 Course
 Course

Spring Philos 375: Teaching Apprentice Practicum
 Course
 Course

NOTE: Absent special circumstances, all course requirements are to be fulfilled by the end of the second year.

NOTE TO STUDENTS BEYOND THE SECOND YEAR: Students beyond the second year who are not teaching and/or not taking a third course should sign up for additional units of 59x, for a total of 12 units/quarter. (Always consult with the faculty member before signing up for more than four units of a given 59x.)

THIRD YEAR ENROLLMENT

Fall Philos 596: Directed Individual Studies (with the Proposition Advisor)
 Philos 375: Teaching Apprentice Practicum
 Another course (perhaps S/U) or additional units of 596

Winter Philos 596: Directed Individual Studies (split between the Proposition
 Advisor and the Second Reader)
 Philos 375: Teaching Apprentice Practicum
 Another course (perhaps S/U) or additional units of 596

Spring Philos 597: Directed Studies for Graduate Exams
 (with a possible Dissertation Advisor)
 Philos 375: Teaching Apprentice Practicum
 Another course (perhaps S/U) or additional units of 597

NOTE TO STUDENTS BEYOND THE THIRD YEAR: Students who have completed the proposition and who are working in ethics, broadly conceived, may enroll in Philos 259: Philosophical Research in Ethics and Value Theory (a.k.a. the Ethics Writing Seminar). Consult the instructor of that course (Hieronymi).

FOURTH YEAR, BEFORE ADVANCING TO CANDIDACY

F/W/S Philos 597: Directed Studies for Grad Exams
 (with a possible Dissertation Advisor)

Other courses (perhaps S/U) or additional units of 597

FIFTH YEAR AND BEYOND, AFTER ADVANCING TO CANDIDACY

F/W/S Philos 599: Research for PhD Dissertation (with Dissertation Advisor)
 Philos 375: Teaching Apprentice Practicum
 Another course (perhaps S/U) or additional units of 599

LAW AND PHILOSOPHY PROGRAM

The Law and Philosophy Program has several components that are relevant to graduate students in philosophy.

First, the legal theory workshop, which brings outside speakers to UCLA, meets on some Thursday afternoons during the academic year. Philosophy graduate students are very welcome, and many of you already attend regularly. The schedule is posted here:

<https://www.law.ucla.edu/centers/interdisciplinary-studies/law-and-philosophy-program/events/legal-theory-workshop/>

Second, philosophy graduate students can obtain a specialization in law and philosophy. Information about the specialization can be found below and also be found on the law and philosophy website:

<https://www.law.ucla.edu/academics/degrees-and-specializations/specializations/law-and-philosophy-program/overview/>

Third, the Law and Philosophy program also offers a joint J.D./Ph.D. for philosophy graduate students who wish to complete a full law degree and to write a dissertation on law and philosophy. Interested students must apply and gain admittance to the UCLA School of Law and must also submit an application to the Director of the Law and Philosophy Program. More information about the joint J.D./Ph.D. is available at

<https://www.law.ucla.edu/academics/degrees-and-specializations/joint-degree-programs/>

Fourth, the program brings postdoctoral fellows to UCLA. Philosophy graduate students may enjoy interacting with them.

Fifth, there is a law and philosophy reading room in the law library with a collection of relevant books and journals. The collection does not circulate, i.e. materials do not leave the room. Graduate students who are interested in obtaining access to the reading room should get in touch with Rachel Estrada (estrada@law.ucla.edu), the Manager of the law and philosophy program.

Sixth, philosophy graduate students may take a limited number of law courses by petition if relevant to their research. Students interested in taking classes should look online at the law school's offerings. The process of obtaining permission and enrolling must begin many months before the start of the relevant semester. (As you probably know, the law school is on a semester rather than a quarter schedule.) Students wanting to take a law course must obtain permission from the Graduate Advisor(s) and from the professor teaching the course, as well as from the director of the law and philosophy program.

If you have questions, please consult the law and philosophy program website:

<https://www.law.ucla.edu/centers/interdisciplinary-studies/law-and-philosophy-program/>

[philosophy-program/about/](#)

(There is also information about the program on the philosophy department website.)

SPECIALIZATION FOR PHILOSOPHY GRADUATE STUDENTS

Subject to approval by the Graduate Advisor(s) in Philosophy, the Faculty Director of the Program, and advance consultation with the law school Registrar, philosophy graduate students in their third year or beyond who have academic interests in law and philosophy will be permitted to take up to four law school courses, including courses in first year subjects. Enrollment in any law school course or seminar will require the consent of the instructor.

Graduate students taking law school courses may be permitted with instructor consent to write a paper in lieu of taking an exam and, in any case, would not be subject to the curve applied to law students. These courses will not, typically, be counted toward Ph.D. course requirements, although students may petition the Graduate Advisor(s) for an exception.

Philosophy students who complete four law school courses (only one of which may be the legal theory workshop) each for a grade of B or higher, and who write a substantial paper on a topic in the area of law and philosophy will receive a notation on their departmental transcripts that they have completed the specialization in law and philosophy.

THE LOGIC FLUENCY EXAM

The logic fluency exam is administered to incoming students each fall, in the days before classes begin. It is required of all first year students, except that students who have never taken a logic course may request to skip the exam in favor of auditing 31 in fall or winter and taking 132 in spring.

The exam covers basic material (primarily derivations and symbolizations) in first order logic. In taking the exam, you may use any standard notation, and any deductive system taken from any textbook. If the system uses derived rules, you may use the derived rules. Books and notes may be used during the exam.

If there is interest, the Department will finance a day-long review session a few days before the exam. The exam will be graded by at least two faculty members.

Those students who have taken a course in first-order logic are strongly encouraged to take the exam in the Fall. Students who do not pass the exam are required to enroll in or audit 132 in the spring. If auditing, the student must still do all the homework and take all the exams. They will be graded on the same basis as enrolled students. To satisfy the requirement, a student must either pass the exam or complete 132 with a grade of B or better. Students who have not satisfied the requirement in their first year may take the exam again in their second year, and if they do not pass, they must enroll in or audit 132 in the spring of their second year.

At UCLA, the elementary logic courses are taught using software, which you can access either from here or remotely. But you need not be familiar with our software to pass the exam. The software is not used in giving the exam; it is a paper and pencil exam. Most of those who pass the exam in the fall have never used our software.

If you have further questions, or to obtain sample exam questions, contact David Kaplan.

THE END-OF-YEAR INTERVIEWS AND REVIEW

At the end of each academic year, the department conducts its End-of-Year Interviews, during which each graduate student enrolled in the department meets with a designated faculty member, generally someone the student is not working with on any independent research project.

Topics for the interview include the student's work and teaching, what is going well for the student, what problems the student is having, and whether the student has any suggestions and feedback about the program.

The purpose of these interviews is largely administrative and advisory. The faculty member and student will review the student's progress through the formal requirements of the program and will briefly discuss the student's plans for the next stages. Students should come to the interview aware of their progress and with plans for completion. (This information can be obtained from the SAO.) The faculty member can answer questions the student may have about the program and can provide the sort of advice that might be expected from a faculty member from outside the student's field. The faculty member can also serve in the role of an informal ombudsman, as the student will have the opportunity to bring to the attention of the faculty any concerns the student may have about the program or his or her progress. (Students should, of course, feel free to raise concerns at any time with the Graduate Advisor(s), or any other faculty member, and should not feel the need to wait for the end-of-year interviews.)

In connection with these interviews, the Departmental also meets to conduct an End-of-Year Review of the graduate students in the first and second years, based on the MAC exams (for first-year students) and performance in classes. The results of this review are also generally communicated to each student by his or her faculty interviewer. The progress of students beyond the second year is reviewed in such a meeting only if special circumstances require it. In such cases, the results will also be communicated to the student by his or her faculty interviewer.

These reviews are not designed to function as a way of communicating pedagogical information. That purpose must instead be served by the student's interactions with those with whom the student is working on particular research projects. (Of course, if a student feels that he or she is not receiving adequate instruction, the student may raise that concern in the end of year interview.)

DEPARTMENTAL POLICY REGARDING INCOMPLETE COURSEWORK

It is departmental policy that each academic year “closes,” so to speak, at the end of the third week of August. All work for those incompletes should be submitted by the end of the third week in August. At that point, the Graduate Advisor(s) will be following up with those who hold, and those who have granted, I or NR grades to come to some accommodation: either the period for getting the work done has ceased (this will mean that an I grade will eventually become an F and stay on the student's record), or some concrete, preferably short-term, plan for getting the remaining work finished will be arranged between the student and the instructor (and with the knowledge of the Graduate Advisor(s)).

In some cases, there are strong external reasons to complete coursework before the departmental deadline. For example, since an incomplete grade will lapse to an F after one quarter, a student's GPA could be harmed by a lapsed incomplete, even if only temporarily. Such a lapsed incomplete grade could move a student's GPA below the 3.0 minimum that Graduate Division requires for the student to be funded for the following year. Also, Graduate Division requires that a certain percentage of a student's coursework be completed so as to be funded in the following year. That percentage is currently at 67%. (To check the latest requirements, please consult the current “Satisfactory Academic Progress Guide” which you may find online via search.)

First year students will want to be particularly mindful of these minimums. Since first year students have not completed many courses, a single lapsed I grade will disproportionately harm their GPA and their percentage of completed courses, at least, until they satisfy the incomplete. Currently, the assessment for suitability for funding for the following year is made some time in July. As such, anyone whose GPA or course completion rate is below these minimums will want to complete their coursework before a negative assessment is made, even if the departmental deadline for the satisfaction of incompletes is later.

THE PROPOSITION

GENERAL DESCRIPTION

Typically in the third year, before beginning dissertation work (and before taking the qualifying oral examinations and advancing to candidacy), students write an extended paper of between 7500 and 9000 words (25-30 pages) that treats some specific philosophical problem that roughly falls into either the category of metaphysics and epistemology or ethics and value theory.¹

The intent of the proposition requirement is to provide an opportunity for students to recognize, formulate, and think through philosophical problems, to engage in substantial revision and rewriting, and to write a more polished piece of work than is typical in the time frame associated with seminars. A proposition can be a substantial development of a previous seminar paper, or a piece of work on a new topic. The content can advance and defend a thesis or provide a critical literature review that bears on a significant question.

The proposition will be read and graded by two faculty members, one of whom is the student's Proposition Advisor. It is expected that a final draft of the proposition will be submitted by the **first day of classes in Spring quarter**.

THE PROCESS

Fall Quarter: The Proposition Proposal and Draft

Students enroll in 4 units of Philos 596 for a letter grade with a faculty member who has agreed to supervise the writing of their proposition draft from the Fall quarter to its completion in the Spring.²

By the **Friday of the fifth week of Fall Quarter**, the student will submit to the SAO a **half-page Proposition Proposal** containing proposition title, a short paragraph containing the topic of the proposition, and the signature of the Faculty Advisor.

A **first but complete draft** of the proposition is due no later than **the end of Fall Quarter**. Proposition drafts should be submitted to (1) the student's Faculty Advisor, (2) the Graduate Advisor(s), and (3) the SAO. *Failure to meet this deadline may put a student's status and their eligibility for teaching in jeopardy.*

¹ Students will take one graduate seminar in the complementary area to that in which they write the proposition. (See Special Area Requirement.) Students should consult with the Graduate Advisor(s) to determine the category into which the selected proposition topic falls.

² Students are encouraged to identify proposition advisors in the summer before their third year. Advisors are often faculty whose seminars a student has taken, or whose research areas overlap with a student's interests.

Winter Quarter: The Proposition Workshop, Drafts and Feedback

Proposition-writing students will **enroll in two units of Philosophy 596, with their Faculty Advisor, on an S/U basis, and two additional units, on an S/U basis, with a Second Reader from the faculty, who is assigned by the Graduate Advisor.**

In the first two weeks of the winter quarter, the student will meet with both the Faculty Advisor and with the Second Reader. In their first meeting, the student will give a 10-15 minute presentation of the principal thesis and argument of the proposition to both faculty members and will get some feedback on the ideas in the presentation.

A revised draft of the proposition will be due at the **beginning of the fourth week of the winter quarter** that responds to the Faculty Advisor's feedback to the fall draft as well as to the Second Reader's feedback in the preliminary meeting. It should be submitted to the Faculty Advisor, the Second Reader, and the Graduate Advisor. Soon thereafter, the student should meet with both the Faculty Advisor and the Second Reader.

Proposition feedback. Also during the Winter Quarter, each student should circulate a proposition draft and secure feedback from at least two other peers – at least one member of his/her cohort, and another, more senior, graduate student. Each student should be willing to give feedback to members of his/her cohort.³ To be useful, feedback should be provided no later than **by week five** of the quarter.

Proposition Workshop. Also during the Winter Quarter, and no later than **week five**, the student must arrange to present (orally) their proposition to an audience of (some) faculty and graduate students (including their proposition peer group). The default format is an APA-style presentation of 15-25 minutes, leaving at least 30 minutes for questions.

The presentations will be organized by the Graduate Advisor(s) and SAO into a workshop series. This oral presentation is an additional requirement for passing the proposition.

Final Draft

The final draft of the proposition is due on the **first day of classes in Spring quarter**. The proposition should be submitted to (1) the student's Faculty Advisor, (2) the Graduate Advisor(s), and (3) the SAO. It should be accompanied by a document specifying how and when the additional requirements above (the oral presentation and the peer feedback) were

³ Students who have difficulty securing peer feedback may ask the Graduate Advisor(s) for assistance.

satisfied.

Spring Quarter: Submission and Evaluation

The Faculty Advisor and Second Reader will read and grade final draft of the proposition over the next three weeks. (Propositions are graded on a Pass/Fail basis.)

Students who fail to submit a completed proposition on time, or whose proposition does not receive a grade of Pass, are no longer in good standing. While they may teach in the summer, they may not be allowed to enroll in the Fall.

Upon consultation with the Graduate Advisor and their proposition readers, such students may request reconsideration, submitting a rewritten proposition by July 1st. If the rewritten proposition is deemed a Pass, good standing will be restored, and the student may enroll in the Fall.

AFTER THE PROPOSITION

When the Proposition is completed, a student must choose an interim advisor to guide them through the initial stages of advancing to candidacy. (Please see the section “Advancing to Candidacy” below for details.)

ADVANCING TO CANDIDACY

Students who have completed all requirements except the dissertation and who have passed the Doctoral Oral Qualifying Exam are Doctoral Candidates and have earned the C.Phil. degree; they are a “Candidate in Philosophy” (also known as “ABD,” which short for “all but dissertation”). You may advance to candidacy as early as the Spring of your third year, and **you must advance to candidacy by the end of the Spring quarter of your fourth year.**

Students who fail to advance to candidacy on time will no longer be in good standing. While this does not affect the ability to teach in Fall of the fifth year, such students may not enroll, or TA, in the Winter. They may not enroll or TA again until advancement.

The advancing to candidacy process is relatively unstructured and involves the difficult task of arriving at a dissertation topic. As such, the department requests that, immediately upon completion of the Proposition, a student select an official interim advisor who will help guide them through the initial stages of the advancing to candidacy process until they have appointed an official dissertation committee. When a faculty member agrees to be a student’s interim advisor, the department’s Graduate Advisor(s) should be informed by the student. The

interim advisor need not be the student's proposition advisor nor the student's ultimate dissertation advisor but should be someone whom the student takes to be suited to guiding them through the advancing process. Faculty may put conditions on being an interim advisor, and there is no presumption that any given faculty member will be the interim advisor for more than one student. If students do not succeed at finding an interim advisor, the department's Graduate Advisor(s) will be their default interim advisor.

Earning the C.Phil degree, and so "advancing to candidacy," requires, in addition to the completion of all degree requirements except the dissertation, a certain amount of paperwork (and a fee – the department provides the student with an additional stipend to cover this). This document explains that paperwork.

Coursework Completed

Assuming that you have in fact completed all your degree requirements, except the dissertation and the oral exam, you must **make sure that this fact is documented with the department, with the registrar, and with Graduate Division.**

To this end, review the degree requirements, your transcript, and/or your Degree Progress Report ("check-off sheet"), to ensure that your coursework is both complete and recorded as such. Pay particular attention to any requirements you (think you have) satisfied by petition. If in doubt, confirm with the Graduate Advisor(s).

Committee Appointed, officially

Officially, "Doctoral committees are appointed by the Dean of the Graduate Division, acting for the Graduate Council, upon nomination by the chair of the department or interdepartmental program committee, after consultation with the student. The committee must be appointed prior to holding the oral qualifying examination." (Standards and Procedures for Graduate Study, pg. 17.)

What this means is that, **before you take your Doctoral Oral Qualifying Exam, your committee must be officially "constituted" by the Dean of the Graduate Division.**

To start the process, simply approach faculty members to see if they would agree to serve on your committee. Committees are required to have four members, two of whom are tenured. The default is that the four committee members are from the department, but for the precise rules governing this and the possibility of members from outside UCLA, consult the Standards and Procedures for Graduate Study, here:

<http://www.gdnet.ucla.edu/gasaa/library/spintro.htm>.

Once four people have agreed to serve on your committee, the SAO will

submit a “Nomination of Doctoral Committee” form on your behalf. To this end, send to the SAO a list containing the names of the relevant faculty, together with their department, institution, and academic rank (Assistant, Associate, or full Professor). Indicate who will chair. You may constitute your committee before you have finalized your proposal or scheduled your exam. **Allow 3 weeks for the processing of this form.**

Doctoral Qualifying Exam Scheduled

All of your committee members must be present at your Doctoral Qualifying Oral Exam. This can be hard to arrange, as people have complex schedules. Finding a time for the outside member can be particularly difficult. As with all such matters, it is easier to schedule the exam well in advance, **two months in advance is not too soon**. Once the exam has been scheduled, **be sure to tell the SAO the date, time, and location**, as the SAO must prepare a form to be signed by your committee at your exam.

Proposal Finalized

A dissertation proposal is the document that you will circulate to your committee before your Doctoral Oral Qualifying Exam. It will be the basis for the discussion that is the exam. Presumably, you have been working on it for some time, in consultation with all members of your committee (most closely with your chair). Well in advance of your exam date, you should **finalize your proposal and distribute it to your committee, providing them with ample time to read it before the exam** (two weeks seems a reasonable *minimum*).

Exam Taken and Passed: C.Phil. Degree Conferred!

THE DISSERTATION

There is much to be said about the writing of a dissertation, and most of it will be said by your dissertation committee. Here are a few, largely administrative, comments:

Students writing a dissertation work closely with the chair of their dissertation committee. It is advisable, though, to show work in progress to the other members of your committee. Indeed, it is helpful, both for the development of your dissertation and as preparation for the job market, to receive wide and varied feedback from many sources. Students working in ethics (broadly construed) can present dissertation chapter to the Ethics Writing Seminar, and students working in mind and language might consider the Mind and Language Workshop. As the job market nears, dissertation chapters or writing samples are presented in the Job Seminar (see the section below, “Placement and the Job Market”). You might also consider presenting work to the Albritton Society or at a conference.

It is ideal if you have a complete draft of your dissertation in the fall of (what is hopefully) your final year, as you engage the job market. Students who know exactly how their dissertation ends, because they have written it out, tend to perform better on the job market. In any case, you will need two polished pieces of work (a writing sample and a job talk) to engage the job market, and you should not expect to have a lot of time for writing in the Fall or Winter of any year you are on the market, since being on the job market is very time consuming. (See the later section, “Placement and the Job Market.”)

Even after the dissertation has been completed, there are certain final hurdles that must be cleared before the conferral of the Ph.D. (which typically takes place in the Spring, though, if you are out of residence in the year you finish your dissertation, there is a financial advantage to filing for your degree during the Summer).

It will have been decided, when you advanced to candidacy, whether a Final Oral Exam is required for your Ph.D. If such an exam is required, it should be scheduled well in advance, since committee members will have complicated schedules. Again, two months in advance is not too soon.

Whether or not a Final Oral Exam is required, you need to give your committee time to read your entire dissertation before (taking your oral exam or) filing for the degree (three weeks seems a reasonable *minimum*). You should consult closely with your Chair, and with other committee members, about the schedule for the distribution of your final product.

There are many technical requirements that must be met, in filing your

dissertation with the University. Information about them all can be found here:
<http://www.gdnet.ucla.edu/gasaa/library/thesisintro.htm>

Finally, the department asks all its Ph.D.'s to supply a copy of their dissertation to our reading room. The department will reimburse the cost of printing.

PLACEMENT AND THE JOB MARKET

Students seeking faculty and post-doctoral positions receive a variety of forms of support from the Department. The Placement Committee (comprised of the Faculty Placement Officer and the SAO) generally oversees the preparation and assembly of students' dossiers, supervises mock interviews, and arranges a practice job talk.

It is the department's policy that no student go on the job market unless: (1) his or her placement materials are ready by September 15th and (2) by the end of September, his or her dissertation chair certifies that he or she has at least two substantive (i.e., non-literature survey) chapters written and a draft of the majority of the entire dissertation. The department strongly recommends that a complete draft of the dissertation be finished by late September of the year the candidate enters the market.

Almost all of the students seeking placement in recent years have succeeded in finding academic positions.

FINANCIAL ASSISTANCE

Financial life as a graduate student is complicated (and difficult). This page tries to explain, at least briefly, the administrative ins and outs of it. Various topics are, however, beyond its scope, and, at those points, the document will point you elsewhere.

WHAT NEEDS PAYING FOR

As a graduate student you will have, in addition to your normal living expenses, the cost of tuition and fees.

At the University of California, only out-of-state students pay “tuition” (also called “non-resident tuition” or “NRT”). With some work, US citizens can establish “residency for tuition purposes” in a year’s time, and so avoid paying more than one year of tuition. Non-US citizens cannot establish residency, and so will be charged tuition each year until they advance to candidacy. Such students qualify for a 100% reduction in the cost of tuition the quarter after they advance to candidacy, for a maximum of three calendar years.

It is very important to note that the department *will not* pay more than one year of tuition for US citizens. This means that you will pay non-resident tuition yourself (about \$15,000/year) if you do not choose to establish permanent California residency. If you wish to establish California residency, you must complete a number of tasks to establish your intention to be a permanent resident in the summer and early fall before your first year to qualify for in-state tuition in your second year. In other words, to avoid the non-resident tuition in your second year and following, **it is crucial to establish California residency by taking measures before your first year begins.** Failing to do so is extremely expensive. Doing so is somewhat tricky, and takes some work, which should begin **before you arrive on campus.** For more information, **please go to and study the information on** this page: <https://www.registrar.ucla.edu/Fees-Residence/Residence-Requirements>

All students, including California residents, pay “fees.” A very small portion of these fees (around \$120 a quarter) is imposed upon the student body by the student government. This portion of the fees is not covered by fellowships or remitted with teaching assistantships; it is the responsibility of the student. If you do not pay these fees by the end of the second week of a given quarter, your courses may be dropped, and you will then need to pay a re-enrollment fee.

HOW IT IS USUALLY PAID FOR

It is the department's practice that all regularly admitted students who do not have outside fellowship support receive financial support sufficient to cover tuition, fees (except the small portion mentioned above), and (an extremely modest understanding of) living expenses. This departmental support generally comes in one of two forms: as a fellowship or as a teaching-assistantship (i.e., as

money or as employment). For the limits on this support, see the subsequent section “LIMITS ON TA-SHIPS AND ON DEPARTMENTAL FINANCIAL SUPPORT.”

FELLOWSHIPS

The department offers three years of fellowship support for graduate students. One is taken in the first year, and the second and third are normally taken in the fourth and later years.

For the second year of fellowship, normally taken in the fourth year, the department requires domestic students without some other funding (e.g. Cota-Robles Fellowship or outside fellowship) to apply for a Graduate Research Mentorship (GRM). If the student does not win the award, the department will provide fellowship support for that year instead.

For the third year of fellowship, sometimes taken as late as the seventh year, the department requires the student to apply for a Dissertation Year Fellowship (DYF). If the student does not win the award, and provided that in the spring of the previous year the student has two dissertation chapters in draft and is otherwise showing satisfactory progress toward the degree, the department provides fellowship support for that year instead.

There are also a variety of further fellowships to apply for. Information about some of these opportunities can be found at Graduate Division’s website.

<https://grad.ucla.edu/funding/>

Fellowships generally both cover fees and provide a stipend for living expenses. (Again, they do not usually cover the small portion of fees that are imposed by the student government.) The amount of the stipend varies depending on the (source of the) fellowship. Questions about the administration of fellowships should be directed to the SAO.

Depending on the fellowship, US Citizens and permanent residents who receive fellowships are required to **fill out a Free Application for Federal Student Aid (FAFSA)**. We advise all students, every year, to fill out the FAFSA to be eligible for loans, should the need arise, or fellowships, should they become available.

All students, US Citizens or not, should be aware of the federal and state tax status of your fellowship (as well as TA and GSR compensation). Both the FAFSA and tax information can be found here:

<https://grad.ucla.edu/funding/financial-aid/tax-information-forms-for-ucla-fellowship-recipients/>

and here: <https://grad.ucla.edu/funding/financial-aid/tax-information-forms-for-ucla-fellowship-recipients/u-s-citizens-residents/>

When you fill out your FAFSA, you will be asked to declare when you will earn your degree. Even if you do not finish your degree by that date, any loans you have secured may come due in full. To avoid this, it is important to keep lenders informed of your actual length of time to degree. Questions about this may be directed to the SAO.

SUMMER FUNDING SUPPORT

It is departmental practice that students apply for the Graduate Summer Research Mentorship (GSRM) for funding support for the summer following their first and second years. This award, if acquired, provides \$6,000 for the summer term. If after applying for the GSRM you do not receive the award, the department aims to provide a \$6,000 stipend in each of your first two summers in exchange for 6 weeks full-time work in philosophy, for research, or to ensure that you will have no incompletes remaining past the third week of August. The department also aims to provide a \$6,000 research stipend during one summer of your choosing after your fourth year in the program. In summers when you are not receiving stipend support, it is usually possible to work as a TA. However, if you are receiving funding in the summer, then you are expected not to teach.

TEACHING ASSISTANTSHIPS

After the first year, students are typically awarded three quarters of teaching assistantship each year they are not on fellowship. (A limited amount of summer teaching is also available). If a teaching performance is satisfactory and a student is maintaining satisfactory progress in the program, it is possible to receive up to 18 quarters of teaching assistantships. (Importantly, the total amount of departmental support, including the first year, is not to exceed seven years. See the section, “Limits on TA-ships and on Departmental Financial Support.”)

A teaching assistantship is officially a 50% appointment under an academic title, that is, it is half-time employment by the University. These titles are represented by the United Auto Workers. Important information about teaching assistantships can be found in the Academic Apprentice Personnel Manual, on Graduate Division’s webpage:

<https://grad.ucla.edu/funding/working-at-ucla/academic-apprentice-personnel-manual/>

Students who have (or will soon) advance to candidacy are eligible to apply to teach their own small undergraduate seminar, through the Collegium of University Teaching Fellows. Applications are made in the Winter, for teaching in the following Winter or Spring. This is a very useful experience. More information can be found here: <https://www.teaching.ucla.edu/cutf>

When you receive your financial assistance in the form of a teaching assistantship, Graduate Division remits your fees and you earn a salary to cover

living expenses. Questions about the administration of TA positions, salaries, and fee deferrals should be directed to the Personnel and Payroll Coordinator.

For students who already have TA experience prior to beginning to TA for the department, there is the option of applying to the grad advisors to be promoted from teaching assistant to teaching associate. The prior experience required is three quarters (or two semesters) as a section leader. Please provide a description of what courses were TA'd for and what responsibilities one had as TA. Please note that while this promotion regrettably does not have an effect on take-home salary, it does slightly shift the amounts that the department -- as opposed to graduate division-- is responsible for, in a way of benefit to the department. For students do not have already have TA experience prior to beginning to TA for the department, these promotions take place automatically.

Sometimes students take other employment opportunities on campus (such as working as an Instructional Technology Consultant), and these often also provide fee remission. You should think carefully before accepting employment that does not provide fee remission, and consult the graduate advisors, since the department may not cover tuition in that case.

RESEARCH ASSISTANTSHIPS

Faculty members sometimes use their own research funds to hire students as research assistants. This is typically hourly employment. Since a TA-ship is already 50% employment with the University, and since you are not permitted to work more than 50% of the time while a full time graduate student, you cannot both TA and, in the same period of time, accept work as a Graduate Research Assistant. However, you can accept work as a Graduate Research Assistant during breaks in the year (e.g., spring break or winter break) and during the summer.

READERSHIPS

The Department sometimes employs a few graduate readers whose job it is to grade papers under supervision of the instructors. Readerships typically pay less than TA-ships.

THE PROGRAM IN LAW AND PHILOSOPHY

Students enrolled in the joint J.D./Ph.D. program are eligible for generous aid for expenses and tuition associated with the J.D. program and should consult the Director of the Law and Philosophy Program for details.

SOME NITTY GRITTY

Your financial life with the university is handled largely through something called your Billing Accounts Receivable (BAR). Questions about the details of your account can be directed to the SAO.

ASSIGNING TA'S TO CLASSES

Every academic department is responsible for the assignment of its TA's to classes. The responsibility falls ultimately on the Chair, but may be delegated to another departmental officer. Assignments are to be made in the interests of instruction, both the instruction of the students whom the TA will teach and the training of the TA. In the Philosophy Department, this responsibility has been delegated to the faculty TA Faculty Advisor.

Because there are many ways, all compatible with our primary instructional goals, in which such assignments could be made, the Philosophy Department has tried to bring into consideration the desires of the TA's themselves and a system for adjudicating among conflicting desires that will be seen as fair by the participants. To this end we have asked the TA's to propose what they regard as a fair system for assessing and balancing these desires, and to use this system to propose an initial set of assignments of TA's to courses. The TA's have proposed a certain system called 'PDI', administered by the TAC. Under this system, the instructors of the courses have no access to the preferences of individual TA's. The faculty have accepted this proposal, and it has been used successfully for many years.

Once the initial set of assignments has been proposed by the TAC to the TA Faculty Advisor, a discussion ensues in which other considerations relevant to our primary instructional responsibilities, including the views of faculty member as to the qualifications of proposed TA's for that faculty member's courses, may come into play. Because only the TAC has access to the data of the PDI system, including the priorities of each TA, the TAC must continue to play a role until the final assignments are made.

Finally, although the Chair is ultimately responsible for the assignments, the department is strongly inclined to work with any method for the initial assignments that the TA's consider fair, and the proposals of the TAC, both initially and, when necessary, in further discussion, are given great weight.

LIMITS ON TA-SHIPS AND ON DEPARTMENTAL FINANCIAL SUPPORT

The Philosophy Department limits graduate students to twenty-one quarters of departmental financial support. (This is sometimes referred to as the “seven year cap,” although we technically count quarters, not years).

Departmental financial support, for the purposes of the departmental policy, will include any fellowship or financial support promised (granted outright or backstopped, whether the department ultimately bears the financial burden of the fellowship or not) in your admission letter, any employment by the department (including time spent as TAC), and any extra fellowships granted by the department in the course of your time here. It does not include employment outside the department, either on campus or elsewhere, nor fellowships you secured for yourself from sources outside the department. Summer support and summer employment are also not counted against the 21-quarter limit.

Graduate Division limits the number of quarters a student can TA while at UCLA. Students are limited to 12 quarters of TA-ing during their tenure as graduate students. The department can recommend exceptions up to 15 quarters, as long as a student has advanced to doctoral candidacy and is in good academic standing, but since needing more than 12 terms means you are beyond normative time to degree this also requires the approval of Graduate Division. It is also possible to petition Graduate Division for an exception so as to go beyond 15 quarters of TA-ing. Even if such exceptions are granted, there is a true maximum of 18 quarters of TA-ing beyond which a student will not be allowed to go.

The department regularly petitions Graduate Division on behalf of students who have not yet reached the department's limit of 21 quarters of financial support. We expect, but cannot promise, that these petitions will be granted unless the true maximums have been reached.

RESEARCH FUNDS

Each graduate student has a \$5000 research and travel fund for expenses related to research while at UCLA, administered through the department. This is in addition to the \$1,000 travel grant made available through Graduate Division. Such expenses typically include books, computers, and conference travel. As with the rest of the funding package, access to these funds is conditional on maintaining satisfactory academic progress.

The following guidelines have been established for the use of these funds. Since it is important for students to have resources available while writing their dissertations and preparing to go on the job market, no more than \$2,000 should be spent before advancing to candidacy.

Also, students may spend no more than \$2,000 in any one academic year subsequent to advancing to candidacy. In unusual circumstances students may petition for exceptions to either of these guidelines.

Since this all involves reimbursements, for the purposes of the research funds, the academic year is defined to be the fiscal year, which runs July 1-June 30. (But first-year students will not be able to access these funds until they arrive on campus in the Fall). It is university policy that reimbursements for travel must be submitted within 45 days of return, and other expenditures should be submitted as soon as possible after purchase, and in any case before the end of the fiscal year. Since this policy is centrally enforced the department has no ability to intervene if these rules aren't followed.

In addition, any expense for more than \$300 must be approved by the graduate advisors. Ordinarily this will be a routine matter, but in some cases the graduate advisors may want to discuss the proposed expenditure.

Before making any expenditures in anticipation of reimbursement from these funds, please review the following documents, which explain in more detail the procedures for reimbursement:

<https://philosophy.ucla.edu/wp-content/uploads/2018/09/Graduate-Student-Travel-Funding-Request-and-Policies.pdf>

<https://philosophy.ucla.edu/wp-content/uploads/2018/09/Graduate-Student-Non-Travel-Research-Funding-Request-Form.pdf>

In terms of travel, students must exhaust resources made available by UCLA's Graduate Division before drawing on their Department accounts. Information can be found at:

<https://grad.ucla.edu/funding/financial-aid/funding-for-continuing->

[students/doctoral-student-travel-grants/](#)

And keep in mind that the APA and many conferences offer travel stipends to graduate students; taking advantage of these resources will help you conserve your individual funds.

Students who exhaust these resources may petition the Graduate Advisors for additional travel money. One should be aware, however, that such petitions will be approved only in exceptional circumstances.

Computers and related items (iPads, etc.) must be purchased directly through the university rather than be reimbursed. Students can see the Department Technology Analyst to find out about pricing and availability through UC's contracts. Most common research items (books, printers and computer peripherals, etc.) are reimbursable but some things are not. Students should consult staff before making purchases if there is any doubt.

Finally, we note that these resources replace the Department's previous travel allowance, but they do not replace the funding for first-time job seekers.

PARENTAL SUPPORT

There are two sources of support for parents: the campus and the department. In a given case, support may take the form of leave, financial support, and/or accommodations in the clock of one's progress towards degree.

Campus Support:

The current union contract for Academic Student Employees (effective through June 30, 2022) allows for up to 6 weeks of paid leave for childbirth. Up to 4 weeks of paid leave may be granted to care for a new child (newborn, adopted, or foster care placement) and/or for a family emergency, as defined in the contract. No more than 6 weeks of paid leave may be granted in total during an academic year. Additional unpaid leave is available. See Article 17 of the UAW contract for more details: https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx_2010-2013_17_leaves_ta.pdf

Where appropriate, it is important to notify the Chair of anticipated parental leave as soon as possible in order to allow sufficient time to arrange for a substitute TA.

Graduate Division will fund 6 weeks of maternity leave for expectant mothers holding departmental, Graduate Division, or university fellowships. Expectant mothers who have a non-UCLA fellowship or who are employed as Graduate Student Researchers may apply to the UCLA Childbirth Accommodation Fund: <https://grad.ucla.edu/funding/working-at-ucla/childbirth-accommodation-funding/>

For questions about leaves, contact the Personnel and Payroll Coordinator whose office is in Dodd 331. For questions about fellowships, contact the SAO whose office is in Dodd 329.

Departmental Support:

The Department has some additional funds to help defray the cost of childcare and/or medical insurance premiums for dependent children of enrolled graduate students.

To apply for these funds, parents should make a brief statement indicating the amount of projected uncompensated daycare expenses and medical insurance premiums to the department, by May 1st (detailing the expenses for the summer), and by August 15th (detailing the expenses for the coming academic year). Please see Childcare Funds Guidelines for details. The statements should be submitted to the SAO with a cc to the Graduate Advisor(s), using the Childcare Subsidy Application Form. The funds will begin to be dispersed at the start of the new fiscal year, July 1, for summer, and at the start of the academic year, October 1st, for the school year). If significant unanticipated increases or reductions in

expenses arise during the year that were not reflected in your request, please submit an updated request before the next quarter.

Graduate students must be enrolled, in residence, and in good standing to apply for this program. Students are eligible for this program through their 7th year; petitions for exceptions should be submitted to the graduate advisor(s).

Keep the Graduate Division's Childcare Reimbursement program in mind: (<https://grad.ucla.edu/funding/working-at-ucla/childcare-reimbursement-program/>). Those who are TA's or GSR are eligible for this, but not those on fellowship. In your statement to the department, you should take these resources into account first, if applicable, before determining the uncompensated balance.

Since the money will be dispersed as fellowship, it will be taxable. Students may be eligible to enroll in a Dependent Care spending account which may reduce their tax liability on dependent care expenses (<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/other-benefits/flexible-spending-accounts/ase-depcare/index.html>).

Program Accommodation for Parental Responsibilities

The following is UCLA policy:

Research doctoral students who are undergoing childbirth or coping with other serious parenting demands must be allowed additional time to meet established deadlines for passing preliminary and/or qualifying examinations and completing their dissertations. A woman anticipating childbirth is entitled to receive an extension of up to one extra year for passing preliminary examinations and qualifying examinations and an extension of up to one extra year toward Normative Time completion while in candidacy. A woman or man confronted with extraordinary parenting demands such as a child's serious illness is entitled to receive an extension of up to six extra months for passing preliminary examinations and qualifying examinations and an extension of up to six extra months toward Normative Time completion while in candidacy. The total additional time granted by this policy cannot exceed two years, no matter how many children are involved.

See p. 35 of: <https://grad.ucla.edu/academics/graduate-study/standards-and-procedures-for-graduate-study/>

Acknowledging and respecting this policy has consequences for graduate degree clocks and funding. It means, for example, that a student who has had a child since candidacy and is, by the calendar, in year 7 of the program is effectively in year 6, and is, if they wish, to be treated as such for purposes of degree requirements and funding. In particular, with proper documentation of the pregnancy, such a person is eligible to apply for a DYF from Grad Division, even

though 7th year students generally are not. In line with this, the person is also eligible to apply for the DYF backstop (as also any other relevant funding).

Any student who wishes to take advantage of this should inform the chair of their dissertation committee, and the graduate advisors, about this, so that relevant letters of reference mention this accommodation to explain a longer time to degree. It is also important that the student inform the student affairs officer, so that the department can keep proper documentation of this, to be referred to as future program deadlines and funding opportunities arise.

ACCOMMODATIONS

The university provides for accommodations for disability and other barriers, which are arranged through the Center for Accessible Education (CAE). Examples of accommodations include extra time on deadlines, sign language, alternative learning formats, note-taking, and accommodations in housing and transportation. For more information, see: cae.ucla.edu.

Please inform the Graduate Advisors if the department needs to participate in the accommodation.

ACADEMIC CASE MANAGERS

Academic Case Managers are personnel at Graduate Division who serve as resources outside of the department for students facing various challenges in their academic program. They “help students navigate campus processes and policies, connect students to support services and resources, and coordinate campus help for students in crisis.”⁴ They offer advice to students who are feeling overwhelmed, are not making satisfactory progress to their degree, are in a financial emergency, or are wondering if health or other issues might qualify them for an accommodation (see above).

You can contact an academic case manager by writing an email to: casemanagers@grad.ucla.edu

EXTRAORDINARY EXPENSES POLICY

The department has a fund to help mitigate financial emergencies that arise for some students while they are in graduate school, and which may impede their academic progress. This fund would be used to help defray the cost of such things as an emergency visit to a critically ill parent or close relative, or a large unreimbursed medical event, or a fire. Such expenditures would be capped at \$2,000 per event and \$5,000 over the student’s time in the program. While it is

⁴ Case management flyer, Graduate Division, UCLA, April 2022.

anticipated that such requests will be rare, we wanted students to be aware of the availability of these resources.

Applications for such assistance should be made to the Graduate Advisor(s), who will, in consultation with relevant faculty, determine whether the expenses qualify. It is in the nature of the idea of a significant, extraordinary expense that such decisions will have to be made on a case-by-case basis, observing precedent when possible.

APPENDIX A: UNIVERSITY PUBLICATIONS OF SPECIAL INTEREST

A wealth of information is available from the University. You will find much of it online at Graduate Division's website (<http://www.grad.ucla.edu/>) or at the Registrar's website (<http://www.registrar.ucla.edu/>). Below are some highlights:

UCLA General Catalog (<http://catalog.registrar.ucla.edu/>)

Contains general information about the University, requirements for the masters and for the doctoral degrees, and announcements of courses of instruction in the departments at Los Angeles.

Standards and Procedures for Graduate Study at UCLA (<https://grad.ucla.edu/academics/graduate-study/standards-and-procedures-for-graduate-study/>)

This publication serves as a supplement to the General Catalog. It provides detailed information and sets forth general policies, many of which emanate from the Academic Senate and its Graduate Council, regarding completion of degree requirements, master's and doctoral committees, examinations and foreign language requirements. General regulations concerning graduate courses, standards of scholarship, disqualification, appeal, leave of absence, normal degree progress, withdrawal and number of other matters are also included.

Graduate Student Rights and Responsibilities (<https://grad.ucla.edu/asis/library/academicrights.pdf>)

This document, created by the UCLA Graduate Students Association and endorsed by the Academic Senate Graduate Council, provides a general framework of guidance for graduate students with regards to academic issues. It is not a legally binding document but a statement of principles to be used as guidance and support. Many of the items contained within are already specified as rights or responsibilities of students in official university literature, often in greater detail than presented here.

Program Requirements for UCLA Graduate Degrees <https://grad.ucla.edu/programs/humanities/philosophy/>

This is the only official, Graduate Council-approved outline of program requirements. It is updated and published annually.

Financial Support (<https://grad.ucla.edu/funding/>)

Graduate Division's website contains information about the range of opportunities for supporting advanced study UCLA.

The TA Handbook (<https://teaching.ucla.edu/gradstudent-programs/ta-handbook/>)

This handbook has been prepared as an aid for teaching assistants. It provides basic information regarding University policy as it relates to TAs and their job.

Academic Apprentice Personnel Manual

<https://grad.ucla.edu/funding/working-at-ucla/academic-apprentice-personnel-manual/>

The manual explains official UCLA policies and procedures for the appointments of graduate students to all academic personnel titles. It contains information on how to find appointments, minimum requirements for appointments, terms of employment, benefits, tax information, TA training programs, fee deferments, offsets, and remissions.

Schedule of Classes (<https://sa.ucla.edu/ro/public/soc/>)

Contains a time and room schedule of all courses offered in the University, a calendar for the quarter and the final examination schedule.

Policies and Procedures for Thesis and Dissertation Preparation and Filing (<https://grad.ucla.edu/academics/graduate-study/thesis-and-dissertation-filing-requirements/>)

This publication describes everything you need to know to produce in official format and file your dissertation.

APPENDIX B: UNIVERSITY RESOURCES

General

Graduate Division General Information

www.grad.ucla.edu

Student financial support, forms, standards and procedures

UCLA Graduate Student Association (GSA)

<http://gsa.asucla.ucla.edu/>The official graduate student government at UCLA

Graduate Student Resource Center

<http://gsrc.ucla.edu/>

Writing Tutoring, Dissertation Support, Career Counseling, Graduate Student Workshops

MyUCLA

<http://www.my.ucla.edu/>

UCLA gateway site, TA grading, course enrollment, BruinBill account, contact information

Dashew Center for International Students and Scholars

<http://www.internationalcenter.ucla.edu/>

BruinCard

123 Kerckoff

<http://www.bruincard.ucla.edu/>

BruinCard is your library card, student ID card, and campus debit card.

Dean of Students Office

www.deanofstudents.ucla.edu

University policies, academic integrity, tips for classroom management, how to confront and report academic dishonesty.

Ombuds Office

www.ombuds.ucla.edu

Offers mediation and dispute resolution services for UCLA students, staff, and faculty on a confidential basis.

Career Center

<https://career.ucla.edu/grad>

Offers job listings, campus interviews, workshops, career fairs, and career counseling

Student Legal Services

<http://www.studentlegal.ucla.edu/>

Provides legal counseling and assistance to all currently registered and enrolled

UCLA students.

LGBTQ Campus Resource Center

<https://www.lgbt.ucla.edu/>

Supports students and employees of all genders and sexual and romantic orientations through community-building events, resources, counseling, outreach, training, consultation and advocacy.

First To Go

<https://firsttogo.ucla.edu/>

Resource for Bruins who are or were the first in their family to go to college. Undergraduates appreciate the participation of graduate students and faculty. (Wear a button or t-shirt so they can tell you are first generation.)

Academic

Graduate Division Student Services

1255 Murphy Hall

<https://grad.ucla.edu/academics/>

Student services, program requirements, retroactive enrollment actions

Registrar's Office

1113 Murphy Hall

<http://www.registrar.ucla.edu/>

Course schedules, enrollment, calendars, fees

UCLA Library Services

www.library.ucla.edu

Housing and Transportation

UCLA Housing

www.housing.ucla.edu

UCLA Transportation & Parking

<http://www.transportation.ucla.edu/>

Technical

Bruin OnLine (BOL)

www.bol.ucla.edu

University wide computing resource: UCLA (@ucla.edu) email account, some software downloads, set up a proxy server and wireless access on campus, etc.

Center for Digital Humanities (CDH)

<http://www.cdh.ucla.edu/>

Computing resources for the humanities, including humanities (@humnet.ucla.edu) email accounts, instructional technology resources (e.g., course websites, Turnitin.com), etc.

Health and Safety

Campus Police

www.ucpd.ucla.edu

In case of emergency, call 911. The UCPD direct line (310-825-1491) may still be used in non-emergency situations.

Community Service Officer Escort and Van Service

<https://police.ucla.edu/cso/about-cso>

Campus Security Officers provide walking escort services daily from dusk until 1:00 a.m. Dial (310) 794-WALK.

Health and Wellness

www.studenthealth.ucla.edu

The Ashe Center (provides comprehensive primary care) and Graduate Student Health Insurance Plan (GSHIP)

Counseling and Psychological Services (CAPS)

<http://www.counseling.ucla.edu/>

Individual and group counseling (including graduate students and dissertation groups), as well as a number of workshops and programs. NOTE: CAPS maintains an on-line self-assessment tool that can help you determine if a professional consultation would be useful, here:

<https://www.mentalhealthscreening.org/screening/welcome.asp>.

Graduate Division Case Manager for Graduate Students & Postdoctoral Scholars

A case manager at UCLA that works with graduate students and postdoctoral scholars that may be in need of support or experiencing some personal barriers to academic success. As a case manager for graduate students, they are available to consult about some available resources and options for academic issues, financial stress, health and wellness concerns, and interpersonal conflicts. The current case manager is Armando Flores, aflores@grad.ucla.edu, 310-206-1158.

UCLA Recreation

www.recreation.ucla.edu

Financial

Taxes

<http://www.vitaucla.org/>

The Vita Program prepare tax returns free of charge. Assistance is available only to US residents. The staff is not trained to prepare non-resident returns.

International students may want to look at resources offered by the Dashew Center for International Students and Scholars:

<https://www.internationalcenter.ucla.edu/resources/taxes#general-tax-filing-information>

Deferring your Student Loans

www.loans.ucla.edu

Bruin Direct

<https://grad.ucla.edu/funding/financial-aid/bruindirect-deposit/>

Students are encouraged to set up Bruin Direct for their BruinBill accounts as soon as possible.

Funding Opportunities for Graduate Students

<https://grad.ucla.edu/funding/>

Teaching Assistant Resources

Center for the Advancement of Teaching (CAT)

<https://www.teaching.ucla.edu/>

Fee Remission Chart

<https://grad.ucla.edu/gss/library/remissionsgsr.pdf>

UAW Contract

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>

Salary Scales

<https://grad.ucla.edu/gss/appm/aaprate.pdf>

Collegium of University Teaching Fellows

<http://www.oid.ucla.edu/training/cutf>

This program provides an opportunity to teach your own small undergraduate seminar. It is an extremely useful opportunity. Applications are made in the Winter.

Equity, Diversity, and Inclusion

Equity, Diversity & Inclusion Office

<https://equity.ucla.edu/>

Provides information on discrimination prevention at UCLA.

Center for Accessible Education

<http://www.cae.ucla.edu/>

Provides educational support services and programmatic access to students with permanent or temporary disabilities.

Title IX Office:

<http://www.sexualharassment.ucla.edu/>

Childcare and Parenting

Students with Dependents Program

<https://www.swd.ucla.edu/>

Provides personalized support to UCLA students who are parents, guardians, and caregivers at the undergraduate, graduate and professional school level.

Early Care & Education

<https://ece.ucla.edu/>

Operates child care centers serving the UCLA community.

University Parents Nursery School

<http://www.upns.info/>

The nursery is a cooperative school for 2 to 5 year-old children of UCLA students, faculty, and staff.

APPENDIX C: DEPARTMENTAL POLICY ON ROMANTIC RELATIONS WITH UNDERGRADUATES

The University has a strict policy governing the conduct of its teachers, faculty, lecturers, and teaching assistants, as regards any romantic involvement with undergraduates. See the Faculty Code of Conduct:

https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-015.pdf
Consult

also: <http://regents.universityofcalifornia.edu/regmeet/mar04/504attach.pdf>

To clarify: In line with the University policy, the Philosophy Department has a firm understanding of this issue as it bears on the Department. It is as follows.

The Department regards any romantic involvement with an undergraduate in a class or section that any instructor – faculty member, lecturer, teaching assistant, section leader – is teaching, or assisting in teaching, as inappropriate for the entire duration of the class.

Because the Department regards TA'ing in a class as a co-operative venture, this policy applies to all students in a class in which one is a Teaching Assistant or Lecturer, whether or not the undergraduate is in one's section. Given the Department's view of the co-operative nature of our classes, it is therefore against departmental policy either to request or accede to a request to relocate an undergraduate from one section to another because of romantic involvement with an instructor. (Accommodations on other grounds, of pedagogical merit, are possible and should be discussed with the Instructor).

It is part of our professionalism that the clear boundaries of our pedagogical relationships and duties are observed, and clearly seen to be observed.

If there are special circumstances, or other concerns, then the TA concerned should immediately consult with the Chair and either the Instructor or the TAA.

If a Teaching Assistant is already romantically involved with an undergraduate taking courses in the Department, then he or she should notify the Chair and TAC of this fact so that the Teaching Assistant not be assigned to any class in which the undergraduate is currently enrolled-.

APPENDIX D: UCLA STUDENT CONDUCT PROCEDURES FOR ALLEGATIONS OF PROHIBITED CONDUCT UNDER THE UNIVERSITY OF CALIFORNIA POLICY ON SEXUAL VIOLENCE AND SEXUAL HARASSMENT.

Below we reprint the introduction to this document, the entirety of which can be found at:

<https://www.deanofstudents.ucla.edu/studentconductcode>

INTRODUCTION

The University of California, Los Angeles is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Every member of the University community should be aware that the University is strongly opposed to sexual harassment, sexual misconduct, domestic violence, dating violence, and stalking, and that such behavior is prohibited both by law and University policy.

Students are considered to be maturing adults, capable of making their own decisions, as well as accepting the consequences for those decisions. University policies, the UCLA Student Conduct Code, and the student conduct process have been established to respond promptly and effectively to incidents involving allegations of inappropriate behavior within our community.

Students are expected to make themselves aware of and comply with the law, and with University and campus policies and regulations. While many of UCLA's policies and regulations parallel federal, state and local laws, UCLA's standards may be set higher.

The University of California Policy on Sexual Harassment and Sexual Violence, University of California Policies Applying to Campus Activities, Organizations, and Students (UC PACAOS), the UCLA Student Conduct Code, and UCLA Procedure

630.1 (Responding to Reports of Sexual Harassment) have been incorporated into this policy either by adapting or inserting verbatim the language of the policies. The complete University of California Policies Applying to Campus Activities, Organizations, and Students is at <http://policy.ucop.edu>.

UCLA Procedure 630.1 is at <http://www.adminpolicies.ucla.edu/pdf/630-1.pdf>.

Students may contact the Office of the Dean of Students or Student Legal Services for advice concerning these policies. Effective March 25, 2015.